



**WEST BENGAL STATE EXPORT PROMOTION SOCIETY**  
**Government of West Bengal**  
**2, Church Lane, 4<sup>th</sup> floor, Room No.401, Kolkata -700001.**  
**Phone: 2243-0380 Tele-fax: 91-33-22439187**  
**Website: [www.wbseps.com](http://www.wbseps.com)**

**Notice Inviting e-Tender No. WBSEPS/DMS/e-9 /24-25/Walk Past**

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 designing and supply of required materials and manpower for the Walk Past Programme on Banglar Saree to be organized by the Department of Micro, Small and Medium Enterprises & Textiles, Govt. of West Bengal in connection with participation of this Department on the occasion of celebration of Independence Day, 2024 at Red Road, Kolkata.

Detail of information about eligibility, terms & conditions, application forms will be available from our website [[www.wbseps.com](http://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.

**Eligibility Criteria:**

- (i)** The agencies/organizations should have experience of at least 1 (one) event during last five years for undertaking jobs of similar nature in the Independence Day Parade/Republic Day Parade on engagement through Govt. Departments / Government undertaking under State and Centre.
- (ii)** The agencies/organizations have to upload exclusive design of jobs of similar nature based on which the tender committee will select eligible bidder.

Director & Member Secretary  
West Bengal State Export Promotion Society

**TECHNICAL BID**  
**Notice Inviting e-Tender No. WBSEPS/DMS/e-9 /24-25/Walk Past**

**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://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 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. 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, 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)	27.07.2024 at 10.00 A.M
02.	Start date and time for down loading and submission of bid online.	27.07.2024 at 10.00 A.M
03.	Last date & time of down loading and submission of bid on line.	29.07.2024 at 06.00 P.M.
04.	Date of opening of Technical Bid on line	31.07.2024 at 6.15 P.M.
05.	Date of opening of Financial Bid on line	Will be informed later

Sd/-

Director & Member Secretary  
West Bengal State Export Promotion Society

## Description of Job

The work of designing and supply of required materials and manpower for the Walk Past Programme on Banglar Saree to be organized by the Department of Micro, Small and Medium Enterprises & Textiles, Govt. of West Bengal in connection with participation of this Department on the occasion of celebration of Independence Day, 2024 at Red Road, Kolkata.

- 1 Trolly for 16ft X 12ft
- 2 Trolly Branding
- 3 Degigning of Big Flex with all materials contatining information and photographs.
- 4 Degigning of 100nos Both Side of placards contatining information and photographs.
- 5 Degigning of 100nos of Sash & Cap contatining information and photographs.
- 6 Shoes For Girls :- 100 No
- 7 Sankho(Conch) :- 60 No.
- 8 Cooradination for walk-past at the time of reshersal days and final day for 100 participants. : 6 days
- 9 Raincoat :- 100 No.
- 10 Male Promoter :- 15 No. for 6 days
- 11 Supervisor :- 2 No. for 6 days
- 12 Transportation & Logistics

**Terms and Condition**  
**Notice Inviting e-Tender No. WBSEPS/DMS/e-9 /24-25/Walk Past**

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 15,000/- (Rs. Fifteen 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.
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. 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:-** During technical evaluation the tender committee will select the appropriate designs as per clause-(ii) of eligibility criteria submitted by the pre-qualified bidders based on clause-(i) of eligibility criteria. Financial bids submitted by the three bidders whose designs have been selected by the tender committee will be opened. After evaluation of financial bids contract will be awarded 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. 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.

Sd/-

Director & Member Secretary  
West Bengal State Export Promotion Society

## APPENDIX 'A'

### Notice Inviting e-Tender No. WBSEPS/DMS/e-9 /24-25/Walk Past

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 work of designing and supply of required materials and manpower for the Walk Past Programme of Department of Micro, Small and Medium Enterprises & Textiles, Govt. of West Bengal in connection with celebration of Independence Day, 2024 at Red Road, Kolkata.

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. (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-----

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

Turn over in Rs. during financial year (Mention FY)	Turn over in Rs. during financial year (Mention FY)	Turn over in Rs. during financial year (Mention FY)

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

Attachments: As stated

Date:.....

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