



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

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Memo No.- 445/WBCPCR/MC-6/2018

Date 26/02/2018

Notice Inviting Tender

NIT No.:WBCPCR/N-01(Event)/2018

Percentage rate tender, for the event management for venue branding, venue construction as per theme, stage thematic decoration, video and online set up, sound-light for stage, security & housekeeping, man power, floral decor, venue lights & sound, generator set, CCTV, car service, food and refreshment, are invited from suitable eligible event management firms. The intending tenderers should download the detail Tender Notice alongwith 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	26/02/2018	11:00 a.m.
2.	Bid Submission Starts	26/02/2018	02:00 p.m.
3.	Bid Submission Ends	04/03/2018	02:00 p.m.
4.	Time & Date opening Technical Bid	05/03/25018	11:00 a.m.
5.	Time & Date for opening Financial Bid	05/03/2018	11:00 a.m.

Note:

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

Sl No.	Name of Work	Amount put to Tender (₹)	Earnest Money (₹)	Time of Completion
1	Venue Branding	2,50,000	5,000	3 days
2	Venue Construction (as per Theme)	2,45,000	4,900	3 days
3	Stage Thematic Decorating	3,85,000	7,700	3 days
4	Video & Online setup	3,80,000	7,600	3 days
5	Furniture	35,000	700	3 days
6	Sound Light for Stage Sound	4,10,000	8,200	3 days
7	Security and House Keeping	25,000	500	3 days
8	Manpower	18,000	360	3 days
9	Floral Decor	65,000	1,300	3 days
10	Venue Lights & Sound	65,000	1,300	3 days
11	Generator set up	1,70,000	3,400	3 days
12	CCTV	35,000	700	3 days
13	Car Service	20,000	400	3 days
14	Food & Refreshment	4,50,000	9,000	3 days
	Total	25,53,000	51,060	

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 Certificates 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' Organization 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 client 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	