

**West Bengal Police Directorate
Bhabani Bhawan, Kolkata-27**

e-Tender Notice No. WBPD/ AV/ NIT-01/2017-18.

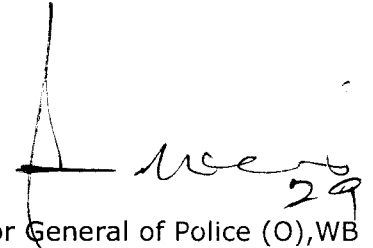
The Director General & Inspector General of Police, West Bengal invites **e-Tender to select agency for making Audio-Visual contents (Films and Logo Animation) towards various activities envisaged for two years regarding achievements of West Bengal Police** in the current financial year on behalf of the Governor of West Bengal, as per details in the Tender documents, hereinafter called 'Request for proposal' (RFP)/Notice Inviting e-Tender (NIT). Details may be seen & downloaded from the website <https://wbtenders.gov.in> and in the website of West Bengal Police, www.policewb.gov.in,. For any query, one may contact office of the HA, Fin/Audit Branch at WBPD, Bhabani Bhawan, Ground floor, Alipore, Kolkata – 700 027(Ph. No. 033-2479-4035/36/56/57) during office hour on any working day. If any rectification is required, corrigendum will be uploaded for display & necessary action in websites www.policewb.gov.in & <https://wbtenders.gov.in> .

Relevant documents may be downloaded on line from 06/04/2018, Friday after 05:00 P.M.

Bid submission closing date (online): 24/04/2018, Tuesday at 05:00 P.M.

Pre-bid meeting on 10/04/2018, Tuesday at 12:00.hrs at the office chamber of SO (Audit), WBP, Ground Floor.

Bhabani Bhawan
Alipore, Kolkata – 27
Date- ____/____/2018


Inspector General of Police (O), WB
holding addl. charge of
Deputy Inspector General of Police
(Organisation), West Bengal

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**e-Tender to select agency for making Audio-Visual contents
towards various activities envisaged for two years of
achievements of West Bengal Police**

**Request for proposal (RFP)/
Notice inviting e-Tender(NIT)**

e-Tender Notice No. WBPD/ AV/ NIT-01/2017-18

**West Bengal Police Directorate,
Bhabani Bhawan,
31, Belvedere Road, Alipore
Kolkata – 700 027, West Bengal.**

Notice inviting e-Tender(NIT)

The following Terms & Conditions shall be complied by the prospective agencies / bidder(s) for this e-Tender:-

1. Overall Brief of the Tender

- 1.1 It is intended to disseminate the highlights of the achievements of the West Bengal Police (WBP) in salient and easily comprehensible formats using electronic, web, sound media and Films (Documentaries) and Logo Animation on various activities of WBP. It is hoped that this would enable people understand and appreciate well-becoming efforts made by West Bengal Police in different fields of public awareness and welfare, prevention and detection of crime, traffic management, community policing, Govt. policies etc. Hence, it is proposed to engage/hire Multi Media Creative Agency as detailed subsequently.
- 1.2 The Tender will be on two part bidding system (i.e. Technical proposal carries 70% weightage & Financial Proposal carries 30% weightage) and will be evaluated at each stage by the Committees appointed for the purpose. CQCCBS (detailed below) will be followed to decide the bidder/Agency fit for AOC(Award of Contract).

2. Scope of the Work/ Job Description

The work requires providing Multi Media Creative Agency Service Work of the following nature:-

- 2.1 Agency shall have to develop multimedia campaign on various platforms for different events starting with highlighting achievements of WBP.
- 2.2 The agency shall consolidate the information made available from different branches of West Bengal Police.
- 2.3 The agency shall be responsible for analysing the given information/data and integrating it with the information available from other sources.
- 2.4 The agency will have to render the content in user-friendly, cognitively striking and easily understandable formats for different categories of audiences.
- 2.5 The agency will be responsible for customising content for different categories of audience and different type of media.
- 2.6 The content will have to be present in both English and Bengali.
- 2.7 The main tasks of the agency are as follows:

Srl. No.	Details	Remarks
1	West Bengal Police Logo Design/Animation	

2.	Making Films(Documentaries) on various activities of WBP Shooting in HD and mastering in various formats such as (i) Hard disc (MOV or empg format) - one copy (ii) Output of Documentary in DVD (scratch proof) & Pen-drive copies – 10 copies each, (iii) Hard copy of the final scripts in print form (one copy) and in ms-word or rtf file format in CD format (iv) Synopsis and details script in VP format (in rtf file format as well as hard copy) (v) Copies of final scripts both in Bengali and English (vi) Compressed file of each documentary for web site upload (vii) Rush(shooting Raw footage)	
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3. General Instructions

3.1 The Director General & Inspector General of Police, West Bengal (DG & IGP, WB) or any person authorized by DG & IGP, WB reserves the right to accept/reject any or all the tenders/bids in part or full or divide the work among two or more parties without assigning any reasons therefore and, in such case, bidders shall not have any claim on the Office of Tender Inviting Authority i.e. the Director General & Inspector General of Police, West Bengal (DG & IGP, WB) (hereinafter called " TIA ").

3.2 The West Bengal Police proposes to select a creative agency for undertaking the works as enumerated above.

3.3 The Agency should be a multi-disciplinary Multi Media design house that has diversified interest in working across sectors. Agencies need to have a strong design and aesthetic sense with comprehensive ability to conceive and execute design ideas. Prior experience of conceptualising and production of such works will be an added advantage.

3.4 Interested Agencies are invited to submit their proposals for the assignment which must include the following, as detailed subsequently in this document.

- (i) A Technical Proposal and
- (ii) A Financial Proposal.

Scan copies of documents required mentioned in this RFP would be uploaded by the bidder in the website <https://wbtenders.gov.in>. All documents/any of the documents uploaded can be called for any time at any stage from a bidder in hard copies. Hard copies shall be identical with the soft copy uploaded. Any discrepancy / divergence in such documents, may lead to rejection of bid submitted by the concerned bidder.

3.5 It may be noted that

- (i) The costs of preparing the proposal/sample are not reimbursable, and
- (ii) TIA is not bound to accept any proposals so submitted.

3.6 The Agencies are required to provide professional, objective, and impartial service and at all times hold the West Bengal Police's interest paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.

3.7 Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of West Bengal Police or that may be

reasonably perceived as having this effect. Failure to disclose such situations by the Agency may lead to disqualification of the Agency or termination of the contract.

- 3.8 Agencies must observe the highest standards of ethics during the selection and execution of the contract. TIA may reject a proposal at any stage if it is found that the firm recommended for award has indulged in corrupt or fraudulent activities in competing for the contract in question. It may also blacklist the firm, either indefinitely or for a stated period of time, if at any time it is found that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract.
- 3.9 The Jurisdiction area will be Kolkata only in case of any legal dispute.

4. Minimum Eligibility Criteria

- 4.1 The Agency should be able to provide a qualified and technically creative team for undertaking the work for West Bengal Police. The Agency team would work closely with the West Bengal Police Directorate.
- 4.2 The firm should have past experience of at least three years in the field of Multi Media Production Work with at least one year experience in Government, Public Sector Undertaking/PSUs/distinguished Corporate Houses etc.
- 4.3 Provide user satisfaction certificates from organisations of repute (like Central Govt./ State Govt./PSUs/distinguished Corporate Houses etc.)
- 4.4 Details of at least three running contracts in the field of making Audio-Visual contents. (Please enclose proof).
- 4.6 The bidder should not have any contract cancelled during the period of past three years.(Please see the Annexure-A below)
- 4.7 Bidder shall be required to submit Turnover certificate for last two years by a Chartered Accountant.
- 4.8 The Bidder will submit an affidavit/certificate to the effect that the information submitted by him is correct and he will abide by the decision of DG & IGP, WB with regard to this work. In the event of the information submitted by him being found to be false or fabricated in any manner whatsoever, the bidder may be suspended and/or debarred (Please see the Annexure-A, given below).
- 4.9 The bidder should confirm in writing, acceptance of all the terms and conditions given in various paragraphs of RFP, for consideration of his application/tender for the work stated above (Please see the Annexure-A, given below).
- 4.10 The bidder should have not been de-registered/blacklisted, previously (Please see the Annexure-A below).
- 4.11 In the event of the tender being submitted by a firm, Annexure-A(given below) & the Contract (in case of successful bidder at the time of Award of Contract), must be signed separately by each member thereof, or in the event of absence of any partners, it must be signed on his behalf by a person holding the "Power of Attorney" authorizing him to do so. Such **"Power of Attorney" is to be produced with the Tender** and in

the Case of the firm, carried on by one member of Joint Family, it must be disclosed that the firm is duly registered under the "Indian Partnership Act".

5. Terms & Conditions

- 5.1 The Tender Document/Tender is not transferable under any circumstances.
- 5.2 Tender shall be submitted online only through <https://wbtenders.gov.in> .
- 5.3 No physical/offline Bid shall be accepted.
- 5.4 The Committee for Tender reserves the right to cancel the BID/Tender without assigning any reason to the Bidder or anyone else.
- 5.5 Conditional tenders and casual letters sent by the bidders will not be accepted. Tender/AOC/Contract shall not be sublet.
- 5.6 Bidders are requested to read the instruction in the Technical Document/Bid before submitting the Tender/BID online.
- 5.7 The Committee for Tender also reserves the right for not assigning tender/AOC at all to any bidder/bidders without giving any reason.

6. Earnest Money Deposit (EMD):

- 6.1 The bidder shall furnish Earnest Money Deposit (EMD) amounting to Rs. **10,000/- (Ten thousand only)**.
- 6.2 The EMD shall be in Indian Rupees and shall be submitted electronically i.e. **online** – through net banking enabled bank accounts or **offline** by generating pre-filled NEFT/RTGS challan from the e-tendering portal. Bidder who wants to pay EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site (wbtenders.gov.in). Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD. For more details a bidder should refer to Memorandum No. 3975-F(Y) dated 28th July, 2016 of Finance Department, Audit Branch, Government of West Bengal which is also available at the e-tender portal i.e. wbtenders.gov.in (Downloads section) .
- 6.3 The earnest money of unsuccessful bidders will be refunded **online automatically** as per the process mentioned in the above Memorandum. No interest on EMD could be claimed/paid.
- 6.4 The Earnest Money of the bidder will be forfeited on account of one or more of the following reasons:
 - (a) Applicant withdraws/modifies the proposal or any part thereof during the validity period of bid specified in E-Tender document.
 - (b) Applicant does not respond to requests for clarification of its proposal/substandard works.

- (c) Applicant fails to provide required information/ documents/ data/presentation /representation during the evaluation process or is found to be non-responsive.
- (d) In case the successful applicant, fails to sign the Agreement in time; or furnish Security Deposit.

7. Security Deposit:

- 7.1 This amount has to be submitted **at the time of signing the final agreement/AOC with the successful bidder and it shall remain valid during the tenure of contract period and one month thereafter.**
- 7.2 The selected Bidder shall have to deposit Security Deposit off line in the form of F.D.R. (Fixed Deposit Receipt) at 5 per cent of the total value of orders placed with them in favour of **Deputy Inspector General of Police (Organisation), West Bengal** and to execute an agreement in W.B.F. No.5449C/other contract format.
- 7.3 The Director General and Inspector General of Police, West Bengal reserves the right to forfeit the Security Deposit tendered by the Bidder(s) or part thereof and / or to Black-list the Bidder(s) in the event of his / their failure to provide quality work as stated above in the NIT to the entire satisfaction of the TIA as per the contract/agreement. Imposition of such penalty shall be binding on the contracted Bidder.
- 7.4 Loss/damages to the department inflicted due to any reason whatsoever (except reasons beyond control of the agency/bidder such as natural calamity) by the successful bidder or agency or the Multi Media Work team while performing the work and deployed by the bidder, may be adjusted from the Security Deposit. In case of huge damages or loss, the bidder/agency may be asked to compensate for that.
- 7.5 The amount of the Security Deposit will be released after the successful completion of the contract/ intended contract as the case may be. No Interest on Security Deposit could be claimed / Paid.

8. Preparation of Proposals

- 8.1 Agencies are required to submit a Technical proposal and a Financial Proposal as specified below.

8.1. 1 Technical proposal (This contains 70% weightage)

The Technical Proposal will contain the following 4 Covers:

- A. **Technical Documents/ Statutory Documents: (1st Cover)** : The following documents/certificates should be uploaded in PDF format by a bidder in the website <https://wbtenders.gov.in> . Scan copies of the following documents have to be uploaded by a bidder:
 - (i) Past experience certificates of at least three years in the field of Multi Media Production Work with at least one year experience in Government, Public Sector Undertaking/PSUs/distinguished Corporate Houses etc.

- (ii) User satisfaction certificates from organisations of repute (like Central Govt./ State Govt./PSUs/distinguished Corporate Houses etc.).
- (iii) Details of at least three running contracts in the field of making Audio-Visual contents.
- (iv) Power of Attorney (if applicable)

B. **EMD (2nd Cover)** should be paid online as described above.

C. **TENDER CONDITIONS ACCEPTANCE LETTER (3rd Cover)**: The Bidder will submit an undertaking as detailed in Annexure A, below, in PDF format on the letterhead of the Agency and signed by an authorized signatory. The cost of the work (i.e. bided price) shall not be indicated in the undertaking. **The above undertaking submitted by the agencies shall be binding on the Agency.**

D. **Questionnaire (4th Cover)**: The following Questionnaire has to be answered (in write-ups) in 200 to 400 words (if not instructed otherwise) and to be uploaded by the bidder in PDF format for evaluation by the Committee for Tender. Bidder should give his details on each of these documents.

A. Experience in Multi Media Production Works.

B. Brief history of the Organisation/Agency with the credentials/details of the working team to be deployed for the aforesaid work in the following format:-

Srl. No.	Key Personal	Educational Qualification	Length of Professional Experience	Experience on Assignments

C. A concept note detailing Multi Media Production Works as per the Scope of the Work described above.

8.1.2 Non statutory documents OR My documents OR other Important Documents

The scan copies of the following documents are to be uploaded in PDF format in this folder.

Sl. No.	Documents	Corresponding E- Tender folder in Other Important Document.
1.	Trade License/Enlistment	Company Details
2.	Copies of Audited Balance Sheet & Profit & loss A/C for last two years	Certificates
3.	Turnover certificate for last two years by a Chartered Accountant.	Certificates
4.	Valid PAN issued by the IT Deptt, GOI	Certificates
5.	Valid 15-digit Goods and Services Taxpayer	Certificates

	Identification Number (GSTIN) under GST Act, 2017	
6.	Name and address of the Firm with details of present Directors /Partners /Proprietors(with address)	Credential
7.	Latest State professional tax clearance certificate (if any)	Certificates

8.2 The Technical Proposal shall not include any financial information.

8.3 All documents as demanded in this tender shall be uploaded/submitted duly with due care. Absence or Non submission of any of the documents shall lead to rejection of the bid of the concerned bidder and other measures may also be taken against the bidder as per the provisions of this Notice Inviting e-Tender. Original documents may be sought for at any stage.

9. Financial Proposal/Bid(Contains 30% weightage)

9.1 In preparing the Financial Proposal, Agencies are expected to take into account the requirements and conditions outlined in the RFP/NIT document.

9.2 This file contains **BOQ (Bill of Quantities)** in Excel Format as "Commercial Bid". A bidder will quote rate, **for full two years (24 months)**, inclusive of materials, equipments & manpower to be used for the Service Work as detailed in the scope of the Work in the NIT including transportation/ freight charges/any other charges applicable.

9.3 **GST/any other Taxes/Cess (wherever applicable)** should be quoted separately in the BOQ.

9.4 The cost quoted shall be **firm and fixed** for the duration of performance of the contract. At no point of time will any deviation from the quoted rate be entertained by the Tender Inviting Authority.

9.5 The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

9.6 Rates should be quoted /submitted in the BOQ and then uploaded in Excel format without making any changes to the BOQ template.

10. Submission of Proposal.

10.1 The bidders who are interested in bidding can download their tender documents/NIT from <https://wbtenders.gov.in>. Or <https://policewb.gov.in>.

10.2 Bidders who wish to participate in this tender will have to be registered on <https://wbtenders.gov.in> & should procure Digital signature certificate –Type –II/III.

10.3 Bidder should submit their offer online both for technical & financial proposal within the due date of submission on the <https://wbtenders.gov.in> only.

10.4 Before electronically submitting the tenders, it should be ensured that all tender papers are digitally signed by the bidder.

11. Validity of bids

- 11.1 **Bid shall be kept valid for a period of 180 days from the date of opening of Bids.** The proposer/bidder will not vary/modify any aspect of the proposal/budget etc during the validity period or any extension thereof.
- 11.2 The period of contract will be for **a period of 2(two) years from the date of issuance of work order for the contract.** However, the contract may be extended for a further agreed period on mutual consent based on the performance assessment by WBP. WBP/TIA reserves the right to terminate the contract by giving 30 day's notice and without assigning any reason thereof.
- 11.3 Financial bid only of those firms will be opened, who qualify on the basis of the technical evaluation by the Tender committee & uploaded on the website.

12. Opening of Proposals and Selection Process

- 12.1 Two bid system will be followed, with technical bids being opened in the first instance. At the time of Technical Bid opening, following documents, will be evaluated on basis of evaluation criteria as **enumerated in Annexure-1 (weightage of 70%); the annexure may be seen below:-**
- (A) All documents as demanded (including questionnaire) and uploaded for technical purpose.
 - (B) EMD in full,
 - (C) The undertaking on the letter head; Annexure-A.
- 12.2 The decisions of the different Committees formed by the TIA for the purpose of this tender for selection of successful bidder(s) and awarding of marks during technical and financial proposals shall be final and binding on the bidder.
- 12.3 The bidder who will score 70% or more marks in the Technical Bid/Cover including the questionnaire will be considered for the Financial Bid and Financial Bids of only such bidders will be opened.
- 12.4 As this tender is floated in two bid system, if the numbers of bidders/tenderers qualified in the technical bid is less than three, tender will be invited afresh.
- 12.5 At the second stage, the financial bids of only technically qualifying bidders will be opened. **The weightage for quality/technical proposal and the Financial /Price bid will be in the ratios of 70:30.**
- 12.6 After Commercial Bid Opening, a chart of financial bids with corresponding bidders will be prepared. The least cost proposal will be ranked L-1 and the next higher and so on will be ranked L2,L3 etc.

13. Cost Evaluation under Combined Quality Cum Cost Based System(CQCCBS):-

- 13.1 CQCCBS will be followed to decide the bidder for awarding the contract. On the basis of the combined weighted score for quality and cost, the bidder shall be ranked in terms of

total score obtained. The proposal obtaining the highest total combined score in evaluation of quality will be ranked as H-1 followed by the proposals securing lesser marks as H-2,H3 etc.

13.2 **The proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, and if required, shall be recommended for award of contract(AOC).**

13.3 Firstly, points secured during the technical bid are calculated. It will be as follows:- Suppose three bidders A, B & C have been awarded M, N, O marks respectively out of 100 marks in the technical bid. So, points secured including the 70% weightage in the technical bid by the bidders are:-

$$A = M * 0.70 = T1 \text{ points}$$

$$B = N * 0.70 = T2 \text{ points}$$

$$C = O * 0.70 = T3 \text{ points}$$

13.4 Then, the point for financial proposal will be calculated as follows with 30% weightage Please refer to Annexure 2 for the evaluation criteria for financial proposal :- Suppose three bidders A, B C has quoted Rs. X, Y, Z respectively where X is L1. Then their points (with 30% weightage) will be

$$A = [(X/X) * 100] * 0.30 = F1 \text{ points}$$

$$B = [(X/Y) * 100] * 0.30 = F2 \text{ points}$$

$$C = [(X/Z) * 100] * 0.30 = F3 \text{ points}$$

13.5 Now the points obtained by the bidders will be combined together as follows:

$$A = T1 + F1 \text{ points, } B = T2 + F2 \text{ points, } C = T3 + F3 \text{ points}$$

Now, the proposal with highest combined points secured shall be ranked as H-1 followed by the proposals securing lesser marks as H-2,H3 etc.

13.6 H-1 Bidder if found fit in all respects, will be awarded AOC (Award of Contract). Bidder(s) selected for AOC will be asked to submit within a given time period, hard copies of documents in original submitted previously online by him/her. Deviation/ discrepancy in these shall lead to rejection of such bid at any stage.

13.7 Failure to submit the original hard copies and documents desired from the H1 bidder within the time period given for the purpose, may be construed as an attempt to disturb the tendering process and dealt with accordingly, legally including blacklisting of the bidder. In such case of rejection, AOC (Award of Contract) may be given to the next higher scorer if found suitable in all respects.

13.8 The person or persons whose tender or any other portion of whose tender is accepted will within **five days** of receiving notice of such acceptance, execute an agreement in the form mentioned above & deposit Security Deposit.

13.9 Before awarding AOC (Award of Contract) to a bidder, he/she will have to deposit Security Deposit offline (physically) in the form of FDR.

13.10 If H-1 bidder is unable to assure the whole work of the requirements, opportunity shall be given to the next higher scorer at the lowest rate or otherwise, if the latter is found

suitable. The AOC to the worthy bidder selected as per the above procedure, will be given at any time.

- 13.11 West Bengal Police and the TIA shall hold proprietary rights on the use, marketing contents, and intellectual etc. of the final edited film and all shooting material.
- 13.12 The selected agency should not divulge any information or act in the manner which may degrade / tarnish the reputation of the Police Department in public.
- 13.13 From the time the Technical Proposals are opened, to the time the contract is awarded, if any Agency wishes to contact WBPD on any matter related to its proposal, it should do so **only** in writing. Any effort by the Agency to influence the WBPD in the proposal evaluation or contract award decisions may result in rejection of the proposal of the Agency.

14. Schedule of the Tender (Dates & Information):

Sl. no	Items	Scheduled date(s)
1	Start of downloading Documents /Tender publishing/floating (online)	06/04/2018, Friday after 05:00 P.M.
2	Date of holding pre-bid meeting with the prospective bidders	10/04/2018, Tuesday at 12:00.hrs at the office chamber of SO(Audit), WBP, Ground Floor.
3	Bid submission start date (on line)	10/04/2018, Tuesday after 05:00 P.M.
4	Bid submission closing (on line)	24/04/2018, Tuesday at 05:00 P.M.
5	Date of opening of Technical Bid (On line).	27/04/2018, Friday at 11:30 A.M.
6	Opening, Signing & Evaluation of documents and Questionnaire by Committee for Tender & preparation of Technical Broadsheet after awarding marks (Offline) at West Bengal Police HQ, Bhabani Bhawan, , 31, Belvedere Road, Kolkata-27.	02/05/2018, Wednesday From 11:30 A.M. to 03:00 P.M.
7	Date of uploading list of Technically Qualified Bidders (On line)	Will be informed later on.
8	Date of Opening of Commercial Bid (On line)	Will be informed later on.
9	Date of uploading of list of qualified Bidders in CQCCBS along with the approved rate on the Website.	Will be informed later on.

The above schedule is tentative and may be changed with information to the concerned bidder.

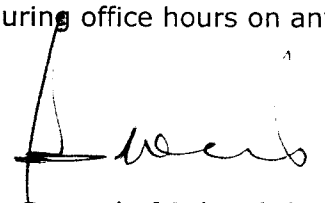
15. Payment Mode & Assessment Reports:

- 15.1 Assessment of the works conducted by the successful bidder during the tenure of contract will be made. The copy of such Assessment report may be considered while releasing any payment. Notwithstanding the assessment of the work to be conducted by the TIA hereinabove, the selected bidder should inform the progress of the work / performance on quarterly basis to the TIA.

- 15.2 Any adverse Assessment report may lead for withholding the payment until the satisfactory rectification measures are duly taken by the bidder.
- 15.3 Payment to the Contractor shall be released in Indian Rupee **subject to recoveries** on submission of original bills (in triplicate) along with the descriptions of services rendered in a particular period.
- 15.4 For payment "Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017."
- 15.5 For the purposes of this Contract, Force Majeure would be limited to the happening of the one or more of the exceptional events or circumstances listed below at the place where performance of the Contract cannot be said to be carried out by reason of operation of such event: -
- (a) war, hostilities (whether war be declared or not), invasion, act of foreign enemies;
 - (b) rebellion, terrorism, revolution, insurrection, military or usurped power, or civil war;
 - (c) riot, commotion, disorder, strike or lockout by persons other than the Supplier's personnel and other employees of the Supplier;
 - (d) natural catastrophes such as earthquake, hurricane, typhoon or volcanic activity.
- 15.6 Neither party shall be in breach of any obligation under this contract if it is unable to perform that obligation in whole or part by reason of Force Majeure. If either party seeks to rely on this clause, it shall immediately give notice to the other with full particulars of the matter claimed as a Force Majeure event. The parties so affected shall take all reasonable steps to remedy the failure to perform and to keep the other party informed of the steps being taken to mitigate the effects of Force Majeure. In the event of Force Majeure lasting for more than three months, either party may, following consultation with the other, give a notice of termination.
- 15.7 For any further query, HA, Finance-Audit Branch at WBPD, Bhabani Bhawan, Ground floor, Alipore, Kolkata - 700 027 may be contacted during office hours on any working day.

Kolkata

____/____/2018


Inspector General of Police (O), WB
holding addl. charge of
Deputy Inspector General of Police
(Organisation), West Bengal

29/3/18

Annexure 1

Technical Proposal - 70% weightage

Overall Qualifying marks for being considered for Financial Bid Opening= 70% or above.

Sl. No.	Points for consideration of marks	Percentage of marks
1	Completeness of proposal	10
2	Understanding of the objective of the work to be executed	10
3	Design & Concept:-	50
	-Brief history of the Organisation/Agency with the credentials/details of the working team to be deployed for the aforesaid work	
	-Uniqueness of ideas and suggestions presented in the concept note	
	-Experience of similar projects of undertaken earlier	
	-Overall Questionnaire	
4	Agency Credentials	30
	-Profile and track record	
	-All certificates and documents desired	
	Total	100

Annexure 2

Financial Proposal - 30% weightage

- 1. Complete cost of the project**
2. Breakup cost per unit, where required, is essential

(To be given on Company Letter Head)

Annexure-A

TENDER CONDITIONS ACCEPTANCE LETTER

Date:

To,
**The Director General & Inspector General of Police,
West Bengal,
Bhabani Bhawan,
31, Belvedere Road, Kolkata-700027**

Sub: Acceptance of Terms & Conditions of Tender.

e-Tender Notice No. **WBPD/ AV/ NIT-01/2017-18**

Name of Tender / Work: - e-Tender to select agency for making Audio-Visual contents (Films and Logo Animation) towards various activities envisaged for two years regarding achievements of West Bengal Police

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely.....as per your advertisement, given in the above mentioned website(s).
2. I have read the entire tender documents (NIT, Annexure, other documents) and I / We hereby on behalf of my/our agency(s) unconditionally accept and will abide by all the terms and conditions given in various paragraph of NIT/RFP for consideration of my application/tender for making Audio-Visual contents (Films and Logo Animation) towards various activities envisaged for two years regarding achievements of West Bengal Police.
3. The corrigendum(s) issued from time to time by your department/ organisations too have also been taken into consideration, while submitting this acceptance letter.
4. In case any provisions of this tender are found violated, your department/ organisation shall be at liberty to reject this tender/bid including the forfeiture of the full said Earnest Money Deposit and or Security Deposit (in case my firm/agency is selected for award of contract) absolutely and or withhold the payment fully or partly and we shall not have any claim/right against department in satisfaction of this condition.
5. I/We do not have any contract cancelled during the period of past three years.
6. All the information submitted for this tender by me on behalf of my firm/agency is correct & in the event of the information submitted by me for participating in this tender is found to be false or fabricated in any manner whatsoever, I may be suspended and/or debarred from the Tender at any stage without being compensated or otherwise. I/We shall abide by the decision of DG & IGP, WB with regard to this work/tender.

7. At any stage of the tender, the Tender Inviting Authority shall be at liberty to impose such penalty(ies) as it deems fit in case my agency withdraws the bid offered or found to be indulged in any unfair work with regards to this tender.
8. My Agency will undertake the assignment, in accordance with the Scope of work/Job Description of Work detailed in the NIT/RFP document and at the cost submitted by my agency in the financial proposal.
9. My firm does not owe any amount to the Government in the past and there are no Government dues outstanding against us.
10. We are not blacklisted by any of the Government Organizations / PSUs / Autonomous bodies.
11. My firm is duly registered under the "Indian Partnership Act"(please strikethrough, if not applicable)

Yours Faithfully,

Signature of the Bidder_____

Name (in Bold Letters)_____

Designation_____

Official Seal

Important: In the event of the tender being submitted by a firm, it must be signed separately by each member thereof, or in the event of absence of any partners, it must be signed on his behalf by a person holding the "Power of Attorney" authorizing him to do so. Such "Power of Attorney" is to be produced with the Tender and in the Case of the firm, carried on by one member of Joint Family, it must be disclosed that the firm is duly registered under the "Indian Partnership Act".