



WEST BENGAL STATE EXPORT PROMOTION SOCIETY

Government of West Bengal

2, Church Lane, 4th floor, Room No.401, Kolkata -700001.

Phone: 2243-9188, 2243-0380 Tele-fax: 91-33-22439187

Website: www.wbseps.com

Notice inviting e-tender

e-tender No. WBSEPS/DMS/e-11/18-19/Sound /N. Bengal

Online Tenders (e-tender) are invited by the **West Bengal State Export Promotion Society** from reliable and experienced agencies/organizations/parties for enlistment with this office **up to 30th September, 2021 for undertaking jobs of supply of Sound System on hire basis** for Expo/Fairs/Exhibitions and other Programmes at Siliguri and other North Bengal areas as per requirement.

Detail information about eligibility, terms & conditions, application forms, schedule of last date and time for online submission of Technical Bid, Financial Bid and others are given in our website [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 desire, 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.

ELIGIBILITY

1. The agencies/organizations should have at least 2 (two) years experience during last five years for undertaking jobs of supply of Sound System on hire basis for Expo/Fairs/Exhibitions and other Programmes on engagement through Govt. Departments / Government undertaking under State and Central Government.
2. The agencies/organizations should have ability to undertake such work / job in his / her own financial capacity for which they should have at least an average annual turnover of Rs. 5.00 lakh (Rupees five lakh) only for last three financial years.

Director & Member Secretary
West Bengal State Export Promotion Society

TECHNICAL BID

e-tender No. WBSEPS/DMS/e-11/18-19/Sound /N. Bengal

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 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>.

The Technical Bid and Financial Bid should be submitted as per the schedule mentioned in the tender document.

The Financial offer of the prospective bidder will be considered only if the Technical Documents of the bidder found qualified by the tender committee of this office or authorized nodal officer. The list of qualified bidders will be displayed in the website on scheduled date and time.

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

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.

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 deposit receipt challan for the current Financial Year. Pan Card, I. T. Return for last three years. Goods & Service Tax Registration certificate; Any other certificates, statutory license mentioned in the tender document.
B.	Company Detail(s)	Company Detail	Valid Trade License ; Registered Deed of partnership Firm/Article of Association & Memorandum; whichever applicable; Power of Attorney, if applicable ;
C.	Credential	Credential -1 Credential -2	Credential documents as per eligibility criteria ;
D	Financial Info		Documents regarding actual turnover for last three years duly signed as evidence of their average annual turnover

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 publishing of NIT documents (on line)	22/08/2018 at 10 A.M.
02.	Start date and time for down loading (on line)	22/08/2018 at 10 A.M.
03.	Last date & time of down loading	05/09/2018 at 1 P.M.
04.	Bid submission start date & time	22/08/2018 at 10 A.M.
05.	Last date of submission of Technical Bid and Financial Bid on line.	05/09/2018 at 1 P.M.
06.	Date of opening of Technical Bid on line	07/09/2018 at 2 P.M.
07.	Date of opening of Financial Bid on line	Will be informed later

Job specification

Supply, fitting and fixing of specified items related to Sound System on hire basis for Expo/Fairs/Exhibitions and other Programmes at Siliguri and other North Bengal areas.

Skilled technicians are required to be posted at the site to provide uninterrupted service.

Director & Member Secretary
West Bengal State Export Promotion Society

Terms and Condition

e-tender No. WBSEPS/DMS/e-11/18-19/Sound /N. Bengal

1. Tender both technical and financial should be uploaded in Govt. of West Bengal e-tender portal <http://wbtenders.gov.in>. as per the schedule mentioned in the tender.
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. **Earnest Money: - The amount of Earnest Money of Rs. 10,000/- (Rs. Ten 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.**
4. The earnest money of unsuccessful Agencies/Firms/organization will be refunded in due course. No interest will be paid on the earnest money deposited.
5. The EMD deposited by successful agency will be retained and converted as Security deposit. The Security Deposit will be refunded after expiry or cancellation of enlistment for the successful tenderer. No interest will be paid on such security deposit.
6. Award of Contract enlisting the successful Contractors / Firms / Companies will be uploaded in the e-tender portal <http://wbtenders.gov.in>. They have to sign a print out of the Award of Contract and send the same to the tender inviting authority within 15 days of uploading as token of acceptance. As and when required they will be engaged through work orders at the location as mentioned in this e-tender document, based on performance of the individual enlisted through this e-tender.
7. Income tax or other tax/cess, if any, will be deducted at source as per Government rate and existing rules at the time of payment of bills.
8. The W. B. S. E. P. S. reserves the right to inspect the godown or office of the tenderers, if required. Tenderers who have no godown and office of their own are not eligible for the job.

9. Rates should be quoted inclusive of proportionate cost of all other charges like taxes, insurance, service charges, local taxes, delivery and transportation charges, wages of staff for operation and maintenance etc. **Only GST will be paid extra as applicable.**
10. The rate quoted and obtained from tenderers shall remain valid up to 30th September, 2021 if not otherwise cancelled by the authority.
11. 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.
12. If any tenderer withdraws his tender after opening without satisfactory reason his earnest money shall stand forfeited to the W. B. S. E. P. S. and he shall be banned from participating in any other tender floated by the Society during next two years.
13. Before submitting any tender, tenderers are to satisfy themselves about actual work load and specification of work if necessary.
14. **The authority i.e. WBSEPS reserves the right to accept the lowest rate / negotiated rate and allot total/ part of the work according to the requirement without assigning any reason thereof.**
15. West Bengal State Export Society reserves the right to reject any or all the bids without assigning any reason thereof.
16. Allotted work requires to be completed within the construction period or as will be specified and should be dismantled after the event within the specified dismantling period by the Tenderers / Contractors / Firms / Companies to whom work order issued. No. one will be allowed to sub-contract any part or full of the assigned work.
17. Any conditional tender will not be considered.
18. The incomplete tender or tenders which don't fulfil the terms and conditions, will liable to be rejected.
19. Bill of cost of work should be placed to this office in duplicate along with the photocopy of work order according to work done and approved existing rate of work.
20. Bill of cost of work should be placed to this office in duplicate along with the photocopy of work order according to work done and the rate to be finalised through this e-tender for the work. If any ambiguity arises due to different set of rates for different period, only lowest amount will be entitled for payment.
21. Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.
22. In case, the work is done in deviation to the specification or any defect is found during Fair / Mela / Exhibition/ Programme, a reasonable reduction from bill amount, as may be fixed by the appropriate authority, shall be made.
23. In case of violation / unsatisfactory performance in any of the above clauses / works, the concerned party will be penalized by way of cancellation of order and enlistment at any time,

imposition of fine, and non-payment / deduction of amount from the bills amount etc. as will be decided by the authority.

24. The authority reserves the right to revoke the enlistment before expiry of its validity period due to any unforeseen reason.

25. LOCATION OF CRITICAL EVENT:

BID OPENING PLACE:

Office of the Director & Member Secretary,
West Bengal State Export Promotion Society,
Oswal Chambers, 4th floor, Room No. 401,
2, Church Lane, Kolkata- 700 001.

Director & Member Secretary
West Bengal State Export Promotion Society

Signature of tenderer with seal

Tender Form for supply of Sound System on hire basis for Expo/Fairs/Exhibitions and other Programmes at Siliguri and other North Bengal areas.

To
The Director & Member Secretary,
West Bengal State Export Promotion Society,
2, Church Lane, (4th floor), Room No. 401,
Kolkata – 700 001.

Sub: Submission of tender for supply of Sound System on hire basis for Expo/Fairs/ Exhibitions and other Programmes at Siliguri and other North Bengal areas as per requirement.

e-tender No. WBSEPS/DMS/e-11/18-19/Sound /N. Bengal

Sir,

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

- (1) Name and address of the firm :

- (2) Constitution of the firm :

- (3) Telephone Number, Fax No. & E-mail :

- (4) Name & address of partners/proprietors :

- (5) Name of Bankers with Account Number :
With Branch code and IFSC Code

- (6) Nature of business :

- (7) Godown, if any, its location, size & short description :
- (8) Number of persons employed :
- (9) Details of working experience for undertaking similar work in Handicrafts Expo/Fair :
- (10) Annual Turn Over : [Rs. In lakh]
- (11) GST Registration No. :
- (12) PAN for I.T. (enclose Xerox copy) :
- (13) Copy of Valid Trade License and License for Professional Tax Certificate. :
- (14) Details of Earnest Money :

Yours faithfully,

Signature & seal of the tenderer.