



Vidyasagar College

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Memo No.: VC/SU/06/2023-24

Date: 23/12/2023

NOTICE INVITING e-TENDER Tender No.: - eNIT-06/DHE/VC/2023-24

e-Tender is hereby invited by the Teacher-in-Charge, Vidyasagar College, in two bid system from the bonafide Agencies who are capable for Cultural programme at Vidyasagar College for organizing “**Cultural Programme**” to be held for 3 (Three) days from **08th January, 2024 to 10th January 2024**.

Documents can be downloaded and bid can be submitted online through WB Tender portal (<https://wbtenders.gov.in>). Closing date is **01/01/2024** up to **03:00 p.m.**

Schedule of work to be done by the Agency

Sl. No	Description Of Work
	ARTIST
	Anupam Roy/ Tanmoy Kar & Friends/ Shanay
	Or
	Waves in town/ UA/ Kaya
	Or
	Distorted chromosomes/ Irfan Khan/Akanksha Sharma
	Or
	Wrong Tuli / Somlata / Cactus
	RJ
	Somak / Kiran Dutta / Sayan
	DJ

Note:

1. Including all hands and equipments as per artist requirement.
2. Decoration of hall.

Terms and conditions in brief for engagement of bonafide Agency who are capable of construction of stalls, pavilion, stage for holding Exhibition / Fair, Cultural programme, Seminar etc.

Eligibility Criteria: -

- 1) Turn over: -The agency must have turnover of more than Rs. 30 lakh in each year during the last three financial years.
- 2) Credential: - Agency should have experience of holding similar magnitude of event at the State or National Level 3 (three) times under the Government / Government Undertaking in the last 3 (Three) financial years.

Details Terms & Conditions: -

1. Preference will be given to the Tenderers having at least past 3 years' experience in organizing/management of such type of Fair at State / National Level 3 (three) times under the Government / Government Undertaking and selection will be based on lowest bid of lump sum claim in terms of money for execution of the entire work.
2. The Tenderer should submit the credentials of holding similar magnitude of Exhibition/Fair at State / National level 3 (three) times under the Government / Government Undertaking in the last 3 (Three) financial years.
3. Bid money should be quoted both in figure and in words. The bid offering lowest lump sum claim in terms of money for execution of the entire work will be accepted.
4. The selected Tenderer will have to execute an agreement of work Vidyasagar College on a 10 (Ten)-Rupee non-judicial stamp paper within 2 days from the date of finalization of the tender procedure.
5. The Vidyasagar College reserves the right to accept or reject any tender or part of tender without assigning any reason(s) whatsoever.
6. The selected agency will be responsible for executing the works assigned.
7. **All the activity should be made ready by 08.01.2024 evening by the agency.**
8. Deposits and fees as payable to different authorities for obtaining clearance/ permission for holding Vidyasagar College, will be borne by the Agency. Such deposit is to be made in the name of the Vidyasagar College. The agency will carry the request letters to different authorities and procure permission. The fees/ charges will be reimbursed on submission of the original vouchers.
9. Delivery of work/ service under different items should be of highest quality and commensurate with the standard of state level/ national level exhibition / fair. The

service is to be delivered up to the utmost satisfaction of Vidyasagar College and decision of the College will be final in case of any dispute.

10. The agency will have to extend necessary assistance for holding cultural Programme Vidyasagar College.
11. Necessary assistance for holding cultural programme. is to be provided by the agency.
12. The Programme would be in the banner of the “ Vidyasagar College” and under supervision of the Principal.
13. The agency will be responsible for successful holding of all the events.
14. a) The Bid is to be submitted on two bids system – technical bid and the financial bid. All matters concerning the agency such as eligibility criteria, proof of experience, proof of turnover and copies of documents with respect to other terms and conditions are to be submitted along with the technical bid. The Earnest Money is to be submitted online through WB Tender portal (<https://wbtenders.gov.in>.) [As per the FD Memo No.-3975-F(Y) Dated 28-07-2016]
b) Financial bid: Bid mentioning the lump sum claim for execution of the entire work will constitute financial bid.
15. If any dispute arises, the decision of the Principal, Vidyasagar College will be final and binding upon all.
16. Any additional requirement of the participants with regard to electrical fittings, furniture etc. shall be arranged by the agency. If such arrangement is chargeable, the rate for each item is to be fixed in consultation with Vidyasagar College.
17. The agency will arrange for other miscellaneous items as are incidental to the holding of such Fair without any additional charges.
18. For details Please visit Website:
<https://wbtenders.gov.in>

Validity of Rate:

The rate quoted shall remain valid for a period of 1 (one) year which may be extended for another year or part there of on satisfactory performance as per existing terms and conditions and subject to approval of the Competent Authority.

Earnest Money Deposit: - NIL

TECHNICAL BID

Documents and charges required to be submitted in Technical bid: -

- i) PAN
- ii) Professional Tax Registration with Latest Challan
- iii) GST Registration Certificate
- iv) Valid Trade License for the Specific Trade and latest Renewal Copy.
- v) Audited Balance-sheets with Profit and Loss Accounts for last 3 (three) Financial years.
- vi) Credential documents in support of experience for holding Exhibition / Fair at State / National level under any Government / Government Undertakings 3 (three) times in the last 3 (Three) financial years.
- vii) Interest-free Earnest Money of Nil only is to be submitted online through WB Tender portal (<https://wbtenders.gov.in>.) [As per the FD Memo No.-3975-F(Y) Dated 28-07-2016].

FINANCIAL BID

Financial bid will constitute the lump sum claim in terms of money that the Agency will quote for execution of the entire work.

The Agency offering lowest claim will be accepted.

The claim will be paid after completion of the Programme to the satisfaction of the Vidyasagar College and on submission of bills with bank account details.

Date & Time Schedule: -

Sl. No.	Particulars	Date	Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	26/12/2023	10:00 AM
2	Documents download / sell start date (online)	26/12/2023	10:00 AM
3	Bid submission start date (online)	26/12/2023	10:00 AM
4	Bid submission closing (online)	01/01/2024	03:00 PM

5	Bid opening date for Technical Proposals (online)	03/01/2024	03:00 PM
6	Date of uploading list for Technically Qualified Bidder (online)	To be notified latter	
7	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any	To be notified latter	
8	Date for opening of Financial Proposal (online)	To be notified latter	

The successful bidder shall be selected only on the basis of bid offering lowest lump sum claim for execution of the entire work.

Vidyasagar College reserves the right to cancel the tender at any stage without assigning any reason there of. Item of work as stated above are illustrative but not exhaustive. Any other work as will be incidental in holding such fair / exhibition will require to be done by the agency without any charges.

Any deficiency in delivery of service will be treated as non-performance of work as per terms and conditions and in such instances Earnest Money/ Security Deposit will be forfeited without assigning any reason and decision of the Vidyasagar College will be final.

SD/- Teacher In Charge,
Vidyasagar College
39, Sankar Ghosh Ln, Simla,
Machubazar, Kolkata, West Bengal 700006