

সুডা

SUDA

রাজ্য নগর উন্নয়ন সংস্থা

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচসি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, HC Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

**Memo No.** SUDA-14012(15)/12/2020-NULM SEC(SUDA)/ ৭৭৩৫

**Date:** 19.01.2021

**NOTICE INVITING TENDER FOR SELECTION OF AGENCY FOR VIDEO EQUIPMENTS**

*for*

**SWAYAMSIDDHA MELA 2021**

**Venue: Bidhannagar Mela Ground, Karunamaye,**

**Kolkata – 700 091**

**Date: 14-02-2021 - 23-02-2021**

দূরভাষ: ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স: ২৩৫৮ ৫৮০০

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Account Section : 2358 6408

**1 Invitation for Tender**

Tenders are invited by the State Urban Development Agency from reputed bonafied agencies/firms/contractors for Selection of Agency for **Video Equipments** for "SWAYAMSIDDHA Mela 2021" at Bidhannagar Mela Ground, Karunamayee, Kolkata 700091, an initiative of Urban Development & Municipal Affairs Department, Govt. of West Bengal on and from **14-02-2021 to 23-02-2021**.

Only the parties having experience in jobs specially graced by high level dignitaries enjoying special security cover & other dignitaries may submit their tender.

Tenderers must furnish full data and information as required in this tender document.

Award of work against the tender is at the sole discretion of State Urban Development Agency.


Tenders shall have to be uploaded to <https://www.sudawb.org> website.

State Urban Development Agency reserves the right to accept or reject any or all tenders without assigning any reasons thereof and is not bound to award work to the lowest tenderer.

Any form of canvassing shall be deemed as reason for disqualification.

Any disputes will be attended to within the jurisdiction of Kolkata.

For and on behalf of State Urban Development Agency.

  
**Addl. Director,**

**State Urban Development Agency**

Place: Kolkata

Date:

2. **Instructions to Tenderers:****Eligibility Criteria for participation of the tender :-**

- i) Eligible tenderers must have registered office under Kolkata Municipal Corporation/ Howrah Municipal Corporation/ BidhannagarMunicipal Corporation.
- ii) The bidders also should have experience of carrying out at least 1(One) work in last 5 (five) years, value of the work should not be less than **Rs. 2.00 Lakh (Rupees Two Lakh)** only.
- iii) Bidders must have a valid Trade License.
- iv) Annual turnover of **Rs. 2.50 Lakh (Rupees Two Lakh fifty thousand)** only and above in last three year(Fy-2017-2018,2018-19,2019-2020).
- v) Copy of Pan Card along with IT Return & Balance Sheet for the last 3 Financial year.
- vi) GST Registration Certificate.
- vii) P.Tax Reg. Certificate.
- viii) Eligible tenderers must have registered office under KolkataMunicipal Corporation/ Howrah Municipal Corporation / Bidhannagar Municipal Corporation area.

Bid should invariably be supported by following documents :

**TECHNICAL COVER should contain the following :-****STATUTORY DOCUMENTS :**

| Sl. No. | Particulars  |
|---------|--|
| 1       | Eligible tenderers must have Registered office under Kolkata Municipal Corporation/ Howrah Municipal Corporation / or Bidhannagar Municipal Corporation area |

**NON-STATUTORY DOCUMENT:**

| Sl. No. | Particulars  |
|---------|--|
| 1       | Copy of Pan Card along with IT Return & Balance Sheet for the last 3 Financial year  |
| 2       | GST Registration Certificate.  |
| 3       | P.Tax & Trade License Certificate  |
| 4       | Annual turnover of Rs. 2.5 Lakh (Two Lakh fifty thousand) and above in last three financial year (Fy-2017-18,2018-19,2019-2020).                                     |
| 5       | The bidders also should have experience of carrying out at least 1(One) work in last 5 (five) years, value of the work should not be less than Rs.2 Lakh (Two lakh). |

**Note: All statutory and non-statutory documents are to be mandatorily submitted, otherwise will be disqualified in Bidding.**

- **Agency details.**

- Name of the person duly authorized to clarify, negotiate and finalize the tender along with telephone, e-mail and fax numbers.
- No. of years in this field
- Past experience of the work of same nature supported by photographs and work orders. (attached annexure must be filled for quality evaluation)

- **Evaluation of Tenders:**

**1. The lowest financial bidder will be awarded provided all others clauses and condition are fulfilled. In case of tie in Financial Bid, Sl. No. 5, 6 & 7 of Non-Statutory Documents will be considered for selecting L-1 Bidder.**

**2. Rate should be quoted for entire works i.e price quoted for Video equipments and evaluation of bid will be made on the basis rate quoted for this entire works.**

**3) Rates and Quotes**

**The rates quoted shall be inclusive of all taxes and duties as applicable as per the law.**

**4) FINANCIAL COVER should contain the following:**

The contractor is to quote the rate offline for quoting rate in the BOQ.

- Bidders must submit their bids through sealed envelope including Technical & Financial Covers in the drop box of this office.

**5) Scope of Work:-**

**Video Equipments:-**

The rates quoted shall be inclusive of all taxes and duties as applicable as per the law. The quoted rates shall be firm and shall not be subject to any change whatsoever. Agencies should quote for the subjects which will be covered with followings:

**List of Video Equipment & Online Editing Setup**

1. Camera Sony - HDV FX 12 nos.
  2. Plasma TV LG / Samsung - 42 inch 2 nos.
  3. LED Wall 20 ft x 12 ft 1 No.
  4. Video Monitor JVC 3 nos.
  5. Digital Mixer Data Video 1 no.
  6. Audio Mixer Behringer 1 no.
  7. VTR Sony - 11P1 no.
  8. Talkback System Data Video 1 set
  9. External Hard Disk Drive Sony 1 no
  10. Cameraman 2 heads
  11. Online Editor 1 head
  12. Assistant Cameraman 1 heads
- Name of Items Make & Model Nos/Unit

6) **CRITICAL DATES :**

| Sl. No. | Particulars  | Date & Time              |
|---------|--|--------------------------|
| 1       | Date of uploading of Documents (Publishing Tender official website) from this end: | 19-01-2021 05.00 PM      |
| 2       | Documents Download Start Date  | 19-01-2021 06.00 PM      |
| 3       | Bid Submission Start Date:   | 20-01-2021 11.00 AM      |
| 4       | Bid Submission Closing Date:   | 03-02-2021 04.00 PM      |
| 5       | Bid opening Date in presence of intended bidders (offline)—                        | 05-02-2021 04.00 PM      |
| 6       | Date of communicating list for qualified bidder (offline):                         | To be notified latter on |
| 7       | Date of issuance of Work Order:  | To be notified latter on |

7) **Time Schedule:**

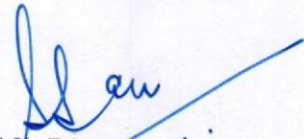
- i) The designated **Mela site** will be made **available** to the successful Tenderers by **11-02-2021**
  - ii) Tendered work complete in every respect must be handed over to the Mela Authority by **13-02-2021 at 5 P.M.**
  - iii) **Removing of entire Video equipments after the mela within 25-02-2021.**
- 8) The accepting authority have the right to accept the lowest or any rate and also reserve the right to reject any part or in full or all tenders received and split up the work in different groups / phases without assigning any reason thereon.
  - 9) Any conditional tender will not be considered
  - 10) The incomplete tender or tender which don't fulfill laid down terms & conditions, will liable to be rejected.
  - 11) In case the work is done in deviation to the specified specification or with any defect is found during Fair periods, a reasonable reduction in rates or full amount of cost/bill as may be fixed by appropriate authority, shall be made.
  - 12) In case of violation/unsatisfactory performance in any of the above clauses/works, the concerned party will be penalized by way of cancellation of order and enlistment at any time, imposition of fine, and non-payment/deduction of amount from the bills amount etc. as will be decided by the authority
  - 13) Income Tax or other tax will be deducted at source as per Government rate and existing rules at the time of payment of bills.
  - 14) **Rs 10,000.00 (Rupees Ten Thousand)** only is to be deposited as Earnest Money Deposit against this tender through offline mode by Demand Draft in favour of "State Urban Development Agency". The earnest money shall be automatically converted into Security Deposit for fulfillment of the Contract.

- 15) The EMD for the successful Bidder will be converted to Security Deposit and additional amount of 8% will be deducted towards Security Deposit from each running bill. Such deducted total amount will be refunded after 3 months of completion of the work. No interest shall be payable on the deducted amount.
- 16) **Rules for Designing:**
- (a) Any design and concept presented by the agency should be in accordance with the theme.
  - (b) All design should be created in conformity with the rules laid down by Government of West Bengal.
  - (c) The Agencies/Firms/Contractors shall comply with all the bye-laws and regulations of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all fees and other charges and the giving and receiving of all necessary notices and inform the said compliance with bye-laws, payments made, notices issued and received.
- 17) The Agencies/Firms/Contractors shall be responsible for any injury to persons, animals etc. and for any damages to the work structure and decorative works in the property which may arise from operation or neglect of himself or any of his sub-contractors or of his or sub-contractor's employees, and such injury or damage may arise from carelessness, accident or any other cause whatsoever connected with carrying out of this contract. The clause shall be held to include any damage to buildings, whether immediately adjacent to or otherwise, any damage to roads, streets, footpaths, fair ground etc., as well as any damage caused to the works forming the subject to this contract by any inclemency of weather or fire. The Agencies/Firms/Contractors shall indemnify the SUDA and hold them harmless in respect of all and any expenses arising from any such injury or damage to persons or property as aforesaid and also in respect of any claim made in respect of injury and damage, under any acts of Government or otherwise, and also in respect of any award of compensation consequent upon such claims.
- 18) Payment will be released only after due completion of SWAYAMSIDDHA Mela-2021 on receipt of duplicate bills & due recommendation from concerned Sub-Committee.
- 19) The successful Tenderer shall comply with all the bye-laws and regulations of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all fees and other charges and the giving and receiving of all necessary notices, and inform the said compliance with bye-laws, payments made, notices issued and received.
- 20) Failure to accomplish tendered work within stipulated time and to the satisfaction of competent authority shall invite penal measures, financial and / or otherwise as may be prescribed by competent authority.
- 21) In terms of the FD, Audit Branch, Govt. of West Bengal notification No.4374 dt.13/7/17, the bidder has to upload valid 15-digit GST No. under GST Act 2017 along with his bid, the bidder should note that the bid submitted without GST will be summarily rejected.
- 22) The Financial offer of the prospective qualified tenderer(s) will be considered only if the technical bid of the tenderer(s) is found qualified by Competent authority of STATE URBAN DEVELOPMENT AGENCY. The decision of the competent authority of SUDA will be final and absolute in this respect and no challenge against such decision will be entertained.
- 23) Tax Invoice needs to be issued by the supplier for raising claim under the contract showing separately the Tax charge in accordance with the provision of GST act,2017 vide FD Memo No. 4374 dt.13/7/17.

7 | Page

- 24) No mobilization advance will be allowed.
- 25) Bid Documents are not transferable. All the tenderers must keep their offers valid for acceptance for a period of 180 days from the date of opening of tenders.
- 26) Period of Work 10 (TEN) days.
- 27) **Award of Contract:**

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance/Work Order.



**Add. Director**  
**State Urban Development Agency**

### TECHNICAL DATA SHEET

|   |
|---|
| Name of the Tenderer :  |
| Address :   |
| Head of the Organization:   |
| Office Address:   |
| Date of incorporation of the organization:                            |
| Nature of Organization ( Proprietorship/Partnership/Pvt. Ltd/Limited) |
| PAN no  |
| Turnover for last year :<br>Fy 2017-18, 2018-19/2019-20: .....        |

|                            | Year ending on 31 <sup>st</sup> March | Client company | Event | Venue & location | Job value (in `) | Work order from client | Photo enclosed (yes/no) | Awards won Documentary evidence to be submitted |
|----------------------------|---------------------------------------|----------------|-------|------------------|------------------|------------------------|-------------------------|---|
| Experience of last 5 years | 2015-2016                             |                |       |                  |                  |                        |                         |   |
|                            | 2016-2017                             |                |       |                  |                  |                        |                         |   |
|                            | 2017-2018                             |                |       |                  |                  |                        |                         |   |
|                            | 2018-2019                             |                |       |                  |                  |                        |                         |   |
|                            | 2019-2020                             |                |       |                  |                  |                        |                         |   |

(Successful completion Certificate and Work order to be attached herewith)

.....  
**Signature with office stamp**



**Bill of Quantities (BOQ)**

| <b>Sl. No.</b> | <b>Item</b>      | <b>Quantity</b> | <b>Total Quoted Rate(inclusive of all taxes &amp; duties, except GST) in Rs.</b> | <b>GST in Rs.</b> | <b>Total Quoted Rate (inclusive of all taxes &amp; duties, GST, transportation, freight &amp; sample testing) in Rs.</b> |
|----------------|------------------|-----------------|--|-------------------|--|
| <b>1</b>       | <b>2</b>         | <b>3</b>        | <b>4</b>   | <b>5</b>          | <b>6= (4+5)</b>  |
| 1              | video equipments | 1 nos.          |  |                   |  |