



Government of West Bengal  
West Bengal State Haj Committee  
Madinat-ul-Hujjaj, Action Area-II, New Town, Rajarhat-700 160  
E-mail : wbshc2011@gmail.com, Ph. No. – 2986 0249, 2290 3617

TENDER NO: WBSHC/e- NIQ/07/2022

DATED: 19/09/2022

**EXPRESSION OF INTEREST  
FOR EMPANELMENT OF  
EVENT MANAGEMENT COMPANY/FIRM/AGENCY  
TO WORK AS A DECORATOR/EVENT MANAGER**

**at  
HAJ HOUSE  
AT 26B Dilkhusha Street, Kolkata-70017**

The quotation shall be electronically submitted in the website: <https://wbtenders.gov.in>

Important Date		
Sl No.	Particulars	Date & time
1.	Publishing date and time	<b>19.09.2022 at 6:50 PM</b>
2.	Document download start date(online)	<b>19.09.2022 at 6:50 PM</b>
3.	Bid submission start date (Online)	<b>19.09.2022 at 6:50 PM</b>
4.	Pre Bid Meeting	<b>28.09.2022 at 4:00 PM</b>
5.	Bid Submission closing (Online)	<b>14.10.2022 at 10:00 AM</b>
6.	Bid opening date for Technical Proposals (Online)	<b>17.10.2022 at 11:00 AM</b>
7.	Bid opening date for Financial Proposal (Online )	<b>To be informed later</b>

**EXECUTIVE OFFICER  
WEST BENGAL STATE HAJ COMMITTEE**

## **INTRODUCTION**

West Bengal State Haj committee (WEST BENGAL STATE HAJ COMMITTEE) is a statutory body under the MA & ME Department, Govt. of West Bengal.

### **Description of Tender**

WEST BENGAL STATE HAJ COMMITTEE is seeking an Event management Company/Firm/Agency to work as a Decorator/Caterer in WEST BENGAL STATE HAJ COMMITTEE. Hence this Expression of Interest (EOI) is called from the interested and suitable company/ firm/agency.

WEST BENGAL STATE HAJ COMMITTEE will empanel maximum three (3) agencies to work as a Decorator/Caterer in Haj House Hall/ Premises, Kolkata

### **Description of Work**

Empanelled agency (contractor) will be regarded as an Authorised Event Manager/ Decorator/Caterer for WEST BENGAL STATE HAJ COMMITTEE Hall/Premises. The agency will work only for the organisers who will book hall/premises by WEST BENGAL STATE HAJ COMMITTEE. Empanelled agency will have the right to erect pandals, stage, lighting work, flower decorations, crockery work etc. or any other hiring items in the Haj House Hall/Premises of WEST BENGAL STATE HAJ COMMITTEE. No other agency will be allowed to do the above job in the Haj House Hall/Premises of WEST BENGAL STATE HAJ COMMITTEE.



## **Eligibility Criteria**

Expression of Interest (EOI) shall be evaluated in two stages:-

### **1. Technical evaluation of proposal**

- a) Annual Turnover the last 3 (three) years ( 2019-20, 2020-21,2021-22)should be a minimum Rs. 20,00,000/- (twenty lakh) (average) – duly certified by CA to be submitted.
- b) Photocopy of GST & PAN Card - To be attached.
- c) EMD of Rs. 15,000/- (Fifteen thousand only)- Application received without EMD will be summarily rejected. EMD of successful vendor will be converted with security deposit but to others will be refunded as per govt. rules.
- d) Company/ firm/Agency should have at least three (3) years experience of both Catering & Decorating work to any Govt./ Semi-Govt./Private Organization etc. for last three (3) years.
- e) IT return for past three years of the last four years ( 2019-20, 2020-21,2021-22)
- f) Trade license/ PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW/ COMPANY REGISTRATION CERTIFICATE

### **2. Financial Bid (Separate sealed envelope)**

The Agency shall be selected after fulfilling all the terms & conditions of the technical bid and the bidder **who offers the highest (H1) amount will be considered and agreed to supply items at our fixed rate (Rate list attached)**

WEST BENGAL STATE HAJ COMMITTEE will empanel maximum three (03) agencies on the basis of highest financial (H1) bid.

The WEST BENGAL STATE HAJ COMMITTEE may also empanel two other agencies so that in case one agency failed to take up the job, the same can be provided to H2/H3.

For the finalisation of the empanelment of other two (2) agencies, WEST BENGAL STATE HAJ COMMITTEE may offer H1 rate to the 2<sup>nd</sup> and 3<sup>rd</sup> highest financial bidder. If these two (2) agencies don't agree with H1 rate, then the offer may given to the next bidder accordingly(in descending order of the value of their financial bid).

Financial proposal would be the net amount (as per financial bid H1) payable to WEST BENGAL STATE HAJ COMMITTEE at once contract for period (11 months) from 1<sup>st</sup> January 2021 in the form of DD favoring WEST BENGAL STATE HAJ COMMITTEE payable at Kolkata

WEST BENGAL STATE HAJ COMMITTEE reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and the WEST BENGAL STATE HAJ COMMITTEE decision shall be final in this regard. WEST BENGAL STATE HAJ COMMITTEE may, in its absolute discretion, waive any of the conditions and/or requirements in the EOI in respect of any or all of the bidders. The agency must not have been black listed by any Central Govt./State Govt./ State PSU in this regards an under taking to be submitted.

### **Obligations of the bidding agency**

1. The Agency shall use only the WBSHC Hall/Premises for decoration/catering work and shall not use any other space for any other purposes or for any advertisement.
2. The agency is responsible for maintaining and cleanliness of the area during the event time.
3. The Agency shall use cooking & serving space as specified by WEST BENGAL STATE HAJ COMMITTEE on the ground floor.

### **Guidelines for Scope of Work:-**

- a. Empanelled agency will have the right to erect pandals, stage, lighting work, flower decorations, crockery work, fooding/buffet arrangement etc. or any other hiring items in the WBSHC Hall/Premises.
- b. Complete hygiene and cleanliness has to be maintained in the allotted area. Any litter thrown anywhere in the park area due to the activities of the Person/Firm/Agency has to be cleared/collected by the Agency only.
- c. The item supplied by the agency would be of the best quality.
- d. The empanelled agency will provide adequate fire fighting measures for the pandals in premises area.
- e. In case of Power failure the agency may use hus own/hired Genset.
- f. The agency has to do all the decoration and catering work within that time frame for which organiser has booked the hall/premises for their event.
- g. After each event the WBSHC Hall/Premises should be labelled by the empanelled agency.
- h. The agency has to take all the belongings from the WBSHC Hall/Premises on the completion of the event.



- i. The Agency shall not use substandard serving material.
- j. 70% of the Electricity bill of Haj House to be borne by the tender awardee.
- k. Any work of payment related issue must be handled by agency/event manager itself. WEST BENGAL STATE HAJ COMMITTEE will not have any responsibility or role in these matters.

### **Overall Management**

The Agency must employ adult and efficient labour/ Staff only. Employment of child labour will lead to the termination of the contract. The successful bidder shall engage only such workers, whose antecedents have been thoroughly verified including character and other formalities.

The agency shall ensure that all the workforce deployed should be in proper uniform while on duty.

### **Notification**

WEST BENGAL STATE HAJ COMMITTEE will notify the Successful Bidder by a Letter of Award (LOA) that its Proposal has been accepted.

### **Right to accept or reject proposal**

WEST BENGAL HAJ COMMITTEE reserves the right to accept or reject any or all of the Proposals without assigning any reason.

WEST BENGAL HAJ COMMITTEE reserves the right to invite revised Proposals from Bidders with or without amendment of the Tender Document at any stage, without liability or any obligation for such invitation and without assigning any reason.

### **Terms and Conditions**

- 1) The WEST BENGAL STATE HAJ COMMITTEE empanelled to the Agency for 11 months from January 2021 to January 2022 (excluding the months of June and July for Haj purpose). The agreement will be made and executed for 11 months only commencing from the date of agreement. This agreement may be further extended upto two more years at the sole discretion of WBSHC and subject to the satisfactory



performance of services and proper fulfillment of all the terms and conditions and subject to decision of WEST BENGAL STATE HAJ COMMITTEE. However in this event of extension of agreement, bid amount may be increased by certain percentage to be decided by WEST BENGAL STATE HAJ COMMITTEE.

- 2) The agency will have to pay net amount (as per highest financial bid H1) payable to WEST BENGAL STATE HAJ COMMITTEE at once for contract period.
- 3) The empanelled agency cannot withdraw from empanelment as an authorised decorator/caterer in WBSHC before the tender tenure i.e., 11 (eleven) months.
- 4) If the empanelled agency withdraws before the tender tenure (11 months) then WEST BENGAL STATE HAJ COMMITTEE will have the right to forfeit the security amount and also take other action as deemed fit.
- 5) The successful Agency shall give bank guarantee/DD from the Nationalized bank located in Kolkata of **Rupees 5,00,000/- (five lakhs) as security**, which shall be valid for 14 months and shall be returned to the Agency after the expiry/termination of the allotment period.
- 6) If there is any damage of WBSHC Hall/Premises property/ facility at Park Circus or any payments due to WEST BENGAL STATE HAJ COMMITTEE or any demand from any authority to WEST BENGAL STATE HAJ COMMITTEE regarding dues payable by the Agency, the Bidder shall be liable to pay the same, failing which WEST BENGAL STATE HAJ COMMITTEE will take action against the Agency. WEST BENGAL STATE HAJ COMMITTEE can also encash the bank guarantee/DD held in security to realize this payment.
- 7) The Agency shall obtain prior permission of WEST BENGAL STATE HAJ COMMITTEE before carrying out any modifications of structures or before putting any furniture and fixtures in the Hall/ Premises.
- 8) Inspection of the WBSHC Hall/Premises, event area/space may be conducted by any officer/ employee of WEST BENGAL STATE HAJ COMMITTEE at any time and day. All damages/breakages etc. noticed by this team will be set right by Agency within a fortnight, failing which WEST BENGAL STATE HAJ COMMITTEE will carry out repairs/ renovation works and debit the cost to Agency.
- 9) The Agency shall obtain all necessary and statutory permissions and licenses from various departments like fire department/sales tax department and any other concerned departments for running of event management company/catering/ decoration work.
- 10) The empanelled agency is restricted to do the job only for the organiser who have booked the Hall/Premises by the WEST BENGAL STATE HAJ COMMITTEE.
- 11) The empanelled agency does not have the right to do any personal work, without the permission of WEST BENGAL STATE HAJ COMMITTEE.
- 12) Any loss incurred to WBSHC Hall/Premises in the event, due to catering & decoration



work will be recovered from the agency.

- 13) The agency has to use a certified expert for all the electrical work.
- 14) The Agency shall carry out only the specified approved activities in WBSHC Hall/Premises and shall not carry any unspecified activities in contravention with the agreement. If the Agency indulges in carrying out any unapproved activities the WEST BENGAL STATE HAJ COMMITTEE shall be at liberty to cancel the agreement after giving fifteen (15) days written notice to the Agency and security deposit will be forfeited.
- 15) The WEST BENGAL STATE HAJ COMMITTEE reserves the right to cancel allotment at any point of time after giving fifteen (15) days written notice to the Agency and also the right to inspect and control the development and operational work undertaken by the Agency at all times and the Agency shall obey the orders and directions issued by the WEST BENGAL STATE HAJ COMMITTEE in the developmental work of the WBSHC Hall/Premises.
- 16) Complete hygiene and Cleanliness has to be maintained in the allotted area. Any litter thrown anywhere in the park area due to the activities of the Person/Firm/Agency has to be cleared/collected by the Agency only.
- 17) Any other condition found necessary by WEST BENGAL STATE HAJ COMMITTEE management shall be included after discussion in the agreement.
- 18) The above Terms and Conditions are included in the agreement.

Agency agreeing the above terms and conditions, satisfying the above eligibility conditions and interested in running the above activities should give the **financial bid** with their agency profile.

## **Technical Bid**

### **Particulars of the Company/ Firm / Agency (Please submit along with documentary evidence)**

A bidder shall submit Technical Bid and Financial Bid in separate sealed envelopes contained in another envelope containing both the Financial and Technical Bid. A bidder shall not submit more than one bid.

#### **Signature of the applicant with Seal**

S.No.	Particulars			
01	Name of the Company/ Firm/Agency			
02	Type of the Company whether, Proprietorship, Partnership Etc.			
03	Name and Address of the Proprietor/Partners/Directors of the Company.	(i) (ii) (iii)		
04	Registered Office Address and Telephone / Mobile Number & Email address.  Local Contact Address/ Telephone / Mobile Number.			
05	Turnover of the Company/Firm/ Agency during the last 3 years.	2021-20	Rs.	Lakh
		2020-21	Rs.	Lakh
		2021-22	Rs.	Lakh
06	Work experience of the Company/ Firm/Agency during the last 3 years.			
07	GST - (Photocopy)			
08	PAN Card (Photocopy)			
9	<b>Earnest Money Details : (Enclose Original Bank/Demand Draft)</b>			
	1. Demand/Bank Draft No. 2. Bank and Branch Name 3. Amount			



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**FINANCIAL BID**  
**(To Be Given on Applicant's letter head)**

**Financial bid envelope should contain the following :-**

SI. No.	Details of scope of work	Amount in Rs. payable to WEST BENGAL STATE HAJ COMMITTEE (inclusive of all taxes) for contract period (11 months)
1.	As mentioned in the tender document.	

**Declaration:** I/We declare that, the information given above is correct to the best of my knowledge and understanding. In case it is found false/incorrect, at any stage, WEST BENGAL STATE HAJ COMMITTEE may terminate the contract and could take suitable actions against the company/firm/agency. I/We have read/gone through the terms, conditions, rules, guidelines etc. of the tender work. I/We agree to do Decorator/Caterer work in WBSHC Hall/Premises as mentioned in the tender document @ Rs.

.....(In words.....  
..... for eleven months).

Date:- (Signature/s of the Tenderer /Authorized person  
Place:- Full Name/s:.....  
Designation: .....  
Stamp: .....

(Please put signature and name on every page of Bid Document and Enclosures.)

**EXECUTIVE OFFICER**  
**WEST BENGAL STATE HAJ COMMITTEE**



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Qty	PARTICULARS	RATE {PER PIECE}	AMOUNT
	COOKING SHED		2000
	STAGE 18 * 12 = 216SFT	3200	1
	STAGE 12 * 9= 108 SFT	1600	
	STAGE 18 * 9 = 162 SFT	2400	
	PLATFORM 9 * 6 = 54 SFT	800	
	PLATFORM 12 * 9 = 108 SFT	1600	
	CARPET 18*12/ 18 * 9	600	
	CARPET12 * 9	300	
	CARPET 9*6	200	
	FLOORING ON STAGE WITH DURRY, GADDA, AND BED SHEET. PILLOW AND AASAN	1000	
	CANOPY ( UMBRELLA)	1000	
	BANQUET CHAIR	35	
	BANQUET CHAIR COVER	15	
	FIBRE CHAIR	4	
	FIBRE CHAIR COVER	10	
	FANCY STEEL SOFA	100	
	CENTRE TABLE	25	
	SINGHASAN	500	
	FANCY COUCH	3000	
	FANCY BUFFET COUNTER	500	
	WOODEN TABLE 5 * 3	50	
	WHITE TABLE COVER	25	
	SATIN FRILL	100	
	ROUND TABLE WITH COVER AND FRILL	200	
	WOODEN CHOWKI	100	
	SYNTHETIC CARPET	3 psft	
	SYNTHETIC CARPET FOR PASSAGE		
	DURRY	40	
	SINGLE BED SHEET	50	
	DOUBLE BED SHEET	80	
	FOAMGADDA	50	
	PILLOW WITH COVER	10	
	CLOTH WALLING	6psft	
	ARRANGING CHARGES		1500
	TRANPORTATION BOTH WAYS		1000
	TOTAL		



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Qty	PARTICULARS	RATE ( PER PIECE)	AMOUNT
	WHITE METAL FOR PASSAGE ..	250	
	WHITE METAL FOR GR. FLOOR HALL	250	
	WHITE METAL FOR 1 <sup>st</sup> FLOOR HALL	250	
	WHITE METAL FOR 2 <sup>nd</sup> FLOOR HALL	250	
	WHITE METAL FOR KITCHEN	250	
	COLOUR METAL	300	
	4LAMPJHAR	200	
	. SINGLE LAMP JHAR	100	
	BIG JHAR	300	
	MAIN GATE JHAR	500	
10,000	LED TUNI LIGHT FOR PASSAGE	3500	
	TUNI LIGHT FOR GR. FLR WINDOW	600	
	TUNI LIGHT FOR 1 <sup>st</sup> .FLR WINDOW	600	
.	TUNI LIGHT FOR 2 <sup>nd</sup> FLR WINDOW	600	
	LED PAR FOR STAGE	250	
	SPOT LIGHT FOR CANOPY	50	
	STAND FAN	100	
	AIR COOLER	500	
	PLUG POINT	100	
	SOUND SYSTEM FOR NIKAH	1000	
	ELECTRICITY CHARGES 1 FLOOR	1000	
	ELECTRICITY CHARGES 2 FLOORS	2000	
	ELECTRICITY CHARGES 3 FLOORS	3000	
	SANITISER MACHINE	1000	
	GENERATOR (WITHOUT FUEL)	4500	
	TOTAL		



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QTY	PARTICULARS	RATE (PER PIECE)	AMOUNT
	COPPER DEG (20KG) + LID	100	
	COPPER DEG (15KG) + LID	100	
	- COPPER LAGAN	150	
	ALU. DEGCHI + LID	40	
	ALUGAMLA	15	
	ALU TUB	30	
	GAL. ROAST PAN	25	
	IRON BALTI	10	
	HAMINDISTA	10	
	<b>IRON KARAI (DABBOO)</b>	<b>50</b>	
	IRON KARAI (FLAT)	50	
.	GAS OVEN	100	
	TANDOOR (DRUM)	500	
	GASTANDOOR	600	
	TANDOOR ( <b>IRON</b> )	1000	
	IRON SEEKH	2	
	IRON TAWA	100	
	WATER DRUM	50	
	PLASTIC DRUM + LID	50	
	JALEBI TAI	50	.
	LONG DISH	<b>S</b>	
	CURRY BOWL	<b>5</b>	
	S/SJUG	<b>5</b>	
	<b>TOTAL</b>		



# Government of West Bengal

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QTY	PARTICULARS	RATE (PER PIECE)	AMOUNT
	FULL PLATE -	3	
	QUARTER PLATE	2	
	DINNER SPOON	1	
	. TEASPOON	1	
	FORK	1	
	FOOD WARMER	100	
	FOOD WARMER JACKET	50	
	SMALL FOOD WARMER	50	
	SNACKS FOOD WARMER	30	
	TAWA	100	
	SERVICE SPOON	5	
	RICE SERVER	5	
	TONG	5	
	LONG DISH	5	
	CURRY BOWL	5	
	ROUND TRAY	15	
	PICK UP TRAY	10	
	SERVICE TRAY	10	
	SALAD STAND	50	
	NAPKIN HOLDER	5	
	TOOTHPICK HOLDER	5	
	MENU STAND	10	
	STEEL JUG	5	
	STEEL TUB	20	
	PICK UP STAND	30	.
	ICE CREAM CUP	2	
	TEA CONTAINER	50	-
	WATER GALSS	1	
	JUICE GLASS	1	.
	BLOSSOM GLASS	1	
	MOCKTAIL GLASS	2	
	RING GLASS	3	
	SALAD BOWL	10	
	GLASS BATI	1	
	CUP SAUCER	2	..
	P.V.CTUB	20	
	STEEL DRUM	25	
	COFFEE MACHINE WITH OPERATOR	1000	
	TRANSPORTATION UP & DOWN		
		TOTAL	