



Government of West Bengal

SHORT TENDER NOTICE

FOR

Engagement of Event Partner for works related to conduct district and state level West Bengal Skills - 2021 leading to India Skills – 2021 & World Skills -2022

PASCHIM BANGA SOCIETY FOR SKILL DEVELOPMENT (PBSSD)

UNDER

DEPARTMENT OF TECHNICAL EDUCATION, TRAINING AND SKILL DEVELOPMENT, GOVERNMENT OF WEST BENGAL

KARIGARI BHAWAN, NEWTOWN, RAJARHAT, KOLKATA: 700160

RFP No. PBSSD-11/1/2021/3439

Dated: 23/07/2021

Request for Proposals

Paschim Banga Society for Skill Development (PBSSD), DTET&SD, GoWB is the nodal agency in the State of West Bengal to co-ordinate, synergize and implement Skill Development initiatives in the state, funded by Central and State Governments.

PBSSD's primary objective is to build the capacity of the youth of West Bengal and equip them with skills linked to employability and entrepreneurship through targeted skilling programmes.

This document invites bids from Industry Association/ Bodies/ Chamber of Commerce/ Organizations of National and International repute for appointment as "Event Partner" for West Bengal Skills– 2021. The bid document shall be available from the advertisement date 23/07/2021 till the bid due date 09/08/2021 on website www.wbtenders.gov.in

The last date for receipt of the proposals is 9/08/2021 till 4:00PM.

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List of Abbreviations

Terms	Description
DTET&SD	Department of Technical Education, Training and Skill Development
MIS	Management Information System
MoU	Memorandum of Understanding
NSDC	National Skill Development Corporation
PBSSD	Paschim Banga Society for Skill Development
RFP	Request for Proposal
SDC	Skill Development Centre
ToR	Terms of Reference
WBSCTVESD	West Bengal State Council of Technical and Vocational Education and Skill Development

Schedule of Activities

#	Milestones	Dates	Actual Dates
1.	Issue of RFP (e-Tender from website www.wbtenders.gov.in)	T	23/07/2021
2.	Downloading of Tender Documents from 10.00 am	T	24/07/2021
3.	Last date for receiving queries on RFP (through e-mails) by 11:00AM	T+2	26/07/2021
4.	Pre –Bid Meeting at 11:30 a.m. (Due to Covid-19 Pre-bid meeting will conducted through VC / Online mode)	T+2	26/07/2021
5.	Uploading of Corrigendum	T+2	26/07/2021
6.	Closing Date for submission of Proposal (Online, up to 03:59:59 PM)	T+17	09/08/2021
7.	Opening of the Technical part of the Bid	T+19	11/08/2021
8.	Technical scores of all bidders to be evaluated	T+19	11/08/2021
9.	Technical Presentation for qualified bidders post technical evaluation	T+20	12/08/2021
10.	Compilation of Final Technical Scores and Uploading online	T+20	12/08/2021
10.	Opening of the Financial part of the bid of the Technically qualified bidders 2 pm	T+21	13/08/2021
11.	Release of final evaluation result	T+21	13/08/2021

Other Key Information

A	Name of the Authority	PASCHIM BANGA SOCIETY FOR SKILL DEVELOPMENT (PBSSD) under the administrative control of Department of Technical Education, Training & Skill Development
B	Brief Description	PBSSD invites online proposals from the Industry Associations/ Bodies/ Chamber of Commerce/ Organizations of National and International Repute for appointment as “Event Partner” for state level skill competitions (West Bengal) – 2021.
C	Title	NOTICE FOR Engagement of Event Partner for works related to conduct district and state level Skill Competitions (West Bengal Skills - 2021)
D	Performance Guarantee	The EMD amount of INR 2, 50,000 need to be paid as per the latest norms of the Finance Department of West Bengal, refer Annexure 8.

Important Notes:

1. PBSSD reserves the right to amend any or all conditions of this RFP before the last date of submission of proposals or to change the above schedule at any time, without assigning any reason(s).
2. Contact person for communication: Mr. Surojit Mondal, Joint Director & OSD, PBSSD, 2nd floor, Karigari Bhawan, B/7, Action Area-III, New Town Rajarhat, Kolkata-700160, and West Bengal. Mob: 7980057854 and Mr. Shubhayu Basu, State Project manager Industry Liaisoning, PBSSD, 2nd floor, Karigari Bhawan, B/7, Action Area-III, New Town Rajarhat, Kolkata-700160, and West Bengal. Mob: 9785016707

**In case any applicant fails to submit the EMD amount along with the application the Proposal of the applicant shall not be entertained.*

Disclaimer

1. The information contained in this Request for Proposal (the “RFP”) document or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of the Paschim Banga Society For Skill Development (PBSSD) (the “Authority”) or any of their employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
2. This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Applicants or any other person.
3. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the program implementation. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require.
4. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP.
5. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.
6. Information provided in this RFP to the Applicants is on a wide range of matters, some of which depend upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
7. The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in

this Selection Process.

8. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Applicant upon the statements contained in this RFP.
9. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.
10. Issue of this RFP does not imply that the Authority is bound to select one or more Applicant(s) or to appoint the Selected Applicants, as the case may be, for the implementation of the program and the Authority reserves the right to reject all or any of the Proposals without assigning any reason whatsoever.

Definitions and Glossary

Terms	Description
Authority	PBSSD, Department of Technical Education, Training & Skill Development, GoWB
Disqualification	The exclusion of the Applicant from the selection process or de-selection due to any of the following reasons: The Applicant has wrongly stated/manipulated/hidden the facts and figures in the proposal at any stage before/after the award of the Assignment. The Applicant tries to influence the evaluation process by any means. Violates any of the undertaking given in the format of Annexure-Technical.
Performance Evaluation & Review	Evaluation of the performance of the Agency on a pre- defined set of criteria against the deliverables, timelines and targets on a quarterly basis.
Agencies	Any entity which has submitted its proposal and may provide Services to the Client under the Contract.
Terms of Reference (ToR)	ToR means the document included in the RFP, which explains the objectives, scope of work, activities and tasks to be performed, respective responsibilities of the Client and the Agencies, and expected results and Deliverables of the Assignment/job.
Sponsoring Agency	For the purpose of this RFP, the sponsoring agency is defined as any State Government/Central Government / Ministry/Department/ Government Agency / any company conducting CSR activities or any accreditation body as defined in the respective eligibility criteria which has selected the Agency to conduct Skill Competitions and fund the Agency.
Assignment Duration	Till the India Skills 2021 Regional Level Competition (East)

Instructions For Bid Submission

1. Instructions to the Applicants:

- i. Firms are hereby invited to submit their Request for Proposal (RFP) for providing their services to PBSSD. Proposal so submitted shall form the basis for future negotiations and ultimately a work order to the selected Agency from PBSSD. The assignment duration will be for a period of 3 months per the guidelines of PBSSD or more i.e., the Agency shall execute the scope of work mentioned in this document during District level as well as Regional level (East) India Skills 2021 event only.
- ii. PBSSD is not bound to accept any of the proposal submitted and PBSSD may reject any / or all the proposals without assigning any reasons thereof.

2. Consortium

Keeping in view the scope of work, Consortiums / Joint Ventures are allowed.

Proposals from Bidders applying in consortium / joint venture shall be allowed. Bidders desirous of participating in this Bid should not have been debarred /blacklisted by any Central or State Government / Public Sector Undertaking.

3. Documents

- i. The RFP document shall be available from the advertisement date 24/07/2021 till the bid due date 09/08/2021 on the website <http://wbtenders.gov.in/>
- ii. Bidders are advised to submit their proposal in the appropriate formats specified in this document as per the annexure
- iii. At any time before the submission of proposals, PBSSD may, for any reasons, whether at its own initiative or in response to a clarification requested by an invited consulting firm modify the document by amendment. The amendment will be notified in the website www.pbssd.gov.in and revised documents / clarification if any, shall also be uploaded on the website.

4. Pre-bid Meeting:

To address the queries of Bidders on the project scope and bid document, a pre-bid meeting will be held as per below mentioned schedule.

Date: 26/07/2021

Time: 11:00AM

Mode: Online

Bidders are advised to submit their queries addressed to the Project Director, Paschim Banga Society for Skill Development (PBSSD) **by 26/07/2021 by 09:00AM.**

5. Communications:


All communications including the submission of Proposal should be addressed to: The Project Director,
Paschim Banga Society for Skill Development (PBSSD),
Karigari Bhavan, AA-III, New Town, Kolkata
E-mail: osdsm.pbssd@gmail.com


6. Preparation of Proposal


- (i) Bidders are requested to submit the proposals as per the attached formats only. **The proposals, which are not submitted in the required format, are liable to be rejected by PBSSD.**
- (ii) Bidders are requested to go through the RFP document carefully before preparing and submitting their proposal.
- (iii) The Bidders may be disqualified, if information sought in the RFP is not provided.
- (iv) Any proposals containing vague and indefinite expressions will not be considered.

7. Submission of Proposal

- (i) The Bidders should submit their proposals in online format only as per the instructions.
- (ii) Proposals submitted through Telex / Telegraphic / Fax / Email / by hand will not be considered and shall be summarily rejected.
- (iii) All proposals must be submitted online at the web portal www.wbtenders.gov.in directly with the help of a Digital Signature Certificate by creating/login through their respective applicant ID.
- (iv) The online submission of proposal by the agency in response to this RFP must be as follow:

*Submission of **Folder 01**  through respective applicant ID which contains **two sub-folders**:

1. **Technical Document**  (combine file as per serial number to make 1 PDF document which includes Annexure 1,2, 3, 4 & then 6 in sequence)

2. **Non-Statutory Document**  (combine file as per serial number to make 1 PDF document which includes Tech 1 & Annexure 5 in sequence)

*Submission of 'EMD' amount in the pooling account of the www.wbtenders.gov.in

Financial Document:

Submission of Financial Document which comprises of Financial **BID/Quote in BOQ Sheet** (L1 Quote from Applicant as per Format 8: in BOQ)

8. Proposal Submission Deadlines:

The Bidders shall submit the proposals as per the timeline mentioned in notice inviting tender. Late submitted proposals will be rejected.

9. Proposal Validity Period:

The proposals shall be valid for acceptance by PBSSD for a period of One hundred and twenty (120) days or more, as decided by PBSSD from the Bid Due Date.

10. Proposal Scrutiny

- i. The Technical Proposals submitted on the time & date stipulated in this RFP shall be opened, by the Evaluation Committee for World Skills Participation of PBSSD vide Order No. PBSSD-11/1/2021/3401 dated 24/3/21. This execution committee will be referred as Tender Evaluation Committee hereinafter.
- ii. Prior to evaluation of proposals submitted, PBSSD will determine whether each proposal is responsive to the requirements of the RFP. PBSSD may, in its sole discretion, reject any proposal that is not responsive hereunder. A proposal shall be considered responsive only if:
 - a) Proposal prepared have been as per the format specified in the RFP;
 - b) it is received by the due dates stipulated in the RFP including any extension thereof granted by PBSSD;
 - c) it is accompanied by the EMD amount as per the provisions of this RFP;
 - d) it contains all the information (complete in all respects) as requested in the RFP;
 - e) it does not contain any condition or qualification; and
 - f) it is not non-responsive in terms thereof.
- iii. PBSSD reserves the right to reject any proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by PBSSD in respect of such proposals.
- iv. PBSSD will carry out the evaluation of all responsive proposals in the manner stipulated in the RFP document.
- v. Based on the evaluation of credentials submitted by bidders in the Technical Proposal, they shall be qualified. Those qualified bidders shall be invited for presentation before the Technical Evaluation Committee. The Financial Proposals shall be opened by the Tender Committee of the PBSSD.
- vi. PBSSD shall not entertain any query or clarification from Bidders who fail to qualify at any stage of the Selection Process.

vii. Bidders are advised that the selection process shall be entirely at the discretion of the PBSSD. Bidders shall be deemed to have understood and agreed that PBSSD shall not be required to provide any explanation or justification in respect of any aspect of the selection process or selection.

viii. Any information contained in the Proposal shall not, in any way, be construed as binding on PBSSD, its agents, successors or assigns, but shall be binding on the Bidder if the assignment is subsequently awarded to it.

Engagement of An Event Partner for organizing West Bengal Skills- 2021 In Kolkata, West Bengal

Background

Skill competitions showcase and inspire excellence in skills. Competitions provide an opportunity to see a skilled profession in action and inspire options of a vocational career. The motivational aspect of skill competitions makes it an excellent platform for advocacy. Across the world, skill competitions are held at local, regional, national and international levels.

National focus and importance have been accorded to skills by Ministry of Skill Development and Entrepreneurship, Government of India. With several inherent benefits of conducting skill competitions, a structured approach with active participation of States has been envisaged under the State Skills competition program.

It is only through publicity, screening, selections, training and competitions across all States that best talent can emerge in a systematic manner. Such talent can then represent the country at different competitions to highlight India's goal to be the skills capital of the world.

National level skill competition, known as India Skills – is being held every alternate year. The participants of India Skills will emerge from winners of State Level and subsequently Regional Level competitions. Since these are formative years there would be provision for talent track / wild card entries. The winners of India Skills will, through a process of selection, represent India at WorldSkills and other international competitions.

WorldSkills Competition:

WorldSkills Competition is the largest skill competition in the world held once every two years in a WorldSkills member country. India has been a member of WorldSkills since 2007. The competition is equivalent of Olympic Games for skills amongst youth across the world. There are about 50 skills under six skill categories.

India's membership at WorldSkills International is held by Ministry of Skill Development &

Entrepreneurship. The operational responsibility rests with National Skill Development Corporation.

NSDC & State Skill Competitions:

The Ministry of Skill Development and Entrepreneurship has issued a “Guidelines for India Skills, Regional & State Skills Competitions” with a view to promote skill competitions across the country. The platform is for advocacy of vocational trades as also propagating standards and competency-based training and assessment norms used by WorldSkills at grassroots level.

India Skills, the national competition leading to WorldSkills and other international competitions, is based on WorldSkills format and the District and State level competitions is also expected to follow the same format and norms.

NSDC works with State Governments as knowledge partner to assist state skill missions to hold skill competitions in the WorldSkills format.

WorldSkills International aims to achieve and maintain a balance of skill competitions reflecting the following sectors in the global economy. 56 trades currently undertaken as WorldSkills is divided into following six categories.

1. Construction and Building Technology
2. Creative Arts and Fashion
3. Information and Communication Technology
4. Manufacturing and Engineering Technology
5. Social and Personal Services
6. Transportation and Logistics

West Bengal Skills – 2021

The Government of West Bengal accords priority to skill development. In an effort to bring convergence amongst the skill development programme implemented by various departments and to scale up the activities in the sector, both in qualitative and quantitative terms, a unified project named “Utkarsh Bangla” was launched in 2016.

Paschim Banga Society for Skill Development (PBSSD) is the apex body of the State implementing ‘Utkarsha Bangla’ for imparting employable skills to 6 lakh youth every year. It guides, implements, coordinates and oversees all skill development programme in the state to ensure quality skill training standards and sustained employability of trained youth, with the charter to provide outstanding skilled workforce comparable to the best in the world.

West Bengal Skills - 2021 will be the first edition of this flagship State level skill competition in which youth of Bengal will compete in 10 skills in different Industrial, Creative and Services sector. Skills competition will be held in the following sectors:

- Autobody Repair
- Bakery
- Hair Dressing
- CNC Turning
- Cooking
- Jewelry
- Painting & Decorating
- Welding
- Electronics
- Refrigeration & Air Conditioning

Winner of State level competition will compete in Regional Competition. In the regional competition, competitors from Bengal will compete with other states' competitors to qualify for the National Competition (India Skills). National competition will be held for selecting contestants for World Skills competition at Shanghai in 2022.

Prime objectives of conducting the event

- a. Creating a framework and system of Skill Competitions across the country to promote.
 - **Advocacy** - Making skills aspirational
 - **Capacity Building** - Trainers, training infrastructure creation based on World Skills norms
 - **Cooperation** - Between government, corporates, employers, SSC, VET
 - **Reward** - Successful talent to create role models
 - **Certification** - Through WBSCTVESD
 - **Jobs** - For talented youth at each level of competition
- b. Identifying and training talent in country for winning medals at World Skills & other international competitions

For the smooth conduct of the activities at West Bengal Skills - 2021, PBSSD seeks to hire a

single competent agency (herein referred as “Event Partner”) having experience and expertise in management of National / International events in the skill development domain for successful organization of the West Bengal Skills 2021.

Event Partner Scope of Work Outline

The West Bengal Skills - 2021 requires coordination and liaison with multiple stakeholders. An event of this stature requires the services of agency having prior experience in management of similar events in skill development domain. The agency is required to be well versed with protocols, guidelines and systems of organizing such large events. The agency need to make all necessary arrangements related to award ceremony and district and state skill competition. The agency is expected to proactively work in the following areas:

1. Conceptualization & planning of all-important activities for the events both in district level and state (Regional) level under West Bengal- 2021 leading to World Skills – 2022 competition
2. Creating awareness campaigns for youths about World Skills at different levels within the state of West Bengal through on-ground IEC activities using its own resources
3. All branding, creative design, video development, printing and installation of banners and flex etc. at state level competition to be held at Kolkata.
4. Videography and Photography services for state level competition and closing/ award ceremony.
5. Procurement of sector wise raw materials (consumables) for state level competition in consultations with experts in that field as per the NSDC/SSC mandate
6. Procurement of Workshop and Skill Competition Kit (T-Shirt, Caps, Handbags, Bag pack, badges, pen, notepad etc.) for district and state winners and participants with Utkarsh Bangla Logo
7. Venue setup for State Level Skill Competition (Registration cum Verification Desk, Jury Desk, Skill Competition Area, Exhibition ground at least for 35 as per the Job Role/Sector etc.)
8. Logistics arrangement at Biswa Bangla Convention Centre, travel arrangements (to & fro for participants and jury members), food and beverages arrangements at workshops, competition(s) as required
9. Identification of Industry/ Knowledge Partner for all the identified sectors. The role(s) for Industry/Knowledge Partner are as follows:

- Training of participants and winners on real live environments on advance techniques
- Identifying, nominating and managing Jury members to judge the competitions
- Training of Master Trainers and Jury members
- Conducting seven days refresher course for the qualified participants at state level
- Guidance in organizing competitions at district & state level
- Nominating existing employees who may be eligible for participating in the skill competition (Should be less than 21 years in age)
- Industry/ Knowledge Partner may sponsor the award ceremony or they may sponsor state champion till India Skills 2021/ World Skills 2022.
- As the above specified pointers may involve financial implications so primarily it's advisable to look for CSR funding of Industry/ Knowledge Partner for the purpose, though it's not a compulsion.

10. Organizing end to end district level competition including preparation of MCQ based assessment, administration of the test at ITIs & Polytechnics in timely manner.
11. Logistics arrangements of trainees during their advance course of training, state level competitions and for regional level competitions
12. Organizing end to end State Level competition
13. Assist in the planning of the Closing Ceremonies of skill competitions for World Skills – 2022
14. Organizing Sectoral Seminars / Webinars
15. Inviting and confirming the participation of speakers, panelists and industry captains in the event.
16. Planning and execution of state level exhibition by a large number National exhibitors from among the operational industries in the country that will showcase their capacity and role played by flagship scheme Utkarsh Bangla and opportunities in the skilling domain in West Bengal
17. Any other work assigned by the PBSSD related to the above event.
18. Submission of Report of The Event
19. Agency shall strictly follow and adhere to the guidelines released by the Ministry of Health and Family Welfare/ State Government/ District administration for the pandemic Covid 19 in the scheduled event.

Note: PBSSD will provide available necessary information, data, reports and other documents required for accomplishing the objective of the assignment. However, the professionals of the agency will have to conduct field visits for additional information, photographs etc.

Eligibility

- a. The Agency must be an industry association/ bodies/ Chamber of Commerce/ reputed event management organization of national or international repute, incorporated & registered in India and should be in operations in West Bengal for minimum of 3 years
- b. The agency should have experience of organizing at least 5 large scale Government events of national/ international level with a minimum contract value of 20 Lakhs (Rupees Twenty Lakhs) for each event. Work order and photographs to be submitted as evidence
- c. The applicant should have an average annual turnover of Rs. 50 lakhs during last three financial years 2017-18, 2018-19 and 2019-20 and should have positive net worth in all the years under consideration. Certificates from a Chartered Accountant should be furnished as evidence in this regard. Also, the agency should submit the Audited income statement with balance sheet
- d. The registered office of the firm should be in West Bengal
- e. The agency should have in-house qualified manpower and adequate infrastructure to take up assignments on its own.
- f. The Agency should not have been barred or blacklisted by any PSU/Govt Dept in doing business with them. (Please submit declaration in notarized affidavit format)

Instructions to Applicant

General Requirements

1. The response to TENDER is required to address all technical requirements contained within this TENDER.
2. Only proposals submitted strictly in accordance with the TENDER Documents or as may be required by the PBSSD will be considered as valid proposals by the PBSSD.
3. The TENDER is not a Work Order. A separate Work Order will be made available only after selection of the preferred applicant.

Period of Bid Validity

The Bid Validity Period will be 120 days from the date of submission of Bids or as decided by the department.

Submission of Tender

1. The submission of tender would be only online by www.wbtenders.gov.in.
2. The Bid with conditions other than those specified in the Bid Document is liable to be summarily rejected. No modification by the contractor in any of the conditions will be permitted after the Bid is opened.
3. The Bidder must complete and sign the undertaking at the Formats attached
4. Only one original form of proposal signed by the authorized signatory is required by the PBSSD. No typed or pencil signatures will be accepted.
5. The proposal submitted must be without any overwriting, corrections, double typing, etc.
6. The Bidder shall submit the documents containing the Eligibility Criteria as per Annexure 1 (tech 4).
7. Submitting EMD amount

Evaluation of Proposal

The evaluation would consist of following phases:

Phase – 1: Evaluation of Pre – Qualification Criteria

Phase – 2: Evaluation of Technical Bids

Phase – 3: Evaluation of Financial Bids

Phase – I: Evaluation of Pre – Qualification Criteria:

In this part Agency will be evaluated for the fulfilment of the conditions specified in the eligibility criteria.

Phase – II: Evaluation of Technical Bids:

1. In this part the technical bid of only those agencies who have qualified the Phase – I, i.e., eligibility criteria will be evaluated
2. The technical bid will be analyzed and evaluated on the parameters shown in the table below and the marks shall be assigned to each bid on this basis of the following evaluation matrix:

Sl. No.	Evaluation Criteria	Maximum Marks Allotted
1	Number of years of operation (i) 3-4 years: 10 marks (ii) >4 years: 15 marks	15
2	Average annual turnover for the last three financial year i.e. for FY 2017-18, FY 2018-19, FY 2019-20 (i) >= 50 lakhs and <=1 crore: 10 marks (ii) > 1 crore: 15 marks	15
3	Number of event management projects of National / International repute organized in last 5 years (i) 5-10: 10 marks (ii) 11-15: 15 marks	15
4	Number of event management projects of National / International repute organized in skill development domain (i) Between 1 to 3 nos :- 10 marks (ii) more than 3 nos - 15 marks	15
5	Number of Industry Representative Meet organized in last 5 years (i) 1-5: 5 marks (ii) > 5: 10 marks	10
6	Technical Presentation	30
	Total	100

Technical Presentation:

The bidders shall be invited to make a presentation on their proposal (30 Minutes each) before the Technical Evaluation Committee on 12/08/2021

Evaluation Criteria

1. Concept of West Bengal Skills - 2021
2. Understanding scope of work, Concept, Planning & Execution of event, Quality of Manpower, Key personnel to be deployed.
3. Quality of creative and innovative idea
4. Methodology of work plan covering all aspects mentioned in the scope of work

Technical Score:

The total score secured in the evaluation criteria will be treated as Technical Score out of 100marks. An agency scores 70marks or more will be eligible for the opening of financial bid.

Note:

Relevant projects of National or International repute to be considered for evaluation of event management shall include large scale events under:

- Sports Competitions
- Award Ceremonies
- Business Summits / Conferences / Seminars
- Youth Services Events
- Cultural Events
- Music and Dance Festivals
- Product Launch

Note: Social Events like private parties, marriages, etc. shall NOT be considered for evaluation

Phase – III: Evaluation of Financial Bids:

This phase will be for all the successful bidders in the technical bids (Phase II). The lowest commercial bidder (L1) in this phase will win the contract.

The PBSSD will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the best bid, provided further that the bidder is determined to be qualified to perform the contract satisfactorily. The authority shall not bind itself to accept the best bid or any bid and reserves the right to accept any bid, wholly or in part.

Pay Out Schedule:

1. The quoted fees will be disbursed as per the following milestones:

S. N	Installment	From Quoted fees	Milestone
1.	1 st installment	@5%	On signing of Agreement with PBSSD as Event Partner
2.	2 nd installment	@25%	Post Completion of District Level Competition event
3.	3 rd installment	@30%	Upon completion of State Level Competition
4.	4 th installment	@40%	On completion of "Post event" responsibilities and after completion of Regional Level Competition

Note – Any other incidental cost related to activity (s) which is not defined under the scope of this RFP may be considered for reimbursement but a prior approval from PBSSD is needed in such case before the expense is made.

Right to vary scope of work at the time of award:

PBSSD may at any time, by a written order given to the Bidder, make changes within the general scope of the Work. If any such change causes an increase or decrease in the cost of or the time required for, the Bidder's performance of any part of the work, whether changed or not changed by the order, an equitable adjustment shall be made in the agreed price or delivery schedule, or both, and the Work Order shall accordingly be amended. Any claims by the Bidder for adjustment under this Clause must be asserted within 15 days from the date of the Bidder's receipt of the PBSSD's changed order.

Right to accept any bid and to reject any or all bids:

PBSSD reserves the right to accept any bid, and to annul the TENDER process and reject any or all bids at any time prior to award of work, without thereby incurring any liability to the affected Bidder or Bidder or any obligation to inform the affected Bidder or Bidder of the grounds for the PBSSD's action.

Notification of award:

Prior to the expiration of the period of bid validity, the PBSSD will notify the successful Bidder by e-mail or in writing, by registered letter that its bid has been accepted.

Confidentiality of the document:

This BID is confidential, and anything contained in the BID shall not be disclosed in any manner, whatsoever.

Rejection criteria:

Besides other conditions and terms highlighted in the BID document, bids may be rejected under following circumstances:

1. Incomplete bids that do not quote for the complete scope of work as indicated in the bidding documents, addendum (if any) and any subsequent information given to the Bidder
2. Bids providing information that are found to be incorrect/misleading at any stage/time during the TENDER Process
3. Bids in which the total price quoted by the Bidder is not inclusive of all taxes, duties, fees, levies, works contract tax and other charges
4. Bids made through by hand/ Physical/ Telex/ Telegraphic/Fax/ E-mail.
5. Bids which do not confirm unconditional validity of the bid for 120 days from the date of opening of bid
6. Bids where prices are not firm during the entire duration of the contract and/ or with any

qualifications

7. Bidder should submit the quotation before executing the work.
8. Bids that do not confirm unconditional acceptance of full responsibility of executing the "Scope of Work" as per agreement
9. Bids in which the Bidder seeks to influence the authority's bid evaluation, bid comparison or contract award decisions

General

- i) Bidder shall not make any alteration / changes in the bid after the closing time and date. Unsolicited correspondences from Bidder will not be considered.
- ii) If at any stage of TENDER process or during the currency of the Work, any suppression / falsification of such information is brought to the knowledge of the PBSSD, the PBSSD shall have the right to reject the bid or cancel the Work order, as the case may be, without any compensation to the Bidder.
- iii) The Bidder shall deem to have complied with all clauses in the TENDER under all the sections/chapters of the Bidding document, unless otherwise stated in the deviation statement. Evaluation will be carried out on the available information in the bid.
- iv) Any other point, which may arise at the time of evaluation, will be decided by PBSSD for assessment of the bids.
- v) Other important Information
 - a) The PBSSD reserves the Right to place an order for the full or part quantities under any items of work under Scope of work.
 - b) After issue of the Work Order the Performance Guarantee will be forfeited in case of undue delays in performance by the agency.
 - c) The Authority reserves the right to cancel the Work Order of any agency/ agencies in case of change in the procedures or unsatisfactory services.
 - d) In the event of any dispute, the tribunals and courts in Kolkata will have the exclusive jurisdiction in respect of all matters pertaining to the agreement between the Consultant/Organization/institute and the Authority.

Arbitration

PBSSD and bidder will make every effort to resolve amicably, by direct negotiation, if any disagreement or dispute arises between them under or in connection with the work order. If any dispute will arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these expect as to any matter the decision of which is specially provided for by the general or the special conditions, such dispute will be referred to two arbitrators, one appointed by each party and the third to be appointed by the PD, PBSSD and the awards of the arbitration, as the case may be, will be final and binding on both the parties. The arbitrators or the empire as the case may be, with the consent of parties may modify the time frame for making and publishing the award. Such arbitration will be governed in all respect by the provision of Arbitration and Conciliation Act, 1996 and rules there under and any statutory modification or re-enactment or amendments, thereof. The arbitration proceeding will be held in Kolkata. If any matter which is not resolved by arbitration will be subjected to the jurisdiction of Kolkata High Court only.

Applicable Law

The bidders shall be governed by the law and procedures established by Govt. of India as well as State Government within the framework of applicable legislation and enactment made from time to time concerning such financial dealings/processing.

Force Majeure

Definition

- a. For the purposes of this RFP, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- b. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or agents' employees thereof, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Agreement and (B) avoid or overcome in the carrying out of its obligations hereunder.
- c. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.
- d. PBSSD will decide the eventuality of Force Majeure which will be binding on both the parties.

Measure to be taken

- e. A Party affected by an event of Force Majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder with a minimum of delay.
- f. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- g. The Parties shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- h. Extension of Time: Any period within which a Party shall, pursuant to this Agreement, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
- i. Payments: No payment shall be made during the period of agency's inability to perform the Services as a result of an event of Force Majeure until and unless such payment pertains to the period before the Force Majeure.
- j. Consultation: Not later than thirty (30) days after the agency has, as the result of an event of Force Majeure, become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures to be taken in the circumstances.

Annexure -1 (in company letter head)

Format 1: UNDERTAKING

To

The Project Director

Paschim Banga Society for Skill Development,
Karigari Bhawan, New Town, Kolkata – 160

I/We _____

Of (insert business address) _____

Hereby submit our proposal in response to the Notice Inviting Application (TENDER) for **engagement of event management agency for works related to workshops and conduct of West Bengal Skills - 2021 competition under India Skills 2021** for Paschim Banga Society for Skill Development and undertake to execute and complete the services as we will be reasonably required to be performed, in accordance with our proposal, the TENDER requirements and the final work order to be issued by the Authority.

This TENDER shall remain valid to be accepted by the Authority and shall not be withdrawn for a period of 120 days from date of submission of bids.

I/We understand that the Authority reserves the right to accept / reject any application and the selection is at their sole discretion.

Authorized Signature & Stamp

Name in full:

Agency Name:

Annexure 2: Format for Power of Attorney for Signing of Application

Know all men by these presents that We.....
..... (Name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./ MS (name) son/daughter/wife of and presently residing at who is presently employed with us and holding the position of as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal for the **engagement of event management agency for works related to workshops and conduct of skill competition under India Skills 2021**

The attorney is fully authorized for providing information / responses to the PBSSD, representing us in all matters before the PBSSD including negotiations with the PBSSD, signing and execution of all agreements including the Memorandum of Understanding and undertakings consequent to acceptance of our proposal, and generally dealing with the PBSSD in all matters in connection with or relating to or arising out of our proposal for the said Empanelment.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

In witness whereof we,, the above-named principal has executed this power of

Attorney on this day of

For.....;

(Signature, name, designation and address)

Accepted

.....

(Signature)

(Name, Title and Address of the Attorney)

Witnesses:

1. _____ 2. _____

Notes:

To be executed on Rs 100/- stamp paper

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed.

Annexure 3: Firm Overview & Application Parameters

Name and Details of the Applicant and Authorized Person:	
Name of Organization / Institution	
Legal Status	
Year of Incorporation	
Registered Address	
Corporate Head-Office Address	
Phone	
Fax	
Mobile	
Email	
Website	
Whether blacklisted by any Govt./semi- Govt. organization (If yes, by whom)	Applicant requires to submit a certificate signed by the Authorized Signatory
Name of Authorized Representative	
Designation	
Mobile	
Email	
Brief Description of the company including details of its main lines of business	

(Signature, name and designation of the authorized signatory)

For and on behalf of (Organization Name & Stamp)

Tech 1: Eligibility related Information and relevant documents

S.No.	Eligibility Criteria	Proof to be submitted	Page Nos. in which proof related documents are submitted (Mandatory)
1	The Agency must be incorporated & registered in India and should be in operations in West Bengal for minimum of 3 years.	Copy of Registration Certificate / Incorporation Certificate.	
2	The agency should have experience of conducting large/ medium level Govt. events last 3 years	Copy of MOU / Work Orders / Letters issued by government / Public sector undertaking	
3	Annual Turnover of minimum Rs.1,00,00,000 (Rupees one crore) in last 3 financial years.	Audited income Statement along with balance sheet and CA Certificate	
4	One of the registered offices of the firm should be in West Bengal with state-of- the-art infrastructure	Copy of Registration Certificate / Incorporation Certificate. AND Recent Photographs of Infrastructure (Interiors and Exteriors) – 5 photographs	
5	Empanelment as event management agency with minimum 3 (three) nos. of government and public sector undertakings.	Documentary proof depicting Empanelment as creative agency with minimum 3 (three) nos. of government and public sector undertakings.	

6	The creative agency should have in-house qualified manpower consisting of commercial artists & graphic designers and adequate infrastructure to take up assignments on its own.	Provide Brief Profiles (not exceeding 2 pages per profile) of the Team. And Certificate from the / Authorized Signatory stating that the Firm has in-house qualified manpower consisting of commercial artists & graphic designers and adequate infrastructure to take up assignments on its own.	
7	Experience of managing at least 3 events within the state of West Bengal with government and public sector undertaking.	Copy of MOU / Work Orders / Letters issued by government / Public sector undertaking AND Relevant samples (photographs etc.) which suffice the condition AND Completion Letter/ Appreciation letter for the past work from Government and public sector undertakings.	
8	The Agency should not have been barred by any PSU / Govt Dept. in doing business with them. (Please submit declaration in notarized affidavit format)	Certificate signed and stamped by the Authorized Signatory	

Annexure 4: Financial Capacity of the Bidder

S. N	Financial Year	Annual Turnover (In Rs)
1	2017-18	
2	2018-19	
3	2019-20	

(Signature, name and designation of the authorized signatory)

For and on behalf of (Organization Name & Stamp)

Note: Certificate from statutory auditor required, **in** case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

Annexure 5: Eligible projects undertaken by the Bidder

1	Project Name	
2	Name, fax, email of the Client Representative:	
3	Time when the project was carried out: Start Date End Date	
4	Location of the event	
5	Contract Value	
6	Narrative Description of the Scope of work of the assignment	
7	Description of Actual Services provided	
8	Status of the project	

(Signature, name and designation of the authorized signatory)

For and on behalf of(Organization Name & Stamp)

Note:

1. Please use same format but separate sheet for each eligible project
2. Please provide Evidence for each project (Completion Certificate/ Work Order/ Agreement etc.)

Annexure 6: Financial Covering Letter

(To be printed on the letter head of the organization / agency / chamber)

To

The Project Director

Paschim Banga Society for Skill Development,
Karigari Bhawan, New Town, Kolkata – 160

Sub: Proposal for event management of West Bengal Skills -2021

Regarding Financial Proposal

Dear Sir,

I, _____,
enclose herewith our Financial Proposal for selection of our firm as Agency to carry out “Event management of West Bengal Skills - 2021”.

Please note that the financial proposal does not contain any conditions and is submitted as per the prescribed format. In case of any discrepancy, our firm will be solely responsible for the same.

I agree that the Total Amount quoted by our firm shall be considered for financial evaluation.

I agree that this offer shall remain valid for 120 (One hundred twenty days) days or more as per the decision of the department from the bid due date or such further period as may be mutually agreed upon.

Yours faithfully,

Signature & Stamp _____

Full Name _____

Designation _____

Annexure 7: Financial Proposal (BoQ)

Part – 1: State Level Closing Ceremony only

State level competition venue – Biswa Bangla Convention Centre, DG Block (Newtown), Action Area I, Newtown, New Town, West Bengal 700156 which includes Competition & Exhibition Area, Seminar Hall – 1, Seminar Hall – 2, Seminar Hall – 3, Seminar Hall – 4, Food court for general hospitality, Food court for participants / officials and PBSSD Office. All the arrangement needs to be done as per the specifications and standards defined by Biswa Bangla Convention Centre guidelines. **However, the bidder may need to visit the venue for state level competition and work in close coordination with the empaneled vendors.**

Part 2: Infrastructure for Competition Area (As per specifications shared by PBSSD)

All the arrangement needs to be done as per the specifications and standards shared as annexures (9-10) as per the guidelines of the specific competition job roles at different competition venues, to be shared separately by Paschim Banga Society for Skill Development, DTET&SD, Govt of West Bengal. However, the bidder may need to visit the competition venues for state level competitions and work in close coordination with the PBSSD team overseeing the competition.

Part 3: Furniture, Fixture & Other Infra

All the arrangement needs to be done as per the specifications and standards defined by Biswa Bangla Convention Centre guidelines. However, the bidder may need to visit the venue for state level competition and work in close coordination with the empaneled vendors.

Part 4: Administrative and any other miscellaneous expenses mentioned under the scope

Summary of financial proposal

Sl. No.	Activity Head	Total Amount (INR) (Exclusive of taxes)
1.	Part – 1: State Level Award Ceremony only	
2.	Part – 2: Infrastructure for Competition Area (As per specifications provided by PBSSD)	
3.	Part – 3: Furniture, Fixture & Other Infra	
5.	Part – 4: Administrative Expenses and any other miscellaneous expenses as per the scope	
Grand Total (INR) exclusive of taxes:		

Note:

- GST as applicable shall be paid extra by PBSSD.
- The total amount quoted by the bidder in **Part – 1, 2, 3, & 4** combined and shall be taken into consideration for evaluation of financial score.
- No conditions should be attached by the bidders to the price proposal.
- The amount should be quoted in both figure and words. In case of discrepancies in the prices mentioned in the figure and word, the prices mentioned in the words shall be considered as final price.
- The bidders have to quote unit rate for each item in the financial proposal.

Part 1: State Level closing/ award ceremony (State Level Competition Only) * –Setup needed at Biswa Banga Convention Centre

Sl.	Item	Description	Qty. /Size
1	Main Stage for Award Ceremony	60'x30'x4' size with carpeting on stage and a platform for mounting a LED wall as backdrop. Both sides of the stage should be connected with staircase & railing support.	1,800 sq.ft.
2	LED screen as Stage Backdrop	Indoor LED screens in sq.ft. 40'x18' as stage backdrop and masking / branding on both sides of the LED screen	720 sq.ft.
3	Sofa	2-seater (preferably white colour)	20
4	Chair	Plastic mould type	2,000
5	Truss	Box truss to support light / equipment installation	60'x24' (two sides) and 40'x24' (two sides)
6	Sound System	Top	12 pairs
		Bass	8 pairs
		Centre fill	As per requirement
		Amplifiers	As per requirement
		Crossovers	As per requirement
		Digital mixers	As per requirement
		Podium microphone	2
		Cordless microphone	10
		Lapel microphone	2
7	Lights	Par	40
		LED Par	40
		Sharpy	40
		Strobe	5
		Profile	15
8	Barricading	Mojo (sq.ft.)	500
9	Manpower	Female ushers	10
		Colour wash	10
11	Flower Bouquets	For winners & jury	170
12	Winner's podium with framed backdrop	1st, 2nd and 3rd positions	1
13	Medal with embossed	46 each of Gold, Silver & Bronze for the 46	138

	branding & multi-colored lanyard	skill competitions	
14	Certificates		1,000
15	Power back up	Adequate number of silent DG sets and fuel as per load bearing capacity for all infrastructure provided by the Agency for the Closing Ceremony	As per requirement

*This is an indicative list

Part 2: Infrastructure for Competition Area (Reference copy attached in Annexure 9)

Part 3: Furniture, Fixture & Other Infra (Reference copy attached in Annexure 10)

Part 4: Administrative and any other miscellaneous expenses mentioned under the scope

Annexure 8: (EMD Online Gateway Finance Department Notification)

Government of West Bengal
Finance Department
Audit Branch

No. 3975-F(Y)

Dated, 28th July, 2016

MEMORANDUM

Sub: Online receipt and refund of EMD of e-procurement through State Government e- procurement portal

The State Government procurement portal has already been integrated with the Payment Gateway of ICICI Bank for deposit of EMD and other fees by the bidders participating in e-procurement.

Now, in cancellation of this Department Memorandum No. 1526-F(Y) dated 18.03.2014, the Governor is pleased to prescribe the following procedure to be adopted for deposit of EMD / Bid Security related to e- procurement of the State Government Departments and its subordinate offices, PSUs, Autonomous and Local Bodies, PRIs, etc

1. Login by bidder:

- a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:
 - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
 - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

2. Payment procedure:

- a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:
 - i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
 - ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
 - iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
 - iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
 - v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT:

- i. On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

3. Refund/Settlement Process:

- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L₁ and L₂ bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L₂ bidder should not be rejected till the LOI process is successful.
- iv. If the L₁ bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L₂ bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L₁ bidder is uploaded to the e-Procurement portal by the tender inviting authority.

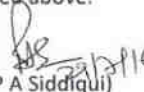
- v. As soon as the L₁ bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal –
 - a) EMD of the L₁ bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit head “8443-00-103-001-07” through GRIPS along with the bank particulars of the L₁ bidder.
 - b) EMD of the L₁ bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L₁ bidder.

In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.
- vi. The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the E-Procurement portal for updation.
- vii. Once the EMD of the L₁ bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head “0070-60-800-013-27” through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRIs, etc tenders.
- viii. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees (if any) were initiated.

4. Accounting and Monitoring Process:

- i. The ICICI Internet Banking will communicate to the State Government e-Procurement portal all details of transactions on daily basis.
- ii. The Tender Inviting Authority of the Government Offices/PSUs/ Autonomous Bodies/Local Bodies/PRIs, etc will be using their respective e-procurement User ID and Password to view the EMD and Tender Fees deposited by the bidders in the pooling accounts.
- iii. The nodal officer of the Finance Department, Government of West Bengal will be able to view the Department-wise EMD and Tender Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the tender process to the Government accounts and bidders’ accounts, as applicable by using user access as provided by NIC.
- iv. The details of NIC E-Procurement Help Desk and toll free numbers of ICICI Bank are given in annexure.

The system will become effective from 01/08/2016 and can be used by any Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc. with effect from that date. However, with effect from 01/09/2016, all the EMD/Tender fees in respect of e-tender of all State Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will mandatorily be received and refunds/settlements made as per the procedure stated above.


(P A Siddiqui)


Secretary to the
Government of West Bengal
Finance Department

No. 3975/1(500)-F(Y)

Dated, 28th July, 2016

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
3. Principal Accountant General (RW & LBA), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata - 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, _____ Department, with the request to circulate this Order to all subordinate offices, PSUs, Local Bodies, Autonomous Bodies, PRIs under their control.
5. Commissioner, _____ Division.
6. District Magistrate / District Judge / Superintendent of Police, _____
7. Financial Advisor, _____ Department, Government of West Bengal.
- ✓ 8. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department, for uploading this Order in the Finance Department website.
9. SIO & Director General, National Informatics Centre (NIC), West Bengal, Bidyut Bhavan, Salt Lake, Kolkata-700091.
10. Assistant General Manager, PAD, RBI, Kolkata-700001.
11. Sri Saptarshi Chandra, Chief Manager, Government Banking Group, WB, ICICI Bank Limited, 3A, Gurusaday Road, Kolkata - 700019.
12. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata - 700 001.
13. Sub-Divisional Officer, _____
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office -I, 81/2/2, Phears Lane, Kolkata - 700012 .
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-I, Hyde Lane, Kolkata -700 012.
16. Pay & Accounts Officer, Kolkata Pay & Accounts Office -III, IB Market, 1st Floor, Salt Lake, Sector -III, Kolkata - 700106.
17. Treasury Officer, _____
18. _____ Branch / Group _____, Finance Department.

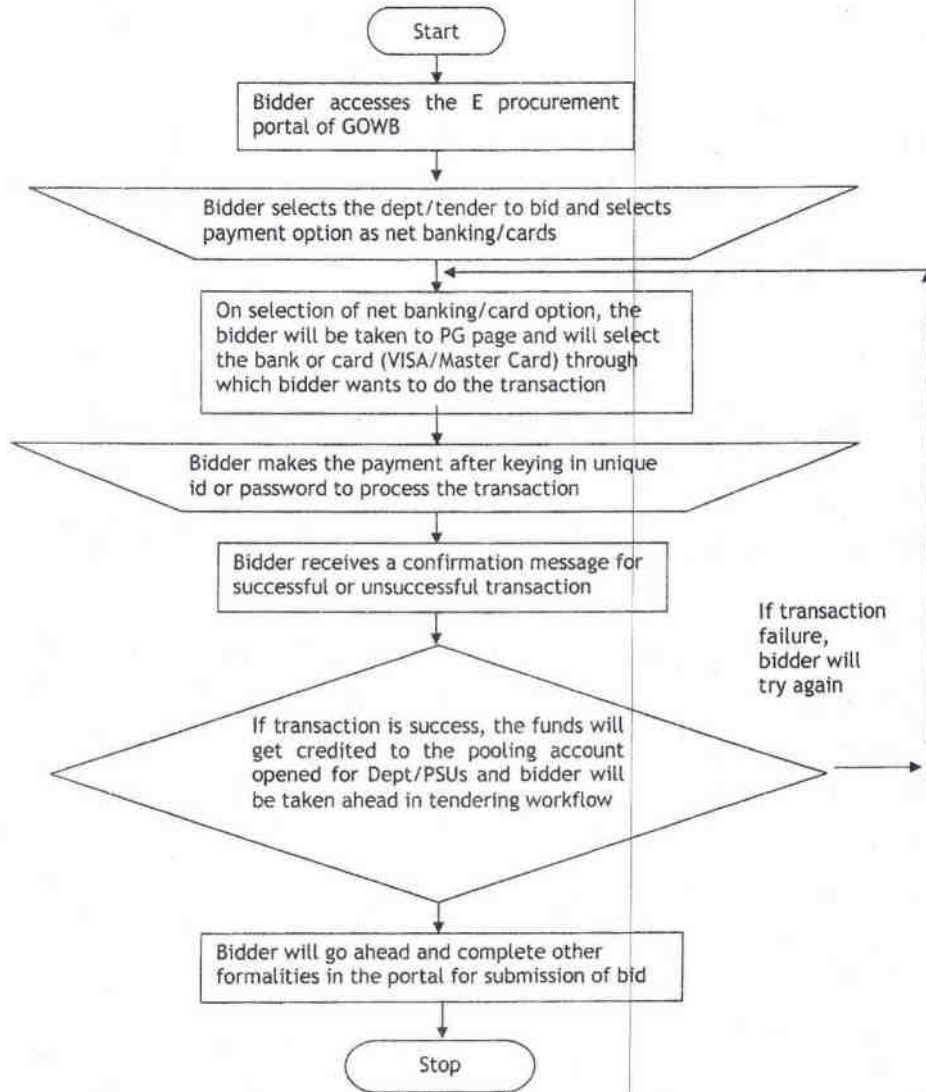

Assistant Secretary to the
Government of West Bengal

NIC & ICICI BANK E-PROCUREMENT

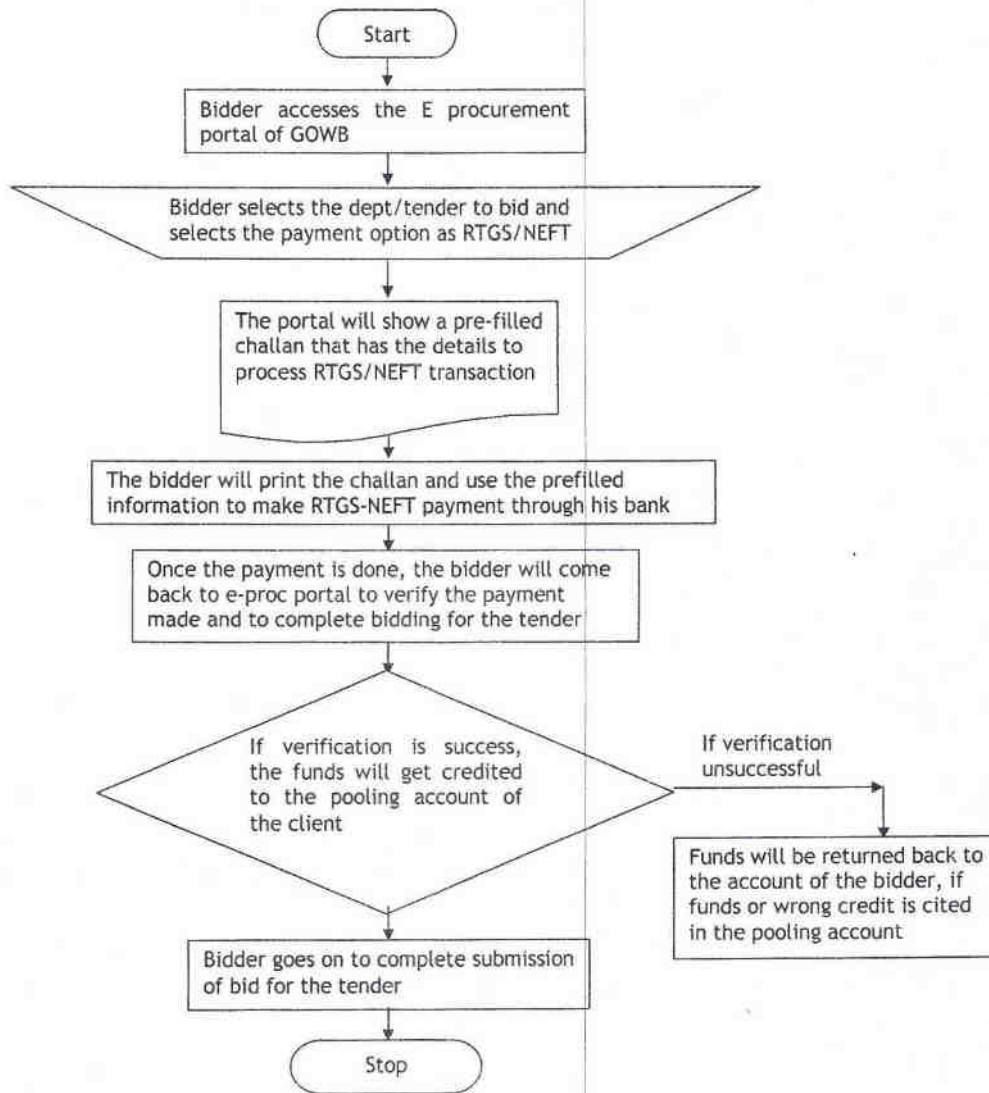
HELP DESK

<u>NAME</u>	<u>LOCATION</u> <u>NIC HELP DESK</u>	<u>CONTACT</u> <u>NO.</u>	<u>MAIL-ID</u>
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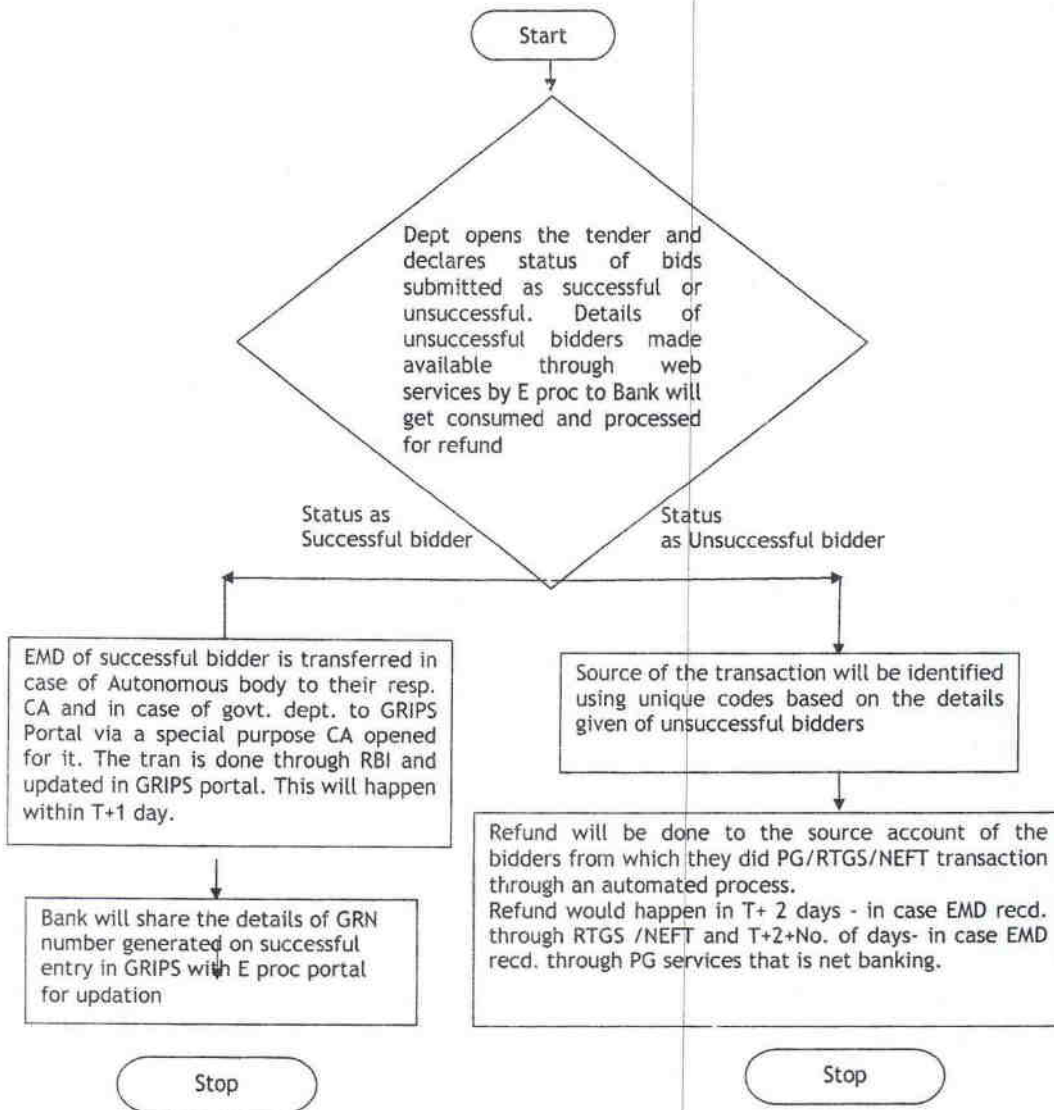
Process for payment through Payment gateway (PG) (Annexure I)



Process for payment through RTGS/NEFT (Annexure II)



Process of refund/settlement (Annexure III)



Part 2 -For Reference – Annexure 9

SI.	Particulars	Specification
i	Hair Dressing (10m x 10m)	Free Standing Fan Laundry Baskets Models – Male mannequin Models – Female mannequin Models – Female Small sinks (3ft. x 2.5 ft.) with provision of inlet and outlet of both hot and cold water Large Dustbin Broom with dust pan Therapist adjustable stool Large 3 tier trolley Adjustable clamp type gooseneck magnifier lamp Hot Towel Cabinet Clothes Rail Sterisafe Unit Hair Dryer Curing Iron/Waver Hand mirror Table mirrors Model/client chair Hair straightener Neck cut shampoo station basin with chair Hair crimper Cutting scissors Water sprayer Jumbo Rollers Power supply: 230V/5A Power socket for each participant & Jury – 15 AMP & 5 AMP Green Room (1m x 2m) for female models Chairs
ii.	Painting & Decorating (10m x 10m)	MDF board fixed on a suitable stand for Painting (filled, sanded, primed, and given an opaque coat of matt white, water-based paint of a quality suitable for walls (dispersion paint) Size: 8ft by 3.2ft per board with 4 boards per competitor

		Competitor Table
		Competitor Chair
		Cleaning Cloth / Duster
		Jury Table (for marking and scoring)
		Step ladder
		Electrical outlet 5A with spike busters (2 per work station) for competitors & jury
		Water storage drum
		Masking Tape
		Material For Temporary Scaffolding Upto 3.6 Mtrs
		Nail Punch
		Nose Mask
		Paint Bucket
		Paint Stirrers
		Plumb Bob
		Primer
		Putty
		Putty Knife
		Roller
		Rope
		Safety Belt
		Safety Harness
		Safety Helmets
		Safety Net
		Safety Shoes
		Sand Paper
		Spirit Level
		Sponges
		Steel Walkways
		Tack Rags
		Thinner
		Turpentine
		Vertical
		Vrnish
		Walkway Challi
		Wall Scrapper
		Water Level Tube
iii.	Refrigeration and Air Conditioning (10m x 10m)	Competitor Chairs
		Competitor Table for keeping tools & equipment
		Electrical Outlet (15A & 5A)
		Adhesive
		Automatic Washing Machine
		Brazing Rod

		Clamp Meter
		Digital Thermometer
		Digital Multimeter
		Double Door Refrigerator
		Electrical Drill
		Flaring Tool
		Gas Cylinder
		Hack Saw
		Hammer
		Line Tester
		Plier
		Pressure Gauge
		Screw Driver Set
		Semi-Automatic Washing Machine
		Single Door Refrigerator
		Spanner Set
		Split Air Conditioner
		Tube Bender
		Tube Cutter
		Vacuum Pump
		Weighing Scale
		Window Air Conditioner
iv.	Autobody Repair (20m x 10m)	Metal Table (6x6 feet) with Bench vice
		Tool trolley
		POWER: (440-volt 3 phase 20KW 250 AMP) 3 phase – 32A for Spot Welding
		Machine
		230V with 1-phase (Washer Weld)
		440V with 2-phase (Spot Weld)
		440V with 3-phase (MIG Weld)
		Power socket for each participant (Power – 32A, 3- phase) & Jury
		7-shelf slotted steel rack (12inch width, 118inch height) for storage of hardware material
		Cleaning Cloth / Duster
		Dustbin
		Floor Mats
		A/C Leakage Tester
		A/C Machine (124 Robin Air)
		Air Compressor
		Battery Charging cum tester
		BC Clamp Meter
		Bench Grinder
		Car Seat Covers
		Cotton Gloves
		Diagnostic Tool/scanner

		Fender Covers
		Gear Knob Covers
		Hard Toed Boots
		Hydraulic Jacks
		Hydraulic Press
		Hydro Meter
		Multi Meter
		Oil Draining & Filling Equipment
		Parts Washing Station
		Pneumatic Tools
		Post Lift
		Pullers
		Sliding Hammer
		Steering Covers
		Sun Glasses (3 M)
		Torque Wrenches
		Vehicle Safety Stands
		Wheel Aligner
		Wheel Balancer
v.	Bakery (10m x 10m)	Trash bin (18 L)
		Waste Bin, Large, Wheeled, 240L
		Electrical Outlet (5A) – 2 per competitor
		Stainless Steel Worktable (1600x600mm)
		Sink (Stainless steel, double, 1.5m) with stainless steel faucet and water inlet and outlet
		Competitor Chair
		3-tier Shelving (stainless steel, 1000x400x2000mm)
		Water Chiller (5C, 20L)
		Microwave Oven
		Induction Stove, Double
		Convection Oven
		Ice maker (65kg/24hr output)
vi.	Patisserie and Confectionery (10m x 10m)	Trash bin (18 L)
		Waste Bin, Large, Wheeled, 240L
		Electrical Outlet (5A) – 2 per competitor
		Stainless Steel Worktable (1800x600 mm)
		Sink (Stainless steel, double, 1.5m) with stainless steel faucet and water inlet and outlet
		Competitor Chair

		3-tier Shelving (stainless steel, 1000x400x2000mm)
vii.	CNC Turning (10m X 20m)	Manual Lifter
		LCD projector, 1920 x 1080 resolution, 3000 lumens. Screen.
		Integrated multimedia skill development software for CNC machining
		Simulator
		Industrial grade CNC Turning Center & cutting tools
		Computer systems in LAN
		Height Gauge
		Gauges
		Surface Plate
		Laser printer with ethernet port
		Safety Glasses
		Industry Helmet
		Apron
		Safety shoes with steel toe
		Industry hand gloves
		Centre Punch
		Hammer
		Combination Plier
		Vice Mounted Tables 3Ft X 3Ft X 2.5Ft(H)
		Vernier Caliper
		Number Punch
		Scrap Box
		Generator Set
		Soft jaws
		Vernier calipers 300 mm.
		Micrometer – external, 0-25 mm, 25 -50 mm, 50 – 75 mm.
		Bore gauge 18 – 35 mm
		Plug gauge 10, 16 dia.
		Thread plug gauge M8 x 1.25, M10 x 1.5
		Ring gauge for setting bore dial gauge – 30 dia.
		Feeler gauge for work offset setting
Lever dial for work offset setting		
Inside caliper for measuring ID grooves		
Radius gauge		
Thread pitch gauge		
Tool storage drawer		
First aid kit		
viii	Welding (10m X 20m)	Alternating Current Ac Arc Welder
		Anvils
		Blow Torch

	Calipers
	Cutting Die
	Direct Current Dc Arc Welder
	Drill Press or Radial Drill
	Electrode Holder
	Flame Cutting Machine
	Flow Sensors
	Gas Welding or Brazing or Cutting Apparatus
	Hammers
	Hand Clamps
	Impact Wrenches
	Levels
	Metal Inert Gas Welding Machine
	Metal Stamps
	Micrometers
	Pipe Or Tube Cutter
	Pneumatic Hammer
	Power Drills
	Power Grinders
	Protective Gloves
	Ratchets
	Safety Glasses
	Scribers
	Shears
	Shielded Metal Arc Welding or Stick Welding Machine
	Socket Sets
	Soldering Iron
	Squares
	Standards For Welding Symbols and Gd & T Etc. Bis, Asme ,Astm
	Straight Edges
	Taps
	Temperature Gauge
	Thickness Measuring Devices
	Threading Machine
	Threading Taps
	Tungsten Inert Gas Welding Machine
	Voltage or Current Meters
	Welder Torch
	Welding Electrode
	Welding Generator
	Welding Masks
	Welding or Cutting Tip
	Welding Simulators
	Welding Wire
	Winches

		Wire Brushes
		Wire Cutters
ix.	Jewelry Designing (10m X 10m)	Rolling Mill (sheet and wire)
		Wire drawing Bench
		Ultra-Sonic machine
		Acid Pickling Pot
		Dome and punch
		Jeweller's Work bench
		Adjustable Chair
		Table Lamp
		Jury Table
		Jury Chairs
		Jeweller's Personal Tools Kit
		grit sand paper kit
		saw blade sets
		Acid(H ₂ So ₄)
		Plaster
		Modelling clay
		Drill Bits
		assorted Burs
		Binding Wires
		Silver Metal
		Silver Metal Solder
		Safety Glasses
		Apron
Dust Mask		
Ear Plugs		
Gloves		
Fire Extinguisher		
x	Electronics (10m X 20m)	Workbench 2'x3'
		Soldering iron 15 W
		Soldering iron stand Metal
		Solder wire 0.6/0.7/0.8mm
		Magnifying glass Hand/table mounted
		Calculator Scientific
		Desktop/Laptop I3,4gb,500gb HDD or higher
		Printer Deskjet/LaserJet
		Electronics components as per specified in the task

		Multimeter Digital 3 ½ digit
		Software PCB design (Eagle/Proteus/Altium)
		Paper A4 Size
		Pen/Pencil/Eraser Blue/HB
		Power Supply Digital Power supply 3-15V/5A
		Power Socket AC socket
		ESD Mat 2'x3'
		ESD point Grounding point
xi	Cooking (10m x 10m)	Trash bin (18 L)
		Waste Bin, Large, Wheeled, 240L
		Table (stainless steel, 1800x600x850mm)
		Table for Marking/Presentation - 160x65x75x2,5
		Table cloth for presentation table
		Stainless steel sink with surface and stainless-steel faucet, water inlet & outlet
		Electrical Outlet (5A) – 2 per competitor
		Competitor Chair
		3-tier Shelving (stainless steel, 1000x400x2000mm)
		Hand Antiseptic with Moisturizers (61% w/w ethyl alcohol) 500ml

Part 3: For Reference- Annexure 10

Sl.	Particulars	Specification
i.	Desktop / laptop computers for experts /jury /media /PBSSD with workstation, power sockets, backup & internet connection	19" monitor, i3 core, 2 GB RAM, 250 GB HDD
ii.	Printers for experts /jury /media	Monochrome (Laser Jet)
iii.	MFP device	Print, Copy, Scan, Fax features
iv.	Television with VGA cable	> 42 Inch, LED, Wall Mounted / Stand
v.	Lockers for Competitors	5-tier steel lockers (W45*D90*H180) cm
vi.	Lockers for Jury	Single locker to store documents
vii.	Conference table in Briefing Area	Dimensions as per seating for 15 person per table and neatly draped in clean linen
viii.	Soft chairs (for Briefing Area)	
ix.	Tablet with pedestal and branding	Min. screen size of 8 inches with HD display
x.	Seminar Hall setup	Stage with carpeting (grey) and floral décor
		Camera riser
		Side screens with projections
		Head table for 6 to 7 persons with cordless table microphone
		PA system with 4 microphones set
		Chairs: theatre seating for 50 persons in each hall and neatly covered with fresh, clean linen
		Colour wash lights
		Framed backdrop – 20 x 8 ft.
xi.	VIP Lounge setup	Sofa (3-seater)
		Sofa (2-seater)
		Serving table – 15 ft.
		High table
		Bar Chair
		Coffee table
Refrigerator > 250 ltr.		

Sl.	Particulars	Specification
		Colour wash lights for ceiling
		Portable Toilet
xii.	Media Centre	Classroom seating with power sockets for 25 people
		WiFi of 5 MBPS
		Stage with head table
		Framed backdrop
		PA system
		Serving table – 15 ft.
xiii.	Extension cords / spike busters	
xiv.	Carpeting	New synthetic carpet (Grey / Blue) in sq. ft.
		New mesh (jalli) carpet in sq. ft.
xv.	Portable toilets	
xvi.	Fire extinguishers	
xvii.	Hand-wash basin with water inlet & outlet	
xviii.	Marking Tape	Yellow and Black marking tape for demarcating competitor work station inside competition area
xix.	Electrical wiring	Electrical wiring with switches, routers, earthing, MCB, RCCB, Isolators, etc. of the entire competition and exhibition areas keeping all electrical safety standards in place
xx.	Drainage system	For all competition zones where provision of water inlet / outlet has been done
xxi.	Plantation at venue	Different varieties of planters of minimum height 4 ft. along with pots
		Different varieties of planters of minimum height 8 ft. along with pots
		Flower pots
4	LED Screen	Indoor LED Screen display (in sq. ft.) on both days for live feed of competition using LED switcher. The Agency shall provide all necessary technical

Sl.	Particulars	Specification
		infrastructure for the same.
5	Accreditation & Access Control for Delegate, Participants, Media, Crew & Exhibitors	Accreditation Card type: Printing on Multi-colour PVC card and lanyard.
		Paper wrist bands with glue meant for access control.
6	Registration Desk	Branded registration desk with backdrop, standee and four manpower each day for two days
7	Security Arrangements	Supply, installation, operation & maintenance of 30 nos. of security cameras (2-megapixel Bullet IP) with 2 nos. of monitors (each > 40 inches in size) and recording systems for all competition days, in consultation with department and Police Commissionerate.
		Mojo barricading (in rft.)
		Bamboo Fencing with black masking (in rft.)
		Queue Manager: Set of Two Pieces Stainless Steel- Retractable Belt Stanchions
		Security guards on 24-hr basis for two days prior to start of event
		Security guards on 24-hr basis for both days
		Security supervisors on 24-hr basis for both days
		Security inspectors on 24-hr basis for both days
8	Lights	High wattage metal lights (warm white)
		LED Par64
		Decorative rice light (15m string)
		Decorative Pipili lamp
9	Power back-up	Adequate number of silent DG sets and fuel as per load bearing capacity for all infrastructure

Sl.	Particulars	Specification
		provided by the Agency at the competitions venue for 2 days
10	Housekeeping	Adequate housekeepers with cleaning material and equipment for complete cleaning of the venue prior to the event, garbage collection and maintenance of portable toilets during the 2 competition days.
11	Design & Production of Invitation cards & Entry Passes	Invitation Cards with Envelope
		Vehicle Pass
		Day-wise Entry Pass to Opening Ceremony & Competitions Venue
12	Design & Production of Merchandise	Collared cotton t-shirts of 170 GSM with embroidered logo on chest & printed logo on back
		Caps with embroidered logo on front
13	Pouring	Water dispensing tables with cover & frills
		Disposable glass
		Manpower for pouring on 2 competition days
14	Master of Ceremonies	For both inaugural ceremony and closing ceremony
15	Branding:	
i.	Vinyl stickers	Quality should be of 3M make. Branding of vehicles in various sizes (in sq.ft.)
ii.	Venue & Govt. office branding	Framed Branding (in sq.ft.). To include gate arches, standees, directional signages, vomitory areas, etc. Media: Star Flex Frame: 28mm-20 gauge square steel pipe
		Unframed Branding (in sq.ft.). To include inner concourse branding, masking etc. Media: Star Flex
iii.	Design, Supply and Commissioning of Helium Balloons	12ft. diameter inner-lit balloon. To be provided with graphic printing and to have the

Sl.	Particulars	Specification
		capability of being elevated to a height of 70-80 feet for 10 days
iv.	Tear drop Banners along with the necessary stands	Size: 1m x 2m Knitted Polyester (stands/poles/base to be provided). To be placed across the venue concourse
v.	Curved Top Flags along with the necessary stands	Size: 2m X 0.85m Knitted Polyester (stands/poles/base to be provided). To be placed across the venue concourse
vi.	2D acrylic / plywood cut-out installations	Sq.ft.
vii.	Standee & backdrop for branding at Government offices	Standee – 6ft. x 3 ft.
		Backdrop – 10 ft. x 8 ft.
viii.	Outdoor Hoardings: The Agency shall identify approx. 40 sites around Kolkata & NH-16 and put-up hoardings for a period of 30 days. The amount quoted by the Agency shall include cost of flex printing, mounting and rentals for the 30-day period.	Star Flex in sq.ft.
16	Event Photography	Complete coverage of the event – Inaugural Ceremony, Seminars, MoU signings, Skill Competitions, Exhibitions, Closing Ceremony, etc. with drone shoot.
17	Event Videography	5-minute roundup AV in full HD format highlighting all important events with one shorter edit of 2 minutes. This AV is intended to be shown during the Closing Ceremony.

Signature Not Verified

Digitally signed by KOUSHIK
BANDYOPADHYAY
Date: 2021.07.23 18:55:52 IST
Location: West Bengal-WB