



**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-4 /24-25/PvIn/SB**

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 from date of effect of awarded contract for the job of construction and decoration of temporary pavilion / stall / gate / fencing etc. and supply on hire basis of different related items in the West Bengal State Handicraft Expos / Fairs/ Exhibitions/ other programmes etc. in Kolkata and in other South Bengal districts to be organized by West Bengal State Export Promotion Society / Department of Micro, Small and Medium Enterprises & Textiles Govt. of West Bengal.

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.

**Eligibility Criteria:**

- (i)** Tenderers should have at least three years experience during last five years for undertaking jobs of construction and decoration of temporary pavilion / stall / gate / fencing etc. and supply of different related items on hire basis for any Fair/Expos dealing with handicrafts / handloom / textiles products 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 lakh (Rupees ten lakhs) only for last 3 (three) financial years.

- (iii) Tenderers should have godown with sufficient stock of materials either in the name of the owner/unit/partner on ownership/rental basis so that he can undertake the assigned work by his own capacity. Valid documents regarding above is to be submitted/

Director & Member Secretary  
West Bengal State Export Promotion Society

**TECHNICAL BID**  
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**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 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/last financial year Pan Card, I. T. Return for last three years ; GST registration Certificate; GST Clearance Certificate.
B.	Company Detail(s)	Company Detail	Valid Trade License ; Registered Deed of partnership Firm/Article of Association & Memorandum whichever is applicable; Power of Attorney, if applicable ;
C.	Credential	Credential -1 Credential -2	Credential documents as per eligibility criteria such as documents regarding experience, possession of godown, stock statement etc
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

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

**Terms and Condition**  
**Notice Inviting e-Tender No. WBSEPS/DMS/e-4 /24-25/PvIn/SB**

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 30,000/- (Rs. Thirty 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 amount of earnest money so deposited will be converted as “Security Deposit” for successful contractors/firms/companies/organizations for the period of validity of enlistment and will be refunded without any interest on expiry or cancellation of the enlistment.
5. The earnest money of unsuccessful contractors/ agencies / organizations will be refunded in due course through e-tender portal. No interest will be given at the time of refund.
6. Rates per unit are to be quoted inclusive of all type of charges and taxes other than GST.
7. **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 thirty five 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 thirty five 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 by the tender committee, if the quoted rates are abnormally high. The other contractors/ agencies / organizations in the list of item-wise L1 bidders will be considered serially for enlistment, if first thirty five bidders fail to accept the above condition.

8. After opening of financial bids, bidders shall check L1 rates for all the items put to tender and send acceptance letter within 3 days over e-mail/by hand from the date of opening of tender if they agree with the L1 rates for all the items.
9. Income tax or other tax will be deducted at source as per Government rate and existing rules at the time of payment of bills.
10. Tenderers should follow the guide line / instruction/ specifications for quoting bids in e-tendering.
11. 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. The Government may extend the validity of awarded contract for a limited period under emergency situation.
12. Allotted work should be completed within the construction period or as will be specified and again it should be dismantled after end of Expo within the specified dismantling period by the contractors/ agencies / firms / organizations to whom work order issued. No one will be allowed to sub-contract any part or full of the assigned work; if detected, 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 amount from the bills amount / Security Deposit etc. as will be decided by the authority.
13. 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.
14. Any conditional tender will not be considered.
15. The rate quoted by bidder should be inclusive of proportionate cost of transport of material, labour cost for construction of temporary pavilion, fitting, fixing of material, dismantling etc and all other charges and taxes other than GST.
16. 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 it.
17. The incomplete tender or tenders which do not fulfill the terms & conditions laid down in the NIT documents will be liable to be rejected.
18. 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.

19. 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.
20. The authority i.e. WBSEPS reserves the right to allot total/ part of the work according to the requirement without assigning any reason thereof.
21. Lowest Rates obtained through e-tender process for 1 day can not be higher than rates for the period from 2 to 12 days. Similarly, rates for 1 day and 2 to 12 days can not be higher than rates for 13 to 24 days. If any anomalies found in the lowest rates obtained through e-tender, that will be negotiated with L1 bidder based on rates for 13 to 24 days.
22. 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 amount 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/official for the purpose.
23. For retention of any temporary construction works which are required to be fixed and fitted on the ground above 24 days, 30% of bill amount calculated on proportionate basis for additional retention period will be paid. For retention of any supplied material which are only placed on the ground without fitting and fixing above 24 days, the rate will be calculated on proportionate basis for additional retention period will be paid.
24. In case the work is done in deviation to the specified specification or any defect is found during Expo period, a reasonable reduction in rates or full amount of cost / bill as may be fixed by the appropriate authority, shall be made.
25. 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.
26. Before quoting the rates, on line, the Bidders should clearly understand the Specification of individual item of works. No subsequent appeal in this regard will be accepted by the Authority.
27. In case of violation/unsatisfactory performance and / or delay in execution in any of the above clauses/works, the concerned bidder will be penalised by way of cancellation of order and enlistment at any time, imposition of fine, and non-payment/deduction of amount from the bills amount / Security Deposit etc. as will be decided by the authority.
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

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



**Specification for Construction and decoration of temporary pavilion / stalls / gate / fencing etc. and supply on hire basis:**

**Specification of job/item:**

**A. [I] Construction of temporary stalls/pavilions at Expo Ground:**

- (a) Super structure with salballha post and bamboo should be made properly to stand steady during heavy rain/wind as per direction in the site. Height should be of 16'. Iron wire and coir rope should be used in the structure. Any deviation from this specification by the contractor awarded the work, will lead to cancellation of the work awarded.
- (b) Roof, properly fitted with waterproof and fire-proof tarpaulin on bamboo structure. Total height will be 16' with at least 2' sloping on the one/two side or in all four sides as the case may be.
- (c) All exposed walls inside the pavilion to be covered with plywood (minimum 4 mm thick) painted with approved shade. Ceiling should be covered with white or coloured hessian/cloth/flex fitted with proper wooden framing. The clear height from the wooden floor to the ceiling will be 9' to 10'. Outside front wall should be covered with ply wall and painting. Back side should be covered with G I sheet and other two sides be covered with fire proof tarpaulin and G I sheet. Outside exposed wall (three sides) should be completed by covering cloth / coloured jute Hessian/flex with batten frame/ply wall with painting as per requirement. Bamboo structure, if required for the above work is to be provided by the Agency. In case of covering with ply wall, GI sheet is not required to be provided. One top fascia (height 4' to 6') should be made with ply as per design and multi colour flex fitted with wooden frame. Design will be supplied on spot.
- (d) Wooden Platform on floor / ground should be of hard wood board of 1" thick at a height of 6" to 1' high from the ground with proper sloping along with stair / steps for each gate of each pavilion. Floor to be covered with coir/jute mat or synthetic carpet as per approve colour.
- (e) One show window with glass/fibre glass (minimum size 4' X 3') is required in the pavilion/stall for every 500 sq. ft. area. Required number of Show window is to be calculated dividing the area of the pavilion by 500 and rounding off the quotient to next whole number. There should be adequate arrangement for display of handicraft/handloom items (as per direction in the site).
- (f) At least one collapsible gate with locking arrangement is to be fitted in the door of each pavilion/stall (all type) and additional collapsible gate with locking arrangement is to be

provided for every 250 sq. ft. area. Required number of collapsible gate is to be calculated dividing the area of the pavilion by 250 and rounding off the quotient to next whole number. Size of collapsible gate will be minimum 6' width.

- (g) Front face and top facia of each pavilion/stall should be painted with multi colours as per design with the name of organization/name of stall/DIC (title of pavilion) with proper mural paint/multi colour flex as directed. Front facia should be with ply board and flex printing and fixing as per design/name of the stall/pavilion.

**N.B. :-** In accordance with the above specification three type of stalls as specified below may be constructed.

**Type-1) Single stall :-** As per above specification one pavilion/stall is to be constructed within a structure in open ground.

**Type-2) Multiple stalls :-** As per above specification multiple number of stalls having size of 80 sq.ft. to 200 sq.ft. as per requirement is to be constructed within a common structure in open ground. At least one collapsible gate with locking arrangement is to be fitted in the door of each stall.

**Type-3) Stall with flex covered roof top.:-** As per above specification one Pavilion / stall is to be constructed within a structure in open ground. Total height will be 16' with at least 2' sloping in all four sides. Roof should be covered with multi colour flex of approved design with batten frame.

**Type-4) Ordinary Stall with Cloth wall:-** Multiple number of stalls having size of 80 sq.ft. to 300 sq.ft. as per requirement is to be constructed within a common structure in open ground as per specification mentioned in SI No. a, b and g. All exposed walls inside the pavilion, front side of and Ceiling should be covered with white or coloured cloth fitted with proper wooden framing. The clear height from the floor to the ceiling will be 9' to 10'. All the outside walls and roof should be covered with fire and water proof tarpaulin. One front top facia (height 4' to 6') should be made with multi colour flex fitted with wooden frame mentioning the name of the stall as instructed. Design will be supplied on spot.

Rate should be in Rupees per sq. ft. of ground area. Measurement will be made from one outside wall to another outside wall.

**[II] Construction of stall/ pavilion within permanent hall/ structure.**

- (a) Super structure with salballha/bamboo should be made properly to stand steady on floor of permanent hall/structure. Height should be of 11' including facia. Iron wire and coir rope should be used in structure.

- (b) No roof and ceiling is required.
- (c) All exposed walls inside pavilion to be covered with plywood (minimum 4 mm) or any similar material on either side painted with approved shade/colour. Outside front wall should be covered with ply wall with painting. Other outside exposed wall should be covered with cloth or colorued jute (Hessian)/flex with batten framing or ply wall.
- (d) Platform should be fixed within the stall/pavilion with hard wood board of 1" thick at the height 6" to 1' high from the floor. Platform to be covered with jute mat or synthetic carpet as per approved colour.
- (e) One show window with glass/fibre glass (minimum size 4' X 3') is required in the pavilion/stall for every 500 sq.ft. area. Required number of Show window is to be calculated dividing the area of the pavilion by 500 and rounding off the quotient to next whole number.
- (f) Front face of each pavilion/stall should be with one facia of ply fitted with wooden frame. Facia should be as per approved design with name / title of pavilion in multi-colour paints/multi colour flex.
- (g) Size of each stall will be 100 sq.ft to 200 sq.ft. or as per requirement. Stalls may be constructed separately or making partition within a continuous structure as directed by the authority.

Rate should be in Rupees per sq. ft. of ground area.

### **[III] Interior decoration of stall/pavilion.**

Sale counter / running table to be provided and fabricated with 18 mm commercial block board or particle board fixed on wooden batten frames adequate for the fair purpose with proper fixing in suitable place (in front of all the four inside wall) in the pavilion/stall. One shelve/drawer should be fixed inside the counter / table. Top and front side and both the end of the counter / table should be covered by plywood board with two coats of paints. Height of the counter will be 3' from the floor and width 1½' to 2'. The length of the running counter will be as per instruction (in four sides of pavilion). A storage space-cum-cash counter also have to be provided covered by suitable plywood with one door and locking arrangement for each pavilion/stall as per instruction.

Racks to be provided and fabricated with commercial block board (18 to 20 mm thickness) with vertical partition 3' apart and horizontal partitions (shelve) 1'-3" apart more or less and back with commercial plywood covering. Height of racks will be 7'-6" to

8' with depth not less than 1'6". It should be fixed properly on the back side (wall) of counter as per instruction (four sides of pavilion).

Rate should be in Rupees per sq. ft. of ground area of stall/ pavilion.

- [IV] Verandah:-** As per design, 5' to 6' width verandah may constructed outside the pavilion. Exposed walls outside the pavilion adjacent to verandah which is not covered with plywood is to be covered with plywood (minimum 4 mm thick) painted with approved shade. Roof is to be properly fitted with waterproof and fire-proof tarpaulin on a sustainable structure. Ceiling should be covered with white or coloured hessian/cloth/flex fitted with proper wooden framing The shed over the verandah should stand on required number of ply wood pillars of height 8' to 9' and four sides will be 1' each. Gap between two pillars will be 5' (approx). The shed with about 2' slopping will be covered with multi-coloured flex as per selected design fitted with wooden batten frame. 1' width ply panel is to be fitted in the front where the shed touches the pillar. As directed by the authority, either two coat of painting is to be applied on ply pillars and ply panel or these are to be covered with cloth/ multi coloured flex of approved design. Wooden Platform on floor / ground should be of hard wood board of 1" thick at a height of 6" to 1' high from the ground with proper sloping along with stair / steps for each gate of each pavilion. Floor to be covered with coir/jute mat or synthetic carpet as per approve colour.

**B. Godown/Electrical Room/Transformer Room:-**

Structure of godown should be of bamboo with GI sheet roof and four sides to be covered with fire proof tarpaulin & GI sheet provided with one collapsible gate. Raised wooden platform with synthetic carpet to be fitted on floor (inside the godown). Height of the platform should be minimum 8" from ground level.

Rate should be in Rupees per sq. ft. of ground area.

**C. Main Office/V.I.P. Room:-**

Structure would be same as construction of pavilion as stated in A(I). Office room should consist of one VIP guest room and announcement and enquiry room, ante-chamber for MSME official and general room. Provision of construction of two toilets may be made within the main office. VIP Guest room should be well decorated with sufficient window (of fibre glass) [at least 4 windows of size 4'X3' or 6'x4' each as required]. Doors with all fittings should be fixed in each cubicle / ante-chamber and toilets. Flooring with two layer of new synthetic carpet according to colour as directed by the authority. Necessary curtain should be fixed in doors fitted with collapsible gates and windows. Construction of structure, roof, walling, platform gate & facia should be made as specified in SL. A (I). Four sides of the upper facia and lower facia are to be covered with multi colour flex. Exposed exterior walls (all sides) should be covered with ply wall and painted as per direction. False ceiling made

of 2' to 3' width plywood surrounding all sides covered with cloth/flex is to be made in the VIP Room. Verandah is to be constructed as specified in SL. A (IV) in two sides of office or as directed by the authority Below the ply panel at the verandah an arch like structure is to be made with ply wood for decoration. It is to be painted with approved colour. Entire verandah will be connected with the ground with stairs with synthetic carpet All the exposed portion of rooftop/Sheds are to be covered with multi-colour flex as per approved design. Ceiling of the two toilets should be covered with ply wood and exposed wall of the two toilets are to be covered with ply wall with bamboo structure.

Rate should be in Rupees per sq. ft. of ground area including verandah.

**D. Debit /Credit Card Counter:-**

- (a) Structure with salballah and bamboo along with platform similar to pavilion in Sl. A(i)(a) & (d), except Height should be 10'.
- (b) Square shaped. Size should be at least 8' x 8'. Structure with salballah and bamboo along with platform similar to pavilion in Sl. A(i)(a) & (d), except Height should be 9' to 10'. Four sides of the roof will be covered with multi colour flex as per design.
- (c) Fitted with collapsible gate with locking arrangement. Walling with plywood painted by synthetic paint (two coats) on four sides.
- (d) Space as per availability at the ground.
- (e) Running table/counter to be fitted along with drawer of adequate size.

Rate should be in Rupees per sq.ft. of ground area.

**E. ATM Room:-**

ATM Room of size 12'x10' is to be constructed. All sides (both inside and outside) should be covered with ply work and both sides with flex cover. Ceiling should be covered with ply wood and multi color flex. Necessary steps, serving glass door with locking arrangement, handle etc, 1 No ante chamber with ply partition covered with flex, one ply door with all fittings are to be provided. Steps for entering the room are to be covered with single layer synthetic carpet and floor of the ATM room is to be covered with double layer synthetic carpet.

One platform of size 12'x10' is to be constructed at 2' height from ground level for installation of antennae in front of ATM room.

**E. Generator Room:-**

As per specification of godown (in Sl. B) with wooden platform but without collapsible gate.

Rate should be in Rupees per sq. ft. of ground area.

**F. Boundary Fencing with GI sheet:-**

Boundary walling with GI sheet of 8' height fitted with salballha / iron rod and bamboo frame (at least 3 horizontal runners). There should be arrangement of collapsible gate with locking arrangement for every 200 Rft. distance. Required number of collapsible gate is to be calculated dividing the length of the boundary fencing by 200 and rounding off the quotient to next whole number. Size of collapsible gate will be minimum 6' width

Fencing should be made properly to stand steady during heavy rain or wind.

Rate should be in running ft.

**G. Stage, Audience Space, Green Room for inaugural functions and cultural programme:-**

**(i) Stage in open space:-** Main stage with open on three sides. Only backside should be well decorated as per specification. A backdrop made of star flex placed on wooden batten frame as per design and requirement is to be provided. Platform of stage should be with hard wood/ply at 3' to 5' height from ground. Construction of structure should be as stated for pavilion [in Sl. A(I) (a) and roof with fire proof and water proof tarpaulin. Ceiling of the stage should be covered with high quality decorative cloth. Floor of stage should be covered strictly with synthetic carpet according to colour directed by the authority. Stair case/steps in two sides should be properly fitted and covered with synthetic carpet. Well decorated cloth facia to be fitted at the front.

**ii) Decoration and resizing of permanent Stage:-** A backdrop made of star flex placed on wooden batten frame as per design and requirement is to be fixed at the backside. Ceiling of the stage should be covered with high quality decorative cloth. Floor of stage should be covered strictly with synthetic carpet according to colour directed by the authority. Stair case/steps in two sides should be covered with synthetic carpet. Well decorated cloth facia to be fitted at the front. Two sides of the stage should be covered with good quality cloth.

**(iii) Space for Audience in open ground :-** It will be open in all sides with well decorated ceiling. Construction of this temporary structure with bamboo and salballha should be on ground with fire proof and water proof tarpaulin roof. Cloth jhalor (width 1') in the top of auditorium (3 sides). Pillars should be covered with cloth. Front facia and two sides should be 8' to 12' high and fitted with well decorated cloth and multi colour flex as per direction. Cloth and multi colour flex to be fitted on wooden batten frame. A

beam like separator made of cloth fitted with wooden batten frame is to be fitted between stage and Auditorium.

**(iv) Green Room in open ground:-** It is to be made in the back side of the main stage with wooden platform (height 1' to 1 ½') and structure as stated for pavilion in Sl. A(I) (a), (b), (c) and (d) but without rack, counter and front fascia.

Rate should be in Rupees per sq. ft. of ground area for stage, audience space and greenroom separately.

#### **H. Podium/ Structure of Demonstration Stall:-**

##### **i) Podium:-**

Podium as per size should be made with commercial Black board or particle board or similar material fitted with strong wooden frame in such a way that demonstration can be performed on podium. Height of podium will be at least 2½' to 3'. Double coat painting should be made on top and other four sides of podium.

##### **ii) Demonstration Stall:-**

Only wooden platform (podium) as specified above fitted with display arrangement etc. and covered with synthetic mat is to be made within a permanent/temporary structure. The display arrangement on demonstration platform should be in three steps. Lowest steps will be of 2' height from the podium and other two steps will be of 1' height each

Rate should be in Rupees per sq. ft. of base area.

#### **I. Kitchen Room:**

**i) Kitchen Room without Cloak room :-** Super structure with bamboo/salballah should be made on ground properly to stand steady during heavy rain/wind. Height will be at least 10' with proper sloping. Iron wire or coir rope to be used for structure. Roof and sides to be fitted with GI Sheet. One collapsible gate to be fitted on one side.

**ii) Kitchen Room with Cloak room :-** Within a Kitchen Room constructed as per above specification one cloak room of size of at least 20'x15' or 20% of the area of Kitchen Room which is higher or as directed is to be provided with sufficient racks to be placed at all four sides for keeping stores, woven etc of the artisan as per requirement and availability of space. One collapsible gate with locking arrangement is to be fitted in the door of the cloak room. Wooden Platform on floor / ground of the cloak room is to be constructed and it

should be of hard wood board of 1" thick at a height of 6" to 1' high from the ground with proper sloping along with stair / steps for each entrance.

Rate for above two items should be in Rupees per sq. ft. of base area of entire Kitchen Room..

**J. [I] Overhead Gate/L Shaped Gate - Type-A:-**

(a) Design of overhead gate and L-shaped gate is to be submitted by the decorator well in advance for approval by the authority.

(b) Structure should be of stout salballah and bamboo. Iron wire or coir rope should be used so that gate should stand steady during heavy rain / wind. All the sides of the pillars and top are to be covered by plywood as per approved design. Good quality of plastic paint/flex should be used.

(c) Approximate size of Overhead/L-shaped Gate- Type-A:

Normally total height of the Gate is 28' to 30', length including pillar at both ends is 40' to 52' and width of each pillar is 4' in all sides as per requirement and availability of space. Approximate size of the gate is:- Base:- 2.5' x 2' x 4 sides, Middle:- 14' x 2' x 4 sides, Top:- 1.5' x 2' x 4 sides.

(d) Size and decorative design will be provided at the site as per availability of space. Good quality of paint/cloth/flex should be used as per design.

(e) Rate should be given in Rupees per sq. ft. of surface area as per design and size of gate according to available space and requirement. Rate should be inclusive of all the cost of material and fixing the same.

**[II] Overhead Gate/L Shaped Gate- Type-B:-**

Specification is as mentioned in M[I] above except the use of Plywood. Only multi colour flex with batten frame should be used in place of ply wood.

**[III] Pillar Gate:**

The structure should be made by bamboo or wood in rectangular shape and fixed by plywood as per design. Pillar gate should be placed in the allotted space in such a way that it should be steady during rain or wind. Top canopy will also be by plywood as per design



and synthetic colouring. The flex with wooden frame should be fixed on all sides as per design for printing. Approximate size of one pillar gate: Base 8'X2.5'X4 sides, Middle with flex: 8'X4'X4 sides, Top canopy of height: 4' to 6' with ply as per design.

Rate should be in Rupees per pair in L.S.

**K. Structure for "Open Haat" :-**

Super structure with salballha post, bamboo structure etc. which should be made properly to stand steady during rain/wind. Roof with GI sheet properly fitted with bamboo/or with waterproof and fire proof tarpaulin, height 15' with at least 2' sloping in two or four sides of roof as per size. Cloth ceiling to be fixed with wooden frame or bamboo frame. Ply fascia about 1' width in all four sides to be fitted.

No counter is required. All sides will be open. No gate or window glass is required. Cloth jhalor (1' width) to be fixed on all four sides at below ceiling.

Wooden Platform on floor / ground should be of hard wood board of 1" thick at a height of 6" to 1' high from the ground with proper sloping along with stair / steps as required. Floor to be covered with coir/jute mat or synthetic carpet as per approved colour.

4' high Partition wall made of plywood is to be made at the middle of the Haat parallel to the length with two step shelves (Racks) is to be made on both sides. Two end of the racks are to be covered by ply wood.

Ply Panel of width 6" to 1' should be made with painting in the top of four sides. Pillars should be well decorated with cloth or ply with painting or multi colour flex printing as per approved design. Flex name as per design is to be fixed on the four sides of ply panel as directed by the authority. All the exposed portion of rooftop/Sheds are to be covered with multicolour flex as per approved design.

Rate should be Rupees per sq.ft. of ground area.

**L. Security Room:-**

**Room for Security/Police/Fire/First Aid :-** Four no. of rooms or as directed are to be constructed within single structure (Approx size:- 40'x20') as mentioned at Sl. No. A[I] (a), (b), (c), (d) & (g). of Type-2. Collapsible gate with locking system is to be provided in four stall. 8' high ply partition wall is to be constructed at the middle of the structure parallel to front side with provision of entry from police room and security room to make rest room for police personnel and security personnel. Rest room of police personnel and security

personnel is to be separated by ply partition. One no. of counter of size 4 Rft and two no. of chairs are to be provided in each of the four room. Front side should be like pavilion.

**M. Iron structure of pavilion / stall in hanger type** to be fitted on concrete floor including covering roof and outside wall / boundary by water proof & fire proof tarpaulin or parachute cloth complete. Structure made should be fixed on ground properly so that it should be steady during rain or wind.

Rate should be in Rupees per sq. ft. on base area.

**N. Octonorm wall** : Rate should be quoted in Rs. per sq.ft.

**O. Octonorm system stall** of the following sizes with one octonorm table, two octonorm folding chairs and three spot lights:

(i) 3m x 3m Rate should be quoted in Rs. per stall

(ii) 3 m x 2 m Rate should be quoted in Rs. per stall

(iii) 2m x 2m Rate should be quoted in Rs. per stall

(iv) 2m x 1.5m Rate should be quoted in Rs. per stall

Rate quoted for item 'R' (i), (ii), (iii) and (iv) should be inclusive of walls on three sides, facia, synthetic mat/ carpet and lettering.

**P. Barricade / Drop Gate:**

(i) Barricade for VIP's to be constructed by bamboo (3 lane) with salballha cross pillar.

(ii) Barricade with iron/steel road/pillar and chain/ Queue Manager.- This is to be used to prevent public to enter a place beyond certain limit.

(iii) Drop Gate to be made with 15 cm dia salballah having length of 20 ft. to 25 ft including hoisting, fitting with bolts and nuts to vertically steady post and providing counter load of concrete or stone or iron block at the end. Post should be made by digging soil or concrete at least 2.25 ft. below GL. Providing "Stop" plate and painting entire drop gate.

Rate of all items P(i) to P(ii) should be in Rupees per running ft.

Rate of item P(iii) should be in Rupees per pc.

**Q. Other Work/Supply:-**

1. **Murals painting** as per specification and design to be fitted on the facade of stall/pavilion/ wall. - Rate should be in Rupees per sq. ft.
2. **Jute roofing/partition** (without wooden frame) – Rate in Rs. per sq.ft.
3. **Cloth jhalor/cloth fencing** for decoration (without wooden frame) –  
Rate should be in Rs. per sq.ft.
4. **Ply Wall:** Walling by wooden batten, fencing with ply covering (minimum 4 mm width) with painting (two coats) for fixing within pavilion or outside of provision of bathroom or anywhere of ground as per directions. Rate should be in Rupees per sq. ft.
5. **Pelmet:** Made by ply board (6 mm) of 6” width with iron or aluminium rod inside the pelmet to be fixed as per requirement and colouring. Rate in Rs. Per R.ft.
6. **Collapsible Gate / Iron Gate** along with fitting in proper place –  
Rate should be in Rs. per pc.
7. **Extra counter** within pavilion as per specification in A(I) –  
Rate should be in Rs.per R.ft.
8. **Extra rack** within pavilion as per specification in A(J) – Rate should be in Rs. per R.ft.
9. **Steel Rod for display of Products:-** Steel Rod is to be fitted on wall of the stall/partition with suitable decorative material for display of products. Rate in Rs. per Rft.
10. **Shed with GI sheet/fireproof tarpaulin covered roof and wall.:-** Shed will be made with bamboo structure, roof and all sides will be covered with GI sheet/fireproof tarpaulin with provision of one/two opening for entering in the shed. – Rate should be in Rs. per sq.ft.
11. **Wooden Alna** – Wooden Alna is to be made of ply wood and batten frame. Two ply wood frame of width 1’ and height 6’ to 7’ is to be fitted on a base, so that it can stand on the ground. 3 No. of batten frame are to be fitted with these ply wood frames 1.5’ apart. Rate should be in Rs. per pc.

12. **Waste paper basket / dustbin** – Rate should be in Rs. per pc.
  
13. **Wooden platform** of 6' to 1' high from ground.  
Rate should be in Rs. per sq. ft.
  
14. **Wooden platform** of above 1' up to 2.5 ft. high from ground. Rate in Rs. Per Sq.ft.
  
15. **Bamboo Structure:-** Bamboo Structure should be made keeping the column of bamboo 5' (max) and row 4' (max) apart. Iron wire and coir rope should be used in the structure. This Structure should be fixed on ground properly so that it should be steady during rain or wind. Salballha post maybe used to fix the structure on the ground. The structure may be used for fixing banner, hording, cloth/ jute/multi colour flex/ ply wall. There are two type of bamboo structure, one is upto 8' height and another is above 8' height. Rate in Rs. Per Rft.
  
16. **Open Shed with GI sheet/fireproof tarpaulin covered roof for Fire Engine/Other purpose:-** It should be open in all sides. Super structure with salballha post and bamboo should be made properly to stand steady during heavy rain/wind as per direction in the site. Roof, properly fitted with waterproof and fire-proof tarpaulin on bamboo structure. Total height will be 16' with at least 2' sloping on the one side or in all four sides as the case may be.
  
17. Glass window to be fitted in – Rate should be in Rs. per sq. ft.
  
18. **Fiber glass window** with fitting – Rate should be in Rs. per sq. ft.
  
19. Letter writing on sign board / ply board with fixing – Rate in Rs. per sq. ft.
  
20. **Thermocol or sola art work** as per design – Rate in Rs. per sq. ft.
  
21. Supply & fixing of water proof plastic sheet (good quality).  
Rate in Rs. per sq. ft.
  
22. Supply & fixing of water proof and fire proof tarpaulin – Rate in Rs. per sq. ft.
  
23. **Batten frame/wooden frame** for fixing cloth / jute hessian / flex etc. – Rate in Rs. per sq. ft.
  
24. Iron frame for fixing cloth / jute hessian / flex etc. – Rate in Rs. per sq. ft.
  
25. **Iron frame for back lit or front lit arrangement** . - Rates should be in Rs. per sq. ft.

26. **Iron structure Indicator Standy**:- It will be made of iron for fixing flex banner or display board in such a way that it can stand on its own on the ground. Rate in Rs. per Sq.ft of banner or display board.
27. **Wooden structure Indicator Standy**:- It will be made of ply board and batten frame for fixing flex banner or display board in such a way that it can stand on its own on the ground. Rate in Rs. per Sq.ft of banner or display board.
28. **MDF board** for display of products or decoration of wall complete with fitting arrangement. Rate in Rs. per sq. ft.
29. **Multi Colour Flag** :- It will be triangular shaped flag made of synthetic cloth of 2.5 ft height and 3.5 ft length fitted with 30 ft GI/PVC pipe properly. Rate in Rs. per Pc
30. **Synthetic Carpet** – Rate in Rs. per sq. ft.
31. **Woolen Carpet** – Rate in Rs. per sq. ft.
32. **Jute Carpet** – Rate should be in Rs. per sq. ft.
33. **Sun Board.** – Rate in Rs. per sq. ft.
34. Multicolour vinyl to be printed as per design and specification and to be fitted as per direction. - Rates should be in Rs. per sq. ft.
35. Normal flex to be printed in Multicolour as per design and specification and to be fitted as per direction. - Rates should be in Rs. per sq. ft.
36. Multicolour Star flex printing: to be printed as per design and specification and to be fitted as per direction. - Rates should be in Rs. per sq. ft.
37. Multicolour black back flex printing: to be printed as per design and specification and to be fitted as per direction. - Rates should be in Rs. per sq. ft.
38. Inkjet Vinyl printing to be printed in Multi-colour as per design and specification and to be fitted as per direction. - Rates should be in Rs. per sq. ft.
39. Inkjet Flex printing to be printed in Multicolour as per design and specification and to be fitted as per direction. - Rates should be in Rs. per sq. ft.
40. Ecosolvent printing to be printed in Multicolour as per design and specification on vinyl and to be fitted as per direction. - Rates should be in Rs. per sq. ft.

41. Glow Sign Box (GSB) with flex finish: Rate in Rs. per sq. ft. - Rates should be in Rs. per sq. ft. - Rates should be in Rs. per sq. ft.
42. Glow Sign Box (GSB) with poly carbonate finish: Rate in Rs. per sq. ft.
43. Extra coat of painting with good quality of paint (type and brand approved by the Authority); One coat: Rate in Rs. per sq. ft.
44. Extra coats of painting with good quality of paint (type and brand approved by the Authority); Two coats: Rate in Rs. per sq. ft.
45. **Bed Roll**:- Bed Roll consists of one mattress, one bed sheet, one pillow with cover. Rate in Rs. per Set.
46. **Blanket**. Rate in Rs. per Pc.
47. **Mannequin** :- It is a life size dummy used to display clothes. Rate in Rs. per Pc.
48. **Alpana Drawing**:- Alpana may be drawn as per instruction of the authority. Rate in Rs. per sq. ft.
49. **Open Kiosk (Portable)-Square Shaped**:- Open kiosk measuring 8'x8' or as instructed by the authorities to be constructed on wooden platform (Height-6" to 1') Height of the ceiling from wooden platform level is 9'. Four sides of the kiosk will be open. Display Counter of width 1.5' is to be constructed at all four sides above 3' height from ground level. All four sides from ground level to the counter are to be covered with ply wood with two coat of painting. Roof is to be covered with fire proof tarpaulin and multi colour flex with batten frame as per design. Ceiling is to be covered with cloth. Wooden Platform will be covered with synthetic carpet. Rate in Rs. per sq. ft.
50. **Selfie Zone**:- Wooden platform (Height- 6" ) is to be constructed at specified open place in the ground. It is to be covered with new synthetic carpet. A sun Board measuring 8'x8' is to be fixed at the back side of the platform with wooden batten frame. Star flex with approved design is to be fixed on it. A photo frame measuring 8'x8' (width- 6") made of wooden batten frame, Star flex with approved design is to be fixed in front of Sun Board 2' away from it so that visitors can enter in to the 2' gap of the Selfie Zone and take photograph from outside. Rate in Rs. per Pc.
51. **Straw Roofing**:- Roofing with straw should be done as per standard practice and the roofing should be carried out in such a manner so as to withstand heavy rains and storm). Rate should be quoted in Rs. per sq. ft.

## **R. Furniture & Cutlery etc.:-**

1. VIP cushion chair with arm made of stainless steel. Arrangement of cushion at back rest and on sitting place.
2. VIP cushion chair without arm made of stainless steel. Arrangement of cushion at back rest and on sitting place.
3. Cloth cover of approved colour, design and quality for VIP Cushion Chair.
4. Cane chair.
5. Fiber / molded /Plastic Chair (with arm)
6. Fiber / molded / Plastic Chair (without arm)
7. Cloth cover with ribbon for Fiber / molded / Plastic Chair (without arm)
8. a) VIP Wooden (big size) high back chair (with cushion).  
b) Revolving Chair (Standard size)
9. Octonorm folding Chair
10. Office table (steel).
11. Table (PVC)
12. Wooden table.
13. Table cloth for covering tables
14. Plastic molded Coffee/tea table/centre table.
15. Glass Top Centre Table – Square shaped: Table Top is 3'x2' and height is up to 2'.
16. Glass Top Big Table (Square/Round shaped) :- Table Top is 4'x3' and height is above 3'
17. Round Table with wooden top : Diameter of table top is 3' or above.
18. Frill cover for table

19. Octonorm Table
20. Table name plate of acrylic sheet.
21. Steel Almirah (6').
22. Steel Almirah (4 ½')
23. Executive Sofa – 3 seater
24. Executive Sofa – 2 seater
25. Executive Sofa – 1 seater
26. Ordinary Sofa Set (2 seater).
27. Ordinary Sofa Set (3 seater)
28. Cloth cover of approved colour and quality for Ordinary Sofa Set (2 seater)
29. Cloth cover of approved colour and quality for Ordinary Sofa Set (3 seater)
30. a) Big towel. :- The size of the towel is at least 4'x2.5'.  
b) Small Towel :- The size of the towel is at least 4'x2.5'.
31. Garden umbrella :- The size will be minimum 5 ft diameter.
32. Wooden chowki (Size :- 21 sq.ft to 42 sq.ft.)
33. Cloth for covering chowki (chadar).
34. Sataranchee (5'X7')
35. White Class room Board 3'x4'
36. Flower Vase (big) with Natural Flower bunch comprising of Rajanigandha, Rose & Seasonal Flower Sticks etc
37. Pradip (big) with stand
38. Lecture desk of at least 3' height
39. Decorative 'Use Me' drum



40. Plastic bucket (big)
41. Plastic bucket (Small)
42. Door Mat
43. Tray (Big)
44. Water glass with lid.
45. Cup & plate for tea (6 pc set)
46. Full size Plate for lunch/dinner.
47. Half size plate for tiffin.
48. Spoon.
49. Mirror (1.5' X 2') with fitting.
50. Scissor (medium size)
51. Synthetic Curtain (minimum size 4'X6') with fitting & fixing.
52. Cotton Curtain (minimum size 4'X6') with fitting & fixing.
53. Water Jug above 2 litre capacity.
54. Thermoflask above 1 litre capacity.

Rate should be in Rupees per pc. or set or dozen of each item separately.

S. **Publicity Tableau:-** Supply of TATA Ace mini truck fitted with audio system and decorating the three sides with multi colour flex as per approved design for publicity of fair and Expo including fuel cost and wages of driver for at least 8 hours per day and average run of at least 50 KMs per day. – Rate in Rs. Per day

T. **Flower Decoration :-**

1. Decoration of stage and Auditorium with natural flower as per requirement and instruction of the authority. – Rate in Rs. Per sq.ft.

2. Decoration of stage and Auditorium with artificial flower as per requirement and instruction of the authority. – Rate in Rs. Per sq.ft.
3. Flower Bouquet:- It should be made of natural flower measuring 1' to 1.5' long.
4. Table basket:- The basket should be decorated with natural flower for keeping on the table. The measurement of the basket is 6"x8"x8".

**N.B:**

**1) Each construction/structure should be made as per guidelines/ instructions of Fire & Emergency Services Department, Govt. of West Bengal.**

**2) After setting up of the temporary Pavilion / Stall /fencing / flex etc. the concerned contractor should take proper care for maintenance of the structures of the temporary Pavilion / Stall /fencing / flex etc. and items supplied on hire basis in the scope of work during the Expo/ Fair period.**

**3) All the materials to be provided should be of good quality and should be in good condition.**

**The rates to be quoted should be inclusive of points 1) and 2) and 3) above also.**

Director & Member Secretary  
West Bengal State Export Promotion Society

**APPENDIX 'A'**

**Notice Inviting e-Tender No. WBSEPS/DMS/e-4 /24-25/PvIn/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 Construction and decoration of temporary pavilion / stalls / gate / fencing etc. and supply on hire basis of different related items in the West Bengal State Handicraft Expos / Fairs/ Exhibitions/ Seminars etc. in Kolkata and in other South Bengal districts.

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	Name & address of directors / : partners/proprietors	
5	Name banker with account : number	
6	Number of persons employed	:

- 7 Documents submitted. (Please strike out which is not submitted)
- i) Trade Licence valid up to----
  - 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) Documents regarding possession of godown.

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:.....

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