



**WEST BENGAL STATE EXPORT PROMOTION SOCIETY**

**Government of West Bengal**

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

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

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

**Notice Inviting e-Tender No. WBSEPS/DMS/e-19/16-17/Security KSB**

**e-Tenders are invited by the West Bengal State Export Promotion Society under the Department of Micro, Small & Medium Enterprises and Textiles, Government of West Bengal from reliable and experienced agencies / firms / organizations for enlistment with this office for three years i.e., 2017-2018, 2018-2019, 2019-2020, for undertaking the job of Security arrangement in the West Bengal State Handicraft Expos/ Fairs at Kolkata and in other South Bengal districts to be organized by West Bengal State Export Promotion Society / Department of MSME&T, Govt. of West Bengal and for the Biswa Bangla Shilpi Haat in New Town, Kolkata and Biswa Bangla Haat at Shantiniketan run/ managed by West Bengal State Export Promotion Society.**

Detail of information about eligibility, terms & conditions, application forms will be available from our website [[www.wbseps.com](http://www.wbseps.com)] and from the Government of West Bengal e-tender portal <http://wbtenders.gov.in>.

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 by 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-tender portal <http://wbtenders.gov.in> is at 04:00 p.m. of 29 - 03-2017.

**Eligibility for Enlistment :**

- (i) Tenderers should have at least (3) three years experience during last five yeears for undertaking security arrangements on engagement through Govt. Departments / Government undertaking under State and Central Government .**
- (ii) Tenderers should have the ability to undertake such job/work with his/her own financial capability for which he/she should have at least an average annual turnover of Rs.10.00 lakhs (Rupees ten lakhs) only for last 3 (three) financial years.**

sd/-  
Director & Member Secretary  
West Bengal State Export Promotion Society

**TECHNICAL BID**  
**Notice Inviting e-Tender No. WBSEPS/DMS/e-19 /16-17/Security KSB**

**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.

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.

The EMD shall be received and refunded (of the unsuccessful bidders) online in accordance with Finance Department Memo No. 3975-F(Y) dated 28/07/2016. ***Necessary Earnest Money will be deposited by the bidder electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank by generating NEFT/ RTGS challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal*** with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name(ICICI Bank) & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of payment of EMD.

Technical Proposal:

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

(a). Statutory Cover Containing the following documents:

- **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 current Financial Year. Pan Card, I. T. Return for the Assessment Year 2016-17 ; VAT Registration, if any ; Service Tax Registration, if any ; <b>Any other certificates, statutory licence mentioned in the tender document.</b>
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		Statement on actual turnover, profit & loss for last three years duly signed as evidence of their average annual turnover.

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)	09.03.2017 at 12 Noon
02.	Start date and time for down loading start date(on line)	09.03.2017 at 12 Noon
03.	Last date & time of down loading	29.03.2017 at 4.00 P.M.
04.	Bid submission start date & time	09.03.2017 at 12 Noon
05.	Last date & time of submission of original documents	29.03.2017 at 5.00 P.M.
06.	Last date of submission of Technical Bid and Financial Bid on line.	29.03.2017 at 4.00 P.M.

07.	Date of opening of Technical Bid on line	31.03.2017 at 4.00 P.M.
08.	Date of opening of Financial Bid on line	Will be informed later on.

sd/-  
Director & Member Secretary  
West Bengal State Export Promotion Society

**Work / Job Specification**

**Notice Inviting e-Tender No. WBSEPS/DMS/e-19/16-17/Security KSB**

**Security Guards / Supervisors:**

The Security Guards will be engaged at Gates and within the Expo ground and Biswa Bangla Silpi Haat and Biswa Bangla Haat for security of materials of the compound and to check up the entry of only such persons having valid identity or pass or tickets (if applicable). **The duty of Security Guards / Security Supervisors will be in three shifts per day as 06.00 a.m. to 02.00 p.m.; 02.00 p.m. to 10.00 p.m. and 10.00 p.m. to 06.00 a.m. or as required.** Security personnel of one shift should hand over the charge to their counterparts / supervisor of next shift before leaving from his duty.

**Time of shifts may be changed if necessary.**

**Number of Security Supervisors / Security Guards etc. per shift for each day will be finalized according to the requirement for this purpose.**

**Security personnel deployed at any premises should be responsible for safety and security of the properties and installations in the premises, maintenance of law and order inside the premises.**

All security personnel while on duty should be well dressed in uniform and with torch etc. to be arranged by the concerned Agency. Actual requirement and duty time / place will be decided by the authority in due time. Attendance of security guards and supervisor should be maintained properly and duly counter signed by the authorized officer.

**Engagement of any enlisted Agency/ Firm/ Organisation at a Haat will be initially for a period of six months which may be extended further based on the performance of such Agency/ Firm/ Organisation.**

sd/-  
Director & Member Secretary  
West Bengal State Export Promotion Society

### Terms and Condition

#### Notice Inviting e-Tender No. WBSEPS/DMS/e-19 /16-17/Security/

Technical bid and Financial bid should be submitted on line in the Government of West Bengal e-tender portal <http://wbtenders.gov.in>. Tenderers should put their full signatures and affix their stamps in all pages of forms, terms & conditions etc. while submitting the hard copy of the Technical Bid as per the schedule mentioned in the tender.

**Financial bid should be submitted on line only.**

1. Tenderers will have to enclose documentary proof in respect of undertaking work in respect of security arrangement as specified in eligibility criteria.
2.
  - i) In the Financial bid (to be submitted on line only), rates are to be quoted inclusive of all type of taxes / fees and charges. CPF, ESI, bonus etc., if any. This type of taxes, charges, CPF, ESI, Bonus etc. should be deposited and maintained from the end of the tenderer. **However, service tax will be paid extra as applicable. Accepted rate will remain valid for three financial year or till the cancellation of enlistment by the authority.**
  - ii) Engagement of worker/ labour etc. should be as per norms and rules of the Labour Department, Govt. of West Bengal.
  - iii) The tenderer should comply with all statutory norms, rules and regulations of the Government in vogue in respect of payment of wages, duty period etc. The successful Firms/ Agencies should ensure compliance of such norms, rules and regulations during the tenure of enlistment.
3. **Earnest Money: - The amount of Earnest Money 20,000/- (Rs. Twenty thousand only) should be remitted through bidder's net banking enabled bank account, maintained at any bank or: offline –through any bank by generating NEFT/ RTGS chalan from the e–tendering portal. Intending Bidder will get the Beneficiary details from e–tender portal in favour of "West Bengal State Export Promotion Society", against the work.**
4. The Security Deposit will be refunded after expiry or cancellation of enlistment (the earnest money, if any, will be converted as security deposit) for the successful tenderer. No interest will be paid on such security deposit.

5. The earnest money of unsuccessful Contractors / Firms / Companies will be refunded in due course without any interest.
6. Tenderers who sign the tender on behalf of Companies / Firms must enclose copies of the valid documents in respect of its experience up to date Trade License and other required documents along with the tender. **Agencies / firms / Organisations submitting tender for Security arrangement should submit necessary valid Licence for rendering Security Services.**
7. 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.
8. Specification of job and other papers attached with the tender should be signed by the tenderer, while submitting the hard copy of the Technical bid.
9. The W. B. S. E. P. S. shall have the right to inspect the office of tenderers, if required.
10. If any tenderer withdraws his tender after opening of tender 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 for the next three years.
11. **The Tender accepting authority has the right to accept the lowest rate / negotiated rate and split up the work in different groups / phases without assigning any reason thereon.**
12. **West Bengal State Export Society reserves the right to reject any or all the bids without assigning any reason thereof.**
13. **Before submitting any tender, tenderers are to satisfy themselves about actual work load from office in connection with the Expos and local conditions at the Biswa Bangla Shilpi Haat in New Town, Kolkata and Biswa Bangla Haat at Shantiniketan .**
14. No one will be allowed to sub-contract any part or full of the assigned work.
15. **The authority has the right to issue instant expulsion order to any security personnel due to his / her negligence of duty or misbehavior with others.**



16. Any conditional tender will not be considered.
17. The incomplete tender or tenders who do not fulfill our terms and conditions, will be liable to be rejected.
18. **Payment of bills for security arrangement, which should be performed strictly according to job specification and requirement, will be made on the basis of the report of the Officer-in-Charge / Authorized representative of West Bengal State Export Promotion Society.**
19. The duty place should not be left without any security personnel at any time. Security personnel should handover their duty at the end of their shift to security guard / supervisor of next shift.
20. In case the security arrangement is done in deviation to the specification and requirement during Expo period / **at the Haats**, a reasonable deduction in the bill as may be fixed by the appropriate authority, shall be made.
21. **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 /forfeiting Security Deposit etc. as will be decided by the authority.**
22. **LOCATION OF CRITICAL EVENT:**  
**PHYSICAL SUBMISSION & BID OPENING PLACE:**  
Office of the Director & Member Secretary,  
West Bengal State Export Promotion Society,  
Oswal Chambers, 4th floor, Room No. 401,  
2, Church Lane, Kolkata- 700 001.

sd/-

Director & Member Security  
West Bengal State Export Promotion Society

---

Signature of tenderer with seal

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 e-Tender for Security arrangement at **West Bengal State Handicraft Expos/ Fairs at Kolkata and in other South Bengal districts to be organized by West Bengal State Export Promotion Society / Department of MSME&T, Govt. of West Bengal and for the Biswa Bangla Shilpi Haat in New Town, Kolkata and Biswa Bangla Haat at Shantiniketan.**

**Notice Inviting e-Tender No. WBSEPS/DMS/e-19/16-17/Security KSB**

Sir,

With reference to your tender, we are submitting herewith the rate (online) along with the following documents:-

- (1) Name and address of the firm :
  
- (2) Telephone Number, Fax No. & E-mail :
  
- (3) Name & address of partners / proprietors / Security / Chief Executive :
  
- (4) Name of Bank and branch with Account Number :  
Branch Code and IFS Code
  
- (5) Nature of Business :
  
- (6) Number of persons employed :

- (7) Working experience for undertaking similar work (enclose copy of Certificate / Work Order / Payment Order etc.) :
- (8) PAN for I.T. (enclose Xerox copy) :
- (9) Copy of Trade License and necessary License for Rendering Security Services from Appropriate Authority :
- (10) Details of Earnest Money:

Yours faithfully,

\_\_\_\_\_  
Signature & seal of the tenderer.