



WEST BENGAL STATE EXPORT PROMOTION SOCIETY

Government of West Bengal

2, Church Lane, 4th floor, Room No.401, Kolkata – 1.

Phone: 2243-0380, Tele-fax: 91-33-22439187

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Notice Inviting Tender(Offline) No. WBSEPS/Tender/17-18/BBS hilpiHaat/Misc./1

Memo No: SEPS/542/17-18

Date: 24.07.2017

Director & Member Secretary, West Bengal State Export Promotion Society invites tender from reliable and experienced contractors / agencies/organization for undertaking the Work of Providing and Fixing openable Aluminium Doors and Windows in the Rural Zone of Biswa Bangla Shilpi Haat located at New Town, Rajarhaat, Kolkata, West Bengal, as detailed in the Financial Bid.

(Submission of Bid offline only)

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.**
2. **Bid should be submitted in sealed envelope along with EMD through demand draft/pay order.**
3. **Eligibility Criteria for participation in tender :**
 - (a) **The prospective bidders shall have satisfactorily completed at least one work of similar nature.**
4.
 - (a) Subletting of contract is strictly prohibited.
 - (b) PAN Card, Professional Tax receipts Challan for the current year to be accompanied with the Technical Bid document. Current Income Tax (Saral) Acknowledgement Receipt to be submitted. Credential Documents related to Eligibility Criteria to be submitted.
 - (c) 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.
 - (d) Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.
 - (e) 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.
5. **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).**

6. No Mobilisation Advance and Secured Advance will be allowed.
7. 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.
8. Bids shall remain valid for a period not less than 180 (one hundred eighty) days after the dead line date for Sealed Bid submission. Bid valid for a shorter period shall be rejected by the "Tender Committee" as non-responsive.
9. All materials 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.**

10. **Important Information :- (Date & Time Schedule)**

Last Date and time for submission of tender: 04 .08.2017 at 12 Noon.

Date and time of opening of Tenders submitted in time : 04 .08.2017 at 3 P.M.

A. **Location of critical events: Bid Submission and Bid opening :-**

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.

11. **Earnest Money:** The amount of Earnest Money is Rs. 10,000/- (Rupees Ten Thousand) only 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.
12. 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.
13. 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.
14. **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.

15. **The intending tenderers are required to quote the rate offline only. No online tender will be entertained.**
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. 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.
18. If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.
19. The intending tenderer is required to quote the amount in figures as well as in words.
20. No CONDITIONAL/INCOMPLETE TENDER will be accepted under any circumstances.
21. In case of Quoting rates, no multiple lowest rates will be entertained by the Department.
22. 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.
23. All bidders are requested to remain present either personally or through their authorized representatives at WBSEPS, during the opening of the Tender, to observe the tender opening procedure.
24. All liabilities arising out of engagement of workers will rest on the Successful tenderer.

A. TENDER COMMITTEE (TSC)

(i) Opening of Tender :-

Technical proposals will be opened by the authorized representative of the Additional Director, WBSEPS/ constituted Tender committee. Intending tenderers may remain present if they so desire.

- (ii) 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.

(iii) 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.

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.

C. TIME OF COMPLETION: - Within 30 (Thirty) Days from the date of issue of Work Order.

D. DEFECT LIABILITY PERIOD: 3 (three) 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, (4th floor),
Kolkata – 700 001.

Notice Inviting Tender (Offline) No. WBSEPS/Tender/17-18/BBS hilpiHaat/Misc./1

Sub: Submission of tender for the work of Providing and Fixing openable Aluminium Doors and Windows in the Rural Zone of Biswa Bangla Shilpi Haat located at New Town, Rajarhaat, Kolkata, 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) Work experience :
- (8) PAN for I.T. (enclose Xerox copy) :
- (9) Copy of Trade License and Professional
Tax Certificate up to date :

(10) Details of Earnest Money :
(Draft/Pay Order should be in favour of
W.B.S.E.P.S. payable in Kolkata)

Yours faithfully,

Signature & seal of the tenderer.

Financial Bid

To

The Director & Member Secretary
West Bengal State Export Pro motion Society,
Oswal Building, 4th floor, Room No. 401,
2, Church Lane, Kolkata- 700 001.

Sub: Submission of quotation/rate and amount in reference to **Notice Inviting Tender (Offline)**
No. WBS EPS/Tender/17-18/BBSilpiHaat/Misc./1

Name of work: Providing and Fixing openable Aluminium Doors and Windows in the Rural Zone of Biswa Bangla Shilpi Haat located at New Town, Rajarhaat, Kolkata, West Bengal

Sl. No.	Description	Quantity	Unit	Rate in Rs. (Rupees) / unit	Amount (Rs.)	
					In figure	In word
1.	Providing & fixing IVORY POWDER COATED Aluminium openable window with Z section (44/34) framing and one mullion section (57/25) placed vertically in middle and two nos. of Z section (44/34) pulla with clear glass along with all hardware accessories.	462	Sq.ft.			
2.	Providing & fixing IVORY POWDER COATED Aluminium openable Single Door & Frame (45/45) with Door vertical section like door top (45/45), middle (45/45) & bottom (45/100) along with 4 mm. ACP Board fixed by T.clip and all hardware fittings inclusive of locking system.	346	Sq.ft.			
3.	Providing & fixing IVORY POWDER COATED Aluminium openable Double Door & Frame with Door vertical section like door top (45/45), middle (45/45) & bottom (45/100) along with 5mm clear glass at top along with 4 mm. ACP Board with one ventilation system at bottom fixed by T.clip and all hardware fittings inclusive of locking system.	350	Sq.ft.			
4.	Dismantling of old windows and doors.	56	Nos.			
TOTAL:						

Signature & seal of the tenderer.