

Office of the Burdwan Municipality

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Memo No: - 46/21/215-6

Date: - 22.05.18

Notice Inviting Tender

Burdwan Municipality hereby invites sealed tender from reputed and experienced vendors for the purpose of organizing "Sharabani Mela 2018" at Utsav Maidan, Sankharipukur from 12th August 2018 to 11 September 2018 (tentatively). The sealed tenders alongwith credentials and necessary documents should reach this office as per following schedule: -

Schedule:

- | | |
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| 1. Last Date & Time of submission of Tender: | 7 th June 2018, 3.00 PM |
| 2. Opening of Technical Bid of the Tender: | 7 th June 2018, 4.00 PM |
| 3. Earnest Money Deposit | Rs. 2,00,000.00 (Rupees Two Lakhs Only) |
| 4. Place of submission of Tender: | License Department, Burdwan Municipality |
| 5. Minimum Bid value | Rs. 11,00,000.00 (Rupees Eleven Lakhs Only) |

Terms and Conditions:

- The agency has to quote rate for the entire period as stated above and the successful bidder shall have to deposit the 50% of their bid of the date of placing the final order and the rest 50% before 7 (seven) days of starting the mela.
- The successful bidder has to deposit Rs. 50,000.00 (Rupees Fifty Thousands Only) towards security deposit on receipt of the final order, which is refundable after the end of the "mela" and handing over the ground in proper condition.
- The agency should have an experience of organizing fairs in any Government or Semi-Government organisations in last 5 (Five) years having a value of single work not less than 40% of the minimum bid value.
- The envelop of the sealed quotation should be superscripted with "Quotation for Shrabani Mela 2018" and the name of the bidder.
- EMD to be deposited only by **Banker's Cheque/Demand Draft** in favour of Chairman, Burdwan Municipality.
- Quotation to be submitted in two envelop system.
 - Technical Bid: This envelop shall contain the technical details and EMD. This envelop should be superscripted as "Technical Bid" on the top.
 - Financial Bid: This envelop shall contain only the price bid. This envelop should be superscripted as "Financial Bid" on the top.
 - The final envelop shall contain the above two envelops.
 - Financial bids of only technically qualified bidder shall be opened later in presence of eligible bidders or their representatives. The time, date and place of opening of price bid will be notified later.
- Bidder should submit the following documents along with the quotation for technical evaluation: -
 - Name of the Company/Agency
 - Address of the registered Office, Phone No./Fax/Email, Website.
 - Legal Status (Company- Public/ Private, Partnership, Limited Liability, Cooperative, Sole Proprietorship, etc.)
 - Contact Details of Designated Representative :Name, Designation, Address, Phone No./Fax/Email
 - Organisation structure.
 - The vendors must enclose their credential certificate with supporting orders executed by them of same nature from the concerned organization mentioning complete details of working experiences.
 - Copy of PAN Card, Up-to-date professional tax payment certificate (PTPC).
 - Copy of the registration certificate for firms registered or Current Trade License.
- One representative of each bidder may attend the opening the sealed tenders.
- The authority reserves the right to accept or reject any or all the Quotations without assigning any reason or any correspondence whatsoever. The details of Quotation can be downloaded from our website www.burdwanmunicipality.gov.in.


Chairman
Burdwan Municipality