

WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LTD



**RFP for Selection of Agency for
Conceptualizing, Designing, Execution and Supervision of Temporary
structures & related infrastructure, light & sound services, Branding, and
related event management, security services work on turnkey basis for
Celebration of International Yoga Day 2026 to be organized at Kolkata**

WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LTD

23, Abanindra Nath Tagore Sarani, Protiti

Kolkata- 700016

RFP No: WBIDC/CC/489/ International Day of Yoga 2026/01:

Dated: 14/6/2026

Short Notice for Tender

The Government of West Bengal is organizing International Yoga Day 2026 in Kolkata from 19th to 21st June 2026 in West Bengal event place, in coordination with the Ministry of Ayush, Govt of India.

On behalf of the Government of West Bengal, the West Bengal Industrial Development Corporation Ltd is inviting proposals for Conceptualizing, Designing, Execution and Supervision of temporary structures & related infrastructure services and related event management, rest area management, security services work on turnkey basis for organizing of International Yoga Day 2026 in Kolkata, with the theme: "Yoga for Healthy Aging".

The scope includes Conceptualizing, Designing, Execution and Supervision of temporary structures & related infrastructure, related event management, rest area management, security services at the site, etc. The agency who will be assigned this work shall be developing the concept/design further in consultation with the associated departments of Government of West Bengal and West Bengal Industrial Development Corporation Ltd.

Important information related to this assignment is as under:

1	Name of work	:	Selection of Event Management Agency for Conceptualizing, Designing, Execution and Supervision of temporary structures & related infrastructure, related event management for celebrating International Yoga Day 2026 at Kolkata
2	Venue	:	West Bangal Event Place, Kolkata
3	Earnest Money Deposit EMD	:	Rs. 35,00,000/- as 2% of estimated amount, DD or Cheque in Favor of West Bengal Industrial Development Corporation Ltd.
4	Event Period	:	19 th to 21 st June 2026
5	Contact Point	:	The Managing Director, West Bengal Industrial Development Corporation Ltd, Protiti", 23, Abanindranath Thakur Sarani, (Camac Street), Kolkata – 700017. Emil Id: mdoffice@wbidc.com
6	Bid Document Downloading Start Date	:	14/06/2026
7	Last Date Submission of Bid	:	17/06/2026 till 14:00 hrs. Place: West Bengal Industrial Development Corporation Ltd, Protiti", 23, Abanindranath Thakur Sarani, (Camac

		Street), Kolkata – 700017.
8	Concept presentation (Hardcopy Only) & financial bid Opening	17/06/2026, WBIDCL Office at 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017 (If any changes in Time and Location to be communicated later by Telephonic/Mail)
9	Bid validity	120 Days

Terms of Reference for Selection

1. SELECTION CRITERIA FOR BIDDERS

Stage 1: Minimum Eligibility criteria for bidders

Sr. No.	Eligibility Conditions	Documentary proof to be submitted
1	The Applicant must be registered under the Companies Act,1956/Partnership firm registered under the Partnership Act 1932 or Proprietorship firm or LLP under Limited Liability Partnership act of 2008, under category of event management services	LLP / Proprietorship / Partnership / Company registration certificate. GST Certificate and Pan Card and Registration of Shop & establishment
2	Average Annual Turnover Rs 50.00 Crores over the past five financial years. C.A Certificate of this effect and audited balance sheets/profit and loss accounts / Annual reports of the past three financial years should be enclosed. (FY 2022-23, 2023-24 & 2024-25)	Audited Financial statements – CA certificate for turnover, Balance Sheets, Profit and Loss Accounts, Annual Reports
3	The Applicant should have a minimum 10 years of work experience in event organization, planning, management and execution of Government Events. All relevant proof such as work orders etc. should be enclosed	Incorporation Certificate/Work Order/Work Completion Certificates
4	The Applicant must have provided event management services in the past 5 years with Hon'ble Prime Minister/Hon'ble Chief Minister/Other High - Level Dignitaries event with state or central level government departments/PSU/ Private of minimum 8 Cr contract value. (minimum 1 nos work required). Cr. Copy of work order should be enclosed for this effect.	Work Orders/Completion certificate from clients.
5	The Applicant should not have been blacklisted by any State or Central Government in India. An undertaking signed by the authorized signatory must be submitted by the Applicant which must also be duly attested by a Notary public.	Attested Undertaking by Notary/CA
6	The Applicant should present its GSTN certificate department and should carry a valid PAN Number form the Income Tax Department.	Copy of Pan Card and GSTN Certificate
7	The Applicant must have EPFO/ ESIC/ MSME Registration Certificate.	EPFO/ESIC/MSME Registration

8	The Applicant must have 30 Nos Permanent Manpower.	Need to attached proof.
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Stage 2: Technical Eligibility

Sr. No	Criteria	Marks	Documents to be submitted
1	Average annual turnover of past Three years a. INR \geq 50 and <75 Crores– 20 Marks b. INR \geq 75 and <100Crores – 25 Marks c. INR 100 Crores and Above – 30 Marks (FY 2022-23, 2023-24 & 2024-25)	30	Audited Financial statements – Balance Sheets, Profit and Loss Accounts, Annual Reports, CA certificate
2	Work Experience in event organization, planning and management. a. \geq 10 and <15 Years – 05 Marks b. \geq 15and <20 years – 10 Marks c. 20 years and above – 15 Marks	15	Incorporation Certificate /Work Order/ Work Completion Certificates
3	The Applicant must have provided event management services in the past 5 years with Hon'ble Prime Minister/Hon'ble Chief Minister/Other High - Level Dignitaries event with state or central level government departments/PSU/ Private of minimum 8 Cr contract value. a. 5 nos Events 05 Marks b. 6 or more Events –10 Marks	10	Work Orders/Completion certificate from clients.
4	Applicant must have Staff/Manpower on Company/Firm Pay roll a. 30 or more - 05 marks b. 50 or more -10 marks	10	Need Proof
5	Technical Presentation by applicant which shall include Understanding of the Authority's requirement, proposed solution, relevant experience and proposed plan to execute events. Evaluation will be based on the under mentioned criteria's: A. Depiction of relevant experience in organizing High level Dignitaries events from past 10 years. B. Proposed deployment of key manpower and their qualifications, experience and background • Designer/Graphic Designer • Production Head/Event Manager • Audio Visual Head (A/V Head) • VVIP Coordinator C. Innovative ideas and concepts for event	35	Hard copy presentation needs to Submit as per requirement. (no Physical Presentation required)

	planning and execution around the deliverables detailed in the BOQ		
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Note: Selected bidders shall have to secure a minimum of 75 marks out of 100 in Concept Presentation (Technical evaluation) for price bid opening. Such bidder shall be called “Technically Selected bidder”, and such technically selected bidder shall only be eligible for financial bid opening.

Stage 3: Financial Bid

Evaluation Criteria:

- a. The evaluation will be based on Quality Cost Based System (QCBS)
- b. The Committee will select the bidder by giving 70% weightage on the Technical criteria + Quality of Concept and Design presented before it and 30% weightage to the Price Bid. All concerned details mentioned in the price bid are to be supported with Annexures. The presentation will be given marks out of 100.
- c. The bidder shall fill up the entire price bid along with the final amount as part of the price bid. This final amount shall be considered for further evaluation in the QCBS formula.
- d. The marks obtained by bidder in Presentation on Concept, Design and Methodology to execute work shall be taken as technical score (T) of bidders.
- e. The lowest price bid will be given 100 marks. Comparison of Price Bid shall be done by the formula as under.

$$Sf = 100 \times Fm/F$$

Where:

Sf is the standard financial score of the Price Proposal being evaluated

Fm is the lowest price bid

F is the Price Proposal under consideration

- f. Based on combined marks of presentation and Financial Bid, bidder securing highest score/ranking will be selected and the Committee if required will further negotiate and finalize the price.

$$\text{Highest Score} = (\text{Technical Criteria} + \text{Concept Presentation}) \times 0.7 + \text{Financial Bid} \times 0.3$$

If in case, two bidders secure same marks, the bidder will be selected based on highest similar work experience.

The authority reserves the right to make the appointment of the Successful bidder subject to such further terms and conditions as it considers appropriate in relation to the Tender

process and/or the provision of the Services. Authority shall not be obliged to give any reason(s) for the selection and/or rejection of any Proposal or any part thereof.

Authority reserves the right, at any time and in its absolute discretion, accept or reject Proposals (or to permit any bidder to resubmit its Proposal, such that Proposal fails to meet any or all the Criteria and/or the Requirements), to pursue negotiations with any number of bidders, to withdraw from negotiations with any bidder at any time and to suspend, discontinue, modify, and/or terminate the Tender process at any time.

Mode of Submission:

The agencies are requested to submit bids in a large envelopes in the office of WBIDC, with the following envelopes

Envelope 1:

Technical proposal -

- Details of the applicant in format attached.
- Company profile and staff strength of key resource personnel in format attached.
- Self-attested copies of following documents:
 - Valid registration number
 - date of incorporation of entity
 - PAN / TAN
 - GST registration certificate
 - Annexure 1,2,3,4,5,6

Envelope 2:

Concept Presentation

Envelope 3:

Financial Proposal- Annexure 7

Total cost (exclusive of applicable taxes)

2. SCOPE OF WORK

As per BOQ (Below mention scope are indicative it may changes & modified as per site condition and requirement)

Working Area for the International Yoga Day 2026

- i. Three Day Event as per below schedule:

Day 1: Marathon Run (Approx. 2 to 3 KM), bidder arrange require infrastructure as mention BOQ

Day 2: Carnival Near Venue like live painting, Dance, Local + National+

International Culture function, Yogasana, Drone Show

Day 3: Yogasana for 20,000 to 30,000 persons (Final approved by higher authority) with require infrastructure, Cultural Program including require structural, food court & Craft Stall, Venue & city Beautification etc. as mention in BOQ.

- ii. Event Management with require manpower and Electrical, Fire work with safety precaution
- iii. City and towards road branding related work

A. Conceptualization/Planning of the Event

- Conceptualization of the Event
- Develop the Concept plan and prepare detailed layout plan, detailed workingdrawings & specifications. The specifications and design of the stage for inaugural area and other structures may require to be modified to suit the situation and as per the direction of MD, WBIDC.

Note:

- i. **Before start the work, bidder must be taking approval of dawning, material and furniture or any other major equipment used for the International Yoga Day 2026**

B. Attractive/Innovative ideas for Authority Promotion/Effectiveness of the event

- The bidder is required to bring in innovations in various activities/works for Authority promotion. Hence bidder is free rather encouraged to suggest such works/services/activities at extra cost which may not be part of BOQ. The attractive/innovative ideas will have a bearing upon evaluation.

C. Liasoning/Obtaining permissions

- Bidder shall arrange/liaison for all necessary approvals like for electricity, firefighting, police department, loud speakers etc. and shall abide by all statutory rules and regulations as may be applicable. However, the WBIDC shall assist the bidder for obtaining statutory and other approvals. In case any fees are to be paid in connection with the said approval, the same shall be borne by the bidder.
- Preparation of required documents and certificates to obtain approvals from Government/WBIDC other agencies and overall coordination and follow up with agencies for getting approvals, certificates to be completed before three days of event inauguration.
- Bidder should comply and obtain all statutory approvals, Licensed

performance contractor, clearances & License from Labour department as required by Law.

- Require 5 numbers of copies of layout drawings and other details to share with various departments connected with the event.

D. Mobilization of Resources

- The bidder is advised to mobilize your resources like manpower, material, machinery, equipment, furniture, fixtures, artwork material for ambience etc.at the site before ten days of event starts.

E. Execution of temporary structures and facilitation

- Execution of related structures including design and layout plan of various works such as Ambience, Public Convenience, VIP, VVIP area, Infrastructure, Services etc.
- For VIP seating, the bidder has to provide well cushioned sofa and chairs.
- The bidder shall erect appropriate VVIP/Admin lounge and Registration booth with proper office set up for the managing the event and other related activities.
- The entry gate each for visitor and VVIP & VIP shall be erected in accordancewith the theme of the event and general colourful flags to be installed at & around the site as per instruction of Authority.
- Covering Artificial Lawn with green net as per requirement of WBIDC. Application of Green net/Artificial green Lawn/Carpet is a part of scope of work.
- Manage the event including housekeeping like maintaining toilets, drinking water facility, water supply for other works, electricity supply, cleanliness, garbage disposal, security, up keeping of the structures etc.
- The bidder shall Design, create and install various types of branding at variouslocations as per requirement of WBIDC
- Bidder shall maintain all branding (welcome pillars, hoardings, signage's etc.).The bidder shall carry out patrolling of the same, take photographs and carry out all restoration as par requirement and for important occasion. The necessary printed flex shall be kept extra for immediate replacement.
- Use of fire-retardant materials in making all structures and applying fire retardant chemicals wherever required is mandatory.
- Providing and laying drainage system in the venue. Installation of enough no. of soak pits, and disposal of sewage using suction pump on regular basis is a part of the scope.
- Providing and laying water tanks, pumps, Piping etc. for proper storage and distribution of water.
- Providing and laying electrical distribution lines including street lights;

lighting etc.

- Construction and development of parking area.
 - Developing pathways as per tender / presentation / agreement.
 - Bidder shall prepare boundary wall, barricading and que manager
 - CCTV Camera should only be installed wherever required considering the permanent CCTV Camera installed
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- Light & Sound
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- Execute the light, sound and audio video projection system for the Cultural performances, other stage area.
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- Manage the event including proper illumination of performance stage, proper sound quality, video projection at various locations as per requirement, etc.
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- The bidder shall arrange sound system, various decorative lights and LED screens.
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- Watchout Server: - Supply, installations, of watch out server as per requirement for the entire event period. Note: The Content/Theme developing part will be suggested/decided by choreographer as per requirement. Charges for content developing and theme will be paid separately.
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- Bidder to deploy Electrical engineers, Event consultants, consulting engineers, sound system professionals and other professional persons required to be consulted by The Managing Director, WBIDC, for the purpose of the event.

F. Event Management

- Bidder shall depute adequate technical and qualified staff, experienced enough for supervision of the work under execution. Bidder shall depute one 'Works Manager' and one 'Coordinator' – at no extra cost - for the efficient handling of the project and to ensure that the project proceeds in accordance with conditions of contract and time schedule. The details of these personnel shall be submitted to Authority without fail.
- Bidder to deploy architect, designers, clerical staff, consulting engineers and other professional persons, event management team required to be consulted by the Authority for the purpose of the event.
- Managing event management crew which will take care of all events in terms of Overall event co-ordination, Time management.

- Event Manager will manage the stay, food and transportation at pre-event, during event and post event for artists, folk groups, and invitees as directed by WBIDC and keeping in mind the programmer schedule. Provision of special medical team including doctor, medical kit and a para-medical stall to be arranged.
- Event Manager will arrange and manage the hostesses for Tilak (Kankoo-Chokhha-Diya etc.) flower for “Pushpavarsha”, welcoming the VIPs/VVIPs, distribution of souvenirs and welcoming by dhol or shehnai.
- Arranging the anchor (male/female) for the event, for the complete co-ordination of the event.
- Coordination for sitting arrangement and gate management for venue and other areas for all functions. Providing escorting services for VVIP & VIP. VVIP Lounge management including providing pantry services (tea, coffee & snacks), providing information desk at venue with announcers & promoters, first aid & disaster management counters at venue, all area access card distribution.
- Arrangement for lightening of lamp for inauguration of the event.
- Hostesses in traditional costumes are to be arranged to escort the VIPs/VVIPs on the stage.
- Managing & providing required numbers of wireless sets.
- Managing event management crew which will take care of all event in terms of Overall event co-ordination, Scripting and artist performance management, Time management.
- Several different categories of staff are likely to be involved – a professional core comprising full-time and part-time permanent and/or temporary staff supplemented by specialist Professional advisors, and hourly staff employed directly by event or indirectly through contracts and unpaid volunteers.
- The observation and instructions issued by WBIDC shall be binding to bidder.
- Bidder will provide regular supervision and inspection as may be necessary to ensure that works are being executed in accordance with the designed concept, working drawing and specification and no extra payment for supervision or inspection will be charged or payable by the Authority
- Bidder shall undertake to complete their professional services by the date hereafter, in accordance with the instruction by Authority. Bidder shall furnish the schedule of implementation to the Authority so that systematic and timely monitoring of the project can be done.
- The bidder shall awareness and observer team for managing the visitor flow. Follow Government of Bengal (GOB) and Government of Indian (GOI) Guideline.
- The bidder needs to arrange Bouquets/fruit basket/khadi rumal with

rose for VVIP/VIP & invitees.

- For welcoming delegates, bidder need to provide Mementos/Shawl/Ajrakh Art/souvenir as directed or instructed by authority.
- The bidder needs to do proper flower decoration as instructed by authority.
- The photography and videography of the event shall be done by the bidder.
- The bidder needs to submit post event report containing the glimpse of the event.

- Temporary Providing and testing Silent (Soundproof) DG set of following sizes and getting approval from Electrical inspector and pollution control board.

- The bidder need to do creative use of electronic media.

- Manage the theme pavilion including housekeeping, electricity supply, cleanliness, garbage disposal, security, up keeping of the structures etc.

- Modify the conceptual design incorporating required changes as may be suggested by the WBIDC.

- The supervision work at site will be constantly done by the qualified staff employed by Bidder and no extra payment on such recruitment of staff will be charged or payable by the WBIDC

G. Security Services

- The deployed personnel will guide/streamline the visitors/tourist in various segments of the premises such parking areas, exhibition area, stalls, etc.
- The agency shall deploy security personnel at all entry/exit point with metal detectors and cover the entire venue.
- The bidder shall appoint a Manager-Security Personnel for managing and deploying their security personnel and coordinating with WBIDC.
- The agency shall deploy bouncers having good personality, well dressed in Safari suits with adequate training in crowd management and dignitaries escorting.
- Audience/crowd control and management for Pre-events days stipulated scope of works within the venue is part of scope of work
- The bidder shall deploy required number of security personnel at the stie. Bidder has to appoint a supervisor with minimum qualification of graduationwho will be responsible for the overall operation.
- All Guards should have Stick, Parking colour stick also, Whistle and many more related stuffs.
- Safeguarding WBIDC's property against theft, damage, misuse and keeping a watch over the cars, scooters, cycles etc. parked inside the premises/compound.

- Supervise and Monitor the entire venue during pre-event and during the event days and patrolling the same frequently during the period of duties.
- In case of any damage to pipeline/electrical fitting, the security personnel shall bring to the notice of the superiors for further action.
- In case of theft or damage by any person to the property or any untoward incident or unusual occurrence, informing Head of the department/Security Officers.
- To take precautions against fire and take appropriate actions.
- Entry of the street-dogs and stray cattles into the premises is to be prevented. It should be at once driven out.
- The security guard will also take round of all the important and sensitive points of the premises as specified by the WBIDC.
- The security personnel deployed shall prevent encroachment of what so ever nature.
- The agency shall earmark the plan for parking area on ground using chalks as per requirement.
- The agency shall arrange for orientation of proposed team for disaster management.
- The bidder shall do proper parking Management.

H. Execution with best industry practices/as per terms

- To erect the structures considering season, forces and codes with safety of public being a prime concern.
- Execute the work with due respect to aesthetics, safety, theme consistent with best of Industry practices within given time and approved cost.

I. Hygiene, safety & Security

- The scope also covers application of insecticides and use of fly catching machine to keep the venue hygienic
- Fire safety and other safety measures must be followed by bidder as per prescribed rules & regulations. There must be enough nos of fire extinguishers. If the fire extinguishers are found to be expiry date, there shall be heavy penalty and other actions may be taken by authority.

J. Post Event Work

- The bidder will be required to dismantle the works executed upon completion of event and as per requirement, without damaging the site/ premise and restore the same upto the satisfaction of the authority.
- Bidder shall clear the site on possession and hand over back the site once the event is over in to pre-event condition within seven days of the completion of event. WBIDC advertisement with attached terms & conditions, original letter of offer of Bidder, initial presentation, subsequent discussions and addendum to the same becomes part & parcel of the Contract

K. Visit at Site

- It is mandatory to visit the site before proceeding with the Bid Process so that the actual requirements and its Quantity can be identified.

L. Quantity

- The quantity and cost of the items may vary based on approval of planning, theme and concept.

2. **EARNEST MONEY DEPOSIT (EMD)**

- The bidder shall submit cheque or DD worth **2%** in the name of West Bengal Industrial Development Corporation Ltd at the time of submission.
- The selected bidder's EMD will be kept with the WBIDC as security deposit.
- Upon the selected bidder's furnishing of performance security/Bank guarantee and signing of contractual documents, the WBIDC will promptly notify L2 and L3 Bidders and will refund their EMD.

3. **PERFORMANCE SECURITY DEPOSIT & BANK GUARANTEE**

- The selected bidder's EMD of 5% (Filled Price) will be kept with the WBIDC as security deposit.
- The Security Deposit shall be valid up to 30 days after completion of the event and it will be released after successful and satisfactory completion report from Committee/Department/Concerned Authority/Consultant.
- In addition, the selected bidder shall submit Performance Security (BG) equal to 5% of filled amount to the WBIDC at the time of signing of Agreement and shall be issued from any nationalized bank.
- The performance security shall be valid for the period of contract and which will be released after successful and satisfactory completion report from WBIDC/Concerned Authority/Consultant.
- If the selected bidder fails to remit the performance guarantee, the bid security remitted by him will be forfeited by the WBIDC and his bid will be held void.
- In case of bidder does not perform the work at all, or bidder shuts down the services of event before the duration of as agreed upon, the amount of performance guarantee shall be forfeited and the agency shall be blacklisted. It may also result into heavy penalty as decided by WBIDC.

4. **FORFEITING OF SECURITY DEPOSIT**

- If contractor fails to sign the contract /agreement within the 3 days shall empower Authority to cancel the order and take appropriate action against the contract including forfeiture of the ‘EMD” and blacklisting of the contractor.
- The contractor shall be required to give satisfactory assurance of its ability and intention to complete the works pursuant to the given Contract, within the timeset forth therein and according to the terms, conditions and specifications of contract. Failing to which, shall lead to forfeit of security deposit.
- The security deposit maybe fortified in case of but not limited to this:
 - In case of complains regarding poor performance or nonperformance ofthe bidder
 - In case of damage to Authority property
 - In case of Termination of Contract by Authority for any breach of contract specified by authority
 - In case of unsatisfactory services provided by the bidder
 - In case, bidder fails to comply with any and/or all terms and conditionsof the contract
 - In case, the bidder stops supplying his/her services where such stoppageis not authorized by Authority
- In case, if contractor does not perform the said work at all, or contractor shuts down the services before the duration as agreed upon, the amount of security deposit/bank guarantee shall be forfeited, and the contractor shall be blacklisted. It may also result into heavy penalty as decided by Authority.

5. INSURANCE

The insurance liability under this clause shall cover full reinstatement cost including the costs of demolition and 10% profit and liasioning charges on actual premium as agreed by WBIDC. The Insurance cover under this clause shall be as under and policy shall be taken at entire cost of the bidder during the event implementation period.

- Loss of human life-**Rs. 3.00 Lakh (Rs. Three Lakhs)**
- Permanent Disability of human beings – **Rs. 1.00 Lakh (Rs. One Lakh)**
- Human Body Injury not resulting into permanent disability – **Rs. 10,000/- (Rs.Ten Thousand)**
- Besides this, any damage occurred to WBIDC/Consultant/Govt. Officers orbidder’s personnel, equipment, assets etc. shall be liability of bidder.
- The Accident insurance policy/ Third party liability/protection to damage/loss to all properties/set up of others (not bidders), rest people, visiting the venue during event shall be **overall coverage should be minimum of Rupees Five crore.**

- The same shall be taken by bidder and it should be in the name of **WBIDC as beneficiary.**
- **The insurance towards properly structures etc. set up by the bidder shall be of suitable value. The same shall not be reimbursed.**

6. COMPLETION OF CONTRACT

On the date of Contract Completion or if the Contract is terminated, all the installations, works and equipment placed under the contractor's responsibility shall be handed over to the Authority, at no cost, in good working order, except for normalwear and tear. Authority may perform any inspections; tests or expert appraisals he shall consider necessary with a view to checking that the property is in good working order.

7. CONTRACTOR'S OBLIGATION

- The contractor shall be fully responsible for site review and event of the works conforming to relevant Indian or International standards as per scope of work. The contractor shall be responsible for furnishing, design, execution of event including Procurement, Construction, Complete Management, Coordination, Testing and Commissioning.
- The contractor shall utilize optimally the allotted land area available for installation/construction of various facilities/components of the event. The details of the costing shall form part of the proposal. The contractor shall be responsible for furnishing, design, execution of event including Procurement, Construction, Complete Management, Coordination, Testing and Commissioning. The contractor shall provide a detailed scheme of installation & commissioning, operation and maintenance.
- The contractor shall take into consideration all aspects of the event at the time of bidding, namely, though not restricted to:
 - Execution and management by construction of structures as per scope Procurement of requisite materials and manpower.
 - Civil Works including site grading, development, toilets and other services
Quality control.
 - Installation, testing and commissioning of electrical works under the scope.
 - Quality control
 - Environmental and social safeguards
 - Security and risk coverage
- The contractor has to ensure that in any case no damage is caused to the

environment while executing the event.

- The contractor shall ensure that while excavating operation for execution of various works, habitat animals are not disturbed.
- Necessary safety measures shall be the responsibility of the contractor. Any loss of human/cattle or damages or so, shall be the responsibility of the contractor including any liability and/or compensation to be paid towards the life lost/damages so caused.
- All infrastructure works covered in the contract shall be so managed and executed that they maintain safe distance from the public roads and other structures, services and sensitive areas like forest, sanctuaries, historical places, national monuments, schools, hostels and residential areas.
- Cutting of trees shall not be permitted.
- Once the event is completed, the debris and other waste material shall be removed and shifted to safe place, as directed.
- The workmanship shall be of high order and quality so as to prevent facility accidents and damaging the environment and surroundings.
- No Damage shall be caused to the existing structure if any. The contractor shall be held responsible in occurrence of any such incident and will be responsible for the cost of required rectifications.
- In case of any variations, ambiguity concerning bid terms and quote, the MD WBIDC shall be considered the final authority to take final decision. The bidder shall be obliged to agree to it.

8. AUTHORITY'S OBLIGATION

- Authority will provide land/venue for the said project.
- Grant in a timely manner all such approvals, permissions and authorizations which the Contractor may require or is obliged to seek from in connection with execution of the work and the performance of the contractor obligations.
- Authority shall appoint, a 'Coordinator' to coordinate in all matters related to project for the successful execution of the work and to be responsible for all necessary exchange of information required and shall also get all associated departments coordinated .

9. SAFETY MANAGEMENT AND RESPONSIBILITIES

- The contractor shall be responsible for ensuring the fitness and safety of

all personsemployed at work. In this regard, the supervisor must be present on site at all times of work to carry out safety audit checks to ensure safety requirements are properlyobserved. Smoking & Consumption of Liquor in any form is not allowed on site.

- The contractor is responsible to ensure that necessary and adequate personalprotective equipment are all the times available for the service personnel working.
- The carrying and consumption of intoxicating liquor, drugs or other substances that may affect the proper performance is strictly prohibited at the site/Venue.

10. ACCIDENTS

It shall be the sole responsibility of the contractor to adopt all the safety measures & deploy personnel who are adequately trained in safety.

- a) If any accident occurs due to operations or due to negligence on the part of thecontractor's personnel it shall be the full responsibility of the contractor.
- b) If any damage occurs to the structures/ material & equipment as well as rollingstock due to erection operations, the cost of damage will be recovered from thecontractor's bill.

11. ELECTRICITY, WATER & GAS

- WBIDC shall make available power free of cost to the bidder as required for the execution of work, operation, and maintenance of the works. However, during execution for welding works, bidder shall have to make his own arrangement. However, such power shall be supplied only to the maximum extent of the requirement of power indicated by the bidder in his bid.
- The bidder shall apply on the name of WBIDC at the earliest for necessary power connection. The bidder shall pay necessary deposit to power company on behalf of WBIDC. The deposit receipt shall be on the name of WBIDC. The same shall be reimbursed at the earliest. If bidder has deposited power connection charges on his name, the same shall not be reimbursed, as bidder will claim it from the concernedpower company. The necessary liasoning cost shall be borne by the bidder.
- The bidder is required to use electricity for various works, management of event. In case there is a power failure it will be informed to WBIDC/PMC for running the event on DG set and claiming fuel cost. Without proper power failure details, priorauthorization and need for running event on DG set, the fuel cost may not be reimbursed.

12. ACCEPTANCE AND QUALITY CHECK BY THIRD PARTY AGENCY

The Acceptance/Quality check shall involve testing/inspection of the entire set, which consist of measurements infrastructure & other facilities etc, in the presence of a Committee of experts comprising of representative/s of AUTHORITY or institution nominated by the AUTHORITY. The committee of expert reserves the right to evolve a procedure of quality checking to ensure that the end deliverables provided by the Contractor are as per are according to the prescribed norms.

13. LIQUIDATED DAMAGES

The completion period of the entire work shall be as per the dates specified for the Event; this shall be deemed to be the essence of the contract. The time limit specified above and as approved in writing by Authority, shall be strictly adhered to and followed. Liquidated Damages will be applicable, on the entire value of the contract. In case of delay in completion of a specific job beyond the date of completion given by the contractor and accepted by Authority, unless extended by Authority in writing, penalty would be applicable at the rate of 5% of the contract value for delay of each day taken by the contractor, subject to maximum of 25% of the contract value.

The penalty shall be recoverable from the Deposit provided by the contractor and if the Security Deposit is not sufficient, by revoking the Bank Guarantee submitted by the contractor or from any sum payable to the contractor under this or any other Contract with Authority.

In case of delay to deliver the work within stipulated program, Authority reserves the right to terminate the contract and get all the jobs or the delayed job completed through another agency of its choice. Any extra expenditure that Authority will have to incur for completion of the balance job/s through another agency on account of higher rates quoted by the agency will be recovered from the contractor's account, retention money, Security deposit. Moreover, Authority shall be entitled to all other legal proceedings as may be required for shortfalls in recovery.

14. VARIATION, MODIFICATION

- i.** Quantity of items may vary according to requirements of the program; same basis of pricing shall be applicable. In case of variation to an extent of +or - 10% of original work, no extra payment shall be made or deducted.
- ii.** If the additional or altered work includes any class of work for which no rate is specified in the schedule contract, then such class of work shall be carried out:
 - (a)** At the rate derived from the item within the contract which is comparable to the one involving additional or altered class of work; where there are more than one comparable item, the item of the contract which is nearest in comparison with regard to class or classes of the work involved shall be selected and the decision

of the Authority as to the nearest comparable item shall be final and binding on the contractor.

- (b) If the rate cannot be derived in accordance with (a) above, such class of works shall be carried out at the market rate. The detail cost break up shall be provided by the contractor for such items.
- (c) If it is not possible to arrive at the rate from (a) and (b) above, such class of work shall be carried out at the rate decided by the competent authorities on the basis of detailed rate analysis after hearing the contractor before a Committee formed by Authority stationed at the same place or the nearest place, as may be appointed by Authority.
- (d) Contractor shall not execute the extra/additional work without prior approval of the Authority/PMC Committee Member of the Event. Any extra item if executed must have written consent of the concerned decision maker and to be submitted with detail cost analysis.
- (e) The contractor shall keep all the joint records of measurement duly signed by the Contractor/ PMC with proper justification as and when require. No extra cost or rate shall be considered if contractor is unable to justify the extra or additional work. If required, the measurements shall be supported by Total Station Survey.

iii. In case of extension of the whole event or part of that following calculation method stand final in finalizing the cost of the event.

Event cost/day = Total Accepted Tender Value (after applying following consideration)/No. of Days as per Tender Document

(a) In case of extension of event days, the amount payable for extended day will be calculated considering following percentages for each extended event day:

Days	Percentage consideration
1st Day	70 %of event cost/day
2nd Day	60 %of event cost/day
3rd Day and all subsequent days	50 %of event cost/day for each successive day thereafter

In case of extension of event days, while calculating event cost/day the following shall be excluded as same shall be treated on a full cost basis depending upon the use.

- Manpower
- Water bottles
- Flowers, memento
- Anchor
- Cultural programmer
- Diesel for fuel
- Golf cart

- Walkie talky
- And like other items as decided by WBIDC/PMC.

(b) For the remaining items the above extension formula shall apply

(c) In Case of Pre-schedule closure for any reason the payment terms will be as follows:

- (1) Full Payment of 04 days on pro-rata basis
- (2) 50% of Pro-rata payment for remaining days (non-performing days)

(d) In case of the cancellation of the event after an advance stage preparation/completion but before start of the event.

The WBIDC will assess the work done by the agency and consider the payment accordingly on case-to-case basis. WBIDC assessment and decision will be final in this respect.

In general, the assessment of work done shall be in following lines:

Particular	% Consideration
If temporary structures are erected	upto 80% of value
If structures not erected but material dumped at site	upto 20% of value
Site clearance etc.	upto 100% of value
Material/services not reached at site but tie up done/expenses committed/incurred subject to verification	upto 20%
Material/services not reached at site/no tie up done	Nil
Branding/ambience material if printing done and becomes non-reusable for other purpose (subject to verification)	upto 100%

15. TERMINATION OF THE CONTRACT

AUTHORITY will have the right to cancel the contract if the Contractor commits breach of any or all conditions of the contract. Breach of Contract includes, but not limited to, the following:

- a) It is found that the schedule of implementation of the work is not being adhered to.
- b) Contractor stops work and such stoppage has not been authorized by Authority.
- c) Contractor may become bankrupt or goes into liquidation other than for projector amalgamation.
- d) Authority gives notice to correct a particular defect/irregularity and the Contractor fails to correct such defects/irregularity within a reasonable period of time determined by the Authority.
- e) Any action/omission not in line with laws of State Government/ Authority

16. PAYMENT TERMS

a) Payment of Professional Fees

WBIDC hereby agrees to pay the amount of consideration of the contract including its professional services to bidder which is amount of the work order. The amount of work is inclusive of design fees, execution, hiring, transportation, conveyance, handling, loading, unloading, fabricating, erecting, installation, dismantling, commissioning, supervising, overheads, services, other infrastructure, housekeeping, consumables, tools, services, all other taxes except GST, full insurance for any risk prior to & during the event etc.

The GST shall be paid extra over agreed payment. The above costs are subject to review as executed on completion of the work.

a) Mode of Payment: Online Transfer

b) Stages of Payment

The stages of payment shall be as under:

Stage	Mile Stone	Amount (%)
1 st	Site Mobilization & Submission of working drawings and detail specifications & detailed construction schedules	25%
2 nd	On completion of all/entire erection of structures (frame works, electrical work and façade developments) and after submission of structural engineer certificates and other related approvals / electrical inspector approval required for the project	20%
3 rd	On successful inauguration	20%
4 th	On successful completion of event	10%
5 th	On adjusting advances after final completion and event report submission	Balance

c) Reimbursable Expenses

- All the expenses, taxes, fees etc. towards the event shall be borne by bidder. However, all the actual amount paid towards power installation charges by Electricity board for the installation, and energy charges shall be reimbursed. No additional charge will be given to the bidder for liaisoning work with Authority.
- The insurance taken of Third-party liabilities/accident insurance by bidder in the name of WBIDC shall be reimbursed by WBIDC.
- No other expenses incurred by the bidder shall be entitled for reimbursement

17. OTHER SPECIAL CONDITION

- In case of non-execution of an event, the contractor shall be paid to make good the loss for work done. The same shall be on the basis of assessment done at Authority level and shall be without any dispute.
- Contractor shall be liable for all necessary concept planning, layout, designs for structures, plumbing, electrical, interiors, working drawings etc. for execution of project and for structural soundness of the works. Certificate of authorized structural engineer pertaining entire scope of works and related structures shall have to be obtained in advance before the commencement of event.
- The contractor shall not assign sub-let or transfer their interest in this agreement without written consent of Authority. Though he may outsource the particular task.
- The scope is likely increase or decrease, depending upon the requirements the bidder shall accommodate all such changes without prejudice to the condition of this contract and within time frame. In case of increase or decrease in area of the structures and all items pertaining to stipulated scope of works to an extent of + or – 10%, no payments shall be made but if the variation is beyond that the quoted rates shall be pro rata increased or decreased considering the prevailing market rates and rate analysis.
- Any item of work not included in the original scope or additional venue of work not included here but required for successful completion of the project or found necessary to be done for the perfect execution of the work, shall be executed upon instruction of WBIDC. Payment for such additional work shall be made at existing rates for the selected bidder or at rates determined and accepted by the Competent Authority. WBIDC shall be consulted for any additional work of any associated department, if needed to be done.
- The contractor shall submit a hard copy of the presentation to Authority.
- The contractor shall not carry out any extra/excess work unless specifically instructed by the PMC/ Authority. Such excess/extra work shall be carried out to the extent of minimum only considering ground realities and event requirements.
- The payment for the extra work shall be considered on the basis of assessment of work done, past rates of other tendered work of Authority /others as well as the prevailing market rates. Whenever required the

contractor shall be bound to justify the rates claimed for the extra items. The assessment and final decision of Authority in such cases shall be final and without any dispute of what so ever nature.

- Quality and finishing of all structure/related works will be reviewed after final execution of work. Any deviations or noncompliance from approved designs are bound for deductions

3. EARNEST MONEY DEPOSIT (EMD)

- The bidder shall submit cheque or DD worth (2% of estimated amount) in the name of WBIDC while submission.
- The selected bidder's EMD will be kept with the West Bengal Industrial Development Corporation Ltd. as security deposit.
- Upon the selected bidder's furnishing of performance security/Bank guarantee and signing of contractual documents, Commissioner youth service and cultural activities will promptly notify H2 and H3 Bidders and will refund their EMD.

4. PERFORMANCE SECURITY DEPOSIT & BANK GUARANTEE

- The selected bidder's SD/Performance Security of Rs. **5% of Estimated amount** in the name of **West Bengal Industrial Development Corporation Ltd** will be kept with the West Bengal Industrial Development Corporation Ltd. as security deposit at the time of signing of Agreement and shall be issued from any nationalize bank.
- The Security Deposit shall be valid up to 45 days after completion of the event and it will be released after successful and satisfactory completion report from Committee/Department/Concerned Authority.
- The performance security shall be valid for the period of contract, and which will be released after successful and satisfactory completion report from West Bengal Industrial Development Corporation Ltd./Concerned Authority.
- If the selected bidder fails to remit the performance guarantee, the bid security remitted by him will be forfeited by the West Bengal Industrial Development Corporation Ltd. and his bid will be held void.
- In case of bidder does not perform the work at all, or bidder shuts down the services of event before the duration of as agreed upon, the amount of performance guarantee shall be forfeited, and the agency shall be blacklisted. It may also result into heavy penalty as decided by West Bengal Industrial Development Corporation Ltd.

5. FORFEITING OF SECURITY DEPOSIT

- If contractor fails to sign the contract /agreement within the 3 days shall empower Authority to cancel the order and take appropriate action against the contract including forfeiture of the 'EMD" and blacklisting of the contractor.
- The contractor shall be required to give satisfactory assurance of its ability and intention to complete the works pursuant to the given Contract, within the time set forth therein and according to the terms, conditions and specifications of contract. Failing to which, shall lead to forfeit of security deposit.
- The security deposit maybe fortified in case of but not limited to this:
- In case of complains regarding poor performance or nonperformance of the bidder
- In case of damage to Authority property
- In case of Termination of Contract by Authority for any breach of contract specified by authority
- In case of unsatisfactory services provided by the bidder
- In case, bidder fails to comply with any and/or all terms and conditions of the contract
- In case, the bidder stops supplying his/her services where such stoppage is not authorized by Authority
- In case, if contractor does not perform the said work at all, or contractor shuts down the services before the duration as agreed upon, the amount of security deposit/bank guarantee shall be forfeited, and the contractor shall be blacklisted. It may also result in a heavy penalty as decided by Authority.

6. INSURANCE

The insurance liability under this clause shall cover full reinstatement cost including the costs of demolition and 10% profit and Liaoning charges on actual premium as agreed by West Bengal Industrial Development Corporation Ltd. The Insurance cover under this clause shall be as under and policy shall be taken at entire cost of the bidder during the event implementation period.

- Loss of human life-**Rs. 3.00 Lakh (Rs. Three Lakhs)**
- Permanent Disability of human beings – **Rs. 1.00 Lakh (Rs. One Lakh)**
- Human Body Injury not resulting into permanent disability – **Rs. 10,000/- (Rs. Ten Thousand)**
- Besides this, any damage occurred to West Bengal Industrial Development Corporation Ltd. /Govt. Officers or bidder's personnel, equipment, assets etc. shall be liability of bidder.
- The Accident insurance policy/ Third party liability/protection to damage/loss to all properties/set up of others (not bidders), rest people, visiting the venue during event shall be **overall coverage should be minimum of Rupees Five crore.**
- The same shall be taken by bidder and it should be in the name of **West Bengal Industrial Development Corporation Ltd as beneficiary.**
- **The insurance towards properly structures etc. set up by the bidder shall be of suitable value. The same shall not be reimbursed.**

7. COMPLETION OF CONTRACT

On the date of Contract Completion or if the Contract is terminated, all the installations, works and equipment placed under the contractor's responsibility shall be handed over to the Authority, at no cost, in good working order, except for normal wear and tear. Authority may perform any inspections; tests or expert appraisals he shall consider necessary with a view to checking that the property is in good working order.

8. CONTRACTOR'S OBLIGATION

- The contractor shall be fully responsible for site review and event of the works conforming to relevant Indian or International standards as per scope of work. The contractor shall be responsible for furnishing, design, execution of event including Procurement, Construction, Complete Management, Coordination, Testing and Commissioning.
- The contractor shall utilize optimally the allotted land area available for installation/construction of various facilities/components of the event. The details of the costing shall form part of the proposal. The contractor shall be responsible for furnishing, design, execution of event including Procurement, Construction, Complete Management, Coordination, Testing and Commissioning. The contractor shall provide a detailed scheme of installation & commissioning, operation and maintenance.
- The contractor shall take into consideration all aspects of the event at the time of bidding, namely, though not restricted to:
 - o Execution and management by construction of structures as per scope Procurement of requisite materials and manpower.
- Civil Works including site grading, development, toilets and other services Quality control.
- Installation, testing and commissioning of electrical works under the scope.
- Quality control
- Environmental and social safeguards
- Security and risk coverage
- The contractor has to ensure that in any case no damage is caused to the environment while executing the event.
- The contractor shall ensure that while excavating operation for execution of various works, habitat animals are not disturbed.
- Necessary safety measures shall be the responsibility of the contractor. Any loss of human/cattle or damages or so, shall be the responsibility of the contractor including any liability and/or compensation to be paid towards the life lost damages so caused.
- All infrastructure works covered in the contract shall be so managed and executed that they maintain safe distance from the public roads and other structures, services and sensitive areas like forest, sanctuaries, historical places, national monuments, schools, hostels and residential areas.
- Cutting of trees shall not be permitted.

- Once the event is completed, the debris and other waste material shall be removed and shifted to safe place, as directed.
- The workmanship shall be of high order and quality so as to prevent facility accidents and damaging the environment and surroundings.
- No Damage shall be caused to the existing structure if any. The contractor shall be held responsible in occurrence of any such incident and will be responsible for the cost of required rectifications.
- In case of any variations, ambiguity concerning bid terms and quote, the West Bengal department shall be considered the final authority to take final decision. The bidder shall obliged to agree to it.

9. AUTHORITY'S OBLIGATION

- Authority will provide land/venue for the said project.
- Grant in a timely manner all such approvals, permissions and authorizations which the Contractor may require or is obliged to seek from in connection with execution of the work and the performance of the contractor obligations.
- Authority shall appoint, an authorized person as 'Coordinator – AUTHORITY to coordinate with the Contractor in all matters related to project for the successful execution of the work and to be responsible for all necessary exchange of information required.

10. SAFETY MANAGEMENT AND RESPONSIBILITIES

- The contractor shall be responsible for ensuring the fitness and safety of all persons employed at work. In this regard, the supervisor must be present on site at all times of work to carry out safety audit checks to ensure safety requirements are properly observed. Smoking & Consumption of Liquor in any form is not allowed on site.
- The contractor is responsible to ensure that necessary and adequate personal protective equipment are all the times available for the service personnel working.
- The carrying and consumption of intoxicating liquor, drugs or other substances that may affect the proper performance is strictly prohibited at the site/Venue.

11. ACCIDENTS

It shall be the sole responsibility of the contractor to adopt all the safety measures & deploy personnel who are adequately trained in safety.

a) If any accident occurs due to operations or due to negligence on the part of the contractor's personnel it shall be the full responsibility of the contractor.

b) If any damage occurs to the structures/ material & equipment as well as rolling stock due to erection operations, the cost of damage will be recovered from the contractor's bill.

12. ELECTRICITY, WATER & GAS

- West Bengal Industrial Development Corporation Ltd. shall make available power free of cost to the bidder as required for the execution of work, operation, and maintenance of the works. However, during execution for welding works, bidder shall have to make his own arrangement. However, such power shall be supplied only to the maximum extent of the requirement of power indicated by the bidder in his bid.
- The bidder shall apply on the name of **West Bengal Industrial Development Corporation Ltd** at the earliest for necessary power connection. The bidder shall pay necessary deposit to power company on behalf of West Bengal Industrial Development Corporation Ltd. The deposit receipt shall be on the name of West Bengal Industrial Development Corporation Ltd. The same shall be reimbursed at the earliest. If bidder has deposited power connection charges on his name, the same shall not be reimbursed, as bidder will claim it from the concerned power company. The necessary Liaoning cost shall be borne by the bidder. The consumption charges Bill will be reimbursed by the dept.
- The bidder is required to use electricity for various works, management of event. In case there is a power failure it will be informed to West Bengal Industrial Development Corporation Ltd. for running the event on DG set. Without proper power failure details, prior authorization and need for running event on DG set, the fuel cost may not be reimbursed.

13. EPIDEMICS

In the accommodation facility of any outbreak of illness of an epidemic nature, the applicant shall comply with and carry out such regulations, orders and requirements as may necessary and issued by the Government, or the local medical or sanitary authorities, for the purpose of dealing with and overcoming the same

14. LIQUIDATED DAMAGES

The completion period of the entire work shall be as per the dates specified for the Event; this shall be deemed to be the essence of the contract. The time limit specified above and as approved in writing by Authority, shall be strictly adhered to and followed. Liquidated Damages will be applicable, on the entire value of the contract. In case of delay in completion of a specific job beyond the date of completion given by the contractor and accepted by Authority, unless extended by Authority in writing, penalty would be applicable at the rate of 5% of the contract value for delay of each day taken by the contractor, subject to maximum of 25% of the contract value.

The penalty shall be recoverable from the Deposit provided by the contractor and if the Security Deposit is not sufficient, by revoking the Bank Guarantee submitted by the contractor or from any sum payable to the contractor under this or any other Contract with Authority.

In case of delay to deliver the work within stipulated program, Authority reserves the right to terminate the contract and get all the jobs or the delayed job completed through another agency of its choice. Any extra expenditure that Authority will have to incur for completion of the balance job/s through another agency on account of higher rates quoted by the agency will be recovered from the contractor's account, retention money, Security deposit. Moreover, Authority shall be entitled to all other legal proceedings as may be required for shortfalls in recovery.

19. PAYMENT TERMS

100 % of the cost of the program for International Yoga Day 2026 from 19th to 21st June 2026 on delivery to the consignees along with submission of following documents. Awarded bidder have to submit invoice once the program is successfully completed. Payment will be done accordingly.

- Tax Invoice
- Photos and report

20. Non-disclosure of confidential information:

The information, property and materials produced, created or supplied under the contract, including preliminary technical reports and studies, shall not be disclosed to any third party without the prior consent of Tender Authority.

21. Force Majeure:

- (a) Not with standing the provisions of this contract, the Contractor shall not be liable for forfeiture of its security deposit, liquidated damages, or termination for default if and to the extent, that its delay in performance or other failure to perform its obligations under the Contract if it is the result of an event of Force Majeure.
- (b) For purposes of this Clause, "Force Majeure" means an event beyond the control of the Contractor and not involving the Contractor's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Tender Authority in his sovereign capacity, wars or revolutions, cyber piracy or hacking, terrorism, fires, floods, epidemics, earthquakes, other natural calamities, quarantine restrictions and freight embargoes.

- (c) If a Force Majeure situation arises, the Contractor shall promptly notify the Tender Authority in writing of such condition and the cause thereof. Unless otherwise directed by the competent authority/Tender Authority, in writing the Contractor shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

22. Extension of contract / delivery period:

The competent Authority/Tender Authority or a contractor by written communication shall request the extension of contract period. The contractor or Department shall have right to either accept or decline the request for extension of contract period

23. Applicable Law:

Interpretation of the entire tender process and the subsequent contract will be in accordance with the Indian laws and all legal actions shall be within the jurisdiction of in west Bengal.

24. Notices:

Any notice given by one party to the other pursuant to this Contract shall be in writing and may be sent to the other party by personal service or by electronic mail or by speed post or by internationally recognized courier service and confirmed in writing to the other party's address. The address of Tender Authority is same as in Section II, General Information. A notice shall be effective when delivered or on the notice's effective date, whichever is later.

25. Assumption of Risk and Indemnification:

- Each party should agree to indemnify and hold the other, including its officers, directors, agents and employees, harmless from and against all loss, cost, expense and liability (including legal expenses) arising out of any claim or cause of action for loss of damage to person or property, and injury or death of third parties, caused by, resulting from, growing out of or incidental to the services provided or to be provided by each party under the Contract and all weather modification operations contemplated by the Contract. Each party should acknowledge that the indemnity obligation to each other does not include damage to or loss of their respective property or injury or death to each party's respective

employees,

- Contractor shall be responsible for the safety of the Government officers/staff during delivery and shall be liable for payment of compensation for any eventuality / untoward incidents.
- The bidder shall quote their rates for entire quantity as per this Tender. Partial quantity or any conditional offers will be rejected outrightly.
- All the documents uploaded by bidder will be scrutinized by Tender Authority and if any discrepancies are found in it, it will be intimated to the bidder in N-procure and bidder shall submit relevant documents within two days. If bidder fails to submit the documents in specified time his bid will be treated as non- responsive, and his commercial bid will not be opened.
- No deviation in the technical specifications in this tender shall be allowed. Whenever the Brand names mentioned in the specification, please read the brand name along with "or equivalent" word.

ANNEXURE - 1

INFORMATION ABOUT THE BIDDER

Copies of original documents defining the constitution or legal status, place of registration, principal place of business, written Power of Attorney to the signatory of the bid to commit the bidder.

1.	Name of the Company	
1a.	Postal Address	

1b.	Telephone nos. Fax no.	
1c.	e-mail address & URL	
2a.	Type of Company Attach Proof of Company Registration along with a copy of the Partnership Deed/ Private Limited / Proprietorship/ Limited company	Proprietorship/ Partnership/ Private Limited/ Public Limited
2b.	GST Number,	
2c	Permanent Account Number (PAN) (Attach Copy)	
3	Name and designation of the representative of the Bidder to whom all reference shall be made to expedite technical co-ordination.	
4.	Company Address	
5a.	Company Telephone/Fax no.	
5b.	Company e-mail address	
5c.	Floor area of the company	
5d.	Manufacturing facilities (a list of machinery be enclosed)	
6a.	Details of Technical Staff available. Please furnish information as per Enclosed (give details of attachment)	
6b.	Details of workmen on muster roll Skilled/ semi-skilled/ unskilled. (give details of attachment)	
7	List of components manufactured by the company at their factory along with quality insurance detail (give details of attachment)	
8	List of components sourced from outside/ other agencies	

9	<p>Details of Marketing network of the company</p> <ul style="list-style-type: none"> ➤ No. of marketing personnel ➤ No. of dealers in the state <p>(A list with contact information be enclosed)</p>	
10	Reference of any other information attached by the company (give details of attachment)	

It is certified that the information provided above is true to the best of my knowledge and belief. If any information found to be concealed, suppressed or incorrect at later date, our tender shall be liable to rejected and our company debarred from executing any business with department.

(Sign & Seal of the Bidder)

ANNEXURE – 2

Profit & Loss Statement with GST Certificates, Permanent Account Number

Bidder to submit - Financial standing reports viz. P&L statement, audited balance sheets for past three years, GST certificates, Permanent Account Number (PAN) card copies etc.

If necessary, use separate sheets to provide complete banker information.

Banker	Name of banker:	
	Address of banker:	
	Telephone:	Contact Name & Title:
	Facsimile:	TELEX:

Summarize actual assets and liabilities in Rupees for the previous Three years.

Financial Information	2022-23	2023-24	2024-25
1. Total assets			
2. Current assets			
3. Total liabilities			
4. Current liabilities			
5. Profits before taxes			
6. Profit after taxes			
7. Depreciation			
8. Net worth			
9. Annual turnover			

Specify proposed sources of credit line to meet the cash flow demands of the projects.

Source of credit line	Amount in Rs.
1.	
2.	

(Sign & Seal of CA)

(Sign & Seal of the Bidder)

ANNEXURE – 3

Details of similar work experience in last Seven Years

Financial statement including total monetary value of similar project Performed for the last Seven years.

Sr. No.	Name of the client with full address, phone, fax and name of contact person	Work Description	Ref. & date of the order	Work Order Value	Details of order & its configuration	Work Completion Certificate with Amount

- Copies of Work orders along with Work completion certificates should be attached with this information.
- If necessary, separate sheet may be used to submit the information.
- Similar kind of work means temporary installation in event, fair & trade show.

(Sign & Seal of the Bidder)

ANNEXURE –4

LITIGATION SHEET (On Rs. 300 stamp paper)

Information regarding any litigation current or during the last Three years in which, the bidder is involved the bidders concerned and dispute amounts.

Year	Award for / or Against applicant	Name of Client, cause of Litigation and matter of dispute	Disputed amount in Rupees

NOTE:

If the information to be furnished in this schedule will not be given and come to the subsequently will result in disqualification of the bidder.

(Sign & Seal of the Bidder)

ANNEXURE – 5

Details of Technical staff available with the company for execution of work

(Information to be attached with the Technical Offer)

Sr. No.	Name	Qualification	Additional Certification, if any	Total Experience, no. of years	Remarks

- Copies of Resumes and appropriate certifications should be attached with this information.
- If necessary, separate sheet may be used to submit the information.
- Details of the dynamic LIGHTING experts.
- Qualification and experience of key site management and In-house technical personnel proposed for the contract.
- The bidder should justify their capability of completing the work as per the milestones specified within the stipulated completion period with documents. (A brief description of achievements of the contractor/agency in the field with copies of merit certificates etc., Enclose photographs of illuminated structures done by the firm.)

ANNEXURE – 6

DECLARATION

(On company letter pad)

(Strike off whichever is not applicable)

This is to declare that Mr./Ms. _____, employee of SAAMDT at _____ (place), is related to our _____ (designation & name).

OR

This is to declare that none of the Proprietors/ Partners/ Directors is having any relatives employed or working with WBIDC at any of its officers or its parent Department of Government of West Bengal.

Note: This Certificate must be on company letter pad otherwise your tender should be rejected.

Date:

Sign. & Stamp of the Bidder

Annexure 7-Financial Bid

Total Quote for Conceptualizing, Designing, Execution and Supervision of Temporary structures & related infrastructure, light & sound services, Branding, and related event management, security services work on turnkey basis for Celebration of International Yoga Day 2026 to be organized at Kolkata	Amt in INR in figures	Amt in INR in Words
Quote to exclude GST.		

Date:

Sign. & Stamp of the Bidder

END OF TOR