



# WEST BENGAL STATE BOOK BOARD

ARYA MANSION: 8<sup>TH</sup> FLOOR

6A, RAJA SUBODH MULLICK SQUARE, KOLKATA – 700 013

Telefax :- 033-2225-3223

No. Tender/ Quotation/ 2017-2015/216

Dated: 12/12/2014

## NOTICE INVITING TENDER

Offers are invited from bonafide, reputed and experienced Agencies /Firms/Companies enlisted with the State Government Departments, like I&CA, Tourism, C&I etc. for conceptualization of design, layout and erection of the pavilion/stall of West Bengal State Book Board at 39<sup>th</sup> International Kolkata Book Fair scheduled to be held from 27<sup>th</sup> January to 8<sup>th</sup> February 2015 organized by the Publishers & Booksellers Guild at MILAN MELO PRANGAN with a space of 72 Sq. Mt. (One side open) with 20 feet front & 40 feet depth at Stall No. 153.

### A. Scope of Works:

- 01 The agency will be required to conceptualize the design, layout and erect the stall with fire resistant material.
- 02 All the panels to be used for display of the important Educational Installations and eminent Educational Personalities relating to the State should contain High Resolution photos and will be frontlit.
- 03 The three sides of the interior should have the RACKS and the STORAGE SPACE at the bottom of every Rack.
- 04 The main design and decoration of the stall should be planned in such a way that it showcases the best of Educational Institutions/ eminent Educationists and Achievements of Higher Education Department. Traditional ethnic decorative items may be used. The entire area should be accessible and visible.
- 05 The Pavilion should have two Collapsible gates with IN & OUT captions on the top of each gate visible from inside & outside. The middle portion of the Pavilion should have the Counter covering running area of 10 feet X 2.6 feet in the inside with temporary Locker in the Cash Counter and the outside of the middle portion should be decorative with the theme described above.
- 06 Material transportation charges, storage, material disposal charges, insurance, security charges for the stall/ material, cleaning charges, dismantling charges of the stall will have to be borne by the agency.
- 07 Platform will be prepared with mat/carpet for the stall area.
- 08 LOGO of Biswa Bangla may be displayed at conspicuous place.
- 09 Proper Cash Counter (illuminated desk & Lock and key facility) with Internet facilities & Electrical arrangements with sufficient furniture viz. Chairs etc. along with Book rack, potted plants, dust bins, drinking water dispensers etc. ; Visitors Book & Card Holder Pot should be provided.
- 10 All kind of electrical fixtures like spot lights, halogens, power plug sockets for proper illumination of the stall
- 11 Arrangement for Daily cleaning and clearing of the site and handing over the possession back to the concerned authority in proper order once the event is over latest by the date stipulated by the authority.
- 12 Tea/coffee and snacks along with Tiffin may be served to the maximum 12 (twelve) numbers of Book Board officials/ engaged temporary staff everyday during the Fair @ Rs. 50/- per head per day (all inclusive).
- 13 Both way (to & fro) Transportation of all Book/ materials from the West Bengal Book Board Office at the above address & Store at Salt Lake may be done for the Fair.
- 14 The agency should be ready to set up Pavilion at a short notice in case of emergency.
- 15 02 (two) Security Guards to be placed at the Gates round the official time of Kolkata Book Fair.

**B. Criteria for selection:**

- 01 The agency should have a minimum of 5 years experience in the given field of activity. No consortiums will be allowed.
- 02 The agency should have experience in erecting pavilions of different States/ Corporations/ Undertakings/ Board in respect of fairs and festivals in the last 3 years. Proof of such handling should be necessarily submitted.
- 03 The Agency should have the annual turnover of not less than 10.00 lakh during each of the years during last 3 years in similar nature of works.
- 04 The agency shall have an office in Kolkata.

**C. Selection criteria:**

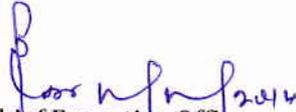
- 1) **Technical bid** - 60% weightage and **financial bid** -40% weightage. The work should be awarded to the single agency which scores the highest total marks. The process of evaluation of the Technical bid and Financial bid is given as Annexure - C
- 2) **Technical Bid:** The agency has to submit its technical expertise, experience; proof for similar assignment handled in the past, awards won etc. and other relevant documents along with Annexure A in sealed cover. The agency will have to submit IT returns for the last 3 years along with copy of PAN card, Service tax return for the last financial year, VAT registration along with Annexure A. Submission of these documents will be part of the technical bid.
  - (i) Agency will have to submit a detail layout of the stall and the design conceptualized in hard copy along with the technical bid in Annexure A.
  - (ii) The Design & along with layout from the Outside view and Inside view shall have to be submitted.
- 3) **Financial Bid:** To be submitted separately in Annexure -B. The quoted rate should be mentioned both in figures and words including all taxes as applied. If there is difference in figure and word in the quote, then the rate quoted in words will be taken in to account for consideration.
- 4) **EMD:** Rs 3000/- (Rupees three thousand only) in the form of a demand draft from any nationalized bank drawn in favour of "Chief Executive Officer, West Bengal State Book Board"
- 5) **Last date and time of submission of technical bid: 09.01.2015 at 2.00 P.M**
- 6) **Last date and time of submission of financial bid: 09.01.2015 at 2.00 P.M**
- 7) **Date of opening of tender: 09.01.2015 after 2.00 PM. Interested Agencies may remain present at the time of opening of tender.**

**D. Information:**

1. Tender received after due date and time will not be considered.
2. Only those tenders that may be found in the Drop Box after the last date of time of submission will be considered for evaluation.
3. For any query or clarifications the interested agencies may contact the Sales Officer, West Bengal State Book Board at the above Office address during normal office hours up to 8<sup>th</sup> January 2015.
4. Where-ever specific terms and conditions have not been spelt out in tender document, prevailing financial rules of the State Govt. shall apply

5. The bid document as per details given above should be submitted to "Chief Executive Officer, West Bengal State Book Board" at 6A, Subodh Mullick Square, 8<sup>th</sup> Floor, Kolkata- 700013 on or before **09.01.2015 upto 2.00 P.M**
6. The West Bengal State Book Board under the Higher Education Department reserves the right for the full or part quantities under any items of work listed under the scope of work.
7. The West Bengal State Book Board and the Higher Education Department reserve the right to cancel any or all the tenders without assigning any reason thereof.
8. Bids through fax, e-mail, telephone should be considered as defective
9. **RATES SHOULD BE QUOTED INCLUSIVE OF ALL TAXES**
10. Bid prepared by the agency shall comprise of the following:
  - I. EMD
  - II. Technical bid, signed and stamped ( Annexure A)
  - III. All details and documents as asked in tender documents
  - IV. Financial bid ( Annexure B)
  - V. Detail layout of the stall with the design conceptualized in hardcopy

The design conceptualized and layout proposed shall have to be approved by the Department of Higher Education. The selection will be made on the basis of the design and the layout or the rates or both subject to the decision of the Tender Committee. The decision of the Tender Committee will be final in this regard. The Tender Committee reserves all the rights to reject any or all the Agencies applied for the purpose without assigning any reasons thereof.

  
Chief Executive Officer

**Technical Bid**

<b>1</b>	<b>Name and address of the Company/Firm/Agency</b>	
<b>2</b>	<b>Telephone/fax/e-mail</b>	
<b>3</b>	<b>Date of Establishment/ Registration/ Incorporation (Enclose evidence)</b>	
<b>4</b>	<b>Total work experience ( in years)</b>	
<b>5</b>	<b>Is the firm a proprietorship/partnership or registered under the Company's Act. Please give details and enclose evidence</b>	
<b>6</b>	<b>Branches ( details)</b>	
<b>7</b>	<b>Details of Income Tax Registration (enclose last 3 years IT return and a copy of PAN)</b>	
<b>8</b>	<b>Service Tax registration details ( enclose evidence)</b>	
<b>9</b>	<b>VAT registration (enclose evidence)</b>	
<b>10</b>	<b>5 years experience (enclose evidence)</b>	
<b>11</b>	<b>Experience in erecting pavilions of State Government/ Undertakings/ Board/ Corporation or other Government stakeholders in the last 3 years (enclose evidence)</b>	
<b>12</b>	<b>Annual turnover of not less than 10.00 lakh during each of the years during last 3 years in similar nature of works.</b>	

**Signature and Seal of the Bidder**

**(Annexure - B )**

**Financial bid**

Sl. no.	Stall creation as per scope of work	Cost ( Rs)
1	<b>72 sq.mt. (One side open)</b> <b>[The cost should include the cost of daily Tiffin charges, Security Guards, daily cleaning, cost of constructions in terms of the conditions/ terms of reference mentioned in the Scope of Work]</b>	

**Signature and Seal of the Bidder**

**CRITERIA & PROCESS OF MARKING FOR EVALUATION OF BIDS**

<b>Technical Offer Evaluation</b>			
<b>Sl. No.</b>	<b>Suggested Marking System for Total marks for Technical Evaluation</b>	<b>Total Marks</b>	<b>Marks Scored</b>
1	Average annual turnover for the last three financial years starting from 2010 – 11 to 2013 - 14 a) Rs. 10 lakh. to Rs. 15 lakh : 3 marks b) Rs. 15 lakh. to Rs. 20 lakh. : 6 marks c) More than Rs. 20 lakh. – 10 marks	10	
2	Period of business a) 3 yrs to 5 yrs since registration – 5 marks b) More than 5 yrs since registration – 10 marks	10	
3	The number of offices under State Govt. / GoI/PSU under State Govt. Or GoI served by the applicant a) No of offices being one to five – 3 marks b) No of offices being six to ten – 6 marks c) No of offices being more than ten – 10 marks	10	
4	Plan of action supported with draft printed hard copies, soft copies in presentation format of the proposed pavilion	30	
	<b>Total marks for Technical Evaluation</b>	<b>60</b>	
<b>Financial Offer Evaluation</b>			
1	the lowest bidder (L1) will be given the maximum marks out of 40 and other bids (N, N1, N2 etc) will be marked according to the formula “L1/N x 40”	40	
<b>TOTAL MARKS OF THE TENDER ON EVALUATION OF TECHNICAL AND FINANCIAL OFFERS</b>		<b>100</b>	