

No. 3554-F(H)

Date : 26.04.2012

**SHORT NOTICE FOR INVITING TENDER**

Introduction :

Finance Department, Government of West Bengal invites Sealed Tender from Reputed and well experienced Event Management Agencies for Conceptualization, Design, Decoration, Panelling, Supervision and Display in Exhibition Space having area of 1200 Sq.ft. at Hanger No.7 for Progati Utsav to be held from 15.05.2012 to 30.05.2012 in Milan Mela Trade Fair Complex, Kolkata; focused on theme 'Success story of the present Government of West Bengal during last one year'. Any design and concept presented by the agency should be in accordance with the theme. The area so allotted in Hall/Hanger No.7 of the fair complex are to be used by following Departments and authorities for respective exhibition cum display purpose :-

- ❖ Finance Department
- ❖ Excise Department

Intra allocation of space amongst the aforesaid Departments and authorities will be communicated to the successful bidder in due course.

General Terms and Conditions :-

- The Tenderer must have worked with different State and Central Government with three years experience of executing exhibition related job.
- The Tenderer should have adequate & competent manpower and other facilities to arrange and execute the job smoothly.
- The Tenderer should enclose photocopy of appreciation certificate issued by Departments under Central or State Governments/any other autonomous body under Central or State Government.
- The Tenderer has to submit coloured concept design of proposed theme/stall and creative for display panel.
- The Tenderer should quote rate in the format given at annexure 'A' and shall unless clearly specified otherwise, including the cost of all labour, inclusive of all taxes and duties as applicable as per the law.

- The Tenderer should fill the rates tendered in figures as well as in words in English. Over writing in rates is not permitted. All corrections should be signed by the tenderer. Rates should be quoted item wise as shown in schedule 'A'. If any item not mentioned in the annexure that may be quoted in separate sheet.
- Tenderer is required to deposit an earnest money of Rs.20,000/- (Rupees Twenty Thousand only). The amount of earnest money will be accepted only in form of Demand Draft drawn in favour of the Finance Department drawn on any Nationalized Bank payable at Kolkata. The tenders of the contractors who do not deposit earnest money in the specified manner will summarily be rejected.
- While submitting the tender, the tenderer should submit the following :
  - i. Copy of Proof of satisfactory completion of works of similar nature executed giving details of their magnitude, cost and time in which the works were completed. (Self Attested)
  - ii. Details of manpower
  - iii. Copy of Proof of financial status of the firm from a scheduled bank (Self Attested)
  - iv. Earnest Money.
  - v. Copy of Sale Tax and Income Tax clearance certificate for last Financial Year (Self Attested)
  - vi. Copy of Service Tax Registration Certificate (Self Attested)

Any tender not accompanied by requisite documents mentioned above is not liable to be considered and shall be summarily rejected.

- Finance Department reserves the right to reject any or all tenders or portion of the tender and award the remaining work to any other agency without assigning any reason whatsoever. Conditional tender in any form whatsoever shall be liable to outright rejection. Unsealed tenders shall be summarily rejected.
- Tender shall be submitted on or before 07.05.2012 till 2.00 p.m. and the same will be opened on the same day at 4.00 p.m. in the presence of the willing tenderers at the Finance Department, Govt. of W.B., Writers' Buildings, Kolkata-700001.
- The Earnest Money of successful tenderer (hereinafter referred as contractor) will be retained as security for successful completion of the contract and shall be returned only after Exhibition is over and the allotted portion of exhibition hall/Ground will be handed back to the Finance Department in the restored condition within the stipulated time.
- The duration of the exhibition is scheduled to be continued for sixteen days. However, in case it is extended up to two days no extra payments will be made to the contractor. If the exhibition is extended more than two days, i.e. beyond eighteen days, extra payments for each extended day shall be made at the rate not exceeding proportionate cost for 17-18 days.
- The volume and number of works may vary either way at the discretion of Finance Department. For additional work outside the work order contractor shall have to quote rates separately. Finance Department has the right to pay the rates quoted by the contractor or on the basis of assessment of reasonable market rate.
- The successful tenderer shall immediately and not later than the next working day of intimation of acceptance of tender. Failure to do so shall give the Finance Department

the right to revoke the acceptance of the tender without further notice to the tenderer, forfeit the Earnest Money deposit and award the work to any other Contractor.

Mode of payment :

- a. 40% after completion of exhibition stall.
- b. Balance 60% after successful completion of the event and certified by designated officers.

Terms and condition of the Contractor :

1. The contractor shall have to complete the exhibition space within 10 p.m. on 13.05.2012.
2. In case any portion of work is not completed as per laid down specifications on the due date/time, as specified in the work order agreement, penalty up to 10% of the balance work which was to be completed within the time stipulated in the work order/agreement will be levied.
3. On completion of the exhibition the Contractor have to take away all materials except display board within twenty four hours from the concluding day of the 'Pragati Utsav' or within the time frame extended by the competent authority of Finance Department in writing and shall have to vacate the site within the specified time failing which the contractor shall be treated as trespassers and the earnest money shall be liable to be forfeited. The display boards/soft copies, models, Booklet, Pamphlets, posters, etc. if any, put up in the stall shall be provided by the department and shall be the property of the Finance Department and these shall be handed over to the Finance Department immediately after the conclusion of the exhibition.

Joint Secretary  
Finance Department

#### FORMAT FOR QUOTING THE RATE

#### ANNEXURE – A

Name of the Event : PRAGATI UTSAV. Size of the Stall : 1200 sq.ft.

1. Concept and Design
2. Stall fabrication with iron structure, plywood & wood
3. Wooden Platform
4. Metal finish floor
5. Electrical equipment & fittings (to be done through a licensed electrical mechanic)
6. Back lit wall at the back with static photographs & 3 nos. X 52" LCD TV
7. LED Display Board (Size 8' X 6') for Front Facia
8. Metal finish 3D letters of FINANCE, EXCISE, LOGO & "ORTHO & ABGARI DAPTAR"
9. Digital Runner at the top of front facia
10. 2 Nos. Help Desk with Desktop Computer with 26" screen for Demonstration with 1 back up
11. 3 working models
12. To provide a table for the display of 3 working models with lighting
13. Sofa sets : 2 nos.
14. Plants & Flower Pots(as per requirement)
15. Labour
16. Transportation
17. Man power for extending the service during the fair period
18. Booklet and Folder designing and printing