

সুডা

রাজ্য নগর উন্নয়ন সংস্থা

SUDA

STATE URBAN DEVELOPMENT AGENCY

“ইলগাস ভবন”, এইচসি ব্লক, সেক্টর-৩, বিধাননগর, কলকাতা-৭০০ ১০৬, পশ্চিমবঙ্গ

“ILGUS BHAVAN”, HC Block, Sector - III, Bidhannagar, Kolkata - 700 106, West Bengal

Memo No. SUDA-14012(15)/12/2020-NULM SEC(SUDA)/7988

Date :21.01.2021

*Tender Document for Selection of Agency for Outdoor advertisement through
framed Banner & Branding*

for

SWAYAMSIDDHA MELA 2021

Venue: Bidhannagar Mela Ground, Karunamaye,
Kolkata – 700 091

Date: 14-02-2021 - 23-02-2021

দূরভাষ: ২৩৫৮ ৬৪০৩ / ৫৭৬৭, ফ্যাক্স: ২৩৫৮ ৫৮০০

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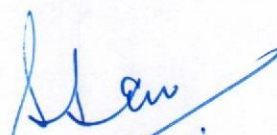
Account Section : 2358 6408

1. **Invitation for Tender**

Tenders are invited by the State Urban Development Agency from reputed bonafied agencies/firms/contractors for Selection of Agency for **Outdoor advertisement through framed banner & branding for "SWAYAMSIDDHA Mela 2021"** at Bidhannagar Mela Ground, Karunamayee, Kolkata 700091, an initiative of Urban Development & Municipal Affairs Department, Govt. of West Bengal on and from 14-02-2021 to 23-02-2021.

- 1.2 Only the parties having experience in jobs specially for branding, printing of flex/banner.
- 1.3 Tenderers must furnish full data and information as required in this tender document.
- 1.4 Award of work against the tender is at the sole discretion of State Urban Development Agency.
- 1.5 Sealed Tenders shall have to be submitted to office of the State Urban Development Agency, ILGUS Bhawan, H-C Block, Sec-III, Salt Lake, Kol- 700064 by **04-02-2021** upto **05:00 pm**, to be opened on **04-02-2021 at 05:30 PM** in presence of the representatives of the Tenderers who wish to be present.
- 1.6 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.
- 1.7 Any form of canvassing shall be deemed as reason for disqualification.
- 1.8 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 Tenderers:

Eligibility Criteria for participation of the tender: -

- i) Eligible tenderers must have registered office under Kolkata Municipal Corporation, Howrah MC or Bidhannagar Municipal Corporation.
- ii) The bidders also should have experience of carrying out at least 1(One) work in last 3 (three) years, value of the work should not be less than **Rs. 2 Lakh (Rupees Two Lakh)** only.
- iii) Bidders must have a valid Trade License.
- iv) Annual turnover of **Rs. 2.50 Lakh (Rupees Two Lakh fifty thousand)** only and above in last financial year (Fy-2019-20)2018-19/2019-2020.
- v) Copy of Pan Card along with IT Return & Balance Sheet for the last 3 Financial year.
- vi) GST Registration Certificate.
- vii) P.Tax Reg. Certificate.

Bid should invariably be supported by following documents :

TECHNICAL COVER should contain the following :-

STATUTORY DOCUMENTS :

Sl. No.	Particulars
1	Eligible tenderers must have Registered office under Kolkata Municipal Corporation, Howrah MC or Bidhannagar Municipal Corporation.

NON-STATUTORY DOCUMENT:

Sl. No.	Particulars
1	Copy of Pan Card along with IT Return & Balance Sheet for the last 3 Financial year
2	GST Registration Certificate.
3	P.Tax & Trade License Certificate
4	Annual turnover of Rs. 2.50 Lakh (Rupees Two Lakh fifty thousand) only and above in last financial year (Fy-2019-2020).
5	The bidders also should have experience of carrying out at least 1(One) work in last 3 (three) years, value of the work should not be less than Rs. 2.00 (Two Lakh) only.

Note: All statutory and non-statutory documents are to be submitted, otherwise will be disqualified in Bid evaluation.

- **Agency details.**

- o Name of the person duly authorized to clarify, negotiate and finalize the tender along with telephone, e-mail and fax numbers.

- o No. of years in this field

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

3) Evaluation of Tenders:

1. The lowest financial bidder will be awarded provided all others clauses and condition are fulfilled. *In case of tie in Financial Bid, Sl. No. 5, 6 & 7 of Non-Statutory Documents will be considered for selecting L-1 Bidder.*

4) Rates and Quotes

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

5) **FINANCIAL COVER** should contain the following:

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate offline through the sheet in the space marked for quoting rate in the BOQ.

- Bidders must submit their bids through sealed envelope including Technical & Financial Covers in the drop box of this office.

Work details are as follows:-

Framed Banner for out door publicity & branding				
SL No	Particulars	Width	Height	Total Sq.Ft
1	Size of Each Banner	8ft	4ft	32 sq ft
2	Usage of Media	14 Oz Front Lit Star flex		
3	Fabrication	2 inches Iron bar frame		
4	Quantity of Frame Banner	620 unit		
5	Creative, Printing , Fixing , Mounting and Transportation			

6	Teritory	All key artarial Road, In Front of Metro entry exit Gate, All major Traffic Junction in Kolkata, and Sorrunding Mela Ground and Road		
	Particular	Width	Heigh t	Approx Total Sq.Ft Sq.Ft
7	Facia of Stall	10	3	10000
8	Usage of Media	14 Oz Front Lit Star flex		
9	Mela Entry Gate	Approx Sq. Ft 5000		

7) Time Schedule:

Tendered work complete in every respect must be handed over to the Mela Authority **by-13.02.2021 05.00 PM**

8) 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.

9) Any conditional tender will not be considered

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

11) 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.

12) 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

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

14) **Rs 10,000.00 (Rupees Ten Thousand-)** only is to be deposited as Earnest Money Deposit against this tender through offline mode by demand draft in favour of "State Urban Development Agency" payable at Kolkata. The earnest money shall be automatically converted into Security Deposit for fulfillment of the Contract.

15) Successful Tenderer must deposit @10% of contract value in the form of Demand draft in favour of State Urban Development Agency payable at Kolkata. Security deposit may be adjusted with the EMD. No work order will be issued until security Money is deposited.

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, fair ground 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 State Urban Development Agency 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 SWAYAMSIDDHA Mela-2021 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 SUDA. 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 10 (Ten) days.

28) 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.



Additional Director, SUDA

• **Critical Dates**

Sl. No.	Particulars	Date & Time
1	Date of uploading of Documents (Publishing Tender offline) from this end:	21-01-2021 05.00 PM
2	Documents Download Start Date	21-101-2021 05.00 PM
3	Bid Submission Start Date:	22-01-2021 11.30 AM
4	Bid Submission Closing Date:	04-02-2021 05 PM
5	Bid opening Date(offline)—	04-02-2021 05.30 PM
6	Date of communicating list for qualified bidder (offline):	To be notified latter on
7	Date of issuance of Work Order:	To be notified latter on


Additional Director, SUDA

Bills of Quantities (BOQ)

SL No	Particulars	Width	Height	Total Sq.Ft	Total Quoted Rate(inclusive of all taxes & duties, except GST) in Rs.	Total Quoted Rate (inclusive of all taxes & duties, GST, transportation, freight & sample testing) in Rs.
1	Size of Each Banner	8ft	4ft	32 sq ft		
2	Usage of Media	14 Oz Front Lit Star flex				
3	Fabrication	2 inches Iron bar frame				
4	Creative, Printing , Fixing , Mounting and Transportation cost of per Sq.Ft					
		Sub Total =				

SL No	Particular	Width	Height	Approx Total Sq.Ft		
6	Facia of Stall	10	3	10000		
	Usage of Media	14 Oz Front Lit Star flex				
7	Rate Per Sq.FT for creative and Printing of Facia					
8	Mela Entry Gate					
	Rate Per Sq.FT for creative and Printing of Entry Gate					
		Sub Total=				
		Total=				

Signature with Office Seal

Memo No. SUDA-14012(15)/12/2020-NULM SEC(SUDA)/ 7988/163)

Date :21.01.2021

Copy forwarded for information to

- 1. Director, SUDA**
- 2. Members of Tender Sub Committee, SWAYAMSIDDHA MELA 2021**
- 3. P.A. to Principal Secretary, UD & MA Dept.**


Addl. Director

State Urban Development Agency