



## 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-3/20-21/SC/ SB.**

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 upto **31st May, 2024 for undertaking jobs of Sweeping & Cleaning** related to all Urban Haats/ Biswa Bangla Shilpi Haats of South Bengal, Expos / Fairs / Exhibitions and other programmes in South Bengal as per requirement only.

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 sweeping & cleaning arrangement at any Fair/Expos 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 sweeping & cleaning arrangement at any Urban Haat/Biswa Bangla Shilpi Haat/Market Complex dealing with handicrafts products 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.

Director & Member Secretary  
West Bengal State Export Promotion Society

## TECHNICAL BID

### e-tender No. WBSEPS/DMS/e-3/20-21/SC/ 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](http://wbtender.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 current Financial Year.<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)                       | 12.02.2020 at 10 A.M     |
| 02.     | Start date and time for down loading start date(on line)            | 12.02.2020 at 10 A.M     |
| 03.     | Last date & time of down loading                                    | 05.03.2020 at 5.00 P.M.  |
| 04.     | Bid submission start date & time                                    | 12.02.2020 at 10 A.M     |
| 05.     | Last date of submission of Technical Bid and Financial Bid on line. | 05.03.2020 at 5.00 P.M.  |
| 06.     | Date of opening of Technical Bid on line                            | 08.03.2020 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-3/20-21/SC/ SB.**

**Sweeping & Cleaning Arrangement of Expos/ Fairs/ Programmes/  
and Urban Haats/ Biswa Bangla Haats:**

Sweeping and cleaning of all Urban Haats/ Biswa Bangla Haats/ Expos / Fairs / Exhibitions and other programmes of South Bengal in West Bengal.

Sweeping and cleaning is required regularly (including drain & toilets cleaning) for Urban Haats/ Biswa Bangla Haats and during the Expo/Fair/Exhibition as per direction of the authorized representative. The agency will provide necessary equipment for sweeping / cleaning and sanitary articles. Bleaching powder, naphthalene, phenyl etc. is to be used as and when required and directed by the authority. Cost of Bleaching powder, naphthalene, phenyl etc. will be reimbursed as per actual cost.

**Director & Member Secretary**  
**West Bengal State Export Promotion Society**

## Terms and Condition

### e-tender No. WBSEPS/DMS/e-3/20-21/SC/ SB.

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. The Successful tenderer shall be solely responsible for paying the wages to the engaged personnel as per minimum wage rules framed by the Labour Dept., Govt. of West Bengal. It is variable according to the variation of minimum wages stipulated by the state Government from time to time.
4. Percentage of Service Charge (including proportionate cost of all cleaning equipment and accessories, entitlements of the personnel engaged towards E.S.I, E.P.F. and bonus, all type of taxes/fees and charges excluding GST) is to be quoted only in percentage on the Minimum Wages stipulated by the Government of West Bengal for un-skilled worker of concerned Zone from time to time in the Financial Bid (BOQ). No extra claim will be entertained and this percentage will remain fixed throughout the contract period.
5. Abnormally low rate quoted by a tendering firm in the offer with some mala-fide intention will not be accepted, if detected.
6. **GST will be paid extra as applicable rate.**
7. EPF / ESI / Bonus etc., if any for workers or labourers deployed for the work should be borne and maintained by the tenderers.
8. Engagement of labours / sweepers / supervisors 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.
9. **The rate accepted shall remain valid upto 31<sup>st</sup> May, 2024.**

10. **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.
11. 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.
12. 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.
13. 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.
14. 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.
15. Before submitting any tender, tenderers are to satisfy themselves about actual work load, local conditions from office / visiting the site.
16. No one will be allowed to sub-contract any part or full of the assigned work.
17. Any conditional tender will not be considered.
18. The incomplete tender or tenders which don't fulfill our terms and conditions, will be liable to be rejected.

19. The agency should submit bill in duplicate along with copy of work order and signed Attendance sheet, in respect of services rendered by the engaged personnel to the Director & Member Secretary, WBSEPS, Kolkata.
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. 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.
22. 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.
23. 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.
24. 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.
25. 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.
26. **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.**
27. West Bengal State Export Society reserves the right to reject any or all the bids without assigning any reason thereof.



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

**29. 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

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 the work of sweeping & cleaning arrangement related to all Urban Haats/ Biswa Bangla Shilpi Haats of South Bengal, Expos / Fairs / Exhibitions and other programmes in South Bengal as per requirement only.

**e-tender No. WBSEPS/DMS/e-3/20-21/SC/ SB.**

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) Copy of GST Registration Certificate :

Yours faithfully,

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Signature & seal of the tenderer.