



OFFICE OF THE COMMISSIONER OF POLICE
CHANDANNAGAR POLICE COMMISSIONERATE
CHINSURAH POLICE LINES, HOOGHLY
PIN-712101

NOTICE INVITING E-TENDER
N.I.T No. 02 / MTO/CPC 2023-2024 (Part –II)

Memo No. 109 / MTO/CPC

Dt. 16 /05/2023

SCHEDULE OF WORK
(SUBMISSION OF BID THROUGH ONLINE)

Sl No.	Name of works	Earnest Money (in Rs./-)	Remarks
1.	Fuelling of 01 (One) "JALADHARA" Boat under Chandannagar Police Commissionerate for the use of riverine duty on river ganges.	Rs. 10,000/- (Rupees Ten thousand only)	1. Quoted rate of fuel (Diesel) & Engine oil cost per hour of "JALADHARA" Boat. 2. Bidder should submit an online EMD through net banking or NEFT/RTGS.

1. In the event of e-filing bid intending bidder may download the tender documents from the website www.wbtender.gov.in directly with the help of Digital Signature Certificate. Necessary amount of Earnest Money should be submitted through online EMD through fund transfer or NEFT/RTGS for an amount of Rs.10,000/-(Rupees Ten thousand only) for fuelling of "JALADHARA" Boat. Failure to abide by the submission of EMD will be liable for rejection of tender proposal. Bidder will have nothing to object on that score and also to be documented through e-filing.

2. Both Technical Bid and Financial Balance bid are to be submitted concurrently duly digitally signed in the website www.wbtender.gov.in

3. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No. 07.

4. The Financial offer of the prospective tenderer will be considered only if the Technical Bid of the tenderer is found qualified by the Tender Technical Committee formed by the Commissioner of Police, Chandannagar Police Commissionerate. The decision of the Tender Technical Committee will be final and absolute in this respect and the list of Qualified Bidders will be displayed in the website.

5. Document:-

A) Statutory :-

- a) Technical:-
 - i) N.I.T (Notice Inviting tender)
 - ii) EMD – Rs.10,000/-(Rupees Ten thousand only)
- b) Financial :-
 - BOQ (Bill of Quantity)


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B) Non-Statutory:-

The tenderer shall provide satisfactory evidence to the Commissioner of Police, Chandannagar Police Commissionerate of his eligibility and adequacy of resources to carry out the work of fuelling of "JALADHARA" Boat, strictly following terms and condition of the tender. He must furnish following particulars/documents.

6. Eligibility criteria for participation in the tender:-

I. Certificates :

The participating tenderers should have PAN CARD in the name of the company and it should be at least 03 (Three) years old from the date of submission of tender. In case of proprietorship companies PAN CARD of the proprietor will be valid.

The participating tenderers should provide GST (Goods and Service Tax) certificate along with copy of last return filed., Professional Tax Enrolment Certificate, Assessment order under section 143/1, GST Paid Challan, PTPC (Professional Tax Payment Certificate)

II. Company Details :

The participating tenderers should provide current trade license in the name of the tenderers company & tenderers sole proprietor.

The participating tenderers should provide Certificate of incorporation / partnership deed/ power of attorney in favour signatory of bid

III. Credential :

This invitation of bids is open to all reputed and experienced indigenous firms having at least 03 (Three) years, experience and should have the credentials of similar nature of works completed successfully and satisfactorily.

The participating tenderers should provide Service experience certificate from any company or agency where they worked in past

The participating tenderers should furnish last 03 (Three) financial years I.T return acknowledgement.

IV. Declaration :

The participating tenderers should provide Balance sheet & Profit Loss A/C of Last financial year , Non - Conviction Certificate as Section V (duly Notarized after the date of publication of this NIT). Application in the letter head of the firm/ company.

Draft proforma for Non – Conviction (in a form of affidavit in Rs. 10 Non – Judicial Stamp Paper) The bidder shall provide an undertaking that the proprietor / promoter /director of the firm, its employee, partner or representative are not convicted by a court of law for offence involving moral turpitude in relation to business dealings such as bribery, corruption, fraud, substitution of bids, interpolation, misrepresentation , evasion or habitual default in payment of taxes etc. The firm does not employ a Government servant, who has been dismissed or removed on account of corruption. The firm has not been debarred, blacklisted by any govt. ministry / department / local govt. / PSU etc. in the last two years from scheduled date of opening of this E-Tender.

7. Date and Time Schedule :-

Sl No.	Particulars	Date & Time
1	N.I.T. publishing date	16.05.2023 at 12.00 hrs
2	Documents Download start date	17.05.2023 at 12.00 hrs
3	Bid submission start date	17.05.2023 at 12.00 hrs
4	Pre-bid meeting /Boat inspection date	24.05.2023 at 12.00 hrs to 15.00 hrs
5	Bid Submission end date	05.06.2023 at 12.00 hrs
6	Technical Bid opening date	05.06.2023 at 12.00 hrs
7	Financial Bid opening date.	07.06.2023 at 12.00 hrs


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Pre-bid meeting will be held on the above mentioned date and time. All the prospective tenderers are requested to attend the same.

Following matter is discus in the pre-bid meeting:-

- i) The tender documents would consist of two separate parts namely:- 1) Technical Part 2) Financial Part.
- ii) The tenderer is expected to examine carefully all instruction, terms and conditions of this tender. Failure to comply with the requirement of the tender documents shall be at his risk.
- iii) Fuel/Lubricant consumption of boat discussion.
- iv) Discussion of any other points.

8. CLARIFICATION :- In case any clarification or explanation is required by the tenderer he may obtain it in writing well in advance from Commissioner of Police, Chandannagar Police Commissionerate provided that such request must be received before or at the time of pre-bid discussion, if considered necessary by the authority.

9. AMENDMENTS TO TENDER DOCUMENT:- At any time prior to the deadline for submission of tender, the Commissioner of Police, Chandannagar PC may, for any reason whether at its own initiative or in response to a clarification requested by intending tenderer, modify the tender document by issuance of addendum, which will be sent in writing to all intending tenderer, who have purchased the tender document, for incorporation in the tender and it will be binding on them to comply with the addendum.

10. In case any holiday is announced by the Government of West Bengal, submission and opening of tender would be on the next working day at the same time.

11. Earnest money:-

A. Bidder should submit an interest free EMD through online fund transfer or Net banking/NEFT/RTGS for an amount of Rs. 10,000/- (Rupees Ten thousand only) in favour of Commissioner of Police, Chandannagar PC. Failure to abide by the submission of EMD will be liable for rejection of tender proposal. Bidder will have nothing to object on that score. The EMD will be refunded to the disqualified tenderers automatically to their account after rejection from our end. The L1 bidder's EMD amount will be refunded automatically after getting his Award of Contract.

B) No tender will be accepted without earnest Money.

C) Earnest Money deposited by the unsuccessful tenderers shall be refunded to him without any interest and on specific written request from the tenderers after issuance of the work order on the successful tenderer.

D) If after submitting the tender, the tenderer withdraws/modifies his tender or fails to furnish the performance guarantee/security deposit in the form of Bank Guarantee within the stipulated time, on acceptance of the tender, Commissioner of Police shall be entitled to forfeit the full amount of earnest money deposited by the tenderer.

E) The intending bidders shall clearly understand that whatever may be the outcome of the present invitation of bids, no cost of bidding shall be reimbursable by the department. The Commissioner of Police, Chandannagar Police Commissionerate reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any tenderer at the stage of bidding.

12. Duty Period :-

Duty period of "JALADHARA" Boat will be round the clock as and when necessary.

All journey shall have to be recorded in the log-book date wise incorporating time and purpose of journey at the same should be signed by the undersigned or officer using the JALADHARA Boat with designation or by the officer-in-charge.


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13. Payment :-

- i) Pro-rata payment will be made within 30(Thirty) days on submission of bill along with work done certificates from the respective unit on Quarterly basis on the total amount of contract value.
- ii) Payment will be made against bills in duplicate along with acknowledgement of challan, work order etc. after completion of satisfactory work.
- iii) The fuel /Mobil charges will be reimbursed separately from this end against the monthly bill.

TERMS AND CONDITION FOR SUBMISSION OF OFFER :-

i) VALIDITY :-

The E- Tender will be valid upto 12 Months (from the date of AOC) and to be renewed by the competent authority if found satisfactory.

In exceptional circumstances, prior to expiry of the original bid validity period, the Commissioner of Police, Chandannagar PC may request that the bidders extend the period of validity for a specified additional period. A bidder may refuse the request without forfeiting the bid security. A bidder agreeing the request will not be required or permitted to modify his bid, but will be required to extend the validity of his bid security for the period of extension.

ii) CLARIFICATION OF OFFER :-

To assist in examination and evaluation of the lowest offer, the Commissioner of Police, Chandannagar PC may ask the offer individually for clarification of their offer including break up of cost, reasons in case of very high/very low offer etc. The response thereof shall be in writing.

iii) RIGHT TO REJECT :-

Commissioner of Police, Chandannagar PC reserves the right to accept or reject any offer and to annul or suspend the offer process and reject all the offers, without assigning any reason, at any time prior to award of contract without any assurance for costs or consequences on the part of the offers.

iv) Rate must be quoted in BOQ only.

v) Tender must be signed by the authorized officers / persons supported by power of attorney of any such authority.

vi) All the bidders are instructed that before quoted the bid they should be visit /inspected the JALADHARA Boat under the disposal of MT Section.

14. SUBMISSION OF OFFER :-

a) Bill of quantities (BOQ): The bidder is to quote the rate online in the space marked for quoting rate in the BOQ as specified below.

b) Form of BID: The bidder is to download, print, fill properly, scan and upload the same duly Signed Digitally.

c) Bill quantities: The bidder is to download properly and upload the same duly Signed Digitally.

15. FINANCIAL EVALUATION :-

Final Evaluation of the financial part, evaluation and comparison of offers and recommendations concerning the award of contract shall be made by the TAC after conclusion of the process stated above. None of the tenderer/representative of the tenderer would be allowed to remain present at the time of evaluation by TAC.

Any effort by any tenderer to exert unfair influence in process of examination, clarification, evaluation and comparison of offers and to influence decision concerning award of contract may result in rejection of his offer.


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16. TENDER LIABLE FOR REJECTION:-

The offer is likely to be rejected if on opening it is found that:-

- i) The tender has not strictly followed the procedure laid down for submission offer.
- ii) The tenderer has proposed additional conditions.
- iii) Additions, corrections or alternations are made on the tender document.
- iv) Any page and/or addendum are missing or the tenderer has not signed the offer.
- v) The tenderer has made misleading or false representations in any of the forms statements and attachments submitted in support of his fulfilment of eligibility criteria.

17. Correction of Errors :-

If there is any discrepancy between the offer quoted in figures and in words, the offer in words will be treated as offer.

18. Special Condition :-

The LI Bidders must deposit Rs. 50000.00 (Rupees fifty thousand only) as security deposit for JALADHARA Boat.

19. Refund of security deposit will only be made after successful maintaining of appropriate service level of the work as mention above after the date of completion of the work. Provision in Clause No. 17 of W.B form No. 2811 (ii) shall be treated as superseded.

20. Conditional/Incomplete Tender will not be accepted under any circumstances.

21. The intending tenderers are required to quote the rate online.

22. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect/manufactured/fabricated, the bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice and prior intimation or notice.

23. The Commissioner of Police, Chandannagar Police Commissioner reserves the right to cancel the N.I.T due to unavoidable circumstances and no claim in this respect will be entertained.

24. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer. After verification if it is found incorrect, in that case work order will not be issued in favour of the said tenderer under any circumstances and the tenderer will be penalized which includes for features of his EMD/Black Listed.

25. General guidance for e-Tendering:-

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

26. Registration of contractor:-

Any contractor 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 www.wbtender.gov.in the contractor is to click on the link for E-tendering site as given on the web portal.

27. Digital Signature Certificate (DSC):-

I. Each contractor is required to obtain Class -II or Class-III Digital Signature Certificate (DSC) for submission of tenders from any agency authorised by the Central Govt. in this regard. Details are available at the web site stated above. DSC is given as a USB e-Token.

II. The Contactor can download N.I.T & Tender documents electronically from the said website mentioned above. This is the only mode of collection of Tender Documents.

28. Submission of Tenders:-

Tenders are to be submitted through online to the website in Clause 5.A.I in two folders at a time for work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus

scanned copy duly digitally signed. The documents will get encrypted (transformed into non readable formats)

29. Technical Proposal:-

- I. The technical proposal should contain scanned copies of the following in one cover (folders)
- II. The NIT download properly and upload the same digitally signed.
- III. The rate will be quoted in the BOQ quoted rate will be encrypted in the BOQ under Financial Bid.
- IV. Special terms & conditions and specification of works as sought in the column no. 5.

30. Tender Application Form

(to be submitted in official letter head with proper seal and signature)

To
The Commissioner of Police
Chandannagar PC

Ref.: Your e- tender Memo No.

I / We , the undersigned have examined the entire e -tender document , including amendments / corrigendum number , dated (if any) eligibility criteria , required documentation , terms and conditions etc. The receipt of which hereby confirmed.

I / We now offer to supply and deliver the goods and / or services in conformity with your above refereed document for the sum , as shown in the price schedule / Bill of Quantity attached herewith and made part of this bid.

I / We hereby declare that all data and documents submitted by us in our bid in this e- tender are genuine and true , to the best of our knowledge and belief.

If, my / our bid is accepted , we undertake to supply the goods or service as per the specification , in accordance with the delivery schedule and terms and conditions, including amendment / corrigendum etc. If any.

I /We further understand that you are not bound to accept the lowest or any bid you may receive against your above – referred tender enquiry.

I / We confirm that we do not stand deregistered / banned / blacklisted by any Govt . Authorities / Organization / Institution Local Bodies and never convicted by ant Court of law for any offence.

Brief of court / Legal case are pending , if any , are following.

I / We authorize and request any Bank , Person , Firm or Corporation to furnish pertinent information as deemed necessary and / or as requested by you to verify this statement.

I / We understand the e – Tender Selection Committee reserves the right or rejects any application / bid without assigning any reason.

Given, herewith. If any deviation found according the specification at any stage, the authority reserves the right to cancel the total and or part of the work with forfeiting the security money & EMD submitted for this e-Tender.



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(Signature with date)

(Name , Designation , Seal of authorized person to sign bid for and on behalf or bidder)

31. Financial Proposal:-

I. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate online through computer for quoting rate in the BOQ.



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Dt. 16 /05/2023

Copy Forwarded to:-

1. Inspector General of Police, (O), WB, Bhabani Bhaban, Kol- 27.
for kind information.
2. P.R.O., WB Police, Bhabani Bhawan, Kol 27.
with request for Publication in WBP website for wide publication.


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