

STATE URBAN DEVELOPMENT AGENCY

"ইলগাস ভবন", এইচ-সি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা ৭০০ ১০৬, পশ্চিমবঙ্গ।

"ILGUS BHAVAN", H-C Block, Sector-III, Bidhannagar, Kolkata 700 106, West Bengal

Memo No.: SUDA-12017(15)/10/2020-ACCT SEC(SUDA)-SUDA/5466

Date: 02.12.21

Notice Inviting Tender for 'Empanelment of agencies for IEC of Dengue Management through video/ animation' under State Urban Development Agency (SUDA) in West Bengal through sealed bid.

The Additional Director, for and on behalf of the State Urban Development Agency (SUDA), Urban Development and Municipal Affairs Department (UD&MA), Government of West Bengal, invites sealed bid from reputed firm / agencies having experience in similar nature of works in last 5 (five) years, for 'IEC of Dengue Management through video/ animation under State Urban Development Agency (SUDA) in West Bengal' the following work as follows:

Sl. No.	Name of the work	Estimated Amount (Including GST & all Taxes)	Earnest Money	Time of Completion	Location
1.	Empanelment of agencies for IEC of Dengue Management through video/ animation under State Urban Development Agency (SUDA) in West Bengal	Rate to be quoted	Rs.10,000/- (Rupees Ten Thousand Only)	15 (Fifteen) Days	State Urban Development Agency (SUDA), HC Block, Sector III, Bidhannagar, Kolkata-106, WB

- Intending eligible bidders may obtain Bid document free of cost, from the office of the Director, SUDA, Kolkata on any working day between 10.00 AM to 5.00 PM up to 11.12.2021. The bid document may also be downloaded from our web-site <http://www.wburbanservices.gov.in/> & <https://www.sudawb.org/>.
- Technical & Financial documents in the prescribed format (enclosed herewith) sealed in separate covers and marked with **Technical - (Part- I) & Financial (Part - II)** bids / quotations should reach the office of the State Urban Development Agency (SUDA), HC Block, Sector-III, Kolkata-700106 within 2:00 PM on 13.12.2021 and will be opened on the same day in the office at 3.00pm.
- For any clarifications Bidder may contact Shri. Jayanta Ghosh (98309 93233) & Shri Tanmoy Gunguly (80130 23987).

Handwritten Signature
02-12-2021
Additional Director, SUDA

দূরভাষ: ২৩৫৮ ৬৪০৩/৬৪২ ১/৫৭৬৭, ফ্যাক্স : ২৩৫৮ ৫৮০০

Tel: 2358-6403/6421/5767, Fax: 2358-5800, E-Mail: wbsudadir@gmail.com

TERMS & CONDITIONS

1. Qualification Conditions:

- a. The Entity / Bidder must be a company as specified in Companies Act, 1956/2013 OR a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 OR a Company incorporated under equivalent law abroad OR a Society registered under The Societies Registration Act, 1860 OR a Proprietorship Firm OR a Partnership Firm registered under relevant laws of India. The time period elapsed from commencement of business should be at least 03(three) years as on 1st April 2021.
- b. MOU / Joint Venture/ sub contract in any form will not be allowed or provided in this contract.
- c. Intending tenderers should produce credentials of a similar nature of at least one (1) completed work with of the minimum value of Rs.3.00 lakh during 5(five) years prior to the date of issue of the NIT.
- d. Bidder shall provide all relevant records required i.e. Income Tax Return Certificate/PAN, GST. Certificate and other taxes (whichever applied).

2. Bid Price:

- a. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment of any account. The rate should be quoted both in figure and in words.
 - b. The rate should be quoted including all taxes. No price escalation will be entertained.
3. The bidder shall submit the quotation with his own letter head duly signed and with official seal. Each bidder shall submit only one quotation.

Earnest Money: Earnest Money to be deposited in Technical Bid envelop in form of Demand Draft in favour of 'State Urban Dev Agency W B (SUDA)' of any Nationalized Bank payable at Kolkata.

Security Deposit: For successful bidder the 2% earnest money will be adjusted to the security deposit and balance 1% of the bill amount will be deducted from each bill and the same will be released after 3 months of completion of the work on demand by the successful bidder.

4. Submission of Quotations/Bid:

A. Each bidder should submit sealed quotations (in two separate part i.e. **Technical (Part-I)** and **Financial (Part - II)** in separate two sealed envelopes-i) mentioning on the Envelop Technical part (Part -I) and NIT No & name of Bidder and ii) mentioning on the Envelop **Financial Part (II)** and NIT No. & Name of Bidder Both envelop will be covered by third envelop on the Third Envelop on which NIT No, Name of Work, Name of Bidder to be mentioned.

B. The following documents will form the Technical Part (Part -I) of the bid (Photo copy duly self-attested to be compulsorily enclosed)

- i. Establishment Registration Certificate, Current Trade Licence, GST, PAN / TAN
- ii. Return of Income Tax last 3 Financial Year (2018-19, 2019-20 & 2020-21)
- iii. Certification of authorization of the company
- iv. Credential Certificate in form of Workorder or Completion Certificate as mentioned in 1 (c).
- v. Details of Work Experience during last 5(five) years prior to the date of issue of the NIT.
- vi. An affidavit **dully notarized** to be submitted by mentioning
 - a) Detailing of firm
 - b) The documents submitted by the bidder is true and correct
 - c) Mentioning no debarments/penalized from any Govt./Semi Govt/undertaking Govt Deptt/statutory body/ have been imposed to the bidder.
- vii. Audited Accounts turn over for the last 3 (Three) FY: 2018-19, 2019- 20 & 2020-21.
- viii. Earnest Money (EMD) of Rs.10,000/-
- ix. Filled up Annexure-A.

দুরভাষ: ২৩৫৮ ৬৪০৩/৬৪২ ১/৫৭৬৭, ফ্যাক্স : ২৩৫৮৫৮০০

Tel: 2358-6403/6421/5767, Fax: 2358-5800, E-Mail: wbsudadir@gmail.com

C. The Financial part (Part - II) of the bid shall consists of only Rate/Price in Performa supplied with the BOQ on the company's /Firm's letter pad. All the column and requisite information must be filled in the prescribed format along with filled up Annexure-B.

5. Validity of Tender:

The tender shall remain valid for a period not less than 60 days after the deadline date specified for submission.

6. Award of Contract:

Award of contract will be on the basis of lowest evaluated price for which the bidder must quote the rate for the mentioned item.

a. Notwithstanding the above, the tender inviting authority reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

b. The bidder whose bid is accepted will be notified of the award of contract by the inviting authority.

7. Other Terms & Conditions:

a. Director, SUDA reserves the right to proposed/postponed/cancelled the bid, the bidder will have to abide with the decision.

b. Payment shall be made after the successful completion of the work.

c. Quotation/ bid may be submitted on the printed letter head of the bidder in the prescribed format.

d. Successful bidder will have to enter into an agreement with Director, SUDA for timely execution of the work.

e. No payment will be made for any damages.

We look forward to receiving your tender and thank you for your interest in this project.

Pranabha
02.12.2021
Additional Director, SUDA

Memo No. SUDA-12017(15)/10/2020-ACCT SEC(SUDA)-SUDA/5466/1(5)

Date: 02.12.21

Copy forwarded for information to:

1. FA, SUDA
2. FO, SUDA
3. PS to Principal Secretary, UD & MA Deptt., Govt. of West Bengal
4. Notice Board, SUDA
5. HA, SUDA is requested to make arrange for wide circulation

Pranabha
02.12.2021
Additional Director, SUDA

Annexure: A
PRO-FORMA FOR TECHNICAL BID (PART - I)

Sl. No.	Particulars	To be filled in by the Bidder
a.	Name of the Agency	
b.	Date of establishment of the agency	
c.	Detailed office address of the Agency with Office Telephone Number and Mobile Number and name of the contact person	
d.	Power of attorney in favor of the signatory signing the BID documents. Not required in case of proprietary firm if the proprietor himself signs the documents.	
e.	Whether the firm is registered under Company Act, partnership or proprietorship. (Copies of all certificates of registration to be enclosed.)	
f.	PAN/TAN Number (copy to be enclosed)	
g.	GST Registration Number (copy to be enclosed)	
h.	IT returns for the last three FY (2018-19, 2019-20, 2020-21) filed by the agency (copy to be enclosed)	
i.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to be attached in this regard.)	
j.	Credential / Experience Certificate (Copies of Completion certificate / Work Order to be attached)	

All pages of this BID document should be duly signed by the authorized signatory as a token of acceptance of all terms and conditions by the bidder. Any other document submitted by the bidder should also be signed by the authorized signatory.

Place:

Date:

Signature of the Bidder

Office Seal

Annexure-B
FORMAT OF FINANCIAL BID (Part - II)

Name of the Firm: _____

Quotation for Empanelment of agencies for IEC of Dengue Management through video/animation under State Urban Development Agency (SUDA) in West Bengal:

Sl. No.	Name of the work	Estimated amount in Rs.	Quoted amount (To be quoted by the bidder (inclusive of all taxes & duties, transportation except GST) in Rs.	GST in %ag	Total Quoted Amount (inclusive of all taxes & duties, GST, transportation) in Rs.
1	Empanelment of agencies for IEC of Dengue Management through video/ animation under State Urban Development Agency (SUDA) in West Bengal	Rate to be quoted			
Total					

1. I/We agree to execute the above-mentioned work in accordance with technical specification & term and conditions as mentioned in the tender for a total contract price of Rs..... (in Rupees) including taxes, within 15 (fifteen) days of the issue of the work order.
2. I/We also agree and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)

Name:

Designation:

Address:

Contact No.:

Date:

Annexure - C **Scope of Work**

➤ **Technical Specification:**

1. Film frame should be 1080X1920, HD format
2. Duration should be within 5min
3. Appropriate super will justify each subject and topic
4. This film will have male voice over, good quality.
5. Good quality Shooting, Editing, Animation, graphics and Music will be there.
6. Colour correction of final film needed.
7. Mixing and final output should be in HD quality.
8. Logo and Department logo will have animation.
9. Final film to be submitted in pen drive.

➤ **Special Terms & Condition:**

1. No cost escalation will be entertained
2. Payment will be made as per availability of fund. No claim for delay of payment due to non-availability of fund will be entertained.
3. Intending bidders are requested to inspect the work site before quoting their rates.
4. Subletting of work is not allowed
5. Penalty shall be imposed @1% of the total pending works if the works are not completed within the stipulated time mentioned in the bid.