


**WEST BENGAL STATE EXPORT PROMOTION SOCIETY**
**Government of West Bengal**
**Office Of The Director And Member Secretary**

 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)
**E-mail –wbseps@gmail.com**
**Notice inviting e-tender no. WBSEPS/DMS/e-5/24-25/Gate/BBSH-NT**

Director and Member Secretary, West Bengal State Export Promotion Society(WBSEPS), under the Department of Micro, Small & Medium Enterprises and Textiles(MSME&T Dept),Government of West Bengal, invites e-tender from bonafide, reliable and experienced contractors / agencies / organization etc. for undertaking the construction work of an Entrance gate & Pathway and dismantling of the existing structure for arrangements of a new entrance gate for entry into Biswa Bangla Shilpi Haat, Gate No. 5, Eco Tourism Park, New Town, Kolkata through Car Parking area of Eco Tourism Park, New Town as given below;

SI No.	Name of the work	Estimated Amount Rs.	Earnest Money @ 2% of estimated cost Rs.	Time of completion	Eligibility of Bidders
1.	Construction Work of an Entrance Gate & Pathway and Dismantling of the existing structure for arrangements of a new entrance gate for entry into Biswa Bangla Shilpi Haat, Gate No. 5, Eco Tourism Park, New Town, Kolkata.	6,37,377.00/-	12,748.00 /-	60 Days	As per eligibility criteria mentioned below.

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 tender, if desired, 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.

NB: Entire set of e-Tender documents is available free of cost through the State Government e-Tender Portal <http://wbtenders.gov.in> and the authority (WBSEPS) website [www.wbseps.com](http://www.wbseps.com)

**Eligibility criteria for participation in tender:**

i) The prospective bidders for works relating to the construction work shall have competence and satisfactorily completed as a prime agency during the last 5(five) years prior to the date of issue of this Notice at least one work of similar nature under the authority of State /Central Govt., State/Central Govt. undertaking / Statutory Bodies /Autonomous Bodies/ Organization of repute and having a magnitude of 40% (forty percent) in one job of the Estimated amount put to tender

or

ii ) Satisfactorily completed 2 (two) nos. of works of similar nature under the authority of State /Central Govt., State/Central Govt. undertaking/Statutory Bodies /Autonomous Bodies/ Organization of repute having magnitude of 30% (thirty percent) of each work of the Estimated amount put to tender

or

iii) One single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at under the authorities as mentioned in i) above.

Work Completion Certificate with required information on the work done also be considered.

**N.B.** Estimated amount, Date of completion of project & detail communicational address of Client must be indicated in the Credential Certificate.

**TECHNICAL BID**

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**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 the last 3 years, 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/Society Registration Certificate, if 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)	11.06.2024 at 10.00 A.M
02.	Start date and time for down loading and submission of bid online.	11.06.2024 at 10.00 A.M
03.	Last date of uploading any corrigendum/addendum other than date corrigendum.	12.06.2024 at 05.30 P.M.
04.	Last date & time of down loading and submission of bid on line.	18.06.2024 at 05.30 P.M.
05.	Date of opening of Technical Bid on line	21.06.2024 at 11.00 A.M.
06.	Date of opening of Financial Bid on line	Will be informed later

Director & Member Secretary  
West Bengal State Export Promotion Society

**Terms and Condition**

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Technical bid and Financial bid should be submitted on line in the Government of West Bengal e-tender portal <http://wbtenders.gov.in>. Financial bid should be submitted on line only.

1. Tenderers will have to enclose documentary proof in respect of undertaking similar work as specified in eligibility criteria and other documents in the tender document.
2. The rate should only be quoted in the BOQ uploaded in e-tender portal in percentage below, at par or above the estimated rate.
3. Any debarment of the prospective bidder or any of the constituent partners to participate in any tender under the P.W.D. (building) or any Central/State Government Departments/ Local body/ Statutory organization/ reputed Real Estate Firm etc. during the last 5 (five) years prior to the date of this NIT will be considered as disqualification towards eligibility. (A declaration in this respect has to be furnished by the prospective bidders as per prescribed format without which the Technical Bid shall be treated non-responsive).
4. The prospective bidders shall have experienced technical personnel.
5. **Earnest Money:** - Earnest Money amounting Rs. 12748/- (Rupees twelve thousand seven hundred forty eight) only @ 2% (Two percent) of the estimated amount put to tender 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.
6. The EMD deposited by successful agency will be retained and converted as initial Security deposit. Balance 8 (eight) % of the total security of 10 (ten) % will be deducted from the final bill. The Security Deposit will be refunded after expiry of defect liability period of 1 year for the successful tenderer. No interest will be paid on such security deposit.
7. The earnest money of unsuccessful Contractors / Firms / Companies will be refunded in due course without any interest.

8. **Evaluation Procedure:-** Financial bids submitted by the bidders who have qualified after evaluation of technical bids by the tender committee of this office based on the fulfillment of eligibility criteria will be opened. WBSEPS reserves the right to accept the lowest rate / negotiated rate.
9. **Constructional Labour Welfare Cess @ 1(one) %** of cost of construction will be deducted from the final Bill of the selected agency.
10. Price Adjustment and Price escalation are not applicable, since B.O.Q. for the work is based upon the schedule of rates of the Public Works Department.
11. Mobilization Advance and Secured Advance will not be given.
12. Agencies shall have to arrange necessary land for installation of Plant & Machineries, (specified for each awarded work) storing of material, labour shed, laboratory etc. at their own cost and responsibility.
13. **Bids shall remain valid** for a period **120 (one hundred twenty)** days from the last date of submission of Financial Bid/ Sealed Bid.
14. All materials required, for the proposed works like bricks, sand, steel, Stone chip, cement, etc. will be provided and supplied by the Agency/contractor etc. at their own cost and will be inclusive of all charges and taxes as applicable. All materials shall be of PWD approved brand in accordance with relevant code of practice (latest revision) and Manufacturer.
15. **Prospective bidder shall have to execute the work in such a manner so that appropriate service level of the building / structure under improvement is to be maintained during progress of work and for the defect liability period of 1 (One) year from the date of successful completion of the work to the entire satisfaction of Officer –in-charge / Concerned Engineer of WBSEPS.** If any defect / damage is found during the period as mentioned above the contractor shall make the same good at his own expense to the specification at par with instant project work, or in default, the Officer –in –charge /Concerned Engineer of WBSEPS may cause the same to be made good by other agency and deduct the expense (of which the certificate of the Officer –in –charge /Concerned Engineer of WBSEPS shall be final) from any sums that may be then, or at any time thereafter become due to contractor from his Security Deposit, or the proceeds of the sale thereof, or of sufficient portion thereof.
16. The Bidder, at the Bidder's own responsibility and risk, must visit and examine the site of work and surroundings to obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice inviting Tender, the cost of visiting the site shall be at the Bidder's own expense.
17. The intending Bidders shall clearly understand that, whatever may be the outcome of the Bids, no cost of Bidding shall be reimbursable by the WBSEPS. The Director& Member

Secretary reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Bidder at the stage of Bidding.

18. **No CONDITIONAL / INCOMPLETE TENDER** will be accepted under any circumstances.
19. In case of Quoting rates no multiple lowest rates will be entertained by the WBSEPS under MSME&T Department.
20. The Director & Member Secretary, WBSEPS, under MSME&T Department reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
21. During scrutiny, if it comes to the notice to tender inviting authority that the credential or any other papers submitted by a bidder found incorrect/manufactured/fabricated, that bidder will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice and penal action will be imposed as per Rule.
22. In case if there be any objection regarding Prequalification, that should be lodged to The Director & Member Secretary, WBSEPS, under MSME&T Department within 1 day from the date of publication of list of qualified Agency and beyond that time schedule no objection will be entertained by the Director & Member Secretary, WBSEPS, under MSME&T Department.
23. The Director & Member Secretary, WBSEPS, under MSME&T Department reserves the right to cancel the Nle-T due to unavoidable or circumstances or any technical reasons and no claim in this respect will be entertained.
24. Before issuance of the **WORK ORDER**, the tender inviting authority may verify the credential & other documents of the lowest tenderer if found necessary. After verification or even after issuance of work order if it is found that such documents submitted by the lowest tenderer is either manufactured or false or there is complain / investigation / court case pending against the Bidders for any type of irregularities etc. in that case, work order will not be issued in favour of the tenderer under any circumstances.
25. **Contractor shall have** to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970. (b) Apprentice Act. 1961, (c) PF of the workers and (d) minimum wages Act. 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
26. 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.
27. 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.

28. The W. B. S. E. P. S. shall have the right to inspect the office of tenderers, if required.
29. 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.
30. **West Bengal State Export Promotion Society reserves the right to reject any or all the bids without assigning any reason thereof.**
31. No one will be allowed to sub-contract any part or full of the assigned work.
32. The incomplete tender or tenderers who do not fulfill the terms and conditions, will be liable to be rejected.
33. There is no provision for running payment of work. The final bill will be accepted for payment only after successful completion of the work duly certified by the concerned officer of WBSEPS.
34. If any typographical mistake found inadvertently in the BOQ in connection with the specification, rate and unit of a particular item, the same will be governed by the schedule of rates vetted by the Superintending Engineer, MSME&T Department, Govt. of West Bengal
35. **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, imposition of fine, and non-payment / deduction of amount from the bills amount /forfeiting Security Deposit etc. as will be decided by the authority.**
36. **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 Security  
West Bengal State Export Promotion Society

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Signature of tenderer with seal

**APPENDIX 'A'**

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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 undertaking the construction work of an Entrance gate & Pathway and dismantling of the existing structure for arrangements of a new entrance gate for entry into Biswa Bangla Shilpi Haat, Gate No. 5, Eco Tourism Park, New Town, Kolkata through Car Parking area of Eco Tourism Park, New Town.

Sir,

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

<u>Sl 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 of 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) Credentials as per eligibility criteria.

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.

**SELF DECLARATION BY TENDERER**

- The under-signed also hereby certifies that neither our firm \_\_\_\_\_ nor any of constituent firm had been debarred to participate in tender by P.W.D or any other authority during the last 5 (five) years prior to the date of this NIT.
  
- The under-signed understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of The Department.
  
- Certified that I have applied in the tender in the capacity of individual / as a partner of a firm and I have applied to the works under this NIT. Certified that I have access to or have available liquid assets (aggregate of working capital, cash in hand, uncommitted Bank Guarantees) and / or credit facilities not less than 10% of the estimated cost put to tender. In this respect, I have attached necessary documents with this application.
  
- I the under-signed do certify that all the statements made in the attached documents are true and correct. If any declaration if found / ascertained to be incorrect/fabricated / misrepresented / fraudulent etc. accordingly tender will be liable to be cancelled / terminated immediately & I / my firm / Company shall also be liable to prosecuted under relevant section of Indian Penal Code, along with any other applicable law for the time being in force in addition to forfeiture of Earnest Money / Security Deposit.

Date:.....

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Signature & seal of the tenderer.