

State Urban Development Agency

'ILGUS BHAWAN', HC Block, Sector III, Bidhannagar, Kolkata –
700106 Email: wbsudadir@gmail.com

Memo No. SUDA-11014(16)/1/2023-AD DIR(SUDA)-SUDA/8960 Date 17-11-2023

REQUEST FOR PROPOSAL (RFP) FOR MAKING SHORT FILM RELATED WITH USED WATER MANAGEMENT FOR INFORMATION, EDUCATION AND COMMUNICATION (IEC) WITH THE GENERAL PUBLIC IN URBAN LOCAL BODIES (ULBS) OF WEST BENGAL UNDER SWACHCH BHARAT MISSION/ MISSION NIRMAL BANGLA THROUGH e-TENDER

The Director, for and on behalf of the State Urban Development Agency (SUDA), Urban Development & Municipal Affairs Department, Government of West Bengal invites proposal for 'Making short film related with Used Water Management for Information, Education and Communication (IEC) with the general public in Urban Local Bodies (ULBs) of West Bengal under Swachch Bharat Mission/ Mission Nirmal Bangla' through e-Tender from interested and reputed Agencies / Consulting Firms having experience and acumen in such work as noted below in the eligibility as depicted hereunder for participating in the Bid.

Data Sheet:		
1	Name of the Work	Making short film related with Used Water Management for Information, Education and Communication (IEC) with the general public in Urban Local Bodies (ULBs) of West Bengal under Swachch Bharat Mission/ Mission Nirmal Bangla.
2	Location of the work	Kolkata (encompassing 128 ULBs across the State)
3	Eligibility to participate in the Bid	<p>Proposal may be submitted by interested bidders only as a single entity. No Consortium/JV is allowed.</p> <p>For eligibility, the Bidder shall have at least:</p> <ol style="list-style-type: none">1. The Entity / Bidder must be a company as specified in Companies Act, 1956/2013 OR a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008 OR a Company incorporated under equivalent law abroad OR a Society registered under The Societies Registration Act, 1860 OR a Proprietorship Firm OR a Partnership Firm registered under relevant laws of India etc. The time period elapsed from commencement of business should be at least 05 (five) years as on 31st October 2023. <p>i) Intending tenderers should produce credentials of a similar nature of completed work with Central & State Govt/PSU/ULB of the minimum value of Rs.2.80 lakh during 5(five) years prior to the date of issue of the tender notice; or,</p>

1 | Making short film related with Used Water Management for IEC under Swachch Bharat Mission/ Mission Nirmal Bangla.

		<p>ii) Intending tenderers should produce credentials of 2(two) similar nature of completed work with Central & State Govt/PSU/ULB, each of the minimum value of Rs.2.10 lakh during 5(five) years prior to the date of issue of the tender notice; or,</p> <p>iii) Intending tenderers should produce credentials of one single running work of similar nature with Central & State Govt/PSU/ULB which has been completed to the extent of 80% or more and value of which is not less than the desired value at(i) above</p> <p>3. Bidder must have these valid documentary proof of:</p> <ol style="list-style-type: none"> I. Trade License II. Proof of Office Address in West Bengal III. GSTIN number IV. Income Tax registration/PAN number V. Certificate of updated Income tax Return for last 3 years (2019 – 20, 2020 – 21 & 2021 - 22) VI. Audited balance sheet for the last 3 years (2019-20, 2020-21 & 2021-2022) as per IT Act with acknowledgement. <p>4. The prospective bidders should not have been Black Listed from any Government Organization/ Statutory Body etc. during the last 3 (Three) years. (A self-declaration in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive).</p> <p>5. The Bidder shall furnish the Article of Association and Memorandum, if applicable.</p> <p>6. Average annual turnover of the bidder (Refer Annexure A No. II) over the last three financial years (2019-20, 2020-21 and 2021- 22) should be at least Rs. 3.50 lakh.</p> <p>7. Bidder must have a Registered Office in this State functionable during 5(five) years prior to the date of issue of the tender notice. (Proof of documents to be uploaded.)</p> <p>Note : Similar nature of works cover the following:</p> <ol style="list-style-type: none"> a) Any type of documentary/ short film under any Govt. Deptt. b) Documentary film for any Govt. Project c) TV advertisement for any awareness program under Govt. d) Publication of any type of IEC material in media mode of not less than 10 minutes duration.
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		<p>The vendor must fulfill the above eligibility criteria/ pre-qualification conditions. Technical bid of vendors fulfilling the pre-qualification conditions will only be evaluated by the duly constituted tender evaluation committee. Bid of vendors not fulfilling the pre-qualification conditions given above will be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances. The authority reserves the right to verify/confirm all original documentary evidence submitted by vendors in support of above-mentioned clauses of eligibility criteria.</p>
4	<p>Documents to be produced in support of Credentials for Bid submission</p>	<p>Following documents shall have to be furnished in two separate covers:</p> <p>1. Technical Proposal</p> <ol style="list-style-type: none"> a. covering letter (Refer Annexure A) b. Average Annual Turnover of the bidder over the last three financial years (2019-20, 2020-21 and 2021- 22) certified by a practicing Chartered Accountant (Refer Annexure A No. II) c. Statement of Legal Capacity (Annexure A No. III) d. Details about the Bidder Agency (Refer “Structure and Organization” in Annexure A No. IV) e. Company Certificates like <ol style="list-style-type: none"> i. Certificate of incorporation highlighting registration details along with the composition of Board of Directors and ii. GST Registration No, PAN No. and TAN No. (Please refer Table-1 of “Non-Statutory Folder” of Section A). IT returns for last three years. EPF and ESI registration Certificates. f. Statement of any Indictment: The Bidders should not be under active prosecution for criminal offence, litigation, court receivership or similar proceedings <ol style="list-style-type: none"> i. It may please be noted that non-provision of this declaration in this proposal will lead to rejection of the same. ii. Declaration that the Bidder or any of its staff had not been at any point of time blacklisted by any Government or its agencies or court of law or any other organization (Please refer Annexure A No. V) iii. Brief of court / legal cases pending, if any.

		<p>iv. Project experience during the period of last 5-10 years (Refer Annexure A No. VI).</p> <p>v. Detailed Work experience during the period of last 5-10 years (Refer Annexure B).</p> <p>2. Financial Proposal</p> <p>a. Financial Proposal Submission Form (Refer Annexure C).</p> <p>b. BOQ.</p> <p>Note: All documents in original shall have to be produced in due course of time as & when asked by State Urban Development Agency (SUDA) / State Level Selection Committee (SLSC)</p>
5	Earnest Money Deposit	<p>Rs.14,000.00 (Rupees Thirty Thousand) only as an initial Earnest Money Deposit shall be paid through online mode of payment (Payment link will be available in the website). This amount will be converted to security deposit for the successful bidder.</p> <p>The EMD for the successful Bidder will be converted to Security Deposit and additional amount of 8% will be deducted on Overhead/service charges towards Security Deposit from each monthly invoice. Such deducted total amount will be refunded after 3 months on expiry the Contract.</p>
6	Refund of Earnest Money	The EMD is interest free and will be refundable to the unsuccessful bidders within 15 days of signing of agreement with the Successful Bidder.
7	Cost Price of Bid Document	NIL
8	Goods and Service Tax (GST)	The Consultant / Bidder should include GST in the cost of consultancy. However, the employer will pay to the Consultant / Bidder GST or any other tax replaced with it at the prevalent rate at the time of actual payment to the Consultant / Bidder.
9	Currency	Consultant shall express the price of their assignment/job in Indian Rupees.

10	Tender Schedule as follows:	
Sl. No.	Particulars	Date and Time
A.	Date of uploading of Bid Document and Tender Documents (Online Publishing Date)	17.11.2023 at 05:00 PM
B.	Documents download start date (Online)	17.11.2023 at 05:00 PM
C.	Documents download end date (Online)	06.12.2023 at 3:00 PM
D.	Date and time of Pre-bid meeting with the intending bidders in the office of SUDA, ILGUS Bhawan, HC Block, Sector III, Bidhannagar, Kolkata - 700106	28.11.2023 at 01:00 PM
E.	Bid submission starting (On line)	17.11.2023 at 05:00 PM
F.	Bid Submission closing (On line)	06.12.2023 at 4:00 PM
G.	Bid opening date for Technical Proposals (On line)	08.12.2023 at 4:00 PM
H.	Date of uploading list for Technically Qualified Bidders (online)	To be notified
I.	Date of Opening of Financial Proposal (On line)	To be notified
J.	Date of uploading of list of bidders along with the financial quotes (On line)	To be notified

11	Form of Financial Proposal	Financial Bid shall be (as per BOQ) offered by the agency for undertaking the Services as mentioned in this document. <i>Quoted amount* inclusive of GST & all other Taxes but excludes of cost of travel (outstation) and cost of accommodation pertaining to assignments.</i>
12	Bid Evaluation Criteria	Bids will be evaluated on Quality cum Cost based score (QCBS) to ensure a fair and transparent method of selection. The credentials of the bidders as uploaded online will be evaluated first by Tender evaluation Committee. The credentials for technical evaluation will broadly cover the following areas: a) Technical document(s)(Part I) uploaded online. b) Technical Presentation <ul style="list-style-type: none"> • The evaluation committee will inspect scan copy of the documentary evidence uploaded. The bidders should be ready in the technical presentation session to produce hard copies of the credentials on demand. • The technical document (in Sl. No. 03 & 04) will be

evaluated first whether the bidders fulfil the mandatory requirements.

- The qualified bidders will be given the opportunity to make presentation/s to the Departmental Tender evaluation Committee on a specified date onward. In case a bidder does not meet the criteria for eligibility criterion, his Technical Bids will be rejected.
- The bidder must achieve 70% marks in the technical presentation to be eligible for opening of financial bid. In case a bidder does not meet the criteria for eligibility criterion, his Technical Bids will be rejected.
- **The weightage given to the technical evaluation is 70% and weightage given in the financial proposal is 30%.**
- The lowest financial proposal (Fm) will be given a financial score (Sf) of 100 points.
- The financial score (Sf) of the other financial proposals will be computed as $Sf=100 \times Fm / F$ in which Sf is the financial score, Fm is the lowest price and F is the price offer of the proposal under consideration.
- Proposals will be ranked according to their combined Technical (St) and Financial Scores (Sf) using the weightage (T=0.70) and P=0.30), $S=St \times T + Sf \times P$
- The bidder securing the highest combined technical and financial score will be awarded the contract.

CRITERIA FOR TECHNICAL EVALUATION OF BIDS

Sl No	Parameter	Maximum Marks allotted
1	Firm's General Experience and Experience in similar Assignments	40
1a	Number of Years of Experience i. More than 05 years to 10 years: 05 marks ii. More than 10 years: 10 marks	10
1b	Sub Criteria – “Experience in Short Flim under WB Govt. (maximum film duration 10 minutes) i. 3 marks per project with maximum marks allotted is 15	15
1c	Sub Criteria – “Experience in Short Flim under UD&MA Deptt. Gov. of WB i. 1 number of Project – 5 marks ii. 2 number of projects– 10 marks iii. More than 2 number of projects-15 marks	15
2	Financial Capacity of the Firm	10

		<p>Average Annual Turn Over of the Firm for the last 3 Financial Years (2019-20, 2020-21 & 2021-22)</p> <p>i. More than Rs. 3.5 lakh to Rs. 50.00 lakh:5 marks</p> <p>ii. More than Rs. 50.00 lakh: 10 marks</p>	10
		3 Technical Presentation	40
		Technical Presentation on above creatives. Bidder to present on the roadmap undertaken to prepare the Creatives. Marks to be given on thought process, innovation and ability to represent the idea in the creative.	40
		4 Local Presence	10
		i. Presence of office in Kolkata / West Bengal – 10 marks	10
		TOTAL	100
13	Validity of Bid	180 days from the date of opening of the financial part of the Bid.	
14	Withdrawal of Bid	A Bid once submitted shall not be withdrawn within the validity period.	
15	Acceptance of Bid	State Urban Development Agency (SUDA), reserves the right to accept or reject any or all proposals without assigning any reason thereto. SUDA reserves the right to withdraw from the process or any part thereof, to accept or reject any/ all offer(s) at any stage of the process and/or modify the process or any part thereof or to amend any terms without assigning any reasons. Since this is an e-tendering process, all the required documents are to be submitted through online only . SUDA shall not entertain any other mode of submission (post/courier/fax etc.) of proposal other than e-tender mode.	
16	Intimation	The qualified Bidder(s) will be notified through email of the acceptance of their Bid. If at any time during the evaluation process, SUDA requires any clarification, they reserve the right to request such information from any or all of the agencies and the agencies will be obliged to provide the same within a reasonable timeframe. SUDA may also call for a presentation on the proposal from any or all of the Bidders who have submitted their proposals.	
17	Influence	Any attempt to exercise undue influence in the matter of acceptance of Bid is strictly prohibited and any Bidder who resorts to this will render their Bid liable to rejection.	
18	Name and address of the Tender Inviting Authority	Director, State Urban Development Agency, ILGUS Bhawan, HC Block, Sector III, Bidhannagar, Kolkata - 700106	

19	Execution of Work	Bidders are liable to execute the service as mentioned in “Terms of Reference” in Section-B.
20	Disqualification	A proposal that has been found to be incomplete in content or attachments or authenticity shall not be considered for the purpose of qualification. If any information (false/ unacceptable) is received by SUDA after the Bidder has been qualified to receive the Request for Proposal, SUDA reserves the right to reject the Bidder at that time or at any time after such information becomes known. The bidders not satisfying the requisite qualification criteria specified in the above sections are not eligible.
21	Award of Contract	SUDA shall issue a Letter of Intent (LOI) / Letter of Acceptance (LOA) to the selected Consultant and promptly notify all other Consultants who have submitted proposals about the decision taken. The consultant/(s) will sign the contract after fulfilling all the formalities/pre-conditions, within 15 days of issuance of the Letter of Intent / Letter of Acceptance. The Consultant is expected to commence the Assignment/job on the date and at the location as mutually agreed upon.
22	Confidentiality	Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the agency who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any agency of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Employer’s antifraud and corruption policy.
23	Number of Proposals	A Bidder can submit only one proposal. If multiple proposals are submitted, all the proposals shall be out-rightly rejected.

DIRECTOR
STATE URBAN DEVELOPMENT AGENCY

SECTION – A
INSTRUCTIONS TO BIDDERS

I. General Guidance for e-tendering

Instructions/ guidelines for bidders for electronic submission of the proposals have been enclosed for assisting them to participate in e-tendering.

II. Registration of Bidder

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, through logging on to [https:// wbtenders.gov.in](https://wbtenders.gov.in). The bidder is to click on the link for e-tendering site as given on the web portal.

III. 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 service provider of the National Informatics Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Website stated in Clause II of Instructions to Bidders. DSC is given as a USB e-Token.

IV. The Consultants / Bidders can search and download the Tender Documents electronically from computer by logging on to the website mentioned in Clause-II above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

V. Submission of Proposal

Proposals are to be submitted through online to the website stated in Clause II in one folder at a time before the prescribed date and time using the Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

The proposal should contain scanned copies of the following further two covers (sub folders):

A. Statutory Cover Containing

1. Prequalification Document

- i. Qualification Application (Annexure A)

2. Technical Document (To be filled, scanned and uploaded as multiple page scanned file)

- i. Financial Statement (Annexure A No. II)
- ii. Statement of Legal Capacity (Annexure A No. III)
- iii. Details about the Bidder (Annexure A No. IV)

- 9 | Making short film related with Used Water Management for IEC under Swachh Bharat Mission/ Mission Nirmal Bangla.

NOTE: Bidders must ensure that the e-mail id provided in the Registered Office Address is the same with which they have registered at the e-procurement portal ([http:// wbtenders.gov.in](http://wbtenders.gov.in)).

iv. Statement of Any Indictment (Annexure A No. V)

Note: The bidder should not be under active prosecution for criminal offence, liquidation, court receivership or similar proceedings. It may please be noted that non provision of this declaration in this Bid **will lead to rejection** of the same.

1. Declaration that the Bidder or any of its / their staff had not been at any point of time **blacklisted** by any Government or its agencies or court of law or any other organization
2. Brief of **court / legal cases** pending, if any.

v. Project Experience during the period of last five years (see the format in Annexure A No. VI)

B. Non-Statutory Cover Containing / My Space

1. **Certificates:** GST Registration No, PAN No., TAN No, Income Tax return for last three years, EPF and ESI registration Certificates (**Scanned copies to be provided**).
2. **Organization Details:** Registration details along with the composition of Board of Directors or details of lead partner or governing authority or trust as the case may be. It is to be noted that depending upon the legal nature of the bidder, the corresponding documents need to be submitted.
3. **Credentials:** Details of work experience during the period of last 05 years as per table provided in Annexure B No. I, along with documentary evidence.

Note:

- a. Bidders are required to give details of only those projects which have been mentioned in Annexure A-No VI: Project Experience during the period of last five years
- b. Bidders **MUST** ensure that **name and sequence of projects remains the same** as given in Annexure A VI: Project Experience during the period of last five years.

4. Detailed Project experience during the period of last 10 years (Annexure B)

Intending Bidders should upload above documents as per following folders in My Documents

NOTE: Bidder must ensure that they upload documents in black and white & resolution (DPI) of the scanned document should not exceed 300.

Table 1: List of Documents to be uploaded in My Documents (Non-Statutory Folder)

e-Tendering System of Government of West Bengal			
Bidder Document Sub Category Master			
Sl. No.	Category Name	Sub Category Name	Sub Category Description
A.	CERTIFICATES [Every folder corresponds to one single file (multiple page scanned file) and the file size should not be more than 1 MB]	A1. CERTIFICATES	1. GST Registration No. 2. PAN No. and TAN No. 3. Income Tax return for last 3 FY 4. EPF and ESI registration Nos.
B.	COMPANYDETAILS [Every folder corresponds to one single file (multiple page scanned file) and the file size should not be more than 1 MB]	B1. COMPANY DETAILS 1	1. Certificates of incorporation and commencement of business highlighting registration details as is applicable to the legal status of the bidder 2. Composition of Board of Directors or details of lead partner or governing authority or trust as the case may be, as is applicable to the legal status of the bidder
C.	CREDENTIAL	C1. CREDENTIAL 1 C1. CREDENTIAL 2	1. Project Experience during the period of last 10 years (Please refer Annexure B. No. I) 2. Work Completion Certificates or Payment Certificates issued by competent authority for the projects mentioned. [For completed projects, provide payment certificate in casework completion certificate is not available]

Note: - Failure of submission of any of the above-mentioned documents will render the tender liable to summarily rejected.

All Corrigendum & Addendum Notices, if any, have to be digitally signed & uploaded by the Bidder in the Declaration Folder of My Documents.

VI. Qualification Criteria:

The Bidders must meet the following criteria:

- A. General Criteria:** As mentioned in Data Sheet
- B. Technical Criteria:** As mentioned in Data Sheet
- C. Financial Criteria:** As mentioned in Data Sheet

VII. Evaluation of Bid

Opening of Bid

- Proposals will be opened electronically from the website using Digital Signature Certificate.
- Decrypted (transformed in to readable formats) documents will be downloaded and handed over to the officials for evaluation.

Evaluation:

- Cover (sub-folder) of statutory documents shall be opened first and if found in order, cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- Scrutiny of proposal and recommendation thereafter will be made by the Tender Committee by SUDA.

Uploading of summary list of technically qualified bidders-

- Pursuant to scrutiny and decision of the Tender Committee, the summary list of eligible bidders will be uploaded in the web portals.
- During the process of evaluation, SUDA may summon the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- Any document found to be incomplete in content or attachments or authenticity shall not be considered for the purpose of qualification.

Bidders not satisfying the requisite qualification criteria specified in the above sections are not eligible.

DIRECTOR
STATE URBAN DEVELOPMENT AGENCY

Section B

Terms of Reference

A. INTRODUCTION

We are inviting qualified agencies with expertise in documentary production to submit proposals for creating a comprehensive documentary aimed at providing a basic understanding of Domestic Used Water (Wastewater) Management in Urban Local Bodies (ULBs). The documentary will serve as an educational tool for various stakeholders and the general public, shedding light on the importance of wastewater management and its impact on urban environments.

B. SCOPE OF THE WORK

1. **Documentary Concept and Content:** The agency is expected to develop a compelling documentary concept, including an engaging narrative that explores the challenges, solutions, and significance of Used Water Management in ULBs. The content should be informative, visually appealing, and well-researched. The narrative should be lucid and crispy. **The film should be dubbed in Hindi, English & Nepali along with Bengali language with clear speech.**
2. **Scriptwriting:** The agency will be responsible for crafting a well-structured script that effectively conveys the subject matter while maintaining a captivating storyline.
3. **Filming and Production:** The documentary should be produced in a professional High-Definition (HD) format, utilizing state-of-the-art equipment to ensure exceptional video and audio quality. Filming should encompass a range of relevant locations, experts, and case studies to provide a comprehensive view of the topic. The film should not contain any ingredients that may attract any litigations during its promotions or show at different levels.

C. TECHNICAL REQUIREMENTS:

1. **Video Quality and Format:** The documentary should be delivered in 4K format, meeting modern industry standards for visual and audio quality.
2. **Equipment:** The agency must employ cutting-edge filming, lighting, and sound equipment to ensure top-tier production values.

D. DELIVERABLES:

1. **Final Documentary:** The agency will be responsible for delivering a complete, edited documentary of the approved length, meeting the specified technical standards.
2. **Raw Footage and Materials:** All raw footage, audio recordings, graphics, and other relevant materials used in the production should be provided to the client upon completion of the project.
3. **The authority reserves the right to show or handover the film to any Govt. organization (Both Central & State) for broad publication & Broadcasting.**

E. TIME SCHEDULE FOR DELIVERABLES

Sl. No.	Activation	Timeline
01	Present the detailed concept, storyline, music, location etc.	Within 3 days of receipt of Work Order
02	Present the final Script	Within 5 days from approval of the concept & storyline.
03	Submit First Cut of the film	Within 7 days from the approval of the final script
04	Submit Second Cut of the film	Within 5 days of presenting the First cut and getting feedback from the authority on any modification required.
05	Submit the final version of the Film	Within 7 days from approval of the Second Cut

** For any delay from the above prescribed schedule, which may be due to unforeseen circumstances, prior approval may be obtained from the Authority, giving detailed and convincing justification for the same.*

F. PAYMENT SCHEDULE

- There is no provision for advance payment.
- Invoice should be raised in favour of the Director SUDA,
- Invoice should be accompanied by work done certificate duly issued by the Director SUDA or his Representative.

G. TERMINATION

SUDA may, terminate this Contract in whole or in part by giving the Bidder prior and written notice indicating its intention to terminate the Contract under the following circumstances:

- Where the Director, SUDA is of the opinion that there has been such Event of Default on the part of the Bidder which would make it proper and necessary to terminate this Contract and may include failure on the part of the Bidder to respect any of its commitments with regard to any part of its obligations under its Bid, the Tender or under this Contract.
- Where it comes to the Director's attention that the Bidder (or the Implementation Agency's Team) is in a position of actual conflict of interest with the interests of the Department, in relation to any of terms of the Implementation Agency's Bid, the Tender or this Contract.

DIRECTOR
STATE URBAN DEVELOPMENT
AGENCY

SECTION – C

CONDITIONS AND REQUIREMENTS FOR BIDDING

1. Any clarifications sought may be done in Pre-Bid meeting and thereafter incorporation / modification will be subject to discretion of Tender Inviting Authority.
2. Submission of Bid document will not be allowed beyond the schedule time indicated in the Tender document.
3. Any conditional Bid will be liable for rejection.
4. SUDA reserves the right to reserve or amend the Bid documents prior to the date notified for submission of the Bid or also to extend the time mentioned in the NIT under intimation to the bidders.
5. Bids, which have been considered valid on the result of general examination (Prequalification stage) at the time of opening, shall be subjected to subsequent detail scrutiny. Notwithstanding the general examination carried out earlier, the Bid Inviting Authority reserves the right of rejection of any Bid, which may be found to be defective during the detail scrutiny.
6. SUDA reserves the right to accept or reject any or all of the Bids received or to relax any clause without assigning any reason thereof.

Sd/-
DIRECTOR
STATE URBAN DEVELOPMENT
AGENCY

SECTION – D

DEFINITIONS AND INTERPRETATIONS

In the Tender, as hereinafter defined, the following words and expressions shall have the meanings hereby assigned to them, except where the context otherwise requires:

- a) Turnover = Difference between Gross receipts derived from services and non-operating receipts such as dividends and interest income.

DIRECTOR
STATE URBAN DEVELOPMENT AGENCY

Annexure – A

I. Qualification Application

(To be written on the letterhead of the Applicant)

From:

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To

The Director,
State Urban Development Agency (SUDA), ILGUS Bhawan, HC Block,
Sector III, Salt Lake City, Kolkata - 700106,
West Bengal, India.

Subject: Making short film related with Used Water Management for Information, Education and Communication (IEC) with the general public in Urban Local Bodies (ULBs) of West Bengal under Swachh Bharat Mission/ Mission Nirmal Bangla.

Sir,

This is with reference to the tender dated..... 2023 inviting proposal for Making short film related with Used Water Management for Information, Education and Communication (IEC) with the general public in Urban Local Bodies (ULBs) of West Bengal under Swachh Bharat Mission/ Mission Nirmal Bangla. As specified in the Tender notice, having examined the Statutory, Non statutory documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalf of in the capacity ----- duly authorized to submit the proposal. We believe that we satisfy the eligibility criteria set out in relevant sections of the proposal document.

We propose to submit our proposal as _____ (insert full name of Applying Agency).

We declare that we have not been convicted by a Court of law or indicted or adverse orders passed by a regulatory authority against us which would adversely impact our ability to manage the project if awarded or which relates to a grave offence that outrages the moral sense of the community.

We also declare that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our sister concerns.

We further declare that no investigation by a regulatory authority is pending either against us or against our sister concerns or against our CEO or any of our Directors/Managers/ employees.

We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct and complete. I/We have furnished all information and details necessary for the proposal and have no further pertinent information to supply.

We understand that:

(a) Tender Inviting Authority can amend / modify the scope of this project.

(b) Tender Inviting Authority can reject any or all bids without assigning any reason. And also withdraw or cancel the bid process at any stage without any liability of whatsoever nature therefore.

I / We shall be glad to receive further communication on the subject.

Yours faithfully,
Authorized Signatory
Signature of applying agency
including title and capacity
in which application is made

Enclosure: e-filing: -

1. Statutory Document
2. Non-Statutory Document

Date of Submission

II. Financial Statement

1. Name of Applying Agency:

2. Summary of Turnover generated on the basis of the audited financial statement of the last 03 (three) financial years.

	2019-20 (Rs. In Lakh)	2020-21 (Rs. In Lakh)	2021-22 (Rs. In Lakh)
Annual Turnover			

Average Annual Turnover is XXXX (Rs in Lakh)

Signed by a Practicing Chartered
Accountant

Name: Membership No.:

Name of the Firm with Seal

Date ___

Note: This form is required to be certified by a practicing Chartered Accountant

III. Statement of Legal Capacity

(To be forwarded on the letterhead of the entity submitting the Proposal)

Reference No. -----

Date: -----

To,
The Director,
State Urban Development Agency (SUDA)
ILGUS Bhawan, HC Block, Sector III, Salt Lake City,
Kolkata - 700106,
West Bengal, India.

Sub: Making short film related with Used Water Management for Information, Education and Communication (IEC) with the general public in Urban Local Bodies (ULBs) of West Bengal under Swachh Bharat Mission/ Mission Nirmal Bangla.

Sir,

This is with reference to the advertisement dated.....2023 inviting proposal to set up State Level Technical Cell (SLTC) under PMAY – HFA (U).

We have read and understood the contents of the Invitation for proposal and the advertisement and pursuant to this hereby confirm that:

We satisfy the eligibility criteria laid down in the Tender notice.

We have agreed that _____ (insert individual's name) will act as our representative and has been duly authorized* to submit the proposal.

Yours faithfully,

Authorised Signatory
For and on behalf of (Name of the agency)

**Please attach a true copy of the Letter of Authorization / Board resolution certified by the authorized Signatory for the individual bidding company.*

IV. Structure & Organization

A. Details about the Bidder:

1. Name of applying agency / consulting firms:
2. Registered Office Address:
Telephone No.:
Fax No. :
E mail#:
Website:
3. Kolkata Office Address (if any):
Telephone No.:
Fax No. :
E mail#:
Website:
4. Name of the Contact Person for this assignment:
Designation:
Address:
Telephone No. :
Cell phone No.:
E mail:
Fax No. :

Signature of applicant
including title and capacity in which
application is made.

Bidders must ensure that the Email id provided in the Registered Office Address is same with which they have registered on the e-procurement portal ([http:// wbtenders.gov.in](http://wbtenders.gov.in)).

V. Statement of any Indictment

(By any Income Tax, Sales Tax, Customs and Excise Authorities and other Regulatory Authorities) (To be forwarded on the letterhead of the interested entity submitting the Proposal)

Date:

To,
The Director,
State Urban Development Agency (SUDA),
ILGUS Bhawan, HC Block, Sector III,
Salt Lake City, Kolkata - 700106,
West Bengal, India

Sir,

We solemnly declare that there has been no conviction by a court of law or indictment or adverse order or investigation or charge sheet by an agency of the Government, any income tax, sales tax, customs, excise authorities and other regulatory authorities including but not limited to Reserve Bank of India (RBI) and Securities Exchange Board of India (SEBI) against us or our Promoter Group.

We have not been declared ineligible by the Government of India or any State / UT / Local Government for corrupt and fraudulent practices or blacklisted by them.

Yours faithfully,

Designation:

Signature(s) of Applicant(s) Seal of applicant Name:

VI. Project Experience during the period Last 10 Years

Please categorize all the projects into four broad heads given in the table below and mark a tick (✓) for each of the projects.

Sl. No.	Name of Project/Assignment and	Work Order Date	Tendered amount	Year of completion (write 'ongoing' in case of ongoing project)	Project Location
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

(Bidders MUST maintain the same name and sequence in "detailed project experience" in Annexure B No. 1)

Annexure – B

Detailed Project Experience during the period of Last 10 Years

(Bidders MUST maintain the same name and sequence of projects as it has been given in Annexure A. No. VI)

Assignment name:	
Approx. value of the contract (in Rs):	
Location details:	
Name of Client:	
Address of Client:	
Start date (month/year): Completion date (month/year):	
Approx. value of the services provided by your firm under the contract (in Rs.):	
Narrative description of project in brief:	
Description of actual services provided by your firm in the assignment:	
Whether the assignment is completed or continuing:	
Explanation on how it meets the eligibility criteria:	

Annexure C - Financial Proposal Submission Form

(To be submitted on the letter head of the Bidder)

To
The Director,
State Urban Development Agency,
ILGUS Bhawan, HC Block,
Sector III, Salt Lake City,
Kolkata – 700106,
West Bengal, India.

Date:

Name of the Assignment: Submission of financial proposal for **<Name of the Assignment as mentioned in Bid document>**

Bid Reference No. : **<Bid number>** Dear

Sir,

We, the undersigned, offer to provide consulting services for **<Name of the Assignment as mentioned in Bid document>** in accordance with your RFP dated <date> and our Technical Proposal. Our Financial quote has been submitted through online.

Our financial quote shall be binding upon us subject to the modifications, upto the expiration of the validity period of the proposal i.e. before the date indicated in Time Frame of Section B: Description of the Project of the Request for Proposal.

No gratuities have been or are to be paid by us to the Agents relating to this proposal and contract execution.

We understand you are not bound to accept any proposal you receive.

Thanking you. Yours

faithfully,

Authorised Signature (in full and initials) Name

& title of signatory

Name of Consultant:

Address:

Bill of Quantities (BOQ):

Sl. No.	Item Description	Total Amount inclusive of all taxes & GST (in Rs.)
1.	Making short film related with Used Water Management for Information, Education and Communication (IEC) with the general public in Urban Local Bodies (ULBs) of West Bengal under Swachch Bharat Mission/ Mission Nirmal Bangla.	Rs.

Annexure D

Press Advertisement

State Urban Development Agency (SUDA)

(Urban Development & Municipal Affairs Department, Govt. of West Bengal)
ILGUS Bhavan, HC - Block, Sector III, Salt Lake, Kolkata -106
email ID: wbsudadir@gmail.com, Tel: (033) 66366600

NOTICE FOR INVITING E-TENDER

e-tender is invited from Interested Bonafide bidders for 'Making short film related with Used Water Management for Information, Education and Communication (IEC) with the general public in Urban Local Bodies (ULBs) of West Bengal under Swachch Bharat Mission/ Mission Nirmal Bangla' as per the detail below:

Sl. No.	Tender ID No.	Tender Ref No.
01	SUDA-11014(16)/1/2023-AD DIR(SUDA)- SUDA/..... dated

Bid Submission closing on Interested Bonafide bidders are requested to visit <https://wbtenders.gov.in/>.

Sd/-
Director, SUDA