



**Government of West Bengal
Nandan, West Bengal Film Centre
1/1 A.J.C Bose road, Kolkata-20**

Memo. No. 140 – ICA (KIFF)

Date: 20.12.2021

Tender Notice

In connection with the “27th Kolkata International Film Festival”, scheduled to be held from 7th January 2022 to 14th January 2022, sealed tender 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 Making and Supply Crystal Mementos and size suitable Paper bags as 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. Information & Cultural Affairs Department, Government of West Bengal, 1/1, A.J.C Bose Road, Kolkata -700020.

The interested bidders may download the tender papers from the website: www.egiyebangla.gov.in.

The tender documents will be available between 12.00 noon. to 4.00 P.M. from 20/12/2021 to 27/12/2022 excluding Saturday, Sunday and other Government holidays and the last date of submission of duly filled up tender papers is on 27/12/2022 up to 4.00 pm and duly filled up tender paper shall be submitted at the tender box kept in the above mentioned address. Tender will be opened on 27/12/2022 at 5.30 pm at Nandan, West Bengal Film Center, 1/1, A.J.C Bose Road, Kolkata -700020.

**Sd/-
Director, 27th KIFF
Nandan
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: The Director, 27th KIFF,
Department of Information & Cultural Affairs,
Nandan,
1/1, AJC Bose Road,
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 141 - ICA(KIFF) dated:20/12/2021**

For Making and Supply of Crystal Mementos related to the 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. **4250/- (Rupees Four Thousand Two Hundred Fifty)** only by Demand Draft drawn in favor of "**Kolkata Chalachitra Utsav**", payable at Kolkata shall be deposited along with the offer letter.
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 programmed 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:

Signature:

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



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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"
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. 4250/- (Rupees four thousand) only by Demand Draft drawn in favor of "Kolkata Chalachitra Utsav", payable at Kolkata shall be deposited along with the offer.**
3. Rates should be quoted for individual item in gross including all taxes and duties etc. The rate should also include the carrying cost, delivering cost and installation cost.
4. The applicable rates and taxes should be mentioned separately.
5. The rate should be quoted both in figure and words. All correction to rates and amounts in the tender shall be initiated by the contractor. Every page including the blank pages of the tender shall be signed by the contractor.
6. The rate quoted by the bidder shall be fixed for the entire period of completion and till handing over the items. No revision to rates or any escalation shall be allowed on account of any increase in price of materials, labour etc.
7. Festival authority reserves the right to accept or reject any tender paper including the lowest one without assigning any reason whatsoever.
8. The selected bidder will supply the equipment as per requirement of the Nandan authority.
9. Equipment will be supplied within three working days after receiving the work order .
10. E.M D. Amounting to Rs.4250/- by demand draft in favour of Kolkata Chalachitra Utsav to be enclosed along with the tender paper.
11. EMD: The EMD submitted against bids shall be refunded after 30 days finalization of order to the unsuccessful bidders. The EMD to the successful bidders shall be refunded on submission of the requisite Security Deposit.
12. The last date and time for submission of tender is on 27/12/2022 **up to 4 pm**. The tender will be opened on 27/12/2022 **at 5.30 pm**. The bidders or his authorized person may like to present at the time of opening of the tender.

13. The tender needs to be submitted in favor of **The Director, 27th KIFF, Nandan, Department of Information & Cultural Affairs, 1/1, A.J.C Bose Road, Kolkata-20.**
14. Estimated cost of tender for Making and Supplying Crystal Mementos along with paper bag is Rs.- 2,12,500 /- (Excluding GST).
15. Bidders having experience in similar kind of work shall be given preference.

**Director, 27th KIFF
Nandan
I & CA Department, Govt. of W.B**

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Copy forwarded for kind information and for publicity through the notice board:-

1. The Administrative Officer, Rabindra Sadan 1/1, A.J.C Bose Road .Kolkata-700020
2. The Secretary, Paschim Banga Bangla Academy, 1/1, A.J.C Bose Road .Kolkata-700020.
3. The Asst. Director of Information, Kolkata Information Centre, 1/1, A.J.C Bose Road .Kolkata-700020.
4. Administrative Officer, Paschim Banga Natya academy, 1/1, A.J.C Bose Road .Kolkata-700020.
5. The Executive Officer, Rajya Charukala Parshad, 1/1, A.J.C Bose Road .Kolkata-700020.
6. Notice Board of Nandan.

**Director, 27th KIFF
Nandan
I & CA Department, Govt. of W.B**

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. 5000/- (Rupees five Thousand) only by Demand Draft drawn in favor of Treasurer " 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
.....).

(Price to be quoted excluding all Govt. Taxes)

Tender for **Making and** Supply of Crystal Mementos along with paper bag

Sl. no.	Name of Equipments required	Specification	Quantity	Rate in Rs. (including GST)	Amount in Rs. (including GST)
1.	Crystal Mementos	Height in total 9.5inches Base 1.5inches (Crystal in black colour) with text and logo printed in four colour in two side of the base. KIFF logo and other approved art work to be placed as per approved designed.	125pcs		
2	Paper Bag	Paper bag height at least 10 inches width 5 inches. Logo to be printed in four colour on the bag. 425 GSM Paper to be used for making the bag	125pcs		

Date :

Signature of the Bidder

Stamp: