



DEPARTMENT OF TOURISM
GOVT. OF WEST BENGAL,
NEW SECRETARIAT BUILDING, 3RD FLOOR, BLOCK - A
1, KIRAN SHANKAR ROY ROAD, KOLKATA - 700 001
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No. 38-DT/2P-108/2013

Dated : 14/01/2015

NOTICE INVITING TENDER

Offers are invited from bonafide ,reputed and experienced agencies /firms/companies for conceptualization of design, layout and erection of the stall of West Bengal Tourism at SATTE, 2015 scheduled to be held from 29th to 31st January, 2015 at Pragati Maidan, New Delhi within a bare space of 84 Sq. Mt. (four sides open) (14 sq.mt. X 6 sq. mt.). (Floor Plan is enclosed herewith for ready reference)

Scope of Works:

1. **The design should be made on the basis of the drawing enclosed herewith**
2. The agency will be required to conceptualize the design, layout and erect the stall in fire resistant material.
3. All the panels to be used for display of the important tourist destination of the State should contain High Resolution photos and will be backlit/translit.
4. The main design and decoration of the stall should be planned in such a way that it showcases the best of destinations and cultural heritage of the state. Traditional ethnic decorative items may be used. The entire area should be accessible and visible.
5. Material transportation charges, storage, material disposal charges, insurance, security charges for the stall/ material, cleaning charges, dismantling charges of the stall will have to be borne by the agency
6. Preparation of platform with mat/carpet for the stall area
7. Putting up of 4 (four] 42"LCD TVs (**as per drawing**) with DVD Player and DVD stands. Agencies have to collect the inputs to be displayed on these screens from the Department
8. Display of LOGO of Beautiful Bengal and Biswa Bangla at conspicuous places
9. Proper reception with sufficient furniture viz. Lounge sofa with centre table, brochure rack, potted plants, dust bins, drinking water dispensers etc.
10. Arrangement of 13 Table Space (**as per drawing**) with three chairs in respect to each table for B2B meetings having facility of electric connections for Laptops.
11. All kind of electrical fixtures like spot lights, halogens, power plug sockets for proper illumination of the stall
12. Arrangement for Daily cleaning and clearing of the site and handing over the possession back to the concerned authority in proper order once the event is over latest by the date stipulated by the authority
13. Provision for tea/coffee and snacks to the tourism officials and guests as and when required during the event.

14. Two illuminated desks (**as per drawing**) with lock and key facility; Visitors Book & Card Holder Pot.
15. One-time Transportation of all publicity materials from the Department of Tourism, 2, Brabourne Road, 4th Floor, Kolkata – 700 001 and storage at the event venue.
16. The agency should be ready to set up pavilions at a short notice in case of emergencies

Criteria for selection

1. The agency should have a minimum of 5 years experience in the given field of activity. No consortiums will be allowed.
2. The agency should have experience in erecting tourism pavilions of different states/tourism industry stakeholders or pavilions of other state departments in respect of fairs and festivals in the last 3 years. Proof of such handling should be necessarily submitted.
3. The agency should have the annual turnover of not less than 30.00 lakh during each of the years during last 3 years in similar nature of works.
4. The agency shall have an office in Kolkata.

Selection criteria

Technical bid - 60% weight age and **financial bid** -40% weight age . The work should be awarded to the single agency which scores the highest total marks

Technical Bid: The agency has to submit its technical expertise, experience, proof for similar assignment handled in the past, awards won etc. and other relevant documents along with Annexure A in sealed cover. The agency will have to submit IT returns for the last 3 years along with copy of PAN card, Service tax return for the last financial year, VAT registration along with Annexure A. Submission of these documents will be part of the technical bid.

Agency will have to submit a detail layout of the stall and the design conceptualized in hard copy along with the technical bid in Annexure A

Financial Bid: To be submitted separately in Annexure –B .

EMD: Rs 5000/- (Rupees five thousand only) in the form of a demand draft from any nationalized bank drawn in favour of “Director of Tourism, Govt. of West Bengal”

Last date and time of submission of technical bid : 22.01.2015 at 2.00 P.M

Last date and time of submission of financial bid: 22.01.2015 at 2.00 P.M

Date of opening of tender : 22.01.2015 at 3 P.M .Interested parties may remain present at the time of opening of tender.


Information

1. Tender received after due date and time will not be considered.
2. Only those tenders that may be found in the Drop Box after the last date of time of submission will be considered for evaluation.
3. For any query or clarifications the interested agencies may mail there queries at jdwbtourism@gmail.com or jdkoltourism@gmail.com or wbtourismpublicity@gmail.com
4. Where-ever specific terms and conditions have not been spelt out in tender document, prevailing financial rules of the state govt. shall apply
5. The bid document as per details given above should be submitted to “Director of Tourism, West Bengal” , New Secretariat Building, 3rd floor, 1, K.S Roy Road, Kolkata: 700001 on or before **22.01.2015 upto 2.00 P.M**
6. Tourism Department reserves the right for the full or part quantities under any items of work listed under the scope of work
7. Bids through fax, e-mail, telephone should be considered as defective
8. Rates should be quoted inclusive of all taxes

9. Bid prepared by the agency shall comprise of the following:

- I. EMD
- II. Technical bid, signed and stamped (Annexure A)
- III. All details and documents as asked in tender documents
- IV. Financial bid (Annexure B)
- V. Detail layout of the stall with the design conceptualized in hardcopy

The design conceptualized and layout proposed shall have to be approved by the Department of Tourism. The selection will be made on the basis of the design and the layout or the rates or both subject to the decision of the Tender Committee. The decision of the Tender Committee will be final in this regard. The Tender Committee reserves all the rights to reject any or all the Agencies applied for the purpose without assigning any reasons thereof.



Director of Tourism

&

Ex officio Special Secretary

Technical Bid (Annexure A)

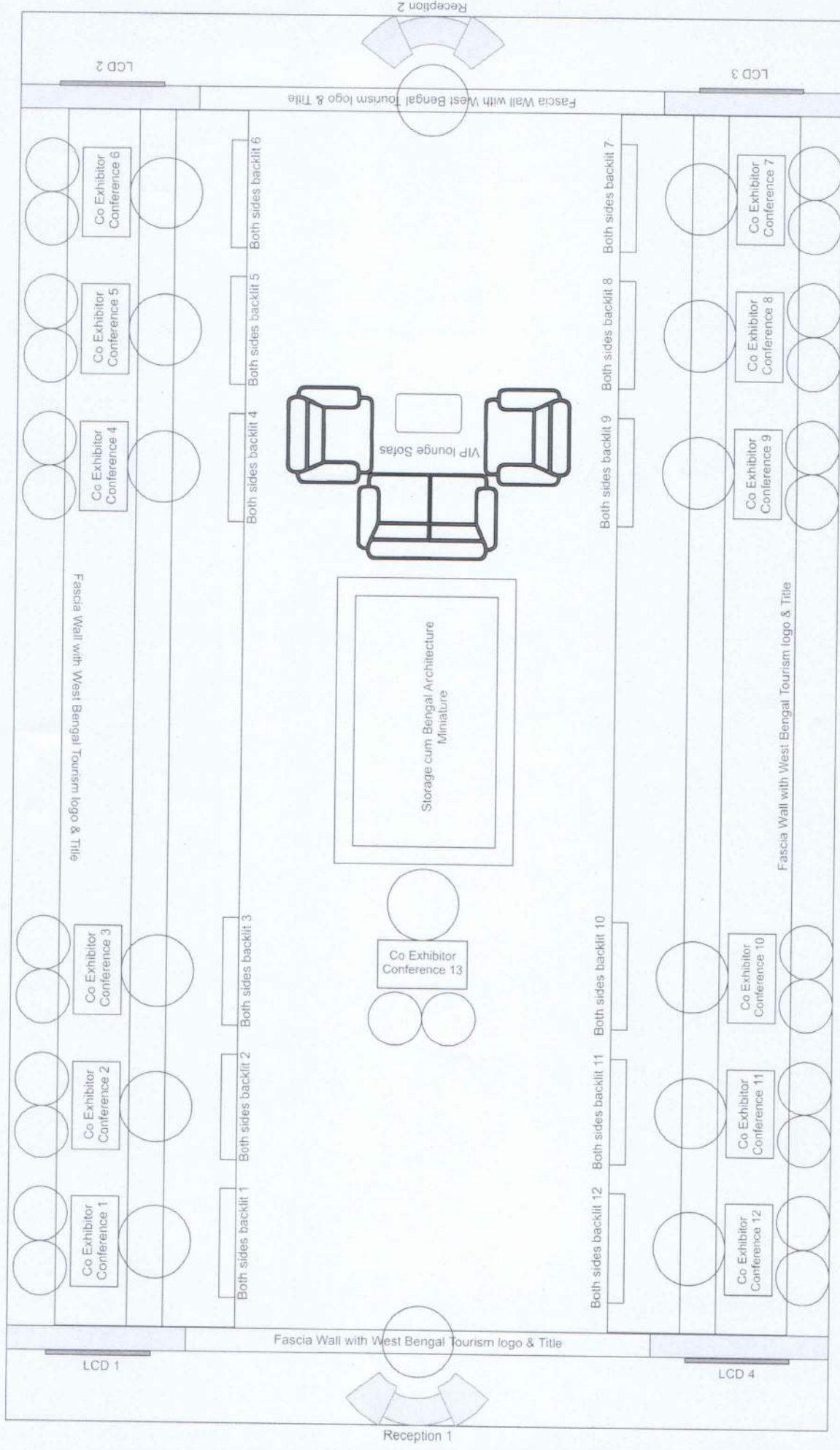
1	Name and address of the company/firm/agency	
2	Telephone/fax/e-mail	
3	Date of establishment/registration/incorporation (enclose evidence)	
4	Total work experience(in years)	
5	Is the firm a proprietorship/partnership or registered under the Company's Act . Please give details and enclose evidence	
6	Branches (details)	
7	Details of Income Tax Registration (enclose last 3 years IT return and a copy of PAN)	
8	Service Tax registration details (enclose evidence)	
9	VAT registration (enclose evidence)	
10	5 years experience(enclose evidence)	
11	Experience in erecting tourism pavilions of state tourism department/tourism stakeholders in the last 3 years (enclose evidence)	
12	Annual turnover of not less than 30 lacs during the last 3 years	

Signature and Seal of the Bidder

Financial bid (Annexure-B)

Sl. no.	Stall creation as per scope of work	Cost (Rs)
1	84 sq.mt. (Four sides open)	

Signature and Seal of the Bidder



LCD 2

LCD 3

Fascia Wall with West Bengal Tourism logo & Title

Fascia Wall with West Bengal Tourism logo & Title

Fascia Wall with West Bengal Tourism logo & Title

Both sides backlit 6

Both sides backlit 5

Both sides backlit 4

Both sides backlit 3

Both sides backlit 2

Both sides backlit 1

Both sides backlit 7

Both sides backlit 8

Both sides backlit 9

Both sides backlit 10

Both sides backlit 11

Both sides backlit 12

VIP lounge Sofas

Storage cum Bengal Architecture Miniature

Co Exhibitor Conference 13

Co Exhibitor Conference 6

Co Exhibitor Conference 5

Co Exhibitor Conference 4

Co Exhibitor Conference 3

Co Exhibitor Conference 2

Co Exhibitor Conference 1

Co Exhibitor Conference 7

Co Exhibitor Conference 8

Co Exhibitor Conference 9

Co Exhibitor Conference 10

Co Exhibitor Conference 11

Co Exhibitor Conference 12

LCD 1

LCD 4

Fascia Wall with West Bengal Tourism logo & Title

Reception 1

Reception 2

SATTE

South Asia's Leading Travel Show

A UBM Event

29 - 31 January 2015

