

Government of West Bengal
Office of The Addl. Director General & Inspector General of Police
Telecommunication, West Bengal
3 Manik Bandyopadhyay Sarani, Tollygunj, Kolkata 700 040
Phone: 033-23770400/1701, Fax: 033-23110651, e-mail: telecomhqrs@gmail.com

Notice Inviting e-Tender No. WBPTel/ADG/eNIT/21/Wireless Stores/2019-20

Date: 11-09-2019

The Additional Director General & Inspector General of Police, Telecommunication, West Bengal invites e-Tenders on behalf of Home Department, Government of West Bengal from the bonafide manufacturers/dealers or distributors/traders & Industrial undertaking organization etc. who has tender specific authorization (desirable) for the item in the table below:-

Sl. No	Items	Requirement	Remarks
1	High speed digital photocopier cum network printer and colour scanner (A3, 26 ppm) with consolidated A.M.C. for 03 (three) years with spare parts beyond warranty period	02 (Two)	Technical Specification in details is given under Annexure-IV /A
2	Digital photocopier cum printer and colour scanner (20 ppm) with consolidated A.M.C. for 03 (three) years with spare parts beyond warranty period	03 (Three)	Technical Specification in details is given under Annexure-IV /B
3	Digital photocopier cum laser printer and scanner (16 cpm) with consolidated A.M.C. for 03 (three) years with spare parts beyond warranty period	25 (Twenty five)	Technical Specification in details is given under Annexure-IV /C
E.M.D.		Rs. 55,000	

ELIGIBILITY OF BIDDERS:

Only Manufacturers/Direct Importers/Dealers having the Tender specific authorization from OEM (Original Equipment Manufacturer) are eligible for participation in the Tender. The mentioned items should be only of reputed brands . No assembled sets will be entertained.

1. In the event of e-filling, intending bidder may download the Tender documents from the Web Page Links "wbenders.gov.in/nicgep/app" or "policewb.gov.in/wbp/tender.php" directly with the help of Digital Signature Certificate. **Earnest Money Rs. 55,000.00 (Fifty five thousand) only have to be remitted through online. No alternative will be accepted. Necessary Earnest Money will have to be deposited by the bidder electronically: online - through his net banking enabled bank account, maintained at any bank.** Bidders 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. 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. Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statuary bid documents.

2. Financial Bid is to be submitted online (both words & figures) concurrently duly digitally signed in the website: <https://wbenders.gov.in> as per Date & Time schedule stated in Clause 10.

3. (a) A tender Bidder, after being accepted by the undersigned authority, shall be liable to supply all the items in question as per the accepted rate, for a period of one year from the date of acceptance, without any hike in the prices, whatever are the circumstantial criteria thereby.

(b) Conditional/incomplete bid will not be considered.

- (c) Tenderers should specify the address within the City of Kolkata and Phone/Mobile, Fax No./e-mail I.D. for the purpose of quick communication in the event of urgency.
- (d) Deviation Statement (if any) may also be enclosed.
- (e) There should be an on site manufacturing guarantee/warranty as per OEM for the item with a mention of specific period.

4. The selected contractors shall have to deposit 5% security deposit of the total contract value of the items in favour of the Additional Director General & Inspector General of Police Telecommunication, West Bengal in G P Notes/ Bank Guarantee Bond/F.D.R. of any nationalized bank and to execute an agreement of contract within 3 (three) days from the date of issue of the work order failing which the letter of acceptance, so issued, may be treated as cancelled as well as the earnest money so deposited may be forfeited and the firm may be blacklisted. No interest would be paid on the performance Security Deposit. Payment will be made as and when fund will be available from the concerned source subject to complete supply of articles.

5. Orders for the supply of the approved products will be placed with the successful tenderers after the execution of the agreements, and such supply shall have to be made in such installments as may be fixed or spread over the period to be specified in the supply orders to be made in pursuance of the agreements. The successful tenderer will have to supply within the specified time schedule that had been assured at the time of selection as supplier.

6. Tender Specific authorization Certificate of OEM (Original Equipment Manufacturer) is mandatory.

7. It should be noted that the firm/firms will be selected purely on a "PROVISIONAL BASIS" and the forecast requirement may increase or decrease by any quantity during the period of validity of the tender.

8. Additional Director General & Inspector General of Police, Telecommunication, West Bengal reserves the right to reject any/or all the tendered rates without assigning any reason and not to place any orders even after selection and is not liable for any cost that might have incurred by any bidder at the stage of bidding and also reserves the right to, divide the contract amongst any number of tenderers, if required so.

Additional Director General & Inspector General of Police Telecommunication, West Bengal does not bind himself to accept the lowest rate.

9. Selected contractors will have to supply articles according to the indents placed with them from time to time within the specified period as per approved sample and/or the product demonstrated for inspection and evaluation, failing which the firm may be blacklisted with the forfeiture of security deposit. In the event of the non-supply of articles or if articles supplied by the selected contractors) is found to be sub-standard, the Additional Director General & Inspector General of Police Telecommunication, West Bengal may (without notice to the contractors) purchase from elsewhere the articles required. Any loss incurred by reason of the price paid for such article(s) or any other loss or expense incurred by reason of such default on the part of the contractors may be deducted from the bills or any money payable to the contractors or from the security deposit of the concerned contractor(s). If the performance of the supplied items/equipment are found unsatisfactory or not as to our desired level even after payment, the supplier has to refund the entire amount paid to him earlier for that particular item/equipment.

10. DATE & TIME SCHEDULE:

Sl.	Particulars	Date & Time
1.	Date of uploading of NIT Documents (Online)	11-09-2019 at 1800 hrs
2.	Documents download/Sell Start date (Online)	11-09-2019 at 1800 hrs
3.	Date of hoisting of documents at Departmental Website "policewb.gov.in"	13-09-2019 at 1400 hrs
4.	Bid submission start date (Online)	11-09-2019 at 1800 hrs
5.	Bid submission closing date (Online)	25-09-2019 at 1400 hrs
6.	Technical Bid opening (Bid A)	27-09-2019 at 1400 hrs
7.	Date of uploading list of technically qualified bidders	To be notified later
8.	Date for opening of Financial Proposal (Bid B) (Online)	To be notified later
9.	Date of uploading list of bidders along with the approved rates	To be notified later

11. Bid opening Location: Office of the Additional Director General & Inspector General of Police, Telecommunication, West Bengal, 3 Manik Bandyopadhyay Sarani, Tollygung, Kolkata 700 040.

12. Canvassing on the part of tenderers will render his tender to cancellation summarily.

13. For any clarification regarding Specifications of the Tender, Tenderers are requested to contact with O/C Telephone and/or Inspector of Police(Communication), Telecommunication Hqrs., 3 Manik Bandyopadhyay Sarani, Tollygunj, Kolkata 700 040.

14. (a) The Bidding Firms should have office / service centre in Kolkata, at least for Three years or more to maintain an after sales support activity and for direct support to WB Police as and when required. Necessary trade license to be submitted (b) On-site Warrantee Capability as specified by OEM.

16. The accepted Bidders should have to wait for the supply order till the Govt. sanction is received by this Office.

NB: Any inconsistencies in the descriptions may be expeditiously brought to the notice of the Tendering authority.

INSTRUCTIONS TO BIDDERS

GENERAL GUIDANCE FOR e-TENDERING:

Instructions/ Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

I. REGISTRATION OF THE CONTRACTOR:

Any contractors willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> (the Web Portal of Public Works Department) the contractor is to click on the link for e-Tendering site as given on the web portal.

II. DIGITAL SIGNATURE CERTIFICATE (DSC):

Each Contractor is required to obtain a Class-II OR Class-III Digital Signature Certificate (DSC) for submission of tenders for the approval service of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the website stated in Clause-I above DSC is given as a USB e-Token.

III. The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in clause-I using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

IV. SUBMISSION OF TENDERS:

Tenders are to be submitted through online to the website stated in Clause-I in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital

Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digital Signed. The documents will get encrypted (transformed into non readable formats).

V. PENALTY CLAUSES:

PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRAUDULENT / MISLEADING DOCUMENTS: If during the tender process or at any state during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenders who have submitted false / misleading / fraudulent documents or made incorrect declarations. The penal measure will be forfeiture of Earnest Money, Forfeiture of Performance Bank Guarantee if enlisted as a supplier.

VI. TECHNICAL PROPOSAL:

The Technical proposal should contain scanned copies of the following in two covers (folders).

(a) Statutory Cover containing the following documents:

(1) NIT (2) EMD (3) AGREEMENT PAPER (AS ANNEXTURE-III) (4) TECHNICAL SPECIFICATIONS &

WARRANTIES AS PER OEM

(b) Non-statutory Cover containing the following documents:

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER:-

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.

SI. No.	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	GST Registration, Trade License, Income Tax/PAN, Letter of Authorization/DPL (Dealer Possession License)/ OEM (Original Equipment Manufacturer), Latest P.Tax (Challan).
B	Company Detail(s)	Company Detail	Proprietorship Firm (Trade License) Partnership Firm (Partnership Deed, Trade License), Ltd. Company (Incorporation Certificate, Trade License) Society (Society Registration Copy, Trade License) Power of Attorney.
C	Credential	Credential - 1	Supply of equipment & completion certificate, to any State Police / CPMF of India in the last three years. (Work order copies may be enclosed)
D	Returns	Income Tax	Last 3 Financial Year's Balance Sheet of the firm i.e. for 2016-17 2017-18 & 2018-19

NOTE: BLACK & WHITE SCAN, MULTIPAGE SCAN, DPI MAX 200-300

1. FINANCIAL PROPOSAL:

- The contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ (Bill of Quantities).
- If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
- The financial proposal should contain the following documents in one cover (folder) i.e., BOQ (Bill of Quantities).
- L1 will finally be decided on the combined rates submitted by the bidders by summation of bid for Static and bid for Hand Held Radio sets.

OPENING & EVALUATION OF TENDER:

- Opening of Technical Proposal: A Committee comprising of Superintendent of Police, Deputy Superintendent of Police, and a team of Technical officers of Telecommunication West Bengal will open the Technical bid of the Tender.
- Intending Tenderers may remain present if they so desire.
- Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the bid will summarily be rejected for High Band Static & Hand Held.
- Decrypted (transformed into readable formats) documents of the non- statutory cover will be downloaded & handed over to the Tender Evaluation Committee for High Band Static & Hand Held.
- During evaluation, the committee may summoned any of the Tenderers and seek clarification/information or documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

II. REJECTION OF BID:

The Additional Director General & Inspector General of Police Telecommunication, West Bengal reserves the right to reject any/or all the tendered rates without assigning any reason and not to place any orders even after selection and is not liable for any cost that might have incurred by any bidder at the stage of bidding and also reserves the right to

divide the contract amongst any number of Tenderers if required so and to place order for more or less than the quantity mentioned in the forecast requirement. The Additional Director General & Inspector General of Police, Telecommunication, West Bengal does not bind himself to accept the lowest rate.

III. AWARD OF CONTRACT:

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance both online & offline to save time. The notification of award will constitute the formation of the Contract. The Agreement in prescribed format in admissible stamp duties will incorporate all agreements between the Tender Accepting Authority and the successful bidder/bidders. The time frame for attending the fault and restoration of equipment within the warranty period and penalty clause for the defaulters will be included in the agreement. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in the N.I.T. along with requisite cost through Demand Draft issued from any nationalized bank in favor of Additional Director General & Inspector General of Police Telecommunication, West Bengal for the concerned work within time limit to be set in the letter of acceptance. The work order would be placed subject to availability of fund and as per our requirement which may increase or decrease.

Payment Terms: Payment would be released after one month's successful operation of the equipment on site.

IV. VALIDITY PERIOD:

The contract period will be up to September, 2020.

Sd/-

**Additional Director General &
Inspector General of Police
Telecommunication, West Bengal**

FORMAT FOR CHECK LIST

Sl.No.	Items	Pl mark ✓		Page No.
1	Application submitted in Annexure - I	Yes	No	
2	Annexure - II (Authorization letter of signatory from the Company)	Yes	No	
3	Annexure - III (Copy of agreement between the manufacturer and the Distributor)	Yes	No	
4	Copy of PAN Card / GST registration certificate	Yes	No	
5	Copy of Demand Draft/Pay order as applicable in favour of the Director General & Inspector General of Police Telecommunication, West Bengal - as Earnest Money	Yes	No	
6	Last 3 financial years' Balance Sheet, i.e., for 2016-17 2017-18 & 2018-19	Yes	No	
7	Credential for Supply of equipment & completion certificate, to any State Police / CPMF of India	Yes	No	

Annexure - I

APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full Address and Contact No., etc.)

**To: The Additional Director General & Inspector General of Police
Telecommunication, West Bengal
3 Manik Bandyopadhyay Sarani
Tollygunj, Kolkata 700 040**

Sub: NIT for Wireless Stores at Office of the Additional Director General, & Inspector General of Police,
Telecommunication, West Bengal, 3 Manik Bandyopadhyay Sarani, Tollygunj, Kolkata 700 040.

Ref:

Sir,

Having examined the pre-qualification & other documents published in the NIT, I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of
In the capacity of.....duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the NIT mentioned above and declare that we shall abide by it for throughout the tender period.
3. We are offering rate for the following item /items and assured supply to the West Bengal Police Telecommunication, Government of West Bengal as mentioned in Page-1.
4. (a) We propose that the order and bill should be raised in our name. For liaisoning, we have appointed M/s having its office at (Address, Contact No. and e-mail address) as C&F agent /Liaisoner /Contact person/..... Others (strike out whichever is not applicable) as per clause of the NIT
OR
(b) We propose that order and bill should be raised in favour of our authorized Distributor. For that purpose, we have appointed M/s having it's office at (Address with contact No. and e-mail Address) as authorized Distributor who will receive order and payment in his name on our behalf.
- (c) The agreement between ourselves and the distributor/C&F/Liaisoner& other documents as prescribed is attached in annexure III .
5. In the event of being selected, supply will be made within the stipulated period excepting the condition which is beyond our control.
6. We understand that:
 - (a) Tender Selection Committee can amend the scope & value of the contract bid under this project.
 - (b) Tender Selection Committee reserves the right to reject any application without assigning any reason.

Date:-

Signature of applicant including title.
and capacity in which application is made.

Telephone No.:

Mobile No.:

e-Mail Address:

Annexure - II

Authorization letter from Company for authorized signatory.

Annexure - III

Copy of agreement signed between tenderer and the distributor etc.

Annexure -IV/A

SPECIFICATION DIGITAL COPIER CUM NETWORK PRINTER & COLOUR SCANNER (26 ppm):

Sl. No.	Description	Yes/No	Remarks
COPIER FUNCTION:			
1.	Configuration: Digital Copier cum network printer and colour scanner		
2.	Maximum Original Paper Size: A3		
3.	Maximum Copy Size: A3		
4.	Copy Resolution: Minimum 600 x 600 dpi		
5.	Copy Speed: Minimum 26 ppm		
6.	Zoom (variable): 25-400% (in 1% increments)		
7.	Continuous Copy: 1-999 copies		
8.	Duplex Print: In-Built Automatic Both Sided Printing		
9.	Electronic Rotate Sorting: In-Built criss cross sorting / Grouping		
10.	Paper Feed: Min. 250-sheets x 1 paper tray for B5 to A3 + Min. 100 sheet bypass tray for A5 to A3		
11.	Basic Memory: Minimum 512 MB		
12.	Scan-Once-Print Many		
13.	ID Card Copy: (scan twice / four times for both side of a document – copy once on single side)		
14.	4-in-1 image copy (scan twice / four times for a document – copy once on single side)		
15.	XY Zoom: Axis wise zoom		
16.	Reverse Image: Black to White / White to Black		
17.	Booklet Printing: Inbuilt		
18.	Rotate Copy (ignoring the orientation of the original document, i.e., Portrait to Landscape)		
PRINTER FUNCTION:			
19.	A3 Size Laser Printer In-built		
20.	Secure Print: In-built		
21.	Wi-fi connectivity In-built		
22.	Mobile printing – Printing from Android Device		
23.	Print from USB Memory, In-built (Direct print from pen drive)		
SCANNER FUNCTION:			
24.	A3 Size ready Colour Scanner In-built		
25.	Scanning Speed: 45 opm in both colour & B/W at 300 dpi Scanning		
26.	Compatible Network Operating System: Windows NT 4.0, Windows 2000/Server 2003, Vista, Windows 7, Server 2008, Linux (LPR)		
27.	Warranty: Minimum one year (manufacturer's warranty on all components with spare parts and labour with one years on site support)		
28.	Product Make: Please specify		
29.	Product Model No. : Please specify		

Annexure -IV/B
DIGITAL PHOTOCOPIER CUM PRINTER AND COLOUR SCANNER (20 PPM)

Sl. No.	Description	Yes/No	Remarks
<u>COPIER FUNCTION:</u>			
1.	Configuration: Digital Copier cum printer and colour scanner		
2.	Maximum Original Paper Size: A3		
3.	Maximum Copy Size: A3		
4.	Copy Resolution: Minimum 600 x 600 dpi		
5.	Copy Speed: Minimum 20 cpm		
6.	Zoom (variable): 25-400% (in 1% increments)		
7.	Continuous Copy: 1-999 copies		
8.	Duplex Print: In-Built Automatic Both Sided Printing		
9.	Electronic Rotate Sorting: In-Built criss cross sorting / Grouping		
10.	Paper Feed: Min. 250-sheets x 1 paper tray for B5 to A3 + Min. 100 sheet bypass tray for A5 to A3		
11.	Basic Memory: Minimum 128 MB		
12.	Scan-Once-Print Many		
13.	ID Card Copy: (scan twice / four times for both side of a document – copy once on single side)		
14.	4-in-1 image copy (scan twice / four times for a document – copy once on single side)		
15.	XY Zoom: Axis wise zoom		
16.	Reverse Image: Black to White / White to Black		
17.	Booklet Printing: Inbuilt		
18.	Rotate Copy (ignoring the orientation of the original document, i.e., Portrait to Landscape)		
<u>PRINTER FUNCTION:</u>			
19.	A3 Size Laser Printer In-built		
20.	Secure Print: In-built		
<u>SCANNER FUNCTION:</u>			
21.	A3 Size ready Colour Scanner In-built		
22.	Scanning Speed: 45 opm in both colour & B/W at 300 dpi Scanning		
23.	Multi method send: Scan to USB memory		
24.	Internet Fax: Built in feature		
25.	Compatible Network Operating System: Windows NT 4.0, Windows 2000/Server 2003, Vista, Windows 7, Server 2008, Linux (LPR)		
26.	Warranty: Minimum one year (manufacturer's warranty on all components with spare parts and labour with one years on site support)		
28.	Product Make: Please specify		
29.	Product Model No. : Please specify		

Annexure -IV/C
DIGITAL PHOTOCOPIER CUM LASER PRINTER AND SCANNER (16 CPM)

Sl. No.	Description	Yes/No	Remarks
COPIER FUNCTION:			
1.	Configuration: Digital Copier cum laser printer and scanner		
2.	Maximum Original Paper Size: A3		
3.	Maximum Copy Size: A3		
4.	Copy Resolution: Minimum 600 x 600 dpi		
5.	Copy Speed: Minimum 16 cpm		
6.	Zoom (variable): 50-200% (in 1% increments)		
7.	Continuous Copy: 1-999 copies		
8.	Electronic Rotate Sorting: In-Built criss cross sorting / Grouping		
9.	Paper Feed: Min. 250-sheets x 1 paper tray for B5 to A3 + Min. 100 sheet bypass tray for A5 to A3		
10.	Basic Memory: Minimum 32 MB		
11.	Scan-Once-Print Many		
12.	ID Card Copy		
13.	4-in-1 image copy		
PRINTER FUNCTION:			
14.	A3 Size Laser Printer In-built		
15.	Secure Print: In-built		
SCANNER FUNCTION:			
16.	A3 Size Scanner In-built		
17.	Scanning Speed: Minimum 16 opm		
18.	Interface: USB support		
19.	Compatible Network Operating System: Windows NT 4.0, Windows 2000/Server 2003, Vista, Windows 7, Server 2008, Linux (LPR)		
20.	Warranty: Minimum one year (manufacturer's warranty on all components with spare parts and labour with one years on site support)		
21.	Product Make: Please specify		
22.	Product Model No. : Please specify		