



WEST BENGAL STATE EXPORT PROMOTION SOCIETY

Government of West Bengal

2, Church Lane, 4th floor, Room No.401, Kolkata – 700 001.

Phone: 91-33-2243-0380, Tele-fax: 91-33-22439187; E-mail: wbseps@gmail.com

Notice Inviting e-tender

e- Tender No. WBSEPS/DMS/e-12/18-19/NB-Pvl

[For construction of temporary pavilion, gate, fencing etc. for Expo/ Fair/ Exhibitions/ programmes at Siliguri & other North Bengal districts]

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 construction of temporary pavilion, gate, fencing etc.** for Expo/Fairs/Exhibitions and other Programmes at Siliguri and other North Bengal districts 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 three years experience during last five years of undertaking such work in the Handicraft Expo at Siliguri or in North Bengal districts organized by Directorate of MSME, Govt. of West Bengal or Department of MSME&T, Govt. of West Bengal or WBSEPS.
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. 10.00 lakh (Rupees ten lakh) only for last three financial years.

Director & Member Secretary
West Bengal State Export Promotion Society

TECHNICAL BID

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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; Valid electrical license; 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.

A. 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	12/09/2018 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.	12/09/2018 at 1 P.M.
06.	Date of opening of Technical Bid on line	14/09/2018 at 2 P.M.
07.	Date of opening of Financial Bid on line	Will be informed later

Terms and Condition
e- Tender No. WBSEPS/DMS/e-12/18-19/NB-Pvl

**[For construction of temporary pavilion, gate, fencing etc. for Expo/ Fair/
Exhibitions/ programmes at Siliguri & other North Bengal districts]**

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.20,000/- (Rs. Twenty 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, dismantling the materials 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. Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.
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. Payment of bills for work, which will be completed within scheduled time of specification, will be made strictly on the basis of satisfactory completion and report of measurement committee for the purpose.

22. 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.
23. 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.
24. 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.
- 25. The authority reserves the right to revoke the enlistment before expiry of its validity period due to any unforeseen reason.**

26. 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, Siliguri- 700 001.

Director & Member Secretary
West Bengal State Export Promotion Society

SPECIFICATION OF WORK

e- Tender No. WBSEPS/DMS/e-12/18-19/NB-Pvl

For construction of temporary pavilion, gate, fencing etc. for Expo/ Fair/ Exhibitions/ programmes at Siliguri & other North Bengal districts

Sl. No.	Description of items and specification
1.(a)	<p>Gate for Expo Ground: (Design to be submitted by applicant)</p> <p>Structure should be stout salballha and bamboo post. Iron wire/coir rope should be used so that gate should be steady during rain and wind. Both sides are to be covered by plywood and plastic paint on flex as per design approved by the authority.</p> <p>Size (approx)</p> <ul style="list-style-type: none">i) 25'X5'X20' (H) (Small) orii) 25'X6'X22'(H) (Medium) oriii) 28'X6'X24' (H) (Big)
1. (b)	<p>Pillar gate (rectangle type) should be prepared with plywood and fixing on ground. Top canopy made with ply and painted with synthetic enamel colour of approved shed and design.</p> <p>Approximate size: base 8'X8', height 14' to 16' as per design. Flex printing, fixing with frame and to be covered in four sides of each pillar gate.</p>
02.	<p>Construction of temporary pavilion and interior / external decoration thereto:</p> <ul style="list-style-type: none">a. Super structure with salballha post & bamboo should be made properly to stand steady during heavy rain or wind, height should be of 16'(ft.) .b. Roof with GI sheet properly fitted with bamboo and or waterproof and fireproof tarpaulin supported by bamboo 15' to 16' height with at least 2' sloping.c. Out of three sides back side should be covered with G.I. sheet and other two sides should be covered by fire proof tarpaulin. A cloth bottom framing, Iron wire/coir rope should be used in the structure.d. Front face should be of plywood fitted with proper wooden frame as per design. Outside of front facia should be painted by 2 to 3 colour with

	<p>synthetic enamel paint. 15' to 16' height with name of stall / organizer and design.</p> <ul style="list-style-type: none"> e. Floor/platform should be of hard wood board of 1" thick at a height of 6" to 1' high from the ground with proper fitting. f. Ceiling with cloth fitted with proper wooden frame. g. Walling inside with coloured cloth or plywood with painting. h. The clear height from the wooden floor to the ceiling will be 10'. i. Door in each 20' to 25' gaping in the front side or one in each stall. j. Collapsible gate with complete fitting (5' to 6' width) in door with locking arrangement in each 20' to 25' apart in front side Door (bars 18mm x 6 mm) or within 20' of any stall where front of stall is less than 20'. k. Wooden racks to be provided made with commercial block (18mm thickness) with vertical partition 3' apart and horizontal shelves at 1'-3" apart. Back with commercial plywood. Height 7' and depth not less than 1'-6". It should be fixed in the back of counter in each of four sides except door. l. Sale counter to be provided in front of racks in four sides of stall with proper fixing in suitable place inside the pavilion. It should be 18mm commercial block board/particle board. Height 3', Width 2'. One shelf should be fixed inside the counter. Top and front side/end should be covered by plywood board and then cloth cover to be made on top and front side of the counter. m. Visitors/customers floor space inside the pavilion should be covered with coir / jute or synthetic carpet including doors and opening place. n. Glass show windows should be provided in each stall as per requirement. At least one glass window should be fixed in one pavilion or one window for every 20' front.
03.	<p>Office Room / VIP Room:</p> <p>Structure should be same as construction of pavilion but outer wall should be covered with plywood painted with synthetic paint. Side be fitted with glass window. Flooring with complete new synthetic carpet. Within office room there will be a VIP's room with well decoration and glass window including provision of toilet. Platform with block board like stall with 1' to 1'6" height from the ground, inside, partition by plywood with proper painting. No rack or counter is required. Ceiling should be well decorated door to be fixed for each cubical inside the office room.</p> <p>Specification of pavilion in Sl. No. 02 (a), (b), (f), (g), (e), (h), (i) and (j) above</p>

	should also be followed for structure.
04.	<p>Debit/Credit Card Counter:</p> <ul style="list-style-type: none"> (a) Structure with salballah and bamboo along with platform similar to pavilion in Sl. 02(a) & (e), except Height should be 10'. Total ground area covered of diameter 10' (for Global shape). (b) (i) Global in shape, if in open space, wall should be covered with ply wood with painting in two coats. Covering the roof with water proof and fireproof tarpaulin and Multi coloured flex as per approved design. ii) Square shaped. Size should be at least 10' x 12'. Structure with salballah and bamboo along with platform similar to pavilion in Sl. A(i)(a) & (d), except Height should be 10'. (c) Fitted with collapsible gate with locking arrangement. Walling with plywood painted by synthetic paint (two coats) on both sides. (d) Space as per availability at the ground. (e) Running table/counter to be fitted along with drawer of adequate size. <p>Rate should be in Rupees per sq.ft. of ground area.</p>
05.	<p>Electric room / Generator room / Transformer room / Godown. Structure should be of bamboo with GI sheet roof and covered four sides with fire proof tarpaulin or GI sheet. Provided with one collapsible gate, wooden platform for floor like Sl. No. 02 (e) above.</p>
06.	<p>Stage for inaugural and other programme:</p> <ul style="list-style-type: none"> (a) Stage open on three sides. Only back side be decorated as per design specification. Platform of stage with hard wood at 4' to 5' height from ground. Construction of structure as per specification of stall/pavilion along with roof with GI sheet or fire proof tarpaulin. Floor of stage be covered with fresh synthetic carpet. Stair case on two sides of stage should be fixed properly and be covered with same synthetic carpet. (b) <u>Auditorium:</u> Super structure with salballah and bamboo. Space for audience to be open in all sides with well decorated cloth ceiling under tarpaulin roof, pillars should be covered with cloth or flex in four sides. Side top of the auditorium (under ceiling) should be filled with cloth Jhalar or cloth facia (1' to 15') in three sides. (c) A green room covered with jute/cloth and wooden platform in back/side of stage (Super structure will be like pavilion [Sl. No. 02(a) to Sl. NO. 02(i)] along with synthetic carpet in the floor.

07.	Boundary Walling with G.I. Sheet (8' height) fitted with salballha and bamboo frame (at least 3 horizontal runners).
08.	Construction of wooden platform with hard wood board of 1" thick at a height 6" to 1' from ground with proper sloping along with stair / step in front, if necessary.
09.	Structure for demonstration stall/space for fire service personnel/Karigarer Hat/First Aid Stall etc. Super structure with salballha post/bamboo structure etc. which should be made properly to stand steady during rain/wind. Roof with water and fire proof tarpaulin/GI sheet properly fitted with bamboo, height 14' with at least 2' sloping. No counter and rack is required. Wooden platform like stall and pavilion. Podium etc. to be fitted as per requirement covered with cloth. Three side open or four sides open as per requirement. Back side to be covered with tarpaulin and cloth. No gate or window is required. Should be well decorated along with cloth jhalor or ply with painting 1' to 1.5' width at the top (below ceiling) of three/four sides as per design.
10.	Podium as per size should be made if necessary with commercial black board or particle board (ply) fitted with strong wooden frame in such a way that demonstration work can be performed on it. Height 2 ½' to 3', double coated painting on top and four sides of Podium.

11.	<p>Festoons & Display etc.:</p> <p>(a) Multi colour flex printing with fixing.</p> <p>(b) Multi colour flex printing fitted with wooden frame.</p> <p>(c) Display board, plywood hoarding with complete lettering in multi colour and fixing (rate along with printing/painting) on wooden frame.</p> <p>(d) Cloth hoarding/banner 4'X5' or any other size (letter in multi colours) along with fixing by bottom frame etc.</p> <p>(e) Banner (cloth) 3'X4' or any other size with fixing (lettering in multi colours).</p> <p>(f) [I] Publicity gate as per design and specification (to be given by tenderer for approval in well ahead) with bamboo structure, coloured cloth/jute covering, multi coloured lettering (painting). Height should be such that any type of vehicle can be moved smoothly through the gate. Space & size will be according to availability of main road.</p> <p>(i) For 3 legs gate.</p> <p>(ii) For 2 legs gate.</p> <p>[II] Publicity gate as per design and specification (to be given by tenderer for approval in well ahead) with bamboo structure, plain cloth covering with multi-coloured flex printing with fixing. Height should be such that any type of vehicle can be moved smoothly through the gate. Space and size will be according to availability of main road.</p>
	<p>(i) For 3 legs gate.</p> <p>(ii) For 2 legs gate.</p> <p>(g) Vinyl printing in multi colour as per design and to be fitted with wooden frame for back lit or front lit arrangement.</p>
12.	<p>Generator room with bamboo structure, GI sheet/ fire proof tarpaulin roof and covering three sides with GI sheet provided with collapsible gate, wooden platform.</p>

13.	<p><u>Kitchen room:</u></p> <p>Super structure with salbollha post/bamboo post and bamboo structure should be made properly to stand steady on ground during rain/wind. Height should be 10' to 12' and all are to be fitted with coir rope or iron wire. Roof and four / three sides should be fitted with G. I. Sheet.</p>
14.	<p><u>Extra work:</u></p> <p>(a) Pelmet with ply or commercial board width 6" and length as per requirement. Iron rod to be provided in fixed in the middle.</p> <p>(b) [i] Ply wood walling with structure of bamboo/ wood as per requirement, painting in complete with two coats.</p> <p>[ii] Plain ply wood walling with two coat painting without structure of bamboo or wood.</p> <p>(c) (i) Jute roofing/partition to be fitted without any frame.</p> <p>(ii) Jute roofing/partition to be fitted with wooden frame.</p> <p>(d) Cloth jhalor for interior decoration</p> <p>(e) Making and fixing of colour flag(small) at the boundary with wooden stick /</p>

	<p>Iron pole.</p> <p>(f) Synthetic/cotton curtain (approx size 4'X6')</p> <p>(g) (i) Bamboo railing/barricade with 2 lane (row) fitted on jhau/eucalyptus/shalballa pillar 4.5 ft. above GL and 2 ft. below GL and tied strongly with proper digging in such a way that it should stand steady.</p> <p>(ii) Same above with 3 lane of height about 6' above GL.</p> <p>(i) Wooden frame / railing (row 1½' apart and column 2' apart) to be fitted on ground or on platform / on structure.</p> <p>(h) Bamboo structure shed with GI sheet roof and fire proof tarpaulin on three/four sides.</p> <p>(i) Bamboo structure with salballha post and roof with bamboo frame to be fixed on ground for steady during heavy rain or wind.</p>
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N.B: All rates should be inclusive of all other charges like taxes, delivery charges, insurance, etc. except **GST**.

Director & Member Secretary
West Bengal State Export Promotion Society

APPENDIX - A

**Tender Form for For construction of temporary pavilion, gate, fencing etc. for Expo/
Fair/ Exhibitions/ programmes at Siliguri & other North Bengal districts**

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

e- Tender No. WBSEPS/DMS/e-12/18-19/NB-Pvl

Sir,

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

- (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) Godwon, if any, its location, :
size & short description

- (8) (i) No. of employees :
- (ii) Details of qualified Electrical Supervisor or Technical staff :
- (9) Number of persons employed :
- (10) Details of working experience for undertaking similar work in Handicraft Expo (enclose copy of certificate / work order etc.) :
- (11) Annual Turn Over : [Rs. In lakh]
- (12) GST Registration No. :
- (13) PAN for I.T. (enclose Xerox copy) :
- (14) Copy of Valid Trade License and License for electrical work, and Professional Tax Certificate. :
- (15) Details of Earnest Money :

Yours faithfully,

Signature & seal of the tenderer.