

GOVERNMENTOFWESTBENGAL  
**Office of the Resident Commissioner**  
**A/2 State Emporia Building**  
**Baba Kharak Singh Marg**  
New Delhi-110001

**Memo. No: 1622-RCWB/G-23(Pt)/2024**

**Dated: 02.12.2024**

**e-Tender notice for designing, fabrication and presenting a tableau in the Republic Day Parade-2025 as well as in Bharat Parv in New Delhi**

On behalf of the Office of the Resident Commissioner, Govt. of West Bengal the undersigned invites proposal from Institutions/ Agencies empanelled by Ministry of Culture for designing/ fabrication of Tableau as per Order No. **12-5/2023–ZCC**dtd. **10/11/2023** (copy enclosed)for designing, fabrication and presentation of tableau **in the Republic Day Parade-2025 & Bharat Parv in New Delhi** with **Theme: Swarnim Bharat: Virasat aur Vikas** per communication received from Ministry of Defence, Government of India. Details of the Tender Documents will be available in the e-tender portal at <https://wbtenders.gov.in>.

Interested agencies/ institutions amongst the empanelled agencies/ institutions empanelled by Ministry of Culture for Republic Day Celebration, 2024 may download the tender documents from e-tender portal at <https://wbtenders.gov.in>. Selection will be through 2-stage system and agency will be selected on the basis of eligibility criteria, acceptance of design & financial evaluation.The interested agencies must submit the proposal through e-tender portal at <https://wbtenders.gov.in>. Pre-bid meeting will be held on 06.12.2024 at 12.00 noon in the Conference Room, Office of the Resident Commissioner, Government of West Bengal, A/2 Baba Kharag Singh Marg, New Delhi – 110001 or may be held over Video Conference mode for outstation agencies.

The bid containing eligibility criteria will be opened on 20.12.2024 at 10.00 a.m. in the Conference Room, Office of the Resident commissioner, Government of West Bengal, A/2 Baba Kharag Singh Marg, New Delhi – 110001 and Presentation on design, fabrication, etc. will beheld as per the following theme namely **Swarnim Bharat: Virasat aur Vikas** as indicated by Ministry of Defence on 20.12.2024 at 12.00 Noon.

Intended bidders must have to attend the Presentation.

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

**Tender Schedule:**

<b>Sl. No.</b>	<b>EVENTS</b>	<b>Date &amp; Time</b>
1	Date of issuance of Tender Notice	<b>02.12.2024</b>
2	Date of Publication of Tender Notice in Daily News papers	<b>06.12.2024</b>
3	Date of Uploading of N.I.T & Other Documents (online) (publishing date)	<b>04.12.2024</b>
4	Starting date of download of the documents (online)	<b>04.12.2024</b>
5	Pre-bid meeting	<b>06.12.2024 – 12.00 Noon</b>
6	Corrigendum Upload, if any	<b>06.12.2024</b>
7	Ending date of download of the documents (online)	<b>18.12.2024 -1.30PM</b>
8	Starting date of Bid submission (online)	<b>04.12.2024</b>
9	Closing date of Bid submission (online)	<b>18.12.2024–11.00 AM</b>
10	Date of opening of bid (online)	<b>20.12.2024-10.00 AM</b>
11.	Date of Technical Presentation	<b>20.12.2024-12.00 Noon</b>
11	Date of uploading list for Qualified Bidder(online)	<b>20.12.12.2024 04.00 PM onwards</b>
12	Date of opening of financial bid (online)	<b>23.12.2024</b>

**Invitation for Bids**  
**SECTION-I**

### **Section I – Invitation to Bidders:**

The invitation to bid is for “**Designing, fabrication and presenting a tableau in the Republic Day Parade-2025 in New Delhi**” on the theme **Swarnim Bharat: Virasat aur Vikas**. Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications. This section provides general information about the Issuer, important dates and addresses for all communication.

#### **Issuer:**

Resident Commissioner, Govt. of West Bengal.

#### **Contact Person:**

Deputy Director of Information, Govt. of West Bengal in case of any pre-bid query interested bidders may send an email to [info@rcwb.in](mailto:info@rcwb.in), [ddi@rcwb.in](mailto:ddi@rcwb.in) & [adinewdelhi@rcwb.in](mailto:adinewdelhi@rcwb.in) and on request zoom link will be provided to the interested empanelled out station agencies.

#### **Key Events & Dates:**

As mentioned in the tender schedule

#### **Procurement of Document:**

The bid documents are available for download from <https://wbtenders.gov.in>.

#### **Venue and Deadline for submission of Proposal:**

Estimated amount of the work is **Rs. 34,22,000/- (Rupees thirty four lakh twenty two thousand)** including all Govt. taxes. Earnest Money of **Rs.70,000/- (Rupees seventy thousand)** only shall be deposited through NEFT or RTGS along with the offer. Offers not accompanied by the Earnest Money will be rejected. Earnest Money of the unsuccessful bidders will be refunded as per tender rule process mentioned at e-Tender portal. The Earnest Money of the successful bidder will be retained and will be adjusted as the Security Deposit.

**Sd/-**

**Resident Commissioner  
Govt. of West Bengal**

#### **The major responsibilities of the bidder shall include:**

- a. Intending participants who have already empanelled as per technical evaluation by Ministry of Culture, it is expected that they are having usual experience & expertise in the crafts, textile, culture and governance & social welfare schemes of West Bengal. Besides they shall have experience & expertise in fabrication and presentation of tableau (with all necessary inputs like music with studio recording charges as directed by authority, choreography, preparation of a write-up related to the theme of the tableau etc).
- b. Experience of handling/ fabrication of Govt. Tableaux on behalf of any State Govt. (preferably of West Bengal).
- c. Bids are invited for “Inviting rate for designing, fabrication, setting up and presenting a tableau in the Republic Day Parade-2025 & Bharat Parv in New Delhi”.
- d. A bidder has to bid for entire work covered under the scope of work given here in the document.
- e. In order to integrate all the events associated with the observance of presenting a tableau in the Republic Day Parade-2025 at New Delhi and at Bharat Parv, intention of the Govt. of West Bengal to have a complete proposal from the bidders and therefore the rates should be quoted on a turn-key basis, inclusive of all taxes.
- f. The authority is, however, not bound to procure all services as suggested and/ or specified by the bidder for the events.
- g. The authority reserves the right to procure the entire or part services and value of the contract will be determined accordingly.

**1.7. The major responsibilities as specified above are indicative only and not exhaustive in any manner.**

**Eligibility Criteria**  
**SECTION-II**

## 2. Section II– 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 of bid is open to all bidders who qualify under the eligibility criteria as given below:

SL. No	Clause	Documents Required
1	The bidder should be a registered firm. The company/ agency must be registered with appropriate authorities for all applicable statutory duties/taxes and shall be empanelled by Ministry of Culture, GOI for Republic Day Parade, 2024 vide Ministry of Defence ID No. 1(1)/11/2023/D(Ceremonials) dt. 06/10/2023 and 1(III)/1/2023/D(Cer) dt. 30/10/2023.	Valid documentary proof of: <ul style="list-style-type: none"><li>• Empanelment Letter/ document from Ministry of Culture/ Ministry of Defence</li><li>• GSTIN number.</li><li>• Income Tax registration/PAN number</li><li>• Certificate of updated Income tax Return</li><li>• Audited balance sheet for the last financial year.</li><li>• Financial turnover for the last year in tune of Rs. 35 Lakh.</li><li>• Bank Statement of at least to the tune of Rs. 10 Lakh in each of the last 3 months prior to issuance of NIT indicating the nature of Bank solvency.</li></ul>
2	The bidder should furnish, as part of its bid, an earnest money amounting to <b>Rs. 70,000/- (Rupees seventy thousand)</b> only.	To be deposited through RTGS or NEFT as per the tender rules and conditions.
3	Team Profile	Applicant shall provide profile of team members with details of skills and competencies & experience of implementation of similar assignments and to be composed of at least Graphic, Designers, Textile Designers, Visual Artists, Robotics Experts, 3D Model Makers, Fabrication Experts, Engineers, Architects etc.
4	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 as per Form-II of this document.

### General Information

1. The bidder must fulfill the above eligibility criteria/ pre-qualification conditions.
2. Eligibility/ pre-qualification conditions and technical parameters will be evaluated by the Tender Committee for Exhibition.
3. The authority reserves the right to verify/confirm all original documentary evidence submitted by bidders in support of above mentioned clauses of eligibility criteria.

**Scope of Work**  
**SECTION-III**

**Scope of Work:**  
**Designing & Implementing the work related to presenting a tableau in the Republic Day Parade-2025as well as Bharat Parv in New Delhi**

SI No	Description	Qty	Unit
<b>1.</b>	<b>“Designing, fabrication and presenting a tableau in the Republic DayParade-2025 in New Delhi</b>		
1.01	Designing, construction, fabrication and Presenting a tableau including construction of sculptures, woodworks and likewise works using eco-friendly materials, LED (P-3.9) moving elements using mechatronics / Robotics, Composition of Music & engagement of performers / artistes for the Republic Day Parade-2025 and Bharat Parv as well as construction of 3D model as per instruction of the Expert Committee of Ministry of Defence during the selection phase, time to time whenever required.	1	Gross
<b>2</b>	<b>Govt. taxes</b>		
2.01	Including all Govt. taxes	1	Gross

**Note:-**

- 1) Office of the Resident Commissioner, Government of West Bengal may also provide the design and the selected bidder will be bound to incorporate the changes of the said design as per advice of the expert committee constituted by MoD, GOI; make models on that design etc.
- 2) The L1 Bidder will be selected on the basis of the lowest rate to be arrived by summation of the rate quoted for each item from SI. No. 1 to 2.
- 3) All the guidelines issued by Ministry of Defence, GOI should be followed. The guidelines are placed at Annexure- I.
- 4) However work order to the selected bidder will be issued as per guideline & communication to be received from MoD/ Ministry of Culture time to time in this regard.



**Instructions to Bidders**  
**SECTION-IV**

#### **4. Section IV- Instruction to Bidders:**

##### **Cost of Bidding:**

The bidder shall bear all costs associated with the preparation and submission of its bid, and the authority will in no case be responsible or liable for these costs, regardless of the conductor the outcome of the bidding process.

##### **The Bidding Documents:**

The equipments, product and services required, bidding procedures and contract terms are prescribed in the bidding documents.

The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required and/or False/Incorrect information and/or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.

Bidders are advised to submit bids based strictly on the terms & conditions and specifications contained in the Tender Document and not to stipulate any deviations.

Each bidder shall submit only one bid. A bidder who submits more than one bid will be rejected. Alternative bids will not be accepted.

##### **Confidentiality:-**

- i) The selected bidder/ agency and their personnel shall not, either during the term or after expiration of the empanelment, disclose any proprietary or confidential information relating to the services or operations of the user Ministry/Department/State or UT Government without the prior written consent of the respective competent authority.
- ii) The selected bidder/ agency shall ensure that no information about the software, hardware, database and policies of the user Ministry/Department/State or UT Government or any other confidential or proprietary information of the user Ministry/Department/State or UT Government is removed or taken out in any form including electronic form or otherwise, from the work site by the manpower posted by them.
- iii) The selected bidder/agency shall not, without the I & CA Department concerned/ Ministry of GOI prior written consent, disclose the commercial terms of the work order to any person other than a person employed by the applicant in the performance of the work order.

##### **Procedure for Submission of Bids:**

##### **General guidance for e-Tendering:**

**Information to bidders: Work order to the selected bidder will be issued as per guideline & communication to be received from MOD/ Ministry of Culture time to time in this regard.**

##### **a) Digital Signature certificate (DSC):**

Each agency is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token. The bidder can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

##### **b) Submission of Tenders:**

Tenders are to be submitted through online to the website <https://wbtenders.gov.in> in two folders at a time for each work, one in Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

##### **(I) Proposal:**

The proposal should contain scanned copies of the following in two covers (folders).

*Statutory Cover containing the following documents: FEE DETAILS*

Scanned copy of EMD to be uploaded *Non-statutory Cover containing the following documents:*

The bidder must upload the following documents

(a)	Empanelment Letter/ document from Ministry of Culture/ Ministry of Defence
(b)	GSTIN Registration Certificate
(c)	PAN Card
(d)	P Tax Registration Certificate
(e)	Filled up Format 1 – Declaration of Acceptance of Terms and Conditions
(f)	Affidavit for No Conviction & non blacklisting from Notary Public/Judicial Magistrate/Executive Magistrate, as per Form- II
(g)	Bidder's Information Sheet in Form-III
(h)	Authorization letter of signatory from the Company for DSC in Form-IV
(i)	Application submitted in Form-V
(j)	Certification from Chartered Firm Annual Turnover of the bidder Form -VI
(k)	Team profile – Form VII
(l)	Latest income tax return Receipt
(m)	Last financial year audit balance sheet
(n)	Bank Statement of atleast to the tune of Rs. 10 Lakh in each of the last 3 months prior to issuance of NIT indicating the nature of Bank solvency
(o)	Work experience certificate.

## (II)

### Financial Proposal:

The financial proposal should be submitted online.

The financial proposal should contain the following documents in one cover(folder)

i.e .Bill of Quantities (BOQ).The agency is to quote the rate (Presenting Above/below/At par).

online through computer in the space marked for quoting rate in the BOQ. The rate should be quoted on turnkey basis and must include all incidental charges e.g. preparation of concept design, 3-D models, charges for attending meeting(s) at New Delhi, charges for changes/modifications, corrections of concept design/sketches and 3-D Models, fabrication off in a tableau, choreography, music along with studio recording charges and any other related expenses, transportation, labour charges, expenses for materials, preparation of a write-up related to the theme of the tableau etc. if any, involvement in taking out the tableau and on rehearsals for Republic Day parade as well as at Bharat Parv, New Delhi for display.

### Earnest money deposit (EMD)

All bids must be accompanied by an earnest money of **Rs. 70,000/- (Rupees seventy thousand)** through NEFT or RTGS at e-Tender portal.

No interest shall be paid on the earnest money under any circumstances.

### The EMD may be forfeited:

- If a Bidder withdraws or modifies or amends its tender or impairs or derogates from its bid during the bid validity period specified by the authority in the Bid; or
- In the case of a successful Bidder, if the Bidder fails to sign the Contract in accordance etc.

- EMD of selected bidder to be kept as Security Deposit & is refundable only after the period of payment is over & taken into consideration for purpose of the term during proposal.

**Place of opening of bid:**

Conference Room of the Office of the Resident Commissioner, Government of West Bengal, A/2 State emporia Building, Baba Kharak Singh Marg, New Delhi-110001.

**Documents comprising the bids:**

The bid prepared by the Bidder shall comprise of the following components:

**Firm Prices:**

- Prices quoted in the bid must be firm and final and shall not be subject to any upward modifications, on any account whatsoever. However, the authority reserves the right to negotiate the prices quoted in the bid to effect downward modification. The Bid Prices shall be indicated in Indian Rupees (INR) only.
- The Commercial bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, fees, levies, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out.
- Prices in any form or by any reason before opening the Commercial Bid should not be revealed, failing which the offer shall be liable to be rejected. If price change is envisaged due to any clarification, revised Bid in a separate sealed cover shall be submitted with prior written permission of the authority.
- No items mentioned in Scope of Work (Rate Column) should be kept blank. If any item is mentioned blank or Rs. 0, it means that the work will be done by the agency concerned at free of cost.

**Fraud and Corruption:**

- ✓ The authority requires that bidders, suppliers, and contractors observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, following are defined:
- ✓ “Corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
- ✓ “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- ✓ “Collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the authority, designed to establish bid prices at artificial, noncompetitive levels; and
- ✓ “Coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

The authority will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

## Bidder Qualification

- The "Bidder" shall be amongst the empanelled agencies/ institutions by Ministry of Culture, Government of India and as instructed by Ministry of Defence.
- The "Bidder" must have experience in handling projects including experience in the field of designing, preparation/ presentation of 3-D model and must have successfully undertaken minimum three creative projects showcasing the scope of work.
- It may be noted that the agency which will be selected will have to attend a series of meetings convened by the MoD at New Delhi at their own cost.
- **No claim for payment will be entertained if the participation at the parade is cancelled by the MoD before entering the model stage. However, 5% of the quoted price, inclusive of all taxes will be paid to the selected agency if the tableau is not selected after entering the model stage. If the tableau is rejected by the MoD between 23rd and 25th January, 2025, an amount of 50% of the quoted rate inclusive of all taxes will be payable to the selected bidder.**
- The agency will have to bear the cost of any unforeseen material required in the tableau or any additional function, if held, till the closing function of the parade. The department will bear only the cost of conveyance and performance fee of the folk artistes, if they participate.
- The "Bidder" as used in the tender documents shall mean the one who has signed the Tender Form. The Bidder may be either the Principal Officer or his duly Authorized Representative, in either cases he/ she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by authorized representative or the principal as the case may be.
- It is further clarified that the individual signing the tender or other documents in connection with the tender must certify whether he/ she signs as the Constituted attorney of the firm, or a company.
- The authorization shall be indicated by written power-of-attorney accompanying the bid.
- The power or authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be annexed to the bid.

## Local/Site Conditions

- ✓ It will be incumbent upon each Bidder to fully acquaint bidder itself with the local conditions and other relevant factors at the proposed site which would have any effect on the performance of the contract and/or the cost.
- ✓ The Bidder is expected to make a site visit on its own cost to the proposed site to obtain for himself on its own responsibility all information that may be necessary for preparing the bid and entering into contract.
- ✓ Failure to obtain the information necessary for preparing the bid and/or failure to perform activities that may be necessary for the providing services before entering into contract will in no way relieve the successful Bidder from performing any work in accordance with the Tender documents.
- ✓ It will be imperative for each Bidder to fully inform themselves of all legal conditions and factors which may have any effect on the execution of the contract as described in the bidding documents. The authority shall not entertain any request for clarification from the Bidder regarding such conditions.
- ✓ It is the responsibility of the Bidder that such factors have properly been investigated and considered while submitting the bid proposals and that not claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the authority and that neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the authority on account of failure of the Bidder to appraise themselves of local laws and site conditions.

### **Last Date for Receipt of Bids**

- ✓ Bids will be received by the TIA. Bidder must submit their proposal using Digital Signature online as per the schedule mentioned in tender schedule.
- ✓ The authority may, at its discretion, extend the last date for the receipt of bids by amending the Tender Document, in which case all rights and obligations of the authority and Bidders previously subject to the last date will thereafter be subject to the last date as extended.

### **Late Bids**

Any bid received by the TIA after the prescribed date and time for receipt of bids prescribed by the authority will be rejected.

### **Modification and Withdrawal of Bids**

- ✓ The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the TIA **prior to the last date prescribed for receipt of bids**.
- ✓ No bid may be altered/ modified subsequent to the closing time and date for receipt of bids. Unsolicited correspondences from Bidders will not be considered.
- ✓ No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified by the Bidder in the Bid. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its EMD.

### **Address for Correspondence**

The Bidder shall designate the official mailing address, e-mail address, place and fax number to which all correspondence shall be sent by the authority.

### **Contacting the Office of the Resident Commissioner, Government of West Bengal.**

No Bidder shall contact the Office of the Resident Commissioner, Government of West Bengal on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. Any effort by a Bidder to influence the TIA on authority's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's bid.

### **Opening of Bids by Office of the Resident Commissioner, Government of West Bengal**

- Tender Office of the Resident Commissioner, Government of West Bengal will open the Bids, in the presence of the representatives of the Bidders who choose to attend, at the time, date and place, as mentioned in Invitation for Bids/Important Dates.
- Tender Office of the Resident Commissioner, Government of West Bengal will evaluate the bids. Decision of the committee would be final and binding upon all the Bidders. The Bidder's names, modifications, bid withdrawals and the presence or absence of the requisite EMD and such other details considered appropriate will be announced at the Bid opening.
- Conditional tenders shall not be accepted.

### **Evaluation of Bids**

- ✓ The selected Bidders must possess the strength and capabilities in providing the services necessary to meet TIA's requirements, as described in the Tender Documents. The Bidder must possess the technical know-how that would be required to successfully provide all the services sought by the Tender Office of the Resident Commissioner, Government of West Bengal for the period of the contract.
- ✓ The evaluation process of the tender proposed to be adopted by the Office of the Resident Commissioner, Government of West Bengal is indicated under this clause. The purpose of this clause is only to provide the Bidders an idea of the evaluation process that the Tender Committee may adopt. However, the Office of the Resident Commissioner, Government of West Bengal reserves the right to modify

the evaluation process at any time during the Tender process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidder of any such change.

### **Preliminary Examination**

- The Tender Committee Tender Office of the Resident Commissioner, Government of West Bengal will examine the bids to determine whether they are complete, whether the bid format confirms to the Tender requirements, whether any computational errors have been made, whether required EMD has been furnished, whether the documents have been properly signed & issued from appropriate authority.
- A bid determined as not substantially responsive will be rejected by the Office of the Resident Commissioner, Government of West Bengal and may not subsequently be made responsive by the Bidder by correction of the non conformity.

### **Clarification**

When deemed necessary, during the tendering process, Office of the Resident Commissioner, Government of West may seek clarifications.

#### Evaluation of Eligibility Criteria

Tender Committee for Exhibition constituted under Information Directorate will evaluate bids. Decision of the committee would be final and binding upon all the Bidders.

- ✓ In this part, the eligibility criteria bid will be reviewed for determining the Compliance of the response to the Eligibility Criteria as mentioned in the Tender.
- ✓ The bidder must also possess the technical knowhow and the financial wherewithal that would be required to successfully provide the support services sought by the Office of the Resident Commissioner, Government of West Bengal for the entire period of the contract. The bids must be complete in all respects and should cover the entire scope of work as stipulated in the tender document.
- ✓ Before opening and evaluation of their proposals, bidders are expected to meet eligibility criteria as mentioned in **Section II- Eligibility Criteria**.
- ✓ Bidders failing to meet these criteria or not submitting requisite supporting documents/documentary evidence for supporting eligibility criteria are liable to be rejected summarily and will not qualify for evaluation.

### **4.23.Evaluation of eligibility**

In this part, on the basis of eligibility & presentation will first be reviewed for determining the Compliance of the eligibility criteria bids with the Tender terms and conditions by the Tender Committee Office of the Resident Commissioner, Government of West Bengal will evaluate the documents submitted by the bidders.

**General Conditions of Contract**  
SECTION-V



## **Section V- General Conditions of Contract:**

### **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) **“Office of the Resident Commissioner, Government of West Bengal”** means the organization purchasing the service includes an officer who is authorized on behalf of Resident Commissioner, Government of West Bengal.
- d) **“The bidder”** means the firm(s) providing the and services under this Contract;
- e) The complete tableau, in all respect, shall be ready latest by 22.01.2025.
- f) All unforeseen material required in the Tableau as per demand of the authorities will be supplied by the contractor. Also safe and flawless participation of tableau, full rehearsal on the scheduled date and time and final parade on 26<sup>th</sup>January, 2025 will be the responsibility of contractor.

### **Contract Performance Security**

- ❖ Vendor has to submit the order acceptance promptly within 2 days or earlier from the date of issue of work order.

### **Reporting Progress**

- ❖ The services, to be provided by the Bidder under the Contract and the manner and speed of execution and maintenance of the work are to be conducted in a manner to the satisfaction of Resident Commissioner’s Office representative in accordance with the Contract.
- ❖ The Bidder shall reply to the written notice giving details of the measures he proposes to take to expedite the progress so as to complete the works by the prescribed time. The Bidder shall not be entitled to any additional payment for taking such steps. If at any time it should appear to the Office of The Resident Commissioner or Office of the Resident Commissioner representative that the actual progress of work does not conform to the approved program the Bidder shall produce at the request of the Office of the Resident Commissioner representative a revised program showing the modification to the approved program necessary to ensure completion of the works within the time for completion or steps initiated to ensure compliance/ improvement to the stipulated requirements.
- ❖ In case during the site preparation, the progress falls behind schedule or does not meet the desired requirements; Bidder shall deploy extra man power, resources, infrastructure to make up the progress or to meet the requirements. Program for deployment of extra man power/ resources/infrastructure will be submitted to the Office of the Resident Commissioner for its review and approval, which approval shall not be unreasonably withheld. All time and cost effect in this respect shall be borne, by the Bidder unless otherwise expressly provided in the Contract.

### **Knowledge of Site Conditions**

- ❖ The Implementation Agency's undertaking of this Contract shall be deemed to mean that the Bidder possesses the knowledge of all necessary requirements as stipulated in the Tender Document including.
- ❖ The Bidder shall be deemed to have understood the requirements and have satisfied himself with the data contained in the Bidding Documents, the quantities and nature of the works and materials necessary for the completion of the works, etc., and in-general to have obtained himself all necessary information of all risks, contingencies and circumstances affecting his obligations and responsibilities there with under the Contract and his ability to perform it. However, if during the process of site preparation and installation of the equipment at the venues, as required by Office of the Resident Commissioner, Bidder detects any obstructions affecting the work, the Bidder shall take all measures to overcome them.
- ❖ Bidder shall be deemed to have satisfied himself as to the correctness and sufficiency of the Contract Price for the works. The consideration provided in the Contract for the
- ❖ Bidder undertaking the works shall cover all the Implementation Agency's obligation and all matters and things necessary for proper execution and maintenance of the works in accordance with the Contract and for complying with any instructions by Office of the Resident Commissioner, Government of West Bengal.
- ❖ Representative may issue in accordance there with and of any proper and reasonable measures which the Bidder takes in the absence of specific instructions from the Office of the Resident Commissioner, Govt. of West Bengal's representative.

### **Implementation Agency's Team**

- ❖ The team proposed by the Bidder as a part of the proposal should be deployed at respective venues.
- ❖ The Bidder shall be responsible for the deployment, transportation, accommodation and other requirements of all its employees required for the execution of the work and for all costs/charges in connection thereof.
- ❖ The Bidder shall provide and deploy, on the Site for carrying out the work, only those manpower resources who are skilled and experienced in their respective trades and who are competent to execute or manage/ supervise the work in a proper and timely manner.
- ❖ The Office of the Resident Commissioner representative may at any time object to and require the Bidder to remove forthwith from the site a supervisor or any other authorized representative or employee of the Bidder or any person(s) deployed by Bidder or his sub-Implementation Agency, if, in the opinion of the Office of the Resident Commissioner representative the person in question has miss conducted himself or his deployment is otherwise considered undesirable by the Office of the Resident Commissioner representative. The Bidder shall forthwith remove and shall not again deploy the person in question of the worksite without the written consent of the Office of the Resident Commissioner representative
- ❖ Office of the Resident Commissioner representative may at any time request the Bidder to remove from the work/Site the Implementation Agency's supervisor or any other authorized representative including any employee of the Bidder or his sub-Bidder or any person(s) deployed by Bidder or his sub-Bidder for professional incompetence or negligence or for being deployed for work for which he is not suited.

### **Information Security**

- ✓ 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, Government of West Bengal.

- ✓ The Bidder shall adhere to the Information Security policy developed by the government.

### **Indemnity**

The Bidder shall be responsible for compensate any loss, damages ,expense, claims or liabilities of any kind howsoever suffered, arising or incurred interalia during and after the Contract period out of:

- Any negligence or wrongful act or omission by the Bidder in connection with or incidental to this Contract; or
- Any breach of any of the terms of the Bidder's Bid as agreed, the Tender and this Contract by the Bidder,
- The indemnity shall be to the extent of 100% in favour of the Office of the Resident Commissioner.

### **Revised work order**

- The revised work order will be initiated only incase:
  - a. The Resident Commissioner, Government of West Bengal directs in writing the Bidder to include any addition to the scope of work covered under this Contract or delete any part of the scope of the work under the Contract,
  - b. Bidder requests to delete any part of the work which will not adversely affect the operational capabilities of the facilities and if the deletions proposed are agreed to by Resident Commissioner, Government of West Bengal and for which cost and time benefits shall be passed on to Office of the Resident Commissioner, Government of West Bengal,
  - c. Office of the Resident Commissioner, Government of West Bengal directs in writing the Bidder to incorporate changes or additions to the Design Criteria requirements already covered in the Contract.
- Any revised work order comprising an alteration which involves change in the cost of the works (which sort of alteration is hereinafter called a "Variation") shall be the Subject of an amendment to the Contract by way of an increase or decrease in the Contract Price and adjustment of the implementation schedule If any.
- If there is a difference of opinion between the Bidder and the Resident Commissioner, Government of West Bengal or her Representative whether a particular work or part of the work constitutes a revised order or not, the matter shall be handled in accordance with the procedures set above.
- Within three (03) working days of receiving the comments from the Resident Commissioner, Government of West Bengal for the drawings, specification, purchase requisitions and other documents submitted by the Bidder for approval, the Bidder shall respond in writing, which item(s) of the Comments is/are potential changes(s) in the "Scope of work" at Section-III of the tender document covered in the Contract and shall advise a date by which change order (if applicable) will be submitted to the Resident Commissioner, Government of West Bengal

### **Procedures for Revised Work Order**

- ✓ If it is mutually agreed that such Requirement constitutes a "Revised Work Order" then a joint memorandum will be prepared and signed by the Bidder and the Resident Commissioner, Government of West Bengal to confirm a "Revised Work Order" and basic ideas of necessary agreed arrangement.
- ✓ Upon completion of the study referred to above, the results of this study along with all relevant details including the estimated time and cost effect thereof with supporting documents would be submitted to the Resident Commissioner, Government of West Bengal to enable the Office of the Resident Commissioner, Government of West Bengal to give a final decision whether Bidder should proceed with the change order or not in the best interest of the works. The estimated cost and time impact indicated by Bidder shall be considered as a ceiling limit and shall be provisionally considered for taking

a decision to implement change order.

- ✓ In case Bidder fails to submit all necessary substantiation/calculations and back up documents, the decision of the Resident Commissioner, Government of West Bengal regarding time and cost impact shall be final and binding on the Implementation Agency.
- ✓ In case, mutual agreement whether new requirement constitutes the change order or not, is not reached, then Bidder in the interest of the works, shall take up the implementation of the work, if advised in writing to do so by the Resident Commissioner, Government of West Bengal or her Representative pending settlement between the two parties to the effect whether such requirement constitutes a change order or not as per the terms and conditions of Contract documents. The time and cost effects in such a case shall be mutually verified and recorded.
- ✓ The Bidder shall submit necessary back up documents for the change order showing the break-up of the various constituting the change order for the Office of the Resident Commissioner, Government of West Bengal review.

#### **Conditions for extra work/ revised order**

- ✓ The provisions of the Contract shall apply to extra work performed as if the Extra work/ Revised Work order has been included in the original Scope of work. However, the Contract price shall increase /decrease and the Time Schedule shall be adjusted on account of the Extra work / Change orders as maybe mutually agreed. The Implementation Agency's obligations with respect to such work remain in accordance with the Contract.
- ✓ The rates provided by the Bidder as part of its commercial quote will be considered as benchmark rates for placing change orders, if any.

#### **Suspension of Work**

The Bidder shall, if ordered in writing by the Resident Commissioner, Government of West Bengal Or her Representative, temporarily suspend the works or any part thereof for such a period and such a time as ordered. The Bidder shall not be entitled to claim compensation for any loss or damage sustained by him by reason of temporary suspension of the Works as aforesaid. An extension of time for completion, corresponding with the delay caused by any such suspension of the works as aforesaid shall be granted to the Implementation Agency, if request for same is made and that the suspension was not consequent to any default or failure on the part of the Implementation Agency.

#### **Payment Schedule and procedure:**

- Payments will be released as per agreed terms and conditions mutually settled with the successful bidder.
- Bills and Invoice should be raised in favour of the Deputy Director of Information, West Bengal Information Centre, Muktaghara, 18-19 Vai Veer Singh Marg, New Delhi-110001.
- Invoice should be accompanied by work done certificate duly issued by the Resident Commissioner, Government of West Bengal or her representative.

#### **Termination**

Office of the Resident Commissioner, Government of West Bengal 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:

- ❖ Where the Resident Commissioner, Government of West Bengal 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.

- ❖ Where it comes to the Resident Commissioner, Government of West Bengal'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, Government of West Bengal, in relation to any of terms of the Implementation Agency's Bid, the Tender or this Contract

#### **Liquidated Damage**

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 Resident Commissioner, Government of West Bengal, at its discretion, may without prejudice to any other right or remedy available to the Resident Commissioner, Government of West Bengal 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, Resident Commissioner, Government of West Bengal may consider cancellation of contract.

#### **Dispute Resolution**

The Resident Commissioner, Government of West Bengal 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.

#### **5.16 Conflict of interest**

The Bidder shall disclose to the Resident Commissioner, Government of West Bengal 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.

#### **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.

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

#### **Publicity**

The Bidder shall not make a public announcement or media release about any aspect of this Contract unless the Resident Commissioner, Government of West Bengal or her representative of first gives the Bidder its written consent.

#### **5.20 Force Majeure**

- (i) Force majeure clause shall mean and be limited to the following in the execution of the work order:
  - War/hostilities
  - Riot or civil commotion
  - Earthquake, flood, tempest, lightning or other natural physical disasters
  - Restriction imposed by the Government or other statutory bodies, which is beyond the control of the

applicant, which prevents or delays the execution of the work order by the applicant

(ii) The concerned empanelled applicants shall advise the applicable user Ministry/Department/State or UT Government in writing about the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the force majeure conditions. In the event of a delay lasting for more than one month, if arising out of clauses of force majeure, the user Ministry/Department/State or UT Government reserves the right to cancel the work order without any obligation to compensate the applicant in any manner for whatsoever reason, subject to the provision of this clause.

#### **5.21 Miscellaneous terms and conditions**

- (i) The end product of the work assignment carried out by the empanelled applicant, in any form, will be the sole property of Ministry of Culture/user Ministry/Department/State or UT Government.
- (ii) The empanelled applicant shall perform the services and carry out its obligations under the empanelment with due diligence and efficiency, in accordance with generally accepted techniques and practices used in the industry and with professional engineering and training/consulting standards recognized by national/international professional bodies and shall observe sound management practices. It shall employ appropriate advanced technology and safe and effective methods.
- (iii) In the event the applicant or the concerned division is taken over/bought over by another company, all the obligations under the contract with Ministry of Culture should be passed on the compliance by the new company/division in the negotiation for their transfer.
- (iv) Any legal complication will be under jurisdiction of Kolkata.

## Format 1 – Declaration of Acceptance of Terms and Conditions

To,  
The Resident Commissioner,  
Office of the Resident Commissioner,  
Government of West Bengal,  
A/2 State Emporia Building, Baba Kharak Singh Marg,  
New Delhi-110001  
Sir,

I have carefully gone through the Terms & Conditions contained in the document [No.....] regarding Appointment of an Agency for “**Fabrication and presenting a tableau in the Republic Day Parade-2025 in New Delhi**” on the theme ‘**Swarnim Bharat: Virasat aur Vikas**’.

I declare that all the provisions of this Tender Document are acceptable to my company/firm. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal

Date:

Business Address:

**Form-II**

Affidavit Proforma

(On Non Judicial Paper worth Rs 50.00)

(Sworn before the Notary Public/ Judicial Magistrate/ Executive Magistrate on or after the date of publication of the Tender Notice)

I, Sri/Smt. ....

the Managing Director/ Proprietor (etc.) of the Firm.

,.....(Name of the firm)

At (address).....

P.O... ..

P.S.....Dist.....

Do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified for any work of Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States or of Govt. of India.
2. That no case is pending against me or against my firm in any criminal court of law in the State of West Bengal or other State or States.
3. That my firm is not debarred/ blacklisted as a whole or part thereof at present by any Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States of India as well as Government of India.
4. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Signature of the Deponent(s).

Name in Block letters:

Designation:



### **Form III- Details of bidders**

**All the agencies shall have to fill up their mobile number and email address otherwise the quotations may be treated as informal. This form shall be downloaded and filled up and thereafter the scanned copy shall be uploaded along with the quotation.**

#### STRUCTURE AND ORGANISATION

- 1) Name of Applicant (Firm):**  
Office Address:  
Telephone No.:  
Mobile No. :  
Fax No. :
- 2) Summary of services provided:**
- 3) E-mail id (Mandatory):**
- 4) Name and address of Bank &Branch:**
  - a) Bank Account No:
  - b) IFSC CODE of that Branch:
  - c) MICR CODE of the Branch:
  - d) Bank Account Type:
- 5) Photo copy of 1<sup>st</sup> page of bank pass book along with a original cancelled cheque.**
- 6) Attach an organization chart showing Structure of the company with names of Key personnel and technical staff:**
  - a) Name:
  - b) Designation:
  - c) Mobile Number:
  - d) Email ID:
- 7) Enclosure: Copy of valid proof of registration or incorporation recognized by Government of India.**

Form IV:- Authorization letter in favour of the applicant from the competent authority of the company/ agency

(To be furnished in the Company"s official letter pad with full address and contact no, email address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr.....(Name),  
employee of this  
Organisation as ..... (Official Designation) is hereby authorised to submit  
tender  
online, Vide NITNo....., Dated. ....on behalf of the Organisation. Sri  
.....holds the DSC from NIC to submit the bid on-line

.....  
Signature of the competent  
authority Name in Block  
Letters.....  
Designation.....  
Seal

(Signature of the Authorised Person) Signature of  
Mr.....

.....(Designation), is hereby attested.

Signature of the competent authority

Name in Block Letters.....

Designation..

Seal

Form-V

APPLICATION FORMAT

( To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

(To be submitted on the Letter head of the consultant)

To

To,  
The Resident Commissioner,  
Office of the Resident Commissioner,  
Government of West Bengal,  
A/2 State Emporia Building, Baba Kharak Singh Marg,  
New Delhi-110001

Subject: Submission of bid in response of the e-tender no .....dated .....

Dear Sir,

1. Having examined the NIT document, we, the undersigned, herewith submit our bidding response to your NIT No. .... dated ... in full conformity with the said NIT document.
2. We have read and understood the provisions of the NIT document and confirm that these are acceptable to us.
3. We agree to abide by this bid, consisting of this letter, the detailed response to the NIT and all attachments, and validity of the bid shall be for a period of 120 days from the date of opening of the Financial Bid.
4. We hereby declare that we are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
5. We certify that we have not been blacklisted by any department/ society/ body/organization of central/ state government.
6. We hereby declare that all the information and statements made in this bid are true and we accept that any misrepresentation/ wrong information contained in it or suppression of material or relevant facts/ figures may lead to our disqualification.

Yours faithfully,

(Signature of the Bidder)

Printed Name Designation

Seal Date:

Business Address:

Form VI:- Certificate from Chartered Firm in the official pad

This is to certify that having been examined the audited Balance Sheet & P/L accounts and other records of M/S .....

having its official address at .....

It is also certified that Annual Turnover of the firm for the last three Financial years are Rs.....lakh.,Rs.....lakh. &Rs.....lakh. respectively (as per P/L accounts & Balance Sheet of the firm submitted)

Signature of the Chartered Firm with Registration No

Countersigned

Signature of the authorised signatory (bidder)

**Form –VII Team Profile (Please Note the names & functions of the Team Member)**

<b>Sl. No.</b>	<b>Name of the employee</b>	<b>Functionality</b>

Form-VII

FORMAT FOR CHECKLIST

NIT No-TW/

Dated, Kolkata.....

Name of the bidder:.....

Full address of the Bidder:.....

Email.....

Contact person to Bidder & Mob. No.:-

Sn	Items	Plmark		Folder name & Page no
		Yes	No	
1.	Empanelment Letter/ document from Ministry of Culture/ Ministry of Defence	Yes	No	
2.	GSTIN Registration Certificate	Yes	No	
3.	PAN Card	Yes	No	
4.	P Tax Registration Certificate	Yes	No	
5.	Filled up Format 1 – Declaration of Acceptance of Terms and Conditions	Yes	No	
6.	Affidavit for No Conviction & non blacklisting from Notary Public/Judicial Magistrate/Executive Magistrate, as per Form- II	Yes	No	
7.	Bidder's Information Sheet in Form-III	Yes	No	
8.	Authorization letter of signatory from the Company for DSC in Form-IV	Yes	No	
9.	Application submitted in Form-V	Yes	No	
10.	Certification from Chartered Firm Annual Turnover of the bidder Form -VI	Yes	No	
11.	Team profile – Form VII	Yes	No	
12.	Latest income tax return Receipt	Yes	No	
13.	Last financial year audit balance sheet	Yes	No	
14.	Bank Statement of at least to the tune of Rs. 10 Lakh in each of the last 3 months prior to issuance of NIT indicating the nature of Bank solvency	Yes	No	
15.	Work experience certificate.	Yes	No	

**Format for Commercial Bid**

1. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The agency is to quote the rate (Presenting Above / Below / At per) online through computer in the space marked for quoting rate in the BOQ.
2. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

### **Break down of Cost Components**

- ✓ 5% of the quoted price, inclusive of all taxes will be paid to the selected agency if the tableau is not selected after entering the model stage.
- ✓ All the prices (even for taxes) are to be entered in Indian Rupees ONLY (%age values are not allowed)
- ✓ All unit rates indicated in the schedules shall be inclusive of all taxes , Levies, duties etc.
- ✓ It is mandatory to provide breakup of all Taxes, Duties and Levies wherever applicable and/or payable.
- ✓ The Resident Commissioner, Government of West Bengal reserves the right to ask the Bidder to submit proof of payment against any of the taxes, duties, levies indicated.
- ✓ Office of the Resident Commissioner, Government of West Bengal shall take into account all Taxes, Duties & Levies for the purpose of Evaluation
- ✓ The Bidder needs to account for all Out of Pocket expenses due to Boarding, Lodging and other related items.
- ✓ The Unit Rate as mentioned in the following formats shall be used for the purpose of 'Change Order' for respective items, if any. However, based on the market trends, Office of the Resident Commissioner, Government of West Bengal retains the right to negotiate this rate for future requirements.

#### **Non-conformities between the figures and words of the quoted price**

Any discrepancy between quoted prices in figures and that in words, if noted, will be sorted out in the following manner:

- (a) If there is a discrepancy between the unit price and the total price, the unit price shall prevail and the total price corrected accordingly, unless in the opinion of the Purchase Committee/Technical & Purchase Committee there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price corrected accordingly.
- (b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the sub totals shall prevail and the total shall be corrected.
- (c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to above.

**Evaluation Procedure**  
**SECTION-VI**



## PROCESS OF EVALUATION AND SELECTION

The **credentials of the bidders as uploaded online** will be examined first. The credentials will broadly cover the following areas–

- Competence in all the promotional activities and sectors noted in the campaign outline on Pg. 5 of this document

In case a bidder does not meet the criteria for eligibility, his Creative and Financial Bids will not be opened. For all bidders eligible according to the prescribed criteria, the **Creative proposals will be evaluated by a designated Committee that may include external expert/s**. The eligible bidders will be given the opportunity to make presentation/s to the Committee on a specified date i.e., **20.12.2024 at 12.00 noon onward**. The criteria for evaluation of the Creative proposal are at Annexure III.

### ANNEXURE-II: CRITERIA FOR EVALUATION OF BIDS

1	Suggested Marking System		Total Marks	Marks Scored
A.	<b>Evaluation</b>			
1	<b>Prior experience</b> The applicant must have successfully undertaken the designing/ fabrication of Govt. Tableaux on behalf of any State Govt. (preferably of West Bengal). Evaluation will be done on the basis of the number of suitable projects.		10	
2	<b>Team profile</b> Applicant shall provide profile of team members with details of skills and competencies & experience of implementation of similar assignments and to be composed of at least Graphic, Designers, Textile Designers, Visual Artists, Robotics Experts, 3D Model Makers, Fabrication Experts, Engineers, Architects etc. The applicant must have <b>minimum five suitable profiles</b> . Evaluation will be done on the basis of the number of suitable profiles.		10	
3	Presentation on prior creative experience and team profile to the designated committee of the authority. Evaluation will be done on the basis of the followings: <ul style="list-style-type: none"> <li>• Understanding the work domain</li> <li>• Concept and presentation with detailed designs</li> <li>• Design sketch which gets approval of authority</li> <li>• Best creative idea</li> <li>• Approach with demonstration</li> </ul>		70	
4	Financial turnover during the last financial year (audit balance sheet). Evaluation will be done on the basis of the following ceilings: <ol style="list-style-type: none"> <li>1. Rs. 65,00,000 and above</li> <li>2. Rs. 55,00,000 to less than Rs. 65,00,000</li> <li>3. Rs. 45,00,000 to less than Rs. 55,00,000</li> <li>4. Rs. 35,00,000 to less than Rs. 45,00,000</li> </ol>		10	

		<b>Total: Marks for Evaluation.</b>	100
2	The proposal should score more than 70 marks out of 100 to be considered for Financial Evaluation.		

### **Selection Stage–I( Bid Evaluation)**

On the basis of eligibility criteria & presentation a short list will be prepared on the basis of the marks obtained by the respective bidder and the list will be published on the website <https://wbtenders.gov.in>. To qualify for the financial bid the bidders must have to score more than 70 marks for eligibility criteria bid.

### **Selection Stage–II(Financial Bid Evaluation)**

The **Financial Proposal will be opened** only for those bidders whose proposals receive the minimum qualifying marks by the Evaluation Committee and it will be informed later. If a eligibility criteria Bid does not receive the minimum specified marks, the corresponding Financial Bid will not be opened. **Among short listed agency qualified in eligibility criteria bid stage, the bidder quoting lowest financial rate (L1) will be selected for the work.**

### **ANNEXURE-III:**

#### **ILLUSTRATIVE POINTS TO BE COVERED IN CREATIVE BID:**

##### **I Designing:**

Designing, Fabrication and presenting a tableau in the Republic Day Parade-2024 in New Delhi on the theme '**Swarnim Bharat: Virasat aur Vikas**'.

##### **II Method of Implementation**

- h. Details of implementation of all parts of work.
- i. Illustrative components for Implementation of programme in short time on emergency
- j. Conceptualization, designing, preparation of 3D model of the approved design, fabrication and presentation of tableau (with all necessary inputs like music with studio recording charges as directed by authority, choreography, preparation of a write-up related to the theme of the tableau etc).

##### **III Creative ideas in documentation of the events**

##### **IV Printing:**

- a. Design, Art work, Production of black & white positive and 4-colour positive and process till completion of progressive proof
- b. Photography, whenever required

##### **V Audio-Visual Presentation:**

- a. Design, Artwork, Production including editing and submission of two sets of final deliverables.
- b. Hiring of equipments for presentation, display etc.

##### **VI Backup Plan for unfavorable weather condition.**

##### **VII Necessary papers and presentation:**

1	Concept and design of proposed tableau
2	Understanding of TOR for creative ideas towards presenting a tableau at the Republic Day Parade, New Delhi
3	Prior experience in presenting a tableau at the Republic Day Parade, New Delhi for at least Three years on behalf of any State Government/UT
4	Backup plan for unfavorable weather condition
5	The number of permanent staff/ technical persons at its disposal for handling such a large/ Important National even/ tableau Exhibitions.

