

# **EOI**

[ EXPRESSION OF INTEREST ]

NO. WBKP/CP/EOI-60/TEJASHWINI/TEN DATED : 06.01.2021

**REQUEST FOR  
EXPRESSION OF INTEREST (EOI)  
FOR  
ORGANIZING  
“TEJASHWINI”  
TRAINING SESSION  
ON  
VIRTUAL PLATFORM**



**KOLKATA POLICE DIRECTORATE**

Tender Section, 18, Lalbazar Street, Kolkata – 700 001.

Ph. : (033) 2250 5275

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## **NOTICE INVITING EXPRESSION OF INTEREST (EOI)**

Commissioner of Police, Kolkata under invites sealed Expression of Interest [EOI] for engagement of Organizations/Agencies/Event Management Group, based in and around Kolkata for **organizing “Tejashwini” training sessions on virtual platform (online) for women** under Safe City Project of Kolkata Police.

The detailed EOI document can be downloaded from the website [www.kolkatapolice.gov.in](http://www.kolkatapolice.gov.in).

### **Important Dates & Information :**

<b>Date of Publishing of EOI</b>	<b>06.01.2021 at 15.00 hrs.</b>
<b>Last Date of Submission of Bid</b>	<b>14.01.2021 up to 15.00 hrs.</b>
<b>Bid opening Date &amp; Time</b>	<b>To be intimated later.</b>
<b>BID Addressed to</b>	<b>The Commissioner of Police, Kolkata. 18, Lalbazar Street, Kolkata – 700 001</b>
<b>BID Submission Location</b>	<b>Tender Section, 18, Lalbazar street, Ground Floor, Kolkata - 700 001.</b>
<b>BID Opening Location</b>	<b>Office of the Commissioner of Police, Kolkata. 18, Lalbazar Street, Kolkata – 700 001.</b>
<b>Contact Details –</b> Respective Offices on any working day during office hours (10:00 hrs. to 17:30 hrs.)	<ul style="list-style-type: none"> <li>• <b>Tender Section –</b> 18, Lalbazar street, Ground Floor, Kolkata - 700 001. Phone – (033) 2250-5275. e-Mail – <a href="mailto:tendersection@kolkatapolice.gov.in">tendersection@kolkatapolice.gov.in</a></li> </ul>

Sd/-

for **Commissioner of Police,**  
Kolkata

**I. INTRODUCTION :**

Kolkata Police, in view of COVID-19 pandemic, will be organising editions of “Tejashwini” workshop in the digital platform (Online) for women. The current editions will be online programme where women between the ages of 12 years to 40 years will be undergoing a five (05) day training sessions on Aikido, unarmed combat etc. In addition to that there will be several sessions by our Superior Officers on Women’s safety, Cyber Crime, Domestic violence etc. Also the participants will be guided by a professional nutritionist on healthy food practices.

**II. SCOPE OF WORK :**

Event management groups for conducting the entire online training sessions of Tejashwini needs provide the following :

- Erection of temporary structures like stage, backdrop, adequate sitting arrangement etc.
- Supply and installation of sound system along with adequate lighting, projection and camera set up and other accessories required for training in digital platform. HD video shooting, Video graphic designing, Video editing and mixing, Music and Audio composition and mixing, Voice over (language as required) and Post production ready in output files in HD format.
- Hiring of licence (minimum of 300 people) and relevant hardware for video conferencing.
- “Tejashwini” Website development along with backend admin panel development, unlimited shared Hosting server, Domain C panel, creation of Virtual certificate to be downloaded by the participants etc.
- Providing hi speed uninterrupted broadband internet services for 05 (five) days for the stipulated duration of the training.
- Honorarium for the Aikido Trainer and his associates, any other sessions conducted by professionals.
- Arrangement of refreshment (food/snacks) and drinking water for the personnel (approx 30 people)

**Kolkata Police is expected to discharge the following duties :**

1. To render all sorts of assistance to the organizations/agencies.
2. Arrange for disbursement of fund.
3. Making constant liaison with the selected organizations.

**III. ELIGIBILITY CRITERIA FOR ORGANIZATION :**

1. Should have been registered in India under any Act.
2. The organization should have its registered office in Kolkata with telephone/fax facility, office bearers and staff.
3. The organization should have trade licence.
4. The organization should be financially solvent to carry out the program entrusted upon them.
5. The organization should be of repute and working experience in the relevant field.
6. The organization should have skilled manpower in the relevant fields.
7. The organization should have various statutory clearances as are applicable for running its various functions.
8. The organization should have a pucca/permanent office with telephone/fax facility and staff to respond to any emergency call or report etc.

**IV. GUIDELINES :**

1. While submitting bid by any organization, it shall authorize the person signing the RFP document on behalf of the organization. The person signing the bid document shall sign all changes, alterations, corrections in the bid document. No eraser or overwriting without authentication would be permissible.
2. The authorised signatory of the organization shall **submit the bid in two parts namely Part-I will have technical bid [As enclosed as Annex-II] and Part-II will have Financial bid [As enclosed as Annex-III]** in separate envelops.
3. **Technical and Financial bid** shall be submitted on the organization’s letter head.
4. Bid submitted shall be in the prescribed format as given in Annexure and shall also have the relevant documents including documentary evidences.

5. Authorized signatory must submit the original 'Technical' and 'Financial Bid' in separate sealed envelopes and put again in a sealed envelope, superscribed with **BID FOR ORGANIZING "TEJASHWINI" TRAINING SESSIONS ON VIRTUAL PLATFORM (ONLINE) FOR WOMEN UNDER SAFE CITY PROJECT OF KOLKATA POLICE.**
6. The Bids completed in all respects as specified in this RFP shall be sent/submitted by hand/post/courier to : **The Commissioner of Police, Kolkata, 18, Lalbazar Street, Kolkata – 700 001.**
7. The complete bid document should be submitted before due date and time as mentioned above. Bid received after the stated time and date will not be considered and is liable for rejection.
8. Commissioner of Police, Kolkata reserves the right to accept or reject any/all the bid(s) including the lowest bid without assigning any reason and no correspondence in this regard shall be entertained. Commissioner of Police, Kolkata takes no responsibility for delay, loss, or non-receipt of response to this RFP.
9. The applicant shall carefully examine and understand the requirements/conditions of RFP and seek written clarifications, if required, to ensure that they have understood all requirements/conditions of RFP.
10. The Organization should have THE capability to provide the services as described in the RFP document.
11. The successful Organization shall be required to enter into an agreement with the Commissioner of Police, Kolkata within seven (07) days from the date of issue of letter of Intent (LoI) or within such extended period, as may be specified by the Commissioner of Police, Kolkata in this regard.
12. Submission of illegible documents shall lead to disqualification of the Organization concerned.
13. No enquiry shall be made by any Organization during the course of evaluation of the tender, after opening of bid, till final decision is conveyed to the successful Organizations. However Commissioner of Police, Kolkata can make any enquiry / seek clarification from Organization may be rejected.
14. Stories should not contain any controversial character or dialogue and should not promote or initially encourage any ill-feeling among any section of the society or promote division based on caste, creed, religion or politics.

#### **V. VALIDITY OF EOI :**

The bids shall be valid for a period of **six (06) months** from the closing date for submission of the Bid.

#### **VI. BID EVALUATION PROCESS :**

##### **1. Evaluation Process :**

Response to this RFP will be evaluated in two phases. Initially technical bids will be opened and evaluated. Those bids who satisfy the technical requirements, as per the requirements/specifications and the terms and conditions of this RFP, shall be short-listed. Financial bids shall be opened only for the short-listed Organizations who have qualified in the technical bid.

##### **2. Technical Evaluation :**

The bids will be technically evaluated on various components. Each response to the RFP from each bidder will be judged on its own merit. Evaluation of Technical proposal will be on the following technical parameters carrying total 100 marks and each technical parameter has been assigned maximum score as given in the table below :

Sl. No.	Parameter	Supporting Documents	Maximum Marks
1	<b>Experience of the Organization</b>		10
2	<b>Methodology, work plan and understanding of the Terms of Reference (TOR)</b>		20
3	<b>Profile of the team for the assignment</b>		30
4	<b>Submission of the concept note</b>		40
	<b>TOTAL</b>		<b>100</b>

**\*\* Organizations scoring at least 65 percent will qualify for opening of financial bid.**

**3. Evaluation of Financial Bids :**

1. Financial bids of only the Organizations who have cleared the technical evaluation benchmark will be opened and evaluated.
2. If there are arithmetic errors in the Bid, the bid shall be treated as cancelled.

**4. Acceptance of Bid :**

Lowest bid shall be accepted. Such bid should contain the basic rate and applicable tax & duties, if any.

**5. Security Deposit (SD) :**

- i) The contractor shall have to deposit a sum equivalent to **10%** of the total value of the Work Order (excluding admissible Taxes/GST) as **Security Deposit** in the form of Bank Guarantee (BG)/FDR issued by any Nationalized Bank in favour of Commissioner of Police, Kolkata valid up to completion of completion of work/project.
- ii) The Security Deposit will be released after completion of the whole project. **Security Deposit will not carry any interest.**

**6. Acceptance of Bid :**

On completion, 100% payment would be released in favour of the successful bidder.

**VII. GENERAL CONDITIONS OF THE CONTRACT :**

1. **Applications** : These general conditions shall apply to the extent that provisions in other parts of the RFP do not supersede them. For interpretation of any clause in the RFP or. Contract, the interpretation/clarification of the Commissioner of Police, Kolkata shall be final and binding upon the Organization/Bidder.
2. **RFP Clarifications** : During technical evaluation of the bids, Commissioner of Police, Kolkata may at its sole discretion, ask Organizations for clarification on their bids.
3. **Amendments in RFT:** At any time prior to deadline for submission of bid, Commissioner of Police, Kolkata may for any reason, modify the RFP. The RFP shall be notified with the amendments by posting the same at the Kolkata Police website : [www.kolkatapolice.gov.in](http://www.kolkatapolice.gov.in) and such latest amendments shall be binding upon all the Organizations.
4. **Disqualifications** : The Commissioner of Police, Kolkata may at its sole discretion and at any time during the evaluation of Bid, disqualify any Organization/bidder, if the Bid documents were submitted after the deadline; made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements; Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. In any project in the preceding three years; submitted bid that is not accompanied by required documentation or is non-responsive; failed to provide clarifications related thereto, when sought for; or submitted more than one Bid; declared ineligible by the Government or any other body for corrupt and fraudulent practices or blacklisted; or modified the terms and conditions of RFP.
5. **Submission** :
  - a) Technical & Financial bids must be submitted in separate sealed envelopes.
  - b) **Deadline for submission of Bids** : Bids, complete in all respects must be received by the Commissioner of Police, Kolkata at the address and by the date specified in the RFP.
6. **Termination** : Either party of the agreement may terminate the contract in whole or in part by giving thirty (30) days prior notice in writing to the other party assigning specific reason.
7. **Right to Accept Bid** : With regard to the RFP, the Commissioner of Police, Kolkata has the following rights to :-
  - a) Accept or reject any of the bids, without assigning any reasons thereof.
  - b) Ask for re-submission.
  - c) Request clarification from Organizations.
  - d) To accept any Bid in whole or in part.
8. **Conflict of Interest** : Commissioner of Police, Kolkata requires that the Organization should provide professional, objective, and impartial advice and all times hold the Commissioner of Police, Kolkata interests paramount, strictly avoid conflicts with other assignments/jobs or their own business interests.

10. **Confidentiality** : The selected and engaged Organizations, at all times, during the continuance of their contract or otherwise (i) keep all Confidential Information confidential and accordingly shall not disclose any such Confidential Information to any third party under any circumstances; (ii) not use or cause the use of any Confidential Information for any purpose whatsoever other than that contemplated under this contract. Commissioner of Police, Kolkata may, at his discretion, ask the engaged Organization execute a non disclosure Agreement with him, if deemed appropriate.
11. **Standard of Performance** : The selected Organizations shall perform and carry out their obligations under the contract with due diligence and efficiently. The Organizations shall always act in respect of any matter relating to this contract as faithful advisor to the Commissioner of Police, Kolkata. The engaged Organizations shall always support and safeguard the legitimate interest of the Commissioner of Police, Kolkata in any dealings with the third party. The Organizations shall conform to the standards laid down in REP in totality.
12. **Assignments** : The Organizations shall not assign the work to any other agency/individual, in whole or in part, to perform its obligation under the contract, without prior written consent of the Commissioner of Police, Kolkata.
13. **Resolution of Dispute** : In case of any dispute or difference arising out of or in connection with any of the terms and conditions of RFP Document or meaning or interpretation of the contract arising there under, in the first instance, the parties of the contract shall try to resolve the dispute amicably, failing which the dispute shall be referred to a sole arbitrator to be appointed mutually by the parties. The arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings. Arbitration proceedings shall be held at Kolkata and the language of the arbitration proceeding and that of all documents and communications between the parties shall be in English. The decision of the arbitrator shall be final and binding upon both the parties. All arbitral awards shall be in writing and shall state the reasons there of. The expenses of the arbitration as determined by the arbitrator shall be shared equally by the parties.
14. **Jurisdiction** : Subject to the arbitration clause herein contained, all disputes between the parties pertaining to this contract shall be subject to the jurisdiction of the competent Courts at Kolkata only.

**ANNEXURE – I****COVERING LETTER (ON THE BIDDER'S LETTER HEAD)**

To  
The Commissioner of Police, Kolkata  
18, Lalbazar Street,  
Kolkata – 700 001.

Sub : **BID for ORGANIZING “TEJASHWINI” TRAINING SESSIONS ON VIRTUAL PLATFORM (ONLINE) FOR WOMEN UNDER SAFE CITY PROJECT OF KOLKATA POLICE.**

Dear Sir,

With reference to the RFP document, I, the authorized signatory on behalf of the Organization named and styled as ..... located at Address..... offer my proposal for the subject and the same are in full conformity with the said RFP. I declare that all the provisions of this RFP are acceptable for me. I further certify that I am competent enough to make the declaration. I further declare that additional conditions, variations, deviations, if any, found in our bid, shall not be given effect to.

I agree to abide by the terms and conditions of this Bid, including this letter, the technical and financial bid, and all attachments and it shall remain binding upon me and may be enforced by you at any time before the expiry of the validity period.

I hereby declare that all the information and statements made in this bid are true to the best of my knowledge and belief and any misleading/false information contained in it may lead to cancellation of my candidature/proposal.

I understand that you reserve the right to accept or reject any bid.

Dated this (date/month/year)

Full Signature

Address :

**Note :** This will be enclosed in original along with both Technical & Financial Bid.



**ANNEXURE – II**

**TECHNICAL BID (ON THE LETTERHEAD OF THE ORGANIZATION)**

**Details of Authorised Signatory.**

1	<b>Name of the organization / agency</b>	
2	<b>Address (enclose proof)</b>	
3	<b>Contact Details Telephone/mobile/e-mail/fax</b>	
4	<b>Years of experience of Organization (enclose copy of certificates)</b>	---- years
5	<b>Trade Licence</b>	
6	<b>Other documents as per RFP</b>	
7	<b>PAN No. (enclose copy of PAN) &amp; GST No.</b>	

**Declaration**

I hereby declare that the above information furnished is true to the best of my knowledge and information and if it is discovered at a later date that any or all of the above information is incorrect, I shall liable to be disqualified and that if the assignment is already awarded, Commissioner of Police, Kolkata shall have the full right to cancel the contract forthwith without assigning any reasons to me whatsoever.

Date :

Yours faithfully,

(Signature of the authorized signatory)

Name.....

Address.....

Contact No. ....

**ANNEXURE – III****FINANCIAL BID**

(On the Letterhead of the Organization)

The organization is required to submit bid in the following format. The consolidated rate inclusive of all taxes/charges etc. for

Sl. No.	Name of Item	Qty.	Amount without GST	GST	Total Amount with GST
1	Erection of stage, backdrop, sitting arrangement etc.	05 days			
2	Supply & installation of sound system and others accessories, along with making of "Tejashwini" Film.	05 days			
3	Hiring of Zoom licence (minimum of 300 people) and relevant hardware etc.	05 days			
4	"Tejashwini" Website development along with backend admin panel development, unlimited shared Hosting server, Domain C panel, creation of Virtual certificate etc.	LS			
5	Hi-speed uninterrupted broadband internet services.	05 days			
6	Honorarium of trainers.	LS			
<b>TOTAL</b>					

Signature : .....

Name : .....

Date : .....

Address : .....

Contact No. ....

e-Mail address.....

**ANNEXURE – IV****Format for REP/TOR suggestion**

Sl. No.	REP/TOR reference head	Rep/tor REFERENCE HEAD CLAUSE	Comments/ Suggestions, if any

**ANNEXURE – V****Format for Curriculum Vitae of key Professionals of Organization .....**

<b>Designation</b>	<b>Script Writer</b>	<b>Director</b>	<b>Cameraman</b>	<b>Other Technician</b>
<b>Name</b>				
<b>Date of Birth</b>				
<b>Qualifications(s) (Specifying degree/institution/university)</b>				
<b>Residential Address.</b>				
<b>No. of years of experience in the field</b>				

**ANNEXURE – VI**

**LETTER OF UNDERTAKING FOR CONFLICT OF INTEREST**

( On the Letterhead of the Bidder)

To  
The Commissioner of Police, Kolkata.  
18, Lalbazar Street, Kolkata,  
Pin – 700 001.

Sir,

I, ..... the authorised signatory on behalf of the Organization ..... have already undertaken the following assignments which may conflict with the proposals assignment.

**Sl. No.      Name of the Assignment**

I further undertake not to accept further such assignments and relinquish all such existing assignments in commencement with contract with the Kolkata Police.

Name :

Date :

Sign. :

Address with Phone No. and E-mail ID

\_\_\_\_\_