



GOVERNMENT OF WEST BENGAL
Office of the Howrah Police
Commissionerate
28, Nityadhan Mukherjee Rd, Howrah
Email ID: hwh@wbpolice.gov.in



Memo No: 452-E

Date: 30/01/26

E-TENDER NOTICE

E-Tender is hereby invited by The Howrah Police Commissionerate from bonafide Firms / Agencies for supply of local purchase medicine (Emergency Basics) for Shibpur Police Hospital, Shibpur Police Lines, Howrah. Intended bidders are requested to submit their bids through e-Tender portal i.e. <https://wbtenders.gov.in> by following the terms and conditions of this NIT and as per the date and time schedule mentioned below:

DATE AND TIME SCHEDULE FOR THE e-TENDER

SL No.	Particulars	Date & Time
1	Date of uploading of N.I.T. Documents (Online) (Publishing Date)	05.02.2026 at 10.30 A.M
2	Tender documents download start date (Online)	05.02.2026 at 11.00 A.M
3	Bid proposal submission start date (Online)	05.02.2026 at 11.30 A.M
4	Pre bid meeting (Offline) and Presentation/ Demonstration by bidders at the mini conference hall of Police Office	10.02.2026 at 12.30 A.M
5	Bid proposal submission end date (Online)	16.02.2026 at 16.00 P M
6	Bid opening date for Technical bid (Online)	18.02.2026 at 16.05 P.M
7	Date of uploading list for Technically Qualified Bidder (Online)	Online, to be intimated later on
8	Date & Place for opening of Financial Proposal (Online)	Online, to be intimated later on

Any subsequent notices / circulars / corrigendum related to this e -tender shall be uploaded in the same portal, as stated above only. Bidders are requested to check the website regularly for this purpose.

This e- tender document comprises of the following sections:

Section I : Requirements

Section II : EMD Exemption, if any

Section III : General instructions to bidders (GIB)

Section IV : Draft Proforma for Non – Conviction Certificate

Section V : Tender Application Form

Section VI : Period of Contract

Section VII : Eligibility criteria and terms & conditions .

The e - tender shall be evaluated under the two - bid system , i.e. through evaluation of technical and financial bids uploaded by the bidder online on the e- tender website.

REQUIREMENTS**SECTION I:-**

Supply of local purchase medicine (Emergency Basics) at Shibpur Police Hospital, Shibpur Police Lines, Howrah.

SECTION II: EMD

SI. NO	Particulars	EMD Amount
01.	Supply of local purchase medicine (Emergency Basics) at Shibpur Police Hospital, Shibpur Police Lines, Howrah	Rs. 20,000/- (Rupees Twenty Thousand only)

- a. The amount of EMD to be submitted shall be Rs. 20,000.00 (Rs Twenty Thousand only).
- b. Security Deposit to be deposited as per rule and order of the Government.

SECTION III: General Instruction to the bidders

1. Conditional tenders will not be considered.
2. Rate should be quoted inclusive of all taxes, service, transportation & GST etc.
3. Decision of the authority will be final in case of quality and quantity disputes.
4. The supply / delivery must be made within the specified period otherwise the order will be cancelled forthwith.
5. The Tenderers / Bidders will have to supply the medicine at Shibpur Police Hospital, Shibpur Police Lines, HPC after issuing work order notice and for that no delivery charge will be claimed.
6. Tenderers/ Bidders are requested to quote their rates "Less" than M.R.P.
7. Tenderers/ Bidders are expected to submit rates for as many (generic) medicine as possible.
8. Payment of bill on its production will be made after successful completion of the work. No escalation charge will be entertained against any N.I.T/ any accepted tender. Deduction of Income tax, GST and other deduction, if required, will be made at source in accordance with the existing rules/orders.
9. The Commissioner of Police, Howrah reserve the right to forfeit the earnest money deposit tendered by the contractor(s) or part thereof in the event of his / their failure to fulfil the conditions of the contract.
10. The Commissioner of Police, Howrah reserve the right to reject the lowest tender or any tender, if required, without assigning any reason thereof.
11. The Tender Inviting Authority may verify the original credentials & other original documents of the lowest tenderer, if found necessary, before issuance of the work order and the work order will not be issued in favour of the tenderer if it is found on verification that such document submitted by him is either manufactured or fabricated etc.
12. This contract shall not be sublet either wholly or in part without the prior written permission of the Commissioner of Police, Howrah and for breach of this provision, Commissioner of Police, Howrah 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.
13. Commissioner of Police, Howrah reserves the right to reject any / all the tender rates without assigning any reason and not to place any order even after selection and also reserves the right to divide the contract amongst any number of tenderers, if requested so and to place order for more or less than the quantity mentioned in the forecast requirements. Commissioner of Police, Howrah is not bound to accept lowest rates.
14. Only pharmaceutical companies manufacturing /marketing medicines and who possess all the valid mandatory certification from FDA would only be allowed to participate and the should submit scan copies of aforesaid certificates distributors / dealers /stockiest and agent would not be allowed to quote in the Tender.

Technical Proposal

Technical Bid shall contain the following documents:

a. Application to participate in e-tender as per Section V : Tender Application Form

b. Technical Documents

and

SI. NO.	Category Name	Details
01.	Certificate (s)	PAN, Professional Tax Registration, / any challan deposit Financial Year 2022-23. GST Registration along with copy of last return filed. Trade License (Valid) and Drug License.
02.	Company Details	Certificate of incorporation / partnership deed. Updated trade license, power of attorney in favour signatory of bid, (where applicable).
03.	Credential	Credential certificates at least 2 Years of experience of supplying General Medicines in Govt. Hospitals with Payment Certificate. ITR (Last three F.Y.)
04.	Declaration	Balance sheet & Profit Loss A/C of Last F.Y. Non - Conviction Certificate as Section V (duly Notarized after the date of publication of this NIT). Application in the letter head of the firm / company.

Financial Proposal (Single File)

The Price schedule in form of BOQ (excel file) will be found under the published NIT schedule in the website <https://wbtenders.gov.in> and the least / offer price including all taxes and costs must be quoted against the item

Opening of Technical Proposal

IF ANY DOCUMENT REQUIRED TO BE SUBMITTED FOR e-TENDER BY THE BIDDER IN HIS /HER TECHNICAL / FINANCIAL PROPOSAL , BUT NOT SUBMITTED OR IS FOUND BE TO IN EFFICIENT IN ANY MANNER AT ANY STAGE AFTER OPENING OF BID , THE BID MAY BE SUMMARILY REJECTED.

During evaluation, the committee may examine the original document as they are uploaded a e-tender documents at any stage of Tender. If the said documents in original are not produced within the specified date and time, the bid proposals will be liable for rejection.

The e-Tender selection committee reserves the right to reject any application / bid without assigning any reason.

Section IV: Draft proforma for Non – Conviction (in a form of affidavit in Rs. 10 Non – Judicial Stamp Paper)

The bidder shall provide an undertaking that the proprietor / promoter /director of the firm, its employee, partner or representative are not convicted by a court of law for offence involving moral turpitude in relation to business dealings such as bribery , corruption , fraud, substitution of bids, interpolation, misrepresentation , evasion or habitual default in payment of taxes etc . The firm does not employ a Government servant , who has been dismissed or removed on account of corruption. The firm has not been debarred , blacklisted by any govt . ministry / department / local govt./ PSU etc. In the last two years from scheduled date of opening of this E-Tender.

Section V: Tender Application Form (to be submitted in official letter head with proper seal and signature

To
The Commissioner of Police
Howrah

Ref.: Your e- tender memo no dated

I / We, the undersigned have examined the entire e – tender document, including amendments / corrigendum number, dated..... (if any) eligibility criteria , required documentation , terms and conditions etc. The receipt of which is hereby confirmed.

I / We now offer to supply and deliver the goods and / or services in conformity with your above referred document for the sum , as shown in the price schedule / Bill of Quantity attached herewith and made part of this bid.

I / We hereby declare that all data and documents submitted by us in our bid in this e- tender are genuine and true , to the best of our knowledge and belief.

If , my / our bid is accepted , we undertake to supply the goods or service as per the specification , in accordance with the delivery schedule and terms and conditions, including amendment / corrigendum etc. If any.

I / We further understand that you are not bound to accept the lowest or any bid you may receive against your above – referred tender enquiry.

I / We confirm that we do not stand deregistered / banned / blacklisted by any Govt . Authorities / Organization / Institution Local Bodies and never convicted by any Court of law for any offence.

Brief of court / Legal case are pending, if any , are following.

I / We authorize and request any Bank, Person, Firm or Corporation to furnish pertinent information as deemed necessary and / or as requested by you to verify this statement.

I / We understand the e –Tender Selection Committee reserves the right to reject any application / bid without assigning any reason.

If any deviation found in the prescribed specification given herewith at any stage, the authority reserves the right to cancel the total and or part of the work with forfeiting the security money & EMD submitted for this e-Tender.

**(Signature with date)
(Name , Designation , Seal of authorized person to sign bid for and on behalf or bidder)**

Section V I

The Contract shall initially be for a period of One years from the date of issue of work order further for a period up to Two year subject to satisfactory performance at the discretion of Dy. Commissioner of Police(HQ), Howrah on the same terms and conditions. The rates approved shall remain unchanged during the period of contract. The authority reserves the right to terminate the contract by serving one month notice in writing.

Section V II

The E- Tender will be valid till upto 01+02 year (from the date of AOC)

Bills with challans along with Work Done / Satisfactory Certificate from the concerned authority must be submitted to the office of the undersigned for payment.

The final amount reflects in the financial bid by the bidder (s) will be treated as inclusive of all taxes. GST, Delivery Cost , All direct & Indirect Taxes , All Incidental in the said financial bid.

The applying agency / firm / individuals must be registered with PAN, GST, Drug Licence & P. Tax of current validity.

TIA is not bound to accept the lowest rate. Quality of above stated items will also be considered in selection of the bidder for supply of items. In case of equal rate, draw of lots will be done.

After evaluation of technical bids, the financial bid of technically eligible bidders will be opened and finalized.

Before opening the Financial Bid, examination of samples to be done by the undersigned.

Delivery must be done within 24 hrs.

Any terms and conditions if required to be imposed during the execution of the project will have to be abided by.

MV 30/01/26
Commissioner of Police
HOWRAH

Copy forwarded for information to:-

1. The IGP (O),West Bengal
2. The Sabhadhipati,Howrah Zilla Parishad
3. The District Magistrate,Howrah
4. The Addl. Director of Finance, West Bengal