



WEST BENGAL STATE EXPORT PROMOTION SOCIETY

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-TenderNo. WBSEPS/DMS/e-4 /23-24/MSMESLP

Director & Member Secretary, West Bengal State Export Promotion Society under the Department of Micro, Small and Medium Enterprises & Textiles, Government of West Bengal invites e-Tenders from reliable and experienced agencies/organizations for undertaking the work of Organizing the Final State level Programme on 23.08.2023 at Biswa Bangla Mela Prangan, Kolkata after statewide MSME Camps held in August, 2023 on behalf of the 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], website of MSME&T Department, Govt. of West Bengal 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 the same will be notified in the office notice board.

Eligibility Criteria:

- (i) The agencies/organizations having experience of undertaking/organizing at least 1(one) such Mega Events with multifarious components like City and venue branding, Hall Decoration, sound system, video and still photography, electrical arrangement, supply of Manpower, arrangement for Food, inauguration of number of projects / events, organizing conference with large number of participants, specialised stalls etc. as per requirement at Biswa Bangla Mela Prangan, Kolkata in august presence of the Hon'ble Chief Minister of West

Bengal on engagement through State Govt. Departments / State Government undertakings will be considered.

- (ii) Agencies/organizations having the experience of undertaking/ organizing any part of such events as mentioned in (i) above will also be considered as eligible in case of non availability of required number of bids.

Director & Member Secretary
West Bengal State Export Promotion Society

TECHNICAL BID
Notice Inviting e-Tender No. WBSEPS/DMS/e-4 /23-24/MSMESLP

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](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 in the e- tender portal 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.

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, I. T. Return for last three years ; GST registration Certificate ;
B.	Company Detail(s)	Company Detail	Valid Trade License ; Registered Deed of partnership Firm/Article of Association & Memorandum ; 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)	14.08.2023 at 05.00 P.M.
02.	Start date and time for down loading and submission of bid online.	15.08.2023 at 10:00 A.M.
03.	Last date of uploading any corrigendum/addendum other than date corrigendum.	16.08.2023 at 03:00 P.M.
04.	Last date & time of down loading and submission of bid on line.	17.08.2023 at 03.00 P.M.
05.	Date of opening of Technical Bid on line	19.08.2023 at 03.15 P.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

Notice Inviting e-Tender No. WBSEPS/DMS/e-4 /23-24/MSMESLP

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 Rs. 1,00,000/- (Rupees One Lakh 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.
4. The amount of earnest money so deposited will be converted as "Security Deposit" for successful contractors/firms/companies/organizations for the period up to execution of work and will be refunded after successful execution of work.
5. The earnest money of unsuccessful contractors/ agencies / organizations will be refunded in due course through e-tender portal as per norms. 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 by the tender committee of this office based on the fulfillment of eligibility criteria and submission of documents as sought for will be opened. WBSEPS reserves the right to accept the lowest rate / negotiated rate. Contract to execute the work will be awarded to the bidder recommended by the tender committee as per norms.
8. Income tax or other tax will be deducted at source as per Government rate and existing rules at the time of payment of bills.
9. Tenderers should follow the guideline / instruction/ specifications for quoting bids in e-tendering.
10. Any conditional tender will not be considered.
11. The incomplete tender or tenders which do not fulfill the terms & conditions laid down in the NIT documents will be liable to be rejected.
12. 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.
13. 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.
14. Bill of cost of work should be placed to this office in duplicate along with the photocopy of work order within one month after completion of work.
15. 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.
16. Before quoting the rates, on line, the Bidders should clearly understand the Specification as mentioned in Job Description.
17. The Tender Inviting Authority reserves the right to cancel the NIT due to unavoidable circumstances or any technical reasons and no claim in this respect will be entertained.
18. 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, imposition of fine, and non-payment/deduction of amount from the bills amount / Security Deposit etc. as will be decided by the authority.

Director & Member Secretary
West Bengal State Export Promotion Society

APPENDIX 'A'

Notice Inviting e-Tender No. WBSEPS/DMS/e-4 /23-24/MSMESLP

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

Sub: Submission of tender for undertaking the work of Organizing the Final State level Programme on 23.08.2023 at Biswa Bangla Mela Prangan, Kolkata after statewide MSME Camps held in August, 2023 on behalf of Department of Micro, Small and Medium Enterprises & Textiles Govt. of West Bengal.

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 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. : i) Trade Licence valid up to----
- (Please strike out which is not submitted)
- ii) P. Tax deposited up to ----
- iii) PAN Card.
- iv) GST Registration Certificate
- v) IT Return for last three AY -----
- vi) Deed of partnership/ Memorandum & Article of Association
- vii) Power of Attorney
- viii) Balance Sheet and Profit & Loss Account for the FY-----

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

Turn over in Rs. during financial year 2019-20	Turn over in Rs. during financial year 2020-21	Turn over in Rs. during financial year 2021-22

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

Attachments: As stated

Date:.....

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