



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/11/2025

DATED: 18/11/2025

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

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

Important Date		
SI No.	Particulars	Date & time
1.	Publishing date and time	19.11.2025 at 6:50 PM
2.	Document download start date(online)	19.11.2025 at 6:50 PM
3.	Bid submission start date (Online)	19.11.2025 at 6:50 PM
4.	Pre Bid Meeting	02.12.2025 at 11:00 AM
5.	Bid Submission closing (Online)	16.12.2025 at 10:00 AM
6.	Bid opening date for Technical Proposals (Online)	18.12.2025 at 11:00 AM
7.	Bid opening date for Financial Proposal (Online)	to be informed later

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 (2022-23, 2023-24,2024-25)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) The bidder shall be required to deposit Earnest Money of Rs. 50,000.00 (Rupees Fifty 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. 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 three years
- f) Trade license/ PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW/ COMPANY REGISTRATION CERTIFICATE may be submitted as per requirement.

2. Financial Bid (Separate sealed envelope)

The Financial bid of the Agencies technically qualified & fulfilled all the term & condition of the tender will be opened.

Bidder will be selected who agrees to the supply the utensil & other accessories as per the fixed list rate attached as annexure I and **who offer highest amount(H1)** 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 may also like empanel two other agencies so that in case work is not disrupted in cases first (H1) bidder fails to perform..

For the finalization of the empanelment of other two (2) agencies, WEST BENGAL STATE

HAI COMMITTEE may offer H1 rate to the 2nd and 3rd highest financial bidder. If these two (2) agencies 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 HAI COMMITTEE at once contract for period (11 months) from 1st January 2021 in the form of DD favoring WEST BENGAL STATE HAI COMMITTEE payable at Kolkata WEST BENGAL STATE HAI 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 HAI COMMITTEE decision shall be final in this regard. WEST BENGAL STATE HAI 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 HAI 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 their own/hired Genset.
- f. The agency has to do all the decoration and catering work within that time frame for

- which organizer 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 / payment related issue between the agency and the party must be resolved 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 2026 to January 2027 (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
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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, however in case of extension of contract, the period of guarantee may also be extended. It 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 onebid.

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.	2022-23	Rs.	Lakh
		2023-24	Rs.	Lakh
		2024-25	Rs.	Lakh
06	Work experience of the Company/ Firm/Agency during the last 3 years.			
07	GST - (Photocopy)			
08	PAN Card (Photocopy)			
9	Earnest Money Details : (Enclose Original Bank/Demand Draft)			
	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 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				

