



**WEST BENGAL STATE FOOD PROCESSING
&
HORTICULTURE DEVELOPMENT CORPORATION LIMITED
(A GOVT. OF WEST BENGAL ENTERPRISE)
BENFISH TOWER (6th Floor)
31 - GN Block, Sector – V.
KOLKATA – 700091**

No: 75/WBSFPHDCL/1770/2024-25

Date: 17.01.2025

NOTICE INVITING E-TENDER

1. Invitation:

Online tenders are hereby invited in **Two Bid System** from the reputed, experienced and bonafied agencies having sufficient credential and financial capabilities for the following nature of work:

Name of Work	Place of Work	Tentative Estimated Cost (Without Tax) *	Earnest Money
Organisation Of “Horticulture Festival 2025”, From 20/02/2025 To 22/02/2025 (Tentative)	Netaji Indoor Stadium	Rs. 22,00,000/- (Rupees Twenty two Lakh only) (Approx.)	Rs. 44,000/- (Rupees Forty Four Thousand only) [@ 2% of the Estimated Cost]

* Taxes will be as per standard norms on the quoted rate.

2. Scope of Work:

- I. The WBSFPHDCL, hereinafter referred to as the Tender inviting Authority, seeks for execution of the work, as specified in **Annexure – II**, from experienced bonafide Agencies.
- II. The successful Bidder has to complete the entire Work within stipulated time without fail.

3. Date & Time Schedule:

Sl. No.	Particulars	Details of Tender
1	Tender No.	75/WBSFPHDCL/1770/2024-25 Dated 17.01.2025
2	Cost of Tender Document	Rs. 1000/- (Rupees One thousand only)
3	Date of uploading (Publishing) of N.I.T. and other Documents (Online)	18.01.2025 at 10:00 a. m.
4	Documents download start date (Online)	18.01.2025 at 11:00 a. m.
5	Pre-Bid Meeting	22.01.2025 at 1:00 p. m.
	Venue of Pre-bid Meeting: Meeting Hall of the Deptt. of FPI&H, Benfish Tower (4th Floor), GN-31, Sec – V, Salt Lake, Kolkata – 700091	
6	Bid Proposal Submission Start Date (Online)	18.01.2025 at 11:00 a. m.
7	Documents download end date (Online)	01.02.2025 up to 04:00 p. m.
8	Bid proposal Submission end date (Online)	01.02.2025 up to 04:00 p. m.
9	Date & Time of opening of technical bids (Online)	04.02.2025 at 11:00 a. m.
10	The tenderer should lodge objection to the tender inviting authority within two days (48 hours) from the date of publication of list of technically qualified bidders and beyond that time schedule no objection will be entertained by the authority	

4. Eligibility criteria for participation in the Tender:

- i. The prospective Bidder must have valid documents as per Clause 5A of this E-Tender Document.
- ii. Intending tenderers should produce credentials of a similar nature of completed work of any Government at the National / state level during last 3 (three) years prior to the date of issue of this E-TENDER notice.
- iii. The Bidder must has the copy of the Payment Certificate or Work Completion Certificate, as the case may be, issued under the signature of the Competent Authority. The said Certificate should contain the particulars of the work completed, period of work and the total value of work.

5. Mandatory Documents Requirement:

A. For Technical Proposal

The technical proposal shall contain the signed and scanned copies of the following:

- a. Filled in form as given in Annexure – I
- b. Document in support of having registered office in West Bengal.
- c. Copy valid Memorandum of Articles / Registration Certificate
- d. Copy of Valid Pan Card
- e. Copy of Incorporation Certificate
- f. Technical Credentials
 - i. Completion certificate for the work in technical credentials
Or
 - ii. Payment certificate of the said work
- g. Document in support of exemption in depositing earnest money (if claimed).

The requisite documents are to be submitted in the respective folder of the E-Tender portal. Failure in submission of any of the above documents may render the Bidder liable to be rejected.

B. For Financial Proposal

The Financial proposal should contain

Bill of Quantity (BOQ): The Bidder is to quote the rate online (At Par / % below/ % above) in the space marked in the BOQ for “ORGANISATION OF “HORTICULTURE FESTIVAL 2025”, AT NETAJI INDOOR STADIUM FROM 20/02/2025 TO 22/02/2025 (TENTATIVE)”.

The participant will be rejected in case it is uploaded in the folder of Technical Bid.

GENERAL TERMS AND CONDITIONS

1. Registration of Bidders

Any Bidder willing to take part in the process of e- Tendering will have to be enrolled and registered with the Government e-Procurement system/ Portal, <http://www.wbtenders.gov.in>. Each Bidder is to obtain a Digital Signature Certificate for submission of tenders from the approved Service Provider of the National Informatics Centre (NIC).

2. Collection of Bid Documents

The Bidder can search and download NIT and Tender Documents electronically from the Government e-Procurement system using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

3. Submission of Tender

Tenders are to be submitted online on the website <http://www.wbtenders.gov.in> in two folders at a time, one in Technical Proposal and the other in Financial Proposal, before the prescribed date and time, using the Digital Signature Certificate. The documents submitted by the Bidder should be properly indexed and self-attested with seal.

4. Earnest Money

i. Online Deposition of Tender fees and Earnest Money

Tender fees and Earnest Money is to be deposited in favour of the WEST BENGAL STATE FOOD PROCESSING & HORTICULTURE DEVELOPMENT CORPORATION LIMITED through ICICI Bank Payment Gateway failing which the tender will be treated as informal. The Bidders desirous of taking part in the tender have to deposit Tender fees @ Rs. 1,000/- (Rupees One Thousand only) and Earnest Money @ Rs. 44,000/- (Rupees Forty Four Thousand only).

For deposition of Earnest Money (at the prescribed rate), the Bidders can refer to the user manual available in “Bidders Manual Kit (Point 10)”. Payment should not be made in Corporation’s Account directly. It should be deposited through options available on the tendering portal only.

ii. Refund of Earnest Money deposit:

The Earnest Money of all Bidders will be refunded by the WBSFPHDCL within 15 days from the date of finalization of tender. No interest on Earnest Money will be paid by the Corporation.

iii. Forfeiture of Earnest Money deposit:

Earnest Money deposit is liable for forfeiture in the event of:

- a. Withdrawal of offers, while offers are under consideration during the validity period
- b. Non acceptance of work order
- c. Any unilateral revision made by the Bidder during the valid period of the offer
- d. Failure to execute work of the entire order or part thereof.

iv. Exemption of any kind for any of the eligible bidder towards cost of EMD will be according to

1. 4245-F(Y) dated 28th May'2013 issued by Finance Department, Audit Branch, Govt. of West Bengal.
2. 6718-F(Y) dated 08.09.2015 issued by Finance Department, Audit Branch, Govt. of West Bengal.

5. Security Deposit:

The successful L1 bidder who will get Work Order, will have to deposit Rs. 2,20,000/- (Rupees Two lakh twenty thousand only) in the form of Demand draft issued by any

scheduled bank in favour of the WEST BENGAL STATE FOOD PROCESSING & HORTICULTURE DEVELOPMENT CORPORATION LIMITED payable at Kolkata. The security deposit will be released after the submission of Post Proceeding Report following successful completion of festival. No interest on Security Deposit will be paid by the Corporation.

6. Clarification of Bidding Document:

If there be any discrepancy or obscurity in the meaning of any clause of the bid document or if there be any query of the intending bidder, the bidder shall set forth in writing such discrepancies, doubt, obscurity or queries and submit the same to the Corporation marked to the 'MD, WBSFP&HDCL'. The queries may be sent by email to *wbsfphdcl1@gmail.com*. The clarification given in response to the queries shall be final and binding on the bidder.

7. Amendment of Bidding Document:

At any time, prior to the deadline for submission of bids, WBSFP&HDCL may, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issuing amendments. Any such amendment shall form the part of the bidding document. Such amendments and clarifications will be published on the same website.

Prospective bidders are requested to visit the mentioned websites on a regular basis to keep abreast of any news. WBSFP&HDCL will bear no responsibility or liability for bidders failing to do so.

In order to afford the prospective bidders reasonable time in which to take the amendment into account in preparing their bids, WBSFP&HDCL may extend the deadline for submission of bids. Such amendments, clarifications etc. shall be binding on the bidders and will be given due consideration by the bidders while they submit their bids and invariably enclose such documents as a part of the bid.

8. Responsive Bidders:

Prospective applicants are advised to note carefully the minimum qualification criteria before tendering the bids. Conditional / incomplete tender will not be accepted under any circumstances. Bidders fulfilling all conditions and criteria set forth and qualifying in the Technical Bid as well as making submission of Financial Bid in stipulated manner shall be considered responsive.

9. Quoting the Rates in BOQ:

- i. The intending Bidders are required to quote the rate online. No offline Tender will be entertained.
- ii. The Bidder is to quote the rate online in the space marked in the BOQ. Assessment of the successful bidder will be done on the offered rate.

- iii. All Tender prices quoted in the BOQ shall be inclusive of all kind of Taxes, Cess, charges including transportation, loading and unloading of materials up to the Destination, and installation thereof.
- iv. The price should be firm, final and irrevocable and not subject to any change whatsoever even due to increase in cost of materials, other components, labour cost etc. and any changes or imposition of statutory levies till the completion of work as per order.

10. Rate Validity:

The rate shall remain effective ordinarily up to 6 (Six) month from the date of acceptance of Tender which may be extended further with mutual consent between the Bidder and WBSFPHDCL, unless terminated prematurely at its discretion and satisfaction.

11. Evaluation of Tenders for Qualifying in Technical Bid:

- i. All Bids will be evaluated and compared on the basis of the submitted documents. The Tender Inviting and Accepting Authority will determine the eligibility of each bidder through a Tender Committee. The bidders shall have to satisfy all the clauses specified in eligibility criteria, evaluation committee reserves the right to relax the evaluation criteria.
- ii. Technical proposal will be opened first by the Authorized representative of the WBSFPHDCL electronically using Digital Signature Certificate.
- iii. The Bidders may remain present at the office of WBSFPHDCL during opening of Technical Proposals, if they so desire.
- iv. Technical Proposals complete in all respect will only be accepted and qualify for next stage of evaluation.

12. Evaluation of Tender for Qualifying in Financial Bid:

- i. Financial proposals of only those Bidders declared technically eligible by the Tender Inviting Authority will be opened electronically on the web portal on the prescribed date.
- ii. The encrypted copies will be decrypted and the rates will be downloaded and read out to the Bidders remaining present at that time and to be handed over to the Tender Committee.
- iii. Pursuant to the scrutiny and decision of the Tender Committee, the summary list of eligible Bidders whose Financial Proposals will be considered will be uploaded in the web portal.
- iv. Lowest quoted rate shall normally be accepted. However, the Tender Inviting Authority reserves the right to accepting a bid other than the lowest on a specific ground to be recorded in writing.
- v. The Tender Inviting Authority does not bind itself to accept any or all bids and reserves the right to reject any or all bids without assigning any reason whatsoever.

10. Issue of Work Order:

Normally, the work order will be issued to the L1 Bidder for execution of the indented work. However, the Tender Inviting Authority reserves the right to accepting a bid other than the lowest on a specific ground to be recorded in writing.

11. Completion Period of Work:

The successful bidders shall undertake the commencement of work on next day of date of placing the work order and complete the same as per the scope of work mentioned in this E-Tender.

12. Adherence to the Prescribed Specifications:

No deviation from the specifications prescribed by the Corporation will be accepted by the Authority. The entire work will be accomplished under the technical guidance of the entrusted Engineer of the Corporation.

13. Right to Accept Any Bid and / or to Reject Any or All Bids:

The Corporation reserves the right to accept or reject any or all bids and to annul the tendering process and all bids prior to issue work order, without thereby, incurring any liability to the affected Bidder or Bidders or any liability to inform the Bidder of the ground for such action.

14. Delay in work:

It is emphasized by the Corporation and understood by the agency that the period of work, stipulated in the work order is the essence of the work. It is admitted by the agency that any delay in execution may obviate the necessity of work and there by affect the interest of the Corporation. If the reason of delay is beyond the control of the Bidder, then it should be communicated to the Corporation in writing for its necessary intervention.

15. Grounds for Disqualification:

- i. During scrutiny or at any stage of bidding process or even after issuance of work order, if it comes to the notice of the Tender Inviting Authority that the Bidder has wilfully made any misleading or false representation in the documents/statements and attachments submitted as the proof of the qualification requirements.
- ii. If the Bidder fails to complete the work within the period stipulated in the work order due to his own fault/inconvenience, then in both the cases, the Corporation shall reserve the right to forfeit the Earnest Money deposited by the Bidder and also debar him from participation in the Tender process of the Corporation for the Next 3 (Three) consecutive years.

16. Disputes:

- i. In the event of any question/dispute or difference arising between WBSFP&HDCL and Agency on any matter covered by these Terms & Conditions or arising directly or indirectly there from or connected with these Terms & Conditions in any manner, the matter shall be sorted out between the Managing Director, WBSFP&HDCL and the operator and in the case of non-resolution of dispute the matter shall be referred to the ACS/Pr. Secretary/Secretary of the Department of Food Processing Industries and Horticulture. When at this level the dispute is not resolved, the dispute would be referred to a sole Arbitrator appointed jointly by the two parties and his award shall be final.
- ii. The High Court of Kolkata alone shall have jurisdiction to adjudicate thereon.
- iii. The place of Arbitration will be Kolkata and the language shall be English.
- iv. The award of the Arbitrator shall be binding on both the parties.

17. Negotiations:

It is clarified that normally no rate negotiation will be done and therefore the Bidders should quote their lowest prices only, however, the Corporation may negotiate the rates with the L1 Bidder in exigencies, if required to do so with prior concurrence of the Appropriate Authority.

18. Payment of Bill:

After successful organisation of event, the Selected Bidder will submit bill in duplicate to WBSFPHDCL duly certified by the appropriate authority.

The Selected Bidder shall receive payments on back to back basis i.e., WBSFPHDCL will pay to the agency only after receiving of payments from concerned Government Departments/ Authority along with satisfactory completion report. The Corporation will not take any responsibility for payment until it has received payment from the concerned Govt. Departments/ Authority. No interest can be claimed by the Agency for any delay of receiving payment from Indenting Authority.

Sd/-
MANAGING DIRECTOR
WBSFP&HDCL

Annexure - I
Application for Participation in Technical Bid

To,
The Managing Director
WBSFP&HDCL
Benfish Tower (6th floor)
31, G.N, Salt Lake, Sec V
Kolkata- 700091

Sub: Organisation of “Horticulture Festival 2025”, At Netaji Indoor Stadium from 20/02/2025 to 22/02/2025 (Tentative)

Ref. No. 75/WBSFPHDCL/1770/2024-25 Dated: 17.01.2025

Sir,

Having examined the terms & conditions of the above NIT, I do hereby submit the following information and relevant documents for furtherance of my proposal for participation in the tender.

Eligibility Particulars

Sl. No.	Particulars	Details thereof
1	Name of the Bidder	
2	a) Full Office address	
	b) E-Mail I.D.	
	c) Mobile No.	
3	Name of the contact person with Mobile Number	
4	Documents to be submitted by the Bidder	Whether submitted (Yes / No)
	a. NIT documents including corrigendum, if any	
	b. E.M.D.	
	c. Document in support of having registered office in West Bengal	
	d. Copy valid Memorandum of Articles / Registration Certificate	
	e. Copy of Valid Pan Card	
	f. Copy of Incorporation Certificate	
	g. Technical Credentials (Completion certificate for the work in technical credentials Or Payment certificate of the said work)	
6	Any other points considered to furnish	

UNDERTAKING
(To be printed in agency Letterhead)

- i. I undertake that all of the above information and documents furnished against the prescribed columns are true to the best of my knowledge and belief.
- ii. I have also gone through all the terms & conditions meticulously and I undertake to comply with same sacrosanctly.
- iii. The Earnest Money and all other documents required for qualifying the technical bid have been submitted online.
- iv. The rate quoted by me will be valid and binding upon me for the entire period as stipulated in the NIT.
- v. If I fail to complete the work within the period stipulated in the work order due to my own fault/ inconvenience, the Corporation shall reserve the right to forfeit the Earnest Money deposited by me in this regard and also debar me from participation in the Tender process of the Corporation for the following 3(three) consecutive years.
- vi. I shall maintain the specifications of the materials as per NIT and shall replace the sub-standard materials at my own cost.
- vii. I undertake that I have not been debarred/ delisted by any State/Central Government Organization or State/Central Govt. Undertakings or Statutory Bodies or Local Bodies or Parastatals during the last three consecutive years up to the last date of submission of Tender.

Date:

Signature of the Applicant

Place:



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Annexure - II

SCOPE OF WORK

The scope of work includes entire Event Management for ORGANISATION OF “HORTICULTURE FESTIVAL 2025”, AT NETAJI INDOOR STADIUM FROM 20/02/2025 TO 22/02/2025 (TENTATIVE).

- a. 100 nos. of Brochures and 300 nos. of Invitation Card will have to be printed by the event organizing agency. The design of Brochure & Invitation Card will be done by the agency as approved by the Deptt. of FPI&H. The Deptt. of FPI&H will provide the content matter of the same. The soft copy of the design file will have to be shared to Deptt. of FPI&H.
- b. Designs, Advertisement & Promotion of Festival: The promotion will be in the following manner:

- i. Print Media (through Newspaper, Hoarding, Flex, banner) –

- Two newspaper advertisements (English & Bengali) (widely in circulation in West Bengal) closer to the date. The newspaper advertisement size will be "Quarter page"
- 100 mounted banners (5' x 7') in Kolkata & salt lake(15 days)
- 20-25 large hoardings in Kolkata/Howrah/South 24 Parganas/ North 24 Parganas (15 days)

[The soft copy (Printable file) of the design file will have to be shared to Deptt. of FPI&H 14 days prior to start of the festival. The Deptt. of FPI&H will provide the content matter of the same.]

- ii. Electronic Media (through audio-visual / audio clip) –

- L-band advertisement in 2/3 leading news channels for 7 days,
- Radio advertisement for 7 days,
- Advertisement in incoda tv in metro railway stations (7 days).

- iii. Social Media - The campaigning on social media will have to be done from 10.02.2025 to 21.02.2025

- iv. Media coverage of the event

- v. Invitation to the industry stakeholders/ relevant departments/ consulates/ fresh fruit associations/ market associations/ export houses

- c. Event Branding Setup (Stage, Backdrop, Gates, Flower Arrangement etc.) - Gate branding at the entrance of the venue, Branded pillar gates. [Detailed Specifications should be submitted by bidder in technical document submission section]
- d. Electrical & Electronics equipment setup (AV & other equipment needed).
- e. Stall set up including carpeting of venue, arrangement of light, cables, furniture (Minimum no. of stall = 75 nos. with each having size 3 m X 3m)
 - i. Each Stall should have two standard chair, one table (3' X 2'), one power socket, 4 wooden shelf (40" X 8"), standard LED lighting, one fascia name (Vinyl Printing with Pasting)
 - ii. 35 nos. of stall will be reserved for Various Government Departmental Stall including Department of FPI&H. 40 Nos. of stall will be saleable to private agencies which will be done by the event organizing agency. The rate of these 40 nos. stall will be fixed by the agency. The stall rent of these 40 nos. stall will entirely be collected by the agency.
- f. Event organizing agency will have to erect a main stage of size 32 feet (Length) X 25 feet (Wide) X 5 feet (Height from floor) with
 - i. LED back drop & LED side back drop
 - ii. suitable no. of sofa for VIP delegates
 - iii. Suitable no. of chair for audience.

A separate VIP enclosure of size 30 feet X 10 feet will have to be constructed near the main stage.
- g. Arrangement of different competitions including all setup during the festival.
- h. Arrangement including everything of Seminar, Panel Discussion, Deliberations etc. during the festival.
- i. 100 copies of "Proceedings & Post event report" designing and printing will have to be done by the Event organizing agency. The soft copy of the files will have to be shared to Deptt. of FPI&H. Documentation (Still photography + Video) of the entire festival will have to be done by the agency.
- j. Arrangement including everything of B2B / B2G meets & scheduling of those meetings well in advance. A separate meeting place of size 20 feet X 20 feet will have to be constructed near the main stage.
- k. Sufficient no. of housekeeping staff will have to be provided by the Event organizing agency during the festival.
- l. Supply of 200 nos. "Exhibitor" Badge and 100 nos. "Official" Badge.