

TENDER FOR PARTICIPATION IN EXHIBITION-CUM-SEMINAR ON POLICE WELFARE MEASURES TO BE ORGANISED BY TAMIL NADU POLICE AT CHENNAI FROM 24.02.2018 TO 28.02.2018 DURING DUTY MEET.

TENDER NOTICE No. 01/2018 WBPD / EXHIBITION-CUM-SEMINER ON POLICE WELFARE MEASURES AT CHENNAI.

Notice inviting tender from the reputed **Agencies**, having at least five years of experience and handling Exhibition-cum-Seminar for requirement of various items for participation of West Bengal Police in Exhibition-Cum-Seminar on Police Welfare Measures to be organised by Tamil Nadu police at Chennai from 24.02.2018 to 28.02.2018 during Duty Meet.

A. Requirement items are as bellow:

Sl No.	Requirement	Qty.
1	Designing & Printing of Welfare Brochure A4 size, 4 pages, 130 GSM	2000
2	Designing & Fabrication of Standee	4
3	Designing & Printing of Stall Flex 15' x 15'	3
4	Designing & Printing of Mediclaim Brochure A4 size, 4 pages, 130 GSM	2000
5	Video Presentation on West Bengal Welfare Schemes – Graphics, Edit	1
6	PPT of Welfare Schemes (40 slides)	1
7	On-site supervision of Febrication, Stall setup, Audio-Visual setup	1
8	Other logistic support & Traveling charges	1
9	Printing of Pamphlets (8 pages small size)	25000

B. i) Rates should be quoted including all Taxes.

ii) Time Schedule

Sl. No.	Items	Scheduled time & date(s)
1.	Bid submission start date	02/02/2018 (Friday) from 11.00 hrs.
2.	Bid submission closing	12/02/2018 (Monday) at 17.00 hrs
3.	Date for opening of the Technical bid	13/02/2018 (Tuesday) at 15.30 hrs
4.	Date for opening of the Financial bid	13/02/2018 (Tuesday) at 15.30 hrs

- iii) If any information is required to submit the tender, the bidder may contact with Inspector of Police (Welfare), WBPD, having its office at West Bengal Police Directorate, Bhabani Bhawan, Ground Floor, Alipur, Kolkata-700027 at Phone No. 033-2479-4035/4036/4056 (Extension 2373) during 11.00 Hrs to 18.00 Hrs from Monday to Friday.

CONDITIONS TO BE FOLLOWED IN BY AGENCIES

The following conditions should be strictly followed in submitting tenders: -

1. Along with the bid the Agency should deposit in Hard Copies, the following documents-
 - i) Experience Certificate of at least (05) five years.
 - ii) Proof of dealing with the above noted works in any one year during last five years.
 - iii) Licence to conduct the works attested by A Gazetted Govt. Officer.
 - ii) Affidavit as per Annexure – A.
 - iii) Structure and Organisation of the Agency as per Annexure – B.All documents / any of the documents so deposited can be called for any time at any stage from a bidder in original copies. Any discrepancy / divergence in the documents will lead to rejection of such bid submitted by the concerned bidder.
2. Notice Inviting Tender can be downloaded from the West Bengal Police website www.policewb.gov.in. Hard copies of the tender related documents may be obtained by printing these documents from the aforesaid website.
3. The tender is to be submitted in Technical Bid as well as in Financial/ Commercial Bid. Technical and Financial Bid are to be submitted in drop box kept in Police Welfare Board Cell, WBPD, Ground Floor, Bhabani Bhawan, Kolkata-700 027 by the bidder. Financial bid of a bidder will be considered on fulfilment of the condition as mentioned in Technical bid. **The Agencies are requested to submit Technical Bid and Financial Bid in two separate sealed envelopes both of which should be put in another bigger envelop duly closed and sealed. All the two envelopes should have clear marking of their contents.**
4. Time schedules for the tender should be strictly followed as mentioned in the tender notice.
5. The Tender Accepting Authority of West Bengal Police Directorate reserves the right to negotiate with the lowest bidder.

6. A bidder will give all the statutory information as mentioned in tender notice and tender documents. Tender Accepting Authority is not bound to accept the bid only because of quoting the lowest rate of premium by any Agency.
7. The Tender Accepting Authority of West Bengal Police Directorate reserves the right to accept or reject any bid or cancel the tender process and rejects all bids at any time without assigning any reason prior to the award of contract, without thereby incurring any liability to the bidders after putting up a notice in the website: www.policewb.gov.in or informing the Agency concerned as the case may be.
8. During the scrutiny, if it comes to the notice of tender inviting authority that the credential or any other documents found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be out- rightly rejected without any prejudice. It may also attract penal action as per law of the land.
9. Information relating to the examination, clarification, evaluation, comparison of bids and recommendations for the award of contract shall not be disclosed to bidders or to any other persons not officially concerned with such process until the letter of Award.

Kolkata,

/ 02/2018

————— ee
1.2.18
(S. S. Dutta)
Inspector General of Police
(Welfare)West Bengal

ANNEXURE-A

**AFFIDAVIT –
(To be furnished in Non – Judicial
Stamp paper
of appropriate value duly notarized)**

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
2. The under-signed also hereby certifies that neither our firm M/S nor any of constituent partner had been debarred to participate in tender by the West Bengal Police Department or any State Government /Central Government or disqualified in participating in the Government schemes as per guidelines.
3. The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
4. The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
5. Certified that I/we have applied in the tender in the capacity of individual/ as a partner of a firm / office bearer and I have not applied severally for the same job.
6. Certified that I/we have submitted the bid as a single entity only and have not formed a Consortium for the purpose.
7. Certified that our organization has experience of works during last (05) five years.
8. Certified that I/we the undersigned have read and understood the entire tender documents and terms and conditions. I/we will abide by the same and thereafter I/we submit all the necessary information and relevant documents for evaluation.

.....
Signed by an authorized officer of the firm.

.....
Title of the officer

.....
Name of the Firm with Seal

Date:

ANNEXURE-B

STRUCTURE AND ORGANISATION

1) Name of Applicant :

2) Office Address :

Telephone No. :

Fax No. :

3) Name(s) and
Address(es) of Principal
Financers :

4) PAN/ TAN No.

5) Service Tax
Registration No.

6) IRDA Registration No.
with validity period

7. Please attach an organisational Chart of the Agency along with the names, designations, office address and brief bio-data of the key official of the 1. Registered Headquarters and 2. The office to deal with this works.

.....
Signed by an authorized officer of the firm.

.....
Title of the officer

.....
Name of the Firm with Seal

Date: