



## WEST BENGAL STATE EXPORT PROMOTION SOCIETY

Government of West Bengal

2, Church Lane, 4<sup>th</sup> floor, Room No.401, Kolkata – 1.

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**Memo No: SEPS/252/17-18**

**Date: 23.05.2017**

### **NOTICE INVITING TENDER(Offline) No. WBS EPS/Tender/17-18/EWRI/1**

Director & Member Secretary, West Bengal State Export Promotion Society invites tender from reliable and experienced contractors/ agencies/ organizations for undertaking Remodeling of flooring works at Baruipur Experimental Workshop-cum-Research Institute, Govt. of West Bengal at Baruipur, South 24 Parganas as detailed below:

( Submission of Bid offline only)

Sl. No	Name of the work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Period of completion	Name of the office	Eligibility of Contractor
1	Remodelling of flooring works of supplying, laying, fitting with vitrified tiles of approved brand at Baruipur Experimental Work Shop cum Research Institute, Govt. of West Bengal Fultalla Priyali town, P.S – Baruipur, Dist-South 24 Parganas, West Bengal	4,92,500/-	9,850/-	Thirty Days	West Bengal State Export Promotion Society, Oswal Chamber, 4 <sup>th</sup> floor, 2,Church Lane, Kolkata-700 001	Resourceful and experienced (Eligibility criteria as per S. No. 3 mentioned below)

1. Bidder may download the Tender Document from the website, <https://www.wbseps.com> and necessary Earnest Money Deposit should be submitted through demand draft/pay order issued from any nationalized bank in favour of WEST BENGAL STATE EXPORT PROMOTION SOCIETY payable at Kolkata.

If the tender documents downloaded from website, <https://www.wbseps.com>, the EMD through demand draft/pay order should be submitted to the 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 during submission of bid.

2. Bid should be submitted in sealed envelope consisting with “TECHNICAL BID” and “FINANCIAL BID” along with EMD through demand draft/pay order.

3. Eligibility Criteria for participation in tender :

(a) **The prospective bidders shall have satisfactorily completed as a prime agency during the last 3 (three) years prior to the date of issue of this Notice at least one work of similar nature under the authority of State /Central Govt., State/Central Govt. undertaking Statutory Bodies constituted under the statute of the Central/State Govt.**

(b) **The organisation who have executed such work for WBSEPS in the past will be given preference**

(c) Subletting of contract is strictly prohibited.

(d) The prospective bidders shall have in their full time engagement experienced technical personnel.

(e) PAN Card, Professional Tax receipts Challan for the current year, VAT registration Certificate to be accompanied with the Technical Bid document. Current Income Tax (Saral) Acknowledgement Receipt to be submitted.

(f) 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. (A self-declaration in this respect has to be furnished by the prospective bidders without which the Technical Bid shall be treated non-responsive).

(g) In case of Proprietorship, Partnership Firms and The Company Tax Audit Report in 3CD Form are to be furnished along with the balance sheet and profit and loss account, and all the schedules forming the part of Balance Sheet and Profit & Loss Account in favour of applicant. No other name along with applicant name, in such enclosure will be entertained. (Non Statutory documents).

(h) Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to be submitted along with application. (Non Statutory documents).

(i) Where there is discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern. Where there is a discrepancy between the rate in figures & works the rate in works will govern.

(j) Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.

(k) Registered Unemployed Engineers' Co-operative Societies/Unemployed Labour Co-op. Societies are required to furnish valid Bye law, Current Audit Report, Current Valid Clearance Certificate from A.R.C.S. along with other relevant supporting papers.

4. The Bid should be submitted in sealed envelope consisting “TECHNICAL” and “FINANCIAL” information as requested along with demand draft / pay order of EMD. The decision of the ‘Tender Committee’ will be final and absolute in this respect. The list

of Qualified Bidders will be displayed in the Notice Board of this office on the scheduled date and time as mentioned NIT.

5. Issuance of work order as well as payment will depend on availability of fund and no claim whatsoever will be entertained for delay of issuance of work order as well as payment, if any. Intending tenderers may consider these criteria quoting their rates.
6. **Constructional Labour Welfare Cess @ 1(one) % of cost of Construction** will be deducted from every Bill of the selected agency, VAT, Royalty & all other Statutory levy/Cess will have to be borne by the contractor as per rule.
7. 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).
8. Arbitration will be allowed, as per arbitration clause in terms of Clause-25 of the said Tender Form No.1. So Clause – 25 will stand valid while executing contract agreement.
9. No Mobilisation Advance and Secured Advance will be allowed.
10. Price preference will be allowed as per prevailing government Order No. 1110 F, dt. 10.02.2006 of Special Secretary, Finance Department, Govt. of West Bengal. The agency claiming the preference should submit necessary documents to substantiate their claim.
11. Bids shall remain valid for a period not less than 180 (one hundred eighty) days after the dead line date for Financial Bid / Sealed Bid submission. Bid valid for a shorter period shall be rejected by the “Tender Committee” as non-responsive.
12. All materials including cement, tiles etc. 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.**
13. **Important Information :- (Date & Time Schedule)**

**Last Date and time for submission of tender: 05.06.2017 at 12:00 Noon**

**Date and time and place of opening of Tenders submitted in time will be informed later.**

- A. Location of critical events: Bid opening :-  
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.
14. **Earnest Money:** The amount of Earnest Money is 2% (two percent) of the Estimated amount put to tender and to be remitted through Bank Draft / Pay Order of any

- nationalized Bank drawn in favour of “West Bengal State Export Promotion Society” payable at Kolkata, against the work. The amount of earnest money so deposited will be converted as “Security Deposit” for successful contractors/ firms/ companies/ organizations.
15. **Security Deposit:** @ 10% less the 2 % EMD converted to Security Deposit will be deducted from the bill. Security Deposit will be released after Defect Liability Period. No interest will be paid on the Security Deposit.
  16. The Bidder, at his own responsibility and risk is encouraged to 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.
  17. 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 the Department. The Director & Member Secretary, WBSEPS reserves the right to reject any application for purchasing Bid Documents and to accept 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. Refund of EMD: The Earnest Money of all the unsuccessful Tenderers deposited in favour of “WEST BENGAL STATE EXPORT PROMOTION SOCIETY” will be refunded by the Director & Member Secretary, West Bengal State Export Promotion Society on receipt of application from Tenderers. No interest on EMD will be paid.
  19. The intending tenderers are required to quote the rate offline only. No online tender will be entertained.
  20. 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.
  21. 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 application will be out rightly rejected without any prejudice. Beside the WBSEPS may take appropriate Legal Action against such defaulting tender.
  22. In case if there be any objection regarding Prequalifying the Agency that should be lodged to the Chairman Tender Screening Committee within 2 days from the date of publication of list of qualified Agency and beyond that time schedule no objection will be entertained by the Screening Committee.
  23. 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 manufacture or false in that case, work order will not be issued in favour of the tenderer under any circumstances.

24. Intending tenderers are required to submit attested/self attested photocopies of valid enlistment renewal certificate, valid partnership deed (in case of partnership firm), current Professional Tax Deposit Challan/Professional Tax Clearance Certificate , PAN Card, Trade License from the respective Municipality, Panchayet Etc. (in case of S & P Contractors only), [Technical Bid].
25. If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.
26. In case of inadvertent typographical mistake found in the specific price schedule of rates, the same will be treated to be so corrected as to conform to the prevailing relevant schedule of rates and / or technically sanctioned estimate.
27. The intending tenderer is required to quote the rate in figures as well as in words.
28. No CONDITIONAL/INCOMPLETE TENDER will be accepted under any circumstances.
29. In case of Quoting rates, no multiple lowest rates will be entertained by the Department.
30. 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.
31. All bidders are requested to be remaining present either personally or through their authorized representatives in the chamber of the Additional Director, WBSEPS, during the opening of the Tender, to observe the tender opening procedure.
32. Successful tenderers will be required to observe the following conditions strictly:-
  - (a) Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and Employees State Insurance Act, 1948 should be strictly adhered to wherever such Acts become applicable.
  - (b) 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.
  - (c) 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 Rules, 1996 read with West Bengal Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2004.

- (d) All liabilities arising out of engagement of workers are duly met before submission of bills for payment.

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 (TSC)**

- (i) 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.
- (ii) Pursuant to scrutiny & decision of the tender committee the summary list of eligible tenders & the serial number of work for which their proposal will be considered.
- (iii) While evaluation the committee may sum on 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 in the space marked for quoting rate in the BOQ MENTIONED UNDER FINANCIAL BID in this N.I.T.

#### **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 the 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) The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter.
- (III) The notification of award will constitute the formation of the Contract.
- (IV) The Agreement in Tender Form WBSEPS will incorporate all agreements between the Tender Accepting Authority and the successful Bidder.

**D. DEFECT LIABILITY PERIOD: 3 months from the date of satisfactory completion of the work. Defects detected if any, during the Defect Liability Period will have to be made good by the agency engaged for work within 7 days of intimation of the same. In case of non-compliance, the Authority reserves the right to make good such defect and the cost incurred will be adjusted from the Security Deposit.**

**E. PAYMENT TERMS:-**

**Payment will be released at a time after successful completion of the work as per measurement of the actual work executed and production of bill certified by the Officer-in-Charge.**

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.

**NOTICE INVITING TENDER(Offline) No. WBS EPS/Tender/17-18/EWRI/1**

Sub: Submission of tender Remodeling of flooring works of supplying, laying, fitting with vitrified tiles of approved brand at Baruipur Experimental Work Shop cum Research Institute, Govt. of West Bengal Fultalla Piyali town, P.S – Baruipur, Dist-South 24 Parganas, West Bengal.

Sir,

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

- (1) Name and address of the firm :
- (2) Telephone Number, FaxNo. & E-mail :
- (3) Name & address of partners/proprietors :
- (4) Registration Certificate under Company Act/ Registered Deed of partnership Firm/Pvt. Ltd. Co. :
- (5) Name of Bankers with Account Number :
- (6) Nature of business :
- (7) Number of persons employed :
- (8) Working experience for undertaking similar work under the authority of State/Central Govt., State/Central Govt. undertaking/Statutory Bodies/WBSEPS :



- (9) PAN for I.T. (enclose Xerox copy) :
- (10) Copy of Trade License and Professional Tax Certificate up to date :
- (11) Details of Earnest Money :  
(Draft/Pay Order should be in favour of W.B.S.E.P.S. payable in Kolkata)

Yours faithfully,

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Signature & seal of the tenderer.

**FINANCIAL BID**  
**NOTICE INVITING TENDER(Offline) No. WBS EPS/Tender/17-18/EWRI/1**

SCHEDULE OF QUANTITIES FOR REMODELLING OF FLOORING WORKS OF SUPPLYING, LAYING, FITTING WITH VITRIFIED TILES OF APPROVED BRAND AT BARUIPUR EXPERIMENTAL WORK SHOP CUM RESEARCH INSTITUTE, GOVT. OF WEST BENGAL FULTALLAPIYALITOWN, P.S – BARUIPUR, DIST -SOUTH 24 PARGANAS, WEST BENGAL.

Sl. No.	Description	Quantity	Unit	Rate in Rs. (Rupees)	Amount (Rs.)	
					In figure	In word
1.	Supplying laying tracking line and level vitrified tiles of approved band (size not less than 600 mm X 600 mm X 10 mm thick) in floor, skirting etc. set in 20 mm. thick sand cement mortar (1:4) and 2 mm. thick cement slurry back site of tiles using cement @ 2.9 kg/ Sq.m. or using polymerised adhesive (6 mm. thick lay or applied) directly over finished artificial stone floor/ mosaic etc. without any backing course laid after application slurry using 1.75 kg of cement per Sq.m. below mortar only joints grouted without admixture of white cement and colouring pigment to match colour tiles as directed of Engineer-in-charge. White cement synthetic adhesive and grout material to be supplied by the contractor. (ii) With application slurry @ 1.75 kg/ Sq.m. 20 mm. sand cement slurry at back side of tiles 0.2 kg/ Sq.m white cement for joint filling with pigment (A) Deep Colour & White <b>[Page No. 48 Item No. 16]</b>	250.00 Sq.m.	Sq.m.			
TOTAL:						

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Signature & seal of the tenderer.