



**Government of West Bengal**  
West Bengal State Haj Committee  
Madinat-ul-Hujjaj, Action Area-II, New Town, Rajarhat-700 160  
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TENDER NO: WBSHC/e- NIQ/03/2020-21

DATED: 02/09/2020

**EXPRESSION OF INTEREST  
FOR EMPANELMENT OF  
EVENT MANAGEMENT COMPANY/FIRM/AGENCY  
TO WORK AS A DECORATOR/EVENT MANAGER  
IN  
HAJ HOUSE  
AT 26B Dilkhusa Street, Kolkata-70017**

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

<b>Important Date</b>		
<b>Sl No.</b>	<b>Particulars</b>	<b>Date &amp; time</b>
1.	Publishing date and time	<b>02.09.2020 at 6:50 PM</b>
2.	Document download start date(online)	<b>02.09.2020 at 6:50 PM</b>
3.	Bid submission start date (Online)	<b>02.09.2020 at 6:50 PM</b>
4.	Pre Bid Meeting	<b>10.09.2020 at 3:30 PM</b>
5.	Bid Submission closing (Online)	<b>12.09.2020 at 6:50 PM</b>
6.	Bid opening date for Technical Proposals (Online)	<b>15.09.2020 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 during the last 3 (three) years ( 2016-17, 2017-18,2018-19) should be a minimum Rs. 20,00,000/- (twenty lakh) (average) - Details to be attached.
- b) Photocopy of GST & PAN Card - To be attached.
- c) EMD of Rs. 15,000/- (Fifteen thousand only)-
- 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 three years of the last four years
- f) Trade license/certificate
- g) FSSAI 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.**

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 will also empanel two other agencies under mutual consent that they agree to work on the higher financial bid.

For the finalisation of the empanelment of other two (2) agencies, WEST BENGAL STATE HAJ COMMITTEE will 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 will be 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.

### **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. Regarding all the electricity works in the premises, the agency needs to use 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.

### **Declaration of Successful Bidder**

WEST BENGAL STATE HAJ COMMITTEE may either choose to accept the proposal of the successful tenderer or invite him for negotiations. Upon acceptance of the proposal of the tenderer financially qualified with or without negotiations, WEST BENGAL STATE HAJ COMMITTEE shall declare the tenderer as the successful bidder.

### **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 for 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 other action can be taken.
- 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 11 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 this will be recover from the agency.

- 13) The agency has to use a certified expert for all the electricity 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.
- 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) The agency shall submit an items price list (annexed) at the time of Pre Bid Meeting
- 17) 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.
- 18) Any other condition found necessary by WEST BENGAL STATE HAJ COMMITTEE management shall be included after discussion in the agreement.
- 19) 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**

<b>S.No.</b>	<b>Particulars</b>			
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.	2016-17	Rs.	Lakh
		2017-18	Rs.	Lakh
		2018-19	Rs.	Lakh
06	Work experience of the Company/ Firm/Agency during the last 3 years.			
07	GST - (Photocopy)			
08	PAN Card (Photocopy)			
09	Food License (Photocopy)			
10	<b>Earnest Money Details :</b> <b>(Enclose Original</b> <b>Bank/Demand Draft)</b>			
	1. Demand/Bank Draft No. 2. Bank and Branch Name 3. Amount			

**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 CMMITTEE (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 CMMITTEE 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**



<u>ITEMS</u>		<u>QUANTITY</u>	<u>RATE</u>	<u>TOTAL</u>
R.A.K Full Plate				
R.A.K Quarter Plate				
Fibre Plate				
S/S. Dinner Spoon				
S/S. Dinner Fork				
S/S. Tea Spoon				
S/S. Long Dish				
S/S. Tray				
S/S. Curry Bowl				
S/S. Rice Spoon				
S/S. Service Spoon				
S/S. Tong				
S/S. Hy Foodwarmer				
Brass Foodwarmer				
S/S. Tawa Set				
Fancy Service Tray				
Pick Up Tray				
S/S. Snack Warmer				
S/S. Water Jug				
S/S. Dustbin Stand				
P.V.C Round Tub				
Fancy Glass Bowl				
Juice Glass				
Fancy Water Glass				
Mocktail Glass				
S/S. Tea Container				
Electric Soup Turin				
B/C. Cup & Saucer				
S/S. Ice Cream Cup				
H/C Soup Bowl				
Transportation Charges				
Labour Charges				

