

**STATE URBAN DEVELOPMENT AGENCY****'ILGUS' Bhavan, Sector-III, Salt Lake, Kolkata-106****SHORT NOTICE FOR INVITING TENDER****Introduction:**

State Urban Development Agency, (SUDA) West Bengal under Municipal Affairs Department, Government of West Bengal invites Sealed Tender from Reputed and well experienced Exhibition Organising cum Event Management Agencies for Conceptualisation, Design, Decoration, Panelling, Supervision, and Display in Exhibition Space having area of 1500 sq/ft to be utilised by Municipal Affairs Department along with the different bodies/ societies/ authorities under this Department in the exhibition at Khardah to be held from 05.05.2013 to 21.05.2015; focussed on theme 'Achievement of the present Government of West Bengal during last two years in relation to Municipal Affairs Department'. Any design and concept presented by the agency should be in accordance with the theme. The area to be allotted in consultation with Chairman of Khardah Municipality are to be used by following Department/ organisations for respective exhibition cum display purpose:-

- ❖ Municipal Affairs Department
- ❖ State Urban Development Agency
- ❖ Change Management Unit
- ❖ NDITA
- ❖ Kolkata Municipal Corporation

Intra allocation of space amongst the aforesaid organisations will be communicated to the successful bidder in due course.

**General Terms and Conditions:-**

- The Tenderer must have worked with different State and Central Government organisation in the past of having experience of executing exhibition related job.
- The Tenderer should have adequate & competent manpower and other facilities to arrange and execute the job smoothly.
- The Tenderer has to submit coloured concept designed of proposed theme / stall and creative for display panel.

- The tenderer should quote rate in the format given at annexure 'A' and shall unless clearly specified otherwise, including the cost of all labour, inclusive of all taxes and duties as applicable as per the law.
- The Tenderer should fill the rates tendered in figures as well as in words in english. Over writing in rates is not permitted. All corrections should be signed by the tenderer. Rates should be quoted item wise as shown in schedule'A'. If any item not mentioned in the annexure that may be quoted in separate sheet.
- Tenderer is required to deposit an earnest money of Rs. 10,000/- (Rupees Twenty Thousand only). The amount of earnest money will be accepted only in the form of Demand Draft drawn in favour of the STATE URBAN DEVELOPMENT AGENCY drawn on any Nationalized Bank payable at Kolkata. The tenders of the contractors who do not deposit earnest money in the specified manner will summarily be rejected.
- While submitting the tender, the tenderer should submit the following:
  - i. Copy of Proof of satisfactory completion of works of similar nature. (Self Attested)
  - ii. Details of manpower
  - iii. Copy of Proof of financial status of the firm from a scheduled bank (Self Attested)
  - iv. Earnest Money.
  - v. Copy of Sale Tax and Income Tax clearance certificate for last Financial Year. (Self Attested)
  - vi. Copy of Service Tax Registration Certificate. (Self Attested)

Any tender not accompanied by requisite documents mentioned above is not liable to be considered and shall be summarily rejected.
- State Urban development Agency reserves the right to reject any or all tenders or portion of the tender and award the remaining work to any other agency without assigning any reason what so ever. Conditional tender in any form whatsoever shall be liable to outright rejection. Unsealed tenders shall be summarily rejected.
- Tender shall be submitted on or before 06.05.2013 till 1.00 p m and the same will be opened on the same day at 3.00 p.m. in the presence of the willing tenderer at the conference hall of SUDA, 'ILGUS BHAVAN', H.C.Block, Bidhannagar, Kolkata 700106 .
- The Earnest money of successful tenderer (hereinafter referred as contractor) will be retained as security for successful completion of the contract and shall be returned only after Exhibition is over and the exhibition hall / Ground will be handed back to the State Urban development Agency in the restored condition within the stipulated time.


- The duration of the exhibition is scheduled to be continued for sixteen days. However, in case it is extended up to two days no extra payments will be made to the contractor. If the exhibition is extended more than two days, i.e. beyond eighteen days, extra payments for each extended day shall be made at the rate not exceeding proportionate cost for 17-18 days.
- The volume and number of works may vary either way at the discretion of SUDA. For additional work outside the work order contractor shall have to quote rates separately. SUDA has the right to pay the rates quoted by the contractor or on the basis of assessment of reasonable market rate.
- The successful tenderer shall immediately and not later than the next working day of intimation of acceptance of tender. Failure to do so shall give the State Urban Development Agency the right to revoke the acceptance of the tender without further notice to the tenderer, forfeit the Earnest money deposit and award the work to any other contractor.

**Mode of payment:**

- a. 40% after completion of exhibition space.
- b. Balance 60% after successful completion of the event and certified by designated officers.

**Terms and condition of the Contractor:**

1. The contractor shall have to complete the exhibition space immediately.
2. In case any portion of work is not completed as per laid down specifications, as specified in the work order agreement, penalty up to 10% of the balance work which was to be completed within the time stipulated in the work order/agreement will be levied.
3. On completion of the exhibition the Contractor have to take away all materials except display board within twenty four hours from the concluding day of the exhibition or within the time frame extended by the competent authority of SUDA in writing and shall have to vacate the site within the specified time failing which the contractor shall be treated as trespassers and the earnest money shall be liable to be forfeited. The display boards put up in the stall shall be the property of SUDA and these shall be handed over to SUDA immediate after the conclusion of the exhibition.

 3/5/2013  
Director, SUDA

**FORMAT FOR QUOTING THE RATE**

Name of the Event :- **exhibition on completion of two years of the present State Government**  
Size of the Stall 1500 sqft.

| <b>Sl.No.</b> | <b>Particulars</b>   | <b>Amount</b> |
|---------------|--|---------------|
| 1             | Concept & Design   |               |
| 1.            | Stall Fabrication with wall backlit branding of stall including ceiling                          |               |
| 2.            | Wooden Platform if required  |               |
| 3.            | Floor Graphics   |               |
| 4.            | Cloth Graphics   |               |
| 5.            | Acrylic display items  |               |
| 6.            | Scroller   |               |
| 7.            | Digital Photograph   |               |
| 8.            | Canvas Print (Rate approved by I&CA or below)  |               |
| 9.            | Vinyl Print (Rate approved by I&CA or below)   |               |
| 10.           | Flex Print and (Rate approved by I&CA or below)  |               |
| 11.           | Text Panel (Rate approved by I&CA or below)  |               |
| 12.           | Man Power for extending the service during the fair period                                       |               |
| 13.           | Electrical fittings to be done through a licensed electrical mechanic                            |               |
| 14.           | Podium for Model display   |               |
| 15.           | Plants & Flower Pots ( as per requirement)   |               |
| 16.           | LCD TV (42")/Smaller Size as per requirement With DVD Player<br>(Rate approved by I&CA or below) |               |
| 17.           | Transportation   |               |

**For the items mentioned against Sl.No. 1 to Sl. No. 11 the rate should be quoted in terms of per Sq.ft.**

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Signature of the competent person  
of the Tenderer with seal