



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

E-mail: [wbseps@gmail.com](mailto:wbseps@gmail.com)

### Notice Inviting Tender( Offline) No. WBSEPS/Tender/P-14/18-19/Elect mntnc/BBS/New Town

Director & Member Secretary, West Bengal State Export Promotion Society invites price quotations from reliable and experienced electrical contractors for maintenance and operation of the electrical installations within the premises of Biswa Bangla Shilpi Haat, New Town, Kolkata, West Bengal for a period of two years from the date of engagement. The scope of the work and other terms and conditions are mentioned below.

Sl. No.	Scope of work	Rate in Rs. Lump sum per month
1.	<p>Maintenance and operation of all the electrical installation at the Biswa Bangla Shilpi Haat, New Town, Kolkata, West Bengal including the Diesel Generating set. The scope of work includes labour charges for repairing required, constant watch on the functioning of all the type of electrical fittings and fixtures, maintenance and running of water pump, maintenance and running the DG Set, transformers, switchgears, repairing / replacement of electrical items on site as required, assisting the Haat authority to maintain liaison with the NTESCL , reporting any major fault etc. to the authorities.</p> <p>However, it is to be brought to the notice of Haat authority, if purchase of materials is required for any repairing / replacement work. After taking approval from the Haat authority, the work is to be completed at the earliest. The cost of materials will be subsequently reimbursed on production of original voucher / receipt/documentary proof .</p>	

(Submission of Bid offline only)

1. Bidder may download the Tender Document from the website, <https://www.wbseps.com>
2. **Bid Submission:**
  - (a) Bid should be submitted in sealed envelope as per the time schedule for submission of bid mentioned in the tender.
  - (b) Rate offered to be quoted in the column for Rate in Rs. Lump sum per month in the table above both in figure and words.
  - (c) Non interest bearing Earnest Money Deposit of Rs.5000=00 (Rupees five thousand only) in the form of Demand Draft / Pay order drawn in favour of West Bengal State Export Promotion Society and payable in Kolkata, is to be submitted along with the tender. The EMD of the unsuccessful tenderers will be returned.  
The EMD of the successful tenderer will be converted to Performance Security. No interest will be paid on the Performance Security Deposit.
  - (d) Self authenticated copies of all Documents related to Eligibility Criteria to be submitted along with the tender.

**3. Eligibility Criteria for participation in tender :**

- (a) Only the experienced electrical contractors having requisite electrical licence and having experience in the work of maintenance of the electrical installations in Haats/Market places/similar establishments should submit tender.
- (b) The electrical contractors should have experience of similar work of one year during the last three years.
- (c) The electrical contractors applying for the tender must have an office and required set up for such maintenance work.
- (d) Should have valid Trade Licence for Electrical works issued by the competent authority.
- (e) Should have PAN Card
- (f) Should have current Professional Tax receipt challan.
- (g) Should have Current Income Tax Acknowledgement Receipt.
- (h) Should have Annual Turnover of not less than Rs. 5 Lakhs (Rupees Five Lakhs) on average for the last three financial years.
- (i) Should have GSTIN.

**Terms and Conditions ;**

- 1. (a) Subletting of contract is strictly prohibited.  
(b) Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.  
(c) Insurance and other liabilities of the personnel engaged by the contractor will be contractor's responsibility and West Bengal State Export Promotion Society will not be involved in any manner in this affair.
- 2. Adjustment of Price (increase or decrease) :- No escalation of cost will be allowed.
- 3. No Mobilisation Advance and Secured Advance will be allowed.
- 4. This Tender will be valid for two years. It may be extended for a further period of six months, if tender inviting authority desires so. However, the contract for maintenance will be issued to the successful tenderer on periodical basis and to be renewed within the validity period if performance is found satisfactory.
- 5. If, at any time during the contract period the performance of the successful contractor is found unsatisfactory the contract will be out-rightly cancelled within the notice period and penal measures will be taken as decided by the contract awarding authority.
- 6. Important Information :- (Date & Time Schedule)
  - A. (i) Last Date and time for submission of tender: 07/12.2018 at 02 P.M.  
(ii) Date and time of opening of Tenders submitted in time :  
10/12/2018 at 01:00 P.M.
  - B. Location of critical events: Bid Submission and 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.
- 7. 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 been incurred by any Bidder at the stage of Bidding.

8. The intending tenderers are required to quote the rate offline only. No online tender will be entertained. Copy of the tender document signed and sealed in each page should be submitted by the bidder within due date and time.
9. During scrutiny, if it comes to the notice of 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. WBSEPS may take appropriate Legal Action against such defaulting tender.
10. 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 manufactured or false, in that case work order will not be issued in favour of the tenderer under any circumstances.
11. If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.
12. The intending tenderer is required to quote the amount in figures as well as in words.
13. No CONDITIONAL/INCOMPLETE TENDER will be accepted under any circumstances.
14. In case of Quoting rates, no multiple lowest rates will be entertained by the Department.
15. 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.
16. 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.
17. All liabilities arising out of engagement of workers will rest on the Successful tenderer.

**A. TENDER COMMITTEE :**

**(i) Opening of Tender :-**

Tender will be opened by the Tender committee of WBSEPS. Intending tenderers may remain present if they so desire.

(ii) During 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.

**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.

**C. Payment terms:**

- (i) Payment will be made after rendering maintenance service satisfactorily every month duly certified by concerned Officer.
- (ii) Reimburse claims, if any, during any month, to be submitted separately along with the supporting documents as mentioned in the Scope of Work duly certified by concerned Officer.
- (iii) GST will be paid extra on monthly maintenance bill as applicable.
- (iv) All statutory deductions will be made from the monthly maintenance bill.

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