



WEST BENGAL STATE EXPORT PROMOTION SOCIETY
Government of West Bengal
2, Church Lane, 4th floor, Room No.401, Kolkata – 700 001.
Phone: 2243-0380, Tele-fax: 91-33-22439187
E-mail: wbseps@gmail.com

NOTICE INVITING TENDER (Offline)No:- WBSEPS/Tender/P-16/18-19/UHSIq/Rack(2nd Call)

Director & Member Secretary, West Bengal State Export Promotion Society invites sealed tenders from reliable and experienced contractor/ agencies/organizations for purchase of Wooden Rack as per specification mentioned hereunder and supply of the same at the premises of Biswa Bangla Shilpi Haat, Siliguri at New Township, Kawakhali, Dist. Jalpaiguri, West Bengal.

Rate inclusive of all taxes, cess, delivery charges to the site mentioned above excluding GST is to be quoted in the following format.

Sl. No.	Item with specification	Rate per running feet in respect of length (in Rs.)	
		In figure	In words
1.	Supply of Wooden Rack of height 6 ft, length- 7 ft to 8 ft as per requirement and breadth 1.5 ft. Each rack will have 3 no. of Shelves with 1.5 ft gap between the shelves. The frame will be made of seasoned Siliguri saal wood with leg of dimension 2" X 2". The Shelves will be made of seasoned gamar wood with thickness of 3/4" (19 mm). All items, completed with two coats of good quality paint (Colour will be intimated later) over one coat of primer are to be placed at the positions inside the Haat as directed by the Authority.		

[N.B. Financial bid is to be submitted as per above format in the letter head of the bidder].

Detail information about eligibility, terms & conditions, application forms, schedule of last date and time for submission of Bid and others are given in our website [www.wbseps.com].

The tender documents and application form can be downloaded from website, www.wbseps.com.

Eligibility Criteria for participation in tender :

- (a) Tenderers should have experience in manufacturing and/or supplying similar items.

- (b) **Tenderes should have the ability to undertake such job/work with his/her own financial capability for which he/she should submit sufficient documents.**
- (c) Self attested Copies of credentials, PAN Card, GST registration Certificate, if any are to be accompanied with the Bid document.
- (d) Registered Partnership Deed (for Partnership Firm only). Memorandum & Articles of Association (for Private Limited Company) along with Power of Attorney, Registration certificate for Co-operative Society are to be submitted along with application.

Terms & Conditions.

1. Bid shall remain valid for a period not less than 90 (ninety) days from the last date of submission of bid.
2. Royalty & all other Statutory levy/Cess, if any, will have to be borne by the supplier as per rule.
3. Adjustment of Price (increase or decrease) :- No escalation of cost will be allowed even in extension period of time, granted by West Bengal State Export Promotion Society (WBSEPS).
4. No Mobilisation Advance and Secured Advance will be allowed.
5. **Start Date of submission of tender: 11/01/2019 onwards.**
6. **Last Date and time for submission of tender: 18/01/2019 at 3 P.M.**
7. **Date and time of opening of Tenders:- 22/01/2019 at 11 A.M.**
8. **Bid Submission Procedure:-** Bid should be submitted in sealed envelope along with EMD through Demand Draft / pay order, signed and sealed NIT, duly filled in Tender application form, the rates for the item of supply as per format given above in the letter head of the bidder and other documents as mentioned in the eligibility criteria. The sealed envelope should be super-scribed as “ Submission of tender for supply of Wooden Rack at the premises of Biswa Bangla Shilpi Haat Siliguri”.
9. **The place of Tender submission:-**

**Office of the Biswa Bangla Shilpi Haat, Siliguri,
New Township, Siliguri, Kawakhali, Jalpaiguri.**
or
**Office of the Director & Member Secretary,
West Bengal State Export Promotion Society,
Oswal Building, 4th floor, Room No. 401,
2, Church Lane, Kolkata- 700 001.**

10. **Earnest Money : The amount of Earnest Money is Rs.5,000/- (Rupees five thousand) only remitting through Bank Draft / Pay Order of any nationalized Bank drawn in favour of “West Bengal State Export Promotion Society” payable at Kolkata is to be submitted along with the bid.**
11. The EMD deposited by successful agency will be retained and converted as Security deposit and will be released after successful execution/ supply of the work/ goods. **No interest will be paid on Security Deposit.**
12. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice inviting Tender, the cost of visiting the site shall be of the bidder’s own expense.
13. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Director & Member Secretary, WBSEPS reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding.
14. **Refund of EMD :** The Earnest Money of all the unsuccessful Tenderers deposited in favour of “WEST BENGAL STATE EXPORT PROMOTION SOCIETY” will be refunded by the Director & Member Secretary, West Bengal State Export Promotion Society. No interest will be paid on Earnest Money Deposit.
15. The intending tenderers are required to quote the rate offline only. No online tender will be entertained.
16. During scrutiny, if it comes to the notice to tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice. Beside the WBSEPS may take appropriate Legal Action against such defaulting tender.
17. Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufactured or false in that case, work order will not be issued in favour of the tenderer under any circumstances.
18. If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.

19. The intending tenderer is required to quote the rate in figures as well as in words.
20. No CONDITIONAL/INCOMPLETE TENDER will be accepted under any circumstances.
21. In case of Quoting rates, no multiple lowest rates will be entertained by the Department.
22. The Director & Member-Secretary, WBSEPS reserves the right to cancel the N.I.T. due to unavoidable circumstance and no claim in this respect will be entertained.
23. All bidders may remain present either personally or through their authorized representatives at WBSEPS, during the opening of the Tender, to observe the tender opening procedure.
24. Successful tenderer will have to complete the work following all related extant Act, Rules and Regulation.
25. **Tender Committee (TSC):-** Tenders will be opened by the Tender Committee of WBSEPS at **Office of the Director & Member Secretary, West Bengal State Export Promotion Society, Oswal Building, 4th floor, Room No. 401, 2, Church Lane, Kolkata- 700 001.**
26. **AWARD OF CONTRACT:-** WBSEPS reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time the prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employers' action.
27. **TIME OF COMPLETION:-** Supply of Wooden Rack should be completed within one month after issuance of Work Order at the location within the Urban Haat, Siliguri as shown by the authority.
28. **PAYMENT TERMS:-** Full payment will be released after successful completion of the work i.e. Supply of Wooden Rack as per specification and raising bill in the name of the "Director & Member Secretary, WBSEPS" duly certified by the Officer-in-Charge. Goods & Service Tax will be paid extra as per applicable rate.

Director & Member Secretary

Tender Appliaction Form

To
The Director & Member Secretary,
West Bengal State Export Promotion Society,
2, Church Lane, (4th floor),
Kolkata – 700 001.

Sub: Submission of tender in reference to **NOTICE INVITING TENDER (Offline)No**
WBSEPS/Tender/P-/18-19/UHSlg/Rack(2nd Call).

**Name of work: Supply of Wooden Rack as per specification mentioned in the NIT at the
premises Biswa Bangla Shilpi Haat, Siliguri at New Township,
Kawakhali, Dist. Jalpaiguri, West Bengal.**

Sir,

With reference to your tender, we are submitting herewith the rate along with the following documents:-

- (1) Name and address of the firm :
- (2) Telephone Number, Fax No. & E- mail :
- (3) Name & address of partners/proprietors :
- (4) Registration Certificate under Company Act/
Registered Deed of partnership Firm/ Pvt. Ltd.
Co./Co-op Society as applicable. :
- (5) Name of Bankers with Account Number :
- (6) Nature of business :
- (7) Number of persons employed :
- (8) Working experience for undertaking :

similar work .

- (9) PA N for I.T. (enclose Xerox copy) :
- (10) Copy of Trade License, :
and GST registration Certificate, if any.
- (11) Details of Earnest Money :

(Draft / pay order should be in favour of West Bengal State Export Promotion Society, payable at Kolkata.

Enclosure: As stated above and quotation of rate.

Yours faithfully,

Signature & seal of the tenderer.

DECLARATION

Rate mentioned in the quotation is for complete work as per direction, design and specification. I/we shall be liable for any deviation of the work from that as per direction, design and specification. I/we shall abide by all the Terms and Conditions mentioned in the NIT.

Signature & seal of the tenderer