

WEST BENGAL STATE EXPORT PROMOTION SOCIETY
GOVERNMENT OF WEST BENGAL
OFFICE OF THE DIRECTOR AND MEMBER SECRETARY
OSWAL CHAMBER, 4TH FLOOR, ROOM NO 401.
2, CHURCH LANE, KOLKATA - 700001.
Phone:-2243-0380, Tele-fax:-91-33-22439187

Website- www.wbseps.com

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Notice inviting e-tender no. WBSEPS/DMS/e-18/18-19/BBSHSlq Stage Roof

Director and Member Secretary, West Bengal State Export Promotion Society(WBSEPS), under the Department of Micro, Small & Medium Enterprises and Textiles(MSME&T Dept), Government of West Bengal, invites e-tender from bonafide, reliable and experienced contractors / agencies / organization etc. for undertaking the Construction of Design Roofing, Cladding & Flooring by using different variety of engineered bamboo composite made from pre treated matured hill variety bamboo over existing Concrete Stage at Urban Haat, Siliguri at New township, Kawakhali in Jalpaiguri District of West Bengal, as given below;

Sl No.	Name of the work	Estimated Amount Rs.	Earnest Money @ 2% of estimated cost Rs.	Time of completion	Eligibility of Bidders
1.	Construction of Design Roofing, Cladding & Flooring by using different variety of reputed make and high quality engineered bamboo composite made from pre treated matured hill variety bamboo over existing Concrete Stage at Urban Haat, Siliguri at New Township.	45,48,671/-	90,973/-	60 (Sixty) days	Eligible, Reliable, Resourceful and Bonafide experienced Contractor / agencies / Organization etc.

NB: Entire set of e-Tender documents is available free of cost through the State Government e-Tender Portal <http://wbtenders.gov.in> and the authority (WBSEPS) website www.wbseps.com

1. **Technical Bid & Financial Bid** are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>

2. In the event of e-filling, intending bidder may download the tender documents from the website: - <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. The EMD shall be received and refunded (of the unsuccessful bidders) online in accordance with Finance Department Memo No. 3975-F(Y) dated 28/07/2016. **Necessary Earnest Money will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank by generating NEFT/ RTGS challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal** with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name(ICICI Bank) & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD.

The documents to be submitted by the Bidders should be properly indexed & self attested with seal.

3. Eligibility criteria for participation in tender:

i)The prospective bidders for works relating to the construction work shall have competence and satisfactorily completed as a prime agency during the last 5(five) years prior to the date of issue of this Notice at least one work of similar nature under the authority of State /Central Govt., State/Central Govt. undertaking / Statutory Bodies /Autonomous Bodies/ Organization of repute and having a magnitude of 40% (forty percent) in one job of the Estimated amount put to tender

or

ii)satisfactorily completed 2 (two) nos. of works of similar nature under the authority of State /Central Govt., State/Central Govt. undertaking/Statutory Bodies /Autonomous Bodies/ Organization of repute having magnitude of 30% (thirty percent) of each work of the Estimated amount put to tender

or

iii)one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at under the authorities as mentioned in a) above.

Work Completion Certificate with required information on the work done also be considered.

N.B. Estimated amount, Date of completion of project & detail communicational address of Client must be indicated in the Credential Certificate.

- a. The prospective bidders shall have experienced technical personnel.
 - b. Pan Card, Professional Tax receipts Challan, P.F, GST registration Certificate to be accompanied with the Technical Bid document. Latest Income Tax Return to be submitted. [Non Statutory Documents].
 - c. Any debarment of the prospective bidder or any of the constituent partners to participate in any tender under the P.W.D. (building) or any Central/State Government Departments/ Local body/ Statutory organization/ reputed Real Estate Firm etc. during the last 5 (five) years prior to the date of this NIT will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format without which the Technical Bid shall be treated non-responsive).
 - d. The partnership firm shall furnish the registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non Statutory Documents]
- 4. Running payment** for work will be made after duly certified by the concerned officer of WBSEPS. The value of the 1st R.A. bill should be of minimum work value of 40% of tender estimated cost or 19 (Nineteen) lakhs whichever is less based on the actual measurement jointly ensuring completion of Steel Structure part . Only Two (2) Running payments for work will be allowed. . The value of the 2nd R.A. bill should be of minimum work value of 35% of tender estimated cost or 16 (Sixteen) lakhs whichever is less based on the actual measurement jointly ensuring completion of Roofing and False Ceiling part. The final bill will be accepted only after successful completion of the work duly certified by the concerned officer of WBSEPS.
- 5. Constructional Labour Welfare Cess @ 1(one) % of cost of construction** will be deducted from every Bill of the selected agency,GST, Royalty and all other statutory Levy/Cess will have to borne by the contractor and the rates inclusive of all the taxes and cess stated above.
- 6. Price Adjustment and Price escalation are not applicable, since B.O.Q. for the work are based upon the schedule of rates vetted by the Public Works Department .**
- 7. Mobilization Advance and Secured Advance** will not be given.
- 8.** Agencies shall have to arrange necessary land for installation of Plant & Machineries, (specified for each awarded work) storing of material, labour shed, laboratory etc. at their own cost and responsibility.
- 9. Bids shall remain valid** for a period **120 (one hundred twenty)** days from the last date of submission of Financial Bid/ Sealed Bid.
- 10.** All materials required, for the proposed works of BISWA BANGLA SILPI HAAT SILIGURI , like bricks, sand, steel, Stone chip, cement, bamboo composites etc. will be provided and supplied by the Agency/contractor etc. at their own cost and will be inclusive of all charges and taxes as applicable.

All materials shall be of PWD approved brand in accordance with relevant code of practice (latest revision) and Manufacturer.

Date & Time Schedule:

Sl. No	Particulars	Date & Time
1	Publishing of Tender	10.12.2018 at 10.00 A.M.
2	Documents download start date (Online)	10.12.2018 at 10.00 A.M.
3	Bid submission Start Date	10.12.2018 at 10.00 A.M.
4	Documents download end date (Online)	24.12.2018 at 12 Noon
5	Bid Submission End Date	24.12.2018 at 12 Noon
6	Technical Bid Opening	26.12.2018 at 12 Noon
7	Financial Bid Opening	Will be informed later on.

11. There shall be no provision of Arbitration. Hence clause 25 of PRINTED TENDER FORM is omitted vide notification no. 558/SPW dated. 13.12.2011 of Principal Secretary, P.W. & P.W. (Roads) Department.
12. **Prospective bidder shall have to execute the work in such a manner so that appropriate service level of the building / structure under improvement is to be maintained during progress of work and for a period of 1 (One) year from the date of successful completion of the work to the entire satisfaction of Officer –in-charge / Concerned Engineer of WBSEPS.** If any defect / damage is found during the period as mentioned above the contractor shall make the same good at his own expense to the specification at par with instant project work, or in default, the Officer –in –charge /Concerned Engineer of WBSEPS may cause the same to be made good by other agency and deduct the expense (of which the certificate the Officer –in –charge /Concerned Engineer of WBSEPS shall be final) from any sums that may be then, or at any time thereafter become due to contractor from his Security Deposit, or the proceeds of the sale thereof, or of sufficient portion thereof.
- No interest would be paid on the Performance Security Deposit.**
13. **Earnest Money (EMD):** The amount of Earnest Money is 2% (Two percent) of the estimated amount put to tender.
- Security Deposits (SD):** Balance 8 (eight) % of the total security of 10 (ten) % will be deducted from the running account bill.
14. **Refund of EMD :** The Earnest Money of all the unsuccessful Tenderers deposited in favour of the Director & Member Secretary of WBSEPS will be refunded as per the Finance Department, Government of West Bengal order already mentioned in this e – tender. No interest will be paid on the EMD deposited.
15. The Bidder, at the Bidder's own responsibility and risk, must visit and examine the site of work and surroundings to 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 at the Bidder's own expense.
16. The intending Bidders shall clearly understand that, whatever may be the outcome of the Bids, no cost of Bidding shall be reimbursable by the WBSEPS. The Director& Member Secretary reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Bidder at the stage of Bidding.
17. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned Cl. No. 3(i,ii,&iii) of this NIT. .
18. In case of Ascertaining Authority at any stage of tender process or execution of work necessary registered irrevocable power of attorney is to be produced.
19. All intending bidders are requested to be present in the office of the 'The Director & Member Secretary, West Bengal State Export Promotion Society, Oswal Chambers, 4th floor (Room No 401), 2, Church Lane, Kolkata-700001 during opening of the Financial Bid. Open / Seal Bid may be called after opening of the said bid to obtain the suitable rate further, if required. No objection by any bidder(s) in this respect will be entertained. No informal bidder will be entertained in the said bid.
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 WBSEPS under MSME&T Department.
22. The Director & Member Secretary, WBSEPS, under MSME&T Department reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
23. During scrutiny, if it comes to the notice to tender inviting authority that the credential or any other papers submitted by a bidder found incorrect/manufactured/fabricated, that bidder will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice and penal action will be imposed as per Rule.
24. In case if there be any objection regarding Prequalification, that should be lodged to The Director & Member Secretary, WBSEPS, under MSME&T Department within 2 days from the date of publication of list of qualified Agency and beyond that time schedule no objection will be entertained by The Director & Member Secretary, WBSEPS, under MSME&T Department.
25. The Director & Member Secretary, WBSEPS, under MSME&T Department reserves the right to cancel the Nle-T due to unavoidable or circumstances or any technical reasons and no claim in this respect will be entertained.
26. 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 or even after issuance of work order if it is found that such documents submitted by the lowest tenderer is either manufactured or false or there is complain / investigation / court case pending against the Bidders for any type of irregularities etc. in that case, work order will not be issued in favour of the tenderer under any circumstances.
27. If any typographical mistake found inadvertently in the BOQ in connection with the specification, rate and unit of a particular item, the same will be governed by the schedule of rates vetted by the Superintending Engineer, P.W.D., North Bengal Construction Circle-II, Jalpaiguri.

Document submitted by a bidder is either found manufactured or false; the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice.

28. **Contractor shall have** to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970. (b) Apprentice Act. 1961, (c) PF of the workers and (d) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.

SECTION – A

INSTRUCTION TO THE BIDDERS

1. General guidance for e-Tendering

Instructions/ Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

2. Registration of Contractor

Any contractor willing to take part in the e-Tendering will have to be enrolled & registered with the Government e-Procurement system; through logging on to <http://wbtenders.gov.in>, the contractor is to click on the link for e-Tendering site as given on the web portal.

3. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned <http://wbtenders.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
4. One prospective bidder (including his participation in partnership) shall be allowed to participate in any of the job either in the capacity of individual or as a partner or Director of a firm.

5. Submission of Tenders.

General process of submission: Tenders are to be submitted online to the website <http://wbtenders.gov.in> in two folders at a time for each work, one in Technical Proposal & the other in Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The virus scanned copy of documents duly Signed Digitally are to be uploaded. The documents will get encrypted (transformed into non readable formats).

A. Technical proposal.

The Technical proposal should contain scanned copies of the following further two covers (folders)

A-1. Statutory Cover, Containing:

- i. Prequalification Application (Sec-B, Form – I)
- ii. Document on earnest money (EMD) as prescribed in the NIT.
- iii. Section – B, Form –III,V and Declaration Form-Y.
- v. NIT (**Download, digitally sign & upload the same**).

The rate on the B.O.Q, under Financial Bid will only be encrypted. In case any rate quoted on the TENDER FORM or elsewhere the tender is liable to be summarily rejected.

- vi. Certificate of revolving line of credit by the Bank (if required).

A-2. Non statutory Cover, Containing:

- i. Professional Tax (PT) deposit receipt challan for current year, Pan Card, Latest IT Return, Trade Licence.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm/ Article of Association & Memorandum
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- vi. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered labour Co-Op(S) Engineers' Co.- Opt.(S)
- vii. List of Technical staffs along with structure & organization (Section: B, Form: III).
- ix. Scanned copy of Original Credential Certificate to be furnished. (Ref. Cl. No. 3(i,ii,iii) of this NIT (Section: B, Form: V).

Note: Failure of submission of any of the above mentioned documents (as stated in A-1 & A-2) will render the tender liable to summarily rejected for both statutory & non statutory cover

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Sl. No.	Category Name	Sub Category Description	Details
A.	CERTIFICATES	CERTIFICATES	1. GST Registration No. 2. PAN 3. P TAX (Challan) 4. Latest IT Return
B.	COMPANY DETAILS	COMPANY DETAILS 1	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD. Company (Incorporation Certificate, Trade License) 4. Society (SOC. Registration Copy, Trade License)
C.	CREDENTIAL	CREDENTIAL1 CREDENTIAL2	1. As per Eligibility Criteria.
D.	MAN POWER	TECHNICAL PERSONNEL	List of Technical Staffs along with Structures & Organization

B. Bid Evaluation :

The Tender Inviting and Accepting Authority through a “**Bid Evaluation Committee**” will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding :-

a) Financial Capacity

b) Technical Capability

c) Experience / Credential

d) The eligibility of a bidder will be ascertained on the basis of the self attested documents in support of the minimum criteria as mentioned in a, b, c above and **the prospective bidder is required to submit the design along with its Technical Bid within the estimated quantities and rates vetted by the competent Authority in the PWD, W.B. for acceptance and approval/ Recommendation of the Technical Committee of the Technical Cell of the Tender Inviting Authority / Administrative Authority as the case may be and in such circumstances the Tender Inviting Authority reserves the right to accept / cancel any financial Bid whether lowest or not.**

e) Preference will be given to bidders having own engineered bamboo composite making MSE unit.

Bid Evaluation Committee as constituted by the Director and Member Secretary concerned will evaluate the technical and financial eligibility of the bidder and recommend to the tender accepting authority.

- I. Opening of Technical proposal: - Technical proposals will be opened by the Additional Director, WBSEPS or his authorized representative electronically from the web site stated in Cl. No. 2 using their Digital Signature Certificate.
- II. Intending bidders may remain present at the time of opening of the bid, if they so desire.
- III. Cover (folder) for statutory documents should be open first & if found in order, cover (Folder) for non statutory documents will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- IV. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the tender evolution committee.
- V. Uploading of summary list of technically qualified bidders.
- VI. Pursuant to scrutiny & decision of the screening committee the summary list of eligible tenders & the work for which their proposal will be considered will be uploaded in the web portals.
- VII. While evaluation the committee may summon of the tenders & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

Document submitted by a bidder is either found manufactured or false; the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice.

C. Financial Proposal:

- i. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ) the contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ.
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

8. Penalty for suppression / distortion of facts

If any tenderer fails to produce the original hard copies of the documents (especially Completion Certificate and audited balance sheets), or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for a period of 3 (three) years. In addition, his user ID will be deactivated and Earnest Money will be forfeited. The West Bengal State Export Promotion Society (WBSEPS) will take appropriate legal action against such defaulting tenderer as per Rule.

9. *Rejection of bid*

The Authority reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time 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 Authority's action.

Director & Member Secretary
West Bengal State Export Promotion Society

SECTION – B
FORM-1
PRE-QUALIFICATION APPLICATION

To
The Director & Member Secretary, WBSEPS
OSWAL CHAMBERS, 4th. Floor (ROOM No.401)
2, Church Lane, Kolkata - 700 001.

Ref: - for _____

_____ (Name of work)

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I /we hereby submit all the necessary information and

Relevant documents for evaluation.

The application is made by me / us on behalf of _____ In the capacity _____ duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

(a) Tender Inviting & Accepting Authority/Engineer/ Officer-in-Charge can amend the scope & value of the contract bid under this project.

(b) Tender Inviting & Accepting Authority/Engineer/ Officer-in-Charge reserve the right to reject any application without assigning any reason.

Enclosure: e-Filling:-

1. Statutory Documents
2. Non Statutory Documents

Date: -

Signature of applicant including title and capacity in which application is made.

E-mail Address:

SECTION – B
DECLARATION
AFFIDAVIT – “Y”

- The under-signed also hereby certifies that neither our firm _____ nor any of constituent firm had been debarred to participate in tender by P.W.D or any other authority including SJDA during the last 5 (five) years prior to the date of this NIT.
- The under-signed understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of The Department.
- Certified that I have applied in the tender in the capacity of individual / as a partner of a firm and I have not applied severally for the same job.
- Certified that I have applied in the tender in the capacity of individual / as a partner of a firm and I have applied to the works under this NIT. Certified that I have access to or have available liquid assets (aggregate of working capital, cash in hand, uncommitted Bank Guarantees) and / or credit facilities not less than 10% of the estimated cost put to tender. In this respect, I have attached necessary documents with this application.
- I the under-signed do certify that all the statements made in the attached documents are true and correct. If any declaration if found / ascertained to be incorrect/fabricated / misrepresented / fraudulent etc. accordingly tender will be liable to be cancelled / terminated immediately & I / my firm / Company shall also be liable to prosecuted under section 197, 199 & 200 of Indian Penal Code, 1860 along with section-71 & section – 73 of Indian Information & Technology act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money / Security Deposit.

Signed by an authorized officer of the firm

Title of the Officer

Name of the Firm with Seal

Date_____

E-mail Address:

SECTION - B
FORM- III
STRUCTURE AND ORGANISATION

- A.1 Name of applicant :
- A.2. Office Address :
- Telephone No. :
- Fax No. :
- E-mail Address:
- A.3 Name and address of Bankers. :
- A.4 Attach an organization chart showing the Structure of the company with names of Key personnel and technical staff with Bio –Data.

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation.

**Signature of applicant including title
and capacity**

FORM -V

EXPERIENCE PROFILE

LIST OF SIMILAR WORK UNDERTAKEN DURING THE LAST FIVE YEARS IN ANY GOVT. DEPARTMENT / GOVT. UNDERTAKING / STATUTORY BODY / AUTONOMOUS BODY /OTHERS ETC.

Name of Employer	Name, Location & nature of work	Contract price in Indian Rupees	Original Date of start of work	Original Date of completion of work	Actual Date of starting the work	Actual Date of completion of work	Reasons for delay in completion (if any)

Note: a) Certificate from the Employers to be attached.

b) Non-disclosure of any information in the Schedule will result in disqualification of the firm.

c) No tender will be deemed to be fit for consideration unless the tender documents are fully and completely filled in. All information that may be asked from a tenderer must be unequivocally furnished. Any tender which is incomplete or does not comply with the prescribed conditions or stipulations laid down herein to rejection at the time of opening or during subsequent scrutiny. Tender received with conditional rate will be liable to rejection at the time of opening.

d) Canvassing in connection with the tender is strictly prohibited and a tenderer who resorts to this will render his tender liable to rejection.

e) No alteration shall be permitted to be made by the tenderer in any tender after its submission.

TENDER FOUND TO HAVE SUBMITTED UNDER FALSE NAME: When a Contractor, whose tender has been accepted under a given name is subsequently discovered to have given a false name, his contract may at the discretion of the Authority accepting the tender be annulled his Security Deposit will be forfeited.