

EOI No. 79/WBSFPHDCL/1770/2023-24

Date: 15/01/2024

**WEST BENGAL STATE FOOD PROCESSING & HORTICULTURE
DEVELOPMENT CORPORATION LIMITED**

**BID DOCUMENT
FOR
SELECTION OF AGENCY FOR
ORGANISATION OF “HORTI-FOOD FESTIVAL 2024”,
AT NEW TOWN MELA GROUND
FROM 16/02/2024 TO 18/02/2024**

DISCLAIMER

This bid document for selection of Agency for ORGANISATION OF “HORTI-FOOD FESTIVAL 2024”, AT NEW TOWN MELA GROUND FROM 16/02/2024 TO 18/02/2024 contains brief information on the scope of work, eligibility requirements and details of the selection process amongst others for the successful bidder.

Intimation of discrepancies in the bid document, if any, may be given, by the Bidders, to the office of WBSFP&HDCL within 48 hours from the time of publishing of bid. If WBSFP&HDCL receives no written communication, it shall be deemed that the Bidders are satisfied with the information provided in the bid document.

This bid document is not an agreement. The scope of work and other information as well as the right and obligations of the successful Bidder shall be set out in a separate agreement to be executed between WBSFP&HDCL and the successful Bidder.

WBSFP&HDCL reserves the right to accept or reject any or all Bids without giving any reasons thereof.

WBSFP&HDCL shall not entertain or be liable for any claim for costs and expenses in relation to the preparation of the documents to be submitted in terms of this bid document.

WBSFP&HDCL shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered.

WBSFP&HDCL may include any other item in the Scope of work at any time after consultation with applicants or otherwise.

The WBSFP&HDCL reserves the right to relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the WBSFP&HDCL without assigning any reasons thereof.

NOTICE INVITING E-EXPRESSION OF INTEREST (E-EOI)

WBSFP&HDCL invites bids from Agency for ORGANISATION OF “HORTI-FOOD FESTIVAL 2024”, AT NEW TOWN MELA GROUND FROM 16/02/2024 TO 18/02/2024. Interested Agency with experience in organizing similar nature of event at National / State Level with sound financial condition may download the Tender document/Form from WBSFP&HDCL’s website/ Government e-procurement portal.

The tender document, along with duly filled Annexure should be submitted as E-EOI as per following schedule:

Important Dates:

Publication of EOI: 15/01/2024

Contact Person: Sandip Chandra, Assistant Engineer (Civil), WBSFP&HDCL, Mobile: 8017738040

Pre-Bid Meeting: 19/01/2024 at 03.00 PM in the meeting Hall of the Deptt. of FPI&H, Benfish Tower (4th Floor), GN-31, Sec – V, Salt Lake, Kolkata – 700091

Start date of submission of Bid: 15.01.2024 at 3 PM

Last date for the submission of Bid: 25/01/2024 upto 12 PM

Date of opening of Technical Bids and evaluation thereof: 27/01/2024 at 12 PM

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

Uploading of result of Evaluation of Bids: intimation later

In case the date of opening falls on a holiday, the bids shall be opened on the following working day at the same time and it will be binding on the Bidders for acceptance.

1. INTRODUCTION

WBSFP&HDCL is a Government of West Bengal Enterprise, under the Department of Food Processing Industries & Horticulture, engaged in supply of various planting material of fruit plants for different departmental schemes, as well as for convergence of activities with other departments promoting plantation.

The Department of Food Processing Industries & Horticulture had organised Hoti Food Festival in previous years. Like previous years **HORTI FOOD FESTIVAL 2024** will be organised by WBSFP&HDCL to showcase the potential of Bengal's horticulture and processed food sectors.

2. SCOPE OF WORK

The scope of work includes entire Event Management for ORGANISATION OF "HORTI-FOOD FESTIVAL 2024", AT NEW TOWN MELA GROUND FROM 16/02/2024 TO 18/02/2024.

WBSFP&HDCL is looking for Agency who will take up the entire event management of the festival with prior discussion & approval of the appropriate authority.

The agency have to make necessary arrangement regarding the following matters:

- a.** Brochure & Invitation Cards Designing & Printing for the festival.
- b.** Designs, Advertisement & Promotion of Festival. The promotion will be in the following manner:
 - i. Print Media (through Newspaper, Hoarding, Flex, banner) – widely published in important places all over West Bengal
 - ii. Electronic Media (through audio-visual / audio clip)
 - iii. Social Media
- c.** Event Branding Setup (Stage, Backdrop, Gates, Flower Arrangement etc.)
- 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)
- f.** Arrangement of different competitions during the festival.
- g.** Arrangement of Souvenir & Mementos for the delegates.

- h. Arrangement of Seminar, Panel Discussion, Deliberations etc. during the festival.
- i. Proceedings & Post event report designing and printing.
- j. Collection of participation fee from the participants which will be fixed by the Department of FPI&H. The same should be deposited with WBSFPHDCL.
- k. Arrangement of B2B / B2G meets & scheduling of those meetings well in advance.

3. **PRE-QUALIFICATION CRITERIA**

- a. Eligible tenderers must have registered office in West Bengal.
- b. Intending tenderers should produce credentials of a similar nature of completed work of at the National / state level during last 3 (three) years prior to the date of issue of this E-EOI notice.
- c. Bidders must have a valid Memorandum of Articles / Registration Certificate.
- d. Valid Pan Card.
- e. Incorporation Certificate.

4. **BID PROCEDURE**

a. **Registration of Bidder:**

Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the **Government e-Procurement System / Portal: <http://www.wbtenders.gov.in>**

b. **Digital Signature Certificate (DSC)**

Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC).

c. **Collection of E-EOI Documents**

The intending Bidders can search and download E-EOI and Tender Document(s) electronically / from the **Government e-Procurement System / Portal** using the Digital Signature Certificate. **This is the only mode of collection of E-EOI Documents.**

d. **Submission of E-EOI**

E-EOIs are to be submitted online on the website <http://www.wbtenders.gov.in> in a single folder before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded in the form of virus scanned copy duly signed. The documents will get encrypted (transformed into non readable formats).

e. **Earnest Money Deposit (EMD)**

Detailed procedure for online submission of Earnest Money Deposit (EMD)

Procedure to be followed for online submission of EMD is as below-

i. Login by Bidder

- a. A Bidder desirous of taking part in the tender invited by the Corporation shall logon to the e-procurement portal of <http://www.wbtenders.gov.in> using his login ID and password.
- b. He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payment modes:
 - i. Net banking (any of the Banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank payment Gateway.
 - ii. RTGS/NEFT in case of offline payment through bank account in any Bank.

ii. Payment by Net Banking (any listed Bank) through ICICI Bank Payment Gateway

- a. On selection of net banking as the payment mode, the Bidder will be directed to ICICI Bank Payment Gateway webpage

(along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.

- b. Bidder will make the payment after entering his Unique ID and password of the Bank to process the transaction.
- c. Bidder will receive a confirmation message regarding success/failure of the transaction.
- d. If the transaction is successful, the amount paid by the Bidder will get credited to the concerned pooling account maintained with the Focal Point Branch of ICICI for collection of EMD/Tender Fees.
- e. If the transaction is failure, the Bidder will again try for payment by going back to the first step.

iii. Payment through RTGS/ NEFT

- a. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- b. The Bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his bank account.
- c. Once payment is made, the Bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- d. If verification is successful, the fund will get credited to the concerned Pooling account maintained with the Focal Point Branch of ICICI Bank for collection of EMD/Tender Fees.

- e. Hereafter, the Bidder will go to e-procurement portal for submission of his bid.
- f. But, if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

iv. Refund of Earnest Money Deposit

The Earnest Money of all unsuccessful bidders will be refunded by the WBSFP&HDCL within 30 days from the date of finalization of tender. In case of successful bidder, the Earnest Money deposit will be released after 90 days from the date of completion of the first batch of supply. No interest on Earnest Money will be paid by the Corporation.

v. Forfeiture of Earnest Money Deposit will be mandated under the following circumstances

- a. Withdrawal of bid, while bids are under consideration during the tendering period.
- b. Any unilateral revision made by the Bidder during the valid period of offer.
- c. Failure to accept the “Letter of Intent” or execute the Agreement.**
- d. Failure to execute supply of the entire order or part thereof.
- e. Providing false or fabricated information / documents.

vi. Clarification of Bidding Document

- a. 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’ prior to the date fixed for pre-bid meeting.
- b. The queries may be sent by email also to wbsfphdcl1@gmail.com up to one day before the date fixed for pre-bid meeting.

- c. The queries received by email up to one day before the date fixed for pre-bid meeting only shall be considered for response.
- d. Verbal queries will be accepted on the day of the pre-bid meeting. After the pre-bid meeting no query shall be entertained.
- e. **The clarification given in response to the queries and issues raised in the pre-bid meeting shall be final and binding on the bidder.**

vii. 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 in response to pre-bid meeting will be published on the same website and also on the website of the Deptt. of Food Processing Industries & Horticulture (<http://www.wbfpih.gov.in>). 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.

viii. Penalty for suppression / distortion of fact

If any bidder fails to produce the original hard copies of the documents (especially Credential Certificates and audited balance sheets), or any other documents on demand of the Tender Committee within a specified time frame

or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the bidder will be suspended / debarred / blacklisted / disqualified from participating in the tenders of the WBSFP&HDCL for a period of 3 (Three) years. In addition, his Earnest Money Deposit will stand forfeited. Besides, WBSFP&HDCL may take appropriate legal action against such defaulting bidder.

- ix.** Conditional and incomplete bids will be summarily rejected.
- x.** Any type of canvassing by the Bidder in furtherance of a bid is strictly prohibited. Such canvassing may lead to cancellation of its bid.
- xi.** Exemption of any kind for any of the eligible bidder towards cost of EMD will be according to
 - a. 4245-F(Y) dated 28th May'2013 issued by Finance Department, Audit Branch, Govt. of West Bengal.
 - b. 6718-F(Y) dated 08.09.2015 issued by Finance Department, Audit Branch, Govt. of West Bengal.
- xii.** The Tender Committee reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Bidder at any stage of bidding.
- xiii.** The Bidder shall bear all costs associated with the preparation and submission of the Bid and the purchaser will no case be responsible and liable for those cost.

5. INSTRUCTIONS TO BIDDERS

- a. The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. WBSFP&HDCL shall not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

- b. It shall be deemed that by offering a Bid, the Bidder has:
- i. Made a complete and careful examination of the bidding documents of the proposed work, received all relevant information from WBSFP&HDCL;
 - ii. Satisfied itself about all matters, things and information hereinabove necessary and required for bidding, execution of the agreement in accordance with the bidding documents and performance of all of its obligations there under;
 - iii. Acknowledged and agreed that ignorance of any of the matters hereinabove shall not be a basis for any claim for compensation, damages, claim for performance of its obligations, loss of profits, etc. from WBSFP&HDCL;
 - iv. Agreed to be bound by the undertakings submitted by it under and in terms hereof.
- c. Any corrigendum including extension of date or change of date for submission of the tender shall be published on the website and that shall be deemed to have been seen by the bidders.
- d. Final selection of Agency/Handling Agent from the bid received will be done at the discretion of WBSFP&HDCL and the decision of WBSFP&HDCL shall be final and binding on all the participating parties.
- e. Details submitted by the parties shall be examined in line with criteria mentioned at Clause No. 3. All the terms and conditions shall be considered in totality and applications received without documents complying with the above conditions shall be summarily rejected.
- f. Applicants can also be asked to furnish additional information/confirmation in connection with verification of the documents submitted by them, if deemed necessary.

- g. If at any stage, it is found that the documents submitted by the applicant or their claims are false, then the offer of the bid will be rejected and/ or the agreement/contract will be terminated.

6. FEES PAYABLE

The following fees are payable at various stages of the bidding process:

a. E-EOI Process Fee:

E-EOI Process Fee of Rs. 1,000/- (Non-refundable) should be submitted online through e-Payment, NEFT/RTGS along with submission of Bid Document along with other supporting documents as mentioned above. Tenders submitted without tender process fee shall be rejected outright and shall not be processed.

b. Earnest Money Deposit (EMD):

EMD of Rs. 50,000/- (Rupees Fifty thousand) only shall be paid for every bid.

c. Security Deposit:

The successful L1 bidder who will get Work Order, will have to deposit Rs. 3,00,000/- (Rupees Three lakh 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 at the time of final bill payment by WBSFPHDCL. No interest on Security Deposit will be paid by the Corporation.

7. SUBMISSION OF BIDS:-

The bidder shall submit the bid in two separate parts:

Part-I shall be named “Technical Bid” and shall comprise of as below:

- i. FORM A (Tender Form)
- ii. Schedule-I (General Information)
- iii. Schedule-II (Undertaking)
- iv. Document (Memorandum of Articles or Certificate of Registration) in support of the nature of organisation.

- v. PAN Card
- vi. Trade License/ Certificate of Incorporation, valid as on the last date of submission of bids
- vii. Experience certificate of similar nature of work.

Part-II shall be named “Financial Bid”

The Financial proposal should contain

Bill of Quantity (BOQ): The Bidder is to quote the rate online in the space marked in the BOQ for “ORGANISATION OF “HORTI-FOOD FESTIVAL 2024”, AT NEW TOWN MELA GROUND FROM 16/02/2024 TO 18/02/2024” as per following table:

Name of Work	Rate (Rs.) offered as per the Scope of Work including all type of taxes, charges etc.
Organisation of Horti–Food Festival at NEW TOWN MELA GROUND FROM 16/02/2024 TO 18/02/2024	

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

8. PROCEDURE FOR SELECTION

All the applications received in response to the notice for tender will be scrutinized by the Evaluation Committee to be formed by WBSFP&HDCL in a two phase evaluation process:

Phase-I:

All the proposals received will be scrutinized to assess their eligibility based on the qualifying criteria. Those proposals which do not meet the qualifying criteria will be rejected, forthwith, or at any stage of detection.

Phase II:

- 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.

9. TERMINATION

WBSFP&HDCL reserves the right to terminate the Agreement proposed to be executed with the successful party with 15 days written notice to successful bidder in the event of:

- a. The successful bidder violates any clauses applicable to this EOI;
- b. Unsatisfactory performance by the successful bidder at any time during the contract period.
- c. Misrepresentation with regard to any information at any time during the contract period;
- d. The EMD/Security Deposits will be forfeited in case of condition (a&b) mentioned above and if the selected Agency show unwillingness to execute the contract after agreement is signed.

10. DISPUTE RESOLUTION

In the event, any dispute arises between the successful bidder and WBSFP&HDCL in connection with this tender, the interpretation of any provision of this tender or the rights, duties or liabilities of the successful bidder/ WBSFP&HDCL under this tender, same shall be referred to a sole Arbitrator to be jointly appointed by the WBSFP&HDCL and the agency.

In the event disputes are not resolved even after appointment of Arbitrator either of the Parties shall be free to approach appropriate court of law. The Courts in Kolkata alone have the exclusive jurisdiction in respect of all disputes in relation to this tender.

11. PAYMENT

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

The Selected Bidder shall receive payments after receiving of payments from concerned Government Departments/ Authority along with satisfactory completion report. No interest can be claimed by the Agency for any delay of receiving payment from Indenting Authority.

Sd/-

**MANGAING DIRECTOR
WBSFP & HDCL**

FORM - A

TENDER FORM

**To: Managing Director
WBSFP&HDCL
6th Floor Benfish Tower
GN Block
Sector V
Salt Lake – 700 091**

Sub: Selection of Agency for ORGANISATION OF “HORTI-FOOD FESTIVAL 2024”, AT NEW TOWN MELA GROUND FROM 16/02/2024 TO 18/02/2024

Sir,

The undersigned having read and examined in detail all the tender documents pertaining to your assignment, do hereby express the interest to do the work as specified in the scope of work.

Sl.No	Description	Response
1.	Name of the Organization	
2.	Address	
3.	Name, designation & address of the person to whom all references shall be made	
4.	Telephone (with STD code)	
5.	Mobile No. of the contact Person	
6.	E-mail of the contact person	
7.	Fax No. (with STD code)	

We have enclosed the following documents:

1. Form A should be submitted on the company's letter head duly seal and signed by the authorized person.
2. E-EOI Process Fee of Rs. 1,000/- (Non-refundable) in favor of the WBSFP&HDCL Ltd, payable at Kolkata.
3. EMD

4. General information of the Bidder in Schedule I
5. Undertaking in Schedule II
6. Self-Attested copies of all Supporting Documents.

I/ We hereby declare that my/ our Tender is made in good faith and the information contained is true and correct to the best of my/ our knowledge and belief.

Thanking you,
Yours faithfully,

(Signature)

Name: _____

Designation: _____

Mobile No.: _____

e-mail: _____

Schedule-I: General Information of the Bidder

1. (a) Name :

(b) Address of Registered Office:

2. Details of individual(s) who shall serve as the point of contact/ communication for WBSFP&HDCL:

(a) Name :

(b) Designation:

(c) Company :

(d) Address :

(e) Telephone Number:

(f) Fax Number :

(g) E-Mail Address:

3. In case of Consortium/JV:

a. The information above (1 & 2) shall be provided for all the members of the JV/Consortium.

b. Information regarding role of each member:

Signed

(Name of the Authorized Signatory)

For and on behalf of (Name of the Bidder)

Schedule-II:

Undertaking for not being banned for business by any Govt. Organisation/PSU/etc. (Duly Notarized)

(To be given by the Bidder on a Non-Judicial Stamp Paper of any denomination above Rs 10)

I / We _____ Proprietor/ Partner(s)/ Authorized Distributor /agent of M/S. _____ hereby declare that the firm/company namely M/s. _____ has not been blacklisted or debarred in the past by Union / State Government/ PSU/ Local Bodies or organization from taking part in Government tenders in India.

Or

I / We _____ Manufacture / Partner(s)/ Authorized Distributor / agent of M/s. _____ hereby declare that the Firm/company namely M/s. _____ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of _____ years w.e.f. _____ to _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders.

In case the above information found false I/we are fully aware that the tender/ contract will be rejected/cancelled by WBSFP&HDCL, and EMD/ Performance Security shall be forfeited.

STAMP & SIGNATURE OF AUTHORISED SIGNATORY