



OFFICE OF THE RESIDENT COMMISSIONER  
GOVERNMENT OF WEST BENGAL  
A/2 STATE EMPORIA BUILDING, BABA KHARAK SINGH MARG  
NEW DELHI-110001

## BID DOCUMENT

**Name :-** Design, Fabrication, Decoration, Maintenance and Supervision of the Pavilion of the State of West Bengal in the India International Trade Fair – 2023 at ITPO Pragati Maidan, New Delhi (14<sup>th</sup> to 27<sup>th</sup> November – 2023)

**Theme :-** VASUDHAIVA KUTUMBAKAM - UNITED BY TRADE

**Earnest Money :-** Rs.1,00,000/- in favour of the Resident Commissioner, Govt. of West Bengal

**Last Date of Completion: -** By 12<sup>th</sup> November, 2023

OFFICE OF THE RESIDENT COMMISSIONER  
GOVERNMENT OF WEST BENGAL  
A/2 STATE EMPORIA BUILDING, BABA KHARAK SINGH MARG  
NEW DELHI-110001

**RFP Reference Number: WBPWD/PRCND/WB/RFP/2023-24**  
**RFP id: 2023\_PWD\_592208\_1**

**Memo. No.: 1806-RCWB/G-59/2023**

**Date: 12/10/2023**

**E Tender Notice for Design, Fabrication, Decoration, Maintenance and Supervision of the Pavilion of the State of West Bengal in the India International Trade Fair – 2023 at ITPO Pragati Maidan, New Delhi (14<sup>th</sup> to 27<sup>th</sup> November – 2023)**

On behalf of the Office of the Resident Commissioner Govt. of West Bengal the undersigned invites e-tender for engagement of Event Management agency for Design, Fabrication, Decoration, Maintenance and Supervision of the Pavilion of the State of West Bengal in the India International Trade Fair – 2023 at ITPO Pragati Maidan, New Delhi (14<sup>th</sup> to 27<sup>th</sup> November – 2023) on the **based of the Theme “VASUDHAIVA KUTUMBAKAM - UNITED BY TRADE”**.

Interested agencies may download the details of the tender from the e-tender portal at <https://wbtenders.gov.in> and submit the proposal through the e-tender portal at <https://wbtenders.gov.in>.

The pre-bid meeting will be held at the Conference Room of the Office of the Resident Commissioner, Govt. of West Bengal, A/2 State Emporia Buildings, Baba Kharak Singh Marg, New Delhi

Technical presentation will be held in the Conference Room of the West Bengal Industrial Development Corporation, Protiti Building, 23, Abanindranath Thakur Sarani, (Camac Street), Kolkata - 17

Sd/-  
**Resident Commissioner**  
**Govt. of West Bengal**

OFFICE OF THE RESIDENT COMMISSIONER  
GOVERNMENT OF WEST BENGAL  
A/2 STATE EMPORIA BUILDING, BABA KHARAK SINGH MARG  
NEW DELHI-110001

Bid Document for the work : **Design, Fabrication, Decoration, Maintenance and Supervision of the Pavilion of the State of West Bengal in the India International Trade Fair – 2023 at ITPO Pragati Maidan, New Delhi (14<sup>th</sup> to 27<sup>th</sup> November – 2023)**

Download of Tender through Website : <http://wbtenders.gov.in>

Sl. No.	Particulars	Date and Time
1.	Date of uploading of RFP online (Publishing Date)	13/10/2023 4.00 pm
2.	Documents download start date (On-line)	14/10/2023 10.00 am
3.	Date of publishing of RFP in the newspaper	14/10/2023
4.	Pre-bid meeting at Office of the Resident Commissioner, West Bengal at A/2 State Emporia Buildings, Baba Kharak Singh Marg, New Delhi – 110001	16/10/2023 12.00 noon
5.	Uploading of reply to queries raised at pre-bid meeting	16/10/2023 4.00 pm onwards
6.	Bid submission start date (On-line)	18/10/2023 10.00 am
7.	Documents download end date (On-line)	28/10/2023 12.00 noon
8.	Bid submission closing (On-line)	28/10/2023 12.00 noon
	Bid opening date for Technical Proposals (On-line) regarding technical eligibility	30.10.2023 12.00 noon onwards
9.	power point presentation, 2D schematic drawings and 3D models at a venue as provided by I&CA Department/WBIDC in Kolkata.	01/11/2023 12.00 noon onwards

10.	Publication of list of qualified bidders short listed as per stipulated criteria (technical eligibility and thematic presentation) on the web portal of PWD <a href="http://wbpwd.in">http://wbpwd.in</a> as well as in the web portal of office of the resident Commissioner, Govt. of West Bengal <a href="http://rcwb.in">http://rcwb.in</a>	02/11/2023 onwards
11.	Tentative Date and Time for opening of Financial Proposal (Online)	03/11/2023 10.00 am onwards
12.	Formal declaration of panel of names of the bidders in successive order of preference	03/11/2023 12.00 onwards

**SCOPE OF WORK AND TERMS & CONDITIONS FOR SUBMISSION OF TENDER FOR DESIGN &  
DECORATION OF BOTH INTERIOR AND EXTERIOR OF WEST BENGAL PAVILION AT  
PRAGATIMAIDAN, NEW DELHI FOR I.I.T.F. 2023**

**ASSIGNMENT:-**

Detailed Design, Fabrication, Decoration, Maintenance and Supervision of the Pavilion of the State of West Bengal in the India International Trade Fair – 2023 at ITPO Pragati Maidan, New Delhi (14<sup>th</sup> to 27<sup>th</sup> November – 2023)

**SCOPE OF WORK:-**

**A. Fabrication of State Pavilion and allied works**

1. Erection and decoration of West Bengal Pavilion in 300 Sq.M.(approx) covered area, Front & side fascia, as per approved design and specification for I.I.T.F. 2023 under the supervision of PWD (Civil), Government of West Bengal, New Delhi.
2. Available space of the interior shall be designed reflecting Theme of IITF 2023 as well as the other unique strength of the state. There must also be adequate reflection of the cultural ethos & heritage along with the theme. The design shall be imaginative and original, making the best use of available space of the entire West Bengal Pavilion by providing good quality of 2D photographs, 3D models and 3D video presentation depicting cultural aspects and heritage of West Bengal in tune of the theme.
3. All designs should be created in conformity with the rules laid by ITPO.
4. Special decoration of the entire West Bengal pavilion at Pragati Maidan, New Delhi Providing creatives including Blowups, Flex, Glow Sign, Photographs, Models based on Theme of IITF- 2023, as well as reflecting richness of cultural heritage, bio-diversity, wild life, handloom and handicrafts and other trade and industrial aspects products unique to West Bengal.
5. Obtaining necessary approvals / NOC from ITPO, Delhi Fire Service, Electricity Authority and Delhi Police for I.I.T.F. 2023 (if necessary).
6. Adequate number of Fresh Flower and indoor plant Tubs should be placed in the entire length of the front and inside the Pavilion. Further, fresh Flower/ plant Pots for VIP Lounge, Reception Counters and Office Room etc. are to be provided daily for entire fair period. The Flower pots are to be replaced regularly as per advice of the Pavilion Director.
7. Installation of barricades and queue managers wherever necessary during the entire duration of fair.
8. Fresh Carpeting/Flooring of the entire Pavilion
9. 'No Smoking'/ 'ENTRY'/ 'EXIT'/ 'Fire Exit'/ signage and directional etc. display board to be provided as per direction of Pavilion Director.
10. Glow sign of West Bengal in English, Hindi and Bengali to be provided in all sides of the pavilion.
11. Provide high speed Internet connection in entire West Bengal Pavilion of required capacity.

12. Hiring of 02 Golf Cart throughout the event 14-27 November, 2022 exclusively for the West Bengal Pavilion.
13. Setting up of a Theme Area and a dias inside the state pavilion.
14. Common creative and branding to be done for all the participating departments regarding their promotional materials.
15. Other miscellaneous works in tune of fair if required time to time.
16. Cut outs of Hon'ble Chief Minister of West Bengal to be installed inside the state pavilion.

#### **B. Electrical works**

1. Maintenance of Electrical System, if any, including placement of Electrician during the entire Fair period under the supervision of PWD (Electrical), Government of West Bengal, New Delhi as per direction of the Pavilion Director.
2. Installation and operation of Inverter of adequate capacity for catering the following needs:
  - ) LED monitor (24") with recording system for CCTV surveillance.
  - ) Emergency facilities of lights, one basic computer set up during power cut.
3. Arrangement of LED TV (48") at the main entrance and for playing LED T.V. (48") inside West Bengal Pavilion depicting ethnic dances, tourist spots, historical monuments, Departmental promotional footages, industrial development of West Bengal and theme of the IITF -2023 etc. during the exhibition period.
4. Providing, installation & maintenance of LED Screen of size 10' x 16' (approx.) in front side for the entire exhibition period and providing one experienced manpower for operation of the system.
5. Adequate Lighting arrangement inside and outside the Pavilion as per direction of the Pavilion Director. Adequate illumination as required also throughout the pavilion office / service areas coloured/ decorative lights for display installation including theme area and tourism section diorama.
6. All electrical requirements (Temporary and Trade Fair Period) and energy charges as billed from ITPO will have to be arranged and paid for by the selected Agency.

#### **C. Security Arrangement**

1. Installation of CCTV with recording system for entire period of trade fair. At least 20 nos. of cameras are to be provided to cover entire exhibition area.
2. Placement of Security Personnel i.e. Security Guard men and women and Security Supervisor from 12-11-2023 to 28-11-2023. and to provide Hand Hold Metal Detector and Door Frame Metal Detector in each gate.

#### **D. Deployment of Personnel**

1. Fabricator to provide Salary of 1 No. Contractual Office Executive under Director of Pavilion to be selected by the Office of The Resident Commissioner.

## **E. West Bengal Day Programme**

### **a. Press Conference**

1. Rent of open amphitheatre and Press Conference venue & Electrical consumption Charges for State Day Celebrations on actual basis to be paid by Fabricator to ITPO, only to be reimbursed by O/o. Resident Commissioner at a later date.
2. Decoration, sitting arrangements of attendees as per necessity, special furnishing, Installation of Public Address System, LED Projector & Laptop Computer in Press Conference venue on West Bengal State Day.
3. Hiring of Sound Systems, Designing, printing, installation and dismantling of backdrop at Press Conference venue.
4. Pantry Staff in uniform Etc. at the venue of Press Conference

### **b. Cultural Programme**

1. Designing, printing, installation and dismantling of backdrop, Provide 15 nos. two seater sofa set, 10 nos. centre table, Carpet, 1 no. Lamp stand (for lighting of lamp) ,1 no. podium with branding and supplying of natural flower garlands & decoration of open air theatre at Pragatimaidan, New Delhi for West Bengal day celebration.
2. Designing, Printing, Installation and Dismantling of 10ft x 10 ft display board on flex and iron frame (6 nos.) inside the venue on state day celebration at various locations.
3. Hiring of sound system, monitor, additional requirement of any musical instrument for cultural programme.
4. Sound requirements for cultural programme is attached herewith:
  - a. Vocal Microphone (SM58) - 4 Nos.
  - b. Rhythmic/Lather instruments/ Big drums - (SM 58/ SM 57)- 5 Nos.
  - c. Other instruments (good quality) - 4 Nos.
  - d. Pick-up Jak (XLR) with DI box – 3 Nos.
  - e. EP Jak (for mobile play) – 1 Nos.
  - f. Long size stand – 13 Nos.
  - g. Electric power supply board with sufficient 6 amp 5 pin sockets
  - h. Stage monitor – 6 Nos. (JBL) (Separate AUX for each monitor)
  - i. Out sound (as per area requirement) – (JBL)
  - j. Analogue mixer preferable.

## **F. Cleanliness and Hygiene**

1. Clean & hygienic Drinking Water System/ facility should be provided for entire fair period.
2. Providing adequate face mask, sanitizer and one thermal gun in the Pavilion, VIP lounge and Reception counter for the entire fair period.
3. 02 House Keeping Personnel for Office of Pavilion Director.
4. Four big bins to be placed at four corners of the pavilion and two big bins inside the office area with daily cleaning.
5. Cleaning the exhibition areas/ office/ corridors/ sides & front of the West Bengal Pavilion in every two hours from 8.00 A.M. to 8.00 P.M. during the entire period of exhibition.

6. Dismantling and removal of all temporary display items erected / installed by the contractor, followed by thorough cleaning of the Pavilion after the fair without damaging the permanent structure.

#### **G. Clearance**

1. Temporary Installation, Maintenance and Operation of Fire Fighting Accessories as required to be provided as per norms or as per requirement of Delhi Fire Service.
2. Clearances of Energy, Water, Conveyance and Malwa charges to ITPO during Temporary as well as Fair Period to be obtained by selected agency.
3. All statutory jobs/services including fire-fighting equipments and four Two Fighting Personnel are be arranged and provided by the selected agency.
4. To obtain all statutory clearances, N.O.C.s/Licenses as may be required, including Electricity from Electrical Inspector & Fire clearance form Delhi Fire Service and Casual Performance License from Licensing Branch before commencement of the event itself.
- 5.4 small fire extinguishers can/ foam to be provided inside the pavilion. The said item must be properly certified by the fire authority within the valid time period.

#### **H. Stalls**

1. Lump-sum Rate to be quoted for any number of Stalls to be fabricated preferably with HDF material with an aesthetic finish.
2. 20 Stalls (approx) – To be fabricated and distributed in the sections of MS&ME&T and other Departments, as per requirement of the participating units. Each stall to have fascia, at least 3 tables, 4 chairs, Rear -side Display Racks (wall to wall), adequate no. of hangars wherever necessary One power output, 8 LED spotlights to facilitate display, one small dustbin and to be provided with additional furnishing if so indicated by this office on a case to case basis.
3. Two Freezers

#### **I. Office Area/ VIP Lounge**

1. Fabrication of Business Lounge/VVIP Lounge with Temporary Installation of Sofa Sets, Centre Tables, Carpeting, 1 No. Mini pantry with Refrigerator, Microwave, Electric Kettle Mineral Water, etc., Aesthetic Decoration of Business Lounge with concealed lights and Table Lamps. 2 Nos. Stand-by Pantry Staff/Personnel in uniform. Remuneration to be paid by Fabricator.
2. 10 Nos. (Ten) Lockable Storage cabinets and racks to be provided for all the office facilities temporarily installed within the Pavilion
3. All Facilities should be provided for reception of VIPs, VVIPs and officials of Pavilion Director's office.
4. Provide 1 desktop, 1 laptop, 1 colour printer, 6 Pen Drives (128 GB) and other computer related accessories.



## 1. Special note to the participating agencies

The intending bidders are requested to bear in mind the following particularly while conceptualizing their design:

- a. As such the proposed design should incorporate optimum utilization of space, while making the best possible effort to showcase the State's potential in art and craft, industries, culture, handicrafts handloom, strengths in Socio economic development, tourism destinations, opportunities for investment, resources available – in a microcosm, and in keeping with the limited space available, side by side with other States.
- b. Allocation of space may be proposed by the nodal authority to be communicated in the pre-bid meeting and to be put up on web portal [www.rcwb.in](http://www.rcwb.in)
- c. While treating the same as the minimum stipulation of space per department, the design may also incorporate such provisions to save space – so as to enable the availability of more space per department. However, the design should also ensure the ease of access for all visitors in conformity to all norms and conditions laid down by ITPO.
- d. Decoration / Exhibits to be put up in the respective areas assigned to each and every section should be put up in consultation with representatives of the concerned departments
- e. Conformity to the stipulated timeline to ensure smooth conduct of all events in this fair is an imperative. The prospective agency must plan ahead to ensure that to match such timeline, the work to be undertaken must not lack in terms of labour, logistics and other resources during execution.
- f. The State Government has decided to observe a “State Day” on 26th November, 2023 5.30 PM onwards during the course of IITF-2023. As per tradition, the observance of State Day involves a cultural evening and an afternoon Press Conference session. The said Press Conference at IITF-2023 will be hosted at Conference Hall, Pragati Maidan. The prospective agency must plan accordingly to arrange flower decoration, P.A System, 4K LED Projector, Laptop, Pantry, Tea/Coffee, Packaged Drinking water, Snacks, Registration Desk with stationeries,
- g. Only one Exhibitor ID will be provided to the Owner of the Agency. Accordingly, all Executives/Employees/Staff of the Agency as well as all other outside manpower as part of the Fabrication Agency have to arrange Exhibitor Ids as instruments of exit & entry out of their own resources much before the commencement of the Trade Fair.

## PROCESS OF EVALUATION AND SELECTION

Bidders will be evaluated on basis of technical score to ensure a fair and transparent method of selection. The credentials of the bidders as uploaded online will be evaluated first by a designated 'Evaluation Committee'. The credentials for technical evaluation will broadly cover the following areas:

- a. Technical document(s)(Part I) uploaded online.
- b. Technical Presentation (Power Point)
  - ) The evaluation committee may inspect hard copy of the documentary evidence uploaded. The bidders should be ready in the technical presentation session to produce hard copies of the credentials on demand.
  - ) The technical document in Part I will be evaluated first to ascertain as to whether the bidders fulfill the mandatory requirements.
  - ) The eligible bidders will be given the opportunity to make presentation/s to the Evaluation Committee on a specified date onward. In case a bidder does not meet the criteria for eligibility criterion, his Technical Bids will be rejected.
  - ) The bidder must achieve more than 80% marks in the technical presentation to be qualified in technical evaluation. In case a bidder does not meet the criteria for eligibility criterion, his Technical Bids will be rejected.
  - ) Decision of the evaluation committee will be final in this regard.

### CRITERIA FOR TECHNICAL EVALUATION OF BIDS

Sl. No.	Component	Maximum Marks
1.	Annual turnover of not less than 2 crores for all 3 consecutive financial years (2019-20, 2020-21, and 2021-22) <ul style="list-style-type: none"> <li>) Annual turnover 2 crores to 3 crores – 1 marks</li> <li>) Annual turnover more than 3 crores to 5 crores – 3 marks</li> <li>) Annual turnover more than 5 crores to 10 crores – 5 marks</li> <li>) Annual turnover more than 10 crores – 10 marks</li> </ul>	10
2.	National / International/ State Events organized for Sate Govt. / Central Govt./ PSUs including Govt. of West Bengal in last five years. <ul style="list-style-type: none"> <li>) 5 events – 2 marks</li> <li>) 6 to 8 events – 5 marks</li> <li>) More than 8 events – 10 marks</li> </ul>	10
3.	Technical presentation on conceptualization of design, layout and plan.	80
Total		100

The authority reserves the right to cancel, amend/modify or rescind the tender, at any point of time without assigning any reason whatsoever.

### Eligibility Criteria

The bidder must possess the requisite strength and capabilities in providing the services necessary to meet the requirements, as described in the tender documents. The bidder must also possess the technical know-how that would be required for successful implementation of the entire event within stipulated time as required by the authority. The bids must be complete in all respects and should cover the entire scope of work as stipulated in the Tender document. The invitation to bid is open to all bidders who qualify under the eligibility criteria as given below:

Sl.	Clause	Documents Required
1	The bidder should be a registered firm. The company/agency must be registered with appropriate regulatory authorities for all applicable statutory duties/taxes.	<i>Valid documentary proof of:</i> <ul style="list-style-type: none"> <li>✓ Proof of Office Address in India</li> <li>✓ GSTIN number.</li> <li>✓ Income Tax registration/PAN number</li> <li>✓ Certificate of updated Income tax Return for last 3 years (2020 – 21, 2021 – 22, 2022 - 23)</li> <li>✓ Audited balance sheet for the last 3 years (2020 – 21, 2021 – 22, 2022- 23) as per IT Act with acknowledgement.</li> <li>✓ Bank's solvency certificate to the extent of Rs.20 lacs.</li> </ul>
2	Minimum Annual Turnover of Rs 2 Crore in last three Financial Years (2019 – 20, 2020 – 21, 2021 - 22)	) CA Certificate certifying annual turnover
3	The bid can be submitted only by an established event management agency that has successful experience of working on at least 5 physical national / international events (each event with minimum fees of INR 30 Lakhs) of State Govt. / Central Govt. / other Department/ Boards of any state / country in the last 5 years	) Self-certification by authorized signatory with relevant documents in its support. ) Work Orders and Completion Certificate confirming previous experiences
4	The bidder shall commit that the key personnel to be employed for the project	Self-certification must be produced.

	who have been sufficiently experienced in the similar types of work and that once assigned to the project will not be moved out of it, except for reasons beyond the control of the bidder.	
5	The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government Agency.	Declaration in this regard by the authorized signatory of the bidder.

The vendor must fulfill the above eligibility criteria/ pre-qualification conditions. Technical bid of vendors fulfilling the pre-qualification conditions will only be evaluated by the duly constituted evaluation committee. Bid of vendors not fulfilling the pre-qualification conditions given above will be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances. The authority reserves the right to verify/confirm all original documentary evidence submitted by vendors in support of above mentioned clauses of eligibility criteria.

## General Conditions of Contract

### 1. Definitions

*In this Contract, the following terms shall be interpreted as indicated:*

- a. **“The Contract Price”** means the price payable to the Vendor under the Contract for the full and proper performance of its contractual obligations;
- b. **“The Services”** means those services ancillary to the implementation of the events, such as transportation and insurance, and any other incidental services, such as installation, commissioning, maintenance, provision of technical assistance, facilities management and other obligations of the Supplier covered under the Contract;
- c. The Office of the Resident Commissioner means the organization purchasing the service includes an officer who is authorized on behalf of the Office of the Resident Commissioner, A/2 State Emporia Buildings, Baba Kharak Singh Marg, New Delhi – 110001
- d. **“The Bidder”** means the firm(s) providing the bid and services under this Contract

### 2. Bidder Agency’s Obligations :

It shall be deemed that by submitting the Proposal, the prospective Bidder has:

- a. made a complete and careful examination of the RFP document;
- b. received all relevant information requested from the “Office of the Resident Commissioner , Go WB”;
- c. acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the RFP document or furnished by or on behalf of the “Office of the Resident Commissioner , Go WB” or relating to any of the matters referred above;

- d. satisfied itself about all matters, things and information, including matters referred herein above, necessary and required for submitting an informed Application and performance of all of its obligations there under;
- e. acknowledged that it does not have a Conflict of Interest; and
- f. agreed to be bound by the undertaking provided by it under and in terms hereof.
- g. The “Office of the Resident Commissioner , Go WB” shall not be liable for any omission, mistake or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the RFP document or the Selection Process, including any error or mistake therein or in any information or data given by the “Office of the Resident Commissioner , Go WB”.

### **3. Information Security**

- a. The Bidder shall not carry and/or transmit any material, information, layouts, diagrams, storage media or any other goods/material in physical or electronic form, which are proprietary to or owned by the Office of the Resident Commissioner , to any outside agency without prior written permission from the Office of the Resident Commissioner .
- b. The Bidder shall adhere to the Information Security policy developed by the government.

### **4. Indemnity**

- a. The Bidder shall be responsible for compensate any loss, damages, expense, claims or liabilities of any kind howsoever suffered, arising or incurred inter alia during and after the Contract period out of:
- b. Any negligence or wrongful act or omission by the Bidder in connection with or incidental to this Contract; or
- c. Any breach of any of the terms of the Bidder’s Bid as agreed, the Tender and this Contract by the Bidder,
- d. The indemnity shall be to the extent of 100% in favour of the Office of the Resident Commissioner

### **5. Amendment of RFP Document**

- a. At any time prior to the deadline for submission of Proposal, the “Office of the Resident Commissioner , GoWB” may, for any reason, at its own initiative, modify the RFP document by issuance of Addendum/ Amendment.
- b. All such addenda/amendments will be posted on the website along with the revised RFP document (relevant portion) containing the amendments and will be binding on all Bidders
- c. In order to afford the Bidders a reasonable time for taking an amendment into account, or for any other reason, the “Office of the Resident Commissioner , GoWB” may, in its sole discretion, extend the Proposal Due Date.

### **6. Termination**

- a. Office of the Resident Commissioner may, terminate this Contract in whole or in part by giving the Bidder prior and written notice indicating its intention to terminate the Contract under the following circumstances:
- b. Where the Office of the Resident Commissioner is of the opinion that there has been such Event of Default on the part of the Bidder which would make it proper and necessary to

terminate this Contract and may include failure on the part of the Bidder to respect any of its commitments with regard to any part of its obligations under its Bid, the Tender or under this Contract.

c. Where it comes to the Office of the Resident Commissioner's attention that the Bidder (or the Implementation Agency's Team) is in a position of actual conflict of interest with the interests of the Office of the Resident Commissioner, in relation to any of terms of the Implementation Agency's Bid, the Tender or this Contract

#### **7. Liquidated Damages**

Subject to clause for Force Majeure if the bidder fails to comply the contractual obligations before the scheduled completion date or the extended date or if Bidder repudiates the Contract before completion of the Work, the Office of the Resident Commissioner , at its discretion, may without prejudice to any other right or remedy available to the Office of the Resident Commissioner under the Contract recover Liquidated damage @ 1% per week subject to a maximum of 10%, will be computed on CAPEX value of contract will be recovered from Implementation Agency for the delayed period to a maximum 10 weeks . Subsequently, the Additional Secretary, Office of the Resident Commissioner may consider cancellation of contract.

#### **8. Dispute Resolution**

The Office of the Resident Commissioner and the Bidder shall make every effort to resolve amicably by direct informal negotiations, any disagreement or disputes, arising between them under or in connection with the Contract.

#### **9. Conflict of interest**

The Bidder shall disclose to the Office of the Resident Commissioner in writing, all actual and potential conflicts of interest that exist, arise or may arise in the course of performing the Services as soon as practical after it becomes aware of that conflict.

#### **10. Severance**

In the event any provision of this Contract is held to be invalid or unenforceable under the applicable law, the remaining provisions of this Contract shall remain in full force and effect.

#### **11. "No Claim" Certificate**

The Bidder shall not be entitled to make any claim, whatsoever against the Office of the Resident Commissioner , under or by virtue of or arising out of, this contract, nor shall the Office of the Resident Commissioner entertain or consider any such claim, if made by the Bidder after he shall have signed a "No claim" certificate in favour of the Office of the Resident Commissioner in such forms as shall be required by the Office of the Resident Commissioner after the works are finally accepted.

## 12. Publicity

The Bidder shall not make a public announcement or media release about any aspect of this Contract unless the Office of the Resident Commissioner first gives the Bidder its written consent.

## 13. Force Majeure

For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

## 14. Consortium

Consortium is not allowed.

Sd/-  
Resident Commissioner  
Govt. of West Bengal

**Memo No: 1806-RCWB/G-59/2023**

**Date: 12.10.2023**

**Copy forwarded for information and wide circulation through Notice board to: –**

1. Principal Secretary, Public Works Department, Government of West Bengal.
2. Principal Secretary, Department of Power & Non- conventional Energy Sources
3. Principal Secretary, Agriculture and Marketing Department.
4. Principal Secretary, MSME&T
5. Principal Secretary, SHG & SE Department
6. Principal Secretary, Department of Higher Education
7. Principal Secretary, Department of Technical Education & Training.
8. Principal Secretary, Department of Agriculture.
9. Principal Secretary, Department of Horticulture & Food Processing.
10. Principal Secretary, Information & Cultural Affairs Department, Government of West Bengal.
11. Principal Secretary, Department of Commerce & Industries
12. Principal Secretary, Department of Tourism
13. Principal Secretary, IT Department
14. Principal Secretary, Information & Cultural Affairs Department
15. Secretary, School Education.
16. Chief Managing Director, WBPDC

17. Chief Managing Director, WBSEDCL
18. Managing Director, WBIDC.
19. Managing Director, WBTDC.
20. Managing Director, WEBEL.
21. Managing Director, HIDCO.
22. Director of Information, Information & Cultural Affairs Department, Government of West Bengal .
23. Deputy Resident Commissioner, Government of West Bengal.
24. Chief Engineer (HQ), Public Works Department, Government of West Bengal.
25. Chief Engineer, South Zone, Public Works Department, Government of West Bengal.
26. The Superintending Engineer, Presidency Circle , PWD.
27. The Executive Engineer-I, City Division, PWD.
28. Assistant Engineer, Banga Bhawan Sub –Division of PWD.
29. Notice Board of the office of the Resident Commissioner, Government of West Bengal .

**Sd/-**  
**Resident Commissioner**  
**Govt. of West Bengal**



## BIDDER'S DECLARATION

Form of Tender

The Resident Commissioner,  
Government of West Bengal,  
A/2, State Emporia Buildings,  
Baba Kharak Singh Marg, New Delhi – 110 001.

Dear madam / Sir,

Re.: Tender for Concept and Design, Fabrication decoration, maintenance and Supervision work of the exteriors, interiors, theme area and pavilion decoration of West Bengal Theme Pavilion and other related work at the India International Trade Fair – 2023 to be held at space laid out by the ITPO for West Bengal Pavilion at Pragati Maidan, New Delhi from 14<sup>th</sup> to 27<sup>th</sup> November, 2023” on the basis of the Theme “**VASUDHAIVA KUTUMBAKAM - UNITED BY TRADE**”

We refer to the RFP issued by you for the execution of work related to Concept and design of West Bengal Pavilion and fabrication of the exteriors, interiors, designated theme area and pavilion decoration of the exhibition pavilion and stalls at the West Bengal Theme Pavilion and other related works at the India International Trade Fair -2023 (hereinafter referred to as ‘Project’) with the theme “**VASUDHAIVA KUTUMBAKAM - UNITED BY TRADE**” to be held at Pragati Maidan, New Delhi from 14<sup>th</sup> to 27<sup>th</sup> November, 2023 in accordance with your RFP document.

We do, hereby offer to perform, execute and complete the works in conformity with the Scope of Work, conditions of Tender and other specifications issued to us along with the Tender Document.

We have satisfied ourselves of the site conditions and examined all aspects of the Tender Document. Subject to the above, we do hereby agree, should this Tender be accepted, in whole or in part, to:

Abide by, perform and fulfill all the terms and conditions of the RFP Document.  
Complete the Scope of Work within the Time Frame given in the RFP Document on issuance of the Work Order.

We understand and acknowledge that the acceptance of any Bid shall be at the sole and absolute discretion of Resident Commissioner, Government of West Bengal, New Delhi and it is not binding upon the Resident Commissioner, Government of West Bengal, New Delhi to accept the lowest bid or any bid whatsoever. We accept the condition that the Resident Commissioner, Government of West Bengal, New Delhi reserves the right to reject any or all bids received, If the above -mentioned conditions are not fulfilled or are incomplete in any respect.

We also understand that in order to participate we have to submit all documents online. We also undertake to submit Hard copies wherever required by the Office of the Resident Commissioner.

We agree to abide by the preconditions laid down in the RFP document for a period of four (4) Calendar months from the date fixed for opening the same and it shall remain binding upon us at all times till the expiration of that period.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2023

Name:

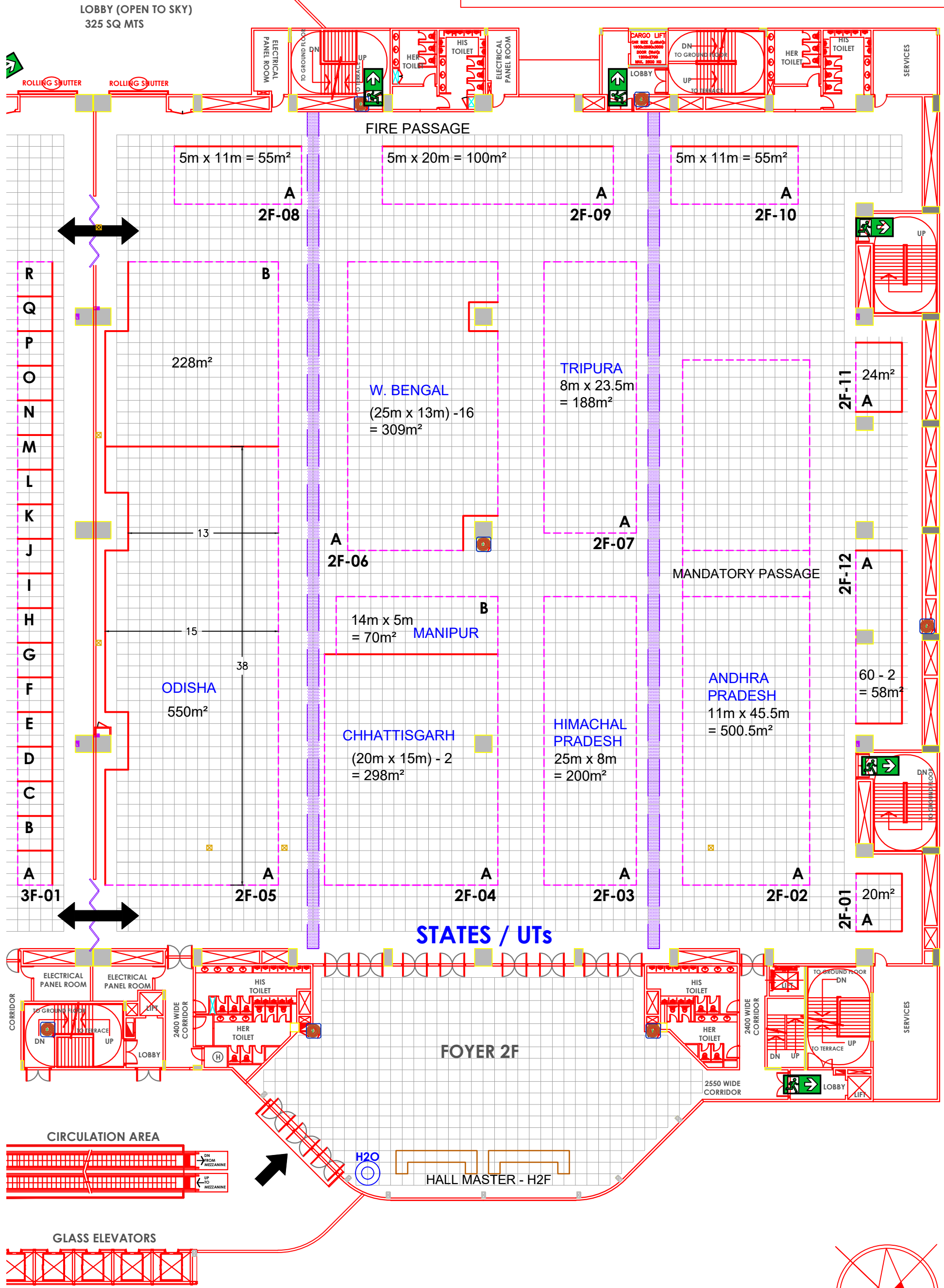
Signature:

Designation:

Address:

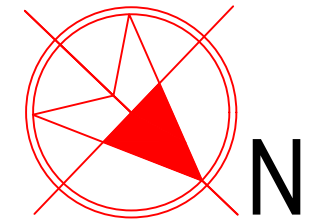
TO BE SIGNED BY THE PROPRIETOR / ALL PARTNERS OF THE FIRM / DIRECTORS OF THE COMPANY UNDER ITS COMMON SEAL

STALL FASCIA/CLOSED SIDE (SOLID RED)  
 STALL FASCIA/OPEN SIDE (DOTTED MAGENTA)



# EXHIBITION HALL - 2

## FIRST FLOOR



**NOTE: Grid size is 1m x 1m, and Stall is 12 sqm, unless otherwise stated.**