



উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়

পুণ্ডিবাড়ী,কোচবিহার,পশ্চিমবঙ্গ-৭৩৬১৬৫

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165

□:শুভেন্দু বন্দ্যোপাধ্যায়
নিয়ামক (ভারপ্রাপ্ত)
Dr. Subhendu Bandyopadhyay
Registrar (Acting)

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NOTICE INVITING TENDER

Tender Ref. No.: UBKV/Est. (T&P-02)/31/2018-19 Date: 28/09/2018

Sealed quotation are invited under two bid system, viz., Part-I: Technical Bid and Part: Financial Bid from bonafide and reputed agencies having sufficient experience in Event Decoration services for Stage Decoration, erection of Gate and/or *Toran*, sitting arrangement, electrical arrangement etc., in connection with 6th Convocation-2018 of UBKV scheduled on 15/11/2018.

SCOPE OF WORK

1. Erecting one number of Road Crossing dual facing box gate (30' wide and 20' high) at NH-31 by bamboo structure and wooden frame to fix digital flex-print. Six designs of digital flex (after incorporating the text, image provided by University) are to be submitted to Venue Management committee to choose from. **[All Complete: 1 Job]**
2. Erecting one number of front facing box *Toran* (15' wide and 10' high) at approach road towards the Venue of Convocation by bamboo structure and wooden frame to fix digital flex-print. Six designs of digital flex (after incorporating the text, image provided by University) are to be submitted to Venue Management committee to choose from. **[All Complete: 1 Job]**
3. Erecting one number of decorative floral gate on steel frame. Orchids and other fresh flowers are to be used for decoration and no artificial decorative materials are to be used. Six conceptual designs (photos of any previous work done by the agency or CAD design) are to be submitted to the Venue Management committee to choose from. **[All Complete: 1 Job]**
4. Making Dais decoration with bamboo structure and wooden frame to fix digital flex-print as backdrop (25' by 12' approx.). Six designs of digital flex (after incorporating the text, image provided by University) are to be submitted to Venue Management committee to choose from. **[All Complete: 1 Job]**
5. Carpeting with nylon mat (approx. 4000 sqft) over the dais floor, front of the auditorium, audience stair passage, both side approach path from ATIC gate to entrance of auditorium, the front area at entrance of ATIC, path from landing to entry to ATIC through veranda, the flag hoisting area, EC meeting room, Staircase leading to VC secretariat. Matting must be glued to ensure absence of any uneven surface. **[All Complete: 1 Job]**
6. Erecting four numbers of decorative pavilion for Registration, Medical, Police Personnel and Fire brigade personnel. Each pavilion shall measure 20'(L)x10'(W)x10'(H). To be erected by bamboo structure with Roof fully waterproof by tarpaulin, decorative walling with designer cloth, floor to be raised with wooden platform and covered with carpet. Each pavilion to be provided with 4 nos. of Tables and 20 nos. of chairs covered appropriately. **[All Complete: 1 Job]**
7. Erecting one tent (10'x10') with curtains both at entry and exit for frisking of female entrants. **[All Complete: 1 Job]**
8. Erecting View cutter with bamboo structure and single coloured non-transparent cloth. Towards NH side along the boundary wall, the measure of view cutter will be 30' high and 500' long. Within the university premises and around the ATIC building, the measure of view cutter will be 15' high and 750' long. **[All Complete: 1 Job]**

9. Erecting 3 nos. of Boom Barrier (Droop gate) with bamboo structure on 15' wide road for restricting movement of vehicle. The boom to be painted black/white or blue/white. **[All Complete: 1 Job]**
10. Making floral decoration on Dais, Auditorium, Passage to Auditorium, entrance of ATIC building, front side of the ATIC building, stair, railing in entry to hall, VC secretariat with all original flower and leaves. And supply of 20 nos of Flower bouquet having double floret tuberose, Gerbera, Rose Bud, orchids and green leaves. No artificial decorative materials are to be used. **[All Complete: 1 Job]**
11. Hiring charges for 12 nos of Roll-up Standee (2.5'x6')
12. Hiring charges of 100 numbers of VIP chair with cover
13. Hiring charges of 15 numbers of Tea tables with cover
14. Hiring charges of 1 number of deluxe chair
15. Hiring charges of 1 number of Podium
16. Hiring charges of 1 number of Tall Brass Lamp for lamp lighting ceremony (Pradip)
17. Hiring charges of 20 nos of double sitter sofa with cover
18. Hiring charges for 8 nos. of Floor Standing AC
19. Hiring charges for 6 nos. of metal lamp
20. Hiring charges for 10 nos of extension cord with 15amp socket and top
21. Hiring charges of 125 KVA silent DG set (canopy type) with all necessary accessories including HSD, Change Over, required cable and one Operator.

PROCEDURE FOR SUBMISSION OF PROPOSALS

The proposals must be submitted in a **single sealed envelope** containing the following envelopes:

Sealed Envelope -1: Part-I: Technical Bid must contain following documents

- Technical Proposal as per format given in Annexure-A
- A copy of this Bid Documents signed by the Bidder in each page
- All previous Purchase order/Work Order successfully completed by agencies in last five years.
- Self-attested copy of Trade license
- Self-attested photocopy of PAN card
- Self-attested copy of Registration certificate of GST/VAT/CST/P-Tax, along with latest Clearance certificate
- Self-attested copy of Service Tax registration number along with latest Clearance certificate

Sealed Envelope 2: Part-II: Financial Bid must contain the following document

- Financial Proposal as per format given in Annexure-B

ADDRESS FOR THE BID SUBMISSION AND CORRESPONDENCE

A single sealed envelope containing both Part-I: Technical Bid and Part-II: Financial Bid in two separate smaller sealed envelopes is to be dropped in Tender Box specifically kept of the purpose in the Receipt and Despatch section in the Office of The Registrar, UBKV, Pundibari, Cooch Behar.

For any enquiry, correspondence may be made to

The Registrar
Uttar Banga Krishi Viswavidyalaya,
Pundibari, Cooch Behar,
West Bengal-736165

TIME SCHEDULE OF TENDER

Event	Date and time
Date of Publication	28.09.2018
Pre-bid Meeting	04.10.2018 at 15.00 hrs
Last date & time for submission of BID	09.10.2018 upto 14.00 hrs
Date & Time of opening of Technical Bids	09.10.2018 at 15.00 hrs (<i>Tentative</i>)
Presentation on Technical bid by the bidders	10.10.2018 at 14:00 hrs (<i>Tentative</i>)
Opening for Financial bids	11.10.2018 at 14:00 hrs (<i>Tentative</i>)

EVALUATION OF BIDS

The evaluation process of the tender, proposed to be adopted by the UBKV is indicated under this clause. The purpose of this clause is only to provide the Bidders an idea of the evaluation process that the UBKV may adopt. However, UBKV reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever and without any requirement of intimating the Bidders of any such change.

Criteria for Evaluation of Bids

- a) A **two stage** procedure should be adopted for evaluation of proposals, technical and financial evaluation. Selection of Agency shall be based on **Quality-cum-Cost Based Selection (QCBS)** criteria. This takes into account both the technical capability of the Bidder as well as the cost of services. The Technical and Financial Proposal will be given **70:30 weightage**, respectively.
- b) The Tender and Purchase Committee will review the technical bids to determine whether the technical bids are substantially responsive. Bids that are not substantially responsive are liable to be disqualified.
- c) The Tender and Purchase Committee will assign marks to the technically qualified bidders based on the technical evaluation criterion given in the bid document. The Financial bids of only those bidders will be opened who secure 50% marks in Technical Bid Evaluation.
- d) Conditional bids are liable to be rejected.

Criteria for Technical evaluation of Bids.

The financial proposal shall be opened for those who qualify in the Technical Proposal evaluation by securing at least 50% marks in Technical Bid Evaluation. The evaluation of the Technical Proposals would be undertaken as per the following evaluation criteria:

Sl. No.	Criteria	Allotted Marks	Maximum Marks
1.	Agency's Experience in Similar Assignments Experience of providing Event Decoration services for Government /Public Sector institute in last five years-		30
	a) Work order/Job order for single event of value exceeding Rs. 2 lacs	6/each	
	b) Work order/Job order for single event of value between Rs. 2.0 lacs and Rs. 1.5 lacs	4/each	
	c) Work order/Job order for single event of value between Rs. 1.5 lacs and Rs. 1.0 lacs	2/each	
2.	Completeness of the bid i.e., whether the bid covers all 21 job components (see 'Scope of Work')		20
	a) Complete (covering all 21 job components i.e., 100% of estimated job value)	20	
	b) 75% Complete (between 75% and 99% of estimated job value)	12	
	c) 50% Complete (between 50% and 74% of estimated job value)	6	
	d) Less than 50% Complete (less than 50% of estimated job value)	0	
3.	Presentation before the Tender and Purchase committee The bidders will be required to make a presentation on their proposal with visuals (photographs/videography) of previous successfully completed jobs before the Tender and Purchase committee and members of venue Management Committee for Sixth Convocation-2018		20
	Total		70

- Each Technical bid will receive a technical score based on the above mentioned evaluation criteria.
- The decision of UBKV in this regard shall be final & binding and no further discussion/interface shall be held with the bidders whose bids are technically disqualified/rejected.

Criteria for evaluation of Financial Bids:

Financial bids of short listed agencies securing at least 50% marks in the technical bid will be opened after technical presentation.

The Financial Proposals of the Bidder, who are technically qualified, will be opened. The Financial Bid should contain the total cost of all services, proposed to be charged by the Bidder including all the expenses and taxes. Formula to determine the scores for the Financial Proposals shall be as follows:

$$S_f = \frac{F_L}{F} \times 30$$

Where,

S_f is the Financial Score

F_L is the value of lowest Commercial Bid

F is the price quoted in the bid under consideration

Uttar Banga Krishi Viswavidyalaya(UBKV) reserves the right to accept or reject any proposal at any time prior to award of contract/order, without assigning any reasons and without any liability for the UBKV.

GENERAL TERMS AND CONDITIONS

- 1) Bids to be submitted with a forwarding letter addressed to The Registrar, Uttar Banga Krishi Viswavidyalaya, Pundibari, Cooch Behar. A single sealed envelope containing both Part-I: Technical Bid and Part-II: Financial Bid in two separate smaller sealed envelopes is to be dropped in Tender Box specifically kept of the purpose in the Receipt and Despatch section in the Office of The Registrar, UBKV, Pundibari, Cooch Behar. All envelope must bear the Tender Number on the top of it
- 2) All rate shall be inclusive of transportation, consumable, fuel (HSD), carrying, installation, dismantling, salary and wages of Operators/Technicians and labours and any other incidental charges.
- 3) Operators/Technicians must be engaged by the agency for installation and running of machines/equipment through the entire duration of the Convocation programme.
- 4) Testing of the DG set with full load shall have to be conducted a day prior to the programme in presence of University Engineer and a certificate duly signed by the University Engineer shall have to be submitted to the Convenor, Venue Management Committee immediately after testing.
- 5) Payment to be made after completion of job to the fullest satisfaction of university authority. **Convocation is a very prestigious event of the University in presence of Highest Dignitaries.** Any discrepancy in execution of the job may liable to charge of penalty or may even liable to blacklisting of agency as may be decided by the University.
- 6) Uttar Banga Krishi Viswavidyalaya (UBKV) reserves the right to accept or reject any proposal at any time prior to award of contract/order, without assigning any reasons and without any liability for the UBKV.

Sd/-

Registrar (Actg.)

ANNEXURE-A

Format for Technical Bid

PART-A: Technical Specification

Tender Ref. No.: UBKV/Est. (T&P-02)/31/2018-19 Date: 28/09/2018

Sl. No.	Job Requested	Submitted (Yes/No)	Specification/Details of offer
1)	Erecting one number of Road Crossing dual facing box gate (30' wide and 20' high) at NH-31 by bamboo structure and wooden frame to fix digital flex-print. Six designs of digital flex (after incorporating the text, image provided by University) are to be submitted to Venue Management committee to choose from. [All Complete: 1 Job]		
2)	Erecting one number of front facing box <i>Toran</i> (15' wide and 10' high) at approach road towards the Venue of Convocation by bamboo structure and wooden frame to fix digital flex-print. Six designs of digital flex (after incorporating the text, image provided by University) are to be submitted to Venue Management committee to choose from. [All Complete: 1 Job]		
3)	Erecting one number of decorative floral gate on steel frame. Orchids and other fresh flowers are to be used for decoration and no artificial decorative materials are to be used. Six conceptual designs (photos of any previous work done by the agency or CAD design) are to be submitted to the Venue Management committee to choose from. [All Complete: 1 Job]		
4)	Making Dais decoration with bamboo structure and wooden frame to fix digital flex-print as backdrop (25' by 12' approx.). Six designs of digital flex (after incorporating the text, image provided by University) are to be submitted to Venue Management committee to choose from. [All Complete: 1 Job]		
5)	Carpeting with nylon mat (approx. 4000 sqft) over the dais floor, front of the auditorium, audience stair passage, both side approach path		

Sl. No.	Job Requested	Submitted (Yes/No)	Specification/Details of offer
	from ATIC gate to entrance of auditorium, the front area at entrance of ATIC, path from landing to entry to ATIC through veranda, the flag hoisting area, EC meeting room, Staircase leading to VC secretariat. Matting must be glued to ensure absence of any uneven surface. [All Complete: 1 Job]		
6)	Erecting four numbers of decorative pavilion for Registration, Medical, Police Personnel and Fire brigade personnel. Each pavilion shall measure 20'(L)x10'(W)x10'(H). To be erected by bamboo structure with Roof fully waterproof by tarpaulin, decorative walling with designer cloth, floor to be raised with wooden platform and covered with carpet. Each pavilion to be provided with 4 nos. of Tables and 20 nos. of chairs covered appropriately. [All Complete: 1 Job]		
7)	Erecting one tent (10'x10') with curtains both at entry and exit for frisking of female entrants. [All Complete: 1 Job]		
8)	Erecting View cutter with bamboo structure and single coloured non-transparent cloth. Towards NH side along the boundary wall, the measure of view cutter will be 30' high and 500' long. Within the university premises and around the ATIC building, the measure of view cutter will be 15' high and 750' long. [All Complete: 1 Job]		
9)	Erecting 3 nos. of Boom Barrier (Droop gate) with bamboo structure on 15' wide road for restricting movement of vehicle. The boom to be painted black/white or blue/white. [All Complete: 1 Job]		
10)	Making floral decoration on Dais, Auditorium, Passage to Auditorium, entrance of ATIC building, front side of the ATIC building, stair, railing in entry to hall, VC secretariat with all original flower and leaves. And supply of 20 nos of Flower bouquet having double floret tuberose, Gerbera, Rose Bud, orchids and green leaves. No artificial decorative materials are to		

Sl. No.	Job Requested	Submitted (Yes/No)	Specification/Details of offer
	be used. [All Complete: 1 Job]		
11)	Hiring charges for 12 nos of Roll-up Standee (2.5'x6')		
12)	Hiring charges of 100 numbers of VIP chair with cover		
13)	Hiring charges of 15 numbers of Wooden Tea tables with cover		
14)	Hiring charges of 1 number of deluxe chair		
15)	Hiring charges of 1 number of Podium		
16)	Hiring charges of 1 number of Brass Lamp (Pradip)		
17)	Hiring charges of 20 nos of double sitter sofa with cover		
18)	Hiring charges for 8 nos. of Floor Standing AC		
19)	Hiring charges for 6 nos. of metal lamp		
20)	Hiring charges for 10 nos of extension cord with 15amp socket and top		
21)	Hiring charges of 125 KVA silent DG set (canopy type) with all necessary accessories including HSD, Change Over, required cable and one Operator.		

(Signature of the Bidder)

PART-B: Technical Experience

Sl No.	Description of Work/Job Performed	Institute/Organisation to whom service provided	Work/Job Order value (Rs. In lacs)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

(Signature of the Bidder)

ANNEXURE-B

Format for Financial Bid

Tender Ref. No.: UBKV/Est. (T&P-02)/31/2018-19 Date: 28/09/2018

Sl. No.	Job Requested	Units	Financial Offer
1)	Erecting one number of Road Crossing dual facing box gate (30' wide and 20' high) at NH-31 by bamboo structure and wooden frame to fix digital flex-print. Six designs of digital flex (after incorporating the text, image provided by University) are to be submitted to Venue Management committee to choose from. [All Complete: 1 Job]	1 Complete Job	
2)	Erecting one number of front facing box <i>Toran</i> (15' wide and 10' high) at approach road towards the Venue of Convocation by bamboo structure and wooden frame to fix digital flex-print. Six designs of digital flex (after incorporating the text, image provided by University) are to be submitted to Venue Management committee to choose from. [All Complete: 1 Job]	1 Complete Job	
3)	Erecting one number of decorative floral gate on steel frame. Orchids and other fresh flowers are to be used for decoration and no artificial decorative materials are to be used. Six conceptual designs (photos of any previous work done by the agency or CAD design) are to be submitted to the Venue Management committee to choose from. [All Complete: 1 Job]	1 Complete Job	
4)	Making Dais decoration with bamboo structure and wooden frame to fix digital flex-print as backdrop (25' by 12' approx.). Six designs of digital flex (after incorporating the text, image provided by University) are to be submitted to Venue Management committee to choose from. [All Complete: 1 Job]	1 Complete Job	
5)	Carpeting with nylon mat (approx. 4000 sqft) over the dais floor, front of the auditorium, audience stair passage, both side approach path from ATIC gate to entrance of auditorium, the front area at entrance of ATIC, path from landing to entry to ATIC through veranda, the flag hoisting area, EC meeting room, Staircase leading to VC secretariat. Matting must be glued to ensure absence of any uneven surface. [All Complete: 1 Job]	1 Complete Job	
		Each additional 100 sqft	
6)	Erecting four numbers of decorative pavilion for Registration, Medical, Police Personnel and Fire brigade personnel. Each pavilion shall measure 20'(L)x10'(W)x10'(H). To be erected by bamboo structure with Roof fully waterproof by tarpaulin, decorative walling with designer cloth, floor to be raised with wooden platform and covered with carpet. Each pavilion to be provided with 4 nos. of Tables and 20 nos. of chairs covered appropriately. [All Complete: 1 Job]	1 Complete Job	
		Each additional such Pavilion	
7)	Erecting one tent (10'x10') with curtains both at entry and exit for frisking of female entrants. [All Complete: 1 Job]	1 Complete Job	

Sl. No.	Job Requested	Units	Financial Offer
8)	Erecting View cutter with bamboo structure and single coloured non-transparent cloth. Towards NH side along the boundary wall, the measure of view cutter will be 30' high and 500' long. Within the university premises and around the ATIC building, the measure of view cutter will be 15' high and 750' long. [All Complete: 1 Job]	1 Complete Job	
		Additional each 5 ft (30' high)	
		Additional each 5 ft (30' high)	
9)	Erecting 3 nos. of Boom Barrier (Droop gate) with bamboo structure on 15' wide road for restricting movement of vehicle. The boom to be painted black/white or blue/white. [All Complete: 1 Job]	1 Complete Job	
		One additional Boom Barrier	
10)	Making floral decoration on Dais, Auditorium, Passage to Auditorium, entrance of ATIC building, front side of the ATIC building, stair, railing in entry to hall, VC secretariat with all original flower and leaves. And supply of 20 nos of Flower bouquet having double floret tuberose, Gerbera, Rose Bud, orchids and green leaves. No artificial decorative materials are to be used. [All Complete: 1 Job]	1 Complete Job	
11)	Hiring charges for 12 nos of Roll-up Standee (2.5'x6') [All Complete: 1 Job]	1 Complete Job	
		Each Additional One	
12)	Hiring charges of 100 numbers of VIP chair with cover [All Complete: 1 Job]	1 Complete Job	
		Each Additional One	
13)	Hiring charges of 15 numbers of Wooden Tea tables with cover [All Complete: 1 Job]	1 Complete Job	
		Each Additional One	
14)	Hiring charges of 1 number of deluxe chair [All Complete: 1 Job]	1 Complete Job	
		Each Additional One	
15)	Hiring charges of 1 number of Podium [All Complete: 1 Job]	1 Complete Job	
		Each Additional One	
16)	Hiring charges of 1 number of Brass Lamp for lamp lighting ceremony (Pradip) [All Complete: 1 Job]	1 Complete Job	
		Each Additional One	
17)	Hiring charges of 20 nos of double sitter sofa with cover [All Complete: 1 Job]	1 Complete Job	
		Each Additional One	
18)	Hiring charges for 8 nos. of Floor Standing AC [All Complete: 1 Job]	1 Complete Job	
		Each Additional One	
19)	Hiring charges for 6 nos. of metal lamp [All Complete: 1 Job]	1 Complete Job	
		Each Additional One	
20)	Hiring charges for 10 nos of extension cord with 15amp socket and top [All Complete: 1 Job]	1 Complete Job	
		Each Additional One	
21)	Hiring charges of 125 KVA silent DG set (canopy type) with all necessary accessories including HSD, Change Over, required cable and one Operator. [All Complete: 1 Job]	1 Complete Job	

(Signature of the Bidder)