



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

### **Notice Inviting e-tender**

#### **e- Tender No. WBSEPS/DMS/e-7/15-16/NB-PvI**

#### **[For construction of temporary pavilion, gate, fencing etc. for Expo/ Fair/ Exhibitions/ programmes at Siliguri & other North Bengal districts]**

Online Tenders (e-tender) are invited by the **West Bengal State Export Promotion Society** from reliable and experienced contractors/firms/agencies having at least three years experience for similar nature of work of temporary construction of pavilion/stall etc. relating to State Level Handicraft Expos at Siliguri or in North Bengal districts **for preparation of a panel for enlistment for three years** for undertaking the work for Handicraft Expos / Fairs / Exhibitions and other programmes 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 at Siliguri / in North Bengal districts.

#### **ELIGIBILITY**

1. The agencies/organizations should have at least three years experience of undertaking such work in the Handicraft Expo at Siliguri or in 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. 10.00 lakh (Rupees ten 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](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 29 - 09 -2015**.

Director & Member Secretary  
West Bengal State Export Promotion Society

## **TECHNICAL BID**

### **e- Tender No. WBSEPS/DMS/e-7/15-16/NB-Pvl**

**[For construction of temporary pavilion, gate, fencing etc. for Expo/ Fair/ Exhibitions/ programmes at Siliguri & other North Bengal districts]**

#### **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 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 publishing 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 9 am
03.	Last date of down loading / sell	29.09.15 at 2 pm
04.	Bid submission start date	09.09.15 at 9 am
05.	Last date of submission of original documents / demand draft / pay order (offline) through Demand Draft/ Pay Order.	29.09.15 at 3 pm
06.	Last date of submission of Technical Bid and Financial Bid on line.	29.09.15 at 2 pm
07.	Date of opening of Technical Bid on line	30.09.15 at 11 am
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**  
**e- Tender No. WBSEPS/DMS/e-7/15-16/NB-Pvl**

**[For construction of temporary pavilion, gate, fencing etc. for Expo/ Fair/  
Exhibitions/ programmes at Siliguri & other North Bengal districts]**

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. 15,000/- (Rupees fifteen 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. Income tax at source will be deducted as per Government rate and existing rules at the time of payment of bills.
8. 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.
9. The authority has the right to inspect the Godown or office of the tenderers if required.
10. If any tenderer withdraw his tender before it's acceptance or rejection or withdraw after acceptance without satisfactory reason, he/she may be disqualified to tender for the next 3 (three) years.
11. The enlistment of contractors and accepted rates shall remain open for three years from the date of opening of the tender.

12. 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.
13. 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.
14. Any conditional tender will not be considered.
15. Illegible or overwriting in the rates are liable to be cancelled.
16. 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.
17. 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.
18. 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.
19. The incomplete tender or tenders which do not fulfill our terms & conditions, will liable to be rejected.
20. 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

## SPECIFICATION OF WORK

**For construction of temporary pavilion, gate, fencing etc. for Expo/ Fair/ Exhibitions/ programmes at Siliguri & other North Bengal districts**

Sl. No.	Description of items and specification
1.(a)	<p>Gate for Expo Ground: (Design to be submitted by applicant)</p> <p>Structure should be stout salballha and bamboo post. Iron wire/coir rope should be used so that gate should be steady during rain and wind. Both sides are to be covered by plywood and plastic paint on flex as per design approved by the authority.</p> <p>Size (approx)</p> <ul style="list-style-type: none"> <li>i) 25'X5'X20' (H) (Small) or</li> <li>ii) 25'X6'X22'(H) (Medium) or</li> <li>iii) 28'X6'X24' (H) (Big</li> </ul>
1. (b)	<p>Pillar gate (rectangle type) should be prepared with plywood and fixing on ground. Top canopy made with ply and painted with synthetic enamel colour of approved shed and design.</p> <p>Approximate size: base 8'X8', height 14' to 16' as per design. Flex printing, fixing with frame and to be covered in four sides of each pillar gate.</p>
02.	<p>Construction of temporary pavilion and interior / external decoration thereto:</p> <ul style="list-style-type: none"> <li>a. Super structure with salballha post &amp; bamboo should be made properly to stand steady during heavy rain or wind, height should be of 16'(ft.) .</li> <li>b. Roof with GI sheet properly fitted with bamboo and or waterproof and fireproof tarpaulin supported by bamboo 15' to 16' height with at least 2' sloping.</li> <li>c. Out of three sides back side should be covered with G.I. sheet and other two sides should be covered by fire proof tarpaulin. A cloth bottom framing, Iron wire/coir rope should be used in the structure.</li> <li>d. Front face should be of plywood fitted with proper wooden frame as per design. Outside of front facia should be painted by 2 to 3 colour with</li> </ul>

	<p>synthetic enamel paint. 15' to 16' height with name of stall / organizer and design.</p> <p>e. Floor/platform should be of hard wood board of 1" thick at a height of 6" to 1' high from the ground with proper fitting.</p> <p>f. Ceiling with cloth fitted with proper wooden frame.</p> <p>g. Walling inside with coloured cloth or plywood with painting.</p> <p>h. The clear height from the wooden floor to the ceiling will be 10'.</p> <p>i. Door in each 20' to 25' gaping in the front side or one in each stall.</p> <p>j. Collapsible gate with complete fitting (5' to 6' width) in door with locking arrangement in each 20' to 25' apart in front side Door (bars 18mm x 6 mm) or within 20' of any stall where front of stall is less than 20'.</p> <p>k. Wooden racks to be provided made with commercial block (18mm thickness) with vertical partition 3' apart and horizontal shelves at 1'-3" apart. Back with commercial plywood. Height 7' and depth not less than 1'-6". It should be fixed in the back of counter in each of four sides except door.</p> <p>l. Sale counter to be provided in front of racks in four sides of stall with proper fixing in suitable place inside the pavilion. It should be 18mm commercial block board/particle board. Height 3', Width 2'. One shelf should be fixed inside the counter. Top and front side/end should be covered by plywood board and then cloth cover to be made on top and front side of the counter.</p> <p>m. Visitors/customers floor space inside the pavilion should be covered with coir / jute or synthetic carpet including doors and opening place.</p> <p>n. Glass show windows should be provided in each stall as per requirement. At least one glass window should be fixed in one pavilion or one window for every 20' front.</p>
03.	<p>Office Room / VIP Room:</p> <p>Structure should be same as construction of pavilion but outer wall should be covered with plywood painted with synthetic paint. Side be fitted with glass window. Flooring with complete new synthetic carpet. Within office room there will be a VIP's room with well decoration and glass window including provision of toilet. Platform with block board like stall with 1' to 1'6" height from the ground, inside, partition by plywood with proper painting. No rack or counter is required. Ceiling should be well decorated door to be fixed for each cubical inside the office room.</p> <p>Specification of pavilion in Sl. No. 02 (a), (b), (f), (g), (e), (h), (i) and (j) above</p>

	should also be followed for structure.
04.	<p><b>Ticket Counter:</b></p> <p>Structure with salballah or bamboo, roof with waterproof tarpaulin shed, height ceiling 9' and top 13', waling with plywood with painted by synthetic paint (two coats). Counter with glass window should be provided in outer face. One door / collapsible gate with locking arrangement (height 6', width 3'). Running table along with drawer in front of window inside ticket counter. Sitting arrangement should be made properly.</p>
05.	<p><b>Electric room / Generator room / Transformer room / Godown.</b></p> <p>Structure should be of bamboo with GI sheet roof and covered four sides with fire proof tarpaulin or GI sheet. Provided with one collapsible gate, wooden platform for floor like Sl. No. 02 (e) above.</p>
06.	<p><b>Stage for inaugural and other programme:</b></p> <p>(a) Stage open on three sides. Only back side be decorated as per design specification. Platform of stage with hard wood at 4' to 5' height from ground. Construction of structure as per specification of stall/pavilion along with roof with GI sheet or fire proof tarpaulin. Floor of stage be covered with fresh synthetic carpet. Stair case on two sides of stage should be fixed properly and be covered with same synthetic carpet.</p> <p>(b) <u>Auditorium:</u> Super structure with salballah and bamboo. Space for audience to be open in all sides with well decorated cloth ceiling under tarpaulin roof, pillars should be covered with cloth or flex in four sides. Side top of the auditorium (under ceiling) should be filled with cloth Jhalar or cloth facia (1' to 15') in three sides.</p> <p>(c) A green room covered with jute/cloth and wooden platform in back/side of stage (Super structure will be like pavilion [Sl. No. 02(a) to Sl. NO. 02(i)] along with synthetic carpet in the floor.</p>
07.	Boundary Walling with G.I. Sheet (8' height) fitted with salballha and bamboo frame (at least 3 horizontal runners).
08.	Construction of wooden platform with hard wood board of 1" thick at a height 6" to 1' from ground with proper sloping along with stair / step in front, if necessary.
09.	<p>Structure for demonstration stall/space for fire service personnel/Karigarer Hat/First Aid Stall etc.</p> <p>Super structure with salballha post/bamboo structure etc. which should be made</p>



	<p>properly to stand steady during rain/wind. Roof with water and fire proof tarpaulin/GI sheet properly fitted with bamboo, height 14' with at least 2' sloping.</p> <p>No counter and rack is required. Wooden platform like stall and pavilion. Podium etc. to be fitted as per requirement covered with cloth. Three side open or four sides open as per requirement. Back side to be covered with tarpaulin and cloth. No gate or window is required. Should be well decorated along with cloth jhalor or ply with painting 1' to 1.5' width at the top (below ceiling) of three/four sides as per design.</p>
10.	<p>Podium as per size should be made if necessary with commercial black board or particle board (ply) fitted with strong wooden frame in such a way that demonstration work can be performed on it. Height 2 ½' to 3', double coated painting on top and four sides of Podium.</p>
11.	<p><b>Festoons &amp; Display etc.:</b></p> <p>(a) Multi colour flex printing with fixing.</p> <p>(b) Multi colour flex printing fitted with wooden frame.</p> <p>(c) Display board, plywood hoarding with complete lettering in multi colour and fixing (rate along with printing/painting) on wooden frame.</p> <p>(d) Cloth hoarding/banner 4'X5' or any other size (letter in multi colours) along with fixing by bottom frame etc.</p> <p>(e) Banner (cloth) 3'X4' or any other size with fixing (lettering in multi colours).</p> <p>(f) [I] Publicity gate as per design and specification (to be given by tenderer for approval in well ahead) with bamboo structure, coloured cloth/jute covering, multi coloured lettering (painting). Height should be such that any type of vehicle can be moved smoothly through the gate. Space &amp; size will be according to availability of main road.</p> <p>(i) For 3 legs gate.</p> <p>(ii) For 2 legs gate.</p> <p>[II] Publicity gate as per design and specification (to be given by tenderer for approval in well ahead) with bamboo structure, plain cloth covering with multi-coloured flex printing with fixing. Height should be such that any type of vehicle can be moved smoothly through the gate. Space and size will be according to availability of main road.</p>

	<p>(i) For 3 legs gate.</p> <p>(ii) For 2 legs gate.</p> <p>(g) Vinyl printing in multi colour as per design and to be fitted with wooden frame for back lit or front lit arrangement.</p>
12.	Generator room with bamboo structure, GI sheet/ fire proof tarpaulin roof and covering three sides with GI sheet provided with collapsible gate, wooden platform.
13.	<p><u>Kitchen room:</u></p> <p>Super structure with salbollha post/bamboo post and bamboo structure should be made properly to stand steady on ground during rain/wind. Height should be 10' to 12' and all are to be fitted with coir rope or iron wire. Roof and four / three sides should be fitted with G. I. Sheet.</p>
14.	<p><u>Extra work:</u></p> <p>(a) Pelmet with ply or commercial board width 6" and length as per requirement. Iron rod to be provided in fixed in the middle.</p> <p>(b) [i] Ply wood walling with structure of bamboo/ wood as per requirement, painting in complete with two coats.</p> <p>[ii] Plain ply wood walling with two coat painting without structure of bamboo or wood.</p> <p>(c) (i) Jute roofing/partition to be fitted without any frame.</p> <p>(ii) Jute roofing/partition to be fitted with wooden frame.</p> <p>(d) Cloth jhalor for interior decoration</p> <p>(e) Making and fixing of colour flag(small) at the boundary with wooden stick /</p>

	<p>Iron pole.</p> <p>(f) Synthetic/cotton curtain (approx size 4'X6')</p> <p>(g) (i) Bamboo railing/barricade with 2 lane (row) fitted on jhau/eucalyptus/shalballa pillar 4.5 ft. above GL and 2 ft. below GL and tied strongly with proper digging in such a way that it should stand steady.</p> <p>(ii) Same above with 3 lane of height about 6' above GL.</p> <p>(i) Wooden frame / railing (row 1½' apart and column 2' apart) to be fitted on ground or on platform / on structure.</p> <p>(h) Bamboo structure shed with GI sheet roof and fire proof tarpaulin on three/four sides.</p> <p>(i) Bamboo structure with salballha post and roof with bamboo frame to be fixed on ground for steady during heavy rain or wind.</p>
--	--

N.B: All rates should be inclusive of all other charges like taxes, delivery charges, insurance, VAT etc. except service tax.

Director & Member Secretary  
West Bengal State Export Promotion Society

**APPENDIX - A**

**Tender Form for For construction of temporary pavilion, gate, fencing etc. for Expo/  
Fair/ Exhibitions/ programmes at Siliguri & other North Bengal districts**

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

Sub: Submission of tender for enlistment regarding construction of temporary pavilion, gate, fencing etc. for Expo/ Fair/ Exhibitions/ programmes at Siliguri & other North Bengal districts.

**e- Tender No. WBSEPS/DMS/e-7/15-16/NB-Pvl**

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

:

Date:.....

.....  
Signature & seal of the tenderer.