



भारतसरकार/Government of India

फलताविशेषआर्थिकक्षेत्र/FALTA SPECIAL ECONOMIC ZONE

वाणिज्यविभाग/Department of Commerce

वाणिज्यऔरउद्योगमंत्रालय/Ministry of Commerce & Industry

निज़ाम पैलेस, दूसरा एमएसओ भवन, चौथी मंजिल/Nizam Palace, 2nd MSO Building, 4th Floor

234/4 एजेसी बोस रोड, कोलकाता-700 020 / 234/4 AJC Bose Road, Kolkata-700 020

टेलीफोन/Phone: 2287-2263, 2287-7923, 2281-3117; फ़ैक्स/Fax: (033)2287-3362

ईमेल/Email: fsez@nic.in;वेबसाइट/Website: https://fsez.gov.in



E-TENDER NOTICE

Notice inviting E-Tender (NIT) for selection of single Agency/ Vendor for a period of one month for providing complete services for Out of Home Advertisement /Publicity Displays inside City of Kolkata for Development Commissioner, Manikanchan SEZ-reg.

O/o Development Commissioner, Manikanchan SEZ (MKSEZ) invites online tender from approved and eligible bidders for the following works:

Table-1

1	Tender No. & Date	MKSEZ/Advt./E-Tender/2024/01 Dated:12/02/2024
2	Details of Works	Out of Home Advertisement/Publicity display inside city of Kolkata for O/o Development Commissioner, Manikanchan SEZ, single agency/vendor for a period of one month.
3	Period of Contract	The Contract should be completed within one month of issue of work order.
4	Period during which EMD, Cost of Bid Document and other documents shall be submitted to this office.	22/02/2024 02:00PM
5	Last Date and Time of E-Submission of tender	22/02/2024 02:00 PM
6	Date and Time of E-opening of Technical Bid	22/02/2024 02:30PM
7	Date and Time of E-opening of Financial Bid	To be intimated later
8	Cost of BID Document	NA
9	Estimated Cost	Rs. 2,50,000.00/-
10	Earnest Money Deposit (EMD)	EMD Amount is Rs.7500 (fixed)
11	E-Tender Processing fee	Rs.590/- (to be paid online)

Details can be viewed on our website <https://fsez.gov.in> or, www.gerpegov.com/FSEZ

Requirements for Vendors:

- P.C. connected with internet.
- Registration with Service provider portal www.gerpegov.com/FSEZ
- The vendor should possess a Class III Digital Signature certificate (Mandatory).
- (Bids will not be recorded without Digital Signature Certificate.)

- In case of any clarification please contact BECIL Ltd., before the schedule time of the Procurement.

Contact Persons:-

Help desk No.9073677150/151,152

Mr. Rishi Shankar Chatterjee:-09674758726, Ms. Saswati Majumder-09674758722

E-mail:helpdeskgerpegov@gmail.com

a) For registration, Submission procedure and method of correspondence etc., Please visit our website: www.gerpegov.com/FSEZ and click on the link Vendor Help.

b) To obtain the Class III digital signature certificate or further details please visit our website: www.gerpegov.com/FSEZ or you may also Contact: Mr. Saswati Majumder, BD52ARabindra Pally, Kestopur, Kolkata-101, Mobile:09674758722.

c) Registration/Enrollment of Bidder one-procurement Portal of MANIKANCHAN SEZ: In order to submit the Bid, the bidders have to get themselves registered online on the e-Procurement portal of MANIKANCHAN SEZ with valid Digital Signature Certificate (DSC) issued from any agency authorized by CCA and which can be traced up to the chain of trust to the Root Certificate of CCA. The online Registration of the Bidders on the portal will be chargeable and valid for one year only. The registration should be in the name of Company, whereas DSC holder maybe either bidder himself or his duly authorized person.

The bidders will have to accept unconditionally the online user portal agreement which contains the acceptance of all the Terms and Conditions of NIT including Commercial and General Terms & Conditions and other conditions, if any, along with On-line undertaking in support of the authenticity of the declarations regarding the facts, figures, information and documents furnished by the Bidder on-line in order to become an eligible bidder. No conditional bid shall be allowed/ accepted.

The bidder will have to give an under taking online that if the information/declaration/scanned documents furnished in support of the same in respect of eligibility criteria is found to be wrong or misleading at any stage, they will be liable to be punitive action as deemed fit by MANIKANCHAN SEZ.

d) Help for participating in e-tender:

The detailed method for participating in the e-procurement is available in the website www.gerpegov.com/FSEZ. The bidders have to Log onto BECIL's website and then click on the specified links to start participating in the e-tendering process.

Bidders are also free to communicate with the contact person of the service provider to get all clarifications regarding the mode of the e-procurement process.

NB :(i) please note that there is no provision to take out the list of parties downloading the tender document from the above referred web site. As such, tenders are requested to see the website once again before due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigendum, if any, will be that of the downloading parties.

(ii) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderers who have down loaded the documents from website. Please see websites i.e. <https://fsez.gov.in> or www.gerpegov.com/FSEZ

e) The offer should be submitted (uploaded) as per the terms and conditions and procedures laid down in the website of M/s BECIL Ltd www.gerpegov.com/FSEZ/tender document failing which the offer is liable for ejection.

Bidders should download the complete NIT including the Annexure and read carefully before filling the details and uploading the documents.

f) The bidder must upload all the documents required as per the terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.

g) It may please be noted that E-tendering or e-procurement fall under the purview of the Information Technology Act 2000 and other relevant acts and subsequent amendments if any.

Project/Preamble

Manikanchan Special Economic Zone was inaugurated in 2003 with West Bengal Industrial Development Corporation, Govt. of West Bengal as its Developer with financial assistance under ASIDE grant from the Central Government. The permission to WBIDC as Developer was communicated vide Department of Commerce, Ministry of Commerce, Govt. of India letter No.F-2(2)/9/2002-EPZ dated 13.08.2003. The SEZ became operational in the year 2004 and export from the zone started on 28.07.2004. The Gross area of Manikanchan SEZ is 5 (five) acres. It is the only the Gem & Jewellery sector-specific Special Economic Zone in the Eastern & North Eastern Zone in India. It is a fully Custom Bonded Area and is surrounded by 11' of boundary wall with two entry/exit gates.

For operation/maintenance and smooth functioning of the Zone, O/o Development Commissioner, Manikanchan SEZ invites tender for the following job:

General Qualification

1. This tender is open to all Indian Firm/ Companies who are eligible to do business in India under relevant laws. However, they must have their office or Operating Representative in city of Kolkata and they should nominate and clearly indicate a dedicated Relationship Manager for handling the media management work of MKSEZ.
2. Firms/ Companies black-listed by Government /Public Sector Undertaking should not participate.
3. DAVP registered firms will be given preference, as applicable.
4. Single agency/vendor, who can provide all the services as mentioned in this NIT, will be given highest preference.

Minimum Eligible Criteria of the Firm

1. The bidder firms must have past EXPERIENCE of working with Falta SEZ/ Manikanchan SEZ in the area of work being applied for here. Proof of such experience must be enclosed with TECHNICAL BID. Preference would be given to firm with sound past EXPERIENCE.
2. The firm/company should be of minimum 3 (three) year of standing.
3. The firm /company should be of sound financial standing.
4. The firm/company should be in position to supply / carry out work orders without delay.
5. It must be in position to comply with the set schedule of work.
6. The firm/company should have permanent office or representative in Kolkata, in case it is not so, firm must submit with the technical bid as to how it will provide services in the area of MKSEZ, Kolkata.
7. The firm/ company should have registration with the Government and local authorities for undertaking the profession for which it has applied herewith. (Copies of State/ Local Registration License, GST/TAN number should be enclosed).
8. The firm/ company should have Bank Account and PAN number (Copies should be enclosed).
9. The firm / company should have professional content writer/content writing team with excellent past experience for preparation of the matter for advertisement of FSEZ/MKSEZ, which will be a deciding factor in selection of the firm for the said work.

Scope of Work**Table-2**

Frontlit Billboards for a period of 01 (one) month at the following locations in the city of Kolkata near Airport:

Sl. No.	City	Location of Media	Type of Media	Number
1.	Kolkata	Captain Bhery, Near Chingrighata Flyover facing Airport	Billboard	1
2.	Kolkata	AJC Bose Road/ Maa Flyover facing Alipore	Billboard	1

However, the locations are tentative and can be only changed as per discretion of the Development Commissioner, Manikanchan SEZ.

Annexure – A

MANIKANCHAN SPECIAL ECONOMIC ZONE
O/o THE ZONAL DEVELOPMENT COMMISSIONER, FALTA SEZ
234/4, A.J.C. Bose Road, Nizam Palace, 4th floor, Kolkata – 700020
Application for Technical Bid for providing Adv./Publicity Service

S.N.	Information Sought	Information Provided
1	Name of the firm (In block letters)	
2	Date of Establishment of the firm.	
3	TIN Number (Enclose copy) (If applicable)	
4	VAT Number (Enclose copy) (If Applicable)	
5	CST Registration (Enclose copy) (If Applicable)	
6	Address of Head Office (If separated) and Telephone number.	
7	Correspondence Address and telephone numbers	
8	Status: Propriety/Partnership/ Private Ltd Company/ Public Limited Company / Firm	
9	Name of the partners / Directors	
10	Name of Chief Executive with present addresses and Telephone numbers.	
11	Name and Contact of the designated Relationship Manager with designation who would be calling on us and attending to our jobs	
12	Name of the Bankers with addresses and Telephone numbers.	

13	<p>Is the firm registered Under Factory / Company Act? If so. State:</p> <p>f) Licence Number:</p> <p>g) Date of the renewal of license (Enclose copy licence)</p> <p>h) PAN:</p> <p>i) ESIS No if any:</p> <p>j) ERP Registration No if any:</p>	
14	<p>f) PAN of Income Tax deptt. (Enclose Copy)</p> <p>g) Labour License No and validity under section of Labour Law (Enclose copy)</p> <p>h) GST Registration No. (Enclose copy)</p> <p>i) EPF Regn No ((Enclose copy)</p> <p>j) ESI No (Enclose copy)</p>	
15	<p>Whether holding certificate under Shops and Establishment Act, duly Renewed? (Copy should be enclosed)</p>	
16	<p>State the latest Income Tax Assessment year and the amount of Tax assessed. (Copies of last three years IT return, Balance sheets and Revenue Accounts should be enclosed)</p>	
17	<p><u>Turn Over for last three years:</u></p> <p>1. FY 2020-21:</p> <p>2. FY 2021-22:</p> <p>3. FY 2022-23:</p>	
18	<p>Whether blacklisted by any Govt Dept/ Public Sector Company?</p>	
19	<p>GST Registration No.</p>	
20	<p>Do you agree to abide strictly by the Terms and conditions of the Tenders, contracts and Work-orders?</p>	
21	<p>Is your firm empanelled with any office of Govt of India or any other PSU (Central)? (Please give name and address of the Govt of India office/ PSU)</p>	
22	<p>Name, addresses and telephone numbers of some of your most valued clients (Separate sheet may be enclosed).</p>	

23	Mention any other specialty of your Establishment.	
24	Name with designation of the person who will deal with this work	
25	EMD deposit details.	
26	Tenders fees deposit details	
27	Do you agree to deposit the Security Deposit (If awarded)	
28	PERIOD OF WARRANTY OF WORK	
29	Do you agree to provide soft and hard copies of the photograph of the Signboards?	
30	Details of content-writing term Along with short description of past experience	

Declaration

I/We have given all information above after reading and understanding the details given in the Notice Inviting Tender, Annexure, Specifications, General rules and Instruction: General condition of the contract and all other document referred to in the condition of the contract and all other contents in the tender document for the work and accept the terms and conditions of the tender in full conformity. Information give above will not be changed by me/us and in case of such eventuality, MKSEZ if free to decide action as deemed fit.

Terms and Conditions

1. Criterion for Disqualification

1. Failure to provide all or any information/ documents required in the bid proposal or any other information as required by the MKSEZ at any time with or without supporting document.
2. Non-receipt of bid proposal on or before due date and time.
3. Misrepresentation/ wrong information in the bid proposal.
4. Non-payment of EMD.
5. Conditional Bid.
6. Non-payment of tender fees.
7. Use of unfair means.
8. Bids found in unsealed cover, unsigned bids, and any unconfirmed alteration.

2. Acceptance of Bid

MKSEZ reserves the right to accept the lowest or any bid and reject any or all bids with/ without assigning any reason. It also reserves the right to accept or prefer any bid or bidder without assigning any reason.

3. EMD refund

The EMD deposit of unsuccessful bidder will be returned in original without any interest within 30 days of the date of decision. The EMD of the successful bidder with be returned in original, without any interest within 30 days of submission of Security Deposit/ Bank Guarantee in favour of MKSEZ or may also be converted into security deposit.

4. Security Deposit

The party/ firm whose tender is approved will have to submit security equivalent to 10% of the total order value/ contracted value with MKSEZ before placement of order by way of Demand draft or Bank Guarantee. In the event of Breach of any condition, or if the quality/ quantity of stores supplied do not confirm to the stipulations contained in the contract, the security deposit shall be forfeited in addition to the MKSEZ seeking other relief/ reliefs which may be available as per law. Security Deposit will be adjusted in the final payment on successful completion of the work.

5. Forfeiture of the EMD amount

EMD amount would be forfeited in case the Tenderer refuses to execute the order either in full or part for any reason whatsoever, if placed at their quoted/ agreed rates. In that case further action like blacklist of firm may also be initiated. If after tender is submitted, Tenderer decides to withdraw it, it will not be allowed. However, if Tenderer insists the EMD will be forfeited.

6. Product Specification

- (a) Tendering firm if given order should provide WARRANTY CARD, if and as applicable.
- (b) If after the supply or installation or commissioning it is discovered that the signage supplied do not conform to the specification such supplies will be rejected at a suppliers cost who will have to replace it with supplies exactly according to the specification. In case of non-compliance with this condition MKSEZ will take action as it would deem fit.

7. Price Composition

- (a) Cost of the signage as per the specification and the estimated job.
 - (b) Cost of the installation as per the list of location provided herewith.
 - (c) All type of taxes inclusive.
- Once quoted, the bid value will not be allowed to change for any reason/ situation whatsoever.

8. Delivery Installation and Commissioning

The Signage should be installed at the location given herewith as per the pre-defined Specification within ten days of placing the order, No issue as road permit for transportation, transportation or any other type of damage etc will be of any concern to the MKSEZ. Any delay in carrying out the order may attract penalty as defined under. Liquidation damages of the tender. Pre-Installation inspection may be carried out by the MKSEZ official. The supplier must satisfy the inspection term with all the relevant document etc.

9. Liquidation Damage

In case of delayed installation of signage after the stipulated period, Tenderer shall be liable to pay liquidated damages at a percentage of the delayed order value subject to minimum Rs 5000.00 and maximum 3% of the delayed order value, as detailed below:

- (a) @ 1 % for the first week.
- (b) @ 2% for the second week.
- (c) @ 3% for the third week and above.

For Calculating the delay as above part of the week will be considered as full week. Delay in the delivery obligation may also attract any or all of the following action in addition to the above:

1. Forfeiture of Bank Guarantee/ Security deposit.
2. Imposition of penalty.
3. Termination of contract
4. Blacklisting of Firm.

However, the in-case FORCE MAJEURE is considered for invocation, a notice to MKSEZ should be sent within two days of such eventuality.

However, request of the contractor, if given for extension of the time and accepted by the MKSEZ Liquidation Damage penalties will not be imposed.

10. Payments

Payment will be made on completion of work against submission of pre-receipted invoice. Interim payment may be made only if deemed fit by the competent authority and at the discretion of Development Commissioner, MKSEZ.

11. Termination of Contract

MKSEZ reserves the right to terminate/ cancel the whole or part of the agreement at their sole discretion after giving a notice of 15 days, If the contract is terminated by the service provider, it would, it would be liable for penalty which would be equivalent to 10% of the unfinished part of the total work.

12. Disputes

In the event of any dispute, the decision of MKSEZ would be final and binding. However, in case there is need for further arbitration, it would be done under the provision of Arbitration and Conciliation Act 1996. The venue of arbitration will be Kolkata. Only court with jurisdiction of Kolkata would be contracted in case of legal referrals of Disputes. Notwithstanding the above the decision of DC, MKSEZ shall be final and binding on the Tenderer.

13. Validity of the Contract

All Tenderer will submit the bids only if they agree to all terms and condition mentioned in the tender document and subsequent modification if any. Any other request for change in the specification, terms and conditions of the tender document will not be accepted.

The Tenderer must sign on each page of the terms and conditions enclosed herewith as confirmation of their acceptance.

14. General Terms and Conditions

1. The Tenderer shall leave the site clean and hand over the site in proper manner.
2. The Tenderer shall make their own arrangement for watch and ward of his materials and MKSEZ will not be responsible their safety in any manner.
3. The work executed should be approved by the MKSEZ and Tenderer shall rectify any bad workmanship pointed out at any stage and remove from the site all the rejected materials immediately.
4. The Tenderer shall be responsible for application of labour laws, compensation for injury and accidents to the persons, whether employed by them or by their sub- contractors
5. The Tenderer shall ensure that no damage is caused to the MKSEZ's property/decorative Structure/fittings while carrying out the work. The tenderer will have to rectify/make good such damages at their cost.
- 6 The Tenderer shall ensure that the workman employed by them for the execution of work are suitably covered under. Workmen's Compensation Act. ESI and other legislative enactment applicable for such work and the MKSEZ shall not be liable for payment of any compensation etc in this regard.

15. Some Bidding related information for this tender in respect of e-Reverse Auction

E-Reverse Auction would be conducted Item wise / Package wise/work wise, as the case may be, subsequently after the opening of the Financial-Part. The following would be parameters for e-Reverse Auction:

SL	Parameter	Value
1	Date and Time of Reverse-Auction Bidding Event	Will be intimated to Technically Responsive bidders after the opening of Financial-part.
2	Duration of Reverse-Auction Bidding Event	Two Hours
3	Automatic extension of the 'Reverse-Auction Closing Time', if last bid received is within a 'Pre-defined Time-Duration' before the 'Reverse-Auction Closing Time'	Yes
3.1	Pre-defined Time-Duration	5 Minutes
3.2	Automatic extension Time-Duration	10 Minutes
3.3	Maximum number of Auto-Extension	6 Automatic Extensions
4	Criteria of Bid-Acceptance	'Beat on Starting Price', as well as, 'Beat on Rank-1 Bid Value'
5	Entity – Start-Price	L1 of Net Unit cost to MANIKANCHAN SEZ.
6	Minimum Bid-Decrement	Will be intimated later on
7	Display of 'Pseudo Identity' of Bidders during	All Bidders, as well as, MANIKANCHAN SEZ's

	bidding	officers.
8	Display of Bidder's own current Rank	Yes

Note: - The project is tentative and final award of work will be decided by the Development Commissioner, Manikanchan SEZ.

Declaration

I/ We have read and examined the Notice Inviting Tender, Annexure, Specification, General rules and Instruction; General conditions of the contract and all other document referred to in the conditions of the contract and all other contents in the tender document for the work and accept the terms and condition of the tender in full conformity.

Seal and signature of the vendor

Date:

Pradeep Kumar Mohapatra
(ADC, Manikanchan SEZ)

Copy to:

1. Notice Board (Nizam Palace)
2. Notice Board DC Office, MKSEZ
3. FSEZ Website

(PRICEBID FORMAT)**Online filling only**

Name of Works: Out of Home Advertisement/Publicity display inside city of Kolkata for O/o Development Commissioner, Manikanchan SEZ, single agency/vendor for a period of one month.

Front lit Billboards for a period of 01 (one) month at the following locations in the city of Kolkata near Airport:

Sl. No. (A)	City (B)	Location of Media (C)	Type of Media (D)	Number (E)	Price (F)
1.	Kolkata	Captain Bhery, Near Chingrighata Flyover facing Airport	Billboard	1	
2.	Kolkata	AJC Bose Road/ Maa Flyover facing Alipore	Billboard	1	

Gross Total= Column (F) of (1+2).

Rate quoted will be inclusive of GST.

No Extra payment will be entertained at the time of execution of work.

Note :-

- (i) Taxes if any (Inclusive/Exclusive) should be specified categorically against the Remark Field of price bid or in the attachment electronically.
- (ii) The short listed vendors quoting the lowest Gross Total in Column (F) as per price bid for total of all the works will be treated as **L-I**.