



**GOVERNMENT OF WEST BENGAL,  
OFFICE OF THE SUPERINTENDENT OF POLICE, PASCHIM MEDINIPUR.  
MIDNAPORE, DIST-PASCHIM MEDINIPUR, PIN-721101.**

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**NOTICE INVITING e-TENDER**

NIT NO. SP/WESTMDP/NIT07/2024-2025

Dated: 10-09-2024

e-Tender is invited by the Office of the Superintendent of Police, Paschim Medinipur for **Repairing Works of Govt. Vehicles and Motor Cycle for the F.Y 2024-2025** as mentioned in the table below from eligible, resourceful, bonafide and experienced firms/suppliers/vendors /manufacturers/companies/ authorised dealers or distributors/ traders/ individual contractors having sufficient credential and financial capability for execution of work of similar nature.

Sl. No.	Name of Work	Amount of Earnest Money Deposited (RS)	Type of Bid	Tender Opening Location	Contact Details
1	Repairing Works of Govt. Vehicles and Motor Cycle for the F.Y 2024-2025 in Paschim Medinipur District (Item 1 - 975)	Rs. 500/- (Rupees Five Hundred Only)			
2	Repairing Works of Govt. Vehicles and Motor Cycle for the F.Y 2024-2025 in Paschim Medinipur District (Item 976 - 1950)	Rs. 500/- (Rupees Five Hundred Only)	Two Bid system (Technical & Financial Bid)	Office of the Superintendent of Police, Paschim Medinipur, P.O. - Midnapore, P.S. - Kotwali, District - Paschim Medinipur, PIN - 721101 (W.B.)	Shri Tarun Kanti Biswas (Head Assistant) of Police Office, Paschim Medinipur, Mob. 8535914187 / 8918724227 on any working day & during normal office hours. (10.30 hrs. to 17.30 hrs.)
3	Repairing Works of Govt. Vehicles and Motor Cycle for the F.Y 2024-2025 in Paschim Medinipur District (Item 1951 - 2925)	Rs. 500/- (Rupees Five Hundred Only)			

4	Repairing Works of Govt. Vehicles and Motor Cycle for the F.Y 2024-2025 in Paschim Medinipur District (Item 2926 - 3900)	Rs. 500/- (Rupees Five Hundred Only).			
5	Repairing Works of Govt. Vehicles and Motor Cycle for the F.Y 2024-2025 in Paschim Medinipur District (Item 3901 - 4875)	Rs. 500/- (Rupees Five Hundred Only).	Two Bid system (Technical & Financial Bid).	Office of the Superintendent of Police, Paschim Medinipur, P.O. - Midnapore, P.S. - Kotwali, District - Paschim Medinipur, PIN - 721101 (W.B.)	Shri Tarun Kanti Biswas (Head Assistant) of Police Office, Paschim Medinipur, Mob. 8535914187 / 8918724227 on any working day & during normal office hours. (10.30 hrs. to 17.30 hrs.)
6	Repairing Works of Govt. Vehicles and Motor Cycle for the F.Y 2024-2025 in Paschim Medinipur District (Item 4876 - 5850)	Rs. 500/- (Rupees Five Hundred Only).			
7	Repairing Works of Govt. Vehicles and Motor Cycle for the F.Y 2024-2025 in Paschim Medinipur District (Item 5851 - 6825)	Rs. 500/- (Rupees Five Hundred Only).			
8	Repairing Works of Govt. Vehicles and Motor Cycle for the F.Y 2024-2025 in Paschim Medinipur District (Item 6826 - 7800)	Rs. 500/- (Rupees Five Hundred Only).	Two Bid system (Technical & Financial Bid).	Office of the Superintendent of Police, Paschim Medinipur, P.O. - Midnapore, P.S. - Kotwali, District - Paschim Medinipur, PIN - 721101 (W.B.)	Shri Tarun Kanti Biswas (Head Assistant) of Police Office, Paschim Medinipur, Mob. 8535914187 / 8918724227 on any working day & during normal office hours. (10.30 hrs. to 17.30 hrs.)
9	Repairing Works of Govt. Vehicles and Motor Cycle for the F.Y 2024-2025 in Paschim Medinipur District (Item 7801 - 8148)	Rs. 500/- (Rupees Five Hundred Only).			
10	Repairing Works of Govt. Vehicles and Motor Cycle for the F.Y 2024-2025 in Paschim Medinipur District (Item 8149 - 8979)	Rs. 500/- (Rupees Five Hundred Only).	Two Bid system (Technical & Financial Bid).	Office of the Superintendent of Police, Paschim Medinipur, P.O. - Midnapore, P.S. - Kotwali, District - Paschim Medinipur, PIN - 721101 (W.B.)	Shri Tarun Kanti Biswas (Head Assistant) of Police Office, Paschim Medinipur, Mob. 8535914187 / 8918724227 on any working day & during normal office hours. (10.30 hrs. to 17.30 hrs.)

The detailed e-tender document can be downloaded from <http://wbenders.gov.in> Bidders have to submit their bid correctly duly digitally signed in this portal online. Necessary link may also be followed at District Police Official website.

#### 1. Important Date and Time schedule:

Sl. No.	Activity	Date & Time
1	<b>Publishing Date (online)</b>	11-09-2024 at 18.30 hrs.
2	<b>Document Download Start Date (online)</b>	11-09-2024 at 18.45 hrs.
3	<b>Bid submission start Date (online)</b>	11-09-2024 at 18.50 hrs.
4	<b>Bid submission closing Date (online)</b>	01-10-2024 at 16.00 hrs.
5	<b>Technical Bid opening Date</b>	05-10-2024 at 11.00 hrs.
6	<b>Date of submission of original print out (hard copy) of bid Documents, duly signed by authorized signatory of the bidder in sealed cover, to the office</b>	05-10-2024 at 11.30 hrs.
7	<b>Uploading of final list of Technically qualified bidders</b>	To be notified later.
8	<b>Financial Bid opening Date</b>	To be notified later.

Intending Tenderers / Vendors desirous of participating in the tender have to log on to the website <http://wbenders.gov.in> for the tender. The tender can be searched by typing [wbenders.gov.in](http://wbenders.gov.in) of the search engine provided in the website.

Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) in the name of person who will sign the tender, from any authorized Certifying Authority (CA) under CCA, Govt. of India (viz. Safar crypt, e-Mudra). DSC is given as USB e-token. After obtaining the Class 3 Digital Signature Certificate (DSC) from the approved Certifying Authority they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

Tenders are to be submitted online and intending bidders are to download the tender documents from the website stated above, directly with the help of the e-token provided. This is only mode of collection of tender documents, details of submission procedure are given in "Instructions to Bidders". Any subsequent notices/circulars/corrigendum related to this e-Tender shall be uploaded in the same portal as mentioned above. Bidders are requested to check the portal regularly for this purpose.

#### 2. Instruction to Bidders

- **Earnest Money:** EMD of Rs. 500.00 (Rupees Five Hundred) only for each e-Tender 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.

##### 1. Login by bidder:

- 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 <http://wbenders.gov.in> using his login ID and password.
- He 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:-
  - Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
  - RTGS/NEFT in case of offline payment through bank account in any Bank.

##### 2. 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.

**3.1 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' 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 financial bid is uploaded to the e Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the L1 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.

3.2 Intending bidders desiring to participate in the tender are to log on to the website <http://wb.tenders.gov.in> for the tender. The tender can be searched by typing **Superintendent of Police, Paschim Medinipur** in the search engine provided in the website.

• **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://wb.tenders.gov.in>. Submission of Technical Bid and Financial Bid should be done as per Time Schedule stated in Page No 04.
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/- 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 Vehicles and Motor Cycle Parts Repairing Works) at any stage of procurement process, the acceptance of the selected firm and / or Repairing 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 this regard, The Superintendent of Police, Paschim Medinipur reserves the right to select the second lowest (L2) tender for Vehicles and Motor Cycle Parts Repairing of the tendered item. The decision taken by Tender Inviting Authority in the matter will be treated as final 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.
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 othercharges, if any.
8. The valid and correct rate other than Rs. 0.00 (Zero) must be quoted for all items mentioned in BOQ. Rs. 0.00 (Zero) will not be treated as valid rate.
9. Successful immediate and experienced firms/ manufacturers/ companies/ authorized dealers or distributors /dealers/ individual contractors having sufficient amount of similar nature of work within loc. 03.(Three) years under the Police Establishment. Also having working experience under LWE affected area in West Bengal not less than 03(Three) years.
10. The Tender Inviting Authority may verify the articles / items to be Vehicles and Motor Cycle Parts Repairing works, if found necessary, before issuance of the order and the order will not be issued in favor of the bidder if it is found on verification that such items are not satisfactory.
11. After issuance of order of Vehicles and Motor Cycle Parts Repairing works, the bidder shall has to install the desired Vehicles and Motor Cycle Parts Repairing works items as per order and specification and at the site mention in the order within 24 hrs. from the date of issuance of Order.
12. After issuance of Vehicles and Motor Cycle Parts Repairing works Order, if found, any Vehicles and Motor Cycle Parts Repairing works items are not as per the desired specifications as sought for in the Tender Notice or defective then the bidder shall have to replace it with in 12(Twelve) hours from the intimation time.
13. The Bidders shall arrange for all means of transportation and expert charge without claiming any extra payment from the Department.
14. Bids shall remain valid for a period of 180 days from the date of opening of Tenders Bid. If the bidders withdraw the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith assigning any reason thereof. No interest on the deposited earnest Money shall be paid.
15. Any conditional bidding will not be accepted.
16. The earnest money is liable to be forfeited if the bidder fails to fulfil any of the tendered conditions.
17. All requisite documents shall invariably be submitted.
18. Failure to comply with any of the above instructions will disqualify of bidder from participating in the tender.
19. The Superintendent of Police, Paschim Medinipur 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 fulfil the conditions of the contract.
20. The Superintendent of Police, Paschim Medinipur reserves the right to reject the lowest tender or any tender, if required, without assigning any reason thereof.
21. The Tender Inviting Authority may verify the original credentials & other original documents as uploaded in e-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 bidder 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.

22. This contract shall not be sublet either wholly or in part without the prior written permission of the Superintendent of Police, Paschim Medinipur and for breach of this provision, Superintendent of Police, Paschim Medinipur 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.

**23. Submission of Hard Copies -**

Self-attested hard copies of uploaded documents should be submitted in a sealed envelope in the Tender Box in the Superintendent of Police, Paschim Medinipur 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 / her tender will not be opened and his / her bid may be rejected at the discretion of the Tendering Authority.

**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 Documents	Certificates	1. PAN Card. 2. Last 03 (Three) Year Income Tax Return Acknowledgement. 3. F.Y. 2023-24 & 2024-25 P.Tax Deposit Challan & Payment Certificate. 4. GST Registration Certificate & Last month Return Acknowledgement Copy.
B.	Company Details	Company Details-I	1. Proprietorship Firm (Trade License for the year 2024-25). 2. Partnership Firm (Partnership Deed, Trade License for the year 2024-25). 3. Company (Certificate of Incorporation/ AOA/ MOA) 4. Society Registration Copy. 5. Power of attorney.
C.	Credential	Credential - 1	Similar nature of work done Completion Certificate / Payment Certificate within last 03 (Three) years under the Police Department, which is applicable for eligibility.
D.	Credential	Credential - 2	Working experience certificate within last 03 (three) years under LWE affected area.
E.	Declaration	Declaration	Declaration / Affidavit on Non Judicial Stamp Paper of Rs. 10/- (Annexure - II)
F.	Others	Others	APPLICATION FOR TENDER (Annexure - I)

**1. Opening of Technical Bid:**

Technical bid will be opened by the Superintendent of Police, Paschim Medinipur or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

**2. Financial Bid:**

Rates 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., if any, will be made at source in accordance with the existing rules/orders.

**Payment will be done as per final measurement of Vehicles and Motor Cycle Parts Repairing works.**

**ANNEXURE – I  
APPLICATION FOR TENDER**

To  
The Superintendent of Police  
Paschim Medinipur  
P.O. - Midnapore,  
P.S. - Kotwali,  
PIN - 721101

**Tender Reference NIT NO. SP/WESTMDP/NIT07/2024-2025 Dated: 10-09-2024**

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

I/We now offer to **Vehicles and Motor Cycle Parts Repairing works** and/ or services in conformity with your above refereed documents for the sum, as shown in the price schedule/bill of quantity attached hereby and made part of this bid.

I/We hereby declare that the data 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 **Vehicles and Motor Cycle Parts Repairing works** or service as per the specification, in accordance with the delivery schedule and terms and conditions, including amendments/corrigendum etc. if any.

I/We have no objection if you procure articles from bidders other than L1 bidders @ L1 rate, as per your necessity.

I/We have no objection if you split the total quantity of the items to be procured among two or more bidders in the tender process.

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.

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.

Given, herewith, if any deviation found according the specification at any stage, the authority reserves the right to cancel the total and or part of the work with forfeiting the EMD submitted for this e-Tender.

.....  
**SIGNATURE OF THE TENDERER WITH OFFICE SEAL.**

**ANNEXURE II**

**Draft Affidavit Proforma-**

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

I/We, Sri/Smt.....

The Supplier/Vendor/Proprietor (etc.) of the Firm.....

(Name of the firm) At (address).....

P.O..... P.S..... District ..... do hereby solemnly affirm and declare as follows:-

1. That, I/we have not ever been convicted of any offence making myself liable to be disqualified to Repairing Works of **Govt. Vehicles and Motor Cycle for the F.Y 2024-2025** to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That, no case is pending against me/us or against my/our firm **Vehicles and Motor Cycle Parts Repairing works** to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
3. All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this Tender is complete, correct and true.
4. All documents / credentials submitted along with this Tender are genuine, authentic, true and valid.
5. That, I/we declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me/us cancelled and make me liable for penal/legal action as per law of the county.
6. That I/We also declare that the individual firm/ companies M/s \_\_\_\_\_ have not been blacklisted during last 05 (Five) years by the Union or State Government and the individual/firm/companies blacklisted by the Union or State Governments or any partner or shareholder thereof are not directly or indirectly connected with or has any subsisting interest in business of my firm.

Deponent \_\_\_\_\_

Date \_\_\_\_\_

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 \_\_\_\_\_



Copy forwarded to:

1. The Inspector General of Police (O), West Bengal Police Directorate, Bhabani Bhawan, Alipore, Kolkata – 27.
2. The Inspector General of Police (Mod & Cord.), WB.
3. The Deputy Inspector General of Police, Midnapore Range, Paschim Medinipur.
4. Sabhadhipati, Zila Parishad, Paschim Medinipur.
5. The District Magistrate, Paschim Medinipur.
6. All Superintendent of Police/Superintendent of Railway Police/Commandant of West Bengal.
7. Director of Information & Cultural Affairs, WB, 'NABANNA', Howrah.  
-for information and arrange to publish the NIT in "ABRIDGED" Form in one leading Bengali Daily Newspaper and one leading English Daily Newspaper, display in Notice Board and Website for wide circulation.
8. Treasury Officer, Midnapore, Paschim Medinipur.
9. Office Notice Board.

=== For displaying in their office Notice Board for wide circulation.

Sd/-  
Superintendent of Police,  
Paschim Medinipur