



**ONLINE ‘REQUEST FOR PROPOSAL (RFP)’**

**SELECTION OF AGENCY FOR  
EVENT MANAGEMENT AND INFRASTRUCTURE SUPPORT FOR**

**‘BENGAL LEADS 2013’**

**ORGANIZED AT HELIPAD GROUND, HALDIA  
(FROM 17/01/2013 TO 19/01/2013)**

**BY  
WBIDC & HDA  
ON BEHALF OF GOVT OF WEST BENGAL**

**Bid Document No. 2/HDA /IX-L-25/I of 2012-13 dated 04.12.2012**

**Memo No. 2109/HDA/IX-L-25/I (Con. Sec.) dated 04.12.2012**

## 1. GENERAL

**Online Request for Proposal (RFP) through Three Bid System** is invited by **Chief Executive Officer, Haldia Development Authority**, for selection of an agency/firm of National Repute for **EVENT MANAGEMENT AND INFRASTRUCTURE SUPPORT FOR BENGAL LEADS 2013** to be held from **17/01/2013 to 19/01/2013** at the Helipad Ground, Haldia, Dist Purba Medinipur. The event will be organized by West Bengal Industrial Development Corporation (WBIDC) and Haldia Development Authority on behalf of the Government of West Bengal.

The details of the works /services to be provided by the **EVENT MANAGEMENT AND INFRASTRUCTURE SUPPORT** agency/firm and other terms and conditions are given in this RFP document.

The bidders are requested to visit the site and acquaint themselves of the site conditions before submitting the bid.

## 2. BRIEF DESCRIPTION OF THE EVENT

The **BENGAL LEADS-2013 SUMMIT** is scheduled to be held from 17<sup>th</sup> January 2013 to 19<sup>th</sup> January 2013 at Helipad ground, Haldia, District Purba Medinipur, West Bengal. The event is aimed at bringing together business leaders, investors, policy and opinion makers and to showcase the prowess of West Bengal. The summit aims to present an opportunity to the State of WB to display its strength, progressive stand, initiatives, investor friendly climate and rich culture.

## 3. THE MAIN EVENTS OF BENGAL LEADS-2013 SUMMIT

The main events of Bengal Leads 2013 are

- a) Inaugural function
- b) 6 No Seminars /Conferences
- c) 3 Nos. Business to Business or G2B meet
- d) Exhibition cum demonstration by Govt agencies and business houses in AC and non AC halls
- e) 2-3 hour duration cultural evening on two days
- f) Award & Closing Ceremony

## 4. INVITATION FOR BID

4.1 It is proposed to engage an **EVENT MANAGEMENT AND INFRASTRUCTURE SUPPORT** agency/firm for **BENGAL LEADS-2013, Business Summit** having exhibition cum conferences to be held from **17<sup>th</sup> to 19<sup>th</sup> January 2011** at Helipad ground, Haldia, who would be responsible for executing various works, providing services, infrastructural support and supplying various items for the said event as laid down in the scope of work, Cl. No. 15.

The bidders may please note that HDA shall appoint a "Advertising/Creative" Agency for providing design and branding support for the said event. All the

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works shall be carried out as per the design furnished and guidance provided by the said Agency.

- 4.2 **Online Request for Proposal (RFP)** is invited by Haldia Development Authority for selection of an EVENT MANAGEMENT AND INFRASTRUCTURE SUPPORT agency/firm who will be responsible for execution of the BENGAL LEADS-2013, a Business Summit having Exhibition cum Conference to be held from **17.01.2013 to 19.01.13** at the Helipad Ground, Haldia, Dist Purba Medinipur.
- 4.3 The details of the works /services to be provided by the Bidder and other terms and conditions as given in this document
- 4.4 Interested agencies may submit their proposal in a **three bid system** having Pre-Qualification, Technical and Financial Bids.
- 4.5 The last date of submission of PROPOSAL/ Bid is 18.12.2012 at 14.00 hrs. The bids / offers received after the scheduled date and time will not be accepted. The Pre-Qualification Bid will be opened on 18.12.2012 at 14.30 hrs. in presence of the agency representatives who wish to be present as per the procedure laid down at Cl. No. 9. The Technical and Financial bids will be opened on 19.12.2012 at 14.30 hrs. and 17.00 hrs. respectively.
- 4.6 A Pre-bid meeting will be held in the Board Room of HDA on 15.12.2012 at 12.00 Noon.
- 4.7 Bidders must furnish all the documents and information as required in this RFP document. Incomplete bids shall summarily be rejected without assigning any reason.
- 4.8 Award of work against the bid is at the sole discretion of the Haldia Development Authority. The bid inviting authority reserves the right to reject or accept any bid without assigning any reason.
- 4.9 The bidder shall have to submit a non-refundable **bid submission fee of Rs. 2000/- (Rupees Two Thousand)** only by Demand Draft /Pay order in favour of "Chief Executive Officer, Haldia Development Authority" payable at Haldia. Bids submitted without the bid submission fee as mentioned above will be rejected.
- 4.10 The bid inviting and bid receiving authority:

**Chief Executive Officer,  
Haldia Development Authority,  
Haldia Unnayan Bhawan, City Center, P.O.- DEBHOG, Haldia,  
Dist.-Purba Medinipur, West Bengal - 721657**



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4.11 The following are important dates in the tendering process

Sl. No.	Activity	Date & Time
1	Last date for purchasing bid document form HDA	14.12.2012 up to 17.00 hrs.
2	Pre-bid meeting at the office of CEO, HDA, Haldia	15.12.2012 at 12.00 Noon
3	Last date and time of submission of Bid	18.12.2012 at 14.00 hrs.
4	Opening of Pre Qualification Bid	18.12.2012 at 14.30 hrs.
5	Opening of Technical Bid	19.12.2012 at 14.30 hrs.
6	Opening of Financial Bid	19.12.2012 at 17.00 hrs.
6	Validity of bid	4 (four) Months

4.12 HDA reserves the right to accept or reject any or all bids without assigning any reasons thereof and is not bound to award work to the lowest Bidder.

4.13 Any form of canvassing shall be deemed as reason for disqualification.

4.14 The proposals shall be duly signed on all pages. Signature will indicate acceptance of the contents of the papers. Corrections and alterations, if any, are to be signed.

4.15 **Inauguration, cultural events, conferences/seminars/B2B/G2B and closing ceremony shall be managed by an independent expert agency who have managed at least two such events at State or National level, to be appointed by the bidder.** At least **3** such reputed agency name shall be submitted by the bidder in the Technical Bid and shall be subject to approval by HDA. In case the name/names submitted by the bidder is not acceptable HDA shall select an agency in consultation with the bidder and the successful bidder shall appoint the same.

4.16 The RFP document can be collected from the office of CEO, HDA by depositing a DD of Rs 2000.00 payable at Haldia in favour of Chief Executive Officer, Haldia Development Authority or can be downloaded from Website [www.hda.gov.in/](http://www.hda.gov.in/) [www.tenderwizard.com/UDWB](http://www.tenderwizard.com/UDWB). The bidders who purchase the RFP document from HDA need not to deposit the tender fee of Rs 2000.00.

4.17 The tenderer agrees that tender once dispatched/submitted shall remain irrevocable and open for acceptance for a period of 120 days from the date of opening of tenders. If any tender withdraws his tender before the said period or makes any modification of the terms and conditions of the tender, which are not

acceptable to HDA the tender inviting authority without prejudice to any other right or remedy, is at liberty to forfeit the EMD deposit absolutely.

4.18 All the materials shall be supplied and erected on hire basis and shall be removed from site within three days after conclusion of the event

#### **5. ELIGIBILITY AND QUALIFICATION OF THE BIDDER**

Agencies applying for the bid must have:

- a) Carried out at least two similar works for **Industrial Trade Fairs &/or Industrial Exhibitions of value not less than 1.0 Crore** as **Exhibition Organizer/Event Management Agency in last three financial years.**
- b) The applicant should have minimum of **05 years** of experience in the Exhibition Management/Event Management.
- c) The minimum Average Annual Turnover in carrying out Trade Fairs/ Event Management Services Business during the last three financial years, duly audited by CA should not be less than **5.0 crore.**

#### **6. FINANCIAL BID**

The bidder shall quote lump sum price (inclusive of all taxes and duties as applicable) for the scope of works as detailed in Clause 12 – SCOPE OF WORK in two parts:

- i) **Part A** Cost for Infrastructure support
  - ii) **Part B** Cost for event management services
- a) The rates quoted shall be inclusive of all taxes and duties as applicable as per the law. The quoted rates shall be firm and shall not be subject to any change whatsoever
  - b) The quoted rates shall be for the full scope of work as per the RFP document
  - c) Shall include Insurance of materials and third party liability for workmen/others as required for erecting/dismantling the pavilion for the appropriate period.
  - d) All charges should include any local Sales Tax, Other taxes/levies etc. HDA shall not be responsible for any taxes/levies/duties on this account.
  - e) The rate should be quoted in figures as well as in words. In case of any discrepancy between the rates quoted in figures and words that rate on which the amount has been worked out shall be taken as corrected. In case of any discrepancy between the

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rates quoted and the amount worked out, the rate quoted in words shall be taken as correct.

- f) HDA shall not bear any cost or expenses incurred by the bidders in connection with preparation or delivery of bids, participation in discussion etc., including travel, stay related expenses, etc. while visiting the pavilion site or the office at Haldia. All such costs incurred by bidders prior to award of contract will be borne entirely by the bidders and no claim in this regard will be entertained.
- g) *A unit rate for each additional Hanger having specifications as mentioned in Sl-3 of Infrastructure Support shall also be quoted by the bidder. However this rate will only be applicable for any additional hanger if required to be erected. It will not be considered for financial evaluation.*

**E-Tender:**

**HDA has adopted E-tendering process for this tender.** The bidders interested to submit the bid shall get registered and get a digital signature as per the procedure described below:

Agencies/ Bidders who are interested in participating HDA's e-tenders are requested to contact the following representatives of ITI Ltd for registration, computer setting and clarification on e-tendering. Among them, Shri Kamallesh Verma and Shri Atanu Moitra is stationed at the office of the Haldia Development Authority during working hours. The agencies/bidders can visit the office and get assistance:

1. Shri Atanu Moitra, System Analyst, HDA- Mobile No. 9830406758 (available on every working day at HDA office)
  2. Shri Kamallesh Verma, ITI Ltd- Mobile No. 8013954968 (available on every working day at HDA office)
  3. Shri Ranjan Kumar, ITI Ltd. Mobile No. 8017093094
- Mail can also be sent to itikolkata@gmail.com for assistance.
  - Training on e-tender can also be availed from Office of the CEO, HDA if desired by the bidder during office hours.

Agencies/ bidders/ contractors can register with ITI Limited immediately and obtain a registration and Class-III digital signature. The following are required for registration and obtaining digital signature:

- Application for getting digital signature and/or registration.



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- Demand Draft of Rs.2,247/ in favor of 'ITI Limited', payable at Kolkata for registration and Rs.4,831/ in favor of 'Antares Systems Limited' payable at Bangalore for obtaining Class-III Digital Signature.
- Request letter to ITI Limited, Kolkata for registration to participate in the tenders of Haldia Development Authority.
- Company PAN Card or Individual (Owner) PAN Card
- One company address proof document.
- Recent Work Order, Completion Certificate or other credentials
- Copy of Professional Tax
- VAT Registration
- Service Tax Registration
- Income Tax Return
- One Recent Passport size photograph of the owner

**Bidders to note that the uploading of bids through e-tender portal shall be done as per the following:**

- 'Pre Qualification bid' shall be uploaded through the option "TECHNICAL" in the E-tender portal
- 'Technical bid' shall be uploaded through the option "COMMERCIAL" in the E-tender portal and
- 'Financial bid' shall be uploaded through the option "FINANCIAL BID" in the E-tender portal

The bidders who are registered with ITI Limited for E-tendering can download the bid document from [www.tenderwizard.com/UDWB](http://www.tenderwizard.com/UDWB) or [www.hda.gov.in](http://www.hda.gov.in) by paying the Bid Document Cost. For participating in E-tendering by uploading the bid documents of Pre-Qualification, Technical and Financial Bid, the bidder should have provided the following detail in the E-portal i.e [www.tenderwizard.com/UDWB](http://www.tenderwizard.com/UDWB):

1. The details of the DD of **Rs.2,000.00** towards cost of the bid document
2. The details of the DD of **Rs.2,00,000.00** (Rupees two lakhs only) towards payment of Bid Security deposit (EMD).
3. The details of DD of **Rs.5,618.00** towards payment of E-tender processing fee

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- The DD at '1' & '2' shall be in favour of "Chief Executive Officer, Haldia Development Authority" drawn on a Scheduled Commercial Bank, payable at Haldia.
- The DD mentioned at '3' shall be in favour of ITI Ltd and payable at Kolkata.

**Submission of Tender Documents:**

The tender documents shall be submitted in the following manner:

- All the documents pertaining to **Pre-Qualification, Technical and Financial Bid** shall have to be uploaded through [www.tenderwizard.com/UDWB](http://www.tenderwizard.com/UDWB) against the tender in which the bidder is participating.
- All the hard copies of the document pertaining to **Pre-Qualification and Technical Bid** shall have to be submitted at the Office of the Chief Executive Officer, Haldia Development Authority, Haldia. **It may be noted that the Hard Copy of the Financial Bid shall not be submitted as the bidder would be submitting the financial bid through online only.**

**7. CONTENTS OF THE BID**

7.1 The bid shall be submitted Online through [www.tenderwizard.com/UDWB](http://www.tenderwizard.com/UDWB)

7.2 All the bids namely Pre-Qualification, Technical and Financial shall be submitted online and all the necessary documents shall be uploaded online.

7.3 The hard copies in ONE large sealed packet, named and duly marked as "**Strictly Confidential- Bid for BENGAL LEADS 2013 SUMMIT**". The contents of the packet are described below:

There will be two (02) sealed envelopes duly marked as follows: -

- i) " ENVELOPE 1" - PRE QUALIFICATION BID
- ii) "ENVELOPE 2" -TECHNICAL BID

**7.4 ENVELOPE-1 should contain the following:**

**PRE-QUALIFICATION BID:**

- a) Bid submission letter in company's letter head signed by person holding POA to submit the bid
- b) Authorization of the person signing the Bid ( Power of Attorney)
- c) Proof of bidder's qualification to participate in tender in terms of eligibility Clause No. 5



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- d) Copies of Service Tax Registration Certificate and Trade License
- e) Audited Balance Sheet for last three Financial Years
- f) Copies of relevant account statements audited accounts / other documents to establish Annual Turnover in last three years as required for pre-qualification
- g) Copies of IT return for the last three Financial Years
- h) **EMD of Rs 2,00,000.00** (two lakhs) in the form of DD payable at Haldia in favour of Chief Executive Officer, Haldia Development Authority.
- i) The bidder should submit a list of **Five Major Clients** with name and contact details to whom they have provided such services in the last 5 Financial Years.
- j) **Tender Fee of Rs. 2000/-** in form of a pay order or demand draft drawn in favour of Chief Executive Officer, Haldia Development Authority
- k) A DD of Rs.5,618.00 towards payment of E-tender processing fee drawn in favour of ITI Ltd and payable at Kolkata.
- l) Details of Bidder which shall include name of the person duly authorized to clarify, negotiate and finalize the tender along with telephone, e-mail and fax numbers.
- m) Data sheet in the format given below :

**DATA SHEET**

Name of the Bidder	
Address	
Head of the Organization	
Office address in Kolkata	
Date of incorporation of the organization	
Nature of Organization (Proprietorship/Partnership/Pvt. Ltd/Limited)	
PAN Number	

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Experience of last 5 years in similar services	Year ending 31 <sup>st</sup> March	Client company	Event	Venue & location	Area covered	Job value (Rs.)	Work order from client	Photo enclosed (yes/no)	Awards won (Documentary evidence to be submitted)
	2008-09								
	2009-10								
	2010-11								
	2011-12								
	2012-13								

**7.5 ENVELOPE-2 , shall contain the following:**

**TECHNICAL BID**

- a) **RFP Document** duly signed on all pages.
- b) Technical proposal including design detail along with print out and photographs
- c) Implementation Plan. The tenderer shall submit an implementation plan to complete all the work in accordance with the scope of work. The implementation plan shall include a detailed implementation time schedule showing the time sequence and estimated duration of individual items.
- d) Event Management Plan. The tenderer shall submit a chart of the Organization which he proposes to establish for the execution of the project covering both home and field work and including the name and Curriculum Vitae of key personnel and the number of engineers and technicians to be engaged in the project.
- e) The number of personnel proposed to be deployed for the work including their names and name of the team leader and the proposed structure of manpower management during the event. Manpower deployment plan for event management shall also be provided.
- f) Copy of partnership deed (if a partnership firm) or Copy of MoA, Bylaws, Registration certificate, etc. (if a company) or any such document depending upon the constitution of the bidders (e.g. Society etc.).
- g) If the bid is submitted by a Joint Venture , such bid shall be evaluated as per the terms and conditions given at Annexure-2
- h) Name of **3 independent** reputed Event Manager for conducting inaugural, conferences /seminars/B2B/G2B, cultural and closing ceremony of the Summit

who may be engaged by the bidder as these tender specifications.

- i) Have you been blacklisted by any of your existing / past clients, in the last 5 years for defecting / deficient service or any such reason related to such works/services provided by you ( if yes, give details).

7.6 Bidders should put the above 2 envelopes in a common sealed envelope addressed to Bid inviting authority. Each sealed cover shall be marked "BENGAL LEADS-2013" along with name and address of the bidder. If the envelopes are not sealed and marked as instructed, HDA will assume no responsibility for the misplacement or premature opening of the bid. A tender opened prematurely due to this sub'-clause may be rejected and returned to the bidder.

#### **8. DATE AND TIME OF SUBMISSION**

The Online bids (**Pre-Qualification, Technical and Financial**) must be submitted through the E-tender portal and the hard copies of **Pre-Qualification and Technical Bid** only must reach the office of the HDA **by 14.00 hrs. on or before 18<sup>th</sup> December 2011**. HDA may, at its own, sole discretion, extend the deadline for submission of proposal by issuing an amendment in accordance in which case all rights and obligations of HDA and the bidders, previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

#### **9. OPENING OF PROPOSAL**

The Online Proposal/Online bid shall be opened on **18<sup>th</sup> December 2012** at 14.30 hrs. in presence of such representatives of the bidders who wish to be present. The PQ bid shall be opened first. The Technical and Financial bids will be opened only for qualified bidders on 19.12.2012 at 14.30 hrs. and 17.00 hrs respectively.

#### **10. EVALUATION OF THE PROPOSAL /BID**

The bids will be evaluated on the basis/ parameters given below: -

##### **Stage I**

The Technical Bid of only those bidders, who have submitted all documents in the Pre-Qualification Bid and satisfy the eligibility and pre-qualification criteria as stated in Clause 5 of the document, will be opened.

##### **Stage II**

The qualified agencies shall have to make a short presentation before the evaluation Committee for a period of 10 minutes. The evaluation of the bid proposals will be based on the following parameters:

**i). Technical Evaluation - 60 Marks:**

(The technical evaluation would comprise presentation, background of the organization, major previous work done & past experience, technical bid, performance certificate etc)

Out of the 60 marks (as indicated against at (i) above) a **minimum of 30 marks** will have to be obtained for an agency to qualify for opening of the Financial bid. In the event of large number of qualified bidders (who obtain 30 or more) only the top five bidders will be accepted for opening of Financial Bids.

**ii). Financial Bid - 40 Marks:**

After quality evaluation, the financial proposal would be evaluated as under:

**Score=40 X A / B**

Where A= Price of the lowest bidder and B= Price of the bidder being evaluated.

The total score will be calculated by adding the scores on (i) and (ii) above.

**The bidder getting the highest total score shall be marked as P-1 and so on**

In case of a tie, the bidder with the higher score against technical evaluation (as stated in (i) above) shall be selected.

**11. ADDITIONAL TERMS AND CONDITIONS**

- a) All works/services should be created in conformity with the rules laid down by the organizer.
- b) The work/ services should be as per the layout plan to be approved by HDA
- c) Successful contractor should complete the entire work by **6.00 PM on 15<sup>th</sup> January 2013**. The event Manager shall stipulate clearly the days required for completing the work.
- d) In case of any delay, liquidated damages @ **5 percent** of the contract value per day would be levied.
- e) The successful bidder shall procure all the statutory permissions regarding the infrastructure work carried out. These shall include but not limited to permissions from PWD, WBSEDCL, Fire Deptt., police, administration etc. HDA shall extend all possible help in getting these permissions however the responsibility shall remain with the successful bidder

**12. MODE OF PAYMENT:**

- **20 % of the total contract value:** After issuance of work order, after acceptance of all terms and conditions, approval of layout plan and initial mobilization.
- **30 % of the total contract value:** on handing over the completed venue to the Organizers.
- **Balance 50%** after successful completion of the event and certification by HDA.

**13. INSURANCE:**

The agency shall be responsible for any injury to persons, animals, etc. and for any damages to the work structure and decorative works in the property which may arise from operation or neglect of himself or any of his subcontractors or of his or sub-Contractor's employees, and such injury or damage may arise from carelessness, accident or any other cause whatsoever connected with carrying out of this contract. This clause shall be held to include any damage to buildings, whether immediately adjacent to or otherwise, any damage to roads, streets, footpaths, etc., as well as any damage caused to the works forming the subject to this contract by any inclemency of weather. The agency shall indemnify HDA and hold them harmless in respect of all and any expenses arising from any such injury or damage to persons or property as aforesaid and also in respect of any claim made in respect of injury and damage, under any acts of Government or otherwise, and also in respect of any award of compensation consequent upon such claims.

The Contractor shall comply with all the bye-laws and regulations of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all fees and other charges and the giving and receiving of all necessary notices, and inform the said compliance with bye-laws, payments made, notices issued and received.

**14. PERFORMANCE GUARANTEE**

The tenderer whose tender is accepted will be required to furnish by way of Bank Guarantee (BG) as per the format supplied by HDA. BG is to be issued by any Nationalized Bank for the due fulfillment of his contract such sum as will amount to 5% of the contract value. The BG shall remain valid for four months from the date of issue of work order and shall not be released before end of event. The Performance Guarantee shall be submitted within three working days from release of the work order.

**15. SCOPE OF WORK**

- 1) Intending bidders may note that time is the essence of this work and any bidder failing to fulfill his obligations within the set time frame will face heavy penalties, forfeiture of EMD / Performance Guarantee / other dues as well as black listing. Hence, only those bidders, who are confident of executing the work / making the supplies in strict time frames mentioned in this document, should respond to this RFP.
- 2) The work shall include, but not be limited to, over all preparation of the BENGAL LEADS-2013 ground, structure for installation of stalls, Facia, entrance, landscaping, display/stalls, electrical fixtures and fitting with generator back up, erection of good internal ambience, flooring etc. adopting the most up-to-date techniques and smooth conduction of the event
- 3) Broadly the scope of work for Infrastructure support shall be:
  - a) Preparation of layout plan, design and conceptualization, setting up stalls, maintenance and dismantling. All artwork and processing.
  - b) Facia
  - c) Approved brand new synthetic floor carpeting as per our choice of shade.
  - d) Providing reception, Pavilion theme, Pavilion Seminar Pavilion etc as required by the Directorate of Industries.
  - e) Design, painting and Fabrication of stalls, made in modular Aluminum Octanorm System with glow sign Facia. Face panel should be of latest, state-of-art design.
  - f) Provision of infrastructure & furniture like folded tables with wooden top & glass top with lockable cabinet, moulded polypropylene chairs, etc.
  - g) Construction and furnishing /VIP Lounge /cafeteria/store and providing computer with operator, telephone, fax etc.
  - h) Provision of small pantry for tea, coffee, cold drinks etc. with a pantry boy.
  - i) Adequate flowers/plants pots inside the pavilion, etc.
  - j) Making video film and photography including covering VIP visits during the fair, providing two sets of video DVDs/CDs and two sets of photographs (approx 350 snaps) with album (7" x5").
  - k) Security, housekeeping, reception and maintenance of pavilions.
  - l) Publicity, media handling.
  - m) Providing necessary water supply, power supply and fire fighting arrangements.
  - n) Dismantling of the entire setup within two days of the date of closure of the fair.
  - o) Any other work required at the site for the smooth conduction of BENGAL LEAD 2013 SUMMIT as per the direction of the authority.
  - p) Tenderers are instructed to execute the work adopting most up to date technology, so that no portion of newly constructed building be get damaged in any way.

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- q) All the work is to be executed as per instructions of HDA
- r) During the course of work in case there are changes/re-adjustment in design advised by HDA the same shall have to be incorporated by the Agency.
- h) Security of materials and structures built up by the tenderer shall be his responsibility. Claims on any type of loss/damages shall not be entertained by HDA.
- i) Cleaning of the pavilion at least twice a day and ensuring proper overall upkeep, sanitation and maintenance.
- j) Other works as mentioned in the annexures.

Main items of the work are given below. If the tendering authority wishes to add more items to the table given below, that will be intimated through a corrigendum before or during the pre-bid meeting. However any item of work not mentioned but required for smooth conduct of the event shall be in the scope of the bidder.

Sl. No.	Item of Work	Qty
<b>INFRASTRUCTURE SUPPORT (PART-A)</b>		
1	Providing built up semi round canopy structure (Hangar) with infrastructure, furniture, fittings, power sockets with Air conditioning and stall and carpeting (1 Tonnage AC for every 9 sq.mtr) in hall measuring 24.4 mtrs (W) and 100 M( L) for opening , closing and cultural event.	1 No.
2	Conversion of the hall at "Sl. No. 1" in to a hall for cultural event and three independent A/C halls for holding seminars, B2B and G2B meet to accommodate 100 participants	As required.
3	Arrangement for holding seminars/conferences/B2B & G2B meet in the 3 halls at "Sl. No. 2" which should comprise for each hall infrastructure support of stage, ceremonial front tables, ceremonial chairs for guests on dais, sofas (with covers), chairs 100 nos. (with covers), in theatre style, sound, lights, fans, AV projection, still and video photography, separate space for media including brandings.	Lump Sum
4	Providing built up semi round canopy structure (Hangar) with infrastructure, furniture, fittings, power sockets with Air conditioning and stall and carpeting (1 Tonnage AC for every 9 sq.mtr) in hall having dimension of 24.4 mtrs (W) and 60 M( L) for	03 No.

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	Exhibition stalls. Stall infrastructure (partition) shall be aluminium octonon shell partitioning and al sections framing complete with facia name in vinyl cut letters with following accessories: 3 spot lights, 2 counters, 1 plug point, 2 plastic chairs, 1 fan for every 3mx3 m cell.	
5	Arrangements for inaugural & closing function and cultural event which should comprise of infrastructure support for stage, ceremonial front tables, ceremonial chairs for guests on dais, sofas (with covers), chairs 2000 nos. (with covers), in theatre style, sound, lights, fans, AV projection, still and video photography, separate space for media including brandings.	Lump sum
6	A/C hangar for VIP lounge and VIP dining hall with infrastructure, furniture, fittings, power sockets with Air conditioning and stall and carpeting (1 Tonnage AC for every 9 sq.mtr) in hall measuring dimension of 24.4 mtrs (W) and 60.0 M(L)	01 No.
7	Non A/C hangar for food court with stalls , infrastructure, furniture, fittings, power sockets with Air conditioning and carpeting in a hall measuring having dimension of 24.4 mtrs (W) and 60.0 M (L) with ceiling fans and adequate ventilation	01 No
8.	Separate Toilet blocks for Gents and Ladies are to be provided attached with each Hanger. Provision for Bathing facility shall be provided in at least two hangers.	As per requirement.
9	Electricity work within the venue	Details at ANNEXURE 1
10	Power cables to be provided to all exhibition and conference area within the venue	As per event requirement (refer to ANNEXURE 1)
11	Sweeping, cleaning and removal of garbage twice a day from fair ground to garbage dumping area specified by Haldia Municipality including materials like phenol, bleaching powder, naptha balls, odonil and brooms etc. will have to be provided by the event management agency.	From 15 Jan to 21 <sup>st</sup> Jan - 9 am to 11p.m. Sufficient number of labourers shall be deployed.
12	To deploy Security Guards from <b><u>a reputed agency to be approved by HDA</u></b> for proper security and smooth	Lump sum



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	movement of people in the venue from <b>15.01.12 to 20.01.12. in three shifts of 8 hours each.</b>	
13	Gardening and landscaping. Supply of <b>3000 nos.</b> of healthy decorative & ornamental potted plants and potted flower plants. Height of pots- 10 inches Size of decorative plants- 2'6' to 5' Note: Flower plants are mainly for VIP lounge which should be especially seasonal flowering plants of having height ranging from 2' to 4'.	As required.
14	Covering by boundary wall of the venue by new or good quality GI sheets having 8 ft height and 3 ft. width with 6 inches overlapping. To be covered with hessian cloth & good quality vinyl sheet covering.	1000 running meters
15	Supply, installation and maintenance of fire fighting equipments/device including fire fighters on hire basis at the fair venue	<p>a. Water CO2 type fire extinguisher- 250 nos.</p> <p>b. Dry Chemical powder 5 kg fire extinguishers- 125 nos.</p> <p>c. ABC type dry powder 5 kg extinguishers- 100 nos.</p> <p>d. CO2 Dry powder type 1 fire extinguisher- 15 nos.</p> <p>E. Trolley type 50 lbs. Capacity fire extinguishers complete with discharge hose pipe- 25 nos.</p>
16	Construction of entry and exit gates of the fair with wooden frame (40 ft. x 20 ft) and ply board and flex materials as per the designers specification and also fixing of collapsible gates for the gate	03 nos. (design to be supplied later)
17	Construction of entry and exit gates of the fair with wooden frame (30 ft. x 20 ft) and ply board and flex materials as per the designers specification and also fixing of collapsible gates for the gate	01 nos. (to be placed side by side near the main entrance of the fair ground)

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18	Construction of registration counters in the administrative building of the fair venue with octonorm system including table, chairs, bins, lockable drawers, racks and medium sized almirahs for keeping files and records, provision of water dispensers, air conditioners. The provision is to be made for accommodating at least 10 officers to work. Desktops with internet connection is also to be provided with 05 nos. of workable printers along with print papers/cartridges etc.	Registration Counter: 06 nos. Racks: 06 nos. Lockable Almirahs: 05 nos. Tables with lockable drawers: 06 nos. Computers with internet facility: 06 nos.
19	CCTV Coverage of the entire venue with Control Room	For the entire fair area and more specifically for the auditorium, stalls and Seminar halls.
20	Construction of press lounge with sufficient furniture (Chairs and sofas mixed with centre tables) and two large Plasma TV (55 inch) connected to the relay camera showing exhibition proceedings including events during the fair. To be made of plywood walls with strong roof and stable lounge having air conditioning facility.	01 nos. of 255 sq.mtrs size.
21	Live broadcasting of events, exhibition and Seminar for the industrialists and public by continuously relaying them through Giant Screen and large display units at the Inaugural hall, stalls, food courts, press corner, etc. Two Giant screens also shall be placed at 2 designated locations in the venue for public display. Two Giant screens also shall be placed in the inaugural hall for live broadcasting of events. This includes arrangements for coverage of events, projection with audio and video inputs.	At designated locations (as per venue requirement) 4 Giant screen and adequate No. of large display units.
22	Medical, reception, enquiry, announcement and counters. A separate counter/room for police security having seating capacity for 25 personnel.	1 No. each
23	Fountain with landscaping at a prominent location of the venue for public attraction. The fountain and landscaping should be large enough with respect to the venue and on public attraction point of view.	1 No.
24	Green rooms for ladies and gents artists attached to stage for cultural event with attached toilet.	As required.

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25	Adequate sized toilets for VIP lounge and general public. Toilets shall be provided with soap, towels, mugs etc. The toilets shall be kept clean throughout the event. The toilets shall be cleaned every three hours during event period	2 units in different locations
26	Provision and management of adequate car parking for VIPs, Industrialists and general public. Facility for scooter and cycle parking.	As required.
27	Providing 6.0 M wide pathway from entrance gate to Inauguration hall and 3.0 M wide pathway to all the other hangers including parking lots as per approved lay out. Care should be taken for proper movement of delegates and public.	As required.
28	Taking connection from the nearest water supply pipe line, providing over head tanks near all the venues and giving water connections to all the toilets. Drinking water connections at 5/6 points (drinking water provisioning). Water should be on 24 hours supply basis	Lump sum
<b>EVENT MANAGEMENT SUPPORT (PART-B)</b>		
1	Registration of participants-setting up of registration counters with requisite manpower and other facilities	06 nos.
2	Photography (still/video) of Inaugural ceremony/cultural/closing/award ceremony as well as exhibition proceedings. All events during the fair to be covered. Two soft and hard copies shall be supplied.	17.01.12 to 19.01.12
3.	Printing and fixing of backdrop at venue complex including auditorium/seminar hall from output ready CD along with other brandings within the hall to be supplied by the branding agency.	As required.

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4	The responsibility for branding the event around the city of Kolkata, town of Haldia, along NH-41, around the venue and within the venue with hoardings, kiosks, vertical banners (printing and installation and identification etc.) from the output ready CD to be provided by branding agency.	Various locations from Kolkata, NH-41, town of Haldia, in and around the venue.
5	Directional board (size and numbers as per requirement) for guiding visitors for the venue of functions including carp parking boards to be placed at different places inside and outside on iron or wooden frame mounted with the text and logo in flex from output ready CD fixed on self supporting stand.	As per requirement
6	Control Room with seating for not less than three persons with table, not less than 3 computers with internet connection, printer, photocopy machine, telephone etc.	1 No.
7	Adequate First Aid and emergency medical facilities and 1 No. ambulance	Within the venue
8	Conceive, arrange and manage the 6 seminars having B2Bs and G2Bs in the auditorium and inaugural ceremony on 17.01.12, closing ceremony on 19.01.2012, daily cultural functions and award ceremony including all brandings, stage management, sound, AV, managing guests and VVIPS for a successful event. Inaugural, cultural and closing ceremony shall be broadcasted on Giant Screens for the audience.	As per requirement
9	Providing adequate number of Guides and Ushers ( Girl Guides) in uniforms	As per requirement.

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10	Providing - car coupons, high tea, lunch & dinner coupons, cultural show entry coupons etc. for VVIPs and VIPs, industrialists and officials.	As per requirement.
11	General requirement of items	<ul style="list-style-type: none"> <li>*Stationery items for events (writing pads with event logo, pen, pencil in a folder with event logo)</li> <li>*Printing and distribution of ID cards with holder to the participants with escorts</li> <li>*Provide badges to guides/ushers and officials</li> <li>*Printing and placing of tent cards</li> <li>*Signages</li> <li>*Publicity gate</li> <li>*Welcome hoardings (as per design)</li> <li>*Welcome panels at entry gates</li> <li>*Podium &amp; Mike logos</li> <li>*Wooden podium</li> <li>*Seating boards</li> <li>*Name plates</li> <li>*Backdrop</li> </ul>

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12	Arrangement for inaugural function and B2B arrangements, closing ceremony, cultural events, award functions etc.	Stage Arrangements PA system/ sound system with required nos. of sound box and mikes (goosenecks, cordless and collar mikes) Floral decoration Provision for seating arrangements Back Drop AV projection for PRSTs Branding as per design Ushers and guides Installation of plasma screen for front of dais and on the side of the hall (55" projection screen, projection system, laptops etc.). Co-ordination with the organizers Management of the entire event successfully Other miscellaneous requirements
13	Over all management of the entire event	Lump sum

\*As per requirement

While preparing the venue for the event agency shall take adequate precaution for ensuring water proof inauguration hall, stalls, seminar, VIP lounge, office etc in view of any random rainfall during the organization of Bengal Leads 2013. Agency shall not claim any additional cost for the emergent arrangements made due to any unforeseen situation.

**Chief Executive Officer**  
**Haldia Development Authority**



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**ANNEXURE-1**

**ELECTRICAL INSTALLATION/ILLUMINATION WORKS TO BE UNDERTAKEN FOR**  
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Details of work:

<b>Sl. No.</b>	<b>Particulars</b>	<b>Requirement</b>
1	Supply on hire basis & testing and erection of 3 Nos. 1 MVA (2 Nos. running and 1 no. Standby) 11/0.415 KV Distribution Transformer with all necessary accessories placing on CC foundation including carrying & labour.	1 Item.
2	Supply on hire basis & layout 11 KV, Grade 3 core 95 S.q. mm XLPE H.T. Cable & Connection with the Transformer H.T. Switch Gear including carrying & labour charges.	2 Length
3	Supply on hire basis & erection of H.T. Switch Gear and placing on CC foundation including carrying & labour.	2 Nos.
4	Supply on hire basis & layout 400 sq.mm/phase 3Y-z" core PYC insulated armored cable & connection with the Transformer L.T. side & L.T.switch gear including carrying & labour.	3Length (1spare)
5	Supply on hire basis & erection 2500 Amps or equivalent L.T. Switch gear on CC foundation including carrying & labour charges	2 Nos.
6	Supply on hire basis & fittings, fixing up L.T. Panel board with suitable size of bus bar chamber & 200 Amps. Main switch (12 Nos. switches in each panel) including carrying & labour	6Nos.
7	Supply on hire basis & erection of 2" dia 10' G.I.pipe with 33 mm G.I. Pati for sub-station equipment earthing including nut, bolts & washer and carrying & labour charges.	16-item
8	Supply on hire basis & layout 300 sq.mm 3Y-z" core PVC insulated armored Alu. Cable from L.T. Panel board to different Hall & different feeder pole including carrying & labour charges.	2000 Mtrs
9	Supply on hire basis & layout 120 sq.mm 3Y-z" core PVC insulated armored Alu. Cable from L.T. Panel board to different Hall & different feeder pole including carrying & labour charges.	3000 mtrs

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10	Supply on hire basis & layout 95 sq.mm 3Y2" core PVC insulated armored cable from L. T. Panel board to different feeder pole including carrying & labour charges	2050 mtrs
11	Supply on hire basis & layout 70 sq.mm 3Y2" core PVC insulated armored cable from L.T. panel board to different spots including carrying & labour charges	1800 mtrs
12	Supply on hire basis & drawing 50/35 sq.mm 3Y2"core PVC insulated armored cable from L.T. panel board to different spots including carrying & labour charges	5050 mtrs
13	Supply on hire basis & drawing 25 sq.mm 4 core PVC insulated Alu. Armoured cable from L.T. panel board to different spots including carrying & labour charges	3000 mtrs
14	Supply on hire basis & drawing 10 sq.mm 2 core PVC insulated Alu. Armoured cable from over head line to different spots including carrying & labour charges	3000 mtrs
15	Supply on hire basis & erection of 9 mtrs. long 5"x4"x3" size steel tubler pole with 400 watt light fittings HPI-T lamp including carrying & labour charges as per the direction of Authority/Venue management Team	175 Nos.
16	Supply on hire basis & erection of 9 mtrs. long 5"x4"x3" size steel tubler pole with 250 watt light fittings HPI-T lamp including carrying & labour charges as per the direction of Authority/Venue management Team	250 Nos
17	Supply on hire basis & drawing A.C.S.R. conductor (6 wire) with '0' iron, clamp, Tana, Safety device, running earth etc. carrying & labour charges	950 mtrs
18	Supply on hire basis & erection of 2"dia 5".long GI pipe for pole earth including carrying & labour charges	700 Nos
19	Supply on hire basis & fittings, fixing up 100 Amp. TPNIC 650 volt Main switch fitted on wooden plank board including carrying & labour charges	10 Nos.
20	Supply on hire basis & fittings, fixing up 62 Amp. TPNIC 650 volt Main switch fitted on wooden plank board including carrying & labour charges	20 Nos.



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21	Supply on hire basis & fittings, fixing up 32 Amp.650 volt D.P .Main switch & fitted on wooden plank board including carrying & labour charges	75 Nos.
22	Supply on hire basis & fittings, fixing up SNF/114 fittings with 400 watt colured Metal Halide lamp & Gear box complete including carrying & labour charges	30Nos.
23	Supply on hire basis & fittings, fixing up spot light with 100 watt comptelux complete including carrying & labour charges	1200 Nos.
24	Supply on hire basis & fittings, fixing up 2x40 watt twin fittings with socket complete including carrying & labour charges	175 Nos.
25	Supply on hire basis & fittings, fixing up 5/15 Amp. Plug point with tube light complete including carrying & labour charges	500 Nos.
26	Supply on hire basis & fittings, fixing up of 250 Watt metal halide light complete including carrying & labour charges	175 Nos.
27	Supply on hire basis & fittings, fixing up 400 watt metal halide light complete including carrying & labour charges	50 Nos.
28	Supply on hire basis & fittings, fixing up 25 watt. Chain light complete including carrying & labour charges.	2000 Chains
29	Supply on hire basis & fittings, fixing up 2 lamp on sine board (Masanite) the name of "BENGAL LEADS- 2013" including carrying & labour charges	2 No.
30	Supply on hire basis & fittings, fixing up Air-circulator fan complete including carrying & labour charges	25 Nos
31	Supply on hire basis & fittings, fixing up Big size center Jhar bati complete including carrying & labour charges	2 No.
32	Supply on hire basis & fittings, fixing up 9 sunrise Jhar bati complete including carrying & labour charges	10 Nos
33	Supply on hire basis & fixing up suitable fittings for stage light, fountain light, decorative gate & entrance light arrangement including maintenance, operation and carrying & labour charges as per the direction of Authority/Venue management Team.	1-item

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34	Supply on hire basis & fittings, fixing up sound system arrangement for daily stage programme including maintenance, operation and carrying & labour charges.	1-item
35	Supply on hire basis & erection of sound system arrangement for ground announcement, auditorium and pavilions including all necessary materials, controller and cables. Also including operation and maintenance carrying charges.	1-item
36	Supply on hire basis & erection of intercom system with at least 20 points at control room, electrical sub-station, office, fire brigade, auditorium, announcement office and other essential spots including operation and maintenance during the fair period.	1-item
37	Supply on hire basis & erection of 1.2 MVA generator sound proof back up with 600 KVA Stand By 1 including layout suitable size of cable & change over switch, all accessories, fuel drums including entire operation including fuel and mobile, Fuel cost shall be paid separately based on running hour and operating load.	1-item
38	Supply on hire basis & laying of necessary size and amount of cable with connector for DG Power supply. The connection will be done with reduced load management system as per the direction of Authority/Venue management Team.	Lump sum
39	The decorative look at the Gate of Fair Ground with proper colored lighting arrangement.	Lump sum
40	Supply on hire basis & erection of earthing at all power supply point in all major locations, especially inside Auditorium, Stages, Pavilions as per PWD Guide line.	Lump sum
41	Supply on hire basis & erection of Ceiling fans 1200 mm	100 Nos

N.B.: The quantity of Poles, cables and all lights etc. are approximately estimated. Bidder shall quantify items to achieve desired output at the site.

**ELIGIBILITY CRITERIA FOR JOINT VENTURE/CONSORTIUM**

- i) Partnership firm/consortium should submit necessary deed in hard copy along with Pre-Qualification bid of the tender.
- ii) One of the partners of any joint ventures/ consortium has to be designated as lead Partner and the same will be mentioned in MoA/MoU.
- iii) Bid from joint ventures / consortium shall be accompanied by a copy of MoA/MoU on a stamp paper of Rs. 100.00 outlining the joint interest to work on the project and specifying the other terms and agreement.
- iv) The lead partner must hold 51 % equity capital of the company to be formed between them during the tenure of contract implementation.
- v) The lead partner must have successfully completed similar work having a minimum Single tender value of 50 per cent within the last 5 (Five) years from the Govt./Govt. undertaking/Semi Govt./Statutory body till date of application.
- vi) Each of the other partners shall meet individually not less than 25 % of qualifying criteria mentioned above under any Govt./Govt. undertaking/Semi Govt./Statutory body within last 5 (Five) years. However the lead partner along with other partner/ partners should jointly meet at least 100 % of the qualifying criteria.
- vii) The lead partner shall have to apply for tender on behalf of joint ventures/ consortium along with the MoA/MoU.
- viii) In case of any litigation of in the event of any default arises during the execution/Contract period of the agreement, the lead partner will remain fully responsible.
- ix) The successful joint venture/ consortium will have to submit VAT registration, PAN card, Trade license and other required documents immediately after issuance of LOI.
- x) After the issue of work order, if any of the party dissociates from Joint Venture/Consortium which is detrimental to the interest of HDA, then the parties of the Joint Venture/Consortium shall be liable to pay compensation to the authority as per norms, if any.

**Sd/-**  
**Chief Executive Officer**  
**Haldia Development Authority**

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