



## WEST BENGAL STATE EXPORT PROMOTION SOCIETY

Government of West Bengal

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

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

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

#### **e-Tender No. WBSEPS/DMS/e-2/24-25/Gardng/ SB.**

Online tenders (e-Tenders) are invited by the West Bengal State Export Promotion Society under the Department of Micro, Small and Medium Enterprises & Textiles, Government of West Bengal from reliable and experienced contractors/ agencies / organizations for enlistment with this office for three years with effect from date of awarding contract **for undertaking jobs of maintenance of garden / beautification** related to all Urban Haats/ Biswa Bangla Shilpi Haats of South Bengal and for supply of flower/ornamental plants tubs for Expos / Fairs / Exhibitions and other programmes in South 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:**

- [i] Tenderers should have at least three years experience during last five years for undertaking maintenance of garden / beautification arrangement at any Market Complex with at least 50 no. of stalls and open area with a boundary dealing with

handicrafts/handloom/textiles products on engagement through Govt. Departments / Government undertaking under State and Central Government.

- [ii] Tenderers should have at least three years experience during last five years for undertaking Beautification of any Fair/Expos dealing with handicrafts / handloom / textiles products on engagement through Govt. Departments / Government undertaking under State and Central Government.
- [iii] Tenderers should have adequate financial ability to undertake such work / job in his / her own financial capacity for which he/she should have at least an average annual turnover of Rs. 15 lakh (Rupees fifteen lakh) only for last 3 (three) financial years.

**Director & Member Secretary  
West Bengal State Export Promotion Society**

## TECHNICAL BID

### e-Tender No. WBSEPS/DMS/e-2/24-25/Gardng/ SB.

#### **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 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/last Financial Year. PAN Card, I. T. Return for last three Year; Goods & Service Tax Registration certificate; GST Clearance Certificate. 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/ Registration certificate of NGO; 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)	08.06.2024 at 10.00 A.M
02.	Start date and time for down loading and submission of bid online.	08.06.2024 at 10.00 A.M
03.	Last date of uploading any corrigendum/addendum other than date corrigendum.	14.06.2024 at 05.30 P.M.
04.	Last date & time of down loading and submission of bid on line.	29.06.2024 at 05.30 P.M.
05.	Date of opening of Technical Bid on line	02.07.2024 at 11.00 A.M.
06.	Date of opening of Financial Bid on line	Will be informed later

## **Specification of work**

**e-Tender No. WBSEPS/DMS/e-2/24-25/Gardng/ SB.**

### **Gardening / Beautification arrangement :**

**Gardening/Beautification of all Urban Haat/Biswa Bangla Shilpi Haats of South Bengal and Expos/Fairs/Exhibitions and other programmes in South Bengal**

Gardening / Beautification is required regularly for all Urban Haats/ Biswa Bangla Shilpi Haats of South Bengal, Expos/Fairs/Exhibitions and other programmes in South Bengal as per direction of the authorized representative. Beautification is to be done with specified grass chunk, pot/tub of flower /natural flower, tub of ornamental (decorative) plants etc.

Maintenance of entire garden involves proper cutting of grass and plants, watering to plants/grass, putting manure, fertilizer, nutrients, pesticides (both for garden and tub/pot) etc as per requirement. Cost of materials and wages of worker are to be borne by the organization / agency as per direction of the authority.

**Director & Member Secretary  
West Bengal State Export Promotion Society**

## Terms and Condition

### e-Tender No. WBSEPS/DMS/e-2/24-25/Gardng/ SB.

1. Both technical and financial bid should be uploaded in Govt. of West Bengal e-tender portal <http://wbtenders.gov.in>. No offline bid submission will be accepted.
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. **Bids shall remain valid** for a period **120 (one hundred twenty)** days from the last date of submission of Financial Bid/ Sealed Bid.
4. In the Financial bid, rates are to be quoted inclusive of all type of charges and taxes other than GST, EPF / ESI / Bonus etc., if any for workers deployed for the work which should be borne and maintained by the tenderers. However, only **GST will be paid extra as per applicable rate.**
5. Engagement of workers should be done as per norms and rules set up by the Labour Department, Govt. of West Bengal. 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.
6. The contract shall remain valid for three years from the date of effect of awarded contract and the accepted rate shall remain valid till the execution of work for which work order is issued during the contract period. Work orders will be issued for different work during the contract period and the contractor shall execute the work at the accepted rate for the work order issued during contract period.
7. **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 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.**

8. The earnest money of unsuccessful NGOs/Agencies/Firms/organization] will be refunded in due course. No interest will be paid on the earnest money deposited.
9. 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.
10. **Evaluation Procedure:-** Financial bids submitted by the bidders who have qualified after evaluation of technical bids based on the fulfillment of eligibility criteria will be opened. Tender committee may seek photocopy/original documents from any bidder during evaluation of technical bids, Considering the volume of work to be completed within a limited time it is decided that maximum three No. of contractors/ agencies / organizations will be enlisted for the job. After opening of financial bids, a list of contractors/ agencies / organizations will be prepared in descending order of number of item-wise L1 rates quoted by them among all the items put to tender. In case of two or more number of bidders quoting same number of item-wise L1 rates, number of L2 rates quoted by them in descending order will be considered to determine the ranking. Initially, first three No. of contractors/ agencies / organizations will be considered for enlistment subject to the condition that the bidders shall accept the lowest rates obtained through e-tender for all the items or the rates finalised after negotiation. The other contractors/ agencies / organizations in the list of item-wise L1 bidders will be considered serially for enlistment, if first two bidders fail to accept the above condition.
11. 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.

12. If any tenderer withdraws his/her tender after opening of tender without satisfactory reason, his/her Earnest Money shall stand forfeited and he/she shall be banned from participating in any other tender floated by the Society for the next three years.
13. Before submitting any tender, tenderers are to satisfy themselves about actual work load, local conditions from office / visiting the site.
14. No one will be allowed to sub-contract any part or full of the assigned work.
15. Any conditional tender will not be considered.
16. The incomplete tender or tenders which do not fulfill the terms and conditions, will be liable to be rejected.
17. The tenderers have to quote rates for all the items put to tender. Partially filled up BOQ will summarily be rejected. In that case lowest rate quoted by accepted/eligible bidders will considered for finalisation of rates of items.
18. The agency should submit bill in duplicate along with copy of work order to the Director & Member Secretary, WBSEPS, Kolkata.
19. 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.
20. Payment of bills for work, which should be completed within scheduled time, is to be made strictly on the basis of satisfactory completion report of the authorized representative of the appropriate authority for the purpose.



21. For retention of any supplied pot/tub of flower/natural Plants/ornamental plants above 24 days, 30% of bill amount calculated on proportionate basis for additional retention period will be paid.
22. In case, the work is done in deviation to the specification or with any defect is found, a reasonable reduction in rates 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 has the right to inspect the Godown or office of the tenderers, if required. The tenderers who have no godown and office of their own are not eligible for the job.
25. If any tenderer withdraw his tender before its acceptance/rejection or withdraw or disagree with terms and conditions after acceptance without satisfactory reason, he may be disqualified to tender for the next 1 (one) to 3 (three) years as per decision of the authority.
26. **The authority i.e. WBSEPS reserves the right to accept the lowest rate / negotiated rate and allot total/ part of the work according to the requirement without assigning any reason thereof.**
27. West Bengal State Export Society reserves the right to reject any or all the bids without assigning any reason thereof.
28. **The authority reserves the right to revoke the enlistment before expiry of its validity period due to any unforeseen reason.**

**29. 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

**APPENDIX 'A'**

**e-Tender No. WBSEPS/DMS/e-2/24-25/Gardng/ SB.**

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

**Sub:** Submission of tender for enlistment for undertaking jobs of Gardening / Beautification related to all Urban Haats/ Biswa Bangla Shilpi Haats of South Bengal and for supply of flower/ornamental plants tubs for Expos / Fairs / Exhibitions and other programmes in South Bengal as per requirement

Sir,

With reference to above NleT, we are submitting herewith the rate after thoroughly understanding the specification of items of work along with the following documents and information:-

<u>Sl</u> <u>No</u>	<u>Particulars</u>	<u>Information to be filled by the bidder</u>
1	Name and address of the firm with : PIN	
2	Constitution :	Proprietorship/ Partnership/Pvt Ltd Company / Others (Please put tick mark)
3	Telephone Number for contact :	
4	E-mail- ID :	
5	Name & address of directors / : partners/proprietors	
6	Name banker with account number :	
7	Number of persons employed :	

- 8 Documents submitted. : i) Trade Licence valid up to----
- (Please strike out which is not submitted)
- ii) P. Tax deposited up to ----
  - iii) PAN Card.
  - iv) GST Registration Certificate
  - v) IT Return for last three AY -----
  - vi) Deed of partnership/ Memorandum & Article of Association
  - vii) Power of Attorney
  - viii) Balance Sheet and Profit & Loss Account for the FY-----
  - ix) License to engage in the business of private security Agency issued from Home Department.
  - x) EPF and ESIC Registration Certificate.

8. Details of Turn over during last three financial year:-

Turn over in Rs. during financial year 2021-22	Turn over in Rs. during financial year 2022-23	Turn over in Rs. during financial year 2023-24

9. Average Turn over during last three financial years :-

Attachments: As stated

Date:.....

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Signature & seal of the tenderer.