



## WEST BENGAL STATE EXPORT PROMOTION SOCIETY

Government of West Bengal

2, Church Lane, 4<sup>th</sup> floor, Room No.401, Kolkata -700001.

Phone: 2243-9188, 2243-0380 Tele-fax: 91-33-22439187

Website: [www.wbseps.com](http://www.wbseps.com)

### **Notice inviting e-tender**

#### **Tender No. WBSEPS/DMS/e-tender/1/15-16/electrical /Expo etc.**

Online Tenders (e-tender) are invited by the **West Bengal State Export Promotion Society** from reliable and experienced agencies/organizations/parties for enlistment with this office **for a period of three years for undertaking jobs of Temporary electrical & lighting arrangement, hiring of Generator Sets and Sound System**. All jobs and supply are related with Expo/Fairs/Exhibitions and other Programmes at Kolkata and other South Bengal area as per requirement.

#### **ELIGIBILITY**

1. The agencies/organizations should have at least 2 (two) years experience of such work in Expo/Fair at Kolkata or South Bengal districts.
2. The agencies/organizations should have ability to undertake such work / job in his / her own financial capacity for which they should have at least an average annual turnover of Rs. 10.00 lakh (Rupees ten lakh) only for last three financial years if applying for tender of all items of tender and Rs. 5.00 lakh (Rupees five lakh) only for last three financial years if applying only for tender of Sound System.

Detail of information on eligibility, terms and conditions, of above works, application forms will be available at our website [[www.wbseps.com](http://www.wbseps.com)] and Govt. of West Bengal e-tender portal <http://wbtender.gov.in>.

The tender document fees is Rs. 500/- (Rupees five hundred) only payable in the form of demand draft / pay order issued from any nationalized bank in favour of "West Bengal State Export Promotion Society" payable at Kolkata.

Tender will be opened as per schedule given in the tender document in presence of those tenderers who may remain present at the time of opening or if they so desire, tenderers may send their authorized person (not more than one person for each tenderer). In case of any changes in date of tender opening same will be notified in the office notice board.

The last date and time for online submission of Technical Bid and Financial Bid in Government of West Bengal e-portal <http://wbtender.gov.in> is at 2:00 p.m. of 24 -06-15.

Director & Member Secretary  
West Bengal State Export Promotion Society

## **TECHNICAL BID**

### **Tender No. WBSEPS/DMS/e-tender/1/15-16/electrical /Expo etc.**

#### **(For temporary electrical arrangement, hiring of generator sets and sound system)**

##### **1. 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 [wbtender.gov.in](http://wbtender.gov.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 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 (4<sup>th</sup> 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 as per the schedule mentioned in the 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:

- Scanned copies of demand draft / pay order towards earnest money and tender document 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 deposit receipt challan for the year 2013-14.; Pan Card, I. T. Return ; VAT Registration, if any ; Service Tax Registration, if any ; Any other certificates, statutory licence 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 or payment documents ;

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 up loading of NIT documents (on line)	03.06.15
02.	Starting date for down loading / sell start date(on line)	04.06.15 at 10 am
03.	Last date of down loading / sell	24.06.15 at 2 pm
04.	Bid submission start date	04.06.15 at 10 am
05.	Last date of submission of information of UTR No. by email or sealed envelope for the cost of Tender Documents and Earnest Money Deposit (offline) in case of submission through RTGS/ NEFT.	24.06.15 at 3 pm
06.	Last date of submission of original documents / demand draft / pay order (offline) in case of submission through Demand Draft/ Pay Order.	24.06.15 at 3 pm
07.	Last date of submission of Technical Bid and Financial Bid on line.	24.06.15 at 2 pm
08.	Date of opening of Technical Bid on line	25.06.15 at 11 am
09.	Date of opening of Financial Bid on line	Will be informed later on.
10.	Date of uploading the I list of Technically qualified bidder (online).	Will be informed later on.
11.	Date of uploading the list of bidder along with their rates through online, also if necessary for further negotiation through offline for final rate.	Will be informed later on.

**Job specification for temporary electrical fitting and lighting arrangement at Fair/Expo and in other Programmes at Kolkata/Salt Lake and other place near Kolkata.**

Providing and arranging temporary electrical line and lighting arrangement for the Fair / Expos / Exhibition ground, stalls and pavilions, gates etc. along with decorative light where necessary. Connection for power supply is to be made from Main supply point of CESC / WBSEB / Other organization as and where it is available on the basis of the total work load. Electrical arrangement is to be made in different phases like during construction and dismantling period, during Expo / Fair / Exhibition period at the existing rate of the PWD (electric), Govt. of West Bengal, if available for the same Expo or Fair, or rate offered by tenderers.

A panel of contractors / organizations / agencies will be prepared for three years from the date of finalization of the e-tender on the basis of the capability, experience of working in the line etc. from among the applicants. Contractors / organizations / agencies having requisite license / permission for undertaking temporary electrification and light arrangement and having at least two years similar experience of such work at Kolkata or South Bengal districts in Handicrafts Expo / Fair and fulfilling the eligibility criteria are eligible to submit their tender.

Interested parties should go through the terms and conditions and submit the tender with all documents in scheduled format within specific date mentioned in the tender document.

Director & Member Secretary  
West Bengal State Export Promotion Society

## **Work details of different Expos / Fairs and programmes.**

1. Installation of L. T. distribution panel board and laying of feeder cables etc. including standby power supply by D. G. Set.
2. Providing O. H. Cable with S. T. Poles & A. C. S. R. Conductor including fixing S. V. Lights. Permanent hanger / stage, different temporary office including installation of Fluorescent light fittings, comptolux spot lamps with providing service connection by proper PVC/Al cable in different phases as per the rules and safety measures laid thereof by the Statutory Authority.
3. Electrical installation to stall, pavilion, kiosk / food stall including electrical wiring and other light like tube light, metal lamp, halogen lamp, sodium vapour lamp, night lamp etc. in different phases all the items should be with required fittings, enclosures etc.
4. Installation of boundary light, gate light, decorating light, light in the place of drinking water, bathroom, toilet etc. along with providing fittings and fixtures.
5. Backlit single board of 36' X 3' made by backlit board 2" thick to the single board in cription will be "West Bengal State Handicrafts Expo" or " Banglar Tanter Haat etc. which is to be written by computerized flex / vinyl sheet and then drilled hole to accommodate neon lamps and holder. Making necessary connection with low volt transformer, providing LED multi featuring display board.
6. Maintenance for entire operation and electrical arrangement for the period of Expo / Fair.

## **Eligibility criteria for participation in the Tender:**

- (i) The agencies/organizations should have at least 2 (two) years experience of such work in Expo/Fair at Kolkata or South Bengal districts.
- (ii) The agencies/organizations should have ability to undertake such work / job in his / her own financial capacity for which they should have at least an average annual turnover of Rs. 10.00 lakh (Rupees ten lakh) only for last three financial years if applying for tender of all items of tender Rs. 5.00 lakh (Rupees five lakh) only for last three financial years if applying only for tender of Sound System.
- (iii) (a) An undertaking should be given stating thereby that the Firm or its proprietor or any of its partners or directors has not been debarred or penalized for any reasons out or work by any Government Department.  
(b) Subletting of contract is strictly prohibited.
- (iv) Valid up to date clearance of Service Tax Registration (Last receipt of Challan) / income Tax Return / Profession Tax Clearance Certificate / P. T. (Deposit Challan) / Pan Card / VAT Registration Certificate / Voter I.D. Card for self-identification to be accompanied with the Technical Bid Documents, Income Tax Acknowledgement Receipt for latest assessment year to be submitted. [Non-Statutory Documents]. Attested copy of valid electrical license for such work.
- (v) 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.
- (vi) 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].
- (vii) Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to be submitted along with application. [Non-Statutory documents].
- (viii) Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.
- (ix) Registered Unemployed Engineers' Co-operative Society / Unemployed Labour Co-op. Societies are required to furnish valid Bye Law, Current Audit Report, Valid Clearance Certificate from A.R.C.S. for this year, along with other relevant support papers. [Non-Statutory documents].

## **Terms and Condition**

**(For temporary electrical arrangement, hiring of generator sets and sound system)**

**Tender No. WBSEPS/DMS/e-tender/1/15-16/electrical /Expo etc.**

1. Tender both technical and financial should be uploaded in Govt. of West Bengal e-tender portal <http://wbtenders.gov.in>. as per the schedule mentioned in the tender. Tenderer should put their full signatures in all pages and stamped while submitting the tender physically as per the time schedule mentioned in the tender document . This tender is for as per norm of two bid system. **Financial bid should be submitted online only.**
2. Tenderer will have to submit documentary proof in respect of undertaking similar work for at least for two years in Handicraft Expo / Fair / Exhibition at Kolkata or South Bengal areas organized by the Department of MSSE&T, Govt. of West Bengal or for undertaking similar work under any Government Department.
3. The tender document fees is Rs. 500/- (Rupees five hundred) only payable in the form of demand draft / pay order issued from any nationalized bank in favour of "West Bengal State Export Promotion Society" payable at Kolkata.
4. The earnest money of Rs. 10,000/- (Rupees ten thousand) only for tender of all items of tender and Rs. 3,000/- (Rupees three thousand) only for tender of Sound System should be deposited with tender in demand draft / pay order only in favour of "West Bengal State Export Promotion Society" payable at Kolkata. The amount so deposited will be converted as "Security Deposit" for successful tenderers to be enlisted.
5. The Security Deposit will be refunded after expiry or cancellation of enlistment. The earnest money, if any, for successful contractor will be converted as security deposit. No interest will be paid on such security deposit.
6. Since this is an open tender for enlistment of Contractors / Firms/ Companies for work of electrical and lighting arrangement, sound system, Generator Set etc. in the Mela / Fair at any place of Kolkata / Salt Lake, the earnest / security money of successful Contractors / Firms / Companies will be refunded after validity period.
7. The earnest money of unsuccessful Contractors / Firms / Companies will be refunded in due course without any interest.
8. The successful Contractors / Firms / Companies shall obtain a contact documents and or work order and perform formalities by signing those documents or papers as acceptance or intimation letter.
9. Tenderer who signs the tender on behalf of Company / Firm must enclose copies of the valid documents such as copies of valid Trade License, PAN Number of Income Tax, P. Tax and other required documents like Service Tax, VAT etc. along with the tender.

10. Tenderer should also submit the copy of the valid electrical license issued by the Directorate of Electricity, Govt. of West Bengal or issued by the appropriate authority along with other obligatory documents, if any, for undertaking such work.
11. Income tax or other tax, if any, will be deducted at source as per Government rate and existing rules at the time of payment of bills.
12. The W. B. S. E. P. S. Shall have the right to inspect the godown or office of the tenderers, if required. Tenderers who have no godown and office of their own are not eligible for the job.
13. Quotation and rates should be inclusive of all other charges like taxes, insurance, service charges, local taxes, delivery and transportation charges etc. The charges should also include service connection, fitting, fixing, industrial switch / plug, switch, wages of maintenance staff for entire period of Fair / Expo / Mela / Exhibition per day / for entire period up to 24 days including dismantling the materials etc. Service Tax will be paid extra as applicable.
14. The rate quoted and obtained from tenderers shall remain valid for three financial years from the date of opening of tender if not otherwise cancelled by the authority. Further, the rate of P.W.D (Electric) will be followed if the existing rate of P.W.D (Electric), Construction Division – I, Govt. of West Bengal for same fair or expo is available.
15. If any tenderer withdraws his tender after opening without satisfactory reason his earnest money shall stand forfeited to the W. B. S. E. P. S. and he shall be banned from participating in any other tender floated by the Society during next two years.
16. Before submitting any tender, tenderers are to satisfy themselves about actual work load and specification of work if necessary. The approximate load of all type of electrical fittings will vary from 170 K.W. to 800 K.W. or higher per day according to requirement.
17. Allotted work requires to be completed within the construction period or as will be specified and should be dismantled after the event within the specified dismantling period by the Tenderers / Contractors / Firms / Companies to whom work order issued. No. one will be allowed to sub-contract any part or full of the assigned work.
18. Any conditional tender will not be considered.
19. The incomplete tender or tenders which don't fulfill our terms and conditions, will liable to be rejected.
20. Bill of cost of work should be placed to this office according to work done and approved existing rate of work which will be specified in subsequent work order.
21. Payment of bills for work, which will be completed within scheduled time of specification, will be made strictly on the basis of satisfactory completion and report of measurement committee for the purpose.
22. In case the work is done is deviation to the specified or with any defect is found during Fair / Mela / Exhibition/ Programme, a reasonable reduction from bill amount, as may be fixed by the appropriate authority, shall be made.
23. In case of violation / unsatisfactory performance in any of the above clauses / works, the concerned party will be penalized by way of cancellation of order and enlistment at any time,



imposition of fine, and non-payment / deduction of amount from the bills amount etc. as will be decided by the authority.

Director & Member Secretary  
West Bengal State Export Promotion Society

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Signature of tenderer with seal

**Tender Form for temporary electrical fitting and lighting arrangement at Fair / Expo / Programme at Kolkata / Salt Lake and other place near Kolkata.**

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

Sub: Submission of tender regarding arrangement for temporary electrical fitting and lighting arrangement at Fair / Expo / Programme at Kolkata / Salt Lake and other place near Kolkata.

**Tender No. WBSEPS/DMS/e-tender/1/15-16/electrical /Expo etc.**

Sir,

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

- (1) Name and address of the firm :
  
  
  
  
  
  
  
  
  
  
- (2) Telephone Number, Fax No. & E-mail :
  
  
  
  
  
  
  
  
  
  
- (3) Name & address of partners/proprietors :
  
  
  
  
  
  
  
  
  
  
- (4) Name of Bankers with Account Number :  
With Branch code and IFSC Code
  
  
  
  
  
  
  
  
  
  
- (5) Nature of business :

- (6) Godwon, if any, its location, size & short description :
- (7) (i) No. of employees :
- (ii) Details of qualified Electrical Supervisor or Technical staff :
- (8) Number of persons employed :
- (9) Details of working experience for undertaking similar work in Handicraft Expo at Kolkata / Salt Lake (enclose copy of certificate / work order etc.) :
- (10) Annual Turn Over : [Rs. In lakh]
- (11) VAT Registration No. if any, and Clearance Certificate :
- (12) PAN for I.T. (enclose Xerox copy) :
- (13) Copy of Valid Trade License and License for electrical work, and Professional Tax Certificate. :
- (14) Details of Earnest Money (Draft should be in favour of W.B.S.E.P.S.) :
- (15) Details of Tender document fees (Draft should be in favour of W.B.S.E.P.S.) :

Yours faithfully,

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Signature & seal of the tenderer.