



Office of the Superintendent of Police
Diamond Harbour Police District
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NOTICE INVITING TENDER No. SPDDHPD/HA/12/2024-2025

Memo No. 2294 /E

Date. 24.10.2024

The Superintendent of Police, Diamond Harbour Police District South 24 Parganas invites e-tender for the work detailed in the table below. (For submission of Bid through Online)

LIST OF WORK

Sl No.	Name of The Work	Earnest Money (Rs.)	Security Deposit Money (Rs.)	Contractors Eligibility to participate in the tender	Time of Completion of Work
1	2	3	4	5	6
1	Hiring of 01 (One) Pcs of Sound proof green generators for use of SDPO Bishnupur Office @ 20 KV Under (Bishnupur PS)	Rs. 10,000/- (Rupees Ten Thousand only)	Rs. 10,000/- (Rupees Ten Thousand only) must be submitted through NSC/KVP/Bank Draft selected L1 Bidder for above noted work	Bonafied contractors having experience in similar nature of works.	30 Days after issuing of AOC
2	Hiring of 01 (One) Pcs of Sound proof green generators for use of SDPO Mahestala Office @ 15 KV Under (Mahestala PS)		Rs. 10,000/- (Rupees Ten Thousand only) must be submitted through NSC/KVP/Bank Draft selected L1 Bidder for above noted work		
3	Hiring of 01 (One) Pcs of Sound proof green generators for use of SDPO Diamond Harbour Office @ 12 KV Under (Diamond Harbour PS)		Rs. 10,000/- (Rupees Ten Thousand only) must be submitted through NSC/KVP/Bank Draft selected L1 Bidder for above noted work		

E-tenders are invited by the Superintendent of Police, Diamond Harbour Police District on behalf of the Governor of West Bengal for the work mentioned in the table above through e-tendering from eligible, resourceful, bonafide and experienced firms/companies/traders/individual contractors having sufficient credential and financial capability for execution of work of similar nature.

Intending bidders desiring to participate in the tender are to log on to the Website – <http://wbttenders.gov.in> for the tender. The tender can be searched by typing

Superintendent of Police, Diamond Harbour Police District in the search Engine provided in the website.

2. Description of Work & Technical Specifications:

- a. *Intending tenderers shall quote the rate for hiring charges on per month basis excluding cost of fuel charges.*
- b. *The bidders will have to submit minimum 3 (three) years of service experience in this regard from any Government Organisation.*
- c. *The manning of Generators will be arranged by the tenderers from their own resources.*
- d. *After Technical opening, bidders will appear during the date of physical inspection of Generators in front of the Tender Inviting Authority as and when directed.*
- e. *No payment will be allowed or entertained in case of break-down of Generators, staff issues, or Generators are not in workable condition.*
- f. *After issuance of work order, if it is found that any of the Generators are not in workable condition, in that situation bidders must have the capability to replace it with another Generators having same specifications as mentioned on the NIT.*
- g. *After issuance of work order, bidders shall have to supply the Generators within 30 (Thirty) days from the date of issuance of work order. Failing which, the bidders will be blacklisted and Security Deposit will be forfeited. In that case L2 Bidder / other will supply the Generators as per L1 rate. However, Superintendent of Police Diamond Harbour Police District have sole power to select L2 bidder/ other or cancelled the tender in full or part of the tender.*
- h. *All materials & other safety equipments for the proposed work to be supplied by the agency at their own cost.*

3. Instruction to Bidders-

Earnest Money: EMD of Rs. 10,000.00 (Rupees Ten Thousand Only) must be submitted through online. Online receipt and refund of EMD of e-procurement through State Government e-Procurement portal. The following procedure to be adopted for deposit of EMD/ Bid Security/ Tender Fees related to e-Procurement of the State Government departments.

A. Login by bidder: -

- a) A bidder desirous of taking part in a tender invited by a State Government Office shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- b) Bidders willing to take part in the process of e-Tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Government of India (viz. NIC, nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT). DSC is given as a USB Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.
- c) He/she will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:
- d) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
- e) RTGS / NEFT in case of offline payment through bank account in any bank.

B. Payment procedure:

i) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway

- a. 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.
- b. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- c. Bidder will receive a confirmation message regarding success/failure of the transaction.
- d. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- e. If the transaction is failure, the bidder will again try for payment by going back to the first step.

ii) Payment through RTGS/NEFT:

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

d. If verification is successful, the fund will get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.

e. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.

f. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

C. Refund/Settlement Process:

i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.

ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e- Procurement portal by the tender inviting authority.

iii. 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' bankaccounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.

iv. 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. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e- Procurement portal by the tender inviting authority.

v. All refunds will be made mandatorily to the any A/C from which the payment of EMD & Tender Fees (if any) was initiated.

• **Eligibility criteria for participation in tender-**

1. Both Technical Bid and Financial Bid are to be submitted online concurrently duly digitally signed in the website <http://wbtenders.gov.in> . Submission of Technical Bid and Financial Bid should be done as per Time Schedule stated in **Sl. No. 21**.
2. The Financial offer of the prospective tenderer will be considered only if the Technical Bid of the Tenderer is found acceptable by the 'Tender Evaluation Committee'. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect.
3. The bidder should not have been blacklisted by any Central / State Government /Public Sector undertaking for the tendered items and / or any other items. An undertaking in this regard should be submitted by the bidder in Form of Declaration on Non-Judicial Stamp Paper of Rs.10.00 otherwise the bid shall be summarily rejected. If the selected Firm is found / detected blacklisted by any Central/State Government / Public Sector undertaking (for the tendered items or any other items) at any stage of procurement process, the acceptance of the selected firm and / or supply order etc, if issued would be treated as cancelled and the contract in whole will be terminated with immediate effect without any intimation to the concern firm. The EMD will be forfeited. In that case L2 Bidder / other will supply the Generators as per L1 rate. However, Superintendent of Police Diamond Harbour Police District have sole power to select L2 bidder/ other or cancelled the tender in full or part of the tender. the decision taken by **Tender Inviting Authority** in the matter will be treated as full and final in this regard.
4. Bidder should not have been convicted at any criminal offence related to professional misconduct or making false statement or misrepresentation as to their qualification.
5. Before submitting tender, the intending bidder should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect and no claim whatsoever will be entertained on this account afterwards. For more information, in this respect contact HA, Diamond Harbour Police District (Mob:9163916867).
6. The documents submitted by the bidders should be properly indexed and digitally signed.
7. **The Rate quoted must be inclusive of all taxes including GST, if any, and other charges, if any.**
8. **Accepted lowest rate will be valid for 02 (Two) Financial Year.**
9. Bids shall remain valid for a period of 180 (One Hundred Eighty) days from the date of opening of Financial Bid. If the bidders withdraw the bid during the period of bid validity the earnest money deposited will be forfeited forthwith assigning any reason thereof. No interest on the deposited Earnest Money shall be paid.
10. Any conditional bidding will not be accepted.
11. The earnest money is liable to be forfeited if the bidder fails to fulfill any of the terms and conditions.
12. All requisite documents shall invariably be submitted.
13. Failure to comply with any of the above instructions will disqualify of bidder from participating in the tender.

14. The Superintendent of Police, , Diamond Harbour Police District reserves the right to forfeit the earnest money deposit tendered by the contractor(s) or part thereof in the event of his / their failure to fulfill the conditions of the contract.
15. The Superintendent of Police, Diamond Harbour Police District reserve the right to reject the lowest tender or any tender, if required, without assigning any reason thereof.
16. The selected bidder shall have to deposit Security Deposit in favour of **Superintendent of Police, Diamond Harbour Police District** Rs. 10,000.00 (Rupees Ten thousand) through NSC/KVP/Bank Draft. The release of Security Deposit would be subject to quality and proper service of the work satisfactorily for the entire contract period. Failure to execute proper work will lead to forfeiture of the security deposit.
17. The Tender Inviting Authority may verify the original credentials & other original documents as uploaded in tender, if found necessary, before technical evaluation. The date and time of such examination / verification will be intimated later. If it is found during verification / examination of the said documents that such document submitted by him/her is either manufactured or fabricated etc. or the said original documents are not produced within specified date and time, his/ her bid will be liable for rejection. .
18. This contract shall not be sublet either wholly or in part without the prior written permission of the Superintendent of Police, Diamond Harbour Police District and for breach of this provision, Superintendent of Police, Diamond Harbour Police District may terminate the contract and forfeit the security deposit and the contractor shall have no claim for loss thereby resulting to him on any account whatsoever.
19. **Submission of Hard Copies -**
Self-attested hard copies of uploaded documents should be submitted in a sealed envelope in the Tender Box in the Office of Superintendent of Police, Diamond Harbour Police District within the stipulated date and time as mentioned in the NIT. If the bidder fails to submit the hard copies within the due date and time his tender will not be opened and his bid may be rejected at the discretion of the Tendering Authority.
20. **Pre bid Meeting-**
The supplier/vendor/contractor can download N.I.T & Tender Documents electronically from the said website mentioned above. This is the only mode of collection of Tender Documents. The tenderer or their duly authorized representative should attend the Pre – Bid Meeting at the stipulated date and time to the Office chamber of the Superintendent of Police, Diamond Harbour Police District.

21. Date and Time Schedule –

<i>Sl. No.</i>	<i>Particulars</i>	<i>Date & Time</i>
1	<i>Date of uploading of N.I.T Documents online(publishing date)</i>	24.10.2024 at 16.00 hrs
2	<i>Documents download Start date (Online)</i>	24.10.2024 at 16.00 hrs
3	<i>Documents Download End date(online)</i>	14.11.2024 at 14.00 hrs
4	<i>Bid submission start date(online)</i>	24.10.2024 at 16.00 hrs
5	<i>Bid submission closing date(online)</i>	14.11.2024 at 14.00 hrs
6	<i>Last date of submission of self-attested copies ofUploaded documents (Offline)</i>	13.11.2024 at 17.00 hrs
7	<i>Bid opening date (Technical)</i>	18.11.2024 at 10.00 hrs
8	<i>Technically Qualified List of Bidders</i>	<i>To be notified later</i>
9	<i>Financial Bid opening date</i>	<i>To be notified later</i>
10	<i>Pre bid Meeting Date</i>	<i>05.11.2024 at 12.00 hrs at office of the SP DDH PD</i>

22. Technical Bid: - The Technical Bid should contain scanned copies of the following in two folders: -

(a) Statutory Cover Containing the following documents:

- NIT (downloads properly and uploads the same digitally signed).

(b) Non-Statutory Cover containing the following documents: (Scanned copy should be uploaded)

Sl. No.	Category Name	Sub Category Description	Details
A.	Certificates	Certificates	<ol style="list-style-type: none"> 1. PAN Card 2. Last 03(Three) Year Income Tax Return Acknowledgement 3. Last 03 (Three)Year P.Tax Deposit Challan & Payment Certificate 4. GST Registration Certificate.
B.	Company Details	Company Details -I	<ol style="list-style-type: none"> 1. Proprietorship Firm (Trade License for the year 2023-24) 2. Partnership Firm (Partnership Deed, Trade License for the year 2023-24) 3. Company (Certificate of Incorporation, AOA/ MOA) 4. Society Registration Copy 5. Power of attorney 6. Valid Registration Certificate. 7. Bank Solvency Certificate has to be provided
C.	Credential	Credential – 1	Similar nature of work done Completion Certificate / for last 03 (Three) years under any Government Organization which is applicable for eligibility
D.	Declaration	Declaration	Self Declaration / Affidavit on Non-Judicial Stamp Paper of Rs. 10.00

1. Opening of Technical Bid:

Technical bid will be opened by the Superintendent of Police, Diamond Harbour Police District and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

2. Financial Bid:

Rate should be quoted in BOQ (Bill of Quantity) in the prescribed format online.

3. Payment:

*The payment of final bill for the said work will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained. It is also mentioned here that **No mobilization advance and secured advance will be allowed in any circumstances.** No escalation charge will be entertained against any N.I.T/ any accepted tender. Deduction of Income tax, GST etc will be made at source in accordance with the existing Rules/Orders.*

Memo No. 2294/1/10/E

Dated: 24.10.2024