



## 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**

#### **e-tender No. WBSEPS/DMS/e-5/21-22/ elec-sound /NB(2nd Call)**

Online Tenders (e-tender) are invited by the **West Bengal State Export Promotion Society** from reliable and experienced agencies/organizations for enlistment of eligible agency/organization with this office **for three years from the date of enlistment for undertaking job No. 1 i.e. temporary electrical & lighting arrangement, supply of Generator Sets and job No. 2 i.e. arrangement of Sound System on hire basis** for Expo/Fairs/Exhibitions and other Programmes in North Bengal as per requirement.

Detail information about eligibility, terms & conditions, application forms, schedule of last date and time for online submission of Technical Bid, Financial Bid and others are given in our website [[www.wbseps.com](http://www.wbseps.com)] and in 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 the tenderers, if desire, may send their authorized person (not more than one person for each tenderer) to remain present. In case of any changes in date of tender opening, the same will be notified in the office notice board.

#### **ELIGIBILITY CRITERIA FOR JOB NO. 1**

1. The agencies/organizations should have experience of at least 3 (three) events during last three years for undertaking jobs of temporary electrical & lighting arrangement, supply of Generator Sets on hire basis for any programme in North Bengal on engagement through Govt. Departments / Government undertaking under State and Central Government out of which at least one event should be for Expo/Fairs/Exhibitions in North Bengal on engagement through Govt. Departments / Government undertaking under State and Central Government.
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.

## **ELIGIBILITY CRITERIA FOR JOB NO. 2**

1. The agencies/organizations should have experience of at least 3 (three) events during last three years for undertaking jobs of arrangement of Sound System on hire basis for any programme in North Bengal on engagement through Govt. Departments / Government undertaking under State and Central Government out of which at least one event should be for Expo/Fairs/Exhibitions in North Bengal on engagement through Govt. Departments / Government undertaking under State and Central Government.
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. 2.00 lakh (Rupees two lakh) only for last three financial years if applying only for tender of Sound System only.

Director & Member Secretary  
West Bengal State Export Promotion Society

## **TECHNICAL BID**

### **e-tender No. WBSEPS/DMS/e-5/21-22/ elec-sound /NB(2nd Call)**

#### **(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.).

In the event of e-filing, intending bidder may download the tender documents, terms & conditions etc. from the website [wbtenders.gov.in](http://wbtenders.gov.in) directly with the help of Digital Signature Certificate.

Both "Technical Bid" and "Financial Bid" are to be submitted concurrently duly digitally 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 in the Government of West Bengal e-tender portal: <http://wbtenders.gov.in> 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.

**Any corrigendum/addendum to this e-tender notice other than date corrigendum will be uploaded in the e-tender portal within 13/01/2022 at 5.30 P.M. Intending bidders are requested to take that in to account before submission of bid.**

Technical Proposal:

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

(a). Statutory Cover Containing the following documents:

- NleT
- 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/last Financial Year. Pan Card, I. T. Return for the last three Assessment Year; Goods & Service Tax Registration certificate; Valid electrical license.  Any other certificates, statutory license mentioned in the tender document.
B.	Company Detail(s)	Company Detail	Valid Trade License ; Registered Deed of partnership Firm/Article of Association & Memorandum; whichever applicable; Power of Attorney, if applicable ;
C.	Credential	Credential -1 Credential -2	Credential documents as per eligibility criteria ;
D	Financial Info		Documents regarding actual turnover 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)	07.01.2022 at 10.00 A.M
02.	Start date and time for down loading and submission of bid online.	07.01.2022 at 10.00 A.M
03.	Last date of uploading any corrigendum/addendum other than date corrigendum.	13.01.2022 at 05.30 P.M.
04.	Last date & time of down loading and submission of bid on line.	21.01.2022 at 05.00 P.M.
05.	Date of opening of Technical Bid on line	24.01.2022 at 11.00 A.M.
06.	Date of opening of Financial Bid on line	Will be informed later

**List of Work/Job:-**

- Job No. 1.** Jobs of temporary electrical & lighting arrangement, supply of Generator Sets on hire basis for Expo/Fairs/Exhibitions and other Programmes in North Bengal as per requirement.
- Job No. 2.** Jobs of arrangement of Sound System on hire basis for Expo/Fairs/Exhibitions and other Programmes in North Bengal as per requirement.

**Job specification for temporary electrical fitting and lighting arrangement at Fair/Expo and in other Programmes in North Bengal (Job No. 1)**

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.

Skilled technicians are required to be posted at the site to look after the entire arrangement. They have to keep constant vigil to avoid any untoward incident.

## **Work details of different Expos/ Fairs and programmes.(Job No. 1)**

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 LED 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 inscription will be "West Bengal State Handicrafts Expo" 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 installation and operation during the period of Expo / Fair.
7. Hiring Charge of Generator set will be inclusive of wages of operator and excluding fuel cost.

## **Work details of different Expos / Fairs and programmes.(Job No. 2)**

1. Supply, fitting and fixing of public address system in the fair ground and arrangement of sound system for organizing cultural programme or any other purpose. Skilled technicians are required to be posted at the site to look after the entire arrangement.

Director & Member Secretary  
West Bengal State Export Promotion Society

## Terms and Condition

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

#### e-tender No. WBSEPS/DMS/e-5/21-22/ elec-sound /NB(2nd Call)

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.
2. Tenderers will have to enclose documentary proof in respect of undertaking work as specified in eligibility criteria along with other documents as mentioned in NIT.
3. **Earnest Money:** - The amount of Earnest Money of Rs.20,000/- (Rs. Twenty thousand only) if applying for the Job No. 1 (Temporary electrical arrangement) and Rs. 10,000/- (Rs. Ten thousand only) if applying for the Job No. 2 (arrangement of sound system) should be remitted through bidder's 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 in favour of "West Bengal State Export Promotion Society", against the work.
4. The earnest money of unsuccessful Agencies/organization will be refunded in due course. No interest will be paid on the earnest money deposited.
5. The EMD deposited by successful agency will be retained and converted as Security deposit. The Security Deposit will be refunded after expiry or cancellation of enlistment for the successful tenderer. No interest will be paid on such security deposit.
6. Income tax or other tax/cess, if any, will be deducted at source as per Government rate and existing rules at the time of payment of bills.
7. The W. B. S. E. P. S. reserves 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.
8. Rates should be quoted inclusive of proportionate cost 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 for entire period including dismantling the materials etc. GST will be paid extra as applicable.
9. **Accepted rate will remain valid for three years from the date of enlistment or till the cancellation of enlistment by the authority.**
10. 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.
11. 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.

12. 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.
13. The agency/organization (one) with maximum number of item-wise lowest rates quoted for each job will be considered for enlistment subject to the condition that the bidder shall accept the lowest rates obtained through e-tender for all the items/the rates finalised after negotiation. The bidder with 2<sup>nd</sup>/3<sup>rd</sup> highest number of item-wise lowest rates quoted respectively will only be considered for enlistment if the first one fails to accept the above condition.
14. West Bengal State Export Society reserves the right to reject any or all the bids without assigning any reason thereof.
15. 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.
16. Any conditional tender will not be considered.
17. The bidder shall quote rates for all the items put to tender. The incomplete tender or tenders which don't fulfil the terms and conditions, will liable to be rejected.
18. Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.
19. Bill of cost of work should be placed to this office in duplicate along with the photocopy of work order according to work done and the rate to be finalised through this e-tender for the work. If any ambiguity arises due to different set of rates for different period, only lowest approved rates will be entitled for payment. Payment of bills of cost of work is to be made strictly on the basis of satisfactory completion and report of measurement committee for the purpose.
20. For retention of any temporary work/supplied material, 75% of bill amount calculated on proportionate basis for additional retention period will be considered for payment.
21. Tax invoice(s) needs to be issued by the supplier for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.
22. In case, the work is done in deviation to the specification or 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.
- 24. The authority reserves the right to revoke the enlistment before expiry of its validity period due to any unforeseen reason.**

**25. LOCATION OF CRITICAL EVENT:**

**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.

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 in South Bengal.**

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/arrangement of sound system at Fair / Expo / Programme in North Bengal.

**e-tender No. WBSEPS/DMS/e-5/21-22/ elec-sound /NB(2nd Call)**

Sir,

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

- (1) Name and address of the firm with PIN :
  
  
  
  
  
  
  
  
  
  
- (2) Telephone Number, Mobile No, 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, 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) GST Registration No. :
- (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 :

Yours faithfully,

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Signature & seal of the tenderer.