



WEST BENGAL STATE EXPORT PROMOTION SOCIETY

Government of West Bengal

2, Church Lane, 4th floor, Room No.401, Kolkata – 700 001.

Phone: 91-33-2243-0380, Tele-fax: 91-33-22439187; E-mail: wbseps@gmail.com

Notice Inviting e-tender

e- Tender No. WBSEPS/DMS/e-8/15-16/NB-Elc

[For temporary electrical arrangement, supply on hire basis sound system, fire extinguisher etc. at Siliguri & other North Bengal districts]

Online Tenders (e-tender) are invited by the **West Bengal State Export Promotion Society** from reliable, resourceful contractors/firms/agencies having at least three years experience for similar nature of work of temporary electrical arrangement, supply of sound system, fire extinguisher etc. relating to State Level Handicrafts Expo, at Siliguri or in North Bengal districts, **for preparation of panel for enlistment for three years** for undertaking the work for Handicrafts Expos / Fairs / Exhibitions and other programmes at Siliguri/ in North Bengal area to be organized by the West Bengal State Export Promotion Society on behalf of the Department of Micro, Small & Medium Enterprises & Textiles, Govt. of West Bengal.

ELIGIBILITY

1. The agencies/organizations should have at least three years experience of undertaking such work in the Handicraft Expo at Siliguri or North Bengal districts organized by Directorate of MSME, Govt. of West Bengal or Department of MSME&T, Govt. of West Bengal or WBSEPS.
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. 5.00 lakh (Rupees five lakh) only for last three financial years.

Detail of information on eligibility, terms and conditions, of above works, application forms will be available at our website [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 **3:00 p.m. of 29 - 09 -2015**.

Director & Member Secretary
West Bengal State Export Promotion Society

TECHNICAL BID

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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 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 (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 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 2014-15.; 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)	08.09.15 at 3.30 pm
02.	Starting date for down loading / sell start date(on line)	09.09.15 at 10 am
03.	Last date of down loading / sell	29.09.15 at 3 pm
04.	Bid submission start date	09.09.15 at 10 am
05.	Last date of submission of original documents / demand draft / pay order (offline) through Demand Draft/ Pay Order.	29.09.15 at 4 pm
06.	Last date of submission of Technical Bid and Financial Bid on line.	29.09.15 at 3 pm
07.	Date of opening of Technical Bid on line	30.09.15 at 12 noon
08.	Date of opening of Financial Bid on line	Will be informed later on.
09.	Date of uploading the I list of Technically qualified bidder (online).	Will be informed later on.

Terms and Condition

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1. Tenderers will have to enclose documentary evidence in respect of undertaking work for at least three years in the Handicraft Expo at Kanchanjangha Stadium or any other place at Siliguri or North Bengal districts organized by Directorate of MSME, Govt. of West Bengal or Department of MSME&T, Govt. of West Bengal or WBSEPS. .
2. Rates are to be quoted in Government of West Bengal e-portal <http://wbtender.gov.in>. inclusive of all types of taxes/fees and carrying cost, if any, except Service Tax. Rates must be quoted both in figure and words.
3. The earnest money of Rs. 10,000/- (Rupees ten thousand) only should be deposited with tender by demand draft in favour of “ West Bengal State Export Promotion Society “, payable at Kolkata. The amount so deposited will be converted into security deposit for successful tenderers. The security deposit will be refunded on expiry of enlistment without any interest.
4. The earnest money of unsuccessful Contractors/Firms/Companies will be refunded in due course. No interest will be given at the time of refund of earnest money.
5. The successful Contractors/Firms/Companies may obtain a contact documents and perform formalities by signing those documents or papers after issue of acceptance or intimation letter for undertaking work.
6. Tenderer who signs the tender on behalf of Company/Firm must enclose copies of the up to date valid documents such as Trade License, Pan Number, P. Tax Clearance Certificate and other required documents along with the tender.
7. **For tender of electrical work, tenderer should also submit the copies of the valid electrical license and or other obligatory certificates, issued by the Directorate of Electricity, Govt. of West Bengal and or other concerned authority, required for undertaking such work.**
8. **Supply and fixing of Fire Extinguisher etc:**
Note:
(i) All the materials should be of ISI standards (BIS) and as per specification of Fire & Emergency Service, Govt. of West Bengal.
(ii) All the materials should be supplied with refilling and expiry date should be noted on the body of each cylinder
9. Income tax at source will be deducted as per Government rate and existing rules at the time of payment of bills.
10. Specification of job/drawing, papers of terms & conditions and other papers attached with the tender should be signed by the tenderer in each page with seal and submitted within specified date and time.
11. The authority has the right to inspect the Godown or office of the tenderers if required.

12. If any tenderer withdraw his tender before its acceptance or rejection or withdraw after acceptance without satisfactory reason, he/she may be disqualified to tender for the next 2 (two) years.
13. The enlistment of contractors and accepted rates shall remain open for three years from the date of opening of the tender.
14. The accepting authority have the right to accept the lowest rate or any other rate as obtained from the tender and also reserves the right to reject any part or in full or all tenders received and split up the work in different tenderers or phases without assigning any reason thereon.
15. Allotted work should be completed within the construction period as specified and again it should be dismantled after end of the Expo within the specified dismantling period by the tenderers / contractors to whom work order issued. No one will be allowed to sub-contract any part or full of the assigned work.
16. Any conditional tender will not be considered.
17. Illegible or overwriting in the rates are liable to be cancelled.
18. Bill for payment of cost of work is to be made strictly on the basis of satisfactory completion and report of measurement committee for the purpose.
19. In case the work is done in deviation to the specified specification or with any defect is found during Expo period, a reasonable reduction in rates as may be fixed by the appropriate authority, shall be made.
20. In case of violation/unsatisfactory performance in any of the above clauses/works, the concerned party will be penalised by way of cancellation of order and enlistment at any time, imposition of fine, and non-payment/deduction of any amount from the bill of cost etc. as will be decided by the authority.
21. The incomplete tender or tenders which do not fulfill our terms & conditions, will liable to be rejected.
22. No work will be allotted if the Government decides not to organize the Expo in any financial year

Director & Member Secretary
West Bengal State Export Promotion Society

APPENDIX - A

Tender Form for temporary electrical arrangement, supply on hire basis sound system, fire extinguisher etc. for Expo/Fair at Siliguri & other North Bengal districts.

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

Sub: Submission of tender for enlistment for temporary electrical arrangement, supply on hire basis sound system, fire extinguisher etc. work of Handicraft Expo / Fair at Siliguri and other North Bengal districts.

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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 :

- (3) Name & address of partners/proprietors/Directors :

- (4) Name of Bankers with Account Number :
IFS Code :
Branch Code :

- (5) Nature of business :

- (6) Godown (address & its location), size and short description :

- (7) Number of persons employed :

- (8) Details of working experience for undertaking similar work in Handicraft Expo at Siliguri or North Bengal area (enclose copy of certificate/ work order) :

- (9) Average annual turnover for last three years (enclosed copy of audited balance sheet or payment document) :

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

- (11) Copy of valid up to date Trade License and Professional Tax Certificate and statutory licence Mentioned in the tender document. :

- (12) Details of Earnest Money and tender document fees: (Draft should be in favour of W.B.S.E.P.S.)

:

Date:.....

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Signature & seal of the tenderer.