



GOVERNMENT OF WEST BENGAL
WEST BENGAL COMMISSION FOR PROTECTION OF CHILD RIGHTS

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Memo No.- 1147/WBCPCR/OC-2/2018

Date 14/05/2018....

Notice Inviting Tender

NIT No.: WBCPCR/N-02(Event)/2018

Percentage rate tender, for the event management for stage back drop, stage and auditorium decoration, stage sound, headset microphones, stage light, 3D over head gate with bamboo structure, ballon gate, standee, hoarding, furniture plastic chair, VIP chair with cover, tabelweith frills, podium, designer tray, stand fan, look & feel, F& B Services, tea services and manpower are invited from suitable eligible event management firms. The intending tenderers should download the detail Tender Notice along with tender document from www.wbcpcr.org. The tenderers will have to submit their bid in two-folder system containing pre qualification document, (Technical Bid) in one and Financial Bid in another.

1.	Downloading Tender Document starts from	15/05/2018	11:00 a.m.
2.	Bid Submission Starts	15/05/2018	02:00 p.m.
3.	Bid Submission Ends	22/05/2018	02:00 p.m.
4.	Time & Date opening Technical Bid	23/05/2018	11:00 a.m.
5.	Time & Date for opening Financial Bid	23/05/2018	11:00 a.m.

Note:

- The detailed tender notice is available at www.wbcpcr.org
- Only the lowest bidder should deposit the EMD in A/C Payee Cheque in favour of West Bengal Commission for Protection of Child Rights.
- All credentials must be supported with work order and Completion Certificate / Payment Certificate.
- The bidders' information should be submitted.
- Relevant documents must be submitted.
- All bidders must submit the affidavit.

SL NO	DESCRIPTION	QUNT	AMOUNT (₹)	EARNEST MONEY(₹)	TIME OF COMPLETION
1	STAGE BACK DROP 30X12	1	9000	3794.56	26 DAYS
2	STAGE AND AUDITORIUM DECORATION	GROSS	15000		
3	STAGE SOUND (CD PLAYER, TWO PAIR TOP LOW, 24 CHANEL MIXTURE ,3 CORDLESS MICROPHONE ,CATCHER MIC 4 , MIC WITH CORD, 8,PODIUM MIC ,MIC WITH STAND 5 ,		25000		
4	HEADSET MICRIPHONES	2NOS	4000		
5	STAGE LIGHT	GROSS	8000		
6	3D OVER HEAD GATE WITH BAMBOO STRUSTURE	1	15000		
7	BALLON GATE	1	8000		
8	STANDEE 8 X4 IRON	6	6720		
9	HOARDING WOODEN 10 X5	1	1250		
10	FURNITURE PLASTIC CHAIR 320, VIP CHAIR WITH COVER 20, TABELWEITH FRILLS 15, PODIUM 1, DESIGNER TRAY	GROSS	15000		
11	STAND FAN	6NOS	1200		
12	LOOK & FEEL	GROSS	15000		
13	F& B SERVICES	20	5000		
14	TEA SERVICE IN PAPER CUP	300	3000		
15	MANPOWER	10	15000		
			146170		
	EVENT MANAGEMENT FEES @10%		14617		
	GST 18%		28941		
	TOTAL AMOUNT		189728		

The eligibility criteria are given below:

- 1) The applicant in the same name and style as prime concern should have successfully completed at least one contract of same type of work at least 40% (forty percent) value of the proposed contract within the last 5 years.
- 2) Income Tax Return should be submitted for the last 3 (three) financial years with the Technical Bid.
- 3) Copy of Professional Tax Clearance Certificate, VAT registration Certificate with last return and PAN Card should be submitted.
- 4) All duties, taxes, GST, royalties. cess, toll taxes and other levis payable by the contractor under the contract in the State / Central Government for any other cause, shall be included in the rates prices and total Bid Price submitted by the bidder.

Commission reserves the right to cancel the notice or accept any of the quotations without showing any reason thereof.

Sd/-

Secretary (Acting)

West Bengal Commission for Protection of Child Rights

1. Format for Bidders' Organisation Details

1	Name of the Firm	
2	Registered Office address Telephone Number Fax Number e-mail	
3	Correspondence/ contact address	
4	Details of Contact person (Name, designation, address etc.) Telephone Number (including Mobile No) Fax Number, e-mail	
5	Is the firm a registered company? If yes, submit documentary proof. Year and Place of the establishment of the company	
6	Former name of the Company, if any.	
7	Is the firm <ul style="list-style-type: none"> • Government/ Public Sector Undertaking • Propriety firm • Partnership firm (if yes, give partnership deed) • Limited company or limited corporation • Member of a group of companies (if yes, give name and address, and description of other companies) • Subsidiary of a large corporation (if yes give the name and address of the parent organization) If the company is subsidiary, state what is the involvement of the parent company in the project.	
8	Is the firm registered with Sales Tax Department? If yes, submit valid Sales Tax / VAT Registration certificate.	
9	Is the firm registered for Service Tax with Central Excise Department, Service Tax Cell ? If yes, submit valid service tax registration certificate.	
10	Is the firm registered under Labour Laws Contract Act? If yes, submit valid registration certificate.	
11	Attach the organizational chart showing the structure of the organization. Total number of employees	
12	Valid Income Tax Clearance Certificate / PAN, as the case may be, along with Certificates to prove payment of Govt. taxes / duties.	

13	Are you registered with any Government/ Department/ Public Sector Undertaking as Small Scale Industry (if yes, give details)	
14	Is the firm registered with Central Excise Department, If yes, submit prove	
15	Valid Trade License.	
16	Solvency Certificate from Bank or Financial Institute.	
17	How many years has your organization been in business under your present name? What were your fields when you established your organization	
Commercial Details:		
18	List the major reputed clients with whom your organization has been / is currently associated.	
19	Credential Certificates from the purchasers like Government Departments/ Government Undertakings / Nationalized Bank/Public Sector Undertaking	
20	Were you ever required to suspend a supply for a period of more than three months continuously after you started? If so, give the names and reasons for the same.	
21	Have you in any capacity not completed any work awarded to you? (If so, give the name of project and reason for not completing the work)	
22	Have you ever been denied tendering facilities by any Government/ Department/ Public sector Undertaking? (Give details)	
23	Whether the Company is the authorized distributor of the paper company for whom the price has been offered (Documentary proof has to be submitted)	
24	Certified by the Manufacture of the paper along with 5 Sheets each as samples of both 70 GSM and 100 GSM paper with water mark of the Brand duly and authenticated by the bidder shall be attached with the tender documents	