

Government of West Bengal
Office of The Addl. Director General & Inspector General of Police
Telecommunication, West Bengal
3 Manik Bandyopadhyay Sarani, Tollygunge, Kolkata 700 040

TENDER NO. WBPTTEL/ ADG and IGP/ eNIT-02/MT/2026-27

Dated 13-07-2026

Additional Director General & Inspector General of Police, Telecommunication, West Bengal require periodic Mechanical repair/maintenance of Govt. vehicles of Motor Transport Section, West Bengal Telecom totalling 942 types of item, mechanical repair/works in all. These items as mentioned in Annexure- I, are to be ordered/indented as per the requirements from time to time. Accordingly, e-Tender will be floated as per relevant financial rules and maintaining due formalities. As such, bids/ e-Tenders are invited by the Office of the Additional Director General & Inspector General of Police, Telecommunication, West Bengal as per the schedule mentioned below:-

Date & Time Schedule:

SI. No.	Particulars	Date & time
1	Date of uploading of N.I.T Documents (Online)	20.07.2026 at 10:00 hrs.
2	Date of hoisting of documents at Departmental Website "wbpolice.gov.in"	22.07.2026 at 15:00 hrs.
3	Online Document Download Start Date	04.08.2026 at 16:00 hrs.
4	Date & Time for Sample demonstration & pre bid meeting at Office of the Addl. Director Genl. and Insp. Genl. of Police, Telecommunication, West Bengal	07.08.2026 at 11:00 hrs.
5	Bid submission commencement date (Online)	12.08.2026 at 15:00 hrs
6	Bid submission closing date (Online)	01.09.2026 at 16:00 hrs.
7	Submission of EMD (Earnest Money Deposit) receipt/ Related documents for EMD Exemption(Offline)	02.09.2026 at 16:00 hrs.
8	Submission of lists of hard copies i.e. Vol.-I, Vol.-II & Annexure I (BOQ), II, III, IV & V.	02.09.2026 at 16:00 hrs
9	Technical Bid opening (Bid-A)	07.09.2026 at 16:00 hrs.
10	Date of uploading list of technically qualified bidders	To be notified later.
11	Date of opening of Financial Proposal (Bid B) (Online)	To be notified later.
12	Date of uploading the list of financially qualified bidders	To be notified later.

Instruction to Bidders:

Instructions/ Guidelines for electronic submission of the tenders have been annexed for guiding the bidders to participate in e-Tendering.

a) Registration of the Bidder:

Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System by logging into "wbptenders.gov.in" (the Web Portal of Public Works Department).

b) Digital Signature Certificate (DSC):

Each bidder is required to obtain a Class-II OR Class-III Digital Signature Certificate (DSC) for submission of tenders.

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c) The bidder can search & download N.I.T. & Tender Document(s) electronically once he/she logs on to the website mentioned in the clause-(a) using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

d) Submission of Tenders:

Bids are to be submitted online to the website in two folders at a time for each work, one being Technical Bid and the other Financial Bid before the prescribed date & time. The supporting documents are to be uploaded after duly signing digitally.

e) Penalty Clauses:

PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRAUDULENT / MISLEADING DOCUMENTS: If during the tender process or at any stage during the validity of the tender period, if it is found that a bidder has formed a cartel in whatsoever form or name to fix up/ unduly influence on the fixation of rates of works, repair/maintenance substandard items not matching given specifications to hamper the fairness of the tender process in any way, appropriate penal measures shall be initiated immediately including blacklisting without giving any further notice. Similar penal measures shall also be initiated against that bidder who has submitted false / misleading / fraudulent documents or made incorrect declarations.

f) If any bidder claims exemption from payment of EMD, a copy of the relevant Government Order needs to be furnished.

g) Financial Bid is to be submitted online duly digitally signed by the bidders on the website "wbtenders.gov.in" as per the Date & Time schedule, as given in **page no 01**.

h) It is the responsibility of the bidders to submit the bid in the prescribed formats and as per the terms & conditions of the tender document. **If a bidder does not want to quote for a work item, the cell of the BOQ should be kept blank (never put zero in a cell of the BOQ). If zero is put against a rate of an item in the BOQ, the rate will be considered as "Not quoted"/ void.**

i) Opening & Evaluation of Tender:

I) Opening of Technical bid: A Committee of Police Telecommunication, West Bengal will open the Technical bid of the Tender.

II) Cover (folder) for Statutory Documents will be opened first and then Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

III) Documents of the non- statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

IV) Checking of samples will be done on repair items as mentioned vide Annexure I as per date and time schedule mentioned on page no 01.

V) Summary list of technically qualified bidders will be uploaded online.

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VI) After thorough scrutiny of the Tender Evaluation Committee, the evaluation summary will be uploaded.

VII) During the evaluation, the committee may summon the bidders and seek clarification for the documents or an original hard copy of any of the documents already submitted or anything related to the specified tender. If any of the documents are not produced within the stipulated time frame, the bid of the particular bidder will be liable for rejection.

VIII) After the completion of the Technical Evaluation, Financial Bid will be opened. **Financial Evaluation will be done item wise and L1 will be selected on the basis of the lowest rate against each repair items as mentioned in the Annexure –I.**

In case it is found that 2 (two) or more bidders quoted same rate and that happens to be lowest, then lowest bidder will be decided as per Memo. No. 2320-F(Y) dated 07.06.2022. THE DECISION OF TENDER SELECTION COMMITTEE WILL BE FINAL AND BINDING IN THIS MATTER.

j) Rejection of BID:

Addl. Director General & Inspector General of Police Telecommunication, West Bengal reserves the right to reject any/or all the bids without stating any reason and may not place any order to any or all awarded bidder(s). The Addl. Director General & Inspector General of Police Telecommunication, West Bengal is not liable for any cost that might have been incurred by any bidder at the stage of bidding and he shall not indemnify any bidder for anything on any reason.

k) Bid opening Location:

Office of the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal, 3 Manik Bandyopadhyay Sarani, Tollygung, Kolkata 700 040.

l) Canvassing on the part of bidders is strictly forbidden.

m) For any clarification regarding the Specification of the Tender, bidders are requested to contact MTO of Telecommunication HQ. 3 Manik Bandyopadhyay Sarani, Tollygunj, Kolkata 700 040 during office hours of working days except Govt. holidays.

NB: Any inconsistencies in the descriptions of tender documents may be expeditiously brought to the notice of the Tendering authority.

n) Self-undertaking by the bidders/ vendors regarding non-blacklisting by any office, agency, and entity should be uploaded as per Annexure- V.

o) The financial bid should be submitted in a separate folder i.e. BOQ (Bill of Quantities).

p) Only downloaded copies of the NIT documents and BOQ are to be uploaded duly digitally signed by the bidders. If any bidder fails to produce the original hard copies of the documents like Completion Certificates of earlier work done or any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the bidders and action will be taken by the appropriate authority as per law of his discretion.

q) Conditional/incomplete bids will not be considered.

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GENERAL CONDITIONS OF CONTRACT (GCC):

- a) A bidder, after being accepted by the undersigned, shall be liable to fulfill the order for repair/maintenance work as per the list of items contained in Annexure I and as per the accepted rate for a period of one year from the date of award of contract (AOC) without any hike in the prices, whatever may be the circumstances.
- b) Bidders should clearly specify their office address within Kolkata including Phone/Mobile no, Fax No. / e-mail ID for the purpose of prompt communication in the event of urgency.
- c) Orders for the execution of proposed work/ supply order to be placed with the successful bidders will be valid after signing of the agreement (Annexure IV). The L1 bidder will have to complete the repair work within the stipulated time.
- d) It should be noted that the bidder / bidders will be selected purely on a "PROVISIONAL BASIS".
- e) Selected bidders will have to fulfill the order for repair work according to the work order placed to them either at a time or phase wise according to the necessity, failing which the bidding firm may be **blacklisted** with the forfeiture of the earnest money deposit.
- f) **WARRANTEE PERIOD:** Warranty period for each item should be minimum 1 Year from date of supply, where applicable.

MODALITIES FOR SUBMISSION OF BIDS ONLINE

Volume-I

(I) FORMS OF BID:

Technical proposal: The Technical proposal should contain scanned copies of the following in two covers (folders).

(a) Statutory Cover containing the following four documents to be uploaded accordingly

(1) NIT (2) EMD (3) AGREEMENT PAPER (as prescribed in ANNEXTURE-IV) (4) Checklist as prescribed in vol -II.

(b) Non-statutory Cover containing the following documents to be uploaded accordingly.

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Sl. No.	Category Name	Sub-Category Description	Detail(s)
A	Certificate(s)	Certificate(s)	GST, PAN, Latest P. Tax (Challan).
B	Company Detail(s)	Company Detail	Trade License of the Firm, Partnership Deed in case of Partnership firm, Incorporation Certificate if applicable, Society Registration certificate in case of Co-operative etc.
C	Credential	Credential - 1	Similar nature of work done & completion certificate, which is applicable for eligibility in this tender.
D	Returns	Income Tax	Last 3 Financial years of Income Tax i.e, for 2023-24,2024-25,and 2025-26. GST Return certificate for last 3 financial years i.e, for 2023-24,2024-25,and 2025-26.

NOTE: BLACK & WHITE SCAN, SINGLE FILE MULTIPAGE SCAN, DPI MAX 200-300.

Bidders will have to present original requisite documents in support of uploaded documents for verification, if asked for.

(II) BILL OF QUANTITIES (BOQ):

The bidders are to quote the rates in BOQ (Bill of Quantities). Bidders must quote the rates of all repair items as mentioned in Annexure I.

Only downloaded copies of the BOQ are to be uploaded and digitally signed by the bidder.

(III) STANDARD FORMATS: BID SECURITY, PERFORMANCE SECURITY, FORM OF AGREEMENT:

1. **EMD:** In the event of e-filing, the intending bidder may download the Tender documents from the Web Page Link “wbtenders.gov.in/nicgep/app” directly with the help of the Digital Signature Certificate. **Necessary Earnest Money of Rs. 5,000/- (FiveThousand) only** will have to be deposited by the bidder online in the way as described in Memorandum no. 3975-F(Y) dated 28.07.2016 of Finance Department, Audit Branch, Government of West Bengal.

Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents in support of their claim of such exemption of EMD must be uploaded in the EMD folder of Statutory bid documents.

Refund or settlement process of EMD will be as per Memorandum nos. 3975-F(Y) dated 28.07.2016 & 441-F(Y) dated 27.01.20220 of Finance Department, Audit Branch, Government of West Bengal.

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2. **Performance Security :** The selected Bidders may be called upon to deposit an amount of 1.5% of the total contract value of the items against each work order in favor of the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal as Performance Bank Guarantee of any nationalized bank and to execute an agreement of contract (As per Annexure IV) within 10 (ten) days from the date of issue of the work orders failing which the work order, so issued, may be treated as cancelled as well as the earnest money so deposited may be forfeited and the firm may be blacklisted. No interest would be paid on the Performance Bank Guarantee. The original copy of the Performance Bank Guarantee, if deemed necessary, should be deposited to Head Clerk, Police Office, West Bengal Police Telecommunication Head Quarters within 10 (ten) days from the date of issue of the work order. Payment will be released subject to the availability of funds as well as the completion of work as mentioned in the work order.

Performance Security (where applicable) will be valid up to 30 (Thirty) days from the date of receipt of all the articles against the of work orders.

3. **Award Of Contract (AOC) :**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Acceptance committee. Thereafter, an agreement will be signed in the prescribed format (Annexure IV) with admissible stamp duties, incorporating all clauses between the Tender accepting authority and the successful bidder/bidders.

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D) DOCUMENTS TO BE FURNISHED BY THE BIDDERS:

Sl. NO.	Items	Pl mark ✓		Page No.
		Yes	No	
1	Copy of NIT duly signed properly on each page			
2	Copy of PAN Card			
3	Copy of GST Registration Certificate			
4	Copy of Trade License			
5	Scan copy of the EMD document			
6	Last 3 financial years' returns of Income Tax & GST, i.e., for 2023-24, 2024-25 & 2025-26			
7	Completion Certificates / work orders received from Officers under Government of West Bengal for earlier work done against similar nature of work during last 3 Financial Years.			

Note. I. The bidders are requested to see that all of the above columns are marked.

II. If any of the information furnished above is found to be false, action will be initiated as per law according to the decision of the competent authority.

II) VALIDITY PERIOD:

The Validity period of the contract will be up to 01 (one) year from the date of AOC.


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Annexure – II

DECLARATIONS

Sir,

Having examined the Bid Documents of the e-Tender no.

I/We, hereby agree to execute an “Agreement of contract ” with West Bengal police Telecommunication HQ based on all the terms & conditions laid down in the Tender Notice No. _____ dated _____ in the event of being selected as a successful Bidder. I/We understand that you are not bound to accept the lowest or any bid you may receive.

I/We, _____, offer to complete the entire work in conformity with the Terms & Conditions laid down in the Tender Notice No. _____ dated _____ and would abide by the same terms and conditions throughout the period of validity of the contract.

We also understand that you have the right to revise the quantities and/or split the total order among the Bidders.

Signature with date:

Name & Address in block letters:

Seal of the Company:

Telephone no. of the Company :

Mobile No.

Annexure - III

Authorization letter in letterhead from Company for authorized signatory.

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Annexure - IV

AGREEMENT

AGREEMENT OF CONTRACT made on between the Home Department, Government of West Bengal, represented by the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal having its registered office at 3, M.B.Sarani, Tollygaunge, Kolkata 700040 hereinafter called the **FIRST PART**

AND

Shri/Smt./Miss _____ Son/daughter of _____ carrying on business under the name & style of M/s. _____ of _____, hereinafter called the **SECOND PART.**

WHEREAS the VENDOR has submitted a tender for the supply of Stationery/Printing/ Misc items at the prescribed/ accepted rate and as per prescribed standard/ quality/ specification to West Bengal Police Telecommunication HQ for the period from 01.04.2026 to 31.03.2027 according to the work order.

WITNESS and it is hereby agreed as follows: -

1. THAT the vendor shall supply the items as per the work order at the rate mentioned therein as well as duly the specified time period.
2. That the vendor shall if specifically called upon to do so, deposit performance bank guarantee @ 1.5% of the total value of works/supply order with the Addl. Director General & Inspector General of Police, Telecommunication , West Bengal, amounting to Rs. _____ (Rupees _____) only as security deposit for the fulfillment of the terms and conditions of this agreement.
3. If any vendor is specifically called upon to execute a performance guarantee in respect of any work/ supply order and if he fails to make performance bank guarantee, the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal or any Officer authorized on behalf, may at discretion forfeit the Earnest Money deposited with the tender and cancel the acceptance of the tender as well as black list the vendor.
4. If the vendor by any cause, requests for the additional time (beyond the stipulated time of supply of the materials within the period as mentioned in the work order) the period may be extended by the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal after his/ her satisfaction that reasonable grounds exist for such extension.

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5. All the terms and conditions of the TENDER NOTICE and work orders are binding on the Vendor.

6. If the vendor fails to comply with any of the Tender Clauses or if the material used is not up to the standard then the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal or any Officer authorized on behalf, may order the vendor to remove / replace such defective items at his own expense.

7. If the vendor fails to supply items as per terms and condition of the TENDER NOTICE and / or acceptance letter and / or contract of agreement and in accordance with the accepted samples, the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal or any Officer authorized on behalf, without any notice to the vendor forfeit the security deposit/ EMD and / or blacklist the vendor.

8. If the vendor fails to comply as per clause no. 1 or in an extended period as per clause no.4 hereinabove or if items supplied are not up to the prescribed standard, the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal or any Officer authorized on his behalf, without any prior notice to the vendor, may purchase elsewhere the items required and in the case of defective items the vendor shall at his own expenses replace such defective items. Any loss incurred by reason of the price paid for such item , above the accepted rate or any other loss or expense incurred by reason of default of the vendor, may be deducted from the security deposit/ EMD to be deposited by the vendor, else recovery of the same shall be made by due process of law. The vendor shall be liable for any loss which the Government may incur on account of the vendor.

9. Delivery of items shall not be taken in stock until such items have been inspected and considered to be fit for being accepted and taken into stock by the inspection/acceptance committee.

The mentioned terms and conditions arising out of the tender documents shall also be the part of the agreement.

This contract shall not be sublet or assigned either wholly or in part without the previous written permission of the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal or any Officer authorized on that behalf to any third party and on breach of this provision, the Addl. Director General of Police, Telecommunication, West Bengal or any other Officer authorized on that behalf may terminate the contract. The vendor shall have no claim for loss thereby resulting to him on any account whatsoever.

On any breach of the terms and conditions set forthwith in the instant tender documents by the vendor, the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal or any Officer authorized on that behalf may recover any

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loss sustained and may terminate the contract without any prior notice. The decision of the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal shall be final and binding on any question that may arise.

Annexure -V

UNDERTAKING REGARDING BLACKLISTING

[To be executed on Rs.10/- non Judicial Stamp paper and duly notarized]

I/we

Vendor/Partner / Sole Proprietor /firm (Strike out the word which is not applicable) do hereby declare and solemnly affirm that M/s _____ have not been blacklisted during the last 5 years by the Union or State Government or any undertakings/agencies under such Governments.

Blacklisted firms/ entities/ individuals are not directly or indirectly connected with or have any subsisting interest in the business of my/ our firm.

Deponent_____

Dated _____ Address _____

I do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my

knowledge and belief. No part of it is false and it conceals nothing.

Dated: _____

Deponent _____

E-Mail Address:

Signed and delivered for and on behalf of the Home Department, Government of West Bengal, by the Addl. Director General & Inspector General of Police, Telecommunication, West Bengal.

.....

AND

Signed and delivered for and on behalf Of the

In presence of the following witnesses.

- 1.
- 2.
- 3.