

Govt of West Bengal
Office of the Commandant, State Armed Police 4th Bn.,
Kasba, Raiganj, Uttar Dinajpur
Email: cosap4th@gmail.com

**NOTICE INVITING TENDER FOR FORMS & STATIONARY ITEMS (PART- I) / MISCELLANEOUS ARTICLES
LIKE FURNITURE AND FIXTURE, COMPUTER PERIPHERALS, R.O. PLANT MATERIALS, DIFFERENT HIRING
ITEMS, VARIOUS MACHINERY PARTS ETC. (PART- II)**

NleT NO: WBP/SAP 4TH BN/NIT-01(e)/2023-24

Memo No. 1183 /Estta

Dated: 27/09/2023.

1. Commandant SAP 4th Battalion, Kasba, Raiganj, Uttar Dinajpur (for short "CO, SAP 4thBn") having its office at Kasba, Debinagar, Raiganj, District Uttar Dinajpur, West Bengal- 733123, was established under West Bengal Police.
2. SAP 4th Battalion under West Bengal Police is hereby inviting tender for Office Forms and Stationary items/articles (part-I) and Miscellaneous articles like Furniture and fixture, Computer peripherals, R.O. Plant materials, different hiring items, various machinery parts etc. (part- II) for the Financial Year from 2023-24. Intending tenderers should go through the Terms and conditions of the Notice any work of public utility under its control and jurisdiction. Bidding process in a two-stage bidding process.

NAME OF THE WORK	EMD	PARTICIPATION CHARGE (In Rs.)	Validity of NleT
Stationary items/articles	5000/-	0	2023-2024 Financial Year

3. . A bidder desirous of taking part in the tender shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password and thereafter may download the tender document from the website directly with the help of Digital Signature Certificate. As per G.O. No. 416(8)-W(C)/1M-291/16 dated 03-08-2016 of the Joint Secretary, Works Branch, PWD in concurrence to G.O. No. 3975-F(Y) dated 28-07-2016 of the Secretary, Audit Branch, Finance Department a bidder should initiate payment of pre-defined EMD for the 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. Tender document may be download from website & submission of Technical Bid/Financial Bid as per Tender time schedule stated in Sl. No. 11A (Date & Time Schedule). The documents submitted by the bidders should be indexed and also should be according to his / their Firm name.

A) Earnest Money Payment procedure: a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:

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

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

iii) Bidder will receive a confirmation message regarding success/failure of the transaction. Page

3 iv) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/PRI's etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees. v) If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT:

i) 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.

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

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

iv) If verification is successful, the fund will get credited to the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/PRI's etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.

v) Hereafter, the bidder will go to e-Procurement portal for submission of his bid. vi) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

C) Earnest Money Refund/Settlement Process:-

i) The EMD of the bidders disqualified at the technical evaluation will be refunded through an automated process to the respective bidders' bank accounts from which they made the payment transaction.

ii) Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded through an automated process to the respective bidders' bank accounts from which they made the payment transaction.

iii) If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction.

iv) As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal, EMD of the L1 bidder will automatically get transferred from the Pooling account to the State Government deposit head through GRIPS along with the bank particulars of the L1 bidder.

- a. In case of any damage of item/items the loss to be bore by the selected agency only.
 - b. The purchasing authority will not be responsible if any damage happen before supply of the items.
 - c. Bidders shall deposit 5000/- of the Earnest Moneyin favour of Commandant SAP 4th Battalion, Kasba, Raiganj, Uttar Dinajpur through web e-tender portal.
 - d. The earnest money deposited by the successful bidders will be converted into security deposit and will be retained till the completion of contract period.
3. Rate should be quoted for all items or in which they are dealing, with and of best quality available in store strictly as per specification mentioned. Rate quoted for items otherthan specified will be outright rejected.
 4. Rate should be inclusive all taxes and delivery charges will not exceed MRP.
 5. The order as placed to contractor is binding on him/her for supply of articles. Part supply will not be accepted in any circumstances and the contractor shall not be permitted to appoint any sub-contractor for supply of any article for whole work order which will be issued to him/her.
 6. The supply of each Forms &stationary article/miscellaneous articlesto be made within 10 days from the date of placing supply order. Delivery of articles is to be made at the office of the Commandant, SAP 4th Bn, Kasba, Raiganj, Uttar Dinajpur. In case of late delivery upto four weeks from the date of placement of order, a penalty in from of deduction @1.5% of the cost of articles will be imposed for every week. In case of delay in supply for more than five weeks from the date of placement of order, the empanelment of the supplier will be cancelled forthwith, and supply of the rest items will be managed at the risk and cost of contractor.
 7. In the event of discovery of any damaged, defective or sub-standard material supply due to the fault of the contractor, he/she shall be bound to replace the items within 3 days within any extra cost and charge.
 8. In the case of breach of any terms and condition mentioned above, the competent authority will have the right to cancel the work order and the supply of the rest items shall be managed at the risk and cost of the contractor.
 9. The office reserves the right to take action against the defaulting supplier or against the contractor/supplier for any kind of misbehaviour or for any breach of contract whatsoever including cancellation of order, cancellation of agreement, ban on any future business with the supplier and blacklisting the contractor.
 10. The bid documents are available online and bid should be submitted online on website www.wbtenders.gov.in.
 11. For submission of bids, the bidder is required to have valid Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities (CA). Digital signature is mandatory to participate in the E-tendering.
 12. Where an individual holds a Digital Signature Certificate in his own name duly issued to him in respect of bidder of which he is a director/ principal officer, such person shall, while uploading any bid for and on behalf of the bidder, upload a copy of the Power of Attorney/ Board Resolution authorizing him to act on behalf of the bidder.
 13. Technical Bid and Financial Bid must be submitted concurrently within the date and time stated in this NIT. All documents submitted by bidders should be properly indexed and digitally signed. Both Technical Bid and Financial Bid, are to be duly digitally signed and uploaded through the website www.wbtenders.gov.in.
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14. Financial Bids will be considered only if the Technical Bid of a bidder is found to be qualified by the Tender Evaluation Committee formed by Commandant, SAP 4th Bn., Kasba, Raiganj, Uttar Dinajpur. The decision of the Tender Evaluation Committee will be final and binding in this respect. The list of technically qualified and non-qualified bidders will be uploaded in the website www.wbtenders.gov.in.
 15. All bidders shall have to meet the minimum eligibility criteria. The eligibility of a bidder will be ascertained on the basis of the digitally signed documents submitted in support of the eligibility criteria. If any document submitted by a bidder is found at any stage to be manufactured, false or untrue in any material respect, the bid of such bidder will be rejected outright without any prejudice to any right of CO, SAP 4th Bn., Kasba, Raiganj, Uttar Dinajpur.
 16. Technical Eligibility is as follows:
 - (a) The bidder should be legally competent to enter into a contract as per prevailing Indian laws.
 - (b) The bidder will have to submit the following self-attested documents along with the Bidding application and on demand original documents will have to be placed before the authority for verification & scrutiny.
 - i. Valid Trade License Current Year, ii. Valid P Tax Current Year, iii. Valid Pan Card Number, iv. Valid GST Registration Number , V. Income tax (current saral) vi. Companies/Labour Co-Operative/Partnership firms/Shop/Authorised Dealer, copy of Registration/In-corporation certificate, Trade License, GST, and PAN Card must be provided.**
 20. The Tender Evaluation Committee appointed by Commandant, SAP 4th Bn., Kasba, Raiganj, Uttar Dinajpur will determine the eligibility of each bidder on the basis of the Technical Bid submitted by the bidder. All bidders must quote their rate for more than 50% of total items
 21. Bids are to remain valid for a period not less than 180 days after the last date for bid submission as specified in this NIT. The bidders shall have to furnish a declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized.
 22. The amount quoted by a bidder in its Financial Bid shall be include of all rates, levies and taxes as applicable at the time of payment. There shall be no sum payable on any head to the successful bidder by Commandant, SAP 4th Bn., Kasba, Raiganj, Uttar Dinajpur. GST and other applicable rates and cess, will be claimed by Commandant, SAP 4th Bn., Kasba, Raiganj, Uttar Dinajpur in its bill/ invoice to the Successful Bidder and will be disbursed accordingly by the Successful Bidder.
 23. The bidder who qualified the technical bid and with the lowest Financial Bid shall be declared as the successful bidder. Qualified bidders should submit specimen copies of all items for verification.
 24. All bidders must upload all records, data and documents on which they wish to rely in support of their Technical Bid. Unless for reasons to the satisfaction of The Commandant, S.A.P 4th Bn., Kasba bidders will not be allowed to supplement data and documents submitted online, with additional data and documents, during bid evaluation.
 25. If authority desires for renewal of contract after expiry of the duration could be made subject to satisfactory maintaining of all terms & conditions by Successful Bidder.
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26. The successful bidder if fails to comply with the terms and condition stated herein as well as in the agreement will be rejected and the next bidder will be offered the contract on preferential basis.
- 27 **Note: Date of opening of Technical Bid / Financial Bid is to be considered the next working day if the date specified is a holiday or any bandh.**

SL. No.	Particulars	Date & Time
01	Date of uploading of N.I.T. Documents (online) (Publishing Date)	27/09/2023 from 06:00 pm onwards
02	Tender Documents download/sell start date & time (Online)	27/09/2023 from 06:00 pm onwards
03	Start date & time of Bid submission (On line)	27/09/2023 from 06:00 pm onwards
04	Closing Date & time of download of Tender Documents (Online)	13/10/2023 from 04:00 pm onwards
05	Closing Date & time of Bid Submission (On line)	13/10/2023 from 04:00 pm onwards
06	Date & time of opening of Technical Proposals (Online)	16/10/2023 from 04:00 pm onwards
07	Date and time of uploading of list of Technically qualified bidders. (online)	Will be notified later on
08	Date of uploading of final list of technically qualified bidders after disposal of appeals, if any	Will be notified later on
09	Date and time of opening of Financial Proposal (online).	Will be notified later on

General Terms of Bidding

1. Any currency for the purpose of the Bid shall be in Indian Rupees ("INR").
2. In the event, any of the specified dates being declared a holiday or if the office of Commandant, SAP 4th Bn., Kasba, Raiganj, Uttar Dinajpur is closed on such date, the event of the specified date will be taken up on the next working day at the same time.
3. Commandant, SAP 4th Bn., Kasba, Raiganj, Uttar Dinajpur reserves the right to reject any or all bids and to accept or reject any or all offers without assigning any reason whatsoever and would not be liable for any cost that might have incurred by any bidder for bidding
4. Conditional/ incomplete bids will not be accepted under any circumstances.
5. Any award of work pursuant to this tender process shall be subject to the terms of agreement.
6. The bidders shall in addition have to comply with all extant laws, regulations, practices and procedures of the Government of West Bengal in connection with public tenders or the proposed services.
7. Commandant, SAP 4th Bn., Kasba, Raiganj, Uttar Dinajpur reserves the right to cancel the Bidding Process at any time without assigning any reason whatsoever, and without entertaining any claim in this respect. At any time prior to the deadline for submission of bids online, or extension, if any, Commandant, SAP 4th Bn., Kasba, Raiganj, Uttar Dinajpur may amend the conditions/document by issuing addendum/corrigendum. In order to give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids or for other causes and considerations, Commandant, SAP 4th Bn., Kasba, Raiganj, Uttar Dinajpur may also, at its discretion, extend the time for the submission of bids.
8. The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. Commandant, SAP 4th Bn., Kasba, Raiganj, Uttar Dinajpur will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

9. Bids shall be deemed to be under consideration immediately after they are opened and until such time Commandant, SAP 4th Bn., Kasba, Raiganj, Uttar Dinajpur makes official intimation of award/ rejection to the Bidders. While the Bids are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain from contacting, by any means, Commandant, SAP 4th Bn., Kasba, Raiganj, Uttar Dinajpur and/ or their employees/ representatives on matters related to the Bids under consideration.
10. It would be deemed that prior to the submission of Bid, the Bidder has made a complete and careful examination of: a Careful examination of the requirements and other information set forth in the tender related documents.
11. There shall be no provision of Arbitration. Payment of bonus, wherever applicable, has to be made.
12. No payment shall be made in advance.
13. The contractor/supplier shall submit the bill (in triplicate) after supply of materials.

Sd/-

Commandant
S.A.P 4th Bn., Kasba,
Raiganj, Uttar Dinajpur

Memo No.1193(1/9)/ Estta

Date : 27/09/2023.

Copy forwarded for kind information to the:

1. DG & IGP (AP), WB for kind information
2. The IGP (O), WBPD, Bhabani Bhaban, Alipore, Kolkata-27 for kind information.
3. The IGP (AP) NB, Siliguri for kind information.
4. The DIG (AP) NB, Siliguri for kind information.
5. The DIG (Provisioning), WBPD, Bhabani Bhaban, Alipore, Kolkata-27 with a request to publish on the website on the Administrative Department, if maintained and also arrange for publication of the same in 01 (one) daily Bengali and 01 (one) daily English Newspaper.
6. The Zilla Sabhadhipati, Karnajora, Raiganj, Uttar Dinajpur with a request to display in his office notice board.
7. The District Magistrate, Karnajora, Raiganj, Uttar Dinajpur with a request to display in his office notice board.
8. The District information and Cultural Officer, Uttar Dinajpur with a request to display in his office notice board.
9. The Treasury Officer, Raiganj Treasury- I, Karnajora, Raiganj, Uttar Dinajpur for information.

Sd/-

Commandant
S.A.P 4th Bn., Kasba,
Raiganj, Uttar Dinajpur
