



WEST BENGAL STATE EXPORT PROMOTION SOCIETY

**Under the Department of Industry, Commerce & Enterprises, Government of West Bengal
2, Church Lane, 4th floor, Room No.401, Kolkata -700001.**

Phone: 2243-0380 Tele-fax: 91-33-22439187

Website: www.wbseps.com

Notice Inviting e-Tender No. WBSEPS/DMS/e-11/19-20/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 / firms / organizations, eligible as per clause 2 under Terms and Conditions of this e-Tender, for enlistment with this office for three years i.e., 2020-2021, 2021-2022 and 2022-2023, for the job of construction and decoration of temporary pavilion / stall / gate / fencing etc. and supply on hire basis of different items in the West Bengal State Handicraft Expos / Fairs/ Exhibitions/ Seminars 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] 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.

Director & Member Secretary
West Bengal State Export Promotion Society

TECHNICAL BID

Notice Inviting e-Tender No. WBSEPS/DMS/e-11/19-20/PvIn/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 wbtender.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 year Pan Card, Latest I. T. Return ; GST registration Certificate ;
B.	Company Detail(s)	Company Detail	Valid Trade License ; Registered Deed of partnership Firm/Article of Association & Memorandum ; Power of Attorney ;
C.	Credential	Credential -1 Credential -2	Credential documents as per eligibility criteria ;
D	Financial Info		Statement on actual turnover, profit & loss 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 publication of NleT documents (on line)	14.03.2020 at 10.00 AM
02.	Starting date for down loading (on line)	14.03.2020 at 10.00 AM
03.	Last date of down loading	04.04.2020 at 05.00 PM
04.	Bid submission(on line) start date	14.03.2020 at 10.00 AM
05.	Last date and time of submission of Technical Bid and Financial Bid on line.	04.04.2020 at 05.00 P.M.
06.	Date of opening of Technical Bid on line	07.04.2020 at 11.00 AM
07.	Date of opening of Financial Bid on line	Will be informed later on.

Sd/-

Director & Member Secretary
West Bengal State Export Promotion Society

Terms and Condition

Notice Inviting e-Tender No WBSEPS/DMS/e-11/19-20/PvIn/SB

1. Tender / rate should be placed separately for each of technical bid and financial bid through e-tendering. Tenders should put their digital signature.
2. **Eligibility:**
 - (i) Tenderers should have at least (3) three years experience for successful execution and completion of similar nature of work/temporary job in the Handicraft Expo or Handloom Expo at Kolkata / South Bengal districts, organized by the Department of Micro, Small and Medium Enterprises&Textiles / W.B.S.E.P.S.
 - (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.5.00 lakh (Rupees five lakhs) only for last 3 (three) financial years.
 - (iii) Tenderers should have his own/ rented Godown having sufficient stock of required decoration materials/ items etc. for which the tenderer is submitting his bids.
3. As proof of their eligibility tenderers should submit copies of documentary proof or evidence in respect of undertaking similar work for at least 3 years in Handicraft or Handloom Expo at Kolkata / South Bengal districts organized by the Department of Micro, Small and Medium Enterprises & Textiles, Government of West Bengal / W.B.S.E.P.S. They will also have to enclose copies of audited balance sheet or payment document for last three years as evidence of their average annual turnover [not less than Rs. 5.00 lakh (Rupees five lakh) only].
4. Rates per unit are to be quoted inclusive of all type of charges and taxes other than GST.
5. No tender paper can be downloaded beyond the specified date and time.
6. **Earnest Money:** - The amount of Earnest Money 25,000/- (Rs. Twenty five 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.

The amount of earnest money so deposited will be converted as “Security Deposit” for successful contractors/firms/companies/organizations.
7. **Since this is an open tender for enlistment / empanelment of contractors/ agencies / firms / organizations for work in Handicraft Expos/ Fairs in Kolkata and other areas of South Bengal districts or any other places as per requirement of this office, a security money of Rs.25,000/- (Rupees twenty five thousand) only have to be deposited by the successful Contractors/Firms/Companies for the period of**

- validity of enlistment and will be refunded without any interest on expiry or cancellation of the enlistment.**
8. The earnest money of unsuccessful **contractors/ agencies / firms / organizations** will be refunded in due course. No interest will be given at the time of refund.
 9. **The successful contractors/ agencies / firms / organizations shall obtain a contract document and agreement formalities by signing those documents or papers after issuance of acceptance or intimation letter for work.**
 10. Tenderer must submit copies of the valid documents such as Trade License, Pan Number of IT, P. Tax Registration Certificate and other required documents as mentioned in the tender.
 11. **Based on the eligibility of the bidders, a list of contractors/ agencies / firms / organizations will be prepared for empanelment/ enlistment who will be agreeable to accept the lowest/ negotiated rates.**
 12. **Normally very short time is available for temporary construction etc. for any Expo and Fair. Hence entire work / job will be allotted to all or few enlisted contractors/ agencies / firms / organizations as per requirement which is at the sole decision of the authority. Performance of the empanelled contractors will be the main criteria for allotment of work/ assignment.**
 13. Income tax or other tax will be deducted at source as per Government rate and existing rules at the time of payment of bills.
 14. Tenderers should follow the guideline / instruction/ specifications for quoting bids in e-tendering.
 15. The authority has the right to inspect the Godown and/or office of the tenderers if required. Tenderers who have no godown and office of their own are not eligible for the job.
 16. The rate accepted shall remain open for **three financial years i.e., 2020-2021, 2021-2022 and 2022-2023.**
 17. If any tenderer withdraws his tender before it's acceptance/rejection or withdraw or disagree with terms & conditions after acceptance without satisfactory reason, he may be disqualified to tender for the next 2 (two) or 3 (three) years as per decision of the authority.
 18. **The accepting authority have the right to accept the lowest / negotiated rate and also reserve the right to reject any part or in full or all tenders received and split up the work in different groups/phases without assigning any reason thereon.**
 19. **Before submitting any tender, tenderers are to satisfy themselves about actual work load and specification of work if necessary. No extra amount due to limited time available for execution of the work will be allowed.**
 20. 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.

21. Any conditional tender will not be considered.
22. The incomplete tender or tenders which do not fulfill the terms & conditions laid down in the NIT documents will be liable to be rejected.
23. 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 for any items, 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 for the purpose.
24. For retention of any temporary construction work/supplied material, 30% of bill amount calculated on proportionate basis for additional retention period will be paid.
25. 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.
26. 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.
27. **Before quoting the rates, on line, the Bidders should clearly understand the Specification of individual item of works. The rates accepted will be valid for Expos / Fairs in Kolkata as well as for any location in South Bengal. No subsequent appeal in this regard will be accepted by the Authority.**
28. In case of violation/unsatisfactory performance and / or delay in execution in any of the above clauses/works, 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.
29. **The authority reserves the right to revoke the enlistment before expiry of its validity period due to any unforeseen reason.**

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 and interior and external decorating thereto 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 side or in all four sides as the case may be. As per design, 5' to 6' width verandah may constructed in the front and two other sides of the pavilion. Exposed walls outside the pavilion adjacent to verandah to be covered with plywood (minimum 4 mm thick) painted with approved shade. 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 multi coloured flex of approved design.
- (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. One top facia (height 4' to 6') should be made with ply as per design and 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) At least one show window with fibre glass (minimum size 2' X 3') is required in the pavilion/stall for up to 500 sq.ft. For the pavilion above 500 sq.ft, additional window as per above specification is to be fitted for every 500 sq.ft. There should be adequate arrangement for display of handicraft/handloom items (as per direction in the site).
- (f) Sale counter / running table to be provided and fabricated with 18mm 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.

- (g) 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).
- (h) At least one collapsible gate with locking arrangement is to be provided for the door in the pavilion up to 250 sq. ft. area. If the area of the pavilion exceeds 250 sq.ft. additional arrangement of collapsible gate with locking arrangement is to be provided for the doors for every 250 sq.ft. of stall/pavilion (as per direction). Size of collapsible gate will be minimum 6' width.
- (i) 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 two type of stalls as specified below may be constructed.

Type-1) Single stall within a structure.

Type-2) Multiple no. of stalls having size of 100 sq.ft. to 200 sq.ft. as per requirement within a common structure.

Rate should be in Rupees per sq. ft. of ground area separately for a) single stall and b) multiple no. of stalls having size of 100 sq.ft. to 200 sq.ft. as per requirement within a common structure.

[II] Construction of stall/ pavilion including internal/external decoration 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 coloured jute (Hessian)/flex with battom framing.
- (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) Show window fibre glass is required as per length of stall or pavilion. At least one window to be fitted in each of 500 sq. ft. pavilion.
- (f) Sale counter / running table to be provided and fabricated with 18 mm commercial block board or particle board fixed on wooden batten frames with proper fixing in suitable place in four sides. Height of the counter will be 3' from the floor and width 1½'. Shelve / drawer should be fixed inside the counter as per requirement. Exposed space (top and front side) of counter should be covered by ply wood and painted as per instruction. Length of the counter will be as per instruction (in four sides of pavilion).
- (g) 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' to 8' with depth not less than 1'6". It should be fixed properly on the back side of counter / wall as per instruction (four sides within the pavilion).
- (h) 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.
- (i) 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] Construction of stall/pavilion without interior decoration.

Super structure, roof, wooden platform, door, front and facia should be made as per specification of construction of pavilion/stall at Sl. (a), (b), (c), (d), (e), (h) & (i) of A(I).

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

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. Theme Pavilion:-

Construction of structure of "Theme Pavilion" will be same as per specification of pavilion / stall [Sl.A(i)] excluding sale counter. Extra three steps gallery in four sides inside the pavilion should be provided as per direction for display of products instead of racks as stated in Sl. A(i) (g) as per direction. Inside wall/rack should be painted with white synthetic paints (two coats). Two cubicles with 4 mm thick board of ply on

both sides and door with lock and glass fitting and curtain as directed should be arranged inside "Theme Pavilion". Demonstration platform (Podium) along with display arrangement should be made properly (as per specification) at least 2'-3' height from floor in the middle as per requirement. Platform will be covered with synthetic Carpet. The display arrangement on demonstration platform should be in three steps. Lowest steps will be of 2' height and other two steps will be of 1' height each. Flooring to be covered with double layer synthetic carpet as per approved colour instead of jute mat .

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

D. 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 with required no. of small partition with ply wood for sitting of officials. 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 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 & fascia should be made as specified in (a), (b), (c), (d), (h), (i), of SL. A (I) or A(II) as the case may be. Four sides of the upper fascia and lower fascia are to be covered with multi colour flex. False ceiling made of 1.5' to 2' width plywood in two layer surrounding all sides covered with cloth is to be made in the VIP Room. 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.

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

E. 1. Ticket Counter:-

- (a) Structure with salballah and bamboo along with platform similar to pavilion in Sl. A(i)(a) & (d).
- (b) Side wall should be covered with ply wood with painting in two coats. Covering the roof with water proof and fireproof tarpaulin.
- (c) Fitted with collapsible gate with locking arrangement. Glass windows should be provided for selling the tickets as per instruction. Height of ceiling 9' and top at least 13'. Walling with plywood painted by synthetic paint (two coats).
- (d) Space as per availability in the side or nearer to entry gate.
- (e) Running table/counter to be fitted along with drawer of adequate size in front of windows inside the ticket counter.

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

2. 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'. Total ground area covered of diameter 10' (for Global shape).**
- (b)(i) **Global in shape, if in open space, wall should be covered with ply wood with painting in two coats. Covering the roof with water proof and fireproof tarpaulin and Multi coloured flex as per approved design.**
- (ii) **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.

3. 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.

F. 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.

G. Boundary Fencing:-

Boundary walling with GI sheet of 8' height fitted with salballha / iron rod and bamboo frame (at least 3 horizontal runners).

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

Rate should be in running ft.

H. Festoons & Display Board:-

- (i) Multi colour 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.**
- (ii) Display board/hoarding complete with fitting arrangement. Materials/write up will be as per specification complete with mural painting, lettering on plywood / board etc.**
- (iii) Iron structure (6'X4') with stand for use as indicator standy by fixing flex or display board.**
- (iv) Wooden structure (6'X4') with stand for use as indicator standy by fixing flex or display board.**

For (ii) Rate should be in Rupees per sq. ft.

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For (i), (iii) & (iv) Rate should be in Rupees per pc.

I. Stage for audience space, green room inaugural functions and cultural programme:-

- I(i) 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 4' 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.**
- I(ii) Space for audience to be open in all sides with well decorated ceiling. Construction of this temporary structure with bamboo and salballah 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.**
- I(iii) A green room 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 facia.**

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

Internal Walling/Partition/Fencing/outside walling with ply/palmate:-

J(i) 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.

J(ii) 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 should be in Rupees in r. ft.

K. 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.

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

L. Kitchen Room:

Super structure with bamboo/salballah should be made on ground properly to stand steady during heavy rain/wind. Height 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. One cloak room of size atleast 20'x15' is to be provided within the kitchen 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. 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 should be in Rupees per sq. ft. of base area.

M. [I] Overhead Gate- Type-A:-

(a) Design of gate and pillar 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 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.

(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- 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 6'X12'X4 sides, Middle with flex: 10'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.

N. I] 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 facia 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 approve 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.

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

II] Structure of Demonstration Stall:-

Only wooden platform (podium) 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

O. Security Room/Structure for fire engine/other structure:

(i) 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) & (i). 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.

(ii) Structure for Fire Engine should be made on ground for stand by Fire Engine as per specification of space for audience at Sl. No. I(b) without any platform/podium etc.

(iii) Structure made with bamboo should be fixed on ground properly so that it should be steady during rain or wind. Roof and all side should be made with bamboo structure as per direction.

(iv) Food Stall/Other Stall:- The following two type of food stalls may be constructed.
a) Food stall/Other Stall with verandah:- No separate rate is required to be quoted as the structure will be like pavilion with interior decoration of sl no. A[I] for Type-2. This rate is applicable.

b) Food stall/Other Stall without verandah:- Required no. of rooms or as directed are to be constructed within single structure as mentioned at Sl. No. A[I] for Type-2 except the construction of verandah.

Rate should be in Rupees per sq. ft. on base area for (i), (ii),(iii) and (iv) above.

P. 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

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

R. 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, fascia, synthetic mat/ carpet and lettering.

**S. Straw Roofing : (Work 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.**

**T. Clay Tile Roofing : (Work 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.**

U. 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.

(iii) Bamboo railing with 2 lane (row) fitted on jhau/eucalyptus/salballha pillar 4.5 ft. above GL and 2 ft. below GL tied strongly. Pillar should be made by digging soil or concrete surface etc. in such a way to stand steady on any pressure from crowd.

(iv) Same as above with 3 lane (row).

(v) Same as above with 4 lane (row).

(vi) 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 U(i) to U(v) should be in Rupees per running ft.

Rate of item U(vi) should be in Rupees per pc.

V. Other Work/Supply:-

1. **Murals painting as per specification and design to be fitted on the facia of stall/pavilion/ wall. - Rate should be in Rupees per sq. ft.**
2. Sunboard with vinyl pasting with SS Nut : 1 inch
3. -do-1.5 inch
4. -do-2 inch
5. Sunboard with vinyl pasting without SS Nut: 1 inch
6. -do-1.5 inch
7. -do-2 inch

For 2.to 7.above ,Rate should be in Rupees per sq. ft.

8. Inkjet Vinyl printing to be printed in Multicolour as per design and specification and fitted with wooden or iron frame for back lit or front lit arrangement.-Rate should be in Rupees per sq. ft.
9. Inkjet Flex printing to be printed in Multicolour as per design and specification and fitted with wooden or iron frame for back lit or front lit arrangement.-Rate should be in Rupees per sq. ft.
10. (a.)Ecosolvent printing to be printed in Multicolour as per design and specification on vinyl and fitted with wooden or iron frame for back lit or front lit arrangement.-Rate should be in Rupees per sq. ft.
(b.)Ecosolvent printing to be printed in Multicolour as per design and specification on flex and fitted with wooden or iron frame for back lit or front lit arrangement-Rate should be in Rupees per sq. ft.

Flex Printing:

11. (a)Type – I: Normal flex to be printed in Multicolour as per design and specification and to be fitted as per direction without extra batten.
Rate in Rs. per sq. ft.
 - (b)Type – II: Normal flex to be printed in Multicolour as per design and specification and to be fitted on wooden frame as per direction.
Rate in Rs. per sq. ft.
 - (c)(i) Normal Flex to be printed in Multicolour as per design and specification and to be fitted with Iron square section of 0.5” size : Rate in Rs. per sq. ft.
 - (ii) Normal Flex to be printed in Multicolour as per design and specification and to be fitted with Iron square section of 0.75” size : Rate in Rs. per sq. ft.
 - (iii) Normal Flex to be printed in Multicolour as per design and specification and to be fitted with Iron square section of 1.0” size : Rate in Rs. per sq. ft.
12. (a) Jute roofing/partition (without wooden frame) – Rate in Rs. per sq.ft.
 - (b) Jute roofing/partition (with wooden frame) – Rate in Rs. per sq. ft.

13. (a) Cloth jhalor/cloth fencing for decoration (without wooden frame) –
Rate should be in Rs. per sq.ft.
- (b) Cloth fencing for decoration (with wooden frame) –
Rate should be in Rs. per sq. ft.
14. Collapsible Gate / Iron Gate along with fitting in proper place –
Rate should be in Rs. per pc.
15. Extra counter within pavilion as per specification in A(I) –
Rate should be in Rs.per R.ft.
16. Extra rack within pavilion as per specification in A(J) – Rate should be in Rs. per R.ft.
17. Wooden chowki (Size :- As per requirement)- Rate should be in Rs. per sq.ft of surface area..
18. Bamboo structure with roof by GI sheet/fireproof tarpaulin, sides to be covered with cloth or Hessian and fitted with gate – Rate should be in Rs. per sq.ft.
19. Wooden stair case/ladder (wooden) – Rate should be in Rs. per pc.
20. Waste paper basket / dustbin – Rate should be in Rs. per pc.
21. (a)Jute mat – Rate should be in Rs. per sq. ft.
(b)Coir mat for floor – Rate should be in Rs. per sq. ft.
22. (a)Wooden platform of 6' to 1' high from ground covered with synthetic carpet –
Rate shouldbe in Rs. per sq. ft.
- (b)Wooden platform of above 1' up to 2.5 ft. high from ground covered with synthetic carpet –
Rate should be in Rs. per sq. ft.
23. Pillar with dorma or thermocol or plaster of paris, fitted with wooden structure or bamboo – Rate should be in Rs. per sq. ft.
24. Bamboo structure (skeleton) fitted on ground by digging soil having bamboo/salballha pillar of height 6' to 8' from GL at 3' apart. Each lane (row) should be made 2' apart – Rate should be in Rs. per running ft.
25. Wooden frame/railing (row 1½ 'apart and column 2' apart) –Rate should be in Rs. per sq.ft.
26. (a)Glass window to be fitted in – Rate should be in Rs. per sq. ft.
(b)Fiber glass window with fitting – Rate should be in Rs. per sq. ft.
27. Letter writing on sign board / ply board with fixing – Rate in Rs. per sq. ft.
28. Iron structure for light arrangement on top of structure to be fitted on ground (base18'X10' or 12'X20' and height 45') – Rate in Rs. L.S. per pc.
29. Thermocol or sola art work as per design – Rate in Rs. per sq. ft.

30. Supply & fixing of water proof plastic sheet (good quality).
Rate in Rs. per sq. ft.

31. Supply & fixing of water proof and fire proof tarpaulin – Rate in Rs. per sq. ft.

32. Batten frame/wooden frame for fixing cloth / jute hessian / flex – Rate in Rs. per sq. ft.

33. (a) Synthetic Carpet – Rate in Rs. per sq. ft.

(b) Woolen Carpet – Rate in Rs. per sq. ft.

34. Vinyl Printing:

(a) Multicolour vinyl to be printed as per design and specification and fitted with wooden batten frame. - Rates should be in Rs. per sq. ft.

(b) -do- iron frame for back lit or front lit arrangement. - Rates should be in Rs. per sq. ft.

35. Multi Colour Star flex printing:

(a) Multicolour Star flex printing: to be printed as per design and specification and fitted with wooden batten frame. - Rates should be in Rs. per sq. ft.

(b) Multicolour Star flex printing: to be printed as per design and specification and fitted **without** wooden batten frame. - Rates should be in Rs. per sq. ft.

(c)(i) Multicolour Star flex to be printed in Multicolour as per design and specification and to be fitted with Iron square section of 0.5” size : Rate in Rs. per sq. ft.

(ii) Multicolour Star flex to be printed in Multicolour as per design and specification and to be fitted with Iron square section of 0.75” size : Rate in Rs. per sq. ft.

(iii) Multicolour Star flex to be printed in Multicolour as per design and specification and to be fitted with Iron square section of 1.0” size : Rate in Rs. per sq. ft.

(d) (i) Multicolour black back flex printing: to be printed as per design and specification and fitted with wooden batten frame. - Rates should be in Rs. per sq. ft.

(ii) Multicolour black bag flex printing: to be printed as per design and specification and fitted without wooden batten frame. - Rates should be in Rs. per sq. ft.

36.(a) Normal flex printing & fixing on standy of assorted size: Rate in Rs. per sq. ft.

(b) Star flex printing & fixing on standy of assorted size: Rate in Rs. per sq. ft.

37.(a) Glow Sign Box (GSB) with flex finish: Rate in Rs. per sq. ft.

(b) Glow Sign Box (GSB) with poly carbonate finish: Rate in Rs. per sq. ft.

38. Extra coat of painting with good quality of paint (type and brand approved by the Authority); One coat: Rate in Rs. per sq. ft.

39. Extra coats of painting with good quality of paint (type and brand approved by the

Authority); Two coats: Rate in Rs. per sq. ft.

40. Cow dung Texture & Painting- on hessian cloth- Rate in Rs. per sq. ft.

41. Cow dung Texture & Painting- on plain cloth/ply board- Rate in Rs. per sq. ft.

W. Furniture & Cutlery etc.:-

1. VIP cushion chair with arm made of stainless steel. Arrangement of cushion at back rest and on sitting place.

2. a) VIP cushion chair without arm made of stainless steel. Arrangement of cushion at back rest and on sitting place.

b) Cloth cover of approved colour, design and quality for VIP Cushion Chair.

3. (a)Office table (steel).
(b) Table (PVC)
4. Cane chair.
5. Ordinary Sofa Set (2 seater).
6. Ordinary Sofa Set (3 seater)
7. **Cloth cover of approved colour and quality for Ordinary Sofa Set (2 seater)**
8. **Cloth cover of approved colour and quality for Ordinary Sofa Set (3 seater)**
9. Steel Almirah (6').
10. Steel Almirah (4 ½')
11. Flower Vase (big) **with Natural Flower bunch comprising of Rajanigandha, Rose & Seasonal Flower Sticks etc.**
12. Pradip (big) with stand
13. Lecture desk of at least 3' height
14. Table cloth for covering tables.
15. Cloth for covering chowki (chadar).
16. Fiber / molded /Plastic Chair (with arm)
17. Fiber / molded / Plastic Chair (without arm)
18. Fiber / molded / Plastic Chair (without arm) covered with cloth and ribbon of approved colour
19. Coffee/tea table/centre table.
20. Octonorm Table
21. Octonorm folding Chair
22. Executive Sofa – 3 seater
23. Executive Sofa – 2 seater
24. Executive Sofa – 1 seater
25. Garden umbrella of minimum 5 ft diameter size.
26. Leather Chair
27. Revolving Chair
28. Bar Stool
29. Magazine Stand
30. (a)Glass Top Centre Table – Square shaped
(b) Glass Top Centre Table – Round shaped
31. White Class room Board 3'x4'
32. Round Table with glass top (big)
33. Round Table with glass top (small)
34. Round Table with wooden top with frill cover

35. Round Table with wooden top without frill cover
36. Decorative 'Use Me' drum
37. Tray (Big)
38. a) Plastic bucket (big)
b) Plastic bucket (Small)
39. Door Mat
40. Water glass with lid.
41. Cup & plate for tea (6 pc set)
42. Wooden table.
43. a) Full size Plate for lunch/dinner.
b) Half size plate for tiffin.
44. Spoon.
45. Big towel for VIP Chair.
46. VIP Wooden (big size) high back chair (with cushion)
47. Mirror (1.5' X 2') with fitting.
48. Scissor (medium size)
49. Sataranchee (5'X7')
50. Table Frill.
51. Table name plate of acrylic sheet.
52. Table cloth for small centre table.
53. Synthetic Curtain (minimum size 4'X6') with fitting & fixing.
54. Cotton Curtain (minimum size 4'X6') with fitting & fixing.

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

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-11/19-20/PvIn/SB

To
The Director & Member Secretary,
WestBengalState Export Promotion Society,
2, Church Lane, (4th floor),
Kolkata – 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 items in the West Bengal State Handicraft Expos / Fairs/ Exhibitions/ Seminars etc. in Kolkata and in other South Bengal districts.

Sir,

With reference to your tender, we are submitting herewith the rate after thoroughly understanding the specification of items of work along with the following documents:-

- (1) Name and address of the firm :

- (2) Telephone Number for contact :

- (3) Name & address of directors/partners/proprietors :

- (4) Name of Bankers with Account Number :

- (5) Nature of business :

- (6) Godown (address & its location), size and short description :

- (7) Number of persons employed :

- (8) Copy of valid Trade Licence :

- (9) Copy of P. Tax Registration and deposit Receipt challan for the current year:

- (10) Copy of Pan Card, Current I. T. Return:

- (11) Copy of GST Registration, if any. :

- (12) Copy of Registered Deed of partnership Firm (for partnership firm)/Article of Association & Memorandum (for Private Limited Company) :

- (13) Documents on Power of Attorney. :

- (14) Copy of Balance Sheet and Profit & Loss Account for last three years or payment documents. :

- (15) Copies of Credential documents as per eligibility criteria. :

- (16) Details towards Earnest Money Deposit :

Attachments: As stated

Date:.....

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