

Government of West Bengal
Information & Cultural Affairs Department
325 S.C. Road Nabanna, Howrah-711102

Memo. No. 1046- ICA(N)

Date: 18.03.2025

Tender Notice

In connection with the "Rabindra-Janmotsov-2025", scheduled to be held from 09th May 2025 to 24th May 2025, sealed tenders 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 procurement of Invitation Card 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.

Room No. 907, 9th Floor, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102 or Tender form may be downloaded from the website: www.wb.gov.in / www.egiyebangla.gov.in

The tender documents will be available between 12 noon. to 5 P.M. from 18.03.2025 to 24.03.2025 excluding Saturday, Sunday and other Government holidays and the last date of submission of duly filled up tender papers is on 25.03.2025 up to 1.00 pm and duly filled up tender paper shall be submitted at above mentioned address. Technical bid will be opened on 25.03.2025 at 2.00 pm in the Conference Room, Room No. 901, 9th Floor, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102.

Sd/-
Director of Culture
I & CA Department, Govt. of W.B
Nabanna, Howrah

Memo. No. 1046/(12) -ICA(N)

Date: 18.03.2025

Copy forwarded for favour of kind information and necessary action for wide publicity:

1. All Member of the Departmental Tender Committee
2. The CEO, Nandan, 1/1 AJC Bose Road, Kolkata -700020
3. The Additional Director of Culture, 1/1 AJC Bose Road, Kolkata -700020
4. The Administrative Officer, Rabindra Sadan, 1/1 AJC Bose Road, Kolkata -700020
5. The Secretary, Paschimbanga Bangla Academy, 1/1 AJC Bose Road, Kolkata -700020
6. The Administrative Officer, Paschim Banga Natya Academy, 1/1 AJC Bose Road, Kolkata -700020
7. The Deputy Director of Culture and A.O. Sisir Mancha, 1/1 AJC Bose Road, Kolkata -700020
8. The Administrative Officer, Madhusudan Mancha, Dhakuria, Kolkata -700031
9. The Administrative Officer, Girish Mancha, 76/1, Bagbazar Street, Kolkata -700003
10. P.A. to the Pr. Secretary, I & CA Department, Govt. of West Bengal, Nabanna, Howrah- 711102
11. Section Officer, Cell-IV, I & CA Department, Nabanna, Howrah- 711102
12. Copy for Guard file

Sd/-
Director of Culture
I & CA Department, Govt. of W.B
Nabanna, Howrah

Bid Letter Form

(To be filled by the bidder)

From : _____

Date:

(Registered name and address of the Bidder.)

To: Director of Culture,
Department of Information & Cultural Affairs,
325, Sarat Chatterjee Road,
Howrah-711102.

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. 1046-ICA(N) dated 18.03.2025 :**

For procurement of Invitation Card relating to the Rabindra-Janmotsav-2025

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. 2,000/- (Rupees Two Thousand)** only by Demand Draft drawn in favour of **"Secretary, Folk and Tribal Cultural Centre"**, payable at Kolkata shall be deposited along with the offer.
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 programme 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 Authorised to sign bid for and on behalf of).

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”
 - b) Another sealed envelope should contain the Financial Quotation with the mention on the envelope as “FINANCIAL BID- Not be opened before Technical Bidding.
 - c) The above mentioned two envelopes should be put in a bigger envelope **with the mention of category i.e. (Annexure)** and it should be submitted in a sealed manner.
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. **All papers as mentioned in the heading “Qualifying Requirements (QR)”**
 - iii. **Earnest Money of Rs. 2,000/- (Rupees Two Thousand) only by Demand Draft drawn in favour of “Secretary, Folk and Tribal Cultural Centre”, payable at Kolkata shall be deposited along with the offer.**
3. The rates will be inclusive of all charges like transport charges etc.
4. The rates are to be quoted both in words and figures. The evaluation would be made on technical merits and financial quotes as per prescribed evaluation policy.
5. Quality of works or materials should be maintained by the agency.
6. The last date and time for submission of quotation is on **25th March, 2025 up to 1 pm**. The quotation will be opened on **25th March, 2025 at 2 pm**. The bidders or his authorized person may like to present at the time of opening of the tender.
7. The authority reserves the right to accept or reject any tender without assigning reason whatsoever.
8. The Tender needs to be submitted in favour of **The Director of Culture, Department of Information & Cultural Affairs, Nabanna, 325 Sarat Chatterjee Road, Mandirtala, Shibpur, Howrah – 711102.**
9. The agency should have at least 3 years of experience of same nature and volume of work.
10. **Selection of agency should be done on the basis of rates & technical parameters submitted by the bidders.**
11. In order to assure quality of Invitation Card relating to the Rabindra-Janmotsov-2025, evaluation of the bids will be made taking into consideration of both the technical (non-price criteria) and financial (price bid) parameters. More over since the programme demands the assurance of quality. The Financial Proposal will be opened only for those bidders whose technical proposal receive the minimum qualifying marks by the Evaluation Committee, i.e. more than 70 marks.

Procedure of evolution of bid would be as follows:

Stage -1			
Technical evolution (Non-price criteria)-100	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 3 years	20	
2	Experience/ Credentials of handling similar nature of work for Information and Cultural Affairs Department of the State Government in the past 3 years	20	
3	Quality of performance / service delivered in similar nature of work for Information and Cultural Affairs Department of the State Government in the past 3 years	20	
4	Equipment quality & Brand	20	
5	All necessary documents for participation in bid	20	
Total marks scored at stage 1		100	

Selection Stage – I (Technical Bid Evaluation)

On the basis of technical evaluations a short list will be prepared on the basis of the marks obtained by the respective bidder and the list will be prepared. To qualify for the financial bid, the bidders must have to score more than 70 marks for technical bid.

Selection Stage – II (Financial Bid Evaluation)

The Financial Proposal will be opened only for those bidders whose technical/creative proposals receive the minimum qualifying marks by the Evaluation Committee. If a Technical Bid does not receive the minimum specified marks, the corresponding Financial Bid will not be opened.

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)	Latest income tax return
(h)	Last one year audit report
(i)	Work experience certificate.
(j)	Earnest Money of Rs. 2,000/- (Rupees Two Thousand) only by Demand Draft drawn in favour of “ Secretary, Folk and Tribal Cultural Centre ”, 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
.....).

ANNEXURE

(Enclosure to tender notice no. 1046-ICA(N) dated 18.03.2025

Financial Bid Format

(Price to be quoted here in this sheet)

Procurement of Invitation Card for Rabindra-Janmotsov-2025

Sl. no.	Name of the articles	Specification	Qunty.	Rate (in Rs.)	Amount (in Rs)
1	Invitation Card with envelop for inaugural ceremony	11"x5.5" (to be folded) multi-colour offset printing, 300 GSM art board (folded size-6.5"x6.5") with envelop-7"x7", 130 GSM Colour paper, multi-colour print	6000 nos.		
TOTAL					
Total Rupees in Word					

Note:- GST to be added at the time of submission of bill.

Date :

Signature of the Bidder

Stamp:

Government of West Bengal
Information & Cultural Affairs Department
325 S.C. Road Nabanna, Howrah-711102

Memo. No. 1047- ICA(N)

Date: 18.03.2025

Tender Notice

In connection with the "Rabindra-Janmotsov-2025", scheduled to be held from 09th May 2025 to 24th May 2025, sealed tenders 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 procurement of Printing Materials 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.

Room No. 907, 9th Floor, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102 or Tender form may be downloaded from the website: www.wb.gov.in / www.egiyebangla.gov.in

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Sd/-
Director of Culture
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Copy forwarded for favour of kind information and necessary action for wide publicity:

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Sd/-
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I & CA Department, Govt. of W.B
Nabanna, Howrah

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(To be filled by the bidder)

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Date:

(Registered name and address of the Bidder.)

To: Director of Culture,
Department of Information & Cultural Affairs,
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Howrah-711102.

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. 1047-ICA(N) dated 18.03.2025 :**

For procurement of Printing Materials relating to the Rabindra-Janmotsav-2025

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. 2,000/- (Rupees Two Thousand)** only by Demand Draft drawn in favour of **"Secretary, Folk and Tribal Cultural Centre"**, payable at Kolkata shall be deposited along with the offer.
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 programme 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.
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4. The rates are to be quoted both in words and figures. The evaluation would be made on technical merits and financial quotes as per prescribed evaluation policy.
5. Quality of works or materials should be maintained by the agency.
6. The last date and time for submission of quotation is on **25th March, 2025 up to 1 pm**. The quotation will be opened on **25th March, 2025 at 2 pm**. The bidders or his authorized person may like to present at the time of opening of the tender.
7. The authority reserves the right to accept or reject any tender without assigning reason whatsoever.
8. The Tender needs to be submitted in favour of **The Director of Culture, Department of Information & Cultural Affairs, Nabanna, 325 Sarat Chatterjee Road, Mandirtala, Shibpur, Howrah – 711102.**
9. The agency should have at least 3 years of experience of same nature and volume of work.
10. **Selection of agency should be done on the basis of rates & technical parameters submitted by the bidders.**
11. In order to assure quality of Printing Materials relating to the Rabindra-Janmotsov-2025, evaluation of the bids will be made taking into consideration of both the technical (non-price criteria) and financial (price bid) parameters. More over since the programme demands the assurance of quality. The Financial Proposal will be opened only for those bidders whose technical proposal receive the minimum qualifying marks by the Evaluation Committee, i.e. more than 70 marks.

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4	Equipment quality & Brand	20	
5	All necessary documents for participation in bid	20	
Total marks scored at stage 1		100	

Selection Stage – I (Technical Bid Evaluation)

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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)	Latest income tax return
(h)	Last one year audit report
(i)	Work experience certificate.
(j)	Earnest Money of Rs. 2,000/- (Rupees Two Thousand) only by Demand Draft drawn in favour of “ Secretary, Folk and Tribal Cultural Centre ”, 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).

ANNEXURE

(Enclosure to tender notice no. 1047-ICA(N) dated 18.03.2025

Financial Bid Format

(Price to be quoted here in this sheet)

Procurement of Printing Materials for Rabindra-Janmotsov-2025

Sl. no.	Name of the articles	Specification	Qunty.	Rate (in Rs.)	Amount (in Rs)
1	Badges	6"x4", ID Card multi-colour print with lamination & printed ribbon for rest of the programme	5000 nos.		
2	ECS Mandate Forms	A4 size single colour print	1500 nos.		
3	ECS Claim Forms for performers	A4 size with duplicate copy	3500 nos.		
4	ECS Claim Forms for staff	A4 size with duplicate copy	300 nos.		
5	Attendance sheet for performers	A4 size single colour print	250 pcs.		
6	Artistes list for group performance	A4 size single colour print	100 pcs.		
7	Car parking sticker	6"x4" multi-colour print	400 nos.		
8	Invitation letter	A4 size single colour print	3500 nos.		
9	Envelops	Office envelop with print	3500 nos.		
TOTAL					
Total Rupees in Word					

Note:- GST to be added at the time of submission of bill.

Date :

Signature of the Bidder

Stamp:

Government of West Bengal
Information & Cultural Affairs Department
325 S.C. Road Nabanna, Howrah-711102

Memo. No. 1048- ICA(N)

Date: 18.03.2025

Tender Notice

In connection with the "Rabindra-Janmotsov-2025", scheduled to be held from 9th May 2025 to 24th May 2025, sealed tenders 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 procurement of Stationary Articles 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.

Room No. 907, 9th Floor, Nabanna, 325, Sarat Chatterjee Road, Howrah-711102 or Tender form may be downloaded from the website: www.wb.gov.in / www.egiyebangla.gov.in

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Sd/-
Director of Culture
I & CA Department, Govt. of W.B
Nabanna, Howrah

Memo. No. 1048/(12) -ICA(N)

Date: 18.03.2025

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1. All Member of the Departmental Tender Committee
2. The CEO, Nandan, 1/1 AJC Bose Road, Kolkata -700020
3. The Additional Director of Culture, 1/1 AJC Bose Road, Kolkata -700020
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Bid Letter Form

(To be filled by the bidder)

From : _____

Date:

(Registered name and address of the Bidder.)

To: Director of Culture,
Department of Information & Cultural Affairs,
325, Sarat Chatterjee Road,
Howrah-711102.

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. 1048-ICA(N) dated 18.03.2025 :**

For procurement of Stationary Articles relating to the Rabindra-Janmotsov-2025

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. 2,000/- (Rupees Two Thousand)** only by Demand Draft drawn in favour of **"Secretary, Folk and Tribal Cultural Centre"**, payable at Kolkata shall be deposited along with the offer.
3. Execute all contractual documents as required in the bid document.
4. Abide by all the terms & condition as mentioned in the Tender Documents.
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6. All tender papers duly signed by the authorized person are enclosed herewith.

Dated. this _____ day of _____.

Witness:

Signature:

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8. The Tender needs to be submitted in favour of **The Director of Culture, Department of Information & Cultural Affairs, Nabanna, 325 Sarat Chatterjee Road, Mandirtala, Shibpur, Howrah – 711102.**
9. The agency should have at least 3 years of experience of same nature and volume of work.
10. **Selection of agency should be done on the basis of rates & technical parameters submitted by the bidders.**
11. In order to assure quality of Stationary Articles relating to the Rabindra-Janmotsov-2025, evaluation of the bids will be made taking into consideration of both the technical (non-price criteria) and financial (price bid) parameters. More over since the programme demands the assurance of quality. The Financial Proposal will be opened only for those bidders whose technical proposal receive the minimum qualifying marks by the Evaluation Committee, i.e. more than 70 marks.

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3	Quality of performance / service delivered in similar nature of work for Information and Cultural Affairs Department of the State Government in the past 3 years	20	
4	Equipment quality & Brand	20	
5	All necessary documents for participation in bid	20	
Total marks scored at stage 1		100	

Selection Stage – I (Technical Bid Evaluation)

On the basis of technical evaluations a short list will be prepared on the basis of the marks obtained by the respective bidder and the list will be prepared. To qualify for the financial bid, the bidders must have to score more than 70 marks for technical bid.

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Qualifying Requirements (QR):

The Bidder shall provide:

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(b)	Proof of office address
(c)	GSTIN Registration Certificate (if any)
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(j)	Earnest Money of Rs. 2,000/- (Rupees Two Thousand) only by Demand Draft drawn in favour of “ Secretary, Folk and Tribal Cultural Centre ”, 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).

ANNEXURE
(Enclosure to tender notice no. 1048-ICA(N) dated 18.03.2025
Financial Bid Format
 (Price to be quoted here in this sheet)
Procurement of Stationary Articles for Rabindra-Janmotsov-2025

Sl. No.	Name of the articles	Qunty.	Rate (in Rs.)	Amount (in Rs)
1	A4 paper (Copy power)	20 rim		
2	Legal paper (Copy power)	5 rim		
3	Four folder file	20 pcs.		
4	Clip board	12 pcs.		
5	Small stapler	12 pcs.		
6	File tag	1 pkt.		
7	Flag	2 pkt.		
8	Cartridge (88A) [HP]	4 pcs.		
9	Cartridge (12A) [HP]	1 pc.		
10	Highlighter Pen	1 box		
11	Pen (use & throw)	1 box		
12	Two way pen	1 box		
13	CD Marker	6 pcs.		
14	Permanent Marker	6 pcs.		
15	Whitener	6 pcs.		
16	Register Khata (4 no.)	12 pcs.		
17	Register Khata (6 no.)	6 pcs.		
18	Polymer rubber stamp (matter to be provided separately)	20 pcs.		
19	Stamp pad (Small)	12 pcs.		

20	Alpin	4 box.		
21	Scale (1 ft.)	12 pcs.		
22	Wood pencil	12 pcs.		
23	Eraser	12 pcs.		
24	Paper Scraper	1 Gross		
25	Crockery Set	2 Dozens		
26	Clove	1 Kg		
27	Black Cardamom	1 Kg		
28	Cutting Sugar Candy	1.5 Kg		
29	Ginger	1.5 Kg		
TOTAL				
Total Rupees in Word				

Note:- GST to be added at the time of submission of bill.

Date :

Signature of the Bidder

Stamp: