



**WEST BENGAL STATE EXPORT PROMOTION SOCIETY**  
Under the Department of Industry, Commerce & Enterprises, Government of West Bengal  
OFFICE OF THE DIRECTOR AND MEMBER SECRETARY  
OSWAL CHAMBERS, 4<sup>TH</sup> FLOOR, ROOM NO. 401,  
2, CHURCH LANE, KOLKATA – 700 001.  
Phone: 2243-0380 Tele-fax: 91-33-22439187  
E-mail: [wbseps@gmail.com](mailto:wbseps@gmail.com) ; Website: [www.wbseps.com](http://www.wbseps.com)

**Notice inviting e-tender No. WBSEPS/DMS/e-4/17-18/Printing**

**(Submission of Bid through online)**

Director & Member Secretary, West Bengal State Export Promotion Society (WBSEPS), under the Department of Industry, Commerce & Enterprises (erstwhile Department of Micro, Small & Medium Enterprises and Textiles), Government of West Bengal invites e-tender **from bonafide, reliable and experienced agencies / organizations for enlistment of capable agencies /organization fulfilling the eligibility criteria mentioned in this NIE-T for High quality digital printing and allied works of WBSEPS/ Industry, Commerce & Enterprises Department, Govt. of West Bengal on urgent basis, as specified under item description in the BOQ of the Financial Bid, for two years with effect from date of enlistment.**

Detailed Notice Inviting e-tender and corrigendum, if any, will be available in the website of WBSEPS i.e. [www.wbseps.com](http://www.wbseps.com) and in the website <http://wbtenders.gov.in>. Willing bidders will have to download the same and upload the Tender (both Technical Bid and Financial Bid) in the website <http://wbtenders.gov.in> through e-tendering by applying Digital Signature Certificate (D.S.C.) of tenderers as per the time schedule given in the e-tender notice. The Technical Bid will be opened in presence of those tenderers who may remain present at the time of opening or if they so desire, tenderer may send their authorized persons during the time of opening (not more than one person for each tenderer). Authorized officers will open the e-tender by their D.S.C.

Interested parties are requested to go through the terms & conditions and other related papers and to submit the tender with all relevant papers as mentioned in the terms & conditions within the specific date as per the time schedule.

Sd/-

Director & Member Secretary,  
West Bengal State Export Promotion Society

## **Instruction to tenderers / bidders.**

- (1) In the event of e-filing, intending bidder may download the tender documents from the website: - <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.
- (2) **Bidders should have Digital Signature Certificate (D.S.C.).**
- (3) The EMD shall be received and refunded (unsuccessful ones) 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 / RGTS 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) and 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.
- (4) **Both “Technical Bid” and “Financial Bid” are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>.**
- (5) The Technical Bid and Financial Bid should be submitted on line on or before the time schedule mentioned in this N.I.e-Tender.
- (6) The Financial offer of the prospective tenderer will be considered only if the Technical Documents of the tenderer found qualified by the tender committee of this office or authorized nodal officer. The list of Qualified Tenderers will be displayed both in the website and also in the Notice Board of this office of West Bengal State Export Promotion Society.
- (7) The firms / agencies / tenderers who have been delisted by any Government Department shall not be eligible in any way for submission of tender.
- (8) Technical Proposal:

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

(a) Statutory Cover Containing the following documents:

(i) NIT

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

Sl. No.	Category Name	Details
A.	Company Detail(s)	Pan Card, I.T. Return (A.Y – 2015-16, 2016 - 17); VAT Registration (if any), Valid Trade

		License; EM Part II Acknowledgement/ Udyog Aadhar Memorandum Registered Deed of partnership Firm / Article of Association & Memorandum ; Power of Attorney etc. (whichever the case may be for Partnership Firm/ Pvt. Ltd. company)
B.	Credential	<b>Audited Balance</b> Sheet with Profit & Loss Account for the Financial Year 2014-15, 2015-16 & 2016-17 / proof of payments and other Credential Documents which explicitly advocate the eligibility criteria as mentioned in the N.I.e-T.

(9) Financial Bid containing the following:

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

(10) Date and time schedule:

Sl. No.	Particulars	Date & time
01.	Date of publishing of e-tender (on line)	23.06.2017 at 10.00 A.M.
02.	Starting date for down loading	23.06.2017at 10.00 A.M.
03.	Last date of down loading	06.07.2017 at 5.00 P.M.
04.	Bid submission start date	23.06.2017at 10.00 A.M.
05.	Last date and time of submission on Technical Bid and Financial Bid on line	06.07.2017 at 05.00 P.M.
06.	Date of opening of Technical Bid on line	10.07.2017 at 12.00 Noon
<b>07.</b>	<b>Last Date &amp; Time of Physical Submission of Documentary Proof as mentioned under Item 4 under Terms &amp; Conditions of N.I.T of this e-Tender.</b>	<b>07.07.2017 at 02.00 P.M.</b>
08.	Date of opening of Financial Bid on line	Will be informed later on

(11) Place of important events:

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

Director & Member Secretary,  
West Bengal State Export Promotion Society

**Notice inviting e-tender No. WBSEPS/DMS/e- 4 /17-18/Printing.**

**Terms and Conditions for Tender**

(For Digital Printing and allied works]

**Eligibility Criteria for participation in tender:**

1. MSME units holding EM Part II Acknowledgement/ Udyog Aadhar Memorandum and have satisfactorily completed work as a prime agency during the financial year 2014 – 15, 2015 – 16, 2016 – 17 for similar nature of printing and allied works for not less than an average of 30.00 (thirty) lakh per year in State/ Central Govt., State/ Central Govt. undertaking constituted under the statute of the Central/ State Govt.
2. The agencies having experience of doing similar work for MSME&T Department, Govt. of West Bengal (now, Industry, Commerce & Enterprises, Govt. of West Bengal) and agencies/ organizations assisted under PMEGP/ BSKP or similar kind of Self Employment Schemes of Central/ State Govt. will be given preference.
3. The Prospective bidders should have office/ site located in Kolkata and adjacent area and must have adequate infrastructure to carry out works on extremely urgent basis, even within a day or less.
4. Tenderers will have to submit offline, within the date & time schedule mentioned in this e-tender, documentary proof and copy of such High Quality digitally printed and allied works executed earlier for State/ Central Govt., State/ Central Govt. undertaking constituted under the statute of the Central/ State Govt. offices as specified in item 1. of eligibility criteria mentioned above.
5. The Tenderer should have the capacity and past record in executing/ supplying such assigned work on extremely emergency basis for Govt. offices located in and around Kolkata.
6. Rates to be quoted for High quality Digital Printing only inclusive of all types of works required as per specification inclusive of paper and stationery, handling and delivery charges, cutting, folding, creasing, stapling, binding, pasting and

**type of fabrication works as required. Taxes and duties, if any, will be paid extra as applicable. Accepted rate will remain effective for two years with effect from date of enlistment.**

7. Earnest Money of Rs. 25,000/- (Rupees twenty five thousand) only is to be paid as per the procedure mentioned under instruction to tenderers / bidders. Earnest Money of the successful tenderer will be converted as "Security Deposit".
8. The security deposit will be refunded after expiry or cancellation of enlistment. No interest will be paid on such Security Deposit.
9. The Earnest Money of unsuccessful Firms / Agencies will be refunded in due course without any interest.
10. Tenderers who sign the tender on behalf of Firms / Agencies must submit copies of the upto date valid documents such as upto date Trade License, VAT & IT documents and other required documents along with the tenders.
11. The tenderers should comply with all statutory norms, rules and regulations of the Government in vogue in respect of payment of wages, duty period etc. of their employees. The successful Firms / Agencies should ensure compliance of such norms, rules and regulations during the tenure of enlistment.
12. Income tax other tax, if any, will be deducted at source as per Government rules and existing rules at the time of payment of bills.
13. The W.B.S.E.P.S. shall have the right to inspect the office of tenderers, if required.
14. If any tenderer withdraws his tender after opening it without satisfactory reason his Earnest Money shall stand forfeited to the W.B.S.E.P.S. and the tenderer shall be banned from participating in any other tender floated by the Society for the next two years.
- 15. WBSEPS shall reserve the right to accept/ reject the lowest or any rate and to assign or split up any work to any agency/ different agencies without assigning any reason thereon for bonafide public interest , quality of work as per given specification and for delivery on schedule.**
- 16. The authority reserves the right to assign work to any one of the enlisted agencies according to the requirement of the authority without assigning any reason thereof.**
17. Before submitting any tender, tenderers are to satisfy themselves about actual work load from office.
18. No one will be allowed to sub-contract any part or full of the assigned work.
19. West Bengal State Export Promotion Society reserves the right to reject any or all the bids without assigning any reason thereof.
20. Any conditional tender will not be considered.

21. The incomplete tender or tenders which do not fulfill our terms & conditions, will be liable to be rejected.
- 22. While evaluation the committee may summon the tenderer for 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.**
23. Payment of bills for digital printing and allied works, which should be performed strictly according to job specification and requirement, will be made on the basis of satisfactory report of the Officer-in-Charge for the purpose.
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 bill amount / security deposit etc. as will be decided by the authority.
- 25. Essence of the job to be assigned to any enlisted agency / organization is delivery of the printed materials and allied items as per specification and design within maximum of one day.**
- 26. Enlistment of successful bidders for the jobs of digital printing and allied works are subject to termination in case of failure in timely delivery, not maintaining desired quality and specification of any job assigned during the enlistment period.**

Sd/-  
Director & Member Secretary  
West Bengal State Export Promotion Society

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

Sub: Online Submission of e-tender for enlistment for digital printing and allied Works for two years with effect from date of enlistment.

Ref: Notice inviting e-tender No. **WBSEPS/DMS/e- 4 /17-18/Printing.**

Sir,

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

- (1) Name of the firm :
- (a) Office Address :
- (b) Site Address :
- (2) Telephone Number, Fax No. & E-mail :
- (3) Type of the Firm (Proprietorship/ Partnership/ Pvt. Ltd.) :
- (4) Name & address of partners/proprietors/directors :
- (5) Name of Bankers with Account Number, Branch Code and IFS Code (upload scanned copy of cancelled cheque) :
- (6) Number of persons employed :
- (6) PAN No. (upload scanned copy) :

(7) Valid Trade License No. :  
(Upload scanned copy)

(8) EM Part II Acknowledgement/ :  
Aadhar Udyog Memorandum No.  
(upload scanned copy)

(9) Whether the unit assisted under any Self Employed :  
Scheme (if Yes then mention the Scheme & Year of  
Sanction)  
[Upload relevant documents]

(10) Working experience in Govt. Sector for similar Nature of Work (upload extra sheet, if required):

**(i) Financial Year 2014 – 15:-**

Sl. No.	Name of the Payee (only Govt. sector)	Nature of Job	Amount Received (Rs. In lakh)
TOTAL: (Rs. In lakh)			



(ii) Financial Year 2015 – 16:-

Sl. No.	Name of the Payee (only Govt. sector)	Nature of Job	Amount Received (Rs. In lakh)
TOTAL: (Rs. In lakh)			

(iii) Financial Year 2016 – 17:-

Sl. No.	Name of the Payee (only Govt. sector)	Nature of Job	Amount Received (Rs. In lakh)
TOTAL: (Rs. In lakh)			

(11) Average Work Value Per Year (Rs. In lakh) :  
(upload the proof of payments)

Yours faithfully,

\_\_\_\_\_  
Signature & seal of the tenderer.