



**Notice Inviting Expression of Interest (EoI)
for Engagement of an Agency for designing
and executing the whole presentation of the
Anandadhara for Independence Day Walk
Past at Red Road, Kolkata**

For West Bengal State Rural Livelihood Mission,
Department of Panchayats & Rural Development, Government
of West Bengal

EoI No – 934/ PRD-34015/32/2024-SRLM SEC-Dept. of PRD dated 29.07.2024

**DEPARTMENT OF PANCHAYATS & RURAL
DEVELOPMENT**

GOVERNMENT OF WEST BENGAL

Anandadhara

West Bengal State Rural Livelihoods Mission (WBSRLM)

(A Society under the Panchayats & Rural Development Department, Govt. of West Bengal)



No: 934/PRD-34015/32/2024-SRLM SEC-Dept. of PRD

Date: 29.07.2024

Notice Inviting Expression of Interest (EoI)

EoI is hereby invited by the Controller of Finance, WBSRLM for and on behalf of the WBSRLM, P&RD Department, Government of West Bengal from bonafide Firms / Agencies for Engagement of an Agency for designing and executing the whole presentation of the Anandadhara for Independence Day Walk Past at Red Road, Kolkata (as per section V). Intended bidders are requested to submit their bids through e-tender Portal (<https://wbtenders.gov.in>) by following the terms and condition of this EoI and as per the date & time schedule mentioned below-

DESCRIPTION OF THE EoI

Name of work	Time of completion	Estimated Amount	EMD
Engagement of an Agency for designing and executing the whole presentation of the Anandadhara for Independence Day Walk Past at Red Road, Kolkata	A definite timeline may be suggested by the agency in the EOI.	NIL	NIL

DATE & TIME SCHEDULE

Sl no	Particulars	Date & Time
1	Date of publishing N.I.T. & other Documents online	29.07.2024, 04.30 PM
2	Online documents download start date	29.07.2024, 04.30 PM
3	Online documents download end date	01.08.2024, 04.30 PM
4	Online Bid submission start date	29.07.2024, 04.30 PM
5	Online Bid Submission closing date and time	01.08.2024, 04.30 PM
6	Online Bid opening date for Technical Proposals	05.08.2024, 11.00 AM
7	Date of online uploading list for Technically Qualified Bidders	To be notified
8	Date of online opening of Financial Proposal	To be notified

Any subsequent notices/circulars/corrigendum related to this EoI shall be uploaded at <https://wbtenders.gov.in> websites only. Bidders are requested to check this website regularly for this purpose.

This EoI document comprises of the following sections:

Section I: Definition



- Section II: Overview
- Section III: General Instructions to Bidders (GIB)
- Section IV: Draft Proforma for Non-Conviction Certificate
- Section V: Products and its specification
- Section VI: Eligibility Criteria
- Section VII: Evaluation Process
- Section VIII: Payment terms
- Section IX: Terms & Conditions

This EoI shall be evaluated under the two-bid system, i.e., through evaluation of technical and financial bids uploaded by the bidder online on the e-tender portal <https://wbtenders.gov.in>

Section I: Definition

1. “Purchaser” means the EoI inviting authority, purchasing goods and/or services as incorporated in this EoI enquiry document, either directly or on behalf of consignees. For this EoI the purchaser is the Department of Panchayats & Rural Development, Government of West Bengal.
2. “Bid” means proposal/ quotation received from a Firm/ Bidder against the EoI.
3. “Bidders” means the Individual or Firm or Agencies submitting Bids/ Quotations.
4. “Contractor” means the individual or the firm supplying the goods and/ or services as incorporated in the contract.
5. “Goods” means the articles/ material required to the purchaser under the contract.
6. “Contract” means the written agreement entered into between the purchaser/ consignee and the contractor, together all the documents mentioned there in and including all attachments, annexure etc. therein.
7. “Specification” means the document / standard that prescribes the requirements with which goods and/ or service has to confirm.
8. “Inspection” means activities such as measuring, examining, testing, gauging features of the goods and/ or service and comparing the same with the specified requirement to determine conformity.
9. “Bill of Quantity (BOQ)” is the name for price schedule (financial bid) in e-tender software.

Section II: Overview

As decided by the competent authority a “Walk Past” is to be arranged with 100 women SHG members by WBSRLM under P & RD Department during the Parade in the 77th Independence Day Celebrations at Indira Gandhi Sarani (Red Road), Kolkata. In this regard, a notice for Expression of Interest (EoI) is being issued for engagement of an agency for designing and executing the whole presentation of the Anandadhara for Independence Day Walk Past at Red Road, Kolkata

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Section III: General Instruction to the bidders

Technical Proposal

1. Statutory Cover shall contain the following documents:

1. Application to participate in EoI as per Section V: Tender Application Form
2. Technical Documents

2. Non-Statutory Cover will contain the following documents-

SL. NO.	Category Name	Sub Category name	Details
1	Certificate(S)	Certificate(S)	Income Tax (Last financial year), PAN, Professional Tax registration/ any Challan deposit (Last Financial Year), GST Registration along with copy of last return filed.
2	Company Details(s)	Company Details	Certificate of incorporation/ Partnership Deed. Updated Trade License, Power of Attorney in favour of signatory of bid. (where applicable)
3	Credential	Credential- 1	Credential certificates for last 2 years on same nature of work.
4	Declaration	Declaration- 1	<ol style="list-style-type: none">1. Audited Balance Sheet & Profit & Loss A/c of (Last F.Y).2. Non-Conviction Certificate as per section IV.3. Application in the letter head of the firm/ company.
5	Other	Other	A detailed technical presentation as mentioned in section V

3. Financial Proposal (Single File)

The price schedule in form of BOQ (excel file) will be found under the published NIT schedule in the website (<https://wbtenders.gov.in>) and the least offer price must be quoted against each item(s).



Opening of Tender

The purchaser will open the bids on the specified date and time as indicated in the NIT. The Bidder/Authorized representative of the bidder may attend on the date of opening of bid as well as the pre-bid meeting as per schedule. The statutory papers will be examined and evaluated before evaluation of non-statutory documents. After this, the online price bids or financial bid of only the technically qualified bidders shall be opened for further evaluation.

Opening of Technical Proposals:

Technical proposals will be opened by members of the Tender Evaluation Committee electronically from the e-tender website using their Digital Signature Certificates (DSCs).

In the Technical Proposal, the Cover (folder) for Statutory Documents will be opened first and if found in order, the cover (folder) for Non-Statutory Documents will be opened. IF ANY DOCUMENT REQUIRED TO BE SUBMITTED FOR e-tender BY THE BIDDER IN HIS/HER TECHNICAL/FINANCIAL PROPOSAL, BUT NOT SUBMITTED OR IS FOUND TO BE DEFICIENT IN ANY MANNER AT ANY STAGE AFTER OPENING OF BID, THE BID MAY BE SUMMARILY REJECTED.

During evaluation, the Committee may examine the original documents as they are uploaded as EoI documents as per Section-III clause 1 & 2. The date & time of such examination of documents will be notified later. If the said documents in original are not produced within the specified date & time, the bid proposals will be liable for rejection.

The e-tender Selection Committee reserves the right to reject any application/bid without assigning any reason.

Penalty Clause:

Non-compliance of any of the terms and conditions of this notice by the successful bidder/Contractor/Supplier/Agency shall result in invoking any or all the following penalty clauses at the discretion of the Tender Inviting Authority (TIA):

- a) Cancellation of the Acceptance of tender as a whole or in part.
- b) Recovering loss, if any, occurred to Government.

Section IV: Draft Proforma for Non-Conviction (In a form of affidavit in Rs.10 Non-judicial Stamp Paper)

The bidder shall provide an undertaking that the proprietor/ promoter/ director of the firm, its employee, partner or representative are not convicted by a court of law for offence involving moral turpitude in relation to business dealings such as bribery, corruption, fraud, substitution of bids, interpolation, misrepresentation, evasion, or habitual default in payment of taxes etc. The firm does not employ a government servant, who has been dismissed or removed on account of

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corruption. The firm has not been debarred, blacklisted by any government ministry/ department/ local government/ PSU etc. in the last two years from scheduled date of opening of this e-tender.

Section V: Scope of Work

The walk-past arrangement should commence with a captivating curtain-raiser that embodies the essence of the Anandadhara/WBSRLM team. This can be artistically represented through impressive 3D models or creatively designed cut-outs. The entire procession should vividly narrate the journey and experiences of Self-Help Group (SHG) members, highlighting their lives and livelihoods. This narrative should be seamlessly integrated into the visual presentation, ensuring a powerful and engaging storytelling experience for the audience.

Detailed Scope of Work

1. Develop a comprehensive theme for the Independence Day Walk, reflecting the spirit of the occasion.
2. Collaborate with SHG members to ensure alignment with objectives and cultural relevance.
3. Conceptualize and design 3D models that showcase the work/products of Self-Help Groups (SHGs).
4. Oversee the production and fabrication of these models, ensuring high-quality and durable materials are used.
5. Creation of mobile 3D models: These models should be equipped with wheels to facilitate smooth movement during the procession. Create engaging and informative content that highlights SHG contributions.
6. The 3D models must be built with robust and durable materials to withstand any potential calamities. Preferably iron structures with proper stability have to be ensured
7. Design visually appealing placards that effectively communicate key messages.
8. Print & Fabricate placards and other display items, ensuring durability and ease of handling.
9. Identify and collaborate with SHG women to participate and showcase their work.
10. Ensure their contributions are effectively highlighted throughout the event.
11. Choreographers may be engaged to ensure flawless performance
12. Develop and coordinate choreography that aligns with the theme and highlights SHG activities.
13. Conduct rehearsals to ensure smooth execution on the day of the event.
14. Write a compelling script for the event's voice-over that narrates the story of SHGs and their impact.



15. SHG women should be dressed wearing sarees made by SHG women preferably on the national flag depicting colour combination.
16. Hairdressers and Make-up artists may be engaged to make the SHG women look flawless.
17. Additional manpower may be engaged to support the SHG women.
18. The entire supervision and management of the event should be coordinated efficiently.
19. Handhold support during the rehearsals of the programme on the scheduled dates (30.07.2024, 01.08.24, 03.08.24, 05.08.24, 07.08.24, 09.08.24, 10.08.24, 13.08.24: Final Rehearsal day with dresses and props)
20. The final design of the programme will have to be prepared by 7th August 2024 for approval by the appropriate authority.

Note: The above scope of work is merely illustrative and not exhaustive. The agency shall thus have to consider the required output and include all further incidental activities that may be necessary for efficient and successful implementation and for achieving the ultimate purpose of the assignment. Further, the Scope of work may be increased or decreased during the period of Contract as per the requirement of WBSRLM at the sole discretion of the State Mission Director, WBSRLM.

Section VI: Eligibility Criteria

- The consultant agency must have been in operation for a minimum of 2 years as on the date of the issue of this tender document.
- The agency (Single firm not group companies or a group of firms) must have an Annual Revenue Turnover of INR 50 lakhs and above consistently during the last two financial years.
- The agency must have experience in organising/participating in government events like Independence Day, Republic Day.
- The agency should have previous experience in designing, managing and executing similar kinds of events engaging SHG women successfully.
- The agency should be able to provide qualified, dedicated service, for undertaking the work. The Agency team would be required to work closely with this office as required by the Competent Authority of WBSRLM.
- The agency shall have at its disposal a pool of highly competent staff with extensive experience in similar nature of work.

Section VII: Evaluation process

After evaluation of technical bids, the financial bid of technically eligible bidders will be opened and finalized on the basis of least cost. If the selected bidder fails to execute the project or if its contract is terminated, the bidder who has made the second lowest bid and so on, shall be asked for its willingness to work on the rates of initially selected bidder.

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Section VIII: Payment Terms

Advance payment will not be made in any case. All payments will be subject to issuance of successful and satisfactory deliverables for the period by the agency. Efforts will be made for final payments within 30 days from the date of receipt of the bills. The bills should be supported by copy of work orders and other supporting documents, if any. These documents must be duly verified by the Authorized Officers/ officials of WBSRLM.

Section IX: Terms & Conditions

1. The competent authority reserves the right to accept or reject any tender or any part of the tender without assigning any reason whatsoever.
2. Incomplete or bid with insufficient documents required for this EoI will be rejected.
3. Bidders/Representative must attend the Pre-Bid meeting on specific date & time as per the date & time schedule for any queries /clarification. No queries /clarification will be entertained after opening of Technical Bid Bidder(s) also may remain present at the time of opening of technical bid.
4. The successful bidder(s) are bound to complete the entire work as per specification of Section V. The authority will check or test the quality of the service provided and/or materials concerned of each part of entire work to ensure the quality of work as per the specification given herewith. If any deviation found according to the specification at any stage, the authority reserves the right to cancel the total and/or part of the work and to impose penalty as per the valuation of the damage done.
5. The Tender will be valid up to **1 year** (from the date of AOC).
6. Bills with challan along with Work Done Certificate from the concerned authority must be submitted to this department for payment.
7. The final amount reflects in the financial bid by the bidder(s) will be treated as inclusive of all taxes, GST, Delivery Cost, all direct & indirect Taxes, All Incidental charges, Installation charges etc. no further or extra charges/amount will be paid beyond the price quoted and approved in the said financial bid.
8. The applying Agency/Firm/Individuals must be registered with PAN, GST, & P. Tax of current validity.
9. While making payment, Income tax/GST shall be deducted at source from the bills as per the rules of the Income Tax Act and GST Act.
10. The competent authority is not bound to accept the lowest rate. Quality of above stated items/services will also be considered in selection of the bidder for completion of the work.

Controller of Finance
For and on behalf of
West Bengal State Rural Livelihood Mission

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No: 934/1(6)/ PRD-34015/32/2024-SRLM SEC-Dept. of PRD

Date: 29.07.2024

Copy forwarded for information and wide publication at his office notice board please to: -

1. SMD & CEO, WBSRLM
2. AO, WBSRLM
3. Joint Secretary, P & RD Department, GoWB attached to WBSRLM
4. Joint Secretary IT, P&RD Department, GoWB
5. CF, WBSRLM
6. Office copy

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