



सत्यमेव जयते

Government of West Bengal
OFFICE OF THE PRINCIPAL :: TAKI GOVERNMENT COLLEGE
 P.O. Taki, North 24 Parganas, Taki-743429, West Bengal
 Phone: (03217)-234474; Fax: (03217)-234566; Website: <http://www.tgc.ac.in/>



REF:NI/T/219(i)/G-51

DATE: 21.08.2024

NOTICE INVITING TENDER

Tender is hereby invited by the **Office of the Principal, Taki Government College** from reputed, registered, and professional agencies for ***“Providing Event Management services including but not limited to Conveyance, Refreshments, Photography, Videography, Decoration, Display of signage etc. in relation to NAAC Peer Team Visit at Taki Government College in 2024-25 session”***. Prequalifying documents in a separate cover and Bid documents in another cover are to be submitted by the eligible bidders who satisfy the terms and conditions detailed below. The pre-qualifying and bid documents duly filled in all respects should be submitted in the College Office **within office hours of 04.09.2024**.

1.	Name of the Work	Providing Event Management services including but not limited to services like Conveyance, Refreshments, Photography, Videography, Decoration, Display of signage etc. in relation to NAAC Peer Team Visit at Taki Government College in 2024-25 session.
	Name and Address of the Office where the Service to be provided	Taki Government College, Taki, P.S.- Hasnabad, Dist-North 24 Parganas, West Bengal; Pin- 743429.
4.	Company/Agency eligible for submitting Quotations	Vendors must have extensive experience and expertise in the mentioned scope of work and other associated work, including customization, in at least THREE reputed educational institutions of higher education in India.

1. General Instructions:

- a. **Selection of agency will be made on the basis of quoted rate against a specific set of service only.** Enhancement of rate is not admissible upon award of contract. The selected agency will indemnify the College authority in case any vendor withdraws from the agreement and/or incurs charges for services without the authorization of the College.
- b. No additional allowance charges will be entertained for the persons engaged for implementation. Vendors shall be entirely responsible for all taxes, duties, license fees.
- d. Incomplete and/or Conditional Bids will be summarily rejected without assigning any reasons thereof. In case of any dispute, the decision of the Office of the Principal, Taki Government College shall be final and binding on the bidders.
- e. **Payment of bills will be made only after successful completion of requisite services on a given deadline and upon production of original invoice which will be duly forwarded to higher authorities for necessary approval and allotment.**

21/08/2024
 Officer-in-charge
 Taki Government College



2. Submission of bids:

Financial Bid in sealed cover is to be submitted by the Company personnel at the College Office **within office hours of 04.09.2024**. All papers must be submitted in English language. The tender inviting authority shall verify the technical documents along with the credentials which are mandatory for the participation before issuance of the Award of Contract (AOC).

3. The eligibility criteria are given below: -

- Vendors must have extensive experience and expertise in the mentioned scope of work and other associated work, including customization, in at least THREE reputed educational institutions of higher education in India.
- Copy of form of Income Tax return for the last three financial year, GST Registration certificate, PAN No., Current Trade license, Govt. of West Bengal, other related licenses and registration certificates, if any, other credentials need to be submitted.
- The tender bid will be outrightly rejected if it comes to the notice of the tender inviting authority during scrutiny that the credential or any other paper of a bidder is false or have been fabricated etc.
- The undersigned reserves the right of accepting or cancelling the tender without assigning any reason.

4. Statutory Documents:

Technical Folder:

Sl No.	Category	Sub-category	Sub-category Description
1.	Certificates	Certificates	PAN Card of the Bidder 1.GST Registration Certificate
2.	Company/Firm Details	Company Details	1. Latest Trade License.
3.	Credential	Credential 1	Copy of the work order for having experience in similar nature of work in at least THREE reputed educational institutions.



Financial Folder :

Sl No.	Providing following Services in connection with NAAC Peer Team Visit	Rate per pax (if applicable)	Total Amount
1.	Conveyance Expenses (For travelling of NAAC Peer Team) from Day-0 of visit at Kolkata Airport till Completion of Visit on Day-2, including customization like night-halt at Taki, pick-up and drop service for dignitaries etc.		

2.	Expenses for Refreshment on Day-1, including luncheon meeting arrangements for 15 guests and breakfast and lunch for 110 pax (approx.).		
3.	Expenses for Refreshment on Day-2, including breakfast and lunch for 110 pax (approx.).		
4.	Expenses for Mandatory Photography/ Videography accessories for entire NAAC Visit		
5.	Expenses for Mandatory Display of Board and Signage within the Campus with regard to visit.		
6.	Expenses for lights, sound and decoration for Cultural Programme before NAAC Peer Team.		
7.	Printing and Binding Charges including office Stationery item, necessary for NAAC Peer team.		
8.	Expenses for cleaning of the College Campus before and during the visit.		
9.	Expenses for Flower/garlanding/decoration.		
10.	Contingency charges related to NAAC visit.		



5. Disposal of Disputes:

In case of any dispute, the College's decision will be treated as final and conclusive.

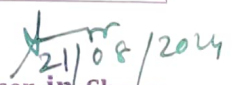
All legal issues are subject to Kolkata jurisdiction only.

6. Discretion of the College:

- College may take decisions about non-hiring of the said services even after selection of vendor due to fund constraints, change in Government policy, other exigency etc.
- College may seek documents from the bidder in addition to the documents sent by them at the time of submitting technical bid for verification and evaluation of tender.
- College reserves the right to relax any clause as stated herein above for selection of responsive vendor.
- Vendor must be aware about all the mandatory protocols related to NAAC visit. In case the College is penalized for breach of such protocols through acts committed by vendor, the College authority reserves the right to withhold payment until further proceedings.

7. Date and Time Schedule of the Tender:

Sl. no.	Particulars	Date & Time
1	Start of Submission of Bid at College Office	From 21-08-2024
2	End of Submission of Bid at College Office	04-09-2024 Till 1.30 PM
3	Bid opening date at the College	05-09-2024 at 1:30 PM


 21/08/2024
 Officer-in-Charge
 Taki Government College
 Officer-in-charge
 Taki Government College
 Page 3 of 3