



GOVERNMENT OF WEST BENGAL
Information & Cultural Affairs Department
Nabanna
325 Sarat Chatterjee Road Howrah-711102

Memo. No. 5369-ICA(N)

Dated:-12/11/2025

Tender Notice for the work related to engagement of an Agency for printing of cards, car parking stickers, etc. in connection with Tele Academy Award Ceremony-2025.

On behalf of the Department of Information & Cultural Affairs, Govt. of West Bengal the undersigned invites tender from resourceful event management agencies **for the work related to engagement of an Agency for printing of cards, car parking stickers, etc. in connection with Tele Academy Award Ceremony-2025.** Interested agencies must submit the proposal within or before 14/11/2025 at 01:30 pm.

It will be two bid system and agency will be selected on the basis of eligibility criteria, Technical Evaluation and Financial Evaluation. The technical bids will be opened on 17/11/2025 at 03:00 PM and Technical presentation will be held on 17/11/2025 at 03:00 PM. in the Conference Room, Room No. 901, 9th Floor, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102.

Sd/-
Director of Film
Information & Cultural Affairs Deptt.
Govt. of West Bengal

Tender Schedule:

Sl. No.	Events	Date & Time
1	Date of Issuing Tender Notice vide no 5369-ICA(N) dt. 12/11/2025	12/11/2025
2	Date of Publication of Tender Notice in Daily Newspapers	13/11/2025
3	Date of uploading of N.I.T. & other Documents (Publishing Date)	12/11/2025
4	Documents download start date	12/11/2025
5	Documents download end date	14/11/2025
6	Bid submission start date	12/11/2025
7	Bid Submission closing	14/11/2025– 01:30 PM
8	Date of opening of Technical Bid	17/11/2025– 03:00 PM
9	Date for Technical presentation	17/11/2025– 03:00 PM
10	Date of uploading list for Technically Qualified Bidder	To be informed later
11	Date of opening of financial bid	To be informed later

Invitation for Bids

SECTION – I

1. Section I - Invitation to Bidders/Important dates:

The invitation to bid is for **“the work related to engagement of an Agency for printing of cards, car parking stickers, etc. in connection with Tele Academy Award Ceremony-2025”** being organized by Information & Cultural Affairs Department, Nabanna, 325 Sarat Chatterjee Road, Howrah-711102. Submission of bids shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications. This section provides general information about the Issuer, important dates and addresses for all communication.

The major components of the work are:

Issuer:

Director of Film, Information & Cultural Affairs Deptt., Govt. of West Bengal.

Contact Person:

Director of Film, Information & Cultural Affairs Deptt., Govt. of West Bengal

Key Events & Dates:

As mentioned in the tender schedule

Procurement of Document:

The bid documents are available for download from <https://wb.gov.in> from 12/11/2025.

Estimated amount, EMD, Venue and Deadline for submission of Proposal:

The estimated amount of this tender is Rs. 3,46,141/- (Rupees three lakh forty six thousand one hundred and forty one only) including all Govt. taxes subject to the actual work done as per certification of the officials concerned, upon physical verification of the work done. So, Earnest Money of Rs. 7,000/- (Rupees seven thousand) only in favour of West Bengal Tele Academy. Offers not accompanied by the Earnest Money will be rejected. The Earnest Money of the successful bidder will be retained and adjusted against the Security Deposit.

Director of Film
Information & Cultural Affairs Deptt.
Govt. of West Bengal

Eligibility Criteria

SECTION - II

2. Section II – Eligibility Criteria:

The bidder must possess the requisite strength and capabilities in providing the services necessary to meet the requirements, as described in the tender documents. The bidder must also possess the technical know-how that would be required for successful implementation of the entire event within stipulated time as required by the authority. The bids must be complete in all respects and should cover the entire scope of work as stipulated in the Tender document. The invitation to bid is open to all bidders who qualify under the eligibility criteria as given below:

SL.	Clause	Documents Required
1	The bidder should be a registered firm. The company/agency must be registered with appropriate regulatory authorities for all applicable statutory duties/taxes.	Valid documentary proof of: ✓ Trade License ✓ Proof of Office Address in Kolkata Municipal Corporation/ Howrah Municipal Corporation/ Bidhannagar Municipal Corporation area ✓ Copy of Income Tax Return for last 3 years upto assessment year 2024-25 ✓ Copy of GST Return upto Financial Year 2024-25 (Q4) (if applicable) ✓ Audited balance sheet for the last 3years upto financial year 2023-24. ✓ Bank solvency certificate or bank statement to the tune of Rs. 3 Lakh not older than three months from the date of publication of NIT in Portal. ✓ Financial turnover in the last year (Audited Balance Sheet) to the tune of Rs. 4 Lakh ✓ The Agency should have experience of having executed atleast one similar type of work for Government Department/ Govt. Organisation/ Government Agency/ Local Self Government/ PSU/ Parastatal body amounting to Rs. 2 Lakh during last 5 years. ✓ Work Experience certificate/ documentation
2	The bid can be submitted only by an established house/agency that has successful experience.	• Self certification by authorized signatory with relevant documents in its support. • Work Orders/ Completion Certificate confirming previous experience of similar works.
3	The bidder should furnish, as part of its bid, an Earnest Money deposit of Rs. 7,000/- (Rupees seven thousand) only	• In the form RTGS or NEFT
4	The bidder shall commit that the key personnel to be employed for the project who have been sufficiently experienced in the similar types of work and that once assigned to the project will not be moved out of it, except for reasons beyond the control of the bidder, and with prior instruction to this end.	Self certification must be produced.
5	The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government Agency.	• (Sworn before the Notary Public / Judicial Magistrate/Executive Magistrate on or after the date of publication of the Tender Notice)

		• As per Form VI of this NIT
6	Bank solvency certificate or bank statement to the tune of Rs. 3 Lakh not older than three months from the date of publication of NIT in Portal.	• Bank's Solvency certificate by authorized signatory with relevant documents in its support. • Documentary proof

The vendor must fulfill the above eligibility criteria/ pre-qualification conditions. Technical bid of vendors fulfilling the pre-qualification conditions will be evaluated by the duly constituted 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.

Scope of Work

SECTION – III

Scope of Work :

Tender Notice for the work related to engagement of an Agency for printing of cards, car parking stickers, etc. in connection with Tele Academy Award Ceremony-2025.

Sl.No	Description of Work / Item(s)	No.of Qty	Units
1	Invitation Card and Envelop for Dhano Dhanyo Auditorium: (Offset Printing)		
1.01	Invitation Card One-fold of size (Width 7 inches x Height 7 inches) on 300GSM Imported Art Paper	6500	Nos
1.02	Envelop of size One fold of size (Width 7.5 inches x Height 7.5 inches) on 130 GSM Art paper	6500	Nos
2	Car Parking Stickers		
2.01	4.34" X 5.24" to be printed in four color on 80GSM gum sheet 1. OFFICIAL (GREEN) 100, 2. VIP (MAGENTA) 100, 3. GUEST (ROYAL BLUE) 100	2000	Nos
3	Cheques and Cheque Envelops		
3.01	Dummy Cheques- 18" x9" printed on sunboard	0	Nos
3.02	Cheque Envelops	75	Nos
4	Badges		
4.01	Different Badges - i) Official ii) On duty iii) Event Management iv) Artist	500	Nos
4.02	Lanyard Jackets	200	Nos
5	Govt. taxes		
5.01	Including all Govt. Taxes	1	Gross

Form I- Details of bidders

All the agencies shall have to fill up their mobile number and email address otherwise the quotations may be treated as informal. This form shall be downloaded and filled up and thereafter the scanned copy shall be uploaded along with the quotation.

STRUCTURE AND ORGANISATION

1. Name of
Applicant (Firm)
: Office Address:

Telephone No. :

Mobile No. :
Fax No. :

2. Office Address

I) Telephone No. :

Mobile No.:
Fax No. :

II) E-mail id (Mandatory):

3. Name and address of Bank & Branch:

4. Bank Account No. :
5. IFSC CODE of that Branch :
6. MICR CODE of the Branch :
7. Bank Account Type :

8. Photo copy of 1st page of bank pass book along with a original cancelled cheque. A. 4. Attach an organization chart showing:

9. Structure of the
10. company with names
11. names of Key personnel and technical staff
12. PAN NO.:

Form II – Declaration of Acceptance of Terms and Conditions

To,
The **Director of Film**,
I & C A Department,
Nabanna, Howrah

Sir,

I have carefully gone through the Terms & Conditions contained in the document [No.] regarding Appointment of an Agency for **“the work related to engagement of an Agency for printing of cards, car parking stickers, etc. in connection with Tele Academy Award Ceremony-2025”** being organized by I & C A Department.

I declare that all the provisions of this Tender Document are acceptable to my company/firm. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name
Designation

Seal

Date:

Business Address:

Form III:- Certificate from Chartered Firm in the official pad

This is to certify that having been examined the audited Balance Sheet & P/L accounts and other records of
M/S having its official address at
.....

It is also certified that Annual Turnover of the firm for the Financial years 2021-22, 2022-23 & 2023-24 are
Rs.....lakh, Rs.....lakh. & Rs.....lakh. respectively (as per P/L accounts & Balance Sheet of the
firm submitted)

Signature of the Chartered Firm with Registration No

Countersigned

Signature of the authorised signatory (bidder)

Form~IV

APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no,
Email, address etc)

(To be submitted on the Letter head of the consultant)

To
The **Director of Film,**
I & C A Department,
Nabanna, Howrah

Subject: Submission of bid in response of the tender nodated

Dear Sir,

1. Having examined the NIT document, we, the undersigned, herewith submit our bidding response to your NIT No. _____ datedin full conformity with the said NIT document.
2. We have read and understood the provisions of the NIT document and confirm that these are acceptable to us.
3. We agree to abide by this bid, consisting of this letter, the detailed response to the NIT and all attachments, and validity of the bid shall be for a period of 120 days from the date of opening of the Financial Bid.
4. We hereby declare that we are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
5. We certify that we have not been blacklisted by any department/ society/ body/organization of central/ state government.
6. We hereby declare that all the information and statements made in this bid are true and we accept that any misrepresentation/ wrong information contained in it or suppression of material or relevant facts/ figures may lead to our disqualification.

Yours faithfully,

(Signature of the Bidder)

Printed Name
Designation

Seal

Date:

Business Address:

Affidavit Proforma

(On Non Judicial Paper worth Rs 50.00)

(Sworn before the Notary Public / Judicial Magistrate/Executive Magistrate on or after the date of publication of the Tender Notice)

I, Sri/Smt.

the Managing Director/Proprietor (etc.) of the Firm.
..... (Name of the firm)

At(address).....

P.O... ..

P.S.....Dist.....

do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified for any work of Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law in the State of West Bengal or other State or States.
3. That my firm is not debarred/blacklisted as a whole or part thereof at present by any Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States of India.
4. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Signature of the Deponent(s).

Name in Block letters:

Designation:

FORMAT FOR CHECK LIST

NIT No-TW/

Dated, Kolkata.....

Name of the bidder :

Full address of the Bidder:

E mail _.....

Contact person to Bidder & Mob. No. :-

Sn	Items	Pl mark √		Folder name & Page no
1.	Application submitted in Form-IV	Yes	No	
2.	Bidder's Information Sheet in Form-I	Yes	No	
3.	Declaration of Acceptance of Terms and Conditions Form II	Yes	No	
4.	Certification from Chartered Firm Annual Turnover of the bidder Form –III	Yes	No	
5.	Affidavit for No Conviction& non blacklisting from Notary Public/Judicial Magistrate/Executive Magistrate, as per Form- V	Yes	No	
6.	Copy of PAN Card of the Bidder Company	Yes	No	
7.	Valid 15 digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017	Yes	No	
8.	Copy of GST Return upto Financial Year 2022-23 (Q4) (if applicable)	Yes	No	
9.	Trade License/ Enlistment Certificate	Yes	No	
10.	Registration with Registrar of Companies	Yes	No	
11.	Copy of Income Tax Return for last 3 years upto assessment year 2023-24	Yes	No	
12.	P/L Accounts & Balance sheet for the year 2021-22,22-23 and 2023-24	Yes	No	
13.	Details of credential	Yes	No	
14.	Acceptance of Terms of Conditions	Yes	No	
15.	Bank solvency certificate or bank statement to the tune of Rs. 12 Lakh not older than three months from the date of publication of NIT in Portal.	Yes	No	

Evaluation Procedure

SECTION – VI

PROCESS OF EVALUATION AND SELECTION

ANNEXURE-II :CRITERIA FOR EVALUATION OF BIDS

Technical evaluation	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 1 to 2 years i) Upto 1 year – 5 marks, ii) 1 years to 2 years – 10 marks	10	
2	Experience/ Credentials of handling similar nature of work for I & CA Deptt. i) Upto 1 year – 5 marks, ii) 1 years to 2 years – 10 marks	10	
3	All necessary documents for participation in bid	5	
4	The agency must have the ability to execute the order within very short notice as and when required and for compiling the same with adequately owned mobility facility and resourceful permanent manpower on the basis of past work in I & CA Deptt.	5	
5	Presentation of sample art work	20	
Total marks scored at stage 1	To qualify for the financial bid, the bidders must have to score more than 30 marks in technical bid	50	