



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-7/23-24/ elec-mntnc /BBSH-Sntktn**

Online Tenders (e-tender) are invited by the West Bengal State Export Promotion Society from reliable and experienced contractors / agencies / organizations etc for maintenance and operation of the electrical installations within the premises of Biswa Bangla Shilpi Haat, Shantiniketan, Birbhum, West Bengal, located near Prantik Railway Station for a period of three years from the date of engagement.

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 CRITERIA :**

1. The contractors / agencies / organizations having requisite electrical licence should have at least 1 (one) year experience during last five years for undertaking jobs of similar nature.
2. The contractors / agencies / organizations should have ability to undertake such work / job in his / her own financial capacity for which they should have at least an average annual turnover of Rs. 5.00 lakh (Rupees five lakh) only for last three financial years.

Director & Member Secretary  
West Bengal State Export Promotion Society

## **Scope of work**

Maintenance and operation of all the electrical installation at the Biswa Bangla Shilpi Haat, Shantiniketan, Birbhum, West Bengal, located near Prantik Railway Station including the Diesel Generating set. The scope of work includes labour charges for minor repairing required, constant watch on the functioning of all the type of electrical fittings and fixtures, maintenance and running of water pump, maintenance and running the DG Set, transformers, switchgears, repairing / replacement of electrical items on site as required, assisting the Haat authority to maintain liaison with the WBSEDCL , reporting any major fault etc. to the authorities.

However, it is to be brought to the notice of Haat authority, if purchase of materials is required for any repairing / replacement work or for any major work for which more than two labours are to be engaged. After taking approval from the Haat authority, the work is to be completed at the earliest. The cost of materials will be subsequently paid on production of bill/ original voucher / receipt/documentary proof.

## **TECHNICAL BID**

### **e-tender No. WBSEPS/DMS/e-7/23-24/ elec-mntnc /BBSH-Sntktn**

#### **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 in the Government of West Bengal e-tender portal: <http://wbtenders.gov.in> 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:

- NIeT
- 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 three Assessment Year; Goods & Service Tax Registration certificate; Valid electrical license.  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; whichever 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:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date &amp; time</b>
<b>01.</b>	Date of publishing of NIT documents (on line)	24.11.2023 at 10.00 A.M
<b>02.</b>	Start date and time for down loading and submission of bid online.	24.11.2023 at 10.00 A.M
<b>03.</b>	Last date of uploading any corrigendum/addendum other than date corrigendum.	26.11.2023 at 05.30 P.M.
<b>04.</b>	Last date & time of down loading and submission of bid on line.	01.12.2023 at 05.30 P.M.
<b>05.</b>	Date of opening of Technical Bid on line	04.12.2023 at 11.00 A.M.
<b>06.</b>	Date of opening of Financial Bid on line	Will be informed later

Director & Member Secretary  
West Bengal State Export Promotion Society

## Terms and Condition

### e-tender No. WBSEPS/DMS/e-7/23-24/ elec-mntnc /BBSH-Sntktn

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 of Rs.5,000/- (Rs. 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 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 earnest money of unsuccessful Agencies/Firms/organization will be refunded in due course. No interest will be paid on the earnest money deposited.
5. 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.
6. 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.
7. During scrutiny, if it comes to the notice of tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice. WBSEPS may take appropriate Legal Action against such defaulting tender.
8. 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, if it is found that such documents submitted by the lowest tenderer is either manufactured or false, in that case work order will not be issued in favour of the tenderer under any circumstances.
9. **Bids shall remain valid for a period 120 (One hundred twenty) days from the last date of submission of financial Bid.**
10. **Accepted rate will remain valid for three years from the date of awarding contract or till the cancellation of contract by the authority.**
11. 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.

12. 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.
13. **The authority i.e. WBSEPS reserves the right to accept the lowest rate / negotiated rate.**
14. West Bengal State Export Society reserves the right to reject any or all the bids without assigning any reason thereof.
15. Insurance and other liabilities of the personnel engaged by the contractor will be contractor's responsibility and West Bengal State Export Promotion Society will not be involved in any manner in this affair.
16. Any conditional tender will not be considered.
17. The incomplete tender or tenders which don't fulfil the terms and conditions, will liable to be rejected.
18. Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.
19. 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
20. 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.
21. 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.
22. **The authority reserves the right to revoke the enlistment before expiry of its validity period due to any unforeseen reason.**

**23. 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'

### Notice Inviting e-Tender No. WBSEPS/DMS/e-7/23-24/ elec-mntnc /BBSH-Sntktn

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 maintenance and operation of the electrical installations within the premises of Biswa Bangla Shilpi Haat, Shantiniketan, Birbhum.

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. : 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-----
- ix) Credentials as per eligibility criteria.

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

Turn over in Rs. during financial year 2020-21	Turn over in Rs. during financial year 2021-22	Turn over in Rs. during financial year 2022-23

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

Attachments: As stated

Date:.....

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Signature & seal of the tenderer.