



**OFFICE OF THE SUPERINTENDENT OF POLICE
SUNDARBAN POLICE DISTRICT
LOT NO.8 KAKDWIP
PIN-743347**

e-mail ID :-sundarbanpolicedistrict@gmail.com

**NOTICE INVITING E-TENDER
N.I.T NO. 04/RI /SPD 2023-2024**

Memo No.111 /RI/SPD

Dt. 25/11/2023

**LIST OF ARTICLES
(SUBMISSION OF BID THROUGH ONLINE)**

Sl. No	Name of Articles	Description of Articles	Quantity
1	Lunch/Tiffin plates for Advance Party & Main Party Briefing	Lunch :- Sufficient Rice (Baskathi or equivalent) ,Salad, Dal Makhani, Potato Chips, Brinjal Fry, Broccoli roast, Fish (Katla-100 gm Per Pc), Mutton Kosha / Chicken Kosha (200gm)/ Paneer, Curd (200gm) Pc, Papad, Chatni , 02 Pcs of Sweets & 01 Pc of Apple ,01 Pc of Orange & 01 Ltr. Water Bottle (Bislery or Kinley) Tiffin:- Sandwich with Coffee & Snacks. Lunch & Tiffin Plates have to serve with good quality biodegradable plates & Spoons.	Approx 700 (seven hundred) Plates (Lunch + Tiffin) in 02 (two) days have to serve neatly at briefing places.

1. In the event of e-filing bid, intending bidder may download the tender documents from the website www.wbtenders.gov.in directly with the help of Digital Signature Certificate.
2. Bidder should submit an online EMD through fund transfer or Net banking/NEFT/RTGS for an amount of Rs. 6,000/- (Rupees six 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 refund to the disqualified tenderers automatically to their account after rejection from our end.
3. Both Technical Bid and Financial Balance bid are to be submitted concurrently duly digitally signed in the website www.wbtenders.gov.in
4. 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.

5. The Financial offer of the prospective tenderer will be considered only if the Technical Bid of the tenderer is found qualified by the e-Tender Committee formed by the Superintendent of Police, Sundarban Police District. The decision of the e-Tender Committee will be final and absolute in this respect the list of Qualified Bidders will be displayed in the website.

6. Eligibility criteria for participation in the tender:-

- I. The tenderer's registered companies should have proper registration deed (Applicable for Partnership, Private Ltd. Co's).
- II. The registration deed should be at least 03 (Three) years old from the date of submission of tender.
- III. The participating tenderers should have PAN CARD in the name of the Firm /Company and it should be at least 03 (Three) years old from the date of submission of tender. In case of proprietorship company's PAN CARD of the proprietor will be valid.
- IV. The participating tenderers should have current account in any schedule bank in the name of the company.
- V. The participating tenderers should furnish last 03 (Three) years IT return acknowledgement, GST (Goods and Service Tax) certificate, Professional Tax Enrolment Certificate, GST Paid Challan, PTPC (Professional Tax Payment Certificate).
- VI. The participating tenderers should provide current trade license in the name of the tenderer's company & tenderer's sole proprietor.
- VII. Intending tenderers should quote the rate including all Taxes/GST, Transportation Charges & within market rate & MRP where MRP is applicable.
- VIII. The hard copies of all documents should also to be submitted to the office of the undersigned before opening the technical bid.
- IX. Lunch & Tiffin Plates to be supplied by the agency at their own cost including all taxes.

7. Date and Time Schedule:-

Sl No.	Particulars	Date & Time
1	Date of online publishing N.I.T & other documents	25.11.2023 at 12:00 hrs
2	Documents download start date (Online)	25.11.2023 at 12:00 hrs
3	Bid Submission start date (Online)	25.11.2023 at 12:00 hrs
4	Bid Submission closing (Online)	08.12.2023 at 16:00 hrs
5	Bid opening date for Technical proposals (Online)	11.12.2023 at 11:00 hrs
6	Uploading of final list of Technically qualified bidders.	To be informed later
7	Date of Opening Financial Bids(Online)	To be informed later

8. The undersigned reserves the right to distribute the work amongst the firms as deem fit and proper as per accepted rate for early completion of work. Lunch/Tiffin Plates must be delivered as per direction of undersign after issuing of work order.

9. The undersigned reserve the right to procure foods from any bidder other then L1 Bidder at L1 rate as per necessity and urgency

10. The prospective Bidder shall have to maintain the quality of foods. Undersigned reserves the right to cancel any tender at any stage if it's found that the served food qualities are not satisfactory and hygienic.

11. 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, Sundarban 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.

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

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

14. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect, 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. Participating Tenderers should appear a pre-bid meeting which will be held on 30/11/2023 at 13:00 hrs, failure of which his bid will be treated as cancelled.

15. The Superintendent of Police, Sundarban Police District reserves the right to cancel or modify the NIT due to unavoidable circumstances and no claim in this respect will be entertained.

16. 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.wbtenders.gov.in the contractor is to click on the link for E-tendering site as given on the web portal.

17. 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.

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

19. Technical Proposal:-

I. The technical proposal should contain scanned copies of all documents in one cover (folders)

II. The NIT shall be downloaded properly and the uploaded documents shall be signed digitally.

20. Financial Proposal:-

The financial proposal should contain all 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.

21. This tender is valid only for Gangasagar Mela-2024.

Sd/-
Superintendent of Police
Sundarban Police District