

Government of West Bengal
Kolkata Chalachitra Utsav
Nandan, West Bengal Film Centre
Information & Cultural Affairs Department
1/1, A. J. C. Bose Road, Kolkata-700020

Memo. No.:087 – ICA(KIFF)

Date: 25.11.2021

Tender Notice

In connection with the “Engagement of agency for printing of book on Soumitra Chatterjee for 27th Kolkata International Film Festival, sealed tenders are invited by the undersigned on behalf of the Information & Cultural Affairs Department, Government of West Bengal from the bona fide and reputed agencies having sufficient experience for execution of work related to Printing for 27th Kolkata International Film Festival mentioned in the annexure. Interested bidders may be submitted their tender papers as per annexure.

The Tender Forms, tender documents containing detailed specifications, terms & conditions etc. shall be obtained from the following address on the basis of the applications of the interested bidders:

Nandan, West Bengal Film Centre, 1/1, Acharya Jagadish Chandra Bose Rd, Kolkata-700020 or Tender form may be downloaded from the website: www.wb.gov.in / www.egiyebangla.gov.in

The tender documents will be available between 12 noon. to 5 P.M. from 25.11.2021 to 02.12.2021 excluding Saturday, Sunday and other Government holidays and the last date of submission of duly filled up tender papers is on 02.12.2021 up to 5.00 pm and duly filled up tender paper shall be submitted at the tender box kept in the above mentioned address. Technical bid will be opened on 04.12.2021 at 2.00 pm at Nandan, West Bengal Film Centre, 1/1, A. J. C. Bose Road, Kolkata-700020.

Sd/-
Director of KIFF
I & CA Department, Govt. of W.B

Memo. No. 087/1(9)- ICA(KIFF)

Date: 25.11.2021

Copy forwarded for favour of kind information and necessary action for wide publicity:

1. The OSD & E.O. Addl. Secretary, I & C.A Deptt., Govt. of West Bengal, Nabanna, Howrah.
2. The Director of Information, I & C.A. Deptt., Govt. of West Bengal, Nabanna, Howrah.
3. The Director of Films, I & C.A. Deptt., Govt. of West Bengal, Nabanna, Howrah.
4. The Financial Advisor, Govt. of West Bengal, Nabanna, Howrah.
5. The Executive Engineer, I & C.A. Deptt., Govt. of West Bengal.
6. Media Officer (AG), CNB, I & C.A. Deptt., Govt. of West Bengal, Nabanna, Howrah.
7. Officer in Charge, Paschimbanga Kabita Akademi, I & C.A. Deptt., Govt. of West Bengal.
8. P.A. to the Secretary, I & CA Department, Govt. of West Bengal, Nabanna, Howrah
9. Copy for Guard file

Sd/-
Director of KIFF
I & CA Department, Govt. of W.B

Government of West Bengal
Information & Cultural Affairs Department
325 S.C. Road Nabanna, Howrah-711102

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Sd/-
Director of KIFF
I & CA Department, Govt. of W.B

Bid Letter Form

(To be filled by the bidder)

From: _____

Date:

(Registered name and address of the Bidder.)

To: Director, Kolkata International Film festival
Department of Information & Cultural Affairs,
1/1, Acharya Jagadish Chandra Bose Rd,
Kolkata - 700020.

Sir / Madam,

Having examined the tender documents, I/we the undersigned, offer the rates as per prescribed Financial Bid Format for the following works as per detailed in the bid document in response to your **'Notice inviting Tender vide your No. 087 – ICA(KIFF) Dated 25.11.2021**

Execution of work related to printing of book on Soumitra Chatterjee for 27th Kolkata International Film Festival.

If our Bid is accepted, we undertake to:

1. Implement the prescribed work as per delivery schedule in conformity with the bid documents at the rate as offered by us in the bid document.
2. Earnest Money of Rs. **6500/- (Rupees six thousand five hundred)** only by Demand Draft drawn in favour of **"Kolkata Chalachitra Utav"**, payable at Kolkata shall be deposited along with the offer.
3. Execute all contractual documents as required in the bid document.
4. Abide by all the terms & condition as mentioned in the Tender Documents.
5. Maintain validity of the contract until completion of the programme from the date of opening of the tender as specified in the bid documents that shall remain binding upon us on acceptance of our offer.
6. All tender papers duly signed by the authorized person are enclosed herewith.

Dated. this _____ day of _____.

Witness:

Address:

Signature:

(in the capacity of Duly Authorised to sign bid for and on behalf of).

A. General Terms and Conditions for Annexure

1. The tender papers should be submitted in the following manner:
 - a) One sealed envelope should contain documents for Technical Bidding with the mention on the envelope as “TECHNICAL BID DOCUMENTS”
 - b) Another sealed envelope should contain the Financial Quotation with the mention on the envelope as “FINANCIAL BID- Not be opened before Technical Bidding.
 - c) The above mentioned two envelopes should be put in a bigger envelope **with the mention of category i.e. (Annexure)** and it should be submitted in a sealed manner.
2. **The technical bid documents will contain the following papers:**
 - i. **Copy of previous work orders having such type of services rendered with I&CA Department.**
 - ii. **Undertaking for supplying the branded equipments (please mention the name of maker/manufacturing Company).**
 - iii. **All papers as mentioned in the heading “Qualifying Requirements (QR)”**
 - iv. **Earnest Money of Rs. 6500/- (Rupees Six thousand five hundred) only by Demand Draft drawn in favour of “Kolkata Chalachitra Utsav”, payable at Kolkata shall be deposited along with the offer.**
3. The rates will be inclusive of all charges like transport charges etc.
4. The rates are to be quoted both in words and figures. The evaluation would be made on technical merits and financial quotes as per prescribed evaluation policy.
5. Under any circumstances, no extra payment will be made.
6. Quality of works or materials should be maintained by the agency.
7. The last date and time for submission of quotation is on **2nd December, 2021 up to 5pm**. The quotation will be opened on **4th December, 2021 at 2 pm**. The bidders or his authorized person may like to present at the time of opening of the tender.
8. The authority reserves the right to accept or reject any tender without assigning reason whatsoever.
9. The Tender needs to be submitted in favour of **The Director KIFF, Nandan, West Bengal film Centre, Department of Information & Cultural Affairs, 1/1, Acharya Jagadish Chandra Bose Rd, Kolkata-700020.**
10. The agency should have at least 5 years of experience of same nature and volume of work.
11. **Selection of agency should be done on the basis of rates & technical parameters submitted by the bidders.**
12. In order to assure quality of materials related to printing for 27th Kolkata International Film festival, evaluation of the bids will be made taking into consideration of both the technical (non-price criteria) and financial (price bid) parameters. More over since the programme demands the assurance of quality, the weight age for technical bids and financial bids would be 100% and 100% separately. The Financial Proposal will be opened only for those bidders whose technical/creative proposals receive the minimum qualifying marks by the Evaluation Committee, i.e., 71marks.

Procedure of evolution of bid would be as follows:

Stage -1			
Technical evolution (Non-price criteria)- 100	Criteria	Maximum Score	Marks allotted by the evaluator
1	Experience/ Credentials of handling similar nature of work for any Department/ agency of the State Government in the past 5 years	20	
2	Experience/ Credentials of handling similar nature of work for Information and Cultural Affairs Department of the State Government in the past 5 years	20	
3	Quality of performance / service delivered in similar nature of work for Information and Cultural Affairs Department of the State Government in the past 5 years	20	
4	Equipment quality & Brand	20	
5	All necessary documents for participation in bid	20	
Total marks scored at stage 1		100	

Selection Stage – I (Technical Bid Evaluation)

On the basis of technical evaluations a short list will be prepared on the basis of the marks obtained by the respective bidder and the list will be prepared. To qualify for the financial bid, the bidders must have to score at least 71 marks for technical bid.

Selection Stage – II (Financial Bid Evaluation)

The Financial Proposal will be opened only for those bidders whose technical/creative proposals receive the minimum qualifying marks by the Evaluation Committee. If a Technical Bid does not receive the minimum specified marks, the corresponding Financial Bid will not be opened.

Qualifying Requirements (QR):

The Bidder shall provide:

(a)	Trade License
(b)	Proof of office address
(c)	GSTIN Registration Certificate (if any)
(d)	PAN Card
(e)	Testimonial from at least two clients
(f)	P Tax Registration Certificate
(g)	Filled up Format 1 – Declaration of Acceptance of Terms and Conditions
(h)	Latest income tax return
(i)	Last one year audit report
(j)	Work experience certificate.
(k)	Earnest Money of Rs. 6500/- (Rupees Six thousand five hundred) only by Demand Draft drawn in favour of “ Kolkata Chalachitra Utsav ”, payable at Kolkata shall be deposited along with the offer.

Dated this _____ day of _____.

Signature

Address:

(in the capacity of Duly Authorized to sign bid for and on behalf of).

ANNEXURE

(Enclosure to tender notice no 087 – ICA(KIFF) dated 25.11.2021

Financial Bid Format

(Price to be quoted here in this sheet)

Quotation of Engagement of agency for Printing of book on Soumitra Chatterjee on the occasion of for 27th Kolkata International Film Festival

Sl. No.	Job Description	Quantity	Rate per unit	Amount (in Rs)
1	Printing “ Book on Soumitra Chatterjee” (Specification : To be printed in off-set with Cover-Perfect binding with Ballarpur Art Board of 350 GSM with Matt lamination, Inner page-Matt Art paper 175 – 200 GSWM, No of pages – 84(without cover), Size of the book: 7.5 X 10 inches.	1000 pcs		

Date :

Signature of the Bidder

Stamp: