



**WEST BENGAL STATE EXPORT PROMOTION SOCIETY**  
**Government of West Bengal**  
**2, Church Lane, 4<sup>th</sup> floor, Room No.401, Kolkata -700001.**  
**Phone: 2243-0380 Tele-fax: 91-33-22439187**  
**Website: [www.wbseps.com](http://www.wbseps.com)**

**Notice inviting e-tender**

**e-Tender No. WBSEPS/DMS/e-9/18-19/BBS HYD.**

Director & Member Secretary, West Bengal State Export Promotion Society invites tender from reliable and experienced contractors/agencies/organizations for undertaking the Works of interior decoration of proposed Biswa Bangla Showroom at Hyderabad Central-1, 6-3-673/1-4, Punjagutta X Road, Hyderabad 500082.

Sl. No.	Name of the work	Earnest Money (Rs.)	Period of completion	Name of the office	Eligibility of Bidder
1	Works for interior decoration of proposed Biswa Bangla Showroom at Hyderabad Central-1, 6-3-673/1-4, Punjagutta X Road, Hyderabad 500082.	40,000/-	25 (Twenty five) days	West Bengal State Export Promotion Society, Oswal Chamber, 4 <sup>th</sup> floor, 2,Church Lane, Kolkata-1	Resourceful and experienced contractors/agencies /organizations (Eligibility criteria as per Sl. No. 2 mentioned below)

Detail information about work detail, eligibility, terms & conditions, application forms, schedule of last date and time for online submission of Bids and others are given in our website [[www.wbseps.com](http://www.wbseps.com)] and in the Government of West Bengal e-tender portal <http://wbtenders.gov.in>.

Tender will be opened as per schedule given in the tender document in presence of those tenderers who may remain present at the time of opening or the tenderers, if desired, may send their authorized person (not more than one person for each tenderer) to remain present. In case of any changes in date of tender opening, the same will be notified in the office notice board.

Director & Member Secretary  
West Bengal State Export Promotion Society

## **1. Instruction for tenderers / bidders.**

A. Bidders should have Digital Signature Certificate (D.S.C.).

In the event of e-filing, intending bidder may download the tender documents, terms & conditions etc. from the website [<http://wbtenders.gov.in>] directly with the help of Digital Signature Certificate.

Both “Technical Bid” and “Financial Bid” are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>.

### **Earnest Money Deposit:**

**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 Technical Bid and Financial Bid should be submitted on line as per schedule given in tender document.

The Financial offer of the prospective bidder will be considered only if the Technical Documents of the bidder found qualified and acceptable by the tender committee of this office or authorized nodal officer.

The bidders who have been delisted by any Government Department shall not be eligible in any way for submission of tender.

### **Technical Proposal:**

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

- (a) Statutory Cover Containing the following documents:
- NIT
  - APPENDIX 'A' (duly filled up & signed by the bidders)

(b). Non-statutory Cover Containing the following documents:

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	P. Tax Registration and current deposit receipt challan Pan Card,current I. T. Return ; GST registration certificate. Any other certificates mentioned in the tender document.
B.	Company Detail(s)	Company Detail	Valid Trade License ; Registered Deed of partnership Firm/Article of Association & Memorandum ; Power of Attorney ;
C.	Credential	Credential -1 Credential -2	Credential documents as per eligibility criteria ;

Financial Bid containing the following:

The financial proposal should contain in one cover (folder) along with bill of quantity / rate of each unit on line through computer in the space marked in the format for quoting the rate.

B. Date and time schedule:

Sl. No.	Particulars	Date & time
01.	Date of up loading of NIT documents (on line)	13/06/2018 at 10 A.M
02.	Starting date for down loading (on line)	13/06/2018 at 10 A.M
03.	Last date of down loading	27/06/2018 at 11 A.M.
04.	Bid submission start date	13/06/2018 at 10 A.M
05.	Last date of submission of Technical Bid and Financial Bid on line.	27/06/2018 at 11 A.M.
06.	Date of opening of Technical Bid on line	29/06/2018 at 11 A.M.
07.	Date of opening of Financial Bid on line	Will be informed later on

**2. Eligibility Criteria for participation in tender :**

- (a) ***The prospective bidders shall have undertaken as a prime agency similar interior decoration work of at least one showroom / emporium / pavilion of international standard (as shown in the attached furniture layout of the proposed showroom) for any undertaking/ organisation etc. under the Government of West Bengal, during the last 3(three) years prior to the date of issue of this Notice.***
- (b) ***Work Order value of such similar showroom / emporium as mentioned in 2(a) above should not be less than Rs.5,00,000/- (Rupees Five Lakhs).***

## **Terms and Conditions:**

1. Both technical and financial bid should be uploaded in Govt. of West Bengal e-tender portal <http://wbtenders.gov.in>. No offline bid submission will be accepted.
2. Tenderers will have to enclose documentary proof in respect of undertaking work as specified in eligibility criteria along with other documents as mentioned in NIT.
3. Subletting of contract is strictly prohibited.
4. The prospective bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5(five) years. Such abandonment or rescission will be considered as disqualification towards eligibility.
5. Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.
6. 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).
7. No Mobilisation Advance and Secured Advance will be allowed.
8. Agencies shall have to arrange space for Plant & Machineries, storing of materials, labour shed etc. at their own cost and responsibility.
9. Bids shall remain valid for a period not less than 120 (one hundred twenty) days after the dead line date for Financial Bid submission. Bid valid for a shorter period shall be rejected by the "Tender Committee" as non-responsive.
10. All materials required for interior decoration of the Biswa Bangla Showroom at Hyderabad Central-1, 6-3-673/1-4, Punjagutta X Road, Hyderabad 500082. shall be of approved brand in accordance with relevant code of practice and manufacture accordingly and shall be procured and supplied by the agency at their own cost.
11. Location of critical events: Bid opening:-

Office of the Director & Member Secretary,  
West Bengal State Export Promotion Society,  
Oswal chamber, 4<sup>th</sup> floor, Room No. 401,  
2, Church Lane, Kolkata- 700 001.
12. **Earnest Money: - The amount of Earnest Money 40,000/- (Rs. Forty thousand only) should be remitted through bidder's 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 in favour of "West Bengal State Export Promotion Society", against the work.**
13. The earnest money of unsuccessful contractors/agencies/organizations will be refunded in due course. No interest will be paid on the earnest money deposited.
14. Security Deposit:- The total Security Deposit is @ 10 % of the work value. Earnest Money Deposit will be converted into interest free Security Deposit, in case of successful bidder and the rest of Security Deposit will be deducted from bills of the successful bidder. The Security Deposit shall not carry interest. On successful completion of the Work the total Security Deposit, without any interest, will be refunded to the bidder, after defect liability period after

any applicable adjustment thereof. Deduction from the Security Deposit is applicable in case of any damage occurred, as per rate to be fixed by WBSEPS.

The Security Deposit may be forfeited in case of non-abidance of any terms and conditions, as put up by WBSEPS in this Tender Document.

15. The Bidder, at his own responsibility and risk may 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.
16. 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 WBSEPS.
17. The Director & Member Secretary, WBSEPS reserves the right to reject any tender application and to accept any offer 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.
18. Preference will be given to the bidders who have executed similar interior decoration for Biswa Bangla Showrooms.
19. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act. 1961 and (c) 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.
20. During scrutiny, if it is come 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 tender application will be out rightly rejected without any prejudice. Beside the WBSEPS may take appropriate Legal Action against such defaulting tender.
21. 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.
22. If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.
23. No CONDITIONAL/INCOMPLETE TENDER will be accepted under any circumstances.
24. 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.
25. Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and Employees State Insurance Act, 1948 should be strictly adhered to wherever such Acts become applicable.
26. Minimum wages to the workers shall be paid according to the rates notified and /or revised by the State Govt. from time to time under the Minimum Wages Act, 1948 in respect of scheduled employments, within the specified time as per law. Payment of bonus, wherever applicable, has to be made.
27. Adequate safety and welfare measures must be provided as per the provisions of the Building and other Construction Workers' (Regulation of Employment and Conditions of Service Rurles, 1996 read with West Bengal Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2004.

28. All liabilities arising out of engagement of workers are duly met before submission of bills for payment.
29. If there is any violation of any or all the relevant above criteria during execution of the job, it will render the concerned agencies ineligible for the work then and there or at any subsequent stage as may be found convenient.

**A. Tender Committee :**

**Opening of Technical proposal :-**

Technical proposals will be opened by the Additional Director, WBSEPS or his authorized representative. Intending tenderers may remain present if they so desire.

- (i) While evaluation the committee may summon the tenderer & clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposals will be liable for rejection.

**B. Financial proposal**

- (i) The Financial bid of only those bidders shall be considered who are technically qualified on evaluation according to the predefined qualification criteria as mentioned in this N.I.T. by the Tender Committee, formed for the purpose. The contractor is to quote the rate online only in the BOQ MENTIONED UNDER FINANCIAL BID in this N.I.T.
- (ii) **Intending bidders are requested to closely follow the furniture layout plan of the work site attached with this e-NIT while quoting the rates.** Rates to be quoted excluding GST. GST will be paid extra, as applicable, to the successful bidder on completion of the work satisfactorily and raising bill accordingly as mentioned in the Terms of payment in this e-NIT.

**C. AWARD OF CONTRACT.**

- (I) WBSEPS 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 Employers' action.
- (II) **Defects Liability period: 12 (Twelve) months from the date of completion.**

**D. PAYMENT TERMS:-**

- i) Full payment will be released after successful completion of the work by the concerned/designated officer/consultant of the Tender Inviting Authority. Bills are to be produced in the name of Director and Member Secretary, West Bengal State Export Promotion Society. **GST will be paid extra as applicable.**
- ii) **Tax invoice(s) needs to be issued by the successful bidder for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.**

Director & Member Secretary  
West Bengal State Export Promotion Society

**APPENDIX-A**

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

Sub: Submission of tender for undertaking the Works of interior decoration of proposed Biswa Bangla Showroom at Hyderabad Central-1, 6-3-673/1-4, Punjagutta X Road, Hyderabad 500082.

**Ref: e-Tender No. WBSEPS/DMS/e- 9/18-19/BBS HYD.**

Sir,

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

- (1) Name and address of the firm :
  
- (2) Telephone Number, Fax No. & E-mail :
  
- (3) Name & address of partners/proprietor /directors :
  
- (4) Registration Certificate under Company Act/ Registered Deed of partnership Firm/ Pvt. Ltd. Co. :
  
- (5) Name of Banker with Account Number :
  
- (6) Nature of business
  
- (7) Number of persons employed :
  
- (8) Working experience for undertaking similar work. :
  
- (9) PAN for I.T. (enclose Xerox copy) :

(10) Copy of Trade License and Professional :  
Tax Certificate

(11) Details of Earnest Money

Yours faithfully,

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Signature & seal of the bidder