



Government of West Bengal
Office of the Superintendent of Police,
Hooghly Rural Police District
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NOTICE INVITING E-TENDER
N.I.T No. 01/ MT Hooghly Rural PD 2023-2024 (Part –II)

Memo No. 105_ / MT

Dt. 12/05/2023

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 having 02 nos. of engine of 30 HP each under Hooghly Rural Police District for the use of riverine area patrolling duty.	Rs. 30,000/- (Rupees Thirty thousand only)	1. Quoted quantity of fuel (Diesel) in litre 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 wbtenders.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. 30,000/- (Rupees Thirty 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 wbtenders.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 Superintendent of Police, Hooghly Rural Police District. 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. 30,000.00 (Rupees Thirty thousand)
- b) Financial :-
 - BOQ (Bill of Quantity)

B) Non-Statutory:-

The tenderer shall provide satisfactory evidence to the Superintendent of Police Hooghly Rural Police District 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 for Operation, annual maintenance:-

I. 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.

II. Tender must be accompanied with scanned copy of all documentary evidence of credentials vis. Similar works done, performance certificate, financial performance and all other documents as specified in the tender document.

III. The firm should have total annual financial turnover during the last three year ending 31st March of the previous financial year of at least Rs. 15 Lakhs.

IV. The tender shall quote the quantity (in Ltrs.) of the fuel required to operates the boat per hour and total rate of cost for operated the boat per hour.

V. 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.

VI. The participating tenderers should have current account in any scheduled bank in the name of the company. They should furnish last 3 years bank statement from the date of submission of tender.

VII. The participating tenderers should furnish last 03 (Three) financial years I.T return acknowledgement, GST (Goods and Service Tax) certificate, Professional Tax Enrolment Certificate, Assessment order under section 143/1, GST Paid Challan, PTPC (Professional Tax Payment Certificate)

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

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

X. Self-attested photocopy of Work Order & Work done certificate in this regard from any govt. organization where they worked in past.

XI. Bank Solvency Certificate is to be provided by the tenderers.

XII. Payment will be made against bills in duplicate along with acknowledgement of challan, work order etc. after completion of satisfactory work.

XIII. JALADHARA Boat will service 24 hours. per day.

XIV 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.

7. Date and Time Schedule :-

Sl No.	Particulars	Date & Time
1	Online publishing date	18.05.2023
2	Documents Download start date	18.05.2023 at 6.00 P.M
3	Bid submission start date	18.05.2023 at 6.00 P.M
4	Pre-bid meeting /Boat inspection date	26.05.2023 at 12.00 NOON
5	Bid Submission end date	10.06.2023 at 2.00 P.M
6	Technical Bid opening date	12.06.2023 at 2.00 P.M
7	Uploading of final list of Technically qualified bidders	After evaluation of TechnicalProposal
8	Financial Bid opening date.	To be informed

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 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 Superintendent of Police, Hooghly Rural Police District 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 SP Hooghly Rural 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) A sum or Rs. 30,000.00 (Rupees thirty thousand) only shall be deposited as interest free EMD through online system (RTGS/NEFT) in favour of Superintendent of Police Hooghly Rural Police District. This amount of EMD in case of successful tenderer would be refunded to him after completion of "JALADHARA" Boat.

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, Superintendent of Police shall be entitled to forfeit the full amount of earnest money deposited by the tenderer.

12. Submission of Bill :-

i) Monthly fuel consumption bill submit 1st week of every month.

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) The fuel charges will be reimbursed separately from this end against the monthly bill.

TERMS AND CONDITION FOR SUBMISSION OF OFFER :-

i) VALIDITY :-

Validity of the offer shall be 180 (One hundred eighty) days from the date of acceptance of tender. Thereafter it shall be treated as valid until the tender is withdrawn in writing on expiry of 180 days.

In exceptional circumstances, prior to expiry of the original bid validity period, the SP Hooghly Rural 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 SP Hooghly Rural PD 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 :-

SP Hooghly Rural PD 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.

vii) The JALADHARA Boat have 02 (Two) BHP Engine and Gear Ration 2:1, reversible.

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. Evaluation Procedure:- Evaluation will be done for the JALADHARA Boat on the basis of rate quoted.

16. 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.

17. 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.

18. 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.

19. Special Condition :-

i) The L1 Bidders must deposit Rs. 100000.00 (Rupees One Lakh only) for security deposit.

20. 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.

21. Earnest money:-

I. Bidder should submit an online EMD through fund transfer or Net banking/NEFT/RTGS for an amount of Rs. 30,000/- (Rupees Thirty thousand only). 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.

II. 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 Superintendent of Police, Hooghly Rural Police District 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.

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

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

24. 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.

25. The Superintendent of Police, Hooghly Rural Police District reserves the right to cancel the N.I.T due to unavoidable circumstances and no claim in this respect will be entertained.

26. 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.

27. 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.

28. Registration of contractor:-

I. 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.

29. 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.

30. Submission of Tenders:-

Tenders are to be submitted through online to the website in Clause A.I in two folders at a time for each 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)

31. 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.

32. Financial Proposal:-

- I. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). **The bidder has to Quote quantity of fuel (Diesel) in litre per hour in BoQ online .In the comparative chart generated quoted value should be treated as fuel (Diesel) in litre per hour instead of INR.**

Sd/-
Superintendent of Police
Hooghly Rural Police District

Memo No. 105/MT

Dt. 12/05/2023

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.

Sd/-
Superintendent of Police
Hooghly Rural Police District