



**WEST BENGAL STATE EXPORT PROMOTION SOCIETY**  
Government of West Bengal

2, Church Lane, 4<sup>th</sup> floor, Room No.401, Kolkata – 700 001.  
Phone: 2243-9188, Tele-fax: 91-33-22439187  
E-mail: [wbseps@gmail.com](mailto:wbseps@gmail.com)

**NOTICE INVITING TENDER No. WBSEPS/987/16-17, dated 25.10.2016**

**Director & Member Secretary, West Bengal State Export Promotion Society invites sealed tenders from reliable and experienced contractor/ agencies/organizations for undertaking the work of installation of Acrylic Canned LED Signage (highmast) Single Side at Biswa Bangla Shilpi Haat , New Town, Kolkata.**

Work Description / Specification:-

(i)	Language	:	English
(ii)	Size & No. of Acrylic Letter	:	4 ft. high, 21 pcs.
(iii)	Power Supply	:	350 Watt (15 nos)
(iv)	Duco paint		
(v)	Installation & Transportation		
(vi)	Raised of the letter	:	3 inch.
(vii)	LED	:	1 watt Each module water
(viii)	Power supply	:	Water proof (Mean well/ Union make)
(ix)	Acrylic	:	0.40 Imported (4 mm.)
(x)	Letter Base	:	ACP

**Other Conditions of work:-**

1. Work will be completed with 20 days after getting proper "Purchase Order" in the name of "Mark Signage Pvt. Ltd."
  2. 3 years warranty on LED & 2 years warranty on Power Supply.
  3. All letters are only front glow.
  4. Letter side paint with Duco Paint Silver matt finish.
  5. Structural Work/ Electrical work provide by WBSEPS.
1. The tender documents can be downloaded from website, [www.wbseps.com](http://www.wbseps.com). EMD through demand draft/pay order should be submitted to the office of the Director & Member Secretary, West Bengal State Export Promotion Society, Oswal Building, 4<sup>th</sup> floor, Room No.401, 2, Church Lane, Kolkata -1 during submission of bid.
  2. Bid should be submitted in sealed envelope along with EMD through Demand Draft / pay order and signed and sealed NIT, Application for Tender along with the rates and amount for item wise works and total amount.

3. Eligibility Criteria for participation in tender :
- (a) The prospective bidders shall have satisfactorily completed during the last 3(three) years prior to the date of issue of this Notice at least three number of such work.
  - (b) The organisation who have executed such work for WBSEPS in the part will be given preference..
  - (c) An undertaking should be given stating thereby that the Firm has not been debarred or penalized for any reasons out of work by any Government Department
  - (d) Subletting of contract is strictly prohibited.
  - (e) The prospective bidders shall have experienced technical personnel.
  - (g) PAN Card, Professional Tax receipts Challan for the year 2015-16, VAT registration Certificate to be accompanied with the Bid document. Income Tax Acknowledgement Receipt for assessment year (2015-16) to be submitted.
  - (h) 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).
  - (i) Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to be submitted along with application. (Non Statutory documents).
  - (j) 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.
  - (k) Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.
4. The Bid should be submitted in sealed envelope consisting information along with demand draft / pay order of EMD. The decision of the 'Tender Committee' will be final and absolute in this respect.
5. Royalty & all other Statutory levy/Cess, if any, will have to be borne by the contractor as per rule.
6. 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).
7. No Mobilisation Advance and Secured Advance will be allowed.

**A Location of critical events : Bid opening :-**

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

10. **Earnest Money : The amount of Earnest Money is Rs. 10,000/-(Rupees Ten thousand) only remitting through Bank Draft / Pay Order of any nationalized Bank drawn in favour of "West Bengal State Export Promotion Society" against the work. The amount of earnest money so deposited will be converted as "Security Deposit" for successful contractors/firms /companies/organizations.**
11. 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.
12. 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 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.

13. Refund of EMD : The Earnest Money of all the unsuccessful Tenderers deposited in favour of "WEST BENGAL STATE EXPORT PROMOTION SOCIETY" along with the Tenders will be refunded by the Director & Member Secretary, West Bengal State Export Promotion Society on receipt of application from Tenderers.
14. The intending tenderers are required to quote the rate offline only. No online tender will be entertained.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.
21. 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.
22. The intending tenderer is required to quote the rate in figures as well as in words.
23. No CONDITIONAL/INCOMPLETE TENDER will be accepted under any circumstances.
24. In case of Quoting rates, no multiple lowest rates will be entertained by the Department.
25. 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.
26. All bidders may remain 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.

27. 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 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, Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules.
- (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 Tender :-  
Tenders 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.

**B. 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 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 whose 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.

C. **TIME OF COMPLETION:** - Within **20 (Twenty)** Days from the date of issue of Work Order.

D. **PAYMENT TERMS:-**

**Payment will be released against maximum two number running bills on production of the bill certified by the Officer-in-Charge.**

**Service Tax and VAT as applicable.**

Sd/-

Director & Member Secretary  
West Bengal State Export Promotion Society

## Tender Application Form

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

Sub: Submission of tender in reference to NOTICE INVITING TENDER No.

**WBSEPS/987/16-17, dated 25.10.2016**

Name of work: installation of Acrylic canned LED signage (highmast) single side at Biswa Bangla Shilpi Haat at New Town, Kolkata.

Sir,

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

- (1) Name and address of the firm :
- (2) Telephone Number, Fax No. & 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. :
- (9) PAN for I.T. (enclose Xerox copy) :
- (10) Copy of Trade License and Professional  
Tax Certificate up to date and Fire License :
- (11) Details of Earnest Money :

**(Draft / pay order should be in favour of West Bengal State Export Promotion Society, payable at Kolkata.**

Enclosure: As stated above and quotation of rates and amount.

Yours faithfully,

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Signature & seal of the tenderer.

To  
The Director & Member Secretary  
West Bengal State Export Promotion Society,  
Oswal Building, 4<sup>th</sup> floor, Room No. 401,  
2, Church Lane, Kolkata- 700 001.

Sub: Submission of quotation/rate and amount in reference to NOTICE INVITING TENDER No.  
**WBSEPS/987/16-17, dated 25.10.2016.**

**Name of work: Installation of Acrylic canned LED signage (highmast) single side at Biswa  
Bangla Shilpi Haat at New Town, Kolkata**

Sl. No.	Particulars	Size	Rate	Amount (In Rs.)
1.	Acrylic Letter (21 pcs)	4 ft. Height		
2.	LED (sign module) 4150 pcs			
3.	Power supply 350 watt (15 nos.)			
4.	Duco Paint (All Letter side paint)			
5.	Installation & Transportation			
TOTAL COST:				

**TERMS & CONDITIONS**

**1. Service Tax and Vat as applicable.**

**DECLARATION**

All the rates mentioned above are for complete work as per direction, design and specification. We shall be liable for any deviation of the work from that as per direction, design and specification. We shall abide by all the Terms and Conditions mentioned in the NIT.

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Signature & seal of the tenderer.