



Office of the Commissioner of Police,  
Bidhannagar Police Commissionerate  
Salt Lake Stadium Complex,  
Gate No.3, Sector-III,  
Kolkata – 700106.

Memo No. 159/E/HA BDNPC

Dated 02/02/2024

e-Tender Notice No. WBBDN/CP/NIT-03(e)/HA/2023-24 dated 02/02/2024.

Office of the Commissioner of Police, Bidhannagar Police Commissionerate Salt Lake Stadium Complex, Gate No.3, Sector-III, Kolkata-700106, invites e-Tender for cleaning work for all office rooms, corridors, verandah, toilets, etc of enter ground floor, 1st floor, 2nd floor and control room including compound area of Commissioner`s office, garbage cleaning of all inside/outside of drains office complex of Commissioner of Police ,Bidhannagar with materials and instrumental devices, on behalf of the Governor of West Bengal as per details in the Tender document, herein after called Notice Inviting e-Tender (NIT). Details may be seen & downloaded from the website <https://wbtenders.gov.in>. For any query, one may contact HA, Bidhannagar Police Commissionerate Salt Lake Stadium Complex, Gate No.3, Sector-III, Kolkata-700106, during office hour (03 PM to 05 PM) on any working day. If any rectification is required, corrigendum will be published in websites <https://wbtenders.gov.in>.

Relevant documents may be downloaded on line from 02/02/2024, Thursday after 16:00 P.M.

Salt Lake Stadium Complex, Gate  
No.3, Sector-III,Kolkata-700106,  
Dated- 02/02/2024

Dy. Commissioner of Police(HQ),  
Bidhannagar Police Commissionerate

Notice inviting e-Tender(NIT)  
Tender Notice No. WBBDN/CP/NIT-03(e)/HA/2023-24 dated 02/02/2024  
Office of the Commissioner of Police,  
Bidhannagar Police Commissionerate  
Salt Lake Stadium Complex,  
Gate No.3, Sector-III,  
Kolkata – 700106.

The following Terms & Conditions shall be complied by the prospective agencies / bidder(s) for this e-Tender: Instructions to the Agencies/Bidder(s)

Office of the Commissioner of Police, Bidhannagar Police Commissionerate Salt Lake Stadium Complex, Gate No.3, Sector-III, Kolkata-700106, proposes to select agency/bidder (in a two Bid System i.e. Technical Bid (On line) and Commercial bid for cleaning work for all office rooms, corridors, verandah, toilets, etc of enter ground floor, 1st floor, 2nd floor and control room including compound area of Commissioner`s office, garbage cleaning of all inside/outside of drains office complex of Commissioner of Police ,Bidhannagar with materials and instrumental devices, in accordance/congeniality to the specifications as detailed below.

- 1.1 Interested Agencies are invited to submit their proposals for the assignment which must include the following, as detailed subsequently in this document. Technical Bid and a Financial Proposal.
- 1.2 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 any time at any stage from a bidder in hard copies. Hard copies shall be identical with the soft copy uploaded. Any discrepancy / divergence in such documents, may lead to rejection of bid submitted by the concerned bidder.
- 1.3 Use of any forged / fabricated documents/statements for the purpose of this tender shall lead to rejection of the bid and termination of the contract with the concerned bidder at any stage of the tender shall be free to take such action as deemed fit against the concerned bidder.
- 1.4 The Agencies are required to provide professional, objective, and impartial service and at all times hold the Bidhannagar Police Commissionerate interest paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
- 1.4 Agencies have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of Bidhannagar Police Commissionerate 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. Commissionerate 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.

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2. **The Bidder will submit a declaration we are not blacklisted by any of the Government Organizations / PSUs / Autonomous bodies..**

3. Specifications

Sl.No	Scope of Job	Earnest Money Deposit	Monthly Total Estimated amount
01.	Cleaning work for all office rooms, corridors, verandah, toilets, etc of enter ground floor, 1st floor, 2nd floor and control room including compound area of Commissioner`s office, garbage cleaning of all inside/outside of drains office complex of Commissioner of Police Bidhannagar with materials and instrumental devices	The bidder shall furnish <b>Earnest Money 2% of tender Yearly value Deposit (29,500X 12 months)</b> as per Govt. Order No.3975-F(Y) dated 28th July 2016.	Rs.29,500/- (Including of all tax & other charges)

4. Terms & Conditions

- 4.1 The Tender Document/Tender is not transferable under any circumstances.
- 4.2 Tender shall be submitted online only through <https://wbtenders.gov.in>
- 4.3 No physical/offline Tender/ Bid shall be accepted.
- 4.4 Reserves the right to cancel the BID/Tender without assigning any reason to the Bidder or anyone else. The contract shall not be sublet either wholly or in part.
- 4.5 Conditional tenders and casual letters sent by the bidders will not be accepted.
- 4.6 Bidders are requested to read the instruction in the Technical Document/Bid before submitting the Tender/BID online.
- 4.7 Also reserves the right for not assigning tender at all to any bidder/bidders without giving any reason and any agency /bidder being compensated for this. No claim in any manner what so ever in this regard shall be made by the selected bidder/ firm.

5. Earnest Money Deposit (EMD)

- 5.1 The bidder shall furnish Earnest Money 2% of **Yearly Tender value** Deposit as per Govt. Order No.3975-F(Y) dated 28th July 2016.
- 5.2 No interest on EMD could be claimed/paid.
- 5.3 The Earnest Money of the bidder will be forfeited of one or more of the following reasons:
- Applicant/Bidder withdraws the proposal during the validity period of bid specified in e-Tender Document .
  - Applicant/Bidder does not respond to requests for clarification of its proposal/substandard works.
  - Applicant/Bidder fails to provide required information during the evaluation process or is found to be non-responsive.
  - In case the successful Applicant/Bidder, fails to sign the Agreement in time; or furnish Security Deposit.
  - EMD may be considered to be forfeited if bidder likes to withdraw his/her bid after bid submission closing date+8

## 6. Submission of Proposals.

- 6.1 The bidders who are interested in bidding can download their tender documents/FRP/ NIT From <https://wbtenders.gov.in>.
- 6.2 Bidders who wish to participate in this tender will have to be registered on <https://wbtenders.gov.in> & should procure Digital signature certificate –Type –II/III prior to registration/bidding.
- 6.3 Bidder should submit their bid online both Technical Bid (On line) and Commercial bid within the due date of submission on the <https://wbtenders.gov.in> in only.
- 6.4 The tender is to be submitted in a two Bid System. Technical Bid (On line) and Commercial bid are to be submitted online and concurrently by the bidder, duly digitally signed, with the help of his DSC in the <https://wbtenders.gov.in>.
- 6.5 Credentials/Certificates/Documents i.e. execution of works of similar nature and value to any Govt. Organization.
- 6.6 User satisfaction certificates of the organization of repute like any Govt. organization having received similar work from the bidder/agency,
- 6.7 Power of Attorney (if applicable)
- 6.8 Bidder is requested to submit the details of representatives of the firm dealing with the tender with their telephone and mobile numbers and email id .
- 6.9. EMD (2nd Cover) should be uploaded Online as stated above.
- 6.10. Tender Conditions Acceptance Letter (3rd Cover): The Bidder will submit in PDF format an undertaking on the letterhead of the Agency and signed by an authorized signatory as per Annexure-A, attached below.
- 6.11 The above undertaking submitted by the agencies shall be binding on the Agency. The scan copies of the following documents are to be uploaded in PDF format in this folder.

Sl. No	Submitted Essential Documents otherwise Bid will be cancelled
01	Trade License/Enlistment & Registration Certificates.
02	Valid PAN issued by the IT Deptt., Govt. of India.
03	Name and address of the Firm & Name and address of Directors/Partners/Proprietors.
04	Valid 15-digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.
05	Credentials/Certificates/Documents regarding. Successfully execution of Works of similar nature to any Govt. Organization.
06	The bidder shall furnish Earnest Money 2% of <b>yearly tender value</b> Deposit as per Govt. Order No.3975-F(Y) dated 28th July 2016.

## 7. Financial Proposal/Bid

- 7.1 In preparing the Financial Proposal, Agencies are expected to take into account the requirements and conditions outlined in the NIT document.
- 7.2 This file contains BOQ (Bill of Quantities) in Excel Format as “Commercial Bid”. A bidder will quote rate inclusive of all of taxes with GST etc.(wherever applicable).
- 7.3 The cost quoted shall be in Indian Rupees & 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.
- 7.4 The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.

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## 8. Validity of bids

- 8.1 Bid shall be kept valid for a period of 730 (02 Year) from the date of opening of Bids.
- 8.2 Financial bid only of those firms will be opened, who qualify on the basis of the Technical Bid (On line) & uploaded on the website.

## 9. Opening of Proposals and Selection Process

- 9.1 Two bid system will be followed, Technical Bid (On line) and financial bids.
- 9.2 As this tender is floated in two bid system, if the numbers of bidders/renderers qualified is less than three, tender will be invited afresh.
- 9.3 At the second stage, the financial bids of only Technical Bid (On line) qualifying bidders will be opened.
- 9.4 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.
- 9.5 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 him/her. Deviation/ discrepancy in these shall lead to rejection of such bid at any stage.
- 9.6 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, legally including blacklisting of the bidder. In such case of rejection, AOC (Award of Contract) may be given to the next higher scorer if found suitable in all respects.
- 9.7 The person or persons whose tender or any other portion of whose tender is accepted will within five days of receiving notice of such acceptance , execute an agreement in the form mentioned
- 9.8 If L-1 bidder is unable to assure the job as per defined, opportunity shall be given to the next higher scorer for the same at the lowest rate or otherwise, if the latter is found suitable as per specification. The supply order to the worthy bidder selected as per the above procedure , will be given at any time.
- 9.9 The decision regarding acceptance of tenders will be communicated in due course. No enquiry should be made before that date.
10. Payment status "Tax invoice(s) needs to be issued by the Agency for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act,2017.

**11. Schedule of the e-Tender (Dates & Information):**

Sl.	Items	Scheduled date(s)
1	Start of downloading Documents /Tender publishing/floating (online)	02/02/2024, Friday at 16:00 P.M.
2	Bid submission start date (On line)	02/02/2024, Friday at 16:00 P.M.
3	Last date of submission Earnest Money 2% of tender value Deposit as per Govt. Order No.3975-F(Y) dated 28th July 2016 .	26/02/2024, Monday at 12:00 P.M.
4	Bid submission closing (on line)	26/02/2024, Monday at 16:00 P.M.
5	Date of opening of Technical Bid (On line).	28/02/2024, Wednesday at 16:00 A.M.
6	Date of uploading list of Technically Qualified Bidders (On line)	Will be informed later on.
7	Date of Opening of Commercial Bid (On line)	Will be informed later on.
8	Date of uploading of list of qualified Bidders along with the approved rate on the Website.	Will be informed later on.

The above schedule is tentative and may be changed with information to the concerned bidder. For any further query, HA, the Commissioner of Police, Bidhannagar Police Commissionerate Salt Lake Stadium Complex, Gate No.3, Sector-III, Kalkata-700106 may be contacted during office Hours (03 to 05) on any working day.

Salt Lake Stadium Complex, Gate  
No.3, Sector-III, Kalkata-700106,  
Dated 02.02.2024

Dy. Commissioner of Police(HQ)  
Bidhannagar Police Commissionerate

(To be given on Company Letter Head)  
Annexure-A  
TENDER CONDITIONS ACCEPTANCE LETTER

Date:

To,  
The Dy. Commissioner of Police(HQ)  
Bidhannagar Police Commissionerate,  
Salt Lake Stadium Complex, Gate No.3,  
Sector-III, Kalkata-700106

Sub: Acceptance of Terms & Conditions of Tender.  
Tender Notice No. WBBDN/CP/NIT-03(e)/HA/2023-24 dated 02/02/2024

Dear Sir,

I/ We have downloaded / obtained the tender document(s) for the above mentioned ' Tender/ Work' from the web site(s) namely.....as per Your advertisement, given in the above mentioned website(s).

I have read the entire tender documents ( NIT, Annexure, Specifications, other documents) and I / We hereby unconditionally accept and will abide by all the terms and conditions given in various paragraph of NIT for consideration of my application/tender for all office rooms, corridors, verandah, toilets, etc of enter ground floor, 1st floor, 2nd floor and control room including compound area of Commissioner`s office, garbage clearing of all inside/outside of drains office complex of Commissioner of Police ,Bidhannagar with materials and instrumental devices.

The corrigendum(s) issued from time to time by your department/ organizations to have also been taken into consideration, while submitting this acceptance letter.

In case any provisions of this tender are found violated, your department / organization shall be at liberty to reject this tender/bid including the forfeiture of the full said Earnest Money Deposit and or Security Deposit (in case my firm/agency is selected for award of contract) absolutely and or withhold the payment fully or partly and we shall not have any claim/right against department in satisfaction of this condition.

All the information submitted for this tender by me on behalf of my firm/agency is correct & in the event of the information submitted by me for participating in this tender is found to be false or fabricated in any manner whatsoever, I may be suspended and/or debarred from the Tender at any stage without being compensated or otherwise.

The Tender Inviting Authority shall be at liberty to impose such penalty as it deems fit in case my agency withdraws the bid offered, at any stage of the tender.

My Agency will undertake the assignment, in accordance with the Scope & Specifications of Work detailed in the NIT document and at the cost submitted by my agency in the financial proposal.

My firm does not owe any amount to the Government in the past and there are no Government dues outstanding against us. We are not blacklisted by any of the Government Organizations / PSUs / Autonomous bodies .My firm is duly registered under the "Indian Partnership Act"(please strikethrough, if not applicable)

Yours Faithfully,

Signature of the

Bidder \_\_\_\_\_

Name (in Bold

Letters) \_\_\_\_\_

Designation \_\_\_\_\_

Phone Number-----

Official Seal

Important: In the event of the tender being submitted by a firm or any bidder(s), it must be signed separately by each member thereof, or in the event of absence of any partners, it must be signed on his behalf by a person holding the "Power of Attorney" authorizing him to do so. Such "Power of Attorney" is to be produced with the Tender and in the Case of the firm, carried on by one member of Joint Family, it must be disclosed that the firm is duly registered under the "Indian Partnership Act".

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