



Government of West Bengal  
Office of the Superintendent of Police, Purba Medinipur  
Ganapatnagar (Nlmtourl) :: P.O.: Uttar Sonamul :: Dist: Purba Medinipur. :: Pin: 721648

## N.I.Q – 01 of 2024-2025(2<sup>nd</sup> Call) NOTICE

Memo No. 317/RI

Date: 21/11/2024

On behalf of the Governor of West Bengal, the Superintendent of Police, Purba Medinipur invites item rate quotations through e-tendering for the items by two folder system up to 17-00 Hours on 09.12.2024. Pre-qualification documents in a separate folder and Bid document with schedule rate in another folder are to be submitted by the reliable, resourceful, bonafide and experienced Manufactures/Wholesalers/Distributors/ individual contractors who satisfy the terms and conditions set out in the pre-qualification document.

| SL No | Name of the supplying items                   | Vehicle Registration no. | Type    | Earnest money |
|-------|---|--------------------------|---------|---------------|
| 2.    | Scope of work list attached in separate sheet | WB 29 5034               | 1.5 Ton | Rs.2,000/     |

Intending bidders may download quotation documents from e-procurement portal of our website <http://www.wbtenders.gov.in> from 22.11.2024 at 11-00 Hours to 09.12.2024 up to 17-00 Hours. The pre-qualification and bid documents duly filled in all respect should be submitted on-line through our e-portal 25.11.2024 at 10-30 Hours (As per server clock) to 09.12.2024 upto 17-00 Hours).

Superintendent of Police, Purba Medinipur does not take any responsibility for the delay caused due to non-availability of Internet connection or jam in Internet traffic etc.

### Date and Time schedule:

| SL No. | Particulars  | Date & Time                              |
|--------|--|--|
| 1      | Date of NIT & other Documents(online) uploading(Publishing Date) | 22.11.2024<br>10.30 hrs.                 |
| 2      | Documents download start date(online)                            | 22.11.2024<br>11.00 hrs.                 |
| 3      | Inspection of vehicles (Off-line)                                | 23.11.2024 at 10.00 hrs. to<br>17.00 hrs |
| 4      | Bid submission start date (online)                               | 25.11.2024 at 10.30 hrs.                 |
| 5      | Bid submission closing date(online)                              | 09.12.2024 at 17.00 hrs                  |

|   |   |  |
|---|---|--|
| 6 | Bid opening date for Technical proposal                           | 12.12.2024 at 11.00 hrs                |
| 7 | Date of uploading list for Qualified Bidder in Technical Proposal | After evaluation of Technical Proposal |
| 8 | Date for opening of Financial Proposal(online)                    | To be notified later                   |

**Instruction to bidders:-**

1. The intending bidders are requested to read these instructions carefully and inspect the site as well as the vehicles before quoting the rates.

2. The tender will be of Two Folder System. One Folder will be for “**Technical bid**” containing mainly pre-qualification document as specified under SL No 3. Other Folder will be for “**Financial bid**” containing offer as same is specified under SL. No.

3. The Folder marked “**Technical Bid**” will contain the following documents:-

a) For bidding, documents to be downloaded from the website <http://www.wbtenders.gov.in>

b) Earnest Money deposit proof to be entered in the **Bidder File**.

c) Authorised addresses and contact details of the bidder having the following information

i) Address of communication:-

ii) Telephone No:-

iii) Facsimile (FAX) No:-

iv) Electronic Mail Identification (E-mail ID) :-

d) Undertaking that the bid shall remain valid for the period of 365 days from the date of opening of the **Financial Bid**. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof. Further the bidder will be barred from undertaking any further works for a period of 500 days from the date of such failure.

f) Properly filled up Check list (available with Tender documents downloaded from web site.)

g) I.T. (PAN Certificate, and I.T. Return submitted for the last financial year); GST registration certificate with up to date return; and Professional Tax clearance certificate up to date are to be supplied by the bidder.

h) Any other information / documents required to be completed and submitted by the bidders as specified in ITB.

i) An affidavit affirming that information furnished in the bidding document is correct to the best of the knowledge and belief of the bidder.

j) An index furnishing the page numbers of all documents submitted.

4. The Folder marked "Financial Bid" will contain the following documents:-

The Broad sheet Of Quotation containing bid, offer on the basis of rate of the items. The bidder should quote the rate both In Figure as well as In words.

5. The applicant in the same name and style should produce a credential as prime contractor for successfully completed at least one contract of Similar Type of supply work to a value of Rs 1.00 lac in a single work supplied within last 5 years, from the Govt. / Semi Govt. Organizations.

6. Each Bidder should have in any one year a minimum financial turnover during the last 5 years volume of supply work of at least the amount equal to the Rs. 5.00 lacs. The turnover will be indexed at the rate of 8 percent simple interest for a year. (The respective payment certificates are to be attached)

7. The intending bidder or his authorized representative may inspect the vehicles, on any official working day at the location specified (Purba Medinipur District Police Lines) with prior permission. The intending bidder may contact Motor Transport Officer of Purba Medinipur district police (9147888702), Purba Medinipur District Police Lines or Reserve Inspector of Police, Purba Medinipur District Police (9147888700).

8. Rate quoted should be inclusive of all taxes & GST, Cess, Octroi other charges, if any.etc. and quote the rate for each one vehicle separately as per scope of work.

9. A declaration in Non-judicial form Rs.10/- duly Registered in Notary Public stating that the intending bidder will be bound to deliver and install the materials in different unit of Purba Medinipur District Police area. No extra cost for transportation /freight will be paid for the same . The responsibility to supply and install the articles at these addresses will be of the supplier. The liability period for the work done/materials supplied will be of 36 Months starting from the handing over date after completion of work. If any defect arises within the liability period then the same is to be rectified by the tender awardees without any further cost/payment.

10. Payment will be made after successful supply, of full quantity of articles as per the work Order as fund available at this end from the Government allotment.

11. Bidders must submit requisite credential certificates from the **Appropriate Authority**.

12. Intending Bidders will have to produce valid certificates of up to date clearance of Trade License, Income Tax / Saral and Sales Tax documents etc.

**13. Earnest Money:**

13.1 EMD of (Rs.2000 X 1) Rs. 2,000/(Two thousand only) must be submitted online. Online receipt and refund of EMD of e-procurement through State Government e-Procurement portal. The following procedure to be adopted for depositing of EMD/Bid Security/Tender Fees related to e-Procurement of the State Government departments.

**A. Login by bidders:**

a) A bidder desirous of taking part in a tender invited by a State Government Office shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.

b) He will select the tender to bid and initiate payment of pre-defined EMD/Tender Fees for that tender by selecting from either of the following payments modes:

i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;

ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

**Payment procedure:**

i) **Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway**

a. On selection of net banking as the payment mode, the bidder will be directed to the ICICI Bank Payment Gateway web page (along with a string containing a Unique ID) wherein he will select the Bank through which he wants to do the transaction.

b. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.

c. Bidder will receive a confirmation message regarding success/failure of the transaction.

d. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.

e. If the transaction is failure, the bidder will again try for payment by going back to first step.

**Payment through RTGS/NEFT:**

a. On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.

b. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank Account.

c. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the RTGS/NEFT process to complete, in order to verify the payment made and continue the bidding process.

d. If verification is successful, the fund will get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.

e. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.

f. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account in due course of time.

**Refund/Settlement Process:**

- i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- ii) On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the EMD payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii) All refunds will be made mandatorily to the any A/C from which the payment of EMD & Tender Fees (if any) was initiated.

14. The Tender inviting Authority reserves the right to accept or reject any or all tender without assigning any reason or whatsoever and is not bound to accept the lowest quotation of rate.

15. Repairing of the vehicles must be completed within 45 days from the date of order specified time.

16. If the lowest Bidder fails to carry out the order within the date and time specified in the letter of work order, his name will be brought into book for taking disciplinary action and his earnest money will stand forfeited.

17. In the event of the tender being submitted by a firm, it must be signed separately by each member thereof and in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so.

18. This Notice Inviting Tender will be the part of agreement.

19. Payment of work will be made as per fund available with the DDO, for which no extra claim shall be entertained.

20. All duties, taxes and other applicable statutory deductions, if any, will be deducted from the bills.

21. All Bidders, who have submitted tender, are requested to remain present at the time of Opening of the Tender.

22. No Sub-suppliers/ sub contractor is allowed.

23. If the rate offered by agency is found higher than the market price the authority reserves the right to reject the quotation/bid.

24. No claim for escalation of rates will be entertained during the currency of the tender for increase in the cost of materials/articles.


25. Quality of materials/articles acceptable to the Department should be submitted before physical commencement of materials/articles and every effort should be made to adhere to it strictly.

26. There will be no scope of Arbitrations.

27. The tender inviting authority reserve the right to award the contract to L2 bidder (at the L1 rate) if the L1 bidder fails to supply the articles under take the work done after awarding of the contract No payment shall be made to the L1 awardee in this case.

28. The rules as specified in the DFPR, 1977 and further amendments as well as the notification number 4411-F(Y) dated: 04.06.2015 shall be applicable. The order statutory rules to tenders will also apply.

29. The awarding of tender / work order is subject to the financial approval of the competent authority. In case no approval is received then the tender shall remain cancelled without assigning any reasons. However, the EMD shall be refunded.


  
21.11.2024  
Superintendent of Police  
Purba Medinipur

Memo No. 317/1(10) /RI

Date: 21/11 /2024

Copy forwarded for information to:-

1. The Director General & Inspr. General of Police, West Bengal, Bhabani Bhawan, Alipore, Kol-27
2. The Addl. Director General & Inspector General of Police, West Bengal, Western Zone, Durgapore, Paschim Burdwan
3. Inspector General of Police (Org.), West Bengal, Bhabani Bhaban, Alipore, Kolkata-27.
4. The Dy, Inspector General of Police, Midnapore Range, Kharagpore, Paschim Medinipur
5. The Sabhadhipati , Purba Medinipur Zilla Parishad
6. The District Magistrate, Purba Medinipur
7. The Addl.Suptd of Police HQ/Rural(Contai)/Haldia Purba Medinipur
8. CA to Head Assistant, Police Office, Purba Medinipur
9. Notice Board.
10. OC, DCRB to upload in on the district police website.

  
21.11.2024  
Superintendent of Police  
Purba Medinipur