

**BID DOCUMENT  
FOR  
DESIGN, FABRICATION, SUPERVISION AND PRESENTATION  
OF  
COMMERCE AND INDUSTRY TABLEAU  
ON REPUBLIC DAY 2015  
AT RED ROAD, KOLKATA  
26.01.2015**

**Invitation for Proposal**

1.1 Sealed proposals are invited by West Bengal Industrial Development Corporation Limited (WBIDC) on behalf of Commerce & Industries Deptt (C&I), GOWB from reputed, experienced agencies for. design, fabrication, decoration of a tableau on Republic Day on 26.01.2015 at Red Road, Kolkata .

1.2 Organization Brief

A detail on the activities and objectives of concerned industries is available with the Corporate Communication Department of the Corporation.

1.3 Only parties having experience in designing & fabrication and presentation of tableau of State Governments and its departments need to apply.

1.4 Bidders must furnish full data and information as required in this document.

1.5 Award of work against the bid is at the sole discretion of West Bengal Industrial Development Corporation.

1.6 The Document shall be marked to: The Managing Director, West Bengal Industrial Development Corporation Limited, PROTITI, 23, Abanindranath Thakur Sarani, Kolkata- 700 017.

1.7 Sealed proposal shall have to be submitted to Corporate Communication Department by 2.30 pm up to 09.01.2015 and to be opened in presence of the representatives of the Bidders who wish to be present on 09.01.2015 at 4 pm.

1.8 WBIDC reserves the right to accept or reject any or all quotations without assigning any reasons thereof and is not bound to award work to the lowest Bidder.

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

**Instructions to Bidders**

2.1 Eligibility and Qualification of the bidder Agencies applying for the bid must have (i) an office in Kolkata (ii) must have prior experience of designing, fabricating and presenting national and local tableaus for government organization and the state in at least 02 similar works in the last 02 financial years, (Submission of work orders/letters relating to eligibility criteria must).

## **2.2 Rates and Quotes**

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 in lump sum inclusive of all taxes. Agency may note that the cost should also include the cost of dummy vehicle similar to one use for designing the tableau.

## **2.3 Contents**

The proposal shall be submitted in ONE large sealed packet, named and duly marked as "Strictly Confidential- Bid for Designing, Fabrication, supervision and presentation of tableau of Industry for Republic Day – 2015"

The contents of the packet are described below.-

There will be three (03) sealed envelopes duly marked as follows: -

- i) " Envelope 1 -Bid Qualification and Fee"
- ii) "Envelope 2 -Design of tableau"
- iii) " Envelope 3 -financial bid for design, fabrication, supervision and display" of the tableau.

### **Envelope 1 should contain the following: -**

- Authorization of the person signing the Tender
- Proof of bidder's qualification to participate in tender in terms of clause 2.1.
- Copies of Service Tax registration certificate and Trade license
- Balance sheet for last two years
- Copies of IT return for last two years
- The Tender Document- The original Tender Document shall be duly signed on all pages.
- 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 exhibition stall fabrication supported by photographs and work orders/letters. (attached annexure must be filled for quality evaluation) NB: Signing of proposal: Persons tendering shall submit their proposals duly signed on all pages. Signature will indicate acceptance of the contents of the papers. Corrections and alterations, if any, are to be signed.

**Envelope 2 should contain the following :-**

The design of tableau– only 01 option

**Envelope 3 should contain the following:-**

The lump sum price (inclusive of all taxes and duties as applicable) for design, Fabrication, Decoration of the tableau.

2.4 Bidders should put all the above 3 envelopes in a common sealed envelope addressed to " The Managing Director, West Bengal Industrial Development Corporation Ltd., 'PROTITI' 23, Abanindranath Thakur Sarani , Kolkata- 700017" and submit to the Corporate Communications Department of WBIDC. Each sealed cover shall be marked **"tender for design, fabrication and supervision of tableau for Republic Day Parade-2015"**

Envelopes are not sealed and marked as instructed, WBIDC will assume no responsibility for the misplacement or premature opening of the bid. A tender opened prematurely due to this sub'-clause may be rejected and returned to the bidder.

**2.5 Time of submission**

The proposal must reach the office of the WBIDC by 2.30 pm, up to 09.01.2015.

WBIDC may, at its own, sole discretion, extend the deadline for submission of proposal by issuing an amendment in accordance in which case all rights and obligations of WBIDC and the bidders, previously subject to the original deadline shall thereafter be subject to the new deadline as extended. The proposals shall be opened on 09.01.2015 at 4 pm in presence of such representatives of the bidders who wish to be present.

**3. Evaluation of Proposal**

The bids will be evaluated on the basis/ parameters given below: -

**Stage I**

The design bid i.e. envelope 2 (two) of those bidders who have submitted all documents in envelope I (one) under clause 2.3 and satisfy the eligibility and qualification criteria as stated in clauses 2.1 of the Document, will be opened.

**Stage II**

The agency will have to make presentations before the evaluation Committee. The evaluation of the bid proposals will be based on the following parameters –

i. Presentation of design -60 marks

(The presentation would comprise design (soft copy and hard copy), presentation & visual impact and quality appreciation of past fabricated works) – not more than one option.

The presentation should comprise 3-D presentation on Hard copy and must be to scale. Designs without will not be considered for the bid.

Out of the 60 marks (as indicated against i above) a minimum of 42 marks will have to be obtained for an agency to qualify for opening of the financial bids. In the event of large number of qualified bidders (who obtained more than 42 marks) only the top five bidders will be accepted for opening of financial bids.

ii. Financial bid -40 marks

After quality evaluation, the financial proposal would be evaluated as under

$$\text{Score} = 100 \times A / B$$

Where A= Price of the lowest bidder

B= Price of the bidder being evaluated.

The total score will be calculated by adding the scores on i and ii above.

In case of a tie, the bidder with the higher score against quality evaluation (as stated in above) shall be selected.

**4.** The bidder should quote for stall design, fabrication. and supervision and display based on the following specification.

The fabrication should be made as per following details

1. Total length of the projection should not exceed 48 feet
2. Total width of the projection should not exceed 12 feet
3. Total height of the projection should not exceed 14 feet
4. Total weight of the projection should not exceed 8 tonnes

Arrangement of still photography of the tableau on Republic Day should be arranged by the selected vendor.

**5. EMD Deposit** - Successful bidder must deposit Earnest Money amounting to Rs. 1 lakh (Rupees one Lakh) only in form of pay order/demand draft in favour of West Bengal Industrial Development Corporation Ltd payable at Kolkata. No Work Order will be issued until EMD is deposited.

**6. Mode of payment:**

- 1) 50 % as mobilizing advance of accepted bid price
- 2) Balance 50% after successful completion of the event and certified by WBIDC.
- 3) Soft Copy/open layer are to be provided at the time of submitting the bills.

**7. Rules for designing:**

- 1) All design should be created in conformity with the rules laid down by the organizer of the Republic Day Parade.

**8. Insurance**

The agency 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 subcontractors 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.

This clause shall be held to include any damage to buildings, whether immediately adjacent to or otherwise, any damage to roads, streets, footpaths, etc., as well as any damage caused to the works forming the subject to this contract by any inclemency of weather. The agency shall indemnify the WBIDC 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.

**9.** The Contractor 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.