

## **BID DOCUMENT**

**For Supply & Delivery of Movies DVDs  
for BISWA BANGLA Showrooms**

**West Bengal State Export Promotion Society**  
**[www.wbseps.com](http://www.wbseps.com)**

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Government of West Bengal has planned to promote "Brand Bengal" while setting up Biswa Bangla (BB) Showrooms for showcasing host of traditional products of the State including movies, music and books, while creating a market for traditional artisans.

Biswa Bangla Showrooms are to be set up starting from Kolkata airport and will spread in major cities in India and overseas with an objective to promote Brand Bengal. In first phase, there will be 4 showrooms in Kolkata and 2 outside Bengal.

West Bengal State Export Promotion Society (WBSEPS) has been entrusted to set up Biswa Bangla Showrooms in the State and outside.

The first Biswa Bangla Showroom proposed to be set up at Kolkata airport as a green field project will offer a comprehensive platform for exhibition and sale of unique and authentic bengali products and unique merchandise to attract domestic and international businesses / visitors / buyers. There will also be provision for online order booking and delivery at customer doorstep.

WBSEPS proposes to engage a vendor (company / firm) for sourcing Bengali Movies in DVDs.

The Terms of Reference (TOR) for selection of the vendor are as follows:

**A. Scope**

1. Supply of Movies DVDs for Biswa Bangla Showrooms and delivery at Warehouse at Kolkata
2. The list of Movies currently required is given in Appendix
3. The vendor shall be responsible to source and aggregate all the titles where it do not have the distribution right from other such right holders and then supply the required Movies in DVD packs as is required by WBSEPS
4. The vendor shall ensure that the quality of the DVDs are of highest standards and shall offer replacements where quality if not upto standard
5. The vendor shall carry adequate inventory to enable consistent supply at all times
6. The vendor shall advise WBSEPS about arrival of new titles under the approved directors as stated herein
7. The vendor shall deliver ordered titles within 2 hours to the Warehouse in Kolkata

**B. Time Schedule**

The Movies DVDs shall be supplied within 6 days from date of issuance of Letter of Intent

**C. Terms of Payment**

Payment will be made within 30 days from presentation of invoice along with delivery challan after delivery of consignment of the DVDs in batches or as stated in the Purchase Order issued by WBSEPS

**D. Bid Submission**

(a) Selection shall be made through two-bid process based on technical and financial evaluation. The bidders are required to submit a **SEALED ENVELOP** containing **two separate sealed envelopes** comprising of -

- i. **Technical bid**
- ii. **Financial bid**

(b) The **Technical bid** shall contain in addition to Technical bid form in Annexure-A duly filled in:

- i. The company background and capability statement, supported by company registration certificate and financial statements for last 3 years
- ii. All documentary evidence in support of the below credentials:
  - i. Experience of Music & Movie CDs & DVD retail supply
  - ii. Experience of supply of movie DVDs to retail showrooms
  - iii. Experience of music distribution for 20 yrs
  - iv. Rights of at least 40 Bengali titles of which at least 15 should be of Satyajit Ray, Ritwik Ghatak, Mrinal Sen & Rituporno Ghosh.
  - v. Direct presence in 2 or more cities with clients across India
  - vi. Ability to deliver within 2 hrs of order placement within Kolkata
  - vii. Annual turnover of minimum Rs 6 crs
  - viii. Willing to offer trade scheme

- (c) Bidders are required to fill up the **Financial Bid format** attached as **Annexure-B** with full details
- i. The quoted amount shall include all taxes, duties, transportation & freight cost, etc. However, all applicable taxes or duties have to be mentioned separately as per statutory norms.
  - ii. The quoted amount shall be inclusive of procurement cost to source and aggregate all the titles where the vendor do not have the distribution rights from other such right holders
- (d) Bid should be submitted with Demand Draft for Application Money and Bid Security

## **E. Bid Evaluation & Selection**

The broad guidelines for evaluation of bids are as follows:

- i. Technical bids will be opened first and evaluated on eligibility criteria and on basis of the submissions in support of the technical credentials
- ii. Financial bid of bidders whose Technical bids are found eligible and accepted will be opened.
- iii. The lowest acceptable bid will be considered further for selection of the bidder after complete clarification and price negotiations if desired / decided by WBSEPS.
- iv. If there is a discrepancy between words and figures, the amount in words will prevail.

## **F. Information Memorandum**

### **1.0 General**

WBSEPS includes its successors and permitted assigns as decided by the Government of West Bengal at any time.

### **2.0 Eligibility Criteria**

- a) The **eligibility criteria** for qualification of a vendor to submit bid is given below:
  - i. Should have experience of Music & Movie CDs & DVD retail supply

- ii. Should have experience of supply of movie DVDs to retail showrooms
- iii. Should have experience of music distribution for 20 yrs
- iv. Should have rights of at least 40 Bengali titles of which at least 15 should be of Satyajit Ray, Ritwik Ghatak, Mrinal Sen & Rituporno Ghosh
- v. Should have direct presence in 2 or more cities with clients across India
- vi. Should be able to deliver within 2 hrs of order placement within Kolkata
- vii. Should have annual turnover of minimum Rs 6 crs
- viii. Should be willing to offer trade scheme

### 3.0 Validity of Bids

The bids shall remain valid till 6 months from the date of submission and quoted price shall be valid for a period of 12 months

### 4.0 Cost of Bid Document / Application Money, Bid Security & Performance Security

Bid document can be downloaded from [www.wbseps.com](http://www.wbseps.com). The bids should be submitted with:

- (a) A Demand Draft of Rs. 5,000/- (non-refundable) in favour of West Bengal State Export Promotion Society drawn at Kolkata as **Application Money**.
- (b) A Demand Draft of Rs. 10,000/- (refundable) as **Bid Security**. The bid security of unsuccessful bidder shall be returned within 60 days of completion of bid process.
- (c) **Performance Security:**  
The selected bidder shall be required to furnish a **Performance Security** by way of Bank Guarantee (from any nationalized Bank) within 3 days of issuance of Letter of Intent (LOI) for a sum equivalent to 10% of the total amount quoted and negotiated amount less the Bid Security amount and shall be valid for a period of 1 (one) year.

## 5.0 Right of Bid Rejection

- (a) WBSEPS reserves the right to accept or reject any bid and to annul the selection process and reject all bids, at any time without notice and shall not have any liability or obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
- (b) At any time, if a material misrepresentation is made or discovered, or the bidder does not provide, within the time specified, the supplemental information sought for purposes of evaluation can lead to the rejection of the bid.

## 6.0 Bid Submission Timeline

- (a) Bid submission and opening timeline are given below:

1	Last date for submission of bids	2:00 PM on 13 <sup>th</sup> February 2014
2	Opening of Technical bids	4:00 PM on 13 <sup>th</sup> February 2014
3	Opening of Financial bids of eligible bidders	To be intimated later

- (b) If due to any exigency, the due date for opening of the bids is declared a closed holiday or any other reason, the bids will be opened on the next working day at the same time or on any other day / time, as intimated by WBSEPS. The bidders may depute their representatives, duly authorized in writing, to attend the opening of bids on the due date and time.

## 7.0 Quality

The quality of the Movies DVDs and delivery services according to the Terms of Reference shall correspond to the conditions and standards or specifications enumerated therein

## 8.0 Inspection

Time to time inspection shall be carried out by representative / authorized agency of WBSEPS at production site, storage site, etc for Quality Assurance of the Movies DVDs and services delivered according to the Terms of Reference.

## 9.0 Remedial Measures

Should the DVDs or delivery services thereof are not within the specified time schedule or not in accordance with the requirements of the Terms of Reference, WBSEPS shall after granting 24 hours time to cure the breach,

be at liberty to cancel the supply of the DVDs, wholly or to the extent of such default

In the event WBSEPS takes help of any third party to rectify the breach on emergency basis, the cost incurred in such an event shall be recovered from any amount payable to the selected vendor

#### **10.0 Termination**

WBSEPS shall be entitled to terminate agreement with the selected vendor with prior notice of thirty (30) days, in case of breach of any conditions, provisions or stipulations of the Terms of Reference for selection or non-performance that is not cured within fifteen (15) days of issue of notice.

#### **11.0 Arbitration**

All disputes or differences arising out of or in connection with agreement with the selected Vendor shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to agreement or relating to performance, which cannot be settled amicably, may be resolved through arbitration under the Arbitration and Conciliation Act, 1996

Agreement with selected vendor shall be governed and construed in accordance with the laws of India. Courts of Kolkata shall have exclusive jurisdiction in all the matters

#### **12.0 Patents and other Industrial Property Rights**

The quoted amount / rates shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights. The selected vendor shall indemnify WBSEPS against all claims from a third party at any time on account of the infringement of any or all the rights, whether such claims arise in respect of manufacture or use.

#### **13.0 Confidentiality**

- (a) Selected vendor shall treat all information provided to it or obtained otherwise in connection with the services as confidential and not use the same partially or totally for any purpose without the prior written approval of WBSEPS
- (b) Deliverables of the selected vendor shall be of exclusive ownership of WBSEPS and / or its designated agencies, as applicable.

#### **14.0 Force Majeure**

Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions



of the Terms of Reference), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, Blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control

**15.0 Notices & Contact Information:**

All notices, queries, communication and submission of bids shall be addressed to:

Shri S C Panja  
Addl. Director  
West Bengal State Export Promotion Society (WBSEPS)  
2 No. Church Lane (4th floor), Room No. 401  
Kolkata - 700 001  
Mobile: +91 9830370084  
Email: wbseps@gmail.com

**APPENDIX**

**List of Movies currently required category-wise**

**1. Directed by Mr. Satyajit Ray**

Year	Title
1955	Pather Panchali
1956	Aparajito
1958	The Music Room
1958	Paras Pathar
1959	Apur Sansar
1960	Devi
1961	Teen Kanya
1961	Rabindranath Tagore (Documentary)
1962	Kanchenjunga
1962	The Expedition
1963	Mahanagar
1964	Charulata
1965	The Coward
1965	Mahapurush
1965	Two (short TV)
1966	Nayak
1967	Chiriyakhana
1969	Goopy Gyne Bagha Byne
1970	Aranyer Din Ratri
1970	Pratibandhi
1971	Sikkim (Documentary)
1972	Sheemabaddho
1972	The Inner Eye (Documentary short)
1973	Distant Thunder
1974	Sonar Kella
1976	Jana Aranya
1976	Bala (Documentary short)
1977	Shatranj Ke Khiladi (The Chess Players)
1979	Joy Baba Felunath
1980	The Kingdom of Diamonds
1981	Pikur Diary (TV short)
1984	Sadgati (TV movie)
1984	Ghare Baire
1987	Sukumar Ray (Short Documentary)
1989	Ganashatru
1990	Shakha Proshakha
1991	Agantuk (The Stranger)

## 2. Directed by Mr. Mrinal Sen

Year	Title
1956	Raat Bhore
1959	Neel Akasher Neechey
1960	Baishey Shravana
1961	Punasha
1962	Abasheshe
1964	Protinidhi
1965	Akash Kusum
1966	Matira Manisha
1967	Moving Perspectives (Documentary)
1969	Bhuvan Shome
1970	Ichhapuran
1971	Interview
1971	Calcutta 71
1972	Ek Adhuri Kahani
1973	Padatik
1975	Chorus
1977	Mrigayaa
1977	Oka Oori Katha
1979	And Quiet Rolls The Dawn
1979	Parashuram
1981	In Search of Famine
1981	Chaalchitra
1982	The Case is Closed
1984	Khandhar
1984	Tasveer Apni Apni (TV Movie)
1986	Genesis
1989	Ek Din Achanak
1990	City Life (Documentary)
1992	Mahaprithivi
1994	Antareen
1996	And The Show Goes On (Documentary)
2002	Aamaar Bhuvan

## 3. Directed by Mr. Ritwik Ghatak

Year	Title
1951	Bedeni
1952	Nagarik
1954	Naramedh Yagna
1955	Oraon (Documentary)
1955	Bihar Ke Darshaniya Sthan
1955	Adivasiyon Ka Jeevan Srot (Documentary)
1958	Ajantrik
1958	Runaway

1959	Kato Ajanare
1960	The Cloud Capped Star (Meghe Dhaka Tara)
1961	E- Flat
1962	Scissors (Short)
1963	Ustaad Alauddin Khan (Documentary)
1965	Subarnarekha
1965	Rendezvous (Documentary Short)
1965	Fear
1967	Scientists of Tomorrow
1970	Yeh Kyun? (Documentary Short)
1970	Purular Chhou Nritya (Documentary)
1970	Amar Lenin (Documentary Short)
1971	Durbar Gati Padma (Short)
1973	A River Called Titas
1974	Reason, Debate and a Story
1975	Ramkinkar (Documentary)

#### 4. Bengali Movies starring Mr. Uttam Kumar & Mrs. Suchitra Sen

Year	Title
1953	Saare Chuattor
1954	Ora Thake Odhare
1954	Maraner Pare
1954	Sadanander Mela
1954	Annapurnar Mandir
1954	Agniparikkha
1954	Grihaprabesh
1955	Sajher Pradip
1955	Shapmochon
1955	Sabar Upare
1956	Sagarika
1956	Ekta Raat
1956	Trijama
1956	Shilpi
1957	Harano Sur
1957	Chandranath
1957	Pathe Holo Deri
1957	Jiban Trishna
1958	Rajlakshmi O Srikanta
1958	Indrani
1958	Suryotoran
1959	Chaoa Paoa
1961	Saptapadi
1962	Bipasha
1962	Amar Desh
1967	Grihadaha
1969	Kamallata

1971	Nabarag
1972	Alo Amar Alo
1972	Har Mana Har
1975	Priyo Bandhabi

**ANNEXURE-A**

TECHNICAL BID FORM TO BE COMPLETED BY THE BIDDER  
to be submitted ( in sealed envelope) by the bidder in their letter heads

**Supply and delivery of Movies DVDs for Biswa Bangla Showrooms**

1. Name of the Firm / Individual: .....
2. Address: Head Office / Registered Office :.....
3. Branches :.....
4. (a) PAN No..... (b)TIN No .....
5. Telephone/Telex No/Fax/Mobile No :.....
6. E-mail ID .....for online supply order.
7. Is your firm registered under
  - (a) The Indian Companies Act 1918 :.....  
The Companies Act 1956
  - (b) The Indian Partnership Act 1932 :.....
  - (d) Any other Act :.....
8. Name and Address of your bankers -.....  
stating the name in which account stands (A/c No. & IFSC code of the Bank).
9. Are you in the Central/State Govt. list :.....  
of approved contractors if so give details
10. Are you financially solvent :.....
11. Articles in which the applicant usually deals .....  
and the length of the applicants experience in trade
12. DECLARATION  
I/We.....  
(Give Name of Partners/properties or share holders in case of Firm) do  
hereby declare that the entries made in the application from are true to  
the best of my/our knowledge.

NOTE: All subsequent changes in the construction or working of firm, affecting  
the accuracy of the answers now given, should be promptly communicated to  
WBSEPS.

(Signature of the Bidder)

**ANNEXURE - B**

**FORMAT OF FINANCIAL BID**

to be submitted ( in sealed envelope) by the bidder in their letter heads

**Quote for Movies DVDs**

*Amt in INR*

YEAR	TITLE	QTY (in NOS)	MRP	LESS DISCOUNT	QUOTED AMOUNT
<b>DIRECTED BY MR. SATYAJIT RAY</b>					
1955	Pather Panchali	1			
1956	Aparajito	1			
1958	The Music Room	1			
1958	Paras Pathar	1			
1959	Apur Sansar	1			
1960	Devi	1			
1961	Teen Kanya	1			
1961	Rabindranath Tagore (Documentary)	1			
1962	Kanchenjunga	1			
1962	The Expedition	1			
1963	Mahanagar	1			
1964	Charulata	1			
1965	The Coward	1			
1965	Mahapurush	1			
1965	Two (short TV)	1			
1966	Nayak	1			
1967	Chiriyakhana	1			
1969	Goopy Gyne Bagha Byne	1			
1970	Aranyer Din Ratri	1			
1970	Pratibandhi	1			
1971	Sikkim (Documentary)	1			
1972	Sheemabaddho	1			
1972	The Inner Eye (Documentary short)	1			
1973	Distant Thunder	1			
1974	Sonar Kella	1			
1976	Jana Aranya	1			
1976	Bala (Documnetary short)	1			
1977	Shatranj Ke Khiladi (The Chess Players)	1			
1979	Joy Baba Felunath	1			
1980	The Kingdom of Diamonds	1			
1981	Pikur Diary (TV short)	1			
1984	Sadgati (TV movie)	1			

1984	Ghare Baire	1			
1987	Sukumar Ray (Short Documentary)	1			
1989	Ganashatru	1			
1990	Shakha Proshakha	1			
1991	Agantuk (The Stranger)	1			
<b>DIRECTED BY MR. MRINAL SEN</b>					
1956	Raat Bhore	1			
1959	Neel Akasher Neechey	1			
1960	Baishey Shravana	1			
1961	Punasha	1			
1962	Abasheshe	1			
1964	Protinidhi	1			
1965	Akash Kusum	1			
1966	Matira Manisha	1			
1967	Moving Perspectives (Documentary)	1			
1969	Bhuvan Shome	1			
1970	Ichhapuran	1			
1971	Interview	1			
1971	Calcutta 71	1			
1972	Ek Adhuri Kahani	1			
1973	Padatik	1			
1975	Chorus	1			
1977	Mrigayaa	1			
1977	Oka Oori Katha	1			
1979	And Quiet Rolls The Dawn	1			
1979	Parashuram	1			
1981	In Search of Famine	1			
1981	Chaalchitra	1			
1982	The Case is Closed	1			
1984	Khandhar	1			
1984	Tasveer Apni Apni (TV Movie)	1			
1986	Genesis	1			
1989	Ek Din Achanak	1			
1990	City Life (Documentary)	1			
1992	Mahaprithivi	1			
1994	Antareen	1			
1996	And The Show Goes On (Documentary)	1			
2002	Aamaar Bhuvan	1			
<b>DIRECTED BY MR. RITWIK GHATAK</b>					
1951	Bedeni	1			



1952	Nagarik	1			
1954	Naramedh Yagna	1			
1955	Oraon (Documentary)	1			
1955	Bihar Ke Darshaniya Sthan	1			
1955	Adivasiyon Ka Jeevan Srot (Documentary)	1			
1958	Ajantrik	1			
1958	Runaway	1			
1959	Kato Ajanare	1			
1960	The Cloud Capped Star (Meghe Dhaka Tara)	1			
1961	E- Flat	1			
1962	Scissors (Short)	1			
1963	Ustaad Alauddin Khan (Documentary)	1			
1965	Subarnarekha	1			
1965	Rendezvous (Documentary Short)	1			
1965	Fear	1			
1967	Scientists of Tomorrow	1			
1970	Yeh Kyun? (Documentary Short)	1			
1970	Puruliar Chhou Nritya (Documentary)	1			
1970	Amar Lenin (Documentary Short)	1			
1971	Durbar Gati Padma (Short)	1			
1973	A River Called Titas	1			
1974	Reason, Debate and a Story	1			
1975	Ramkinkar (Documentary)	1			
<b>STARRING MR. UTTAM KUMAR &amp; MRS. SUCHITRA SEN</b>					
1953	Saare Chuattor	1			
1954	Ora Thake Odhare	1			
1954	Maraner Pare	1			
1954	Sadanander Mela	1			
1954	Annapurnar Mandir	1			
1954	Agniparikkha	1			
1954	Grihaprabesh	1			
1955	Sajher Pradip	1			
1955	Shapmochon	1			
1955	Sabar Upare	1			
1956	Sagarika	1			

1956	Ekti Raat	1			
1956	Trijama	1			
1956	Shilpi	1			
1957	Harano Sur	1			
1957	Chandranath	1			
1957	Pathe Holo Deri	1			
1957	Jiban Trishna	1			
1958	Rajlakshmi O Srikanta	1			
1958	Indrani	1			
1958	Suryotoran	1			
1959	Chaoa Paoa	1			
1961	Saptapadi	1			
1962	Bipasha	1			
1962	Amar Desh	1			
1967	Grihadaha	1			
1969	Kamallata	1			
1971	Nabarag	1			
1972	Alo Amar Alo	1			
1972	Har Mana Har	1			
1975	Priyo Bandhabi	1			
	<b>TOTAL</b>				

**Total Quote for supply and delivery of Movies DVDs for Biswa Bangla Showrooms**

Amount in INR

Total MRP	
Less Discount on MRP	
Taxes and duties	
Total Quote including taxes and duties	

**Total Amount Quoted: Rs.**

**Total Amount Quoted in words: Rupees**

Notes:

- i. The quoted amount shall include all taxes, duties, transportation & freight cost, etc. However, all applicable taxes or duties have to be mentioned separately as per statutory norms.
- ii. The quoted amount shall be inclusive of procurement cost to source and aggregate all the titles where the bidder do not have the distribution rights from other such right holders.
- iii. The quoted amount / rates shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other industrial property rights.

**Declaration:**

We agree to all terms and conditions of the Bid Document.

(Signature of the Bidder)