



WEST BENGAL STATE EXPORT PROMOTION SOCIETY

Government of West Bengal

2, Church Lane, 4th floor, Room No.401, Kolkata – 1.

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Terms and Condition for Tender – I [Fresh]

(For construction of pavilions/stalls/gates, fencing etc.)

1. Tender / rate should be placed in sealed cover separately for each type/category of work and should be superscribed as Tender-I on the body of the envelop. Tenders should put their full signature in all pages and stamped.
2. Tenderers will have to enclose documentary proof or evidence in respect of undertaking similar work for at least 2 years in the “Handicraft Expo” or “Exhibitions”.
3. Rates are to be quoted inclusive of all type of taxes / fees and charges, if any. Rates must be quoted both in figure and words. Rate of any other extra item or work related to Expo / Fair can be obtained form the enlisted contractors/organizations only.
4. No tender paper will be issued beyond the specified date.
5. The earnest money of Rs. 12,000/- (Rupees twelve thousand) only should be deposited with tender in demand draft/pay order in favour of “ West Bengal State Export Promotion Society “ payable at Kolkata. Tenderers who have already deposited earnest money of Rs. 12,000/- along with earlier tender published on 27-07-2011n need not submit further earnest money. They will mention “Already deposited” with draft / pay order number and date. The amount so deposited will be converted as “Security Deposit” for successful contractors/firms/companies/organizations.
6. Since this is an open tender for enlistment of contractors/Firms/Companies for work in Handicraft Expo, Kolkata and other Fair in Salt Lake and adjacent area of Kolkata, a security money of Rs. 12,000/- (Rupees twelve 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.
7. The earnest money of unsuccessful Contractors/Firms/Companies will be refunded in due course. No interest will be given at the time of refund.
8. The successful Contractors/Firms/Companies shall obtain a contact documents and agreement formalities by signing those documents or papers after issue of acceptance or intimation letter for work.
9. Tenderer who sign the tender on behalf of Company/Firm must enclose copies of the valid documents such as Trade License, Pan Number of IT, P. Tax Clearance Certificate and other required documents like Service Tax, VAT etc. along with the tender.
10. The work / job will be allotted to all or few enlisted contractors/organizations as per requirement and decision of the authority.

11. Income tax or other tax will be deducted at source as per Government rate and existing rules at the time of payment of bills.
12. All corrections in tender, if any, should be intimated within the last date of receipt of tender. Specification of job/drawing, papers of terms and conditions and other papers attached with the tender should be signed by the tenderer.
13. The authority has the right to inspect the Godown or office of the tenderers if required. Tenderers who have no godown and office of their own are not eligible for the job.
14. The rate accepted shall remain open for the financial years 2011-12 to 2012-13.
15. If any tenderer disagree to work at rate offered by him or if any tenderer withdraw 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 1 (one) or 2 (two) years as per decision of the authority or he may be cancelled from enlistment for next 1(one) or 2(two) years.
16. The accepting authority have the right to accept the lowest or any 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.
17. Before submitting any tender, tenderers are to satisfy themselves about actual work load and specification of work if necessary.
18. 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 tenderers/contractors/firms/companies to whom work order issued. No one will be allowed to sub-contract any part or full of the assigned work.
19. Any conditional tender will not be considered.
20. Ineligible or overwriting in the rates are liable to be cancelled.
21. The incomplete tender or tenders which don't fulfill our terms & conditions, will liable to be rejected.
22. Payment of bills towards hiring cost/supply cost of work is to be made strictly on the basis of satisfactory completion and report of measurement committee for the purpose.
23. In case the work is done in deviation to the specified specification or with 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.
24. In case of violation/unsatisfactory performance 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 etc. as will be decided by the authority.

Director & Member Secretary
West Bengal State Export Promotion Society

Signature of tenderer with stamp



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State Handicraft Expo at Kolkata and other Handicraft Expos at Kolkata/Salt Lake/adjacent areas.

Tender Paper - I

Construction of pavilion/stall/gate/fencing of boundary, flex printing etc.:

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.
- (b) Roof with GI sheet properly fitted with bamboo or waterproof and fire-proof tarpaulin. Height 16' with at least 2' sloping.
- (c) All exposed walls inside the pavilion to be covered with plywood (minimum 4 mm) or any similar materials on either side painted with approved shade. Ceiling should be covered with white or coloured hassian/cloth fitted with proper wooden framing. The clear height from the wooden floor to the ceiling will be 10'. Outside front wall should be covered with ply wall and painting. Other outside exposed wall (three sides) should be covered with cloth / coloured jute Hessian. One top fascia (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 for each gate of each pavilion. Floor be covered with coir/jute mat or synthetic carpet.
- (e) At least one show window of glass is required in the pavilion / stall for each of 500 sq.ft. and above. 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 with proper fixing in suitable place (in front of inside wall) in the pavilion/stall. One shelve/drawer should be fixed inside the counter. Top and front side of counter should be covered by plywood board with painting. Height of the counter will be 3' from the floor and width 1½'. 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 in the back side (wall) of counter as per instruction (four sides of pavilion).
- (h) In each door of pavilion/stall should be provided with collapsible gate with locking arrangement for every 250 sq.ft. 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.

Rate should be Rupees per sq. ft.

[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 fecia. 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 or cloth. Outside front wall should be covered with ply wall with painting. Other outside exposed wall should be covered with cloth or colorued jute (Hessian).
- (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.
- (e) Show window of 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 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 front side) of counter should be covered by ply wood and painted 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' to 8' with depth not less than 1'6". It should be fixed properly in the back side of counter / wall as per instruction (four sides within the pavilion).
- (h) In each door of pavilion/stall should be provided with collapsible gate with locking arrangement for every 250 sq. ft. area of stall/pavilion (as per direction) Size of collapsible gate will be minimum 6' width.

- (i) Front face of each pavilion/stall should be with one facia of ply fitted with wooden frame colour as per design. Facia should be as per approved design with name / title of pavilion in multicolour.

Rate should be Rupees per sq. ft.

[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), (d), (h) & (i) of A(I).

B. Godown/Electrical Room/Transformer Room:-

Structure of godown should be of bamboo with GI sheet roof and covered four sides with fire proof tarpaulin/GI sheet provided with collapsible gate raised wooden platform to be fitted on floor (inside the godown) height of the platform should be minimum 6”.

Rate should be Rupees per sq. ft.

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 display arrangement/podium should be provided as per direction instead of racks. Inside wall/rack should be painted with white synthetic paints (two coats). Two cubicles with glass fitting should be arranged inside “Theme Pavilion”. Demonstration platform should be made properly (as per specification) at least 2’ height from floor. Flooring be covered with synthetic carpet instead of jute mat.

Rate will be Rupees per sq. ft.

D. Main Office/Pavilion:-

Structure would be same as construction of pavilion. Office room should be consisted with one guest room and rooms for PWD (electrical), PHE, First Aid Service, announcement and enquiry room, room for fire brigade officials, anti-chamber for M&SSE official and general room. Provision of two toilets may be made within the main office. VIP Guest room should be well decorated with sufficient window. Doors should be fixed in each cubicle / anti-chamber and toilets. Flooring with synthetic carpet, necessary curtain should be fixed in doors fitted with collapsible gates. Construction of structure, roof, walling, platform gate & facia should be made as specified in (a), (b), (c), (d), (h), (i), of SL. A (I) or A(II) as the case may be.

Rate will be Rupees per sq. ft.

F. Generator Room:

As per specification of godown (in Sl. B) with wooden platform but without collapsible.

Rate should be Rupees per sq. ft.

J. Internal Walling/Partition/Fencing/Outside Walling with ply:

Walling by wooden batum, 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 Rupees per sq. ft.

L. Furniture:

VIP cushion chair (steel).

Sofa Set (2 No sitting in each).

Lecture desk (wooden).

Carpet (synthetic).

Carpet (woolen).

Water glass.

Cup & plate for tea.

Table name plate (both side name).

Table cloth for small centre table.

Rate should be Rupees per pc. or set.

N. Structure for “Karigarer 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/covering with water proof and fire proof tarpaulin, height 15’ with at least 2’ sloping in two or four sides of roof.

No counter or rack is required. Only podium etc. to be fitted on wooden platform covered with cloth. All sides will be open. No gate or window glass is required.

Facia of width 6” to 1’ should be made by ply with painting in the top of four sides. Pillars should be well decorated with cloth or ply with painting.

Rate should be Rupees per sq.ft.

O. Other Work/Supply:

(i) Murals painting as per specification and design to be filled on the fascia of stall/pavilion/ wall. - Rate should be Rupees per sq. ft.

(ii) (a) Jute roofing/partition (without wooden frame) – Rate per sq.ft.

(b) Jute roofing/partition (with wooden frame) – Rate per sq. ft.

(iii) (a) Cloth jhalor/cloth fencing for decoration (without wooden frame) – Rate per sq.ft.

(b) Cloth fencing for decoration (with wooden frme) – Rate per sq. ft.

(iv) Collapsible Gate / Iron Gate along with fitting in proper place – Rate per pc.

- (v) Extra counter within pavilion as per specification in A(I) – Rate per R.ft.
- (vi) Extra rack within pavilion as per specification in A(J) – Rate per R.ft.
- (vii) Wooden chowki/wooden space (Size 12'X10' approx)- Rate per pc.
- (viii) Bamboo structure with GI sheet/fireproof tarpaulin roof, sides to be covered with cloth or Hessian and fitted with gate – Rate per sq.ft.
- (ix) Wooden stair case/ladder (wooden) – Rate per pc.
- (x) Waste paper basket / dustbin – Rate per pc.
- (xi) Jute mat/coir mat for floor – Rate per sq. ft.
- (xii) Wooden platform on 1' high from ground covered with jute mate – Rate per sq. ft.
- (xiii) Pillar with dorma or thermocol or plaster of paris, fitted with wooden structure or bamboo – Rate per sq. ft.
- (xiv) Wooden frame/railing (row 1½ ' apart and column 2' apart) – Rate per sq. ft.
- (xv) Glass window to be fitted in – Rate per sq. ft.
- (xvi) Tray – Rate per pc.
- (xvii) Plastic bucket (big) – Rate per pc.
- (xviii) Door Mat – Rate per pc.
- (xix) Letter writing in sign board / ply board with fixing – Rate per sq. ft.
- (xx) Thermocol design – Rate per sq. ft.

P. Flex Printing:

Printing and fixing of multicolour flex banner and or display board.

Type – I: Multicolour flex to be printed as per design and specification and to be fitted as per direction without extra bottom.

Type – II: Multicolour flex to be printed as per design and specification and to be fitted on wooden frame as per direction.

R. Security Room/Structure for fire engine:

(i) Structure as per Karigarer Haat at Sl. No. "N". Side should be covered with ply wall and including window and door with locking system. No rack, counter or podiums required. 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.

Rate should be Rupees per sq. ft.

U. Construction of stalls by Octonorm System:

(j) Stalls are to be made by prefab octonorm system with per-laminated panel for each stall of size 3 mt X 3 mt, other supply and fitting for each stalls will be as follows:

(1) 1 No. table of size 1 mt X 0.6 mt. made by octonorm system with $\frac{3}{4}$ " prelaminated board top and front sides are laminated sheet, (2) 3 Nos. of cromptolux lamp of 100 wt. each (3) 2 Nos. chairs (4) One PVC dusthin facia on 2.5 mt high on front side with computerized lettering on vinyl printing and (5) Rack made of 2.50 mt high vertical octonorm system, 3 Nos. of shelves of 0.45 mt. width to be made of laminated board of not less than $\frac{3}{4}$ " thickness.

(ii) Stalls are to be made by prefab octonorm system with pre-laminated panel for each stall of size 2 mt X 2 mt. Other supply and fitting for each stall will be as follows:

(1) 1 No. table of size 1 mt X 0.6 mt. made by octonorm system with $\frac{3}{4}$ " thickness laminated board top and front side are laminated sheet (2) One PVC dusthin facia on 2.5 mt. high on front side with computerized lettering on vinyle printing (3) 2 Nos. of comptrolux/spot lamp of 100 wt. each (4) 2 Nos. chairs (5) Rack made of 2.50 mt high vertical octonorm system, 3 Nos. shelves of 0.45 mt width to be made of laminated board of not less than $\frac{3}{4}$ "thickness.

(iii) Construction of office on octonorm system with glass panels and door with locking system, three spot lamps of 100 wt. each, 2 Nos. of octonorm table, 3 Nos. of chairs, facia with name on vinyle print. 1 No. of 15 amp plug point. Size: 3 mt X 3.50 mtr and height 2.50 mtr.

(iv) Extra items, if necessary:

(a) Extra rack made of 2.5 mt height vertical octonorm system and 3 Nos. shelves of width of 0.50 mt of laminated board of not less than $\frac{3}{4}$ " thickness.

(b) Extra table made of $\frac{3}{4}$ " thick pre-laminated board top of size 1 mt X 0.6 mt., front and side wall be covered with pre-laminated sheets.

(c) Octonorm paneling of size 1 mt X 2.5 mt (height).

(d) Sharee hanger stand.

(e) Glass shelves of size 0.25 mt X 1 mtr.

(f) Looking mirror with frame of size 16" X 4'.

(g) Stall same as Sl. (I) above of size 2 mt X 3 mt.

Rate should be in Rupees per stall or per pc.

N.B: Each construction/structure should be made as per guideline of Fire Service official.