



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-4/18-19/SWS/ S.Bengal

Online tenders (e-tender) are invited by the West Bengal State Export Promotion Society from reliable and experienced NGOs, agencies / firms / organizations for enlistment with this office up to **31st May, 2021 for undertaking jobs of Sanitary arrangement and water supply arrangement** related to Expos / Fairs / Exhibitions and other programmes in South Bengal 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.

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 tender documents within the specific date.

Eligibility:

- [i] Tenderers should have at least one year experience during last five years for undertaking **jobs of Sanitary arrangement/water supply arrangement** at any Fair/Expos/Urban Haat/Market Complex on engagement through Govt. Departments / Government undertaking under State and Central Government.

- [ii] Tenderers should have adequate financial ability to undertake such work / job in his / her own financial capacity for which he/she should have at least an average annual turnover of Rs. 15 lakh (Rupees fifteen lakh) only for last 3 (three) financial years.

Director & Member Secretary
West Bengal State Export Promotion Society

TECHNICAL BID

E-Tender No. WBSEPS/DMS/e-4/18-19/SWS/ S.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 wbtender.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 both in the website and also in the Notice Board of this office of West Bengal State Export Promotion Society 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 the Assessment Year 2017-18 ; 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, if 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)	24.05.2018 at 10 A.M
02.	Start date and time for down loading start date(on line)	24.05.2018 at 10 A.M
03.	Last date & time of down loading	07.06.2018 at 5.00 P.M.
04.	Bid submission start date & time	24.05.2018 at 10 A.M
05.	Last date of submission of Technical Bid and Financial Bid on line.	07.06.2018 at 5.00 P.M.
06.	Date of opening of Technical Bid on line	11.06.2018 at 11.00 A.M.
07.	Date of opening of Financial Bid on line	Will be informed later

Specification of work
E-Tender No. WBSEPS/DMS/e-4/18-19/SWS/ S.Bengal

Work for sanitation arrangement & water supply arrangement of Expo/ Fair ground and other allied works:

1) Construction of temporary toilet (latrine-cum-urinal) for use of artisans and public:

- (a) Supply, fitting and fixing of temporary toilet (latrine-cum-urinal) both for ladies and gents at the Expo/Fair ground of 16 units (8 unit for ladies and 8 unit for gents) in two places each having at least 16 sq.ft. area (total $8 \times 16 \times 2 \text{ places} = 256$ sq. ft.). The construction of toilet should be with brick flat soling, walling, flooring and cementing. Necessary water pipe, foot rest, pan etc. be fitted properly. All cement plastering in floor and wall should be made of 15 mm thick (6:1 system). Plastic/polythene mug is to be supplied in each toilet for daily use. Tap water to be fitted properly. Total number of units as noted here may be changed as per requirement.
- (b) Roofing of toilet should be arranged by water and fire proof tarpaulin on a bamboo structure. Boundary should be covered with colour hassian/jute fitted with wooden bottom to be fixed with bamboo post. Temporary door of plywood or G.I. Sheet with proper painting to be fixed with wooden bottom.
- (c) Toilet for ladies and gents to be marked by writing on wall or door or adjacent place with proper direction in English and Bengali.
- (d) Arrangement should be made to flow of water continuously in the toilet by fitting one No. of over head water tank of at least 750 litre/500 litre capacity and lifting water from reservoir / well. The required well to be made by digging ground or reservoir / water tank can be arranged for lifting/supply of water continuously. Any permission or license if required for digging ground, should be obtained by the tenderer.
- (e) Latrine and urinal should be kept clean every day with phenyl / deodorizer / naphthalene and bleaching powder.
- (f) All cost of maintenance work, deploying plumber, operator, labour or helper should be borne by the tenderer for such temporary toilet if constructed by him.
- (g) Dismantling of all types of sanitation and masonry work to be done after completion of Expo within scheduled time. Rubbish, earth etc. should be removed from the Expo Ground and disposed of the same beyond the compound in conformity with the Municipality/Corporation Rules for such disposal.

2) Construction of temporary VIP toilet within the Camp Office / Theme Pavilion or any other place of Expo/ Fair/ Programme Ground:

- a) Construction of temporary VIP toilet (latrine-cum-urinal) each of size of at least 30 sq. ft.
- b) Specification of construction, supply, fitting and fixing of all materials should be the same as mentioned in Sl. (1) above including soak well, water arrangement, cleaning, maintenance, dismantling and removal of rubbish etc.
- c) Extra decoration with glazed tiles/marbles, ceiling made of ply wood should be made as per direction. Wall should be at least 8' high with cement plastering and cementing. One mirror and one wash basin to be fitted properly within the toilet along with tap water.

3) Construction of temporary urinal for use of artisans and public at State Handicraft Expo Ground:

- a) Construction/supply/fixing only urinal both for ladies and gents of about 20 units at the Expo Ground in 1 to 3 different places. Construction to be made with brick flat soling, brick work for side wall having at least 8' high, flooring, fixing of foot rest of brick, cementing floor and wall. Cement plaster should be 15 mm thick (6:1 system). Outlet to be fixed with waste pipe. Size of each unit should be 3'X4' (12 sq. ft.)
- b) Roofing by water and fire proof tarpaulin on bamboo structure. Boundary to be covered by jute hessian or cloth fitted with wooden bottom on bamboo structure. Temporary door to be fixed properly.
- c) Urinal for ladies and gents to be marked by writing in front side in English and Bengali specifying direction.
- d) Water arrangement, cleaning, dismantling and removal of rubbish will be as specified and mentioned in 1 (d) to 1 (g).

4) Construction of temporary bathing place for artisans at Expo/ Fair/ Programme Ground

- a) Temporary bathing place is required in one or two places of Expo Ground both for gents and ladies.
- b) Construction of bathing place should be made with brick flat soling for at least 9" to 1' high from the ground, plastering (6:1 system) and cementing in complete for 6'X4' of each bathing place keeping drainage system.
- c) Roofing of bathing place should be arranged by water and fire proof tarpaulin on a bamboo structure. Boundary should be covered with colour hessian/jute fitted with wooden bottom to be fixed with bamboo post. Temporary door of plywood or G.I. Sheet with proper painting to be fixed with wooden bottom.

- d) Water supply arrangement is to be made by digging well in the ground or storing of water in over-head water tank to be fixed temporarily at the side of each bathing place. Tank having capacity of 1000 ltrs. / 750 ltrs. as per requirement to be fitted and fixed on brick pillar at proper height in complete with tap water arrangement in such a way that at least 3 (three) persons can take bath at a time in one bath place.
- e) All cost of deploying labour, plumber, operator or helper should be borne by the tenderer.
- f) Dismantling of all types of construction and masonry work to be done after completion of Expo within scheduled time. Rubbish, earth etc. should be removed from the Expo ground and disposed of the same beyond the compound in conformity with the Municipality/Corporation rules for such disposal.

5) Temporary arrangement of storing and using of drinking water on hire basis daily at Expo/ Fair/ Programme Ground:

- a) Supply of water tank (Syntax/Patton/ or equivalent make) of 1000 ltrs. / 750 ltrs. / 500 ltrs. capacity. Such tanks to be fixed and fitted at about 1 to 3' high from the ground for drinking purpose. Tanks should be fixed on brick pillar constructed with cement plastering (6:1 system) under which a platform (30'X30') to be constructed with flat brick soling of about 2 ½' high from ground for taking the drinking water. Drainage system to be made to avoid water logging. Capacity may be changed as per requirement at the ground.
- b) Total water consumption will be 10000 ltrs. per day in every week days and 20000 ltrs. per day in every Sunday, Saturday and holidays. Arrangement of drinking water will be made by the office but distribution of the same through water tank is to be made by the agency. Consumption of water may be changed as per requirement.
- c) Staff or helper should be provided if necessary to continue water supply.
- d) Dismantling of all types of construction and masonry work to be done after closing of Expo within scheduled time. Rubbish, earth etc. should be removed from the Expo ground and disposed of the same beyond the compound in conformity with the Municipal/Corporation rules for such disposal.

6) Arrangement for spray of water within Expo/ Fair/ Programme Ground

- a) To avoid dust arrangement to spray water within the Expo ground is to be made. Supply of rubber pipe, pump, manpower/labour should be borne by the tenderer. Spray of water to be done two times daily for entire Expo period.
- b) License or permission for such work including boring of tube-well if necessary to be obtained by the tenderer.

7) Construction of temporary Soak Pit:

Digging of 3½' dia soak well with depth 4', BLG lining with earthen ring as per direction and covering the top properly to avoid pollution hazard for each unit of toilet / latrine / urinal. Fitting/ fixing S. W. pipe properly joined with cement mortar (6:1) with each outlet of latrine and urinal. Night soil etc. is to be removed from soak pit as and when required to avoid over flow. After Expo and dismantling of construction, soak well be filed up with local sand and water.

8) Temporary Pump Set and Pipe Line:

Pump set at least 1 HP each to be installed temporarily on hire basis as per requirement for filling water from the reservoir or ground for use in toilet, bathing place, cleaning, spraying water in the ground etc. Necessary pipe line (main pipe) to be fitted and fixed for flow of water from source, pump and reservoir / using place. Cost of fixing, maintenance and operator should be borne by the tenderer for Entire Expo period.

a) All the rates should be including carrying cost, loading and unloading charges.

9. Temporary construction of latrine and urinal (both for gents and ladies) in one place / compound:

(i) Construction of temporary latrine having each unit of about 16 sq. ft. X 7 units and urinal having each unit about 12 sq. ft. X 10 units for gents along with soak pit is to be made under one common shed. Latrine should have door for each unit. Construction work and dismantling will be same as 1(a), (d), (e), (f) and (g). The total area of shed will be about 30'X56' or 1700 sq. ft. approximately.

(ii) Same latrines and urinals under a common shed of about 1700 sq. ft. area (latrine 7 units and urinal 10 units) for ladies as specified 1(a) above.

(iii) Total roofing of toilets and urinals should be arranged by fire proof tarpaulin or GI Sheet on bamboo structure. Bamboo structure should be made properly on ground and stood steady during rain or wind. Boundary should be made by ply wall fixed with wooden bottom on the bamboo wall / structure. Colour of ply wall should be as per direction. One door to be fixed in proper place with curtain on door.

Inside this compound at least 3 (three) basins for hand wash along with water system and mirror above the each basin to be fitted.

10. Tube-well/ Tube-well with submersible pump by digging earth on ground and fitting pipe line by boring as per direction and approval of the authority to be obtained by the tenderer. The tube-well to be fixed above a temporary construction which should be made by brick flat soling and cementing.

11. Extra pipe fitting and plumbing work on temporary basis.

**Director & Member Secretary
West Bengal State Export Promotion Society**

Terms and Condition

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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. In the Financial bid, rates are to be quoted inclusive of all type of taxes / fees and charges excluding GST, EPF / ESI / Bonus etc., if any for workers deployed for the work which should be borne and maintained by the tenderers. However, **GST will be paid extra as per applicable rate.**
4. Engagement of workers should be done as per norms and rules set up by the Labour Department, Govt. of West Bengal. The tenderer should comply with all statutory norms, rules and regulations of the Government in vogue in respect of payment of wages, duty period etc.
5. **The rate accepted shall remain valid up to 31st May, 2021.**
6. **Earnest Money: - The amount of Earnest Money 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.**
7. The earnest money of unsuccessful NGOs/Agencies/Firms/organization] will be refunded in due course. No interest will be paid on the earnest money deposited.

8. 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.
9. 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.
10. If any tenderer withdraws his/her tender after opening of tender without satisfactory reason his/her Earnest Money shall stand forfeited and he/she shall be banned from participating in any other tender floated by the Society for the next three years.
11. Before submitting any tender, tenderers are to satisfy themselves about actual work load, local conditions from office / visiting the site.
12. No one will be allowed to sub-contract any part or full of the assigned work.
13. Any conditional tender will not be considered.
14. The incomplete tender or tenders which do not fulfill the terms and conditions, will be liable to be rejected.
15. The agency should submit bill in duplicate along with copy of work order to the Director & Member Secretary, WBSEPS, Kolkata.
16. 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.
17. Payment of bills for work, which should be completed within scheduled time, is to be made strictly on the basis of satisfactory completion report of the authorized representative of the appropriate authority for the purpose.

18. In case the work is done in deviation to the specification or with any defect is found, a reasonable reduction in rates as may be fixed by the appropriate authority, shall be made.
19. 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.
20. The authority has the right to inspect the Godown or office of the tenderers, if required. The tenderers who have no godown and office of their own are not eligible for the job.
21. If any tenderer withdraw his tender before its acceptance/rejection or withdraw or disagree with terms and conditions after acceptance without satisfactory reason, he may be disqualified to tender for the next 1 (one) to 3 (three) years as per decision of the authority.
22. **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.**
23. West Bengal State Export Society reserves the right to reject any or all the bids without assigning any reason thereof.
24. Abnormally low rate quoted by a tendering firm in the offer with some mala-fide intention will not be accepted, if detected.
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, Kolkata- 700 001.

Director & Member Secretary
West Bengal State Export Promotion Society

Signature of tenderer with seal

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

Sub: Submission of tender for the work of sanitary arrangement & water supply arrangement related to Expos / Fairs/ Exhibitions and other programmes of South Bengal.

E-Tender No. WBSEPS/DMS/e-4/18-19/SWS/ S.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) Telephone Number, Fax No. & E-mail :

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

- (4) Name of Bankers with Account Number :
Name of the Bank Branch, Branch Code &
IFS Code

- (5) Nature of business :

- (6) Godown, if any, its location, size and :

short description

- (7) Office address :
- (8) Number of persons employed :
- (9) Working experience for undertaking similar work (enclose copy of certificate/ work order / Payment Order etc.) :
- (10) PAN for I.T. (enclose Xerox copy) :
- (11) Copy of Trade License :
- (12) Details of Earnest Money :

Yours faithfully,

Signature & seal of the tenderer.