

GOVERNMENT OF WEST BENGAL
STATE PUBLIC HEALTH CELL
PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT
 Joint Administrative Building, HC-7, Sector-III
 Salt lake, Kolkata-700106
 Email – sphcwb@gmail.com



NOTICE INVITING E-TENDER

Tender Notice No.: 49- PRD-13011(13)/1/2020-SPHC SEC-Dept. of PRD **Date: 27.02.2023**

DECLARATION OF INTENT:

State Public Health Cell, Panchayats & Rural Development Department invites item rate Tender for entire work from Bonafide, reliable and resourceful agency having experience of similar nature of work and successfully & satisfactorily completed the same within last 3 (three) years from the date of publication of this Notice in any Government/ Semi-Government/ Undertaking/ Autonomous bodies/ Local bodies.

1. IMPORTANT POINTS OF REFERENCE

1	Name of the Client	State Public Health Cell Panchayats & Rural Development Department, Joint Administrative Building, Block – HC-7, Sector – III, Salt Lake, Kolkata – 700 106																															
2	Name of the work	Audio-visual materials on different issues related to Control of VBD and Public Health for dissemination through Social Media and others <table border="1"> <thead> <tr> <th>Sl. No.</th><th>Items</th><th>Time duration</th><th>Required Nos.</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Video Snippets</td><td>30 to 60 seconds</td><td>10 Nos.</td></tr> <tr> <td>2.</td><td>Descriptive Video</td><td>3 to 5 minutes</td><td>3 Nos.</td></tr> <tr> <td>3.</td><td>Animated Video</td><td>30 to 60 seconds</td><td>3 Nos.</td></tr> <tr> <td>4.</td><td>GIF</td><td>-</td><td>15 Nos.</td></tr> <tr> <td>5.</td><td>Digital Poster</td><td>-</td><td>10 Nos.</td></tr> <tr> <td rowspan="2">6.</td><td rowspan="2">Jingles</td><td>5 to 12 seconds or more</td><td>1 No.</td></tr> <tr> <td>45 to 60 seconds or more</td><td>1 No.</td></tr> </tbody> </table>		Sl. No.	Items	Time duration	Required Nos.	1.	Video Snippets	30 to 60 seconds	10 Nos.	2.	Descriptive Video	3 to 5 minutes	3 Nos.	3.	Animated Video	30 to 60 seconds	3 Nos.	4.	GIF	-	15 Nos.	5.	Digital Poster	-	10 Nos.	6.	Jingles	5 to 12 seconds or more	1 No.	45 to 60 seconds or more	1 No.
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3	Scope of Work	1. <u>Video Snippets</u> (Video Resolution – 1920 X 1080)- Conceptualization, Scripting, Story-boarding, Designing, Video shooting and editing, Animation (if required), Music design and Voice-Dubbing 2. <u>Descriptive Video</u> (Video Resolution – 1920 X 1080)- Conceptualization, Scripting, Story-boarding, Designing, Video shooting and editing, Animation (if required), Music design and Voice-Dubbing																															

		<p>3. <u>Animated Video (2D Animation)</u>- Conceptualization, Scripting, Story-boarding, Illustration, Designing, Animation and VFX, Music design and Voice-Dubbing</p> <p>4. <u>GIF</u> – Conceptualization, Illustration, Animation and VFX, Background Music and Voice Dubbing (if required)</p> <p>5. <u>Digital Poster</u> – Conceptualization, Illustration, Motion Graphics and Voice (if required)</p> <p>6. <u>Jingle</u> – Conceptualization, Lyrics, Music Design, Play back, Recording</p>
4	Cost should include	<p>i. The music taken for background should be royalty free.</p> <p>ii. Travel, Boarding and lodging for entire crew.</p> <p>iii. Any charges for Aerial shooting. In this regard the requisite permission will be taken by the Agency.</p> <p>iv. Any other charges required for the job.</p>
4	Tentative Value of works	Rs. 9,50,000/-
5	Bidder's Office	Within Kolkata
6	Mode of Delivery	Pen drive / DVD
7	Date of Issue of Notice and Website for downloading the e-tender	28/02/2023
8	Date of pre bid meeting	02/03/2023
9	Last Date and Time for submission of e-tender	06/03/2023 at 5.00 pm
10	Date & Time for opening of e-tender	09/03/2023 at 1.00 pm
11	Opening financial bid	09/03/2023 at 12:00 noon
12	Mode of Submission	https://wbenders.gov.in
13	Place of Opening of e-tender	Joint Administrative Building, HC- 7, 8 th Floor, Sector-III, Salt Lake, West Bengal, Kolkata-700106
14	Name of the Contact person for any clarification (up to during working hrs)	<p>Prithwish Chatterjee, Assistant Co-ordinator (Public Health) (Mobile No:8777470971)</p> <p>Subhankar Saha, Assistant Accountant (Mobile – 9875638261)</p>
15	Period of Execution of Work	Within 15 days from the receipt of the workorder

2. Financial criteria

Interested agencies may apply for participation before the undersigned along with necessary documents in respect of following eligibilities:

- 1) PAN, IT Return of last 3 financial years, Balance sheets with profit-loss account
- 2) GST Registration (Latest challan to be enclosed).
- 3) Establishment Registration.
- 4) Bidders should have credential for supplying Audio Visual Materials to any Government/ Semi Government/ Undertaking/ Autonomous bodies/ Local bodies for procuring value not less than 25 % of the Tentative Value of the Work or Base Price of the work.
- 5) Minimum Annual turnover of Rs. 10 Lakhs (Rupees Ten Lakhs) in any year during last 3 years.
- 6) The bidder must have a credible and proven track record of such work in the government sector during last 3(three) years. Work orders or Completion certificates of such work should be produced for this purpose.

Participants may download free of cost the offer-document containing this notice from wbtenders.gov.in The proposal should be submitted online in 2(two) separate folders in the above mention website, one consisting of technical eligibility information", the second envelope containing the financial bid. No claim of extra payment for tax liabilities will be entertained by this end. The bid validity period is 180 days.

No off-line application through post/courier for participation in any stage of the tender process shall be admissible.

3. Technical 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 work 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:

- a. The bidder must have experience in similar works in last 3 years.
- b. At least one similar nature work must have been executed for any Department / Office of the Government of West Bengal.
- c. The bidder must have a credible and proven track record of such work in the government sector during last 3(three) years.

Documents required to be submitted for technical bids:

Sl. No.	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.	<i>Valid documentary proof of:</i> <ul style="list-style-type: none"> ✓ Trade License ✓ Proof of Office Address in Kolkata ✓ GSTIN number ✓ P. Tax Registration ✓ Income Tax registration/PAN number ✓ Audited balance sheet for the last 3 financial years.
2	The bid can be submitted only by an established house /agency that have successful experience.	<ul style="list-style-type: none"> ✓ Self-certification by authorized signatory with relevant documents in its support. ✓ Work Orders with proof of final payment certificate and Completion Certificate confirming as previous experiences.
3	The bidder should furnish, as part of its bid, an Earnest Money deposit of 2 % of quoted price.	<ul style="list-style-type: none"> ✓ Through RTGS/NEFT/CBS System and scan copy of the receipt of EMD must be uploaded in bidder file 1. The NIT number and UTR number should be clearly mentioned on the deposit challan.
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.	<ul style="list-style-type: none"> ✓ 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.	<ul style="list-style-type: none"> ✓ Declaration in this regard by the authorized signatory of the bidder.
6	The bidder should have experience of similar nature work in the last 3 years as mentioned above under eligibility criteria.	<ul style="list-style-type: none"> ✓ Work Orders / Completion Certificate confirming previous experiences

The vendor must fulfill the above eligibility criteria/ pre-qualification conditions and submit all the documents as required above. Technical bid of vendors fulfilling the pre-qualification conditions will only 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.

4. Earnest money deposit (EMD):

- Cost of Bid Security of Rs.20,000/- should be deposited in State Bank of India (Bank) Account No. 30134270664 in favour of: "West Bengal State Rural Development Agency A/c STATE PUBLIC HEALTH CELL", IFSC No. SBIN0014524 through RTGS/NEFT/CBS System only. The package number and UTR number should be clearly mentioned on the deposit challan. Payment made otherwise will be rejected. Receipts to be uploaded accordingly.
- No off-line application through post/courier for participation in any stage of the tender process shall be admissible. The Earnest Money of the successful bidder will be retained and adjusted against the Security Deposit. No interest shall be paid on the earnest money under any circumstances.

5. Financial Proposal:

- ❖ The Financial proposal should be submitted in online.
- ❖ The financial proposal should contain the following documents in one folder i.e. Bill of Quantities (BOQ). No claim of extra payment for tax liabilities will be entertained by this end. The bid validity period is 180 days.

6. Place of opening of technical bid:

At the chamber of Smt. Suktisita Bhattacharya, Special Secretary, P & RD Department, Joint Administrative Building Block - HC/7, Sector-III, Salt Lake City, Kolkata -700106

7. Firm Prices:

Prices quoted in the bid must be firm and final and shall not be subject to any upward modifications, on any account whatsoever. However, the authority reserves the right to negotiate the prices quoted in the bid to effect downward modification. The Bid Prices shall be indicated in Indian Rupees (INR) only.

- The Financial bid should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, fees, GST, Labor Cess, levies, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out.
- The bidder should quote the tax liability on the date of submission of financial bid for arriving at the lowest one.

8. Fraud and Corruption:

The authority requires that bidders observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, following are defined:

"Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;

"Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;

"Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the authority, designed to establish bid prices at artificial, noncompetitive levels; and

"Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

The authority will reject a proposal for award if it determines that the Bidder recommended forward has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

9. Opening of Technical Proposal

- 9.1. An Evaluation Committee (DTC) will be constituted by the SPHC. The Proposals (Technical Proposals only) will be opened by DTC in the SPHC office. It may be noted that the Financial Proposals will not be opened until technical evaluation has been completed and the result informed to all the bidders.
- 9.2. The SPHC will inform those bidders whose proposals did not secure the minimum qualifying marks. Their Financial Proposals will be unopened after completing the selection process. The SPHC shall simultaneously inform the bidders whose proposals have secured the minimum qualifying marks.

10. Evaluation of Technical Proposal

- 10.1. The Technical Proposal will be evaluated by the DTC on the basis of Technical & Financial Bid furnished by the agency along with supporting Documents. The Bidder will make his own assessment about adequate number of manpower/ equipment required for preparation of this IEC.

10.2. Cut off points for qualifying Technical Proposal

Cut off point to be decided by the DTC out of the successful bidders. Their Financial Proposals shall be opened.

Note: - In case the number of successful bidders after technical evaluation is less than three (3), the competent authority of SPHC will go for 2nd call.

- 10.3. The DTC will record in detail the reasons for acceptance or rejection of the Technical Proposal analyzed and evaluated by it and would recommend the names of Agency qualified in the Technical Bids to the Competent Authority.

11. Opening of Financial Proposals

- 11.1. At the second stage, financial bids of only those bidders who have been declared qualified in the Technical Proposal will be opened by the DTC.
- 11.2. Each Financial Proposal will be inspected by the DTC to confirm that it has remained sealed and unopened.
- 11.3. The SPHC's representatives or member (in DTC) will open each Financial Proposal, and initial all the pages except printed document and also circle/initial changes, if any, noticed in the bid at the time of opening of bids. The SPHC's representatives (in DTC) will record this information in writing.

12. Evaluation of Financial Proposals

- 12.1. The DTC will subsequently review the detailed contents of each Financial Proposals. During the examination of Financial Proposals, the DTC or SPHC's staff and any other person involved in the evaluation process will not be permitted to seek clarification or additional information from any Bidder who has submitted a Financial Proposal.

- 12.2. The Financial Proposals will be checked for computational errors or material omissions and prices will be corrected and adjusted as necessary. In the case of material omissions, the cost of the relevant Financial Proposal will be increased by application of the highest unit cost and quantity of the omitted item as provided in the other submitted Financial Proposals.
- 12.3. The total price (TP) for each Financial Proposal will be determined.
- 12.4. The SPHC reserves the right to reject, as its sole discretions, any or all evaluated Financial Proposals and if necessary, call for submission of new Financial Proposals.
- 12.5. Each Financial Proposal will be carefully scrutinized in accordance with the procedure outlined above and total price will be determined. The score for each Financial Proposal is inversely proportional to its Total Price (TP) and is computed as follows: -

13. Ranking of Proposals

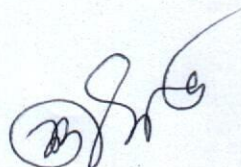
- 13.1. Following completion of evaluation of Technical and Financial Proposals, final ranking will be done by applying a weightage of 75 per cent and 25 per cent to the technical and financial score respectively of each Proposal and then computing the relevant combined total score for each bidder.
- 13.2. A comparative statement shall be prepared by the DTC to analyze and select the successful bidder. The bidder obtaining highest score will be selected for award of assignment.

14. Confidentiality

Information relating to evaluation of Proposals and recommendations concerning contract award shall not be disclosed to bidders who have submitted Proposals or to other persons not officially concerned with the selection process until the successful firm has been notified and contract awarded.

15. Award of Contract

- 15.1. After completion of negotiations, if any, the SPHC shall award the contract to the selected Agency and promptly notify the other Agency who had submitted Proposals that they were unsuccessful. The SPHC will return the unopened Financial Proposals to the unsuccessful bidders who could not qualify for the opening of Financial Bid.
- 15.2. The validity of the proposal shall be for 180 days from the date of opening of the Technical Bid without change in the personnel for the assignment and proposed price. The SPHC will make its best efforts to select an Agency and completion of assignment within this period.
- 15.3. Agency will be expected to take up/commence with the assignment within **15 days** of award of assignment order by the SPHC and complete it by the stipulated time under the overall guidance of the SPHC.



Special Secretary to the Government of West Bengal,
P & RD Department

Form – 1

APPLICATION FOR TENDER

To,
The Special Secretary,
Panchayats and Rural Development Department,
Kolkata- 700 106, West Bengal.

NIT No:

Dear Sir,

Having examined the Statutory, Non-Statutory & NIT documents, we hereby like to state that we willfully accept all your conditions and offer to execute the works as per NIT no ***** dated ***** stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this
Full Name of Applicant:

Signature: _____

In the capacity of:

Duly authorized to sign bids:

For & on behalf of (Name of Firm):

In block capitals or typed)

Office address:

Telephone no(s) (office):

Mobile No:

Fax No:

Email Id:

Form-2

Certificate regarding Summery Statement of Yearly Turnover form of CA Firm

This is to certify that the following statement is the summery of the audited Balance Sheet arrived from contractual business in favor of.

Do the three consecutive years or for such period since inspection of the Firm, if it was set in less such three year's period.

SL No.	Financial		Remarks
	Year	Turnover rounded up to Rs. in lakh (two digit after decimal)	
1.	2021-22		
2.	2020-21		
3.	2019-20		
Total			

Average Turnover in Rs. lakhs

Note;

Average turnover is to be expressed in lakh of rupees., rounded up to two digits after decimal.

Average turnover for 3 years is to be obtained by dividing the total turnover by 3.0. if the Firm was set up in less than 3 year's period, consider the turnover for the period from inception to the year 2021-22.

In case, the firm was set up in less than 3 year's period, mentioned the year of inception in the "Remarks" column.

Signature of the bidder

Form-3

Declaration against Common interest

I/we, _____ the authorized signatory on behalf _____, do hereby affirm that _____ (Name of the Firm), bidding against NIT No ***** dated ***** Technical Proposal do not have any common interest either as a partner on any partnership firm / joint venture as a Proprietor / Owner of any other firm who is participating in the tender for the work we want to participate.

Signature of bidder

Date:

Form-4

STATEMENT OF COMPLETION OF SIMILAR WORKS

Name of Project	Organization which awarded the work		Month & Year of Awarding the work	Month & Year of Completion of the work	Total value of Project	Whether Completion Certificate has been received (Yes/No)
	Name of Organization	Nature of Organization (Govt. / Semi-Govt.)				

Note: The Work order and Completion Certificate for each of the similar works enlisted here should be annexed.

Signature of Bidder

Form-5

Form-5: Agency's Organization and Experience

Participating Bidder's organization/firm

Name of Firm:

Permanent Address:

Name of principal officer and designation:

Date of establishment:

Office in West Bengal (HQ/ Regional Office. If any):

Number of Permanent Staff (Management/ Technical):

Legal Status:

Financial position of the organization in the past 3 years (attached copies of audited report of accounts of the past 3 years):

Financial Year	Total Turnover
2021-22	
2020-21	
2019-20	

[Provide here a brief description (about 2 pages) of the organization of consultant and, if applicable, each joint venture partner for this assignment.]

Signature of Bidder

Participating Bidder's Experience

[Using format below provided information on each assignment your firm has undertaken in the past that are relevant to the current topic of study.

Arrange assignment with the newest first, use not more than 10 pages.]

Assignment Name:

Name of Client/sponsor:

Location: (State/District):

Duration of Assignment (months):

Start Date (month/year):

Completion date (month/year):

Approx. value of the contract (in INR):

Name of joint venture partner or sub-Participating Bidders, if any:

Name of senior regular full-time experts of the firm involved and functions performed (indicate most significant profiles such as Project Director Coordinator, Team Leader):

Narrative description of the study conducted:

Publications/reports produced out of the study:

Signature of Bidder