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GOVERNMENT OF WEST BENGAL

WBMAD/CMC/ COMMISSIONER /PWD/NIT- 15(e)/2026-27, Dated: 07/11/2026

Memo No.: 3133/PWD/e-TENDER/26-27/50 Dated:07.11.2026

RFP for Selection of Event Management Agency for Comprehensive Planning, Execution and Management of Jagadhatri puja 2026

On behalf of the Chandannagar Municipal Corporation, Government of West Bengal, the undersigned invites proposals from bonafide, reputed, resourceful, experienced and financially sound Agencies for Event Management Agency for Comprehensive Planning, Production, Execution and Management of Jagaratri Puja, Chandannagar, Bhadreshwar on 2026.

The selected agency shall undertake end-to-end planning, design, production, execution and documentation of Jagaratri puja 2026, covering master planning and crowd circulation; Bengal-themed décor, stages, gateways, craft/cultural installations and demonstrations; AV, lighting, LED, electrical and technical systems; cultural programmes and artist management; fo content production; event infrastructure and manpower; safety, statutory compliance, housekeeping, waste management and venue restoration. The agency shall further refine the approved concepts and designs in consultation with the Chandannagar Municipal Corporation and other concerned departments of the Government of West Bengal.

Interested agencies are required to submit their proposals through the e-tender portal (https://www.wbtenders.gov.in) on or before the date and time specified in the tender document. A pre-bid meeting shall be conducted at the designated venue to address queries and provide clarifications regarding the RFP. The tender shall follow a two-bid system comprising a Technical Bid and a Financial Bid. Bidders shall first be evaluated based on the prescribed eligibility criteria and technical parameters. Only those bidders who qualify in the technical evaluation shall be considered for opening of the financial bid.

The agency shall be selected through the Least Cost Selection (LCS) Method, wherein the work shall be awarded to the technically qualified bidder quoting the lowest evaluated price (L1) in accordance with the terms and conditions stipulated in the tender document.

Shortlisted bidders may be required to make a technical presentation showcasing their proposed conceptual framework, event execution plan, infrastructure development approach, branding and publicity strategy, crowd and security management plan, visitor facilitation measures, and overall implementation methodology.

Interested agencies must submit the proposal through e-tender portal at wbtenders.gov.in within 09th November, 2026 by 11:30 AM. Pre-Bid meeting will be held on Date & Time. This will be a single bid system and on the basis of eligibility criteria & technical evaluation, the successful bidders will be selected. Bids will be opened on Date & Time. Interested

bidders must give a technical presentation at the office of Chandernagore Municipal Corporation, Marie Park, P.O. Chandannagore, Hooghly - 712136, West Bengal

Sd/-
Chandannagar Municipal Corporation

Tender Schedule:

Particulars	Details
Name of Work	Selection of Event Management Agency for Comprehensive Planning, Execution and Management of **Jagadhatri puja 2026**
Method of Selection	• Eligibility Evaluation • Technical Evaluation • Technical Presentation • Financial Bid Opening of Technically Qualified Bidders Only • Selection through Least Cost Selection (LCS) Method based on Lowest Evaluated Price (L1)
Bid System	Two Bid System
Tender Inviting Authority	Chandannagar Municipal Corporation
Bid Validity	60 Days
EMD	₹ 10,00,000/- (Rupees Ten Lakhs Only) upfront by the bidder; balance (if any), based on the amount quoted by the successful bidder, payable by the successful bidder through Demand Draft and tender fees Rs. **10000/-**
Tender Portal	https://www.wbtenders.gov.in

Sl. No.	Events	Date &Time
1	Date of Issuing Tender Notice vide no. **3133/PWD/e-TENDER/26-27/50** dt. 07/11/2026	07.11.2026, 14:00 hrs.
2	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	07.11.2026, 14:10 hrs.
3	Documents download start date(Online)	07.11.2026, 14:10 hrs.
4	Pre-bid meeting	09.11.2026, 11:30 hrs.
5	Documents download end date (Online)	11.11.2026, 14:00 hrs
6	Bid submission start date (Online)	07.11.2026, 14:10 hrs.
7	Bid Submission end date (Online)	11.11.2026, 14:00 hrs
8	Date of opening of Technical Bid (Online)	13.11.2026, 14:00 hrs
9	Technical presentation	
10	Date of uploading list for Technically Qualified Bidder (Online)	To be informed later

Invitation for Bids

SECTION-I

1. Section I - Invitation to Bidders / Important Dates:

Bid is invited for Selection of Event Management Agency for Comprehensive Planning, Production, Execution and Management of Jagdhatri puja 2026, Chandannagar, Bhadreshwar on behalf of the Chandannagar Municipal Corporation, Government of West Bengal. The selected agency will be responsible for end-to-end event planning, design, execution, infrastructure development, branding, publicity, security, visitor management, logistics, and documentation. The tender shall follow a Two-Bid System (Technical and Financial), with selection through the Least Cost Selection (LCS) Method, wherein the contract will be awarded to the technically qualified bidder quoting the lowest evaluated price (L1). This section provides key information regarding the tender, important dates, and communication details.

The major components of the work are provided in Section-III

Issuer:

Chandannagar Municipal Corporation.

Contact Person:

Chandannagar Municipal Corporation.

Procurement of Document:

The bid documents are available for download from https://wbtenders.gov.in from **Date**

Estimated amount, EMD, Venue and Deadline for submission of Proposal:

The estimated amount of this tender is Rs. 7,9292460/- (Rupees Seven Crore Ninety Two Lakh Ninty Two Thousand Four Hundred and Sixty Only) including all taxes subject to the actual work done as per certification of the officials concerned, upon physical verification of the work done. Earnest Money Deposit (EMD) of ₹ 10,00,000/- (Rupees Ten Lakhs Only) shall be paid upfront by the bidder through RTGS or NEFT along with the proposal. The balance EMD, if any, based on the amount quoted by the successful bidder, shall be paid by the successful bidder through Demand Draft. Offers not accompanied by the requisite EMD will be rejected. Earnest Money of the unsuccessful bidders will be refunded within 30 days of signing of contract. Bidder must submit the original EMD along with proposal offline to the office of Chandernagore Municipal Corporation, Marie Park, P.O. Chandannagore, Hooghly - 712136, West Bengal.

Chandannagar Municipal Corporation

For Selection of Event Management Agency for Comprehensive Planning, Execution and Management of Jagaratri puja 2026 on 13th November, 2026 by 9:00 AM, the selected agency shall provide end-to-end event management services, including but not limited to:

- Event concept, identity, master planning, spatial design, technical drawings, visualizations and production coordination.
- Stages, backdrops, gateways, thematic décor, branding, backstage areas, exhibition structures and associated fabrication.
- LED displays, audiovisual systems, lighting, rigging, special effects, projection mapping, live production and interactive technology.
- Temporary power, electrical distribution, backup systems, fire safety, structural safety and related event infrastructure.
- Seating, VIP facilities, media areas, signage, wayfinding, access control, security, crowd management and visitor amenities.
- programmed production.
- Event films, graphics, photography, videography, social-media installations, post-production and documentation.
- Deployment of managerial, technical, hospitality, security and operational manpower for end-to-end event execution.

The bidder shall submit a proposal covering all components of the Scope of Work specified in the RFP. The Chandannagar Municipal Corporation reserves the right to modify, expand, reduce, or reject any proposed concept, activity, or component, either wholly or partly, as deemed necessary for the successful conduct of the event.

The scope outlined above is indicative and not exhaustive. The selected agency shall undertake all additional tasks necessary for successful implementation of the statewide celebration as directed by the Department from time to time.

Submission of Technical Proposal

As part of the technical evaluation process, bidders may be required to make a technical presentation before the Evaluation Committee at a venue and date to be notified by the Department.

The Technical Proposal shall include, at a minimum:

- Event concept and implementation strategy for **Jagdhatri puja 2026**
- Infrastructure development and site management approach.

- Guest management, security, and hospitality plan.
- Event execution methodology, deployment schedule, and resource plan.
- Documentation and media coverage strategy.
- Relevant project experience and team composition.

Infrastructure Requirement

The bidder must have a fully functional office within India with adequate professional manpower, infrastructure, technical resources, and operational capabilities required for successful execution of the assignment.

Important Note

The empaneled agency shall be required to execute the assigned work strictly in accordance with the specifications, timelines and instructions issued by the Chandannagar Municipal Corporation Failure to maintain the desired quality standards or timelines may result in cancellation of the assignment, forfeiture of security deposit, suspension from participation in future limited tenders and/or removal from the empaneled panel.

Acceptance of Scope of Work

The bidder shall submit a duly signed copy of the Scope of Work along with a declaration confirming acceptance of all terms, conditions, deliverables, and requirements specified in the RFP.

Performance Security

The successful bidder shall furnish a **Performance Security equivalent to 5% of the Contract Value** within the period stipulated by the Department. Failure to furnish the Performance Security within the prescribed time may result in cancellation of the award of contract and forfeiture of the EMD, as applicable.

Eligibility Criteria

SECTION-II

2. Section II - Eligibility Criteria:

Sl. No.	Eligibility Condition	Documents Required
1	Agency must be registered company/public or private limited company/LLP/ proprietorship/ partnership firm **Note:** Consortium bidding is not permitted. Bids must be submitted by a single legal entity, and proposals submitted by consortiums, joint ventures, or similar arrangements shall be rejected	Certificate of Incorporation/Registration; Partnership Deed or LLP Registration, as applicable; GST Registration; PAN; Professional Tax Registration, where applicable.
2	Office in India	Address proof
3	The Applicant should have a minimum 10 years of work experience in event organization, planning, management and execution of Government Events. All relevant proof such as work orders etc. should be enclosed	Incorporation Certificate/Work Order/Work Completion Certificates
4	Average Annual Turnover **Rs 25 Crores** (Rupees Twelve Crores) over the past five financial years. C.A Certificate of this effect and audited balance sheets/profit and loss accounts / Annual reports of the past three financial years should be enclosed. (FY, 2023-24, 2024-25,2025-26)	Audited Financial statements – CA certificate for turnover, Balance Sheets, Profit and Loss Accounts, Annual Reports
5	In the **last 10 years**, the agency should have successfully completed **similar Event Management Experience**: **1 Similar Project ≥ ₹12. Cr. OR 2 Similar Projects ≥ ₹10 Cr. OR 3 Similar Projects ≥ ₹8 Cr.** All works should have been executed for Central or State Level Govt. / Semi-Govt. / Municipal Corporation. The amount shall be **excluding GST**.	**LoI / LoA / Work Order OR Completion Certificate**. .
6	Valid GST, PAN, Trade License	Copies of Certificates
Sl. No.	**Eligibility Condition**	**Documents Required**
7	A solvency certificate issued **after the date of issuance of RFP** amounting to **₹5 Cr.**	Shall be issued from a **Nationalized / Scheduled Bank**

8	The Applicant should not have been blacklisted by any State or Central Government in India. An undertaking signed by the authorized signatory must be submitted by the Applicant which must also be duly attested by a Notary public.	Attested Undertaking by Notary/CA
10	The bidder shall commit that the key personnel to be employed for the project who have been sufficiently experienced in the similar types of work and that once assigned to the project will not be moved out of it, except for reasons beyond the control of the bidder, and with prior instruction to this end.	Self-certification must be produced
11	The bidder should furnish, as part of its bid, an Earnest Money Deposit (EMD) of ₹ 10,00,000/- (Rupees Ten Lakhs Only) upfront. The balance EMD, if any, based on the amount quoted by the successful bidder, shall be furnished by the successful bidder through Demand Draft.	RTGS/NEFT (upfront); Demand Draft (balance, by successful bidder)
12	The Applicant must have EPFO/ ESIC/ MSME Registration Certificate.	EPFO/ESIC/MSME Registration

The bidder must fulfil every eligibility and pre-qualification condition. Undertakings for subsequent submission of mandatory documents shall not be entertained. Bids that do not satisfy the criteria or do not contain the prescribed evidence shall be summarily rejected. The Department may verify original documents and independently confirm any information submitted by a bidder.

Scope of Work

SECTION-III

3. Section III - Scope of Work:

The agency shall undertake **end-to-end planning, design, production, execution and documentation of Jagdhatri puja 2026**, covering master planning, Bengal-themed décor and infrastructure; AV, lighting, LED and electrical systems; cultural programmes and artist management ; content production; event manpower, safety and statutory compliance; and housekeeping, waste management and venue restoration. The scope of work may include, but shall not be limited to, the following:

#	Activity Area	Detailed Scope of Work
1	**Pre-Event Design & Creative**	• **Creative Concept & Event Identity:** Develop the overarching creative concept, visual identity and design language for the event, incorporating suitable Bengal-inspired visual elements, such as *alpana*, *Kantha*-inspired graphics, motifs and Bengali typography Include two (2) design options in the technical presentation. The presentation must include production-ready artwork packages, including print-ready files, signage and wayfinding artwork, branding applications, fabrication artwork, dimensions, specifications and other files required for accurate on-site production and installation.
		• **Master Planning & Spatial Design:** Prepare a detailed **event master plan** covering hall-wise zoning, functional allocation, visitor/crowd flow, and segregated access for VIPs, media, performers, service personnel and operations. Develop detailed **stage designs and execution drawings**, including plans, elevations, sections, dimensions, material specifications, production and fabrication/shop drawings. Develop **3D event visualizations and photorealistic renders** for all major zones for design review, approval and execution.
		• **Technical Coordination:** Prepare and coordinate drawings for electrical systems, lighting, audiovisual (AV), power distribution and other technical installations, ensuring integration with the approved spatial, stage and production designs.

#	Activity Area	Detailed Scope of Work
2	**Design & Fabrication**	• **Main Stage:** Provide heavy-duty modular stage and dignitary platform with minimum 24 mm decking, finished flooring, fascia, skirting and structural supports. Provide front-stage architectural treatment including cladding, graphics, premium finishes and matching ceremonial detailing. Provide stairs/ramps, handrails, edge protection, branded lectern/podium with microphone provision, concealed cabling, and heavy-duty aluminium/SS/MS barricading. Ensure approved specifications, structural stability, fire safety and workmanship, including installation, coordination, maintenance, rectification and safe dismantling.
		• **State Backdrop** Fabricate and install Bengal-inspired sculptural stage backdrop with layered architectural frames, dimensional elements and integrated LED/display recesses. Fabricate contemporary Bengali arches and terracotta-inspired feature panels with structural frameworks, cladding, textures, decorative finishes and finished edges. Design and install lightweight Shola-inspired decorative panels and sculptural elements, engineered for safe temporary installation.
		• **Backstage & Side Wings** Provide decorative side wings, masking structures and architectural treatments coordinated with the main stage design and overall event identity. Provide black drapes, service curtains, masking partitions and other temporary treatments required to conceal backstage, technical and service areas from public view. Provide temporary backstage green-room and dressing-area infrastructure, including suitable partitions, doors/curtains, flooring and necessary spatial segregation.

#	Activity Area	Detailed Scope of Work
		• **Festival Gateway** Construct the inter-hall cultural gateway with engineered architectural framework, terracotta-textured wall treatment, illuminated Bengali pattern installations and Alpana-inspired flooring graphics, integrated with the visitor circulation pathway. Provide thematic and lighting treatment comprising Shola-inspired hanging installations, suspended craft elements, transition décor, architectural lighting and control systems, coordinated with the overall Bengal-themed event design.
3	**Lighting & Audiovisual Fixtures**	• **LED Display Hardware** Provide fine-pitch indoor LED walls/screens and confidence monitors with processors, power supplies, mounting systems and accessories. Provide engineered steel/aluminum LED support structures with frames, ballast, anchoring and safety fixtures. Establish a technical control position with racks, preview/program monitoring, switching, playback and operator workstations, including complete power/signal distribution and system integration. Ensure professional-grade integrated AV systems with qualified technical manpower, redundancy, testing, rehearsals, real-time operation, fault rectification and safe dismantling, compliant with approved layouts and electrical, fire, structural and public-safety requirements.
		• **LED Content & Streaming** Provide professional video processors, scalers, switchers and redundant media-server/playback systems for high-resolution multi-source content. Provide multi-camera live production systems with broadcast cameras, lenses, supports, switchers, monitoring and output distribution. Provide SDI/fibre video transmission and distribution infrastructure with converters, distribution amplifiers, patching and critical-path redundancy.

#	Activity Area	Detailed Scope of Work
		• **Stage Lights & Special Effects** Provide and operate moving-head profiles/wash/beams, LED fixtures, architectural/functional lighting and follow-spots, integrated with event cueing. Provide DMX consoles with backup, networking/control infrastructure, trusses, mounting hardware, safety cables and motorized rigging/hoists. Provide and operate laser, haze/fog, cold-spark, confetti and approved SFX systems, including show-control, consumables, safety systems and trained technicians. Undertake addressing, focusing, programming, synchronization, rehearsals and live operation of lighting, lasers and SFX, integrated with audio/visual systems and requisite safety approvals.
		• **Projection Mapping** Provide ceiling projection mapping using minimum 20 nos. 40K high-lumen laser projectors, with media servers, controls, networking, mounting, cabling, programming, operators and complete execution. Develop Durga Puja-themed projection content with scripting, 2D/3D animation, motion graphics, VFX, music synchronisation and seamless looping. Deliver a Technology Pavilion with multiple interactive experiences, including immersive projection, AR/VR, LED, sensors, AI, multimedia, thematic lighting, structures and manpower. Provide smart Interactive LED Wall with visitor-controlled content featuring Bengal landmarks, festivals and cultural icons.
	Power & Fire Safety	• **Electrical Infrastructure** Provide temporary electrical distribution with main/sub-DBs, MCB/RCCB protection, armoured/flexible cabling, cable trays/ramps, protected routing, earthing and safety accessories, including dedicated AV/LED and food/craft stall power, testing, insulation testing and commissioning.
		• **Fire Safety Arrangement** Provide continuous and backup power through 500 kVA, 250 kVA and 125 kVA DG sets with AMF panels, cabling, earthing, fuel,

#	Activity Area	Detailed Scope of Work
		operators, distribution and accessories, plus UPS for emergency/critical loads, including installation, operation and dismantling.
4	**Guest Arrangements**	• **Arrangements for VIPs & Dignities** Provide premium VIP/dignitary seating and furnished 5 m × 5 m VIP lounges with raised platforms, thematic enclosures, coordinated furniture and finishes. Provide thematic VVIP/invitee/general entry gates and curated floral décor at stages, entrances, VIP areas and designated locations. Provide media workstations and raised camera/production platforms with power access, finished decking and safe access. Provide security screening/checkpoint infrastructure and adequate security personnel across designated event areas.
		• **Arrangements for Other Guests** Provide uniform audience seating with systematic layout and alignment as per the approved seating/circulation plan. Provide modular crowd-control barricades/queue managers with weighted bases at entrances, circulation and VIP zones. Provide illuminated event signage and bilingual Bengali-English wayfinding covering entrances, halls, VIP/media zones, amenities and key locations.
		• **city Décor** Design and install Bengal-inspired entrance gateways and thematic décor/branding using terracotta, bamboo, Shola, floral and architectural elements with requisite structural and safety provisions. Provide brand-new red carpeting, including ground preparation and cleaning; carpeting on temporary structures shall form part of the respective structure. Ensure all structures, furniture, signage and décor comply with approved designs, structural stability, accessibility, fire safety and egress requirements, including maintenance, rectification and dismantling.

#	Activity Area	Detailed Scope of Work
	Housekeeping & Hospitality	Provide end-to-end housekeeping and waste management, including pre-event preparation, continuous cleaning, segregated waste collection and post-event restoration.

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#	Activity Area	Detailed Scope of Work
		• **Artists** Engage a professional anchor/emcee for hosting, programme coordination and stage presentation of the main event. Engage renowned A-Category and B-Category singers with complete live bands, including artist fees, musicians, technical riders, rehearsals, performances, travel, accommodation, hospitality and local transportation, complete in all respects.
	Multimedia Content Creation & Documentation	• **Videography** Develop event content and screen graphics comprising a 2–3 minute opening film, Bengal cultural heritage film/content package, event identity animations, stage motion graphics/animated backgrounds, and speaker/artist introduction graphics, including LED content playback and graphics operation. Undertake post-production and final delivery comprising photo selection and colour correction, video editing, master outputs and a professionally edited post-event highlight film/aftermovie, including delivery of final approved photo and video assets.
		• **Photography** Provide comprehensive event photography and multi-camera videography covering key programmes, performances, dignitaries, installations and audience engagement, with complete event recording and backup storage.

		• **Social Media** Provide illuminated Bengal-themed photo and social-media installations featuring Bengali typography, Alpana-inspired 3D art, terracotta sculpture, Shola craft, Kolkata-themed backdrops and 3D event hashtag/identity branding.
	Manpower Deployment	Deploy qualified event and technical manpower comprising Event/Project Manager, AV engineers/operators, sound engineers/operators, lighting programmers/operators and LED technicians/operators for complete event execution and technical operations.

Note:
The above scope is indicative and not exhaustive. The Department may include, modify, omit or enhance any component of the scope of work depending upon the nature, scale and requirements of individual occasions. The empaneled agency shall be required to undertake all assigned activities on a turnkey basis and ensure successful execution in accordance with the specifications, timelines and quality standards prescribed by the Department.

Instructions to Bidders

SECTION-IV

4. 4. Section IV - Instructions to Bidders:

4.1 Cost of Bidding

The bidder shall bear all costs associated with preparation, submission, presentation, clarification and negotiation of its bid. The Department shall not be responsible or liable for such costs, irrespective of the conduct or outcome of the tender process.

4.2 Examination of Bidding Documents

The bidder shall examine all instructions, forms, specifications, schedules, annexures and contract conditions. Failure to furnish required information, submission of false or incorrect information, or submission of a bid that is not substantially responsive shall be at the bidder's risk and may result in rejection.

4.3 No Deviation and Single Bid

Bids shall strictly conform to the RFP. Conditional or alternative bids shall not be accepted. Each bidder shall submit only one bid. A bidder submitting more than one bid, directly or through an agency having common directors or controlling persons, shall be disqualified.

4.4 e-Tendering and Digital Signature

The RFP shall be downloaded and the bid submitted only through www.wbtenders.gov.in using a valid Class-II or Class-III Digital Signature Certificate, or such class as prescribed by the portal. Uploaded documents shall be virus-scanned and digitally signed.

4.5 Two-Bid Submission

The bid shall be submitted in two electronic covers: (A) Technical Proposal and (B) Financial Proposal/BOQ. No financial rate, percentage or price information shall appear in the Technical Proposal.

4.6 Technical Proposal Documents

The Technical Proposal shall include EMD proof; constitutional and statutory documents; office address proof; PAN and GST; income-tax returns; audited FY 2023-24, 2024-2 and 2025-26 financial statements; turnover certificates; relevant work orders and completion/client certificates; organisation profile; declarations; signed Scope of Work; concept proposal; detailed roll-out plan; and all prescribed annexures.

4.7 Bidder Qualification and Authorization

The tender shall be signed by the principal officer or a duly authorized representative. A power of attorney, board resolution or equivalent authority establishing the signatory's power to bind the bidder shall accompany the bid. Any change in the principal officer or authorised signatory shall be intimated in advance.

4.8 Technical Presentation

The bidder shall attend the mandatory presentation before the Departmental Tender Evaluation Committee with the proposed Project Director/Project Lead and relevant key personnel. The bidder shall bring the presentation on laptop and pen drive and shall present the concept, creative design, artwork, programmed schedule, roll-out plan, resource deployment, risk controls and execution methodology.

4.9 Earnest Money Deposit

All bids shall be accompanied by an Earnest Money Deposit (EMD) of ₹ 10,00,000/- (Rupees Ten Lakhs Only), to be paid upfront by the bidder through the mode prescribed on the portal. The balance EMD, if any, based on the amount quoted by the successful bidder, shall be paid by the successful bidder through Demand Draft. No interest shall be payable. Refund, retention, adjustment and forfeiture shall be governed by the RFP and applicable e-Tender rules.

4.10 Opening of Technical Bids

Technical bids shall be opened electronically on the notified date. Authorised representatives may attend where permitted. The Department may announce bidder names, bid withdrawals/modifications, EMD status and other relevant particulars. The decision of the Evaluation Committee shall be final and binding.

4.11 Preliminary Examination

The Department shall examine completeness, prescribed format, EMD, signatures, authorisation, arithmetic consistency and substantial responsiveness. A materially non-responsive bid shall be rejected and shall not subsequently be made responsive by correction of the non-conformity.

4.12 Clarification

The Department may seek written clarification, additional documentary verification or a technical presentation on any aspect of a bid. Clarification shall not permit alteration of the substance or price of the bid.

4.13 Evaluation of Eligibility and Technical Bids

Eligibility shall be examined before technical evaluation. Bidders failing to meet any mandatory criterion or failing to submit supporting evidence shall not qualify for technical evaluation. Technical evaluation shall thereafter follow the process as mentioned in Section 4.18

4.14 Fraud and Corruption

Bidders shall observe the highest ethical standards. The Department may reject a bid or terminate an award where corrupt, fraudulent, collusive or coercive practice is established.

4.15 Right to Amend, Reject or Cancel

The Department may issue corrigenda, amend the RFP, extend dates, reject any or all bids, modify the Scope of Work or cancel the process without assigning reasons. Corrigenda published on the e-Tender portal shall form part of the RFP.

4.16 Evaluation Methodology

The evaluation of the Bids shall be carried out in two stages:

- Stage I – Technical Evaluation and Concept Presentation
- Stage II – Financial Evaluation

The Financial Bids of only those bidders who qualify in the Technical Evaluation and Concept Presentation stage by securing the prescribed minimum qualifying score shall be opened.

4.17 Technical Proposal

The Technical Proposal shall contain all documents necessary to establish the bidder's eligibility, technical capability, financial strength, organizational capacity and experience in executing similar assignments.

The Technical Proposal shall consist of the following:

Sl.No.	Category	Documents Required
1	Statutory Documents	Certificate of Incorporation/Registration, PAN, GST Registration Certificate, Trade License, Professional Tax Registration (if applicable),
2	Financial Documents	Audited Financial Statements for the last three financial years, Income Tax Returns for the last three financial years, Chartered Accountant's Certificate indicating annual turnover, Net Worth Certificate (if applicable), Bank Solvency Certificate
3	Experience	Work Orders, Completion Certificates, Client Certificates, Performance

	Documents	Certificates and other documentary evidence supporting experience as prescribed under the eligibility criteria
4	Organizational Profile	Agency Profile, Details of Branch Offices, Organizational Structure, Details of Key Personnel, Technical Team, Resource Availability and Infrastructure Details
5	Event Management Portfolio	Details of major Government events conceptualized, managed and executed during the prescribed period, including project value, client name, scope of work and completion status
6	Affidavits & Declarations	Non-Blacklisting Declaration, Acceptance of Terms and Conditions, Power of Attorney/Authorization Letter and other declarations as prescribed in the RFP
7	Supporting Documents	Any additional documents required to demonstrate the bidder's experience, capability and financial capacity

Failure to submit any of the documents prescribed above may result in rejection of the proposal.

Relevant Experience Statement

The bidder shall furnish details of major assignments undertaken during the prescribed period in the following format:

Sl. No.	Name of Client	Name of Event	Year	Scope of Work	Contract Value (₹)	Completion Status

The Department may verify any information submitted by the bidder from the client concerned or issuing authority.

Technical Presentation and Live Demonstration

Bidders whose proposals are found responsive to the eligibility and preliminary technical requirements shall be required to make a Technical Presentation and a Live Demonstration before the Departmental Tender Evaluation Committee on the date, time and venue notified by the Department. The venue/location for the Live Demonstration shall be intimated separately in due course.

The presentation and live demonstration shall be delivered/conducted by the proposed Project Director, Authorized Representative or Senior Management Personnel of the bidder.

The presentation and live demonstration should broadly cover the following:

- Agency profile and organizational strength.
- Experience in execution of similar Government assignments.
- Major projects executed and relevant case studies.

- Creative and conceptualization capabilities.

- Infrastructure, manpower and technical resources available with the agency.
- Project management methodology and quality assurance systems.
- Safety, risk management and contingency planning framework.
- Innovation, technology adoption and digital management capabilities.
- Proposed approach for supporting the Department in future assignments under the empanelment.

The Technical Presentation and Live Demonstration shall form an integral part of the Technical Evaluation process.

Failure to attend the presentation and live demonstration, or failure to make the same before the Evaluation Committee, may render the proposal technically non-responsive and liable to rejection.

4.18 Technical Evaluation

EVALUATION CRITERIA

Minimum qualifying marks: **70**

#	Evaluation Criteria	Score
1	**Financial Capacity** The Agency should have an average minimum turnover of ₹ 25 crores during last 3 Years (i.e., 2023-24, 2024-25 & 2025-26). **Marking:** If Turnover is: • Between ₹ 25 Crores - ₹ 30 Crore: 15 marks • Between ₹ 30 Crore - ₹ 35 Crore: 25 marks • >40 Crore: 35 marks **Documentary Evidence:** • Original CA certificate • Audited balance sheets for the financial years to be submitted	**35**
2	**Relevant Years of Experience** The Agency should have a minimum of 10 years of experience in, planning, management and executing Government Events. **Marking:** If Relevant Experience is: • 10 years: 2 marks • Between 10 to 15 years: 3 marks • More than 15 years: 5 marks	**5**

	Documentary Evidence: Incorporation Certificate	
3	**Experience in Event Management** The Agency should have experience of executing Event Management projects **worth at least Rs. 12 crores** for **in the last 5 years** for Central/State/Local Governments, PSU and other Government Entities. **Marking:** If number of Projects are: • 1 Projects: 5 marks • 2 Projects: 7 marks • >3Projects: 10 marks **Documentary Evidence:** LoI / LoA / Work Order	**10**
4	**Experience in West Bengal** Experience of executing Event management project in West Bengal at amounting to at least Rs. 10 Crores. **Documentary Evidence:** LoI / LoA / Work Order **OR** Completion Certificate	**10**
5	**Technical Presentation and Live Demonstration** Bidders meeting the Minimum Technical Eligibility will be required to make a PowerPoint Presentation and a Live Demonstration. The presentation and demonstration should be concise and completed within 10 minutes. The venue/location for the Live Demonstration shall be intimated separately in due course. **Marking:** The parameters shall include: • Agency Profile: 5 • Past Experience: 15 • Understanding of the Scope: 5 • Approach & Execution Plan: 15	**40**

Note: Selected bidders shall have to secure a minimum of 70 marks out of 100 in Technical Evaluation for price bid opening. Such bidder shall be called “Technically Selected bidder”, and such technically selected bidder shall only be eligible for financial bid opening.

4.19 Financial Bid Evaluation

The Financial Bids shall be opened only for those bidders who have secured a minimum qualifying score of 70 marks out of 100 in the Technical Evaluation and Concept Presentation.

The Financial Bid shall be evaluated on the basis of the final quoted amount submitted by the technically qualified bidder in the prescribed Price Bid format.

The bidder quoting the lowest evaluated total price amongst the technically qualified bidders shall be ranked L1.

The contract shall be awarded to the L1 bidder, subject to fulfilment of all other terms and conditions of the Tender.

There shall be no weightage or marks assigned to the Financial Bid, and the Technical Score shall not be combined with the Financial Bid for determining the successful bidder.

4.20 Selection of Successful Bidder

The bidder securing 70 marks or above in the Technical Evaluation and Concept Presentation and subsequently emerging as L1 on the basis of the lowest evaluated Financial Bid shall be considered for appointment as the Successful Bidder.

The selection process shall therefore be:

Technical Evaluation & Concept Presentation → Minimum 70/100 Qualifying Score → Opening of Financial Bids of Qualified Bidders → Financial Evaluation → L1 → Selection

4.21 Completeness of Price Bid

The bidder shall fill up the entire Price Bid in the prescribed format and submit the final consolidated amount as part of the Financial Bid.

All rates, quantities, assumptions, taxes, duties, applicable charges and other financial details required under the Price Bid shall be clearly specified and supported by the requisite Annexures/documents wherever stipulated in the Tender.

The final evaluated amount quoted by the bidder shall be considered for determining the L1 bidder.

4.22 Tie in Financial Bid

In the event that two or more technically qualified bidders quote the same lowest evaluated price and are consequently ranked jointly as **L1**, the successful bidder shall be determined in accordance with the tie-breaking mechanism prescribed by the Authority.

In the absence of a separate tie-breaking mechanism, preference may be given to the bidder having the **higher score in the Technical Evaluation and Concept Presentation**.

4.23. Negotiation and Finalization

The Authority reserves the right, where permissible under the applicable procurement rules and the Tender conditions, to negotiate and/or finalize the scope, terms and price with the L1 bidder.

The identification of L1 shall not, by itself, create an automatic or unconditional right to award of the contract, and the appointment shall remain subject to approval of the competent authority and fulfilment of all applicable terms and conditions of the Tender.

General Conditions of Contract

SECTION-V

Definitions

In this Contract, the following terms shall be interpreted as indicated:

- "The Contract Price" means the price payable to the Vendor under the Contract for the full and proper performance of its contractual obligations;
- "The Services" means those services ancillary to the execution of the assignments, such as transportation and insurance, and any other incidental services, such as installation, commissioning, maintenance, provision of technical assistance, facilities management and other obligations of the Supplier covered under the Contract;
- "The …….. Department" means the organization purchasing the service includes an officer who is authorized on behalf of the Special Commissioner **Department Detals**.
- "The Vendor" means the firm(s) providing the and services under this Contract;

Contract Performance Security

- The earnest money deposited at the time of tender may be converted towards performance security amount or alternatively the bidder, taking the EMD back, may deposit a fresh performance security of equivalent amount.
- Performance security shall be payable as compensation to the ….. Department for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- If Performance security not received within stipulated time period, the contract shall be cancelled and EMD will be forfeited.
- Vendor has to submit the acceptance order promptly within 3 days or earlier from the date of issue of letter of the empanelment.

Reporting Progress

- The services, to be provided by the Bidder under the Contract and the manner and speed of execution of the work are to be conducted in a manner to the satisfaction of ……. Department representative in accordance with the Contract.
- The Bidder shall reply to the written notice giving details of the measures he proposes to take to expedite the work so as to complete the works within prescribed time. The Bidder shall not be entitled to any additional payment for taking such steps

Knowledge of Conditions

- The Implementation Agency's undertaking of this Contract shall be deemed to mean that the Bidder possesses the knowledge of all necessary requirements as stipulated in the Tender Document including.
- The Bidder shall be deemed to have understood the requirements and have satisfied himself with the data contained in the Bidding Documents, the nature of the works necessary for the completion of the works, etc., and in-general to have obtained himself all necessary information of all risks, contingencies and circumstances affecting his obligations and responsibilities there with under the Contract and his ability to perform it.
- Bidder shall be deemed to have satisfied himself as to the correctness and sufficiency of the Contract Price for the works.

- Bidder undertaking the works shall cover all the Implementation Agency's obligation and all matters and things necessary for proper execution of the works in accordance with the Contract and for complying with any instructions which the Department
- Representative may issue in accordance therewith and of any proper and reasonable measures which the Bidder takes in the absence of specific instructions from the Chandannagar Municipal Corporation Representative.

Implementation Agency's Team

- The Bidder shall be responsible for the deployment, transportation, accommodation and other requirements of all its employees required for the execution of the work and for all. Costs / charges in connection thereof
- The Bidder shall provide and deploy for carrying out the work, only those man power resources who are skilled and experienced in their respective trades and who are competent to execute or manage/supervise the work in a proper and timely manner.
- The Department's Representative may at any time request the Bidder to remove from the work the Implementation Agency's supervisor or any other authorized representative including any employee of the Bidder or his sub-Bidder or any person(s) deployed by Bidder or his sub-Bidder for professional incompetence or negligence or for being deployed for work for which he is not suited.

Information Security

- The Bidder shall not carry and/or transmit any material, information, layouts, diagrams, storage media or any other goods/material in physical or electronic form, which are proprietary to or owned by the Chandannagar Municipal Corporation, to any outside agency without prior written permission from the Chandannagar Municipal Corporation.
- The Bidder shall adhere to the Information Security policy developed by the government.

Indemnity

The Bidder shall be responsible for compensate any loss, damages, expense, claims or liabilities of any kind howsoever suffered, arising or incurred inter alia during and after the Contract period out of:

- Any negligence or wrongful actor omission by the Bidder in connection with or incidental to this Contract; or
- Any breach of any of the terms of the Bidder's Bid as agreed, the Tender and this Contract by the Bidder,
- The indemnity shall be to the extent of 100% in favor of the Chandannagar Municipal Corporation.

Safety, Security and Crowd Management

The Agency shall accord utmost and foremost priority to the safety and security of all persons at the venue and in the vicinity of the works, including members of the general public, labourers, workmen and all other persons connected with the execution of the works, and shall ensure that no hazard, injury or danger is caused to any such person on account of the planning, execution, operation or dismantling of any component of the work.

The Agency shall take due care and precaution against the vagaries of weather, including but not limited to wind, rain, storm and other adverse climatic conditions, while carrying out erection, execution, operation and dismantling of all structures, installations and other works, and shall adopt all necessary protective and preventive measures in this regard.
All stages, gateways, décor elements, backdrops, LED/AV structures, seating, barricading, signage and any other temporary or permanent structures erected by the Agency shall be sufficiently strong, stable and well-engineered, and shall be erected, anchored and maintained in such manner as to preclude any risk of toppling, collapse or structural failure at any stage of the event.
The Agency shall adequately factor in crowd management in the planning and execution of the works, and shall ensure that movement of the public is not obstructed or rendered immobile on account of any activity, structure or arrangement put in place by the Agency.
Notwithstanding anything contained elsewhere in this Contract, in the event of any unforeseen accident, mishap or incident — including but not limited to those arising out of crowd management failure, toppling or collapse of any structure, electrocution, or any other cause whatsoever, whether or not specifically enumerated herein, which is attributable to lack of planning, negligence or default on the part of the Agency — the sole liability, whether civil, criminal, financial or otherwise, shall rest exclusively with the successful bidder/Agency executing the works, and the Department/Corporation shall not be liable for any such incident, loss, injury, death or damage arising therefrom.

Compliance with Laws, Court Orders and Structural Dimensions

The Agency shall, at all times during the execution of the works, strictly comply with all applicable laws, rules, regulations, statutory provisions, bye-laws, codes and standards in force, as well as all orders, directions, injunctions or decrees issued by any competent court, tribunal or other judicial or quasi-judicial authority, in relation to or arising out of the execution of the works. The sole responsibility and liability for any non-compliance, violation, breach or contravention of any such law, legal provision or court order shall rest exclusively with the Agency, and the Department/Corporation shall not be liable in this regard.
The Agency shall be solely responsible for determining, designing, verifying and ensuring the correctness, adequacy and safety of the dimensions, specifications, structural design and engineering of all temporary structures, installations and other works erected or executed by it, including compliance with all applicable structural safety norms and permissible dimensional limits under law. The sole responsibility for the dimensions, structural adequacy and safety of all such temporary structures, and for any consequence arising from any error, deficiency or non-compliance therein, shall vest exclusively with the Agency.

Change Order

The change order will be initiated only in case:

- The Special Commissioner and E.O. Chandannagar Municipal Corporation in writing the Bidder to include any addition to the scope of work covered under this Contract or delete any part of the scope of the work under the Contract,
- Bidder requests to delete any part of the work which will not adversely affect the operational capabilities of the facilities and if the deletions proposed are agreed to by the Special Chandannagar Municipal Corporation and for which cost and time benefits shall be passed on to the Chandannagar Municipal Corporation,
- Chandannagar Municipal Corporation directs in writing the Bidder to incorporate changes or additions to the Design Criteria requirements already covered in the Contract.
- Any change order comprising an alteration which involves change in the cost of the works (which sort of alteration is hereinafter called a "Variation") shall be the Subject of an amendment to the Contract by way of an increase or decrease in the Contract Price and adjustment of the implementation schedule if any.
- If there is a difference of opinion between the Bidder and the Special Commissioner and Chandannagar Municipal Corporation or his Representative whether a particular work or part of the work constitutes a change order or not, the matter shall be handled in accordance with the procedures set above.
- Within ten 7 working days of receiving the comments from the Special Commissioner and Chandannagar Municipal Corporation for the drawings, specification, purchase requisitions and other documents submitted by the Bidder for approval, the Bidder shall respond in writing, which item(s) of the Comments is/are potential changes(s) in the "Scope of work" at Section-III of the tender document covered in the Contract and shall advise a date by which change order (if applicable) will be submitted to the Chandannagar Municipal Corporation Procedures for Change Order

- If it is mutually agreed that such Requirement constitutes a "Change Order" then a joint memorandum will be prepared and signed by the Bidder and the Special Commissioner and Chandannagar Municipal Corporation t to confirm a "Change Order" and basic ideas of necessary agreed arrangement.
- Upon completion of the study referred to above, the results of this study along with all relevant details including the estimated time and cost effect thereof with supporting documents would be submitted to the Special Chandannagar Municipal Corporation to give a final decision whether Bidder should proceed with the change order or not in the best interest of the works. The estimated cost and time impact indicated by Bidder shall be considered as a ceiling limit and shall be provisionally considered for taking a decision to implement change order.
- In case Bidder fails to submit all necessary substantiation/calculations and back up documents, the decision of the Special Chandannagar Municipal Corporation regarding time and cost impact shall be final and binding on the Implementation Agency.
- In case, mutual agreement whether new requirement constitutes the change order or not, is not reached, then Bidder in the interest of the works, shall take up the implementation of the

work, if advised in writing to do so by the Special Chandannagar Municipal Corporation Representative pending settlement between the two parties to the effect whether such requirement constitutes a change order or not as per the terms and conditions of Contract documents. The time and cost effects in such a case shall be mutually verified and recorded.

- The Bidder shall submit necessary back up documents for the change order showing the break-up of the various constituting the change order for the Chandannagar Municipal Corporation review.

Conditions for extra work /change order

- The provisions of the Contract shall apply to extra work performed as if the Extra work/Change order has been included in the original Scope of work. The Implementation Agency's obligations with respect to such work remain in accordance with the Contract.

Termination

Chandannagar Municipal Corporation may, terminate this empanelment in whole or in part by giving the Bidder prior and written notice indicating its intention to terminate the Contract under the following circumstances:

- Where the Chandannagar Municipal Corporation is of the opinion that there has been such Event of Default on the part of the Bidder which would make it proper and necessary to terminate this Contract and may include failure on the part of the Bidder to respect any of its commitments with regard to any part of its obligations under its Bid, the Tender or under this Contract.
- Where it comes to the Chandannagar Municipal Corporation attention that the Bidder (or the Implementation Agency's Team) is in a position of actual conflict of interest with the interests of the Chandannagar Municipal Corporation, in relation to any of terms of the Implementation Agency's Bid, the Tender or this Contract

Liquidated Damages

Subject to clause for Force Majeure if the bidder fails to comply the contractual obligations before the scheduled completion date or the extended date or if Bidder repudiates the Contract before completion of the Work, the Chandannagar Municipal Corporation, at its discretion, may without prejudice to any other right or remedy available to the Special Commissioner Chandannagar Municipal Corporation under the Contract recover Liquidated damage @ 1% per week subject to a maximum of 10%, will be computed on CAPEX value of contract will be recovered from Implementation Agency for the delayed period to a maximum 10 weeks . Subsequently, the Special Commissioner and Chandannagar Municipal Corporation may consider cancellation of contract.

Dispute Resolution

The Special Chandannagar Municipal Corporation and the Bidder shall make every effort to resolve amicably by direct informal negotiations, any disagreement or disputes, arising between them under or in connection with the Contract.

Conflict of interest

The Bidder shall disclose to the Chandannagar Municipal Corporation in writing, all actual and potential conflicts of interest that exist, arise or may arise in the course of performing the Services as soon as practical after it becomes aware of that conflict.

Severance

In the event any provision of this Contract is held to be invalid or unenforceable under the applicable law, the remaining provisions of this Contract shall remain in full force and effect.

“No Claim "Certificate

The Bidder shall not be entitled to make any claim, whatsoever against the I Chandannagar Municipal Corporation, under or by virtue of or arising out of, this contract, nor shall the Chandannagar Municipal Corporation entertain or consider any such claim, if made by the Bidder after he shall have signed a “No claim” certificate in favor of the Special Chandannagar Municipal Corporation in such forms as shall be required by the Special Commissioner and Chandannagar Municipal Corporation, Chandannagar Municipal Corporation after the works are finally accepted.

Publicity

The Bidder shall not make a public announcement or media release about any aspect of this Contract unless the Special Commissioner Chandannagar Municipal Corporation first gives the Bidder its written consent.

Force Majeure

For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

Dispute Resolution and Jurisdiction

The parties shall first seek amicable resolution. Unresolved matters shall be referred to the competent authority of the Department. Courts at Kolkata shall have exclusive jurisdiction, subject to applicable law.

Subletting and Sub-agencies

The whole Contract shall not be assigned or sublet. Specialist sub-agencies may be engaged only with prior written approval, without relieving the Agency of responsibility.

Fraud and Corruption

Corrupt, fraudulent, collusive and coercive practices are prohibited. Established misconduct may result in rejection, termination, forfeiture, recovery, debarment and legal action.

Formats & Annexures

SECTION-VI

ANNEXURE-I

APPLICATION FORMAT

To,

Subject:

Application for Selection of Event Management Agency for Comprehensive Planning, Production, Execution and Management of **Jagdhatri puja 2026**

Sir/Madam,

1. Having examined the RFP document, we hereby submit our application for empanelment.
2. We have carefully read and understood all provisions contained in the RFP.
3. We agree to abide by this proposal for a period of 60 days.
4. We confirm that we satisfy all eligibility requirements.
5. We understand that empanelment does not guarantee award of work.
6. We understand that future assignments shall be awarded through Limited Tender / Project-Specific RFP.
7. We certify that the information submitted by us is true and correct.

Signature of Authorized Signatory
Name:
Designation: Seal

ANNEXURE-II

BIDDER INFORMATION SHEET

1. Name of Agency
2. Registered Office Address
3. Branch Office Address(es)
4. Telephone Number
5. Mobile Number
6. Email Address
7. Website
8. Name of Bank & Branch
9. Bank Account Number
10. IFSC Code
11. PAN
12. GSTIN
13. Constitution of Firm
14. Year of Incorporation
15. Name of Authorized Signatory

The bidder shall attach an organization chart showing details of key personnel and technical team.

ANNEXURE- III

DECLARATION OF ACCEPTANCE OF TERMS & CONDITIONS AND SCOPE OF WORK

I/We have carefully gone through all provisions of the RFP for Selection of Event Management Agency for Comprehensive Planning, Execution and Management of Bijoya Sammilani 2026

I/We hereby declare that:

- We accept all terms and conditions of the RFP.
- We accept the entire Scope of Work contained in Section-III.
- We agree to undertake assignments entrusted by the Department under the empanelment.
- We understand that empanelment shall not guarantee award of any work.
- We agree that assignments may be awarded through limited tender among empaneled agencies.

Signature of Chartered Accountant: _____

Name and Membership No.: _____

Firm Registration No.: _____

Date: _____ Seal: _____

ANNEXURE- IV

AUTHORISATION LETTER

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr……., holding the designation of …….r in our organization, is hereby authorized to submit the bid online and sign all documents in connection with the RFP on behalf of the organization.

Mr. …….. holds the valid Digital Signature Certificate to submit the bid online.

Signature of Competent Authority:

Name:

Designation:

Date:

Seal:

ANNEXURE- V

CERTIFICATE OF ANNUAL TURNOVER

(To be issued by a Chartered Accountant on official letterhead)

This is to certify that, upon examination of the audited Balance Sheets, Profit and Loss Accounts and other records of M/s _____, having its registered office at _____, the annual turnover of the firm for the three financial years specified below is as follows:

Financial Year _____: ₹ _____

Financial Year _____: ₹ _____

Financial Year _____: ₹ _____

Average Annual Turnover: ₹ _____

Signature of Chartered Accountant: _____

Name and Membership No.: _____

Firm Registration No.: _____

Date: _____ Seal: _____

ANNEXURE- VI

DETAILS OF GOVERNMENT EVENT EXPERIENCE

Sl. No.	Name of Client	Name of Event	Year	Scope of Work	Contract Value (₹)	Completion Status

Supporting documents:

- Work Order
- Completion Certificate
- Client Certificate

ANNEXURE- VII

DETAILS OF KEY PERSONNEL

Name	Designation	Qualification	Experience	Area of Expertise	Proposed Role

Attach CV's of:

- Project Director
- Creative Lead
- Technical Head
- Operations Lead

ANNEXURE- IX

DECLARATION REGARDING KEY PERSONNEL

I/We certify that:

The key personnel proposed by us possess adequate experience in similar assignments and shall not be replaced without prior approval of the Department except for reasons beyond our control.

Signature of Deponent: _____

Name in Block Letters: _____

Designation: _____

Date: _____

ANNEXURE- X

AFFIDAVIT FOR NO CONVICTION AND NON-BLACKLISTING

(On non-judicial stamp paper of appropriate value and sworn before a Notary Public/Judicial Magistrate/Executive Magistrate on or after publication of the RFP)

I, Sri/Smt. _____, Managing Director/Partner/Proprietor/Authorised Signatory of M/s _____, having its office at _____, do hereby solemnly affirm and declare as follows:

1. That I have not been convicted of any offence that would disqualify me or the firm from undertaking Government work.

2. That no criminal proceeding is pending against me or the firm that materially affects eligibility or capacity to perform the assignment.

3. That the firm is not presently debarred or blacklisted, in whole or in part, by any Government or Government undertaking, organization or institution in India.

4. That any information subsequently found to be false or incorrect shall render the bid liable to cancellation and may attract penal or legal action.

5. That the statements made in the bid are true to the best of my knowledge and belief and all documents submitted are genuine and correct.

Signature of Deponent: _____

Name in Block Letters: _____

Designation: _____

Date: _____

ANNEXURE- XI

CONFLICT OF INTEREST DECLARATION

I, Sri/Smt. _____, Managing Director/Partner/Proprietor/Authorised Signatory of M/s _____, having its office at _____, do hereby solemnly affirm and declare as follows:

- No actual conflict of interest exists;
- No potential conflict of interest presently exists;
- We shall immediately disclose any future conflict.

Signature of Deponent: _____

Name in Block Letters: _____

Designation: _____

Date: _____

West Bengal Tenders

eProcurement System of Government of West Bengal

Tender Details

Date : 07-Nov-2026 01:36 PM

Print

Basic Details

Organisation Chain	MUNICIPAL AFFAIRS DEPARTMENT||URBAN LOCAL BODIES||CHANDANNAGAR MC		
Tender Reference Number	3133/PWD/e-TENDER/26-27/50		
Tender ID	2026_MAD_1048972_1	**Withdrawal Allowed**	Yes
Tender Type	Open Tender	**Form of contract**	Percentage
Tender Category	Works	**No. of Covers**	2
General Technical Evaluation Allowed	No	**ItemWise Technical Evaluation Allowed**	No
Payment Mode	Online	**Is Multi Currency Allowed For BOQ**	No
Is Multi Currency Allowed For Fee	No	**Allow Two Stage Bidding**	No

Payment Instruments

	S.No	Bank Name
Online Bankers	1	ICICI BANK
	2	ICICI NEFT/RTGS

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual /Technical	.pdf	EMD
		.pdf	OTHERDOCUMENTS
		.pdf	eNIT
2	Finance	.xls	BOQ

Tender Fee Details, [Total Fee in ₹ * - 10,000]

Tender Fee in ₹	10,000		
Fee Payable To	Nil	**Fee Payable At**	Nil
Tender Fee Exemption Allowed	No		

EMD Fee Details

EMD Amount in ₹	10,00,000	**EMD Exemption Allowed**	Yes
EMD Fee Type	fixed	**EMD Percentage**	NA
EMD Payable To	Nil	**EMD Payable At**	Nil

Click to view modification history

Work /Item(s)

Title	RFP for Selection of Event Management Agency for Comprehensive Planning Execution and Management of Jagadhatri puja 2026				
Work Description	RFP for Selection of Event Management Agency for Comprehensive Planning Execution and Management of Jagadhatri puja 2026				
Pre Qualification Details	Please refer Tender documents.				
Independent External Monitor/Remarks	NA				
Show Tender Value in Public Domain	Yes				
Tender Value in ₹	7,92,92,460	**Product Category**	Miscellaneous Works	**Sub category**	NA
Contract Type	Tender	**Bid Validity(Days)**	60	**Period Of Work(Days)**	10
Location	CHANDERNAGORE MUNICIPAL CORPORATION	**Pincode**	712136	**Pre Bid Meeting Place**	CHANDERNAGORE MUNICIPAL CORPORATION
Pre Bid Meeting Address	CHANDERNAGORE MUNICIPAL CORPORATION	**Pre Bid Meeting Date**	09-Nov-2026 11:30 AM	**Bid Opening Place**	CHANDERNAGORE MUNICIPAL CORPORATION

Should Allow NDA Tender	No	**Allow Preferential Bidder**	No
Tenderer Class	Bonafide Outsider		

Critical Dates

Publish Date	07-Nov-2026 02:00 PM	**Bid Opening Date**	13-Nov-2026 02:00 PM
Document Download / Sale Start Date	07-Nov-2026 02:10 PM	**Document Download / Sale End Date**	11-Nov-2026 02:00 PM
Clarification Start Date	NA	**Clarification End Date**	NA
Bid Submission Start Date	07-Nov-2026 02:10 PM	**Bid Submission End Date**	11-Nov-2026 02:00 PM

Tender Documents

NIT Document

S.No	Document Name	Description	Document Size (in KB)
1	Tendernotice_1.pdf	EMD	228.13
2	Tendernotice_2.pdf	OTHERSDOCUMENT	254.74
3	Tendernotice_3.pdf	eNIT	593.38

Work Item Documents

S.No	Document Type	Document Name	Description	Document Size (in KB)
1	BOQ	BOQ_2567898.xls	BOQ	521.00

Bid Openers List

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	arunavadas.in@gmail.com	Arunava Das	ARUNAVA DAS
2.	dekanakendu1967@gmail.com	KANAKENDU DE	KANAKENDU DE
3.	sandip6121967@gmail.com	SANDIP DUTTA	SANDIP DUTTA

Tender Properties

Auto Tendering Process allowed	No	**Show Technical bid status**	Yes
Show Finance bid status	Yes	**Stage to disclose Bid Details in Public Domain**	Technical Bid Opening
BoQ Comparative Chart model	Normal	**BoQ Compartive chart decimal places**	2
BoQ Comparative Chart Rank Type	L	**Form Based BoQ**	No

Tender Inviting Authority

Name	COMMISSIONER
Address	CHANDERNAGORE MUNICIPAL CORPORATION

Tender Creator Details

Created By	KANAKENDU DE
Designation	Assistant Engineer(civil)
Created Date	07-Nov-2026 01:33 PM