



**Government of West Bengal**  
**West Bengal State Haj Committee**

(Minority Affairs and Madrasah Education Department)

Madinat-ul-Hujjaj, AA-II/26A, New Town, Kolkata- 700160

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TENDER NO: WBSHC/e- NIQ/08/2026

DATED: 11/09/2026

**Name of the Items: Decoration and audio visual arrangements for Haj Training program - 2027 at Madinat-ul-Hujjaj, II-26/A , New Town, Rajarhat, Kolkata – 700160**

Electronic Quotations are invited from financially sound, experienced, resourceful and bona-fide agencies/ firm/Associations of persons / contractor/ Limited Companies for **Decoration and audio visual arrangements for Haj Training program - 2027 at Madinat-ul-Hujjaj, II-26/A , New Town, Rajarhat, Kolkata – 700160**

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

| <b>Important Date</b> |                                                   |                               |
|-----------------------|---------------------------------------------------|-------------------------------|
| Sl No.                | Particulars                                       | Date & time                   |
| 1.                    | Publishing date and time                          | <b>11.09.2026 at 6:50 PM</b>  |
| 2.                    | Document download start date(online)              | <b>11.09.2026 at 6:50 PM</b>  |
| 3.                    | Bid submission start date (Online)                | <b>11.09.2026 at 6:50 PM</b>  |
| 4.                    | Pre Bid Meeting                                   | <b>23.09.2026 at 11:00 AM</b> |
| 5.                    | Bid Submission closing (Online)                   | <b>06.10.2026 at 10:00 AM</b> |
| 6.                    | Bid opening date for Technical Proposals (Online) | <b>08.10.2026 at 11:00 AM</b> |
| 7.                    | Bid opening date for Financial Proposal (Online ) | <b>to be informed later</b>   |

- 1) **SCOPE:**  
**Decoration and audio visual arrangements for Haj Training program - 2027 at Madinat-ul-Hujjaj, II-26/A , New Town, Rajarhat, Kolkata – 700160**
- 2) **Eligible Criteria for Bidders**
  - a. Valid Trade license.
  - b. PAN Card.
  - c. GST Registration certificate.
  - d. Income tax return for last three years.
  - e. Audit Report for last three years.
  - f. Annual turnover minimum 20 lakh during last three years.
  - g. Firm/Company registration certificate.
  - h. Self-Declaration of non-blacklisting of firm.
  - i. Experience of rendering similar supply work in a single order to offices under the establishment of Government of West Bengal or Government of India/ Undertaking of Government of West Bengal or Government of India. Also produce payment information against completion of supply/work done.
- 3) **Earnest Money:-**The bidder shall be required to deposit Earnest Money of Rs. 20,000.00 (Rupees Twenty thousand only) in Online Mode only (as per Finance Memo No: 3975 F (Y) dated 28th July 2016). By selecting ICICI Bank Mode bidder have to pay the EMD amount through net banking and in case of ICICI NEFT/RTGS a challan will generate online in that case bidder have to pay the EMD at their concerned bank branch through NEFT of RTGS mode.
- 4) **Terms & Conditions to be followed for the Technical Bid.**
  - a) Multiple quotations by a single agency will not be entertained.
  - b) The items shall have to be provided in good condition.
  - c) Quality and other related things shall not be compromised.
  - d) Hard copy to be submitted in the Office of West Bengal State Haj Committee, Madinat-ul-Hujjaj, Action Area – II, New Town, Rajarhat, Kolkata – 700160
  - e) **BOQ:** The Financial Proposal should contain Bill of Quantities (BOQ) in one cover (folder). The service providers and or their authorized representatives is to quote the rate online through computer in the space marked for quoting rate in the BOQ after downloading the prescribed format from the web site.
  - f) **Opening of Bid Proposal:** A Tender Evaluation Committee comprises of selected officers will open the bids of the Tender.
  - g) Intending bidder may remain present if they so desire during opening of technical and financial bid.
  - h) Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory/Non-statutory Documents the tender will summarily be rejected.
  - i) Decrypted (transformed into readable formats) documents of the Non-Statutory cover will be downloaded and handed over to the Tender Evaluation Committee.
  - j) Pursuant to scrutiny and decision of the Tender Evaluation Committee the Summary List of eligible bidder and the serial number of items for which their proposal will be considered & uploaded in the web portal.
  - k) During evaluation the committee may summon the bidder and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
  - l) **Rejection of Bid:** The E-tender Committee formed by the West Bengal State Haj Committee reserves the right to reject any / or all the tendered rates without assigning any reason and/ or not to place any orders even after selection and is not liable for any cost that might have been incurred by any bidder at the stage of bidding and also reserves the right to divide the contract amongst any number of bidder, if required so. The said committee does not bind himself to accept the lowest rate.

- m) If the contractor fails to provide any or all of the items or to perform the Services within the period(s) specified in the Contract, the WBSHC shall, without prejudice to its other remedies under the Contract; WBSHC shall impose a penalty as per Tender Terms & Conditions including forfeiture of EMD, Security Deposit and Deposit of Cheque etc.
- n) The price list as mentioned in BOQ will be made an attachment to this agreement and will be valid for the above mention period.
- o) The Contractor will employ adequate number of staff in order to maintain efficiency.
- p) All persons engaged by the contractor shall be the contractor's own employees and they will claim no privileges from WBSHC. The contractor will be directly responsible for the administration of his employees as regards general discipline and courteous behaviour.
- q) The contractor will not take out of the Madinat-ul Hujjaj Premises any articles or stores without a Gate-Pass to be issued by the Cell in-charge, WBSHC. In the event of failure, to supply the approved items without notice by the contractor, the same will be arranged by the Organization at the Contractor's risk and cost.
- r) The Contractor shall at his own cost, effect, as required as per the Act, necessary insurance in respect of the staff and other personnel or persons to be employed or engaged by the Contractor in connection with the rendering of the aforesaid services to Haj Pilgrims/Companion / other and shall comply with the provisions of (Regulation and Abolition) Act, Employees Staff Insurance Act, Workmen's Compensation Act, Payment of was Act, The Employees Provident Fund and Family Pension Fund Act 1952, the other rules regulations and / or statues that may be applicable to them now or that may be introduced.
- s) The contractor will have to furnish the statement showing the names and was of all the employees engaged for decorator. Any addition/deletion must be communicated to WBSHC. WBSHC will issue ID Cards to the contractor's worker in consultation with Contractor.
- t) Contractor will ensure that hazardous or inflammable or any intoxicating material is not stored in the office premises.
- u) **The contractor shall be responsible for all damages or losses to WBSHC**, property by the contractor himself or his staff and shall be liable to make good any such loss or damage excepting those due to reasonable use or wear and tear or such as caused by an act of God.
- v) WBSHC will not be in any way responsible for any loss or damages accruing to any goods, stores or articles that may be kept by the contractor in the office premises.
- w) In case of any dispute the decision of EO, WBSHC will be final and binding on the Contractor.
- x) TDS will be deducted as per financial norms.

## 5) Special Terms & Conditions

1. The successful bidder shall provide, install, operate and dismantle all equipment and infrastructure at the venue as directed by the West Bengal State Haj Committee.
2. All audio-visual equipment, LED screens, sound systems, wiring and stage structures shall be of professional quality and in good working condition.
3. The contractor shall ensure uninterrupted power supply, proper cabling, safety measures and backup arrangements throughout the programme.
4. The contractor shall deploy adequate skilled manpower for installation, operation and maintenance of all equipment during the event period.
5. Transportation, loading, unloading, installation, operation, maintenance and dismantling charges shall be included in the quoted rate.
6. The work shall be completed to the satisfaction of the Executive Officer, West Bengal State Haj Committee.
7. Any defective equipment shall be replaced immediately at no extra cost to WBSHC.
8. The quoted rates shall be inclusive of all taxes, duties, labour charges, transportation charges and other incidental expenses.

**Note:** The quantities indicated in the Schedule of Requirements are tentative and may be increased or decreased depending upon the actual requirement of the Haj Training Programme–2027 to be held from **28.11.2026 to 03.12.2026**. Payment shall be made on the basis of actual quantities utilized and certified by the competent authority. The bidder shall keep adequate standby equipment, technical manpower and backup arrangements throughout the programme period.

### Schedule of Requirements (On Hiring Basis)

The successful bidder shall provide, install, operate, maintain during the event period, and dismantle all items after completion of the programme. The rates quoted shall be inclusive of transportation, loading/unloading, installation, operation, manpower, maintenance, taxes, duties, and all incidental charges. Quantities indicated below are tentative and may vary as per actual requirement of WBSHC.

| Sl. No. | Description of Item                                                                                                            | Specification / Size | Unit | Quantity |
|---------|--------------------------------------------------------------------------------------------------------------------------------|----------------------|------|----------|
| 1       | Stainless Steel Banquet Chair with White Cover                                                                                 | Premium Quality      | Nos. | 800      |
| 2       | PVC Chair with White Cover                                                                                                     | Premium Quality      | Nos. | 400      |
| 3       | Wooden Table with Cover                                                                                                        | Standard             | Nos. | 100      |
| 4       | Round Table with Cover & Frill                                                                                                 | Standard             | Nos. | 9        |
| 5       | Buffet Counter                                                                                                                 | 15' × 3'             | Nos. | 4        |
| 6       | Registration Desk                                                                                                              | 10' × 3'             | No.  | 1        |
| 7       | Breakfast Distribution Counter                                                                                                 | 10' × 3'             | No.  | 1        |
| 8       | Sound Console Platform                                                                                                         | 20' × 3'             | No.  | 1        |
| 9       | Podium with Gooseneck Microphone Stand                                                                                         | Standard             | No.  | 1        |
| 10      | Iron Fabricated Stage with Carpet and Skirting                                                                                 | 24' × 16'            | No.  | 1        |
| 11      | LED Screen Riser Platform                                                                                                      | 24' × 4'             | No.  | 1        |
| 12      | LED Screen Riser Platform                                                                                                      | 8' × 4'              | No.  | 1        |
| 13      | Bamboo / Iron Structured Backdrop Framework                                                                                    | 60' × 24'            | No.  | 1        |
| 14      | Black Cloth Masking for Mosque Area                                                                                            | 65' × 7'             | No.  | 1        |
| 15      | Decorative Iron Truss Entrance Gate                                                                                            | 24' × 16'            | No.  | 1        |
| 16      | Flex Printing, Framing and Fixing                                                                                              | 156 Sq. Ft.          | Job  | 1        |
| 17      | Outdoor LED Video Wall complete with Laptop, HDMI, Video Switcher and AV Output                                                | 24' × 10'            | No.  | 1        |
| 18      | Indoor LED Video Wall complete with Laptop, HDMI, Video Switcher and AV Output                                                 | 8' × 6'              | No.  | 1        |
| 19      | Professional Audio-Video Conferencing System with Echo Cancellation                                                            | Complete Set         | Set  | 1        |
| 20      | Audio Delay System for Large Congregation Area                                                                                 | Complete Set         | Set  | 1        |
| 21      | Professional Line Array / Sound System with Mixer, Amplifier and Speaker Stands                                                | Complete Set         | Pair | 1        |
| 22      | Plasma / LED Television with Stand                                                                                             | Minimum 55"          | No.  | 1        |
| 23      | Professional Cameraman with HD Video Recording Equipment                                                                       | Complete Coverage    | No.  | 1        |
| 24      | Complete Electrical Wiring System including Main Power Distribution, Cabling, Distribution Boards, MCBs and Safety Accessories | Complete Arrangement | Lot  | 1        |

## Additional Technical Requirements

1. All LED screens shall be of high-resolution outdoor/indoor grade with uninterrupted display capability.
2. The bidder shall provide all necessary laptops, media players, HDMI extenders, switchers, audio mixers and accessories required for smooth operation.
3. The sound system shall ensure clear audibility throughout the venue without distortion, feedback or echo.
4. All stage structures, trusses, risers and gates shall be adequately braced and certified safe for public use.
5. The contractor shall arrange standby technical personnel and backup equipment throughout the programme.
6. All electrical installations shall conform to applicable safety standards and shall include proper earthing and protection devices.
7. The bidder shall coordinate with WBSHC officials for layout, branding, backdrop design, seating arrangement and placement of equipment before commencement of the programme.
8. Any damage caused to WBSHC property during installation, operation or dismantling shall be rectified by the contractor at his own cost.

### 6) INSTRUCTIONS FOR BIDDERS:

- a) Quotation must be electronically submitted in two parts, i.e., (i) Part-A, Technical Bid and (ii) Part- B, Price Bid.
- b) Technical bid should contain all the documents like, Quotation documents, Instructions for bidder, Pre-qualifying requirements, General terms & conditions duly filled in& signed by the bidder.
- c) Only one set of tender document duly signed & stamped on each page by authorized representative of bidder shall be electronically submitted. Bidder should note specifically that all pages of tender document are to be electronically submitted by them as a part of their offer. Price should not be mentioned by them anywhere in the technical bid portion of offer.
- d) Price should be mentioned only in the "Part-B, Price Bid Format" after quoting the rates online as specified in the price bid format. Rate per Item should be quoted for providing catering services for Haj Training Programme–2027 both in figures as well as in words including taxes in the price bid.
- e) Prior to quoting of rates, the intending agencies are requested to inspect **the godown/storing place at Madinat-ul-Hujjaj, Action Area – II, New Town, Kadampur, Kolkata – 700160**
- f) On the date of opening of Quotation, Technical Bid shall be opened first to select the eligible Bidder. Price Bid will be opened on the scheduled date only in respect of those Bidder, whose bids are found technically acceptable.
- g) The West Bengal State Haj Committee reserves the right to accept or reject any or all offer without assigning any reason thereof. In addition, the West Bengal State Haj Committee shall not entertain any correspondence from bidders in this matter.
- h) The West Bengal State Haj Committee reserves the right to relax the pre-requisites and/or negotiate the rates, terms and conditions with the lowest tenderer or any of the other bidder to ascertain the suitability of the acceptable offer.
- i) The contract shall remain valid for the Haj Training Programme–2027 and related activities as specified by WBSHC.. The authority holds the right to terminate the contract for violation of terms and conditions by the qualified bidder at any time without any notice or assigning any reason.
- j) The Bidder or their representative may attend the opening of both the Bids (Part A & B).
- k) **Registration of Contractor:** Any service providers and or their authorized representatives willing to take part in the process of E-Tendering will have to be enrolled & registered with the Government e-procurement system, through logging on to <https://wbtenders.gov.in>.
- l) **Digital Signature Certificated (DSC):** Each service providers and or their authorized representatives is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders for the approval service of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the web site <https://wbtenders.gov.in>. DSC is given as a USB e-Token.
- m) The service providers and or their authorized representatives can search and download the NIT and Tender Document(s) electronically from computer once he logs on to the website

<https://wbtenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

n) **Submission of Tenders:** Tenders are to be submitted through online to the web site <https://wbtenders.gov.in> in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). Virus scanned and digitally signed copies of the documents are to be uploaded. The documents will get encrypted (transformed into non readable formats).

o) **Payment of EMD:** The Tenderer shall be required to deposit Earnest Money of **Rs. 20,000.00 ( Rupees Twenty thousand) only** in Online Mode only (as per Finance Memo No: 3975 F dated 28<sup>th</sup> July 2016). By selecting ICICI Bank Mode bidder have to pay the EMD amount through net banking and in case of ICICI NEFT/RTGS a challan will generate online in that case bidder have to pay the EMD at their concerned bank branch through NEFT or RTGS mode.

p) **Technical Proposal:** The Technical Proposal should contain scanned copies of the following two covers (folders)

a) **Statutory Cover** Containing the following documents –

i. NIT

b) **Non-Statutory Cover** Containing the following documents –

| Sl. No. | Category Name     | Sub-Category Description | Detail(s)                                                                                                                                                                                                                                                                                       |
|---------|-------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A.      | Certificate (s)   | Certificate(s)           | GST Registration certificate<br>PAN<br>Valid Trade License<br>Licence under Contract Labour (Regulation and Abolition) Act.<br>IT return for last three Years<br>Audit report last three years                                                                                                  |
| B.      | Company Detail(s) | Company Detail           | PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW, MOA, TRADE LICENCE, COMPANY REGISTRATION CERTIFICATE                                                                                                                                                                                              |
| C.      | Balance Sheet     | Last Three Years         | P/L AND BALANCE SHEET Last Three Years                                                                                                                                                                                                                                                          |
| D.      | Credential        | Credential – 1           | Experience of rendering similar supply work in a single order to offices under the establishment of Government of West Bengal or Government of India/ Undertaking of Government of West Bengal or Government of India. Also produce payment information against completion of supply/work done. |

Sd/-

Executive Officer  
West Bengal State Haj Committee



**Government of West Bengal**  
**West Bengal State Haj Committee**

(Minority Affairs and Madrasah Education Department)

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TENDER NO: WBSHC/e- NIQ/08/2026

DATED: 11/09/2026

**Annexure-I**

Tender ID: \_\_\_\_\_

Hard copies are to be submitted to the Office of the Executive Officer, West Bengal State Haj Committee, Madinat-ul-Hujjaj, Action Area-II, New Town, Rajarhat, Kolkata – 700160 **before the opening date of the technical bid**, in the sequence noted below.

| Sl No | Name of the documents                         | Yes/No | Page No. |
|-------|-----------------------------------------------|--------|----------|
| 1     | EMD / Exemption Order                         |        |          |
| 2     | PAN Card                                      |        |          |
| 3     | GST Certificate                               |        |          |
| 4     | Trade Registration                            |        |          |
| 5     | IT Return last three years                    |        |          |
| 6     | Audit Report last three years                 |        |          |
| 7     | Annual Turnover certify by Chatter Accountant |        |          |
| 8     | Non Blacklistment Declaration                 |        |          |
| 9     | Credential with payment statement             |        |          |

Seal and Signature of Bidder