



## 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-1/21-22/Gardng/ NB.**

Online tenders (e-tender) are invited by the West Bengal State Export Promotion Society from reliable and experienced NGOs, agencies / firms / organizations for enlistment with this office **for three years from the date of enlistment for undertaking jobs of maintenance of garden / beautification**, supply of flower/natural/ornamental plants tubs for Biswa Bangla Shilpi Haat, Expos / 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:**

- [i] Tenderers should have at least three years experience during last five years for undertaking maintenance of garden / beautification arrangement at any Urban Haat/Market Complex 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/other similar programme with

flower/ornamental plants tubs 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.

## TECHNICAL BID

### e-Tender No. WBSEPS/DMS/e-1/21-22/Gardng/ NB.

#### **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 Financial Year, 2020-21.<br>PAN Card, I. T. Return for last three Year;<br>Goods & Service Tax Registration certificate;<br>Any other certificates, statutory license mentioned in the tender document. |
| B.      | Company Detail(s) | Company Detail                 | Valid Trade License ;<br>Registered Deed of partnership Firm/Article of Association & Memorandum/ Registration certificate of NGO; whichever applicable;<br>Power of Attorney, if applicable ;  |
| C.      | Credential        | Credential -1<br>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)                       | 13.05.2021 at 10.00 A.M  |
| 02.     | Start date and time for down loading (on line)                      | 13.05.2021 at 10.00 A.M  |
| 03.     | Last date & time of down loading                                    | 27.05.2021 at 5.00 P.M.  |
| 04.     | Bid submission start date & time                                    | 13.05.2021 at 10.00 A.M  |
| 05.     | Last date of submission of Technical Bid and Financial Bid on line. | 27.05.2021 at 5.00 P.M.  |
| 06.     | Date of opening of Technical Bid on line                            | 31.05.2021 at 11.00 A.M. |
| 07.     | Date of opening of Financial Bid on line                            | Will be informed later   |

## **Specification of work**

**e-Tender No. WBSEPS/DMS/e-1/21-22/Gardng/ NB.**

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

**Gardening/Beautification of Biswa Bangla Shilpi Haat, Expos /Fairs / Exhibitions and other programmes in North Bengal**

Gardening / Beautification is required regularly for all Urban Haats/ Biswa Bangla Shilpi Haats of North Bengal, Expos/Fairs/Exhibitions and other programmes in North 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. During the fair/Expo, the agency has to maintain specified grass chunk, pot/tub of flower /natural flower, tub of ornamental (decorative) plants etc by watering to plants/grass, putting manure, fertilizer, nutrients, pesticides. After completion of the event, the agency has to remove the tub from the site or as directed by the authority. 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-1/21-22/Gardng/ NB.

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. In the Financial bid, rates are to be quoted inclusive of all type of taxes / fees and charges excluding 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.**
4. 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.
5. **Accepted rate will remain valid for three years from the date of enlistment or till the cancellation of enlistment by the authority. Last date of the month in which three years is completed will be considered as expiry date of tender.**
6. **Earnest Money: - The amount of Earnest Money 10,000/- (Rs. Ten 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.**

7. 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.
8. 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.
9. 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.
10. 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.
11. Before submitting any tender, tenderers are to satisfy themselves about actual work load, local conditions from office / visiting the site.
12. No one will be allowed to sub-contract any part or full of the assigned work.
13. Any conditional tender will not be considered.
14. The incomplete tender or tenders which do not fulfill the terms and conditions, will be liable to be rejected.
15. 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 rate will be entitled for payment.

16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. **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.**
23. West Bengal State Export Society reserves the right to reject any or all the bids without assigning any reason thereof.
24. Abnormally low rate quoted by a tendering firm in the offer with some mala-



fide intention will not be accepted, if detected.

**25. The authority reserves the right to revoke the enlistment before expiry of its validity period due to any unforeseen reason.**

**26. 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’**

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

Sub: Submission of tender for enlistment **for three years from the date of enlistment for undertaking jobs of Gardening / Beautification** related to Biswa Bangla Shilpi Haat, supply of flower/ornamental plants tubs for Expos / Fairs / Exhibitions and other programmes in North Bengal as per requirement.

**e-Tender No. WBSEPS/DMS/e-1/21-22/Gardng/ NB.**

Sir,

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

- (1) Name and address of the firm :
  
- (2) Telephone Number, Fax No. & E-mail :
  
- (3) Name & address of partners/proprietors :
  
- (4) Name of Bankers with Account Number :  
Name of the Bank Branch, Branch Code &  
IFS Code

- (5) Nature of business :
  
- (6) Godown, if any, its location, size and short description :
  
- (7) Office address :
  
- (8) Number of persons employed :
  
- (9) Working experience for undertaking similar work (enclose copy of certificate/ work order / Payment Order etc.) :
  
- (10) PAN for I.T. (enclose Xerox copy) :
  
- (11) Copy of Trade License :
  
- (12) Details of Earnest Money :
  
- (13) GST Registration Certificate :

Yours faithfully,

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Signature & seal of the tenderer.