



WEST BENGAL STATE EXPORT PROMOTION SOCIETY

Government of West Bengal

2, Church Lane, 4th floor, Room No.401, Kolkata -700001.

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

Website: www.wbseps.com

Notice inviting e-tender

e-Tender No. WBSEPS/DMS/e-6/15-16/BBMC-O

Director & Member Secretary, West Bengal State Export Promotion Society invites tender from reliable and experienced contractors/agencies/organizations for undertaking the Works of interior decoration for the office of Biswa Bangla Marketing Corporation Limited at room No. 009 in the ground floor of Karigori Bhaban, New Town, Rajarhat, Kolkata

Sl. No.	Name of the work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Price of Technical & Financial Bid documents and others annexure (Rs.)	Period of completion	Name of the office	Eligibility of Contractor
1	Works of interior decoration for the office of Biswa Bangla Marketing Corporation Limited at room No. 009 in the ground floor of Karigori Bhaban, New Town, Rajarhat, Kolkata	15,64,060=00 (Taxes extra as applicable)	35000=00	5,000=00	10(ten) days	West Bengal State Export Promotion Society, Oswal Chamber, 4 th floor, 2,Church Lane, Kolkata-1	Resourceful and experienced (Eligibility criteria as per Sl. No. 3 mentioned below)

1. All papers including terms & conditions / work details / tender forms etc. will be published in the website of WBSEPS i.e. www.wbseps.com & in the website <http://wbtenders.gov.in>. on 04.09.2015. Willing bidders will have to download the same as per the schedule given in this tender document.

Tender (both Technical Bid and Financial Bid) are to be uploaded in the website as per the schedule given in this tender document. through e-tendering by applying Digital Signature Certificate (D.S.C.) of tenderers. The Technical Bid will be opened as per the schedule given in this tender document in presence of those tenderers who may remain present at the time of opening or if they so desire, tenderer may send their authorized persons during the time of

opening (not more than one person for each tenderer). Authorized officers will open the e-tender by their D.S.C.

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 terms & conditions within the specific date as per the schedule given in this tender document.

Sd/-

Director & Member Secretary
West Bengal State Export Promotion Society

2. Instruction for tenderers / bidders.

A. Bidders should have Digital Signature Certificate (D.S.C.). Bidders who have no DSC, they may apply for it for on line e-tendering in the prescribed form for centralized e-tendering at the website [<http://nicca.nic.in>] or they may contact with NIC office.

In the event of e-filing, intending bidder may download the tender documents, terms & conditions etc. from the website [<http://etender.wb.nic.in>] directly with the help of Digital Signature Certificate. Necessary cost of tender (tender fees) and the earnest money may be remitted through demand draft / pay order/cheque issued from any nationalized bank in favour of the "West Bengal State Export Promotion Society" payable at Kolkata and also documents through e-filing. The original receipt of tender fees, earnest money should be submitted physically to the office of the West Bengal State Export Promotion Society at "Oswal Chamber", 2, Church Lane (4th floor, Room No. 401), Kolkata – 700 001 under sealed cover as specified in the time schedule.

Both "Technical Bid" and "Financial Bid" are to be submitted concurrently duly digital signed in the website <http://wbtenders.gov.in>.

The Technical Bid and Financial Bid should be submitted on line as per schedule given in 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.

Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

(a). Statutory Cover Containing the following documents:

- Copies of demand draft / pay order towards earnest money and tender application fees.
- 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 current deposit receipt challan Pan Card, current I. T. Return ; VAT Registration, if any ; Service Tax Registration, if any ; Any other certificates mentioned in the tender document.
B.	Company Detail(s)	Company Detail	Valid Trade License ; Registered Deed of partnership Firm/Article of Association & Memorandum ; Power of Attorney ;
C.	Credential	Credential -1 Credential -2	Credential documents as per eligibility criteria ;
D	Financial Info		Balance Sheet and Profit & Loss Account for last three years .

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)	04-09-2015 at 09.00 AM
02.	Starting date for down loading / sell start date(on line)	04-09-2015 at 09.00 AM
03.	Last date of down loading / sell	17-09-2015 up to 02.00 PM
04.	Bid submission start date	04-09-2015 at 09.00 AM
05.	Last date of submission of original documents / demand draft / pay order (offline) .	17-09-2015 up to 03.00 PM
06.	Last date of submission of Technical Bid and Financial Bid on line.	17-09-2015 up to 02.00 PM
07.	Date of opening of Technical Bid on line	17-09-2015 at 04.00 PM
08.	Date of opening of Financial Bid on line	Will be informed later on.
09.	Date of uploading the list of Technically qualified bidder (online).	Will be informed later on.

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. **Preference will be given to bidders who have successfully erected Biswa Bangla Showrooms.**
 - (b) 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
 - (c) Subletting of contract is strictly prohibited.
 - (d) The prospective bidders shall have in their full time engagement experienced technical personnel. (Authenticated documents such as name, address, phone no. etc. to be provided.)
 - (e) PAN Card, Current Professional Tax receipts Challan, VAT registration Certificate to be accompanied with the Technical Bid document. Income Tax(Saral) Acknowledgement Receipt for current assessment year 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.
 - (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) Declaration regarding Structure and Organization duly signed by the applicant to be submitted along with application.
 - (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 words 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 online consisting “TECHNICAL ” and “FINANCIAL” information as requested along with demand draft / pay order of EMD & Cost of tender documents. 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. 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.

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. Arbitration will be allowed, as per arbitration clause in terms of Clause-25.
8. No Mobilisation Advance and Secured Advance will be allowed.
9. Agencies shall have to arrange land for creation of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.
10. Bids shall remain valid for a period not less than 120(one hundred twenty) days after the dead line date for Financial Bid submission. Bid valid for a shorter period shall be rejected by the "Tender Committee" as non-responsive.
11. All materials required for the proposed construction of Biswa Bangla Showroom, Darjeeling shall 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.
12. Location of critical events: Bid opening :-

Office of the Director & Member Secretary,
West Bengal State Export Promotion Society,
Oswal chamber, 4th floor, Room No. 401,
2, Church Lane, Kolkata- 700 001.
13. Earnest Money : The amount of Earnest Money Rs. Rs.35,000=00 put to tender (as mentioned in the list of schemes) and remitting through Bank Draft / Pay Order/cheque 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.
14. Application Fee & Earnest Money Deposit:
In the event of e-filling, intending bidder may download the tender document from the website <http://wbtenders.gov.in> directly by the help of digital signature certificate and necessary application fee amounting to Rs. 5,000=00 (Rupees five thousand) only (Non-refundable) and Earnest money Deposit amounting to Rs.35,000=00 (Rupees Thirty five thousand) only may be remitted through Demand Draft/ Pay order/cheque Issued from any Nationalized Bank in favour of West Bengal State Export Promotion Society payable at Kolkata.
The original part of online submission of application fee and earnest money deposit through Demand Draft/ Pay order/cheque should be submitted physically to Office of the Director & Member Secretary, West Bengal State Export Promotion Society, Oswal Building, 4th floor, Room No. 401, 2, Church Lane, Kolkata- 700 001 under sealed cover before the time and date mentioned in the NIT.

Any bid without Application Fee and Earnest Money Deposit will be treated as informal and liable for rejection. Bidder shall not claim any interest on EMD. Earnest Money will be refunded to the unsuccessful bidders after finalization of Bid.

15. The Bidder, at his own responsibility and risk may 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.
16. 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 WBSEPS. 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.
17. 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.
18. **The intending tenderers are required to quote the rate online only.**
19. 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.
20. 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.
21. 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.
22. 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.
23. 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].

24. If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.
25. The intending tenderer is required to quote the rate in figures as well as in words.
26. No CONDITIONAL/INCOMPLETE TENDER will be accepted under any circumstances.
27. In case of Quoting rates, no multiple lowest rates will be entertained by the Department.
28. 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.
29. All bidders are requested to be 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.
30. 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 Rurles, 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 online only in the BOQ MENTIONED UNDER FINANACIAL 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) Defects Liability period: 12 (Twelve) months from the date of completion.
- (V) Performance Security for an amount of 5% of the value of contract should be furnished in the form of an Account Payee demand Draft/Fixed deposit receipt from a Commercial Bank/ Bank Guarantee from a Commercial Bank in an acceptable form should be submitted.
- (vi) Agreed Liquidated Damages:
 - (a) 1.0% of the contract value for the first week
 - (b) 2.0% of the contract value for the subsequent week(s) subject to 10% of the contract value.

D. PAYMENT TERMS:-

Full payment will be released after successful completion of the work. Bills are to be produced in the name of Director and Member Secretary, West Bengal State Export Promotion Society.

Sd/-

Director & Member Secretary
West Bengal State Export Promotion Society

APPENDIX-A

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

Sub: Submission of tender for undertaking the Works of interior decoration for the office of Biswa Bangla Marketing Corporation Limited at room No. 009 in the ground floor of Karigori Bhaban, New Town, Rajarhat, Kolkata

Ref: **e-Tender No. WBSEPS/DMS/e-6/15-16/BBMC-O**

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, Fax No. & E-mail :

- (3) Name & address of partners/proprietor /directors :

- (4) Registration Certificate under Company Act/ Registered Deed of partnership Firm/ Pvt. Ltd. Co. :

- (5) Name of Banker with Account Number :

- (6) Nature of business

- (7) Number of persons employed :

- (8) Working experience for undertaking similar work. :

- (9) PAN for I.T. (enclose Xerox copy) :

(10) Copy of Trade License and Professional Tax Certificate :

(11) Details of Earnest Money and Application Fees :
(Drafts/Pay orders/Cheque should be in favour of W.B.S.E.P.S. payable in Kolkata)

Yours faithfully,

Signature & seal of the bidder