



GOVERNMENT OF WEST BENGAL
Information & Cultural Affairs Department
Paschimbanga Natya Akademi
1/1, AJC Bose Road, Kolkata - 700020

Memo. No. 783/Natya/Tathya

Dated:-18/11/2025

Tender Notice for the work related to Engagement of Resourceful Event Management Agencies for Designing & Implementing the work related to stage Decoration , Stage related Materials, Venue Branding, Sound, stage run, and Lighting, Hospitality, manpower etc. for 25th Natya Mela at Rabindra Sadan (for 8 days), Girish Mancha, Madhusudan Mancha, Sisir Mancha, Rabindra Tirtha Auditorium, Ektara Muktamancha & Tripti Mitra Natyagriha at Natya Akademi Bhawan for 7 days.

On behalf of the Department of Information& Cultural Affairs, Govt. of West Bengal the undersigned invites tender from resourceful event management agencies **for the work related to Engagement of Resourceful Event Management Agencies for Designing & Implementing the work related to stage Decoration , Stage related Materials, Venue Branding, Sound, stage run, and Lighting, Hospitality, manpower etc. for 25th Natya Mela at Rabindra Sadan (for 8 days), Girish Mancha, Madhusudan Mancha, Sisir Mancha, Rabindra Tirtha Auditorium, Ektara Muktamancha & Tripti Mitra Natyagriha at Natya Akademi Bhawan for 7 days.** Interested event management agencies must submit the proposal within or before 24/11/2025 at 01:30 pm.

It will be two bid system and agency will be selected on the basis of eligibility criteria, Technical Evaluation and Financial Evaluation. The technical bids will be opened on 26/11/2025 at 03:00 PM and Technical presentation will be held on 26/11/2025 at 03:00 PM. in the Conference Room, Room No. 901, 9th Floor, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102. Interested bidders should have to attend the technical presentation programme with CD/Pen Drive on 26/11/2025 at 03:00 PM in the Conference Room, Room No. 901, 9th Floor, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102.

Sd/-
Secretary, PBNA
Information & Cultural Affairs Deptt.
Govt. of West Bengal

Tender Schedule:

Sl. No.	Events	Date & Time
1	Date of Issuing Tender Notice vide no 783/Natya/Tathya dt. 18/11/2025	18/11/2025
2	Date of Publication of Tender Notice in Daily Newspapers	19/11/2025
3	Date of uploading of N.I.T. & other Documents (Publishing Date)	18/11/2025
4	Documents download start date	18/11/2025
5	Documents download end date	24/11/2025
6	Bid submission start date	18/11/2025
7	Bid Submission closing	24/11/2025– 01:30 PM
8	Date of opening of Technical Bid	26/11/2025– 03:00 PM
9	Date for Technical presentation	26/11/2025– 03:00 PM
10	Date of uploading list for Technically Qualified Bidder	To be informed later
11	Date of opening of financial bid	To be informed later

Invitation for Bids

SECTION – I

1. Section I - Invitation to Bidders/Important dates:

The invitation to bid is for “The work related to Engagement of Resourceful Event Management Agencies for Designing & Implementing the work related to stage Decoration , Stage related Materials, Venue Branding, Sound, stage run, and Lighting, Hospitality, manpower etc. for 25th Natya Mela at Rabindra Sadan (for 8 days), Girish Mancha, Madhusudan Mancha, Sisir Mancha, Rabindra Tirtha Auditorium, Ektara Muktamancha & Tripti Mitra Natyagriha at Natya Akademi Bhawan for 7 days” being organized by Information & Cultural Affairs Department, Nabanna, 325 Sarat Chatterjee Road, Howrah-711102. Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications. This section provides general information about the Issuer, important dates and addresses for all communication.

The major components of the work are:

Issuer:

Secretary, PBNA, Information & Cultural Affairs Deptt., Govt. of West Bengal.

Contact Person:

Secretary, PBNA, Information & Cultural Affairs Deptt., Govt. of West Bengal

Key Events & Dates:

As mentioned in the tender schedule

Procurement of Document:

The bid documents are available for download from <https://wb.gov.in> from 18/11/2025.

Estimated amount, EMD, Venue and Deadline for submission of Proposal:

The estimated amount of this tender is Rs. 55,82,580/- (Rupees fifty five lakh eighty two thousand five hundred and eighty only) including all Govt. taxes subject to the actual work done as per certification of the officials concerned, upon physical verification of the work done. So, Earnest Money of Rs. 1,15,000/- (Rupees one lakh fifteen thousand) only in favour of Secretary, FTCC. Offers not accompanied by the Earnest Money will be rejected. The Earnest Money of the successful bidder will be retained and adjusted against the Security Deposit.

Secretary, PBNA
Information & Cultural Affairs Deptt.
Govt. of West Bengal

Eligibility Criteria

SECTION - II

2. Section II – Eligibility Criteria:

The bidder must possess the requisite strength and capabilities in providing the services necessary to meet the requirements, as described in the tender documents. The bidder must also possess the technical know-how that would be required for successful implementation of the entire event within stipulated time as required by the authority. The bids must be complete in all respects and should cover the entire scope of work as stipulated in the Tender document. The invitation to bid is open to all bidders who qualify under the eligibility criteria as given below:

SL.	Clause	Documents Required
1	The bidder should be a registered firm. The company/agency must be registered with appropriate regulatory authorities for all applicable statutory duties/taxes.	Valid documentary proof of: ✓ Trade License ✓ Proof of Office Address in Kolkata Municipal Corporation/ Howrah Municipal Corporation/ Bidhannagar Municipal Corporation area ✓ Copy of Income Tax Return for last 3 years upto assessment year 2024-25 ✓ Copy of GST Return upto Financial Year 2024-25 (Q4) (if applicable) ✓ Audited balance sheet for the last 3years upto financial year 2023-24. ✓ Bank solvency certificate to the tune of Rs. 40 Lakh not older than three months from the date of publication of NIT in Portal. ✓ Financial turnover in the last year (Audited Balance Sheet) to the tune of Rs. 56 Lakh ✓ The Agency should have experience of having executed atleast one similar type of work for Government Department/ Govt. Organisation/ Government Agency/ Local Self Government/ PSU/ Parastatal body amounting to Rs. 28 Lakh during last 5 years. ✓ Work Experience certificate/ documentation
2	The bid can be submitted only by an established house/agency that has successful experience.	• Self certification by authorized signatory with relevant documents in its support. • Work Orders/ Completion Certificate confirming previous experience of similar works.
3	The bidder should furnish, as part of its bid, an Earnest Money deposit of Rs. 1,15,000/- (Rupees one lakh fifteen thousand) only	• In the form RTGS or NEFT
4	The bidder shall commit that the key personnel to be employed for the project who have been sufficiently experienced in the similar types of work and that once assigned to the project will not be moved out of it, except for reasons beyond the control of the bidder, and with prior instruction to this end.	Self certification must be produced.
5	The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government Agency.	• (Sworn before the Notary Public / Judicial Magistrate/Executive Magistrate on or after the date of publication of the Tender Notice) • As per Form VI of this NIT

6	Bank solvency certificate to the tune of Rs. 40 Lakh not older than three months from the date of publication of NIT in Portal.	• Bank's Solvency certificate by authorized signatory with relevant documents in its support. • Documentary proof
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The vendor must fulfill the above eligibility criteria/ pre-qualification conditions. Technical bid of vendors fulfilling the pre-qualification conditions will be evaluated by the duly constituted evaluation committee. Bid of vendors not fulfilling the pre-qualification conditions given above will be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances. The authority reserves the right to verify/confirm all original documentary evidence submitted by vendors in support of above mentioned clauses of eligibility criteria.

Scope of Work

SECTION – III

Scope of Work :

Tender Notice for the work related to Engagement of Resourceful Event Management Agencies for Designing & Implementing the work related to stage Decoration , Stage related Materials, Venue Branding, Sound, stage run, and Lighting, Hospitality, manpower etc. for 25th Natya Mela at Rabindra Sadan (for 8 days), Girish Mancha, Madhusudan Mancha, Sisir Mancha, Rabindra Tirtha Auditorium, Ektara Muktamancha & Tripti Mitra Natyagriha at Natya Akademi Bhawan for 7 days.

Sl.No	Description of Work / Item(s)	Qty	Unit
1	Back Drop & Stage Materials for Inaugural Day at Rabindra Sadan for 01 day :		
1.01	Backdrop (3'X15') (with Suitable Background & Script), VIP Chair for Inaugural programme - 20 Nos., Inaugural Lamp (Electric/ Battery) - 01 Nos., Centre Table with Table Cloth (for Inaugural programme) - 05 Nos., Flower Table Top - 10 Nos.	1	Gross
2	Venue Branding and Angan Sajja at 6 Venues :		
2.01	Venue Branding:- 3D Box Type Reverse 'L' Shape Gate of 10 Nos (in pair)(7 Gates at Nandan Complex & Natya Akademi, 1 Gate at Madhusudan Mancha, 2 Gate at Rabindratirtha 2 Gate at Girish Mancha), 1 Small Gate (in pair) (Beside Ladies Canteen) , 12 Programme Schedule Flex - 2 Flex each venue, Standee of size 4' x 6' (30 Nos.), Kiosk with Light (21 Nos), Angan Sajja (Nandan Complex, Sisir Mancha, Natya Akademi Bhawan, Madhusudan Mancha & Girish Mancha), Rabindra Tirtha , Wall Decoration 3Nos. 2 Walls for Sisir Mancha and and 1 Wall for Rabindra Sadan), Decoration of Ektara Muktamancha, Creation of 3 Theme based corners (Nandan Complex) & adda Zone at Ektara Muktamancha Ground.	1	Gross
3	FLOWER DECORATION :		
3.01	Artificial Flower Decorator Infront of Stage (For Inaugural Programme & 7 days of remaining programme for 4 venues)	5	Nos.
4	Printing :		
4.01	Invitation Card with Envelop – 500 Nos. (Design will be supplied at stipulated time)	500	Nos
4.02	ID Card – 50 Nos.	50	Nos
4.03	Bi-Colour Leaflet in maplitho natural shade paper – 10,000 Nos.	10000	Nos
5	Memento, Shawl, Flower Bouquet, Jute Bag :		
5.01	Memento – 250 Nos.	250	Nos
5.02	Shawl(Inaugural Programme) – 20 Nos.	20	Nos
5.03	20 Flower Bouquets for Inaugural Programme and 80 Flower Bouquets for next 7 days	100	Nos
5.04	Jute Bags with printing(Name of the programme) for carrying Memento and Flower Bouquet – 300 Nos.	300	Nos
6	Tiffin & Hospitality for Inaugural Programme & 7 days of remaining Programme		
6.01	Tea (with Milk & without Milk), Coffee, Biscuits, Papri, Kaju, Sweets for V.I.P. Guests along with suitable Crockery (Inaugural Day)	50	Nos.
6.02	Tea (with Milk & without Milk) for remaining 7 days of programme for 7 venues (@Rs. 8/-) – 9000 Cups	9000	Nos.
6.03	V.I.P. Tiffin Packets for Inaugural Programme – 50 Nos.	50	Nos.
6.04	General Tiffin Packets Inaugural Programme & other 7 days of remaining Programme for all venues [Packet Value – Rs.160/-] – 3000 Nos.	3000	Nos.
6.05	Lunch & Dinner for 7 Days [Packet Value – Rs.200/-] - 400+300=700 Nos.	700	Nos.
7	Documentation		
7.01	Video Coverage of Inaugural Programme. Edited & Master Copy [Non-Edited] are to be submitted. & Still Photography Coverage of Inaugural Programme	1	Gross
7.02	Still Photography Coverage 7 days of Programme for 7 venues. Day wise Still Photographs with album are to be submitted. - Still Photos 30 Nos. Per Day	1	Gross
8	Making Stall for 7 days (Rabindra sadan-Nandan Complex)		
8.01	Stall (80 rft X 10 ft depth X 10ft height). Complete temporary structure of bamboo to be covered with fireproof tarpoline with sufficient Light with sufficient wooden table and plastic chairs for 7 Days along with proper flex facia .	1	Gross

9	Installation of Venue Lighting at Rabindra Sadan, Girish Mancha, Madhusudan Mancha, Sisir Mancha, Ektara Muktamancha, Tripti Mitra Natyagriha with Natya Akademi & Nandan Complex for 7 days		
9.01	Sufficient outside intelligent light for illumination at Nandan Complex ,Girish Mancha, Madhusudan Mancha, Rabindra Tirtha, Natya Akademi Bhawan for 8 days with metal lamps, Chain Light etc. (Rate should be quoted including fitting & Fixing) (for 5 Venue)	5	Gross
10	Publicity		
10.01	Publicity at various places of Kolkata vide Hoarding, Banner, Mike Publicity	1	Gross
11	Manpower		
11.01	Hiring charges for Thali Girl for inaugural day – 4 Nos.	4	Nos.
11.02	Hiring charges for Boys as promoters for back stage management for inaugural day – 2 Nos.	2	Nos.
11.03	Service Boy for 7 days (04 Persons)	4	Nos.
12	Stage Light & Stage Equipments		
12.01	Supply , Installation & Operation of Stage light as per requirement at 5 venues. Supply of stage equipments at 5 venues.	1	Gross
13	Govt. Taxes		
13.01	Including all Govt. taxes	1	Gross

Form I- Details of bidders

All the agencies shall have to fill up their mobile number and email address otherwise the quotations may be treated as informal. This form shall be downloaded and filled up and thereafter the scanned copy shall be uploaded along with the quotation.

STRUCTURE AND ORGANISATION

1. Name of
Applicant (Firm)
: Office Address:

Telephone No. :

Mobile No. :
Fax No. :

2. Office Address

I) Telephone No. :

Mobile No.:
Fax No. :

II) E-mail id (Mandatory):

3. Name and address of Bank & Branch:

4. Bank Account No. :
5. IFSC CODE of that Branch :
6. MICR CODE of the Branch :
7. Bank Account Type :

8. Photo copy of 1st page of bank pass book along with a original cancelled cheque. A. 4. Attach an organization chart showing:

9. Structure of the
10. company with names
11. names of Key personnel and technical staff
12. PAN NO.:

Form II – Declaration of Acceptance of Terms and Conditions

To,
The **Secretary, PBNA**,
I & C A Department,
Nabanna, Howrah

Sir,

I have carefully gone through the Terms & Conditions contained in the document [No.] regarding Appointment of an Agency for “**The work related to Engagement of Resourceful Event Management Agencies for Designing & Implementing the work related to stage Decoration , Stage related Materials, Venue Branding, Sound, stage run, and Lighting, Hospitality, manpower etc. for 25th Natya Mela at Rabindra Sadan (for 8 days), Girish Mancha, Madhusudan Mancha, Sisir Mancha, Rabindra Tirtha Auditorium, Ektara Muktamancha & Tripti Mitra Natyagriha at Natya Akademi Bhawan for 7 days**” being organized by I & C A Department.

I declare that all the provisions of this Tender Document are acceptable to my company/firm. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name
Designation

Seal

Date:

Business Address:

Form III:- Certificate from Chartered Firm in the official pad

This is to certify that having been examined the audited Balance Sheet & P/L accounts and other records of
M/S having its official address at
.....

It is also certified that Annual Turnover of the firm for the Financial years 2021-22, 2022-23 & 2023-24 are
Rs.....lakh, Rs.....lakh. & Rs.....lakh. respectively (as per P/L accounts & Balance Sheet of the
firm submitted)

Signature of the Chartered Firm with Registration No

Countersigned

Signature of the authorised signatory (bidder)

Form~IV

APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no,
Email, address etc)

(To be submitted on the Letter head of the consultant)

To
The **Secretary, PBNA,**
I & C A Department,
Nabanna, Howrah

Subject: Submission of bid in response of the tender nodated

Dear Sir,

1. Having examined the NIT document, we, the undersigned, herewith submit our bidding response to your NIT No. datedin full conformity with the said NIT document.
2. We have read and understood the provisions of the NIT document and confirm that these are acceptable to us.
3. We agree to abide by this bid, consisting of this letter, the detailed response to the NIT and all attachments, and validity of the bid shall be for a period of 120 days from the date of opening of the Financial Bid.
4. We hereby declare that we are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
5. We certify that we have not been blacklisted by any department/ society/ body/organization of central/ state government.
6. We hereby declare that all the information and statements made in this bid are true and we accept that any misrepresentation/ wrong information contained in it or suppression of material or relevant facts/ figures may lead to our disqualification.

Yours faithfully,

(Signature of the Bidder)

Printed Name
Designation

Seal

Date:

Business Address:

Affidavit Proforma

(On Non Judicial Paper worth Rs 50.00)

(Sworn before the Notary Public / Judicial Magistrate/Executive Magistrate on or after the date of publication of the Tender Notice)

I, Sri/Smt.

the Managing Director/Proprietor (etc.) of the Firm.
..... (Name of the firm)

At(address).....

P.O... ..

P.S.....Dist.....

do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified for any work of Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law in the State of West Bengal or other State or States.
3. That my firm is not debarred/blacklisted as a whole or part thereof at present by any Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States of India.
4. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Signature of the Deponent(s).

Name in Block letters:

Designation:

Form-VI

FORMAT FOR CHECK LIST

NIT No-TW/

Dated, Kolkata.....

Name of the bidder :

Full address of the Bidder:

E mail _.....

Contact person to Bidder & Mob. No. :-

Sn	Items	Pl mark √		Folder name & Page no
1.	Application submitted in Form-IV	Yes	No	
2.	Bidder's Information Sheet in Form-I	Yes	No	
3.	Declaration of Acceptance of Terms and Conditions Form II	Yes	No	
4.	Certification from Chartered Firm Annual Turnover of the bidder Form –III	Yes	No	
5.	Affidavit for No Conviction& non blacklisting from Notary Public/Judicial Magistrate/Executive Magistrate, as per Form- V	Yes	No	
6.	Copy of PAN Card of the Bidder Company	Yes	No	
7.	Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017	Yes	No	
8.	Copy of GST Return upto Financial Year 2022-23 (Q4) (if applicable)	Yes	No	
9.	Trade License/ Enlistment Certificate	Yes	No	
10.	Registration with Registrar of Companies	Yes	No	
11.	Copy of Income Tax Return for last 3 years upto assessment year 2023-24	Yes	No	
12.	P/L Accounts & Balance sheet for the year 2021-22,22-23 and 2023-24	Yes	No	
13.	Details of credential	Yes	No	
14.	Acceptance of Terms of Conditions	Yes	No	
15.	Bank solvency certificate to the tune of Rs. 40 Lakh not older than three months from the date of publication of NIT in Portal.	Yes	No	

Evaluation Procedure

SECTION – VI

PROCESS OF EVALUATION AND SELECTION

The **credentials of the bidders as uploaded online** will be examined first. In case a bidder does not meet the criteria for eligibility, his Creative and Financial Bids will not be opened.

ANNEXURE-II :CRITERIA FOR EVALUATION OF BIDS

1	Suggested Marking System		Total Marks	Marks Scored
	A.	Technical Offer Evaluation		
	1	Presentation of concept plan for the entire venue considering the presence of VIPs / high officials and dignitaries and related works along with man management services, details of the programme.	20	
	2	Artwork & layout Plan with design for stage decoration, stage run services, flower decoration, concept of venue branding etc.	20	
	3	Prior experience in handling large Indoor programmes and detail presentation of the previous works with capacity building work like visual presentation to the audience.	10	
	4	Presentation / Demonstration of credentials / capacity to deliver services in emergency situation/ at short notice considering the presence of VIPs	10	
	5	The Agency should have experience of having executed atleast one similar type of work for Government Department/ Govt. Organisation/ Government Agency/ Local Self Government/ PSU/ Parastatal body for the amount of:- 1) Rs. 28,00,000/- to Rs. 34,00,000/- = 5 marks 2) Rs. 34,00,001/- to Rs. 40,00,000/- = 8 marks 3) Rs. 40,00,001/- and above = 10 marks	10	
	6	Plan for stage management/ Press Conference considering VIPs' presence	5	
	7	Credentials / capacity for handling hospitality support in State-level programmes	5	
	8	Plan for arranging transportation for senior artists and dignitaries.	5	
	9	Whether the Agency has an office in Kolkata Municipal Corporation/ Howrah Municipal Corporation/ Bidhannagar Municipal Corporation area (with documentary proof), and the number of permanent staff/ technical persons at its disposal for handling such a large/ important event	5	
	10	Financial turnover during the last financial year (audit balance sheet): (1) Rs. 85,00,000 and above = 10 marks (2) Rs. 75,00,000 to less than Rs. 85,00,000 = 8 Marks (3) Rs. 65,00,000 to less than Rs. 75,00,000 = 6 Marks (4) Rs. 56,00,000 to less than Rs. 65,00,000 = 5 Marks	10	
		Total: Marks for Technical Evaluation.	100	
	B.	Financial Offer Evaluation	100	
2	The technical proposal should score more than 70 marks out of 100 to be considered for Financial Evaluation.			