
State Urban Development Agency

'ILGUS BHAWAN', HC Block, Sector III, Bidhannagar, Kolkata – 700106

Email: wbsudadir@gmail.com

Memo No. [SUDA-14012\(99\)/3/2022-NULM SEC\(SUDA\)](#) /7432

Date: 18.02.2022

NOTICE INVITING E-TENDER FOR SELECTION OF AGENCY FOR 1) TEMPORARY INFRASTRUCTURE, SUPERSTRUCTURE AND FABRICATION OF PANDAL, PAVILION, STALLS, GATES, DECORATION OF STAGE AND DISPLAY OF THEME (EXTERIOR & INTERIOR) & SUPERVISION 2) ELECTRICAL WORKS

For

STATE SWAYAMSIDDHA MELA 2022

Venue: Bidhannagar Mela Ground, Karunamaye, Kolkata

– 700 091

Date: 25.03.2022 to 04.04.2022

1 Invitation for E-Tender

E-Tenders are invited by the State Urban Development Agency from reputed bonafied agencies/firms/contractors for Selection of Agency for 1) Temporary infrastructure, Superstructure and fabrication of Pandal, pavilion, stalls, gate, decoration of stage and display of theme (Exterior & Interior) & supervision 2) Electrical Work for “**STATE SWAYAMSIDDHA Mela 2022**” at Bidhannagar Mela Ground, Karunamayee, Kolkata 700091, an initiative of Urban Development & Municipal Affairs Department, Govt. of West Bengal on and from **25.03.2022 to 04.04.2022**.

- a. Only the parties having experience in jobs (Any Govt. Mela) specially graced by high level dignitaries enjoying special security cover & other dignitaries may submit their E-tender.
- b. E-tenderers must furnish full data and information as required in this tender document.
- c. Award of work against the tender is at the sole discretion of State Urban Development Agency.
- d. E-tenders shall have to be uploaded to <https://wbtenders.gov.in> and <https://www.sudawb.org/> website.
- e. For any tender related queries intended bidders may send mail to smmwbsulm@gmail.com.
- f. State Urban Development Agency reserves the right to accept or reject any or all tenders without assigning any reasons thereof and is not bound to award work to the lowest tenderer.
- g. Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder who resorts to this will render their Bid liable to rejection.
- h. Any disputes will be attended to within the jurisdiction of Kolkata.

For and on behalf of State Urban Development Agency.

Addl. Director, SUDA

Place: Kolkata

Date:

2. Instructions to E-Tenderers:

General Guidance for e-tendering

Instructions/ guidelines for bidders for electronic submission of the proposals have been enclosed for assisting them to participate in e-tendering.

II. Registration of Bidder

Any bidder willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-procurement system, through logging on to <http://wbtenders.gov.in>. The bidder is to click on the link for e-tendering site as given on the web portal.

III. Digital Signature Certificate (DSC)

Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the service provider of the National Informatics Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Website stated in Clause II of Instructions to Bidders. DSC is given as a USB e-Token.

- IV.** The Consultants / Bidders can search and download the Tender Documents electronically from computer by logging on to the website mentioned in Clause-II above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

V. Submission of Proposal

Proposals are to be submitted through online to the website stated in Clause II in one folder at a time before the prescribed date and time using the Digital Signature Certificate (DSC).The documents to be uploaded should be virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

VI. Eligibility Criteria for participation of the tender :-

- a. Eligible tenderers must have registered office under Kolkata Municipal Corporation / Howrah MC or BidhannagarMunicipal Corporation area.
- b. The bidders also should have experience of carrying out at least 1 (One) work (in any Govt. Mela) in last 5 (five) years, value of the work (Civil & Electrical) should not be less than **Rs. 44.00 Lakh (Rupees Forty four Lakh)** only.
- c. Bidders must have a valid Trade License.
- d. Avrg. Annual turnover of **Rs. 55 Lakh (Rupees Fifty-five Lakh)** only and above in last three financial year(Fy-2018-19,2019-20,2020-21).
- e. Copy of Pan Card along with IT Return & Balance Sheet & P.L. Account for the last 3 Financial years.
- f. GST Registration Certificate.
- g. P.Tax Reg. Certificate.
- h. Eligible tenderers must have registered office under Kolkata Municipal Corporation/Howrah Municipal Corporation / Bidhannagar Municipal Corporation area.
- i) MOU / Joint Venture/ sub contract in any form will not be allowed or provided in this contract
- j) The prospective bidders should not have been Black Listed from any Government Organization/ Statutory Body etc. during the last 3 (Three) years. (A self-declaration in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non- responsive).

Bid should invariably be supported by following documents :

TECHNICAL COVER should contain the following :-

STATUTORY DOCUMENTS :

Sl. No.	Particulars
1	Qualification Application (Annexure A, No. I)
2	Details of the bidder including registered office address (Annexure A, No. II)
3	Declaration that the Bidder or any of its / their staff had not been at any point of time blacklisted by any Government or its agencies or court of law or any other organization (Annexure A, No. III)

NON-STATUTORY DOCUMENT:

Sl. No.	Particulars
1	Copy of Pan Card along with IT Returns & Balance Sheets with P.L. accounts for the last 3 Financial year
2	GST Registration Certificate.
3	P.Tax & Trade License Certificate

4	Avrg. Annual turnover should be submitted in the prescribed format (Annexure A, No. V) along with supporting documents
5	Details of work experience during the period of last 05 years along with documentary evidence. (Annexure A, No. IV)

Note: All statutory and non-statutory documents are to be mandatorily uploaded, otherwise will be disqualified in Technical Bid.

- **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 the work of same nature supported by photographs and work orders. (attached annexure must be filled for quality evaluation)

- **Evaluation of Tenders:**

Opening of Bid

- Proposals will be opened electronically from the website using Digital Signature Certificate.
- Decrypted (transformed in to readable formats) documents will be downloaded and handed over to the officials for evaluation.

Evaluation:

- Cover (sub-folder) of statutory documents shall be opened first and if found in order, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- Scrutiny of proposal and recommendation thereafter will be made by the Bid Evaluation cum Tender Committee.

Uploading of summary list of technically qualified bidders-

- Pursuant to scrutiny and decision of the Bid Evaluation cum Tender Committee, the summary list of eligible bidders will be uploaded in the web portals.
- During the process of evaluation, Bid Evaluation cum Tender Committee may summon the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- Any document found to be incomplete in content or attachments or authenticity shall not be considered for the purpose of qualification.
- If any information (false/ un acceptable) is received by Bid Evaluation cum Tender Committee after the Bidder has been qualified to receive the Request for Proposal, the Bid Evaluation cum Tender Committee reserves the right to reject the Bidder at that time or at any time after such information becomes known to Bid Evaluation cum Tender Committee.

1. The lowest financial bidder will be awarded provided all others clauses and conditions are fulfilled.

2. Rate should be quoted separately for each component i.e price quoted for

1) Temporary infrastructure, Superstructure, fabrication of Panda, pavilion, stalls, gates, decoration of stage and display of theme (Exterior & Interior) & supervision

2) Electrical Works and evaluation of financial bid will be made on the basis of aggregate of total **two components. if any bidder does not quote rate for all the 02 (two) components, it will be treated as cancelled.**

3. Rates and Quotes

The rates quoted shall be inclusive of all taxes and duties as applicable as per the law.

3) FINANCIAL COVER should contain the following:

The bidder is to quote the rate online through computer in the space marked for quoting rate in the BOQ.

4) Scope of Work:-

- a) Temporary Structure, Superstructure, fabrication of Pandal, pavilion, stalls, gates, decoration of stage and display of theme (Exterior & Interior) & supervision**

Sl. No.	Name of the Job	Specification of job/item Details
1	Stall & Food Stall (400 Stalls including 40 food stalls)	<p>a) Superstructure with salballha post and bamboo should be made properly to stand steady during heavy rain / wind as per direction in the site. Height should be of 11 Ft. Iron wire and coir rope should be used in the structure.</p> <p>b) All exposed walls inside the pavilion to be covered with plywood (minimum 4 mm) or any similar materials on either side painted with approved shade. Ceiling should be covered with white or colored hassian /cloth fitted with proper wooden framing. The clear height from the wooden floor to be ceiling will be 8'. Outside front wall should be covered with ply wall and painting. Other outside exposed wall (three sides) should be covered with cloth / colored jute Hessian. One top facia (height 3 Ft.) should be made with ply as per design and fitted with wooden frame. Design will besupplied on spot.</p> <p>c) Wooden Platform on ground should be of hard wood board of 1 inch thick at a height of 6 inch. high from the ground with proper sloping along with stair for each gate of each pavilion. Floor be covered with synthetic carpet.</p> <p>d) There should be adequate arrangements (racks/shelf) for display of products / items in each stall.</p> <p>e) Two nos of Sale counter / running table to be provided and fabricated with 18mm commercial block board or particle board with proper fixing in suitable place (in front of inside wall) in the pavilion/ stall. Shelves / drawers should be fixed inside the counter. Top and front side of counter should be covered by plywood board with painting. Height of the counter will be 3 Ft. from the floor and width 2 Ft. The length of the running counter will be as per instruction (in four sides of pavilion). A storage space - cum - cash counter also have to be provided covered by suitable plywood with one door and locking.</p>

		<p>f) There should be collapsible gate fitted in every open side of the each stall with locking arrangements. Size of the collapsible gate shall not be less than 6 Ft. in width.</p> <p>g) Two pcs. of chairs shall be provided in each stall:</p> <p>h) Size of the each stall should be 10 ft x 10 ft.</p> <p>i) Platform for LED Wall, console for AV, platform for cameraman, platform for Drum set on stage.</p> <p>j) Fascia of stalls 10 ft x 4ft.</p> <p>k) One Stall will be erected beside the entry gate for supplying cotton mask and others protective items.</p> <p>l) Extra 100 nos. plastic chairs</p>
2	Room for Electrical goods store, Police Personnel, Fire Service Personnel, Medical Team, ATM Kiosk & Private Security Agency	Structure of Electrical goods store room should be of bamboo with GI sheet roof and covered four sides with fire proof tarpaulin / GI sheet provided with collapsible gate raised wooden platform to be fitted on floor (inside the warehouse / godown) height of the platform should be minimum 6". Size: Size of the electrical room should be 1000 sq ft. Size of the other rooms is 500 sq. ft. (approx.).
3	VIP Enclosure & Compartments of Mela Office	<p>Super structure with salballha post and bamboo should be made properly to stand steady during heavy rain/wind. Mela office & VIP enclosure should be as per design provided by this office. Roof with GI sheet properly fitted with bamboo or waterproof and fire-proof tarpaulin. Each door should be provided with collapsible gate with locking arrangement. Size of collapsible gate will be minimum 6' width. Wooden Platform on floor/ground should be of hard wood board of 1" thick at a height of 6" high from the ground with proper sloping along with stair for each gate of the office. Floor should be covered with synthetic carpet. All exposed walls inside the pavilion to be covered with plywood (minimum 4 mm) or any similar materials on either side painted with approved shade. Ceiling should be covered with white or coloured hassian /cloth fitted with proper wooden.</p> <p>Entire ceiling of the Mela office will be covered with cloth masking with frame. VIP rooms to have floral decorations and decorative wall hangings (approx. 1800 sq. ft.)</p> <p><u>List of Furniture for VIP Room / Office Room / Food Stall & Kitchen:</u> VIP Chair (20 pcs), Folding Office Table (10 pcs), Three Seater Sofa (10 nos.) white rexinebound with arm rest, Centre Table (15 nos.), Revolving Chair (30 nos.), Table with umbrella (10 nos.) for food stall, Banquet Chair with Cover (25 pcs), Almirah (3 nos.), Large Mirror. Metal & Cloth canopies (5 nos) in front of food stall area. Folding Table (15 nos.) for food court and plastic chair (75 nos.).</p>
4.	3 Entrance Gates & 2 other Gates at prominent locations	Super structure with salballha post and bamboo with plywood (minimum 4 mm) or any similar materials should be made properly to stand steady with good thematic decoration as per suggestion and as approved by this office.

5	Stage and backdrop with Floral decoration to make the stage attractive	Stage (Thematic look) and backdrop should be decorated with floral decoration to make the stage attractive and ready for installation of LED backdrop (max. 3 ft). Truss goal posts for fixation of LED par lights. Consol with masking of Stage. Stage ceiling should be covered by cloth.
6	Covered Arena in front of Stage	a) Super structure for sitting arrangements of audience in front of main dias should be made by German Hanger to stand steady during heavy rain/wind. Ceiling should be covered with coloured hassian, colourfully, thematically decorated. Three (3) platform 8 ft x 4 ft to be made for Audio, Video & Stage light set up. b) Sitting arrangement (Steel chairs) of 1000 pax along with VIP, Guest and Press arena suitably furnished. 3-seater wooden sofa with velvet covered seat (8 nos.), centre table (4 nos.), stand is to make VIP, Press, Official area. c) Entire floor should be covered with synthetic carpet.
7	Green Room (2Nos)	Green Room on both side of the stage properly furnished with arrangements of seating & make-up and other facilities like full length mirror. 3 seater sofa (2 nos.), centre table (2 nos.), plastic chair (20 nos.).(about 150 sq. ft each)
8	Mela Ground Ambience	Ambience should be attractive by installation of flags, hoardings, signage, moving puppets, Ronpa, coloured balloons Etc. Flags to be hanging stall to stall with SWAYAMSIDDHA Logo. Logo Cut outs.
9	Kitchen Shed	With GI Tin fencing with wooden platform to accommodate 30 units.
10	Temporary Toilet(10 Nos.)	Temporary toilet in both flanks of the fairground should be prepared with running water connection, sewerage & cleaning facility.
11	Chemical Toilet (5 Nos.)	Three chemical toilets are to be provided, one attached with VIP room of HMoS and another attached with VIP room of officers, running water connection & One behind the office room.
12	CGI sheet of Mela Ground	CGI Sheet fencing of Mela ground (approx measurement 3000 sqft.)
13	Karigori Hat	One Octagonal Karigori Hat (approx 1200 sqft) with bamboo structure made with tarpaulin cover, designed coloured cloth ceiling & cloth walling and carpeting cover platform.
14	Decorated Plants & Different Flower Plants	Decorated plants arrangements on (1) stage / dias, (2) in front of VIP Enclosure and Mela Office and main entrance gate of the mela ground.
15	Leveling of filling of Ground	Leveling & filling of pot holes of total fair ground. Supplying, laying and spreading of silver sands of the mela ground.
16	Fitting of flex, facia, hoarding of Stalls etc.	Fitting of Flex/Banner on stall Facia, corner stalls (18 nos), Stall No. & direction and any other such fittings etc.

17	Installation of Signboard of stalls including Food Stalls	<p><u>Mechanical Data:</u></p> <p>a) Size : 1.5Ft (breath) x 6Ft (length), total 9 sq. ft each.</p> <p>b) Media : 13 Oz Front Lit Flex (Star Media)</p> <p>c) Print : Multi Color</p> <p>d) Fabrication : Eyelet setting</p> <p>e) Quantity : 400 Pieces</p>
18	Arrangement of COVID-19 protocol	<p>1) Portable paddle sanitizer stands (20 nos at three entry gates and mela office) will be installed and will be maintained from 11 am to 9 pm during the Mela period (25.03.2022 to 04.04.2022)</p> <p>2) Five Hand Hygiene station will be arranged for hand washing, preferably in the touch –free mode or soap and water, tissues, closed-lid bins.</p> <p>3) Colored distance marker for the visitors for mela office.</p> <p>4) Display of boards on mandatory use of masks / no visitors will be allowed without masks.</p>

Presentation of Design details :-

1. 400 stalls measuring 10ft. x 10 ft. (including 40 food stalls measuring 10ft x 10 ft. in food court).
2. Six rooms (measuring approx. 200 sq ft. each) for Police personnel, Fire service personnel, Medical team, Private security agency personnel, one ATM Kiosk and one Electrical goods store room (approx 1000 sq ft)
3. Mela office pavilion with 4 compartments (approx measurement is about 1800 sq. ft) Including two properly furnished V.I.P. enclosure, and one office with Store room, one food room with store room, toilets, gardening in front of Mela office With carpeting.
4. 3 decorative gates of the mela ground (thematic) and 2 decorative gates at prominent locations (design to be approved by SUDA).
5. Stage and backdrop with floral decoration & LED screen to make the stage attractive.
6. Covered area in front of stage with carpeting.
7. Ambience installation with flags, hoardings and signage.
8. Kitchen shed to be constructed considering fire safety barricade with GI sheet.
9. Temporary toilets – 10 nos.
10. Chemical toilets – 5 nos. (one attached with office room & two attached with two VIP rooms).
11. CGI Sheet fencing of entire Mela ground (About 2500 Rft.).
12. One Octagonal Karigori Hat (approx 1200 sqft) with bamboo structure made with tarpaulin cover.

13. Decorated plants different flower plants arrangements on (1) stage / dias, (2) in front of VIP Enclosure and MelaOffice and main entrance gate of the mela ground.
14. Leveling & filling of pot holes of total fair ground.
15. Fitting of Flex on stall Facia.
16. Signboard of stalls (with names)
17. Arrangement of COVID-19 protocol

Note:-

Presentation of design layout of Mela Ground in Ms-Power point (.ppt) format is to be submitted on the day of opening of technical bid in the form of CD or Pen Drive which is mandatory for qualifying in Technical Bid.

B) Electrical Works:-

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 for the subjects which will be covered with followings:-

1. Electrical illumination of the exhibition ground and surrounding area of the mela ground with multi colour metal halide LED type (600 watt) including tree lighting within the mela ground and trees outside the mela ground, sufficient nos. of LED spot light, 3/54 multi colour LED par, running strip light of standard length.
2. Proper illumination with par lights of all gates of the mela ground.
3. Proper illumination of Stage as per direction of SUDA.
4. 4 nos. LED tube light, one plug point & 4 nos. LED Spot light with fittings in each stall. One ceiling/stand fan in each stall (total 400 stalls). 15 Amp plug points in each food stall.
5. Proper electrical illumination of the VIP Enclosure & Office Room with H-Bay LED tube.
6. Cromptolax lamp with fittings.
7. All mainline and sub-mainline, distribution & point, proper cabling, earthing, necessary switch box, change over switch, plug point, wiring all complete.
8. One standby Generator Van for supply of power in load-shading / breakdown.
9. 18 Nos. Sweep Pedestal fans. (2 in VIP Room, 2 in Green Room, 2 in Office Room, 6 in Stage, 2 in Cash Room and 2 in Officials room)
10. Stand Air Conditioner - 8 nos.
11. Stand Air cooler- 6 nos for stage & Green Room.
12. 3 Gen Set -62 KV

13. 1 Gen Set-125 KV

14. 1 Refrigerator 253 Ltr Capacity & 2 (Two) Deep Freezer (500 Ltr Capacity each) for storage of food

15. Additional Plug points & Par Lights for Selfi Zones (4 nos.) & LED screen in the Mela Ground.

5) **CRITICAL DATES :**

Sl. No.	Particulars	Date & Time
1	Date of uploading of Documents (Publishing Tenderonline) from this end:	18.02.2022 06.00 PM
2	Documents Download Start Date	18.02.2022 06.00 PM
3	Bid Submission Start Date:	18.02.2022 06.00 PM
4	Bid Submission Closing Date:	12.03.2022 04.00 PM
5	Technical Bid opening Date(online)—	14.03.2022 04.00 PM
6	Date of uploading list for technically qualified bidder (online):	To be notified latter on
7	Date of opening of financial Bid:	To be notified latter on

6) **Time Schedule:**

i) The designated **Mela site** will be made **available** to the successful Tenderers by **20-03-2022**

ii) Tendered work complete in every respect must be handed over to the Mela Authority by **24.03.2022 at 5 P.M.**

iii) **Dismantling** of superstructure and fabrication of Pandal, pavilion, stalls, gates , decoration of stage and display of theme (Exterior & Interior) & supervision including other jobs, if any, should be completed within **07.04.2022**.

7) **The accepting authority have the right to accept the lowest or any rate and also reserve the right to reject any part or in full or all tenders received and split up the work in different groups / phases without assigning any reason thereon.**

8) Any conditional tender will not be considered

9) The incomplete tender or tender which don't fulfill laid down terms & conditions, will liable to be rejected.

10) In case the work is done in deviation to the specified specification or with any defect is found during Fair periods, a reasonable reduction in rates or full amount of cost/bill as may be fixed by appropriate authority, shall be made.

11) In case of violation/unsatisfactory performance in any of the above clauses/works, the concerned party will be penalized by way of cancellation of order and enlistment at any time, imposition of fine, and non-payment/deduction of amount from the bills amount etc. as will be decided by the authority

12) Income Tax or other tax will be deducted at source as per Government rate and existing rules at the time of payment of bills.

13) **Rs 2.20 Lakh (Rupees Two lakh twenty thousand)** only is to be deposited as Earnest Money Deposit against this tender through online mode by using ICICI Bank Gateway Portal in favour of **“State Urban Development Agency”**. The earnest money shall be automatically converted into Security Deposit for fulfillment of the Contract.

14) The EMD for the successful Bidder will be converted to Security Deposit and additional amount of 8% will be deducted towards Security Deposit from each running bill. Such deducted total amount will be

- refunded after 3 months of completion of the work. No interest shall be payable on the deducted amount.
- 15) The EMD is interest free and will be refundable to the unsuccessful bidders within 15 days of signing of agreement with the Successful Bidder
- 16) **Rules for Designing:**
- (a) Any design and concept presented by the agency should be in accordance with the theme.
- (b) All design should be created in conformity with the rules laid down by Government of West Bengal.
- (c) The Agencies/Firms/Contractors 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.
- 17) The Agencies/Firms/Contractors 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 sub-contractors 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. The clause shall be held to include any damage to buildings, whether immediately adjacent to or otherwise, any damage to roads, streets, footpaths, fairground etc., as well as any damage caused to the works forming the subject to this contract by any inclemency of weather or fire. The Agencies/Firms/Contractors shall indemnify the SUDA 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.
- 18) Payment will be released only after due completion of STATE SWAYAMSIDDHA Mela-2022 on receipt of duplicate bills & due recommendation from concerned Sub-Committee.
- 19) The successful Tenderer 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.
- 20) Failure to accomplish tendered work within stipulated time and to the satisfaction of competent authority shall invite penal measures, financial and / or otherwise as may be prescribed by competent authority.
- 21) In terms of the FD, Audit Branch, Govt. of West Bengal notification No.4374 dt.13/7/17, the bidder has to upload valid 15-digit GST No. under GST Act 2017 along with his bid, the bidder should note that the bid submitted without GST will be summarily rejected.
- 22) The Financial offer of the prospective qualified tenderer(s) will be considered only if the technical bid of the tenderer(s) is found qualified by Competent authority of STATE URBAN DEVELOPMENT AGENCY. The decision of the competent authority of SUDA will be final and absolute in this respect and no challenge against such decision will be entertained.
- 23) Tax Invoice needs to be issued by the supplier for raising claim under the contract showing separately the Tax charge in accordance with the provision of GST act,2017 vide FD Memo No. 4374 dt.13/7/17.
- 24) No mobilization advance will be allowed.

25) Bid Documents are not transferable. All the tenderers must keep their offers valid for acceptance for a period of 180 days from the date of opening of tenders.

26) Period of Work 11 (Eleven) days.

27) **Award of Contract:**

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance/Work Order.

**Addl. Director
State Urban Development Agency**

TECHNICAL DATA SHEET
Annexure – A

I. Qualification Application

(To be written on the letterhead of the Applicant)

From:

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To

The Director,
State Urban Development Agency (SUDA), ILGUS Bhawan, HC Block,
Sector III, Salt Lake City, Kolkata - 700106,
West Bengal, India.

Subject: 1) Temporary infrastructure, Superstructure and fabrication of Pandal, pavilion, stalls, gate, decoration of stage and display of theme (Exterior & Interior) & supervision
2) Electrical Works for “STATE SWAYAMSIDDHA Mela 2022

Sir,

This is with reference to the tender dated 2022 inviting proposal for 1) Temporary infrastructure, Superstructure and fabrication of Pandal, pavilion, stalls, gate, decoration of stage and display of theme (Exterior & Interior) & supervision 2) Electrical Works for “STATE SWAYAMSIDDHA Mela 2022.

As specified in the Tender notice, having examined the Statutory, Non statutory documents, I hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalf of ----- in the capacity ----- duly authorized to submit the proposal. We believe that we satisfy the eligibility criteria set out in relevant sections of the proposal document.

We propose to submit our proposal as _____ (insert full name of Applying Agency).

We declare that we have not been convicted by a Court of law or indicted or adverse orders passed by a regulatory authority against us which would adversely impact our ability to manage the project if awarded or which relates to a grave offence that outrages the moral sense of the community.

We also declare that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our sister concerns .

We further declare that no investigation by a regulatory authority is pending either against us or against our sister concerns or against our Chief Executive Office (CEO) or any of our Directors/Managers/ employees.

We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct and complete. I/We have furnished all information and details necessary for the proposal and have no further pertinent information to supply.

We understand that:

(a) Tender Inviting Authority/Bid Evaluation cum Tender Committee can amend / modify the scope of this

project.

(b) Tender Inviting Authority/ Bid Evaluation cum Tender Committee can reject any or all bids without assigning any reason. And also withdraw or cancel the bid process at any stage without any liability of whatsoever nature therefore.

I / We shall be glad to receive further communication on the subject.

Yours faithfully,

Enclosure: As per requirement:-

Authorized Signatory

Date of Submission:

II. Details about the Bidder

A. Structure & Organization

1. Name of applying agency:
2. Registered Office Address:

Telephone No.:

Mobile No.:

E mail#:

Website:

3. Name of the Contact Person for this assignment:

Designation:

Address:

Telephone No.

:

Mobile No.:

E mail:

Signature of applicant including title and capacity in which application is made

III. Statement of any Indictment

(By any Income Tax, Sales Tax, Customs and Excise Authorities and other Regulatory Authorities) (To be forwarded on the letterhead of the interested entity submitting the Proposal)

Date:

To,
The Director,
State Urban Development Agency (SUDA),
ILGUS Bhawan, HC Block, Sector III,
Salt Lake City, Kolkata - 700106,
West Bengal, India

Sir,

We solemnly declare that there has been no conviction by a court of law or indictment or adverse order or investigation or charge sheet by an agency of the Government, any income tax, sales tax, customs, excise authorities and other regulatory authorities including but not limited to Reserve Bank of India (RBI) and Securities Exchange Board of India (SEBI) against us or our Promoter Group.

We have not been declared ineligible by the Government of India or any State / UT / Local Government for corrupt and fraudulent practices or blacklisted by them.

Yours faithfully,

Signature(s) of Applicant(s)
Seal of applicant Name:

Designation:

IV. Work experience during the period of last 05 years along with work order copy

	Year ending on 31 st March	Client company	Event	Venue & location	Job value (in Rs.)	Work order from client	Photo enclosed (yes/ no)	Awards won Documentary evidence to be submitted
Experience of last 5 years	2016-2017							
	2017-2018							
	2018-2019							
	2019-2020							
	2020-2021							

(Successful completion Certificate if any and Work order to be attached herewith)

.....
Signature with office stamp

V. Financial Statement

1. Name of Applying Agency:

2. Summary of Turnover generated on the basis of the audited financial statement of the last 03 (three) financial years.

	2018-19 (Rs. In Lakh)	2019-20 (Rs. In Lakh)	2020-21 (Rs. In Lakh)	Average
Annual Turnover				

Average Annual Turnover is.....(Rs in Lakh)

Signed by a Practicing Chartered Accountant

Name: Membership No.:

Name of the Firm with Seal

Date _____

Note: This form is required to be certified by a practicing Chartered Accountant

Financial Proposal Submission Form

THIS IS TO BE SUBMITTED AS PER FORMAT PROVIDED ONLINE ONLY

Bill of Quantities (BOQ)

Sl. No.	Item	Quantity	Total Quoted Amount (Inclusive of all taxes except GST) in Rs. P	GST in percentage	Total Quoted Rate (inclusive of all taxes & duties, GST, transportation & sample testing) in Rs.
1	2	3	4	5	6= (4+5)
1	Civil Works (Temporary infrastructure, Superstructure and fabrication of Pandal, pavilion, stalls, gate, decoration of stage and display of theme (Exterior & Interior) & supervision))	1			
2	Electrical Work	1			
Total=					