

**NOTICE INVITING TENDER**

**FOR**

**DESIGN, FABRICATION AND EXECUTION**

**OF**

**COMMERCE AND INDUSTRIES TABLEAU**

**FOR**

**REPUBLIC DAY 2016**

**DATE 26<sup>TH</sup> Jan 2016**

**Tender No: WBIDC/CC/216/Tableau/15-16/1**

**Bid Document for Republic Tableau 2016**  
**For Commerce and Industries Department**

**Invitation for Proposal**

1.1 Sealed bids are invited by West Bengal Industrial Development Corporation Limited (WBIDC) from reputed, experienced agencies to design, fabricate and present a tableau for Republic Day on 26<sup>th</sup> Jan 2016 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 prior experience in designing, fabricating and presenting tableau of State Governments and its departments need only 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 of WBIDC by **2 pm up to 19.1.2016** to be opened in presence of the representatives of the Bidders who wish to be present on **at 4 pm on the same day**.

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 tableaux for government organization and the state in at least 2 similar works in the last 2 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.

### 2.3 Contents

The proposal shall be submitted in ONE large sealed packet, named and duly marked as "Strictly Confidential- Bid for Design, Fabrication, supervision and presentation of tableau of Industry for Republic Day Celebrations-2016.

The contents of the packet are described below.

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

i) " Envelope 1 -Bid Qualification "

- ii) "Envelope 2 -Design of tableau
- iv) " Envelope 3 -financial bid for design, fabrication, supervision and presentation of tableau

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 the tableau – 02 options

Envelope 3 should contain the following:-

The lump sum price (inclusive of all taxes and duties as applicable)

**2.4** Bidders should put all the above 3 sealed 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-Business Synergy Center of WBIDC . 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 19/1/2016**. 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.

### **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 1 (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.

- i. Technical & Quality Evaluation- 40 marks
- ii. Financial bid -60 marks (The Lowest Bidder gets highest marks)

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

Score=40 marks + 60 marks

#### **4. The bidder should quote for the tableau design, fabrication and presentation keeping the following requirements in mind inclusive of all taxes.**

The fabrication should be made as per following details:

- i) The selected agency will have to provide a trailer along with carrier vehicle from the date specified
- ii) **The fabrication should be made as per the following details**
  - a. **Total length of the projection should not exceed 48 feet**
  - b. **Total width of the projection should not exceed 12 feet**
  - c. **Total height of the projection should not exceed 14 feet**
  - d. **Total weight of the projection should not exceed 8 tons**
- iii) To provide a dummy vehicle in the rehearsal parades on 20<sup>th</sup> and 22<sup>nd</sup> Jan 2016 ensure that the driver remains the same throughout the parade. On the day of final rehearsal, i.e on 24<sup>th</sup> Jan 2016 the complete tableau should be presented. The vehicle should report at the venue at 6 am.
- iv) I& CA department will provide basic infrastructure for making the tableau.

- v) The agency should ensure that the driver of vehicle remains the same until the final day of the event.
- vi) Model/cultural troupe on tableau may be animate or in inanimate form.
- vii) Designing and printing of panels wherever needed.
- ix) Should arrange to obtain all necessary permission/ clearances from local authorities as required including clearance from fire Department.
  
- x) Minor addition and alteration may have to be done depending upon requirement of the pavilion without any extra cost.
- viii. Arrangement of photographs

5. Successful bidder will have to deposit **Earnest Money amounting to Rs. 1 Lakh (One Lakh)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 :**

Post Submission of Invoice..

## **7. 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.

8. 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.

**APPENDIX -A**

<b>i) TECHNICAL DATA Format</b>							
<b>Name of the Bidder :</b>							
<b>Address :</b>							
<b>Head of the Organisation :</b>							
<b>Date of incorporation of the organization :</b>							
<b>Nature of Organisation ( Proprietorship/Partnership/ Pvt. Ltd/Limited):</b>							
<b>Experience of last 5 years in executing work of Design, fabrication, supervision and presentation of National and local tableaus.</b>	<b>Calendar year</b>	<b>Client Company</b>	<b>Event</b>	<b>Venue &amp; location</b>	<b>Job Value (in Rs)</b>	<b>Number of Tableaus Done for Republic Day</b>	<b>Awards Won</b>
						<b>Total Tableaus Done</b>	<b>Total Awards Won</b>

<b>ii) FINANCIAL BID FORMAT</b>	
<b>Particulars</b>	<b>Amt in Rs</b>
<b>Lump sum Price including all taxes in Figures</b>	
<b>Price in words</b>	

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**Signature with Official Stamp**