

**West Bengal Police Directorate  
Bhabani Bhawan, Kolkata-27**

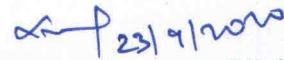
**e-Tender Notice No. WBP/ COVID/ NIT-01/2020-21**

The Director General & Inspector General of Police, West Bengal invites **e-Tender for procurement of 3000 (Three Thousand) COVID Warrior Medals (4Cm\*3Cm) for West Bengal Police** in the current financial year on behalf of the Government of West Bengal, as per details in the Tender documents, hereinafter called Notice Inviting e-Tender (NIT). Details may be seen & downloaded from the website <https://wbtenders.gov.in> and in the website of West Bengal Police, [www.wbpolice.gov.in](http://www.wbpolice.gov.in). For any query, interested ones may contact concerned section of West Bengal Police Directorate Bhabani Bhawan, Ground floor, Alipore, Kolkata – 700 027 (Ph. No. 033-2479-4035/36/56/57) during office hour on any working day. If any rectification is required, corrigendum will be uploaded for display & necessary action in websites [www.wbpolice.gov.in](http://www.wbpolice.gov.in) & [wbtenders.gov.in](http://wbtenders.gov.in) .

Relevant documents may be downloaded online from 25<sup>th</sup> September 2020 Friday after 05:00 P.M.

Bid submission closing date (online): 05.10.2020 Monday at 05:00 P.M.

Pre-bid meeting on 28.09.2020 Monday at 12:00.hrs at the office chamber of DIG(O)  
WB, Ground Floor.



Alipore

Date: 23/09/2020

Deputy Inspector General of Police (O)  
West Bengal

**e-Tender for procurement of 3000 (Three Thousand) COVID  
Warrior Medals (4Cm\*3Cm) for West Bengal Police**

**Notice inviting e-Tender(NIT)**

**e-Tender Notice No. WBPD/ COVID/ NIT-01/2020-21**

**West Bengal Police Directorate,  
BhabaniBhawan,  
31, Belvedere Road, Alipore  
Kolkata – 700 027, West Bengal.**

## **Notice inviting e-Tender(NIT)**

You are requested to go through the detailed requirements in the subsequent paragraphs given hereunder:

### **1. Detailed Requirements/ Scope of the Work:**

1.1 Interested Agencies are invited to submit their proposals for the assignment which must include the following, as detailed subsequently in this document.

- (i) A Technical Proposal and
- (ii) A Financial Proposal.

Scan copies of documents required & mentioned in this NIT would be uploaded by the bidder in the website <https://wbtenders.gov.in> . All documents/any of the documents uploaded can be called for in original at any stage from a bidder in hard copies. Hard copies shall be identical with the soft copies uploaded. Any discrepancy / divergence in such documents, may lead to rejection of bid submitted by the concerned bidder.

1.2 It may be noted that

- (i) The costs of preparing the proposal are not reimbursable, and
- (ii) The WBPD is not bound to accept any of the proposals so submitted.

1.3 Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of West Bengal Police or that may be reasonably perceived as having this effect. Failure to disclose such situations by the Agency may lead to disqualification of the Agency or termination of the contract.

1.4 Agencies must observe the highest standards of ethics during the selection and execution of the contract. WBPD may reject a proposal at any stage if it is found that the firm recommended for award has indulged in corrupt or fraudulent activities in competing for the contract in question. It may also blacklist the agencies, either indefinitely or for a stated period of time, if at any time it is found that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract.

### **1.5 SPECIFICATION OF COVID Warrior Medals**



**Dimension : 4Cm \* 3 Cm**

**Material : Brass**

**Finish : Silver Polishing**

## 2. Minimum Eligibility Criteria

- 2.1 The Agency should be able to provide a quality service for undertaking the above contract for West Bengal Police.
- 2.2 The bidder should have at least three year experience in the relevant field.
- 2.3 Provide user satisfaction certificates from organisations of repute.
- 2.4 The Jurisdiction area will be Kolkata only in case of any legal dispute.
- 2.5 The Bidder will submit an affidavit/certificate to the effect that the information submitted by him is correct and he will abide by the decision of DG & IGP, WB with regard to this work. In the event of the information submitted by him being found to be false or fabricated in any manner whatsoever, the bidder may be suspended and/or debarred.
- 2.6 The bidder should be known to provide service in time.
- 2.7 The bidder should have not been de-registered/blacklisted, previously.

## 3. Terms & Conditions:-

- 3.1 The Tender Document/Tender is not transferable under any circumstances.
- 3.2 Tender shall be submitted online only through <https://wbtenders.gov.in>
- 3.3 No physical/offline Tender/ Bid shall be accepted.
- 3.4 The Committee for Tender reserves the right to cancel the BID/Tender without assigning any reason to the Bidder or anyone else.
- 3.5 Conditional tenders and casual letters sent by the bidders will not be accepted.
- 3.6 Bidders are requested to read the instruction in the Technical Document/Bid before submitting the Tender/BID online.
- 3.7 The Committee for Tender also reserves the right for not assigning tender/AOC at all to any bidder/bidders without giving any reason.
- 3.8 After Technical Evaluation of the tender documents the qualified bidders should submit their sample of COVID Warrior Medals to this office for verification.

## 4. Earnest Money Deposit (EMD):

- 4.1 The bidder shall furnish Earnest Money Deposit (EMD) amounting to Rs. **25,000/- (Twenty Five only)**.
- 4.2 The EMD shall be in Indian Rupees and shall be submitted electronically i.e. **online** – through net banking enabled bank accounts from the e-tendering portal. Bidder willing to pay the EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site ([wbtenders.gov.in](http://wbtenders.gov.in)). 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. For more details a bidder should refer to Memorandum No. 3975-F(Y) dated 28<sup>th</sup> July, 2016 of Finance Department, Audit Branch, Government of West Bengal.
- 4.3 The earnest money of unsuccessful bidders will be refunded **online automatically** as per the process mentioned in the above Memorandum/ any other Govt. order time in force. No interest on EMD could be claimed/paid.
- 4.4 The Earnest Money of the bidder will be forfeited on account of one or more of the following reasons:
  - (a) Applicant withdraws/modifies the proposal or any part thereof during the validity period of bid specified in E-Tender document.
  - (b) Applicant does not respond to requests for clarification of its proposal/substandard works.
  - (c) Applicant fails to provide required information/ documents/ data/presentation /representation during the evaluation process or is found to be non-responsive.
  - (d) In case the successful applicant fails to sign the Agreement in time.

## 5. Technical proposal

5.1 The Technical Proposal (Statutory Documents) will contain the following 2 Covers:

A. **Technical Documents: (1<sup>st</sup> Cover)** : This should be uploaded in PDF format with **following documents** by a bidder in the website <https://wbenders.gov.in> . Scan copies of the following documents have to be uploaded by a bidder:

- (i) Copies of Balance Sheet/Turnover Certificate & Profit & loss A/C for last two years.
- (ii) User satisfaction certificates from organisations of repute.
- (iii) Three year's experience certificate in the relevant field.
- (iv) A declaration as described in para 2.5 above (Please do not disclose any financial details in this declaration) .

B. **EMD (2nd Cover)** : as mentioned above.

## 5.2 Non statutory documents OR My documents OR other Important Documents

The scan copies of the following documents are to be uploaded in PDF format in this folder.

Sl. No.	Documents	Corresponding E- Tender folder in Other Important Document.
1.	Trade License/Enlistment	Company Details
2.	PAN Card	Certificates
3	Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017	Certificates
4	Income-tax Acknowledgments of last Two years	Certificates
5	Name and address of the Firm	Credential
6	Name and address of Directors/Partners/Proprietors with contact numbers	Credential

5.3 The Technical Proposal shall not include any financial information.

## 6. Financial Proposal/Bid

6.1 In preparing the Financial Proposal, Agencies are expected to take into account the requirements and conditions outlined in the NIT document.

6.2 This file contains **BOQ (Bill of Quantities)** in Excel Format as "Commercial Bid" . A bidder will quote rate as described in the columns of the BOQ.

6.3 GST & other taxes (wherever applicable) should be quoted separately in the BOQ.

6.4 The cost quoted will be firm and fixed for the duration of performance of the contract. At no point of time will any deviation from the quoted rate be entertained by the Tender Inviting Authority.

6.5 The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

6.6 Rates should be quoted/submitted in the BOQ and then uploaded in Excel format without making any changes to the BOQ template.

## 7. Validity of bids

7.1 **Bids shall be kept valid for a period of 365 days from the date of opening of Financial Bids.**

7.2 Financial bid only of those firms will be opened, who qualify on the basis of the technical evaluation by the Tender committee.

7.3 The L1 Bidder will be bound to supply further medals of same specification if required during the tender validity period at the offered price. A declaration in this regard is also to be furnished.

## **8. PERIOD OF SUPPLY**

Within 30 days.

Late Delivery - If supply of the aforesaid items is not delivered within the stipulated period, penalty / Late Delivery shall be charged @ 2 % of the total value per week and maximum upto 10%. 10 days prior information should be given to this office before delivery.

## **9. TENDER EVALUATION COMMITTEE**

The **FINANCIAL OFFER** of the prospective tender will be considered only if the **TECHNICAL BID** of the tender, demonstration and evaluation test of their item is found qualified by the 'Tender Evaluation Committee'. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The summary list of Qualified Bidders will be displayed in the website.

## **10. PRE DELIVERY INSPECTION**

A Technical Committee will conduct a pre-delivery inspection of the **COVID Warrior Medals** before receiving the medals.

## **11. Opening of Proposals and Selection Process**

- 11.1 Two bid system will be followed, with technical bids being opened in the first instance. At the time of Technical Bid opening, following documents will be evaluated:-
  - (i) All documents as demanded and uploaded for technical purpose.
  - (ii) EMD in full.
- 11.2 As this tender is floated in two bids system, if the numbers of bidders/tenders qualified in the technical bid is less than three, tender will be invited afresh.
- 11.3 At the second stage, the financial bids of only technically qualifying bidders will be opened.
- 11.4 After Commercial Bid Opening, a chart of financial bids with corresponding bidders will be prepared. The least cost proposal will be ranked L-1 and the next higher and so on will be ranked L2, L3 etc.
- 11.5 L-1 Bidder if found fit in all respects, will be awarded AOC (Award of Contract) subject to all preconditions mentioned in this NIT. Bidder(s) selected for AOC will be asked to submit within a given time period, hard copies of documents in original submitted previously online by him/her. Deviation/ discrepancy in these shall lead to rejection of such bid at any stage.
- 11.6 Failure to submit the original hard copies and documents desired from the L-1 bidder within the time period given for the purpose, may be construed as an attempt to disturb the tendering process and dealt with accordingly including, legally blacklisting of the bidder. In such case of rejection, AOC (Award of Contract) may be given to the next higher bidder if found suitable in all respects.
- 11.7 The decision regarding acceptance of tenders will be communicated in due course. No enquiry should be made before that date.



## 12. Payments to the Bidder:

12.1 Payment will be made to the successful bidders on door delivery and inspection of the item by the Technical Committee subject to satisfaction of the Department.

12.2 In the event of the finally selected bidder's ( i.e. bidder with AOC) failure to comply with the conditions as specified in the NIT/Contract at the different paragraphs, the Tender Inviting Authority may at his discretion, **withhold any payment** until the completion of the Contract/ all the details and terms and conditions of the NIT.

## 13 . Schedule of the Tender (Dates & Information):

Sl.no.	Items	Scheduled date(s)
1	Start of downloading Documents /Tender publishing/floating (online)	25/09/2020 Friday after 05:00 P.M.
2	Date of holding pre-bid meeting with the prospective bidders	28/09/2020, Monday at 12:00.hrs
3	Bid submission start date (On line)	26/09/2020, Saturday after 12:00 hrs
4	Bid submission closing (on line)	05/10/2020, Monday before 05:00 P.M.
5	Date of opening of Technical Bid (On line).	08/10/2020, Thursday at 12:00 hrs
6	Opening, Signing & Evaluation of documents of Technical Bid at West Bengal Police HQ, Bhabani Bhawan, , 31, Belvedere Road, Kolkata-27.	Will be informed later on.
7	Sample of the Medals will be verified by the Technical Committee	Will be informed later on.
8	Date of uploading list of Technically Qualified Bidders (On line)	Will be informed later on.
9	Date of Opening of Commercial Bid (On line)	Will be informed later on.
10	Date of uploading of list of qualified Bidders along with the approved rate on the Website.	Will be informed later on.

14. The above schedule is tentative and may be changed with information to the concerned bidder.

Alipore

Date: 23/09/2020

Deputy Inspector General of Police (O)

West Bengal

**ANNEXURE – I**  
**DECLARATIONS**

**To**  
**The Director General & Inspector General of Police**  
**West Bengal, Bhabani Bhawan,**  
**Kolkata-27**

Sir,

Having examined the bid documents of e-tender for Supply of COVID Warrior Medals for the use of West Bengal Police, We, \_\_\_\_\_, office to supply and deliver the entire work in conformity with the Term & Conditions laid down in the Tender Notice No. \_\_\_\_\_ dated \_\_\_\_\_ and would abide by the same terms and conditions throughout the period of contract.

We, hereby also agree to execute a “Contractual Agreement” with West Bengal Police based on all the terms & conditions laid down in the Tender Notice No. \_\_\_\_\_ date. \_\_\_\_\_ in the event of being selected as a successful Bidder.

We understand that you are not bound to accept the lowest or any bid you may receive.

We also understand that you have the right to revise the quantities and /or split the total order among the bidders and/or procure the available and compatible items/equipments under DGS & D rate contract/GeM rate.

\_\_\_\_\_  
Signature with date

\_\_\_\_\_  
Name in block letters

\_\_\_\_\_  
Seal of the Company



**ANNEXURE – II**  
ONLINE SUBMISSION OF EARNEST MONEY DEPOSIT

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 shall have to 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., 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.

Bidder 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.

Bidder 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.

Unsuccessful bidders will get their EMD refund automatically online.