



Government of West Bengal
Office of the Superintendent of Police
Raiganj Police District



NOTICE INVITING TENDER NO. 02/58 RAIGANJ RD

Memo. No.: 19987/E

Dated: 22-11-2023

Superintendent of Police, Raiganj Police District invites e-tender (two cover system) for the work detailed in the table below. (Submission of Bid through online).

1)List of schemes:

Name of the Scheme/Project	Project Cost (in Rs.)	Earnest Money (in Rs.)	Time allowed for completion
Renovation of Toilet and Store attached to Pavilion at Police Line Parade Ground at Raiganj Police District	Rs. 4,83,652=00	Rs. 10,000=00	The work should be completed within 45 days from the date of issuance of work order.

2)A) In the event of e-filling, intending bidder may download the tender documents from the website; <http://wbttenders.gov.in> directly with the help of Digital Signature Certificate. Necessary cost of the Earnest Money should be remitted through Demand Draft, issued from any nationalized bank, approved by the RBI list, in favour of the "Superintendent of Police, Raiganj Police District" and it is to be documented through e-filling.

B) Demand Draft Scan copy should be uploaded for Earnest Money Deposit (EMD). The original Demand Draft, against Earnest Money Deposit (EMD) should be submitted physically to the office of the undersigned under sealed cover on or before 01-12-2023 up to 17.00 hours, mentioned in NleT.

C) Both Technical bid and Financial Bid are to be submitted in technical folder and in financial folder respectively duly digitally signed in the website; <http://wbttenders.gov.in>

D) Both technical bid and financial bid should be submitted on line on or before 01-12-2023 at 17-00 hrs.

E) The FINANCIAL BID of the prospective tenderer will be considered only if the TECHNICAL BID of the tenderer found qualified by the Tender Acceptance Committee of Superintendent of Police, Raiganj Police District. The decision of the Superintendent of Police, Raiganj Police District will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the above noted website and also in the notice board of the office of the Superintendent of Police, Raiganj Police District on the scheduled date and time, as mentioned in NleT.

3) Important Informations:

Date and Time schedule

SL NO	Activity	Date & Time
1	Date of uploading of NleT documents (online) (publishing date) .	22-11-2023
2	Documents downloading start date (online).	22-11-2023
3	Documents downloading end date (online).	01-12-2023
4	Bid submission start date (online).	22-11-2023
5	Bid submission closing date (online).	01-12-2023 at 17-00hrs.
6	Last date of submission of Earnest Money that will be Deposited (Offline)	01-12-2023 up to 17-00 hrs.
7	Bid opening date for Technical proposal (online).	04-12-2023
8	Original document verification date (offline)	05-12-2023
9	Uploading of Technical Bid Evaluation sheet.	To be notified later
10	Bid opening date for financial proposal (online)	To be notified later
11	Uploading of Financial Bid Evaluation Sheet	To be notified later

4) Bid Opening

Office of the
Superintendent of Police
Raiganj Police District.

5) Earnest money:-

The Earnest money is to be submitted in the form of Demand Draft, issued from any nationalized bank, approved by the RBI list, drawn in favour of the "Superintendent of Police , Raiganj Police District ". At the time of uploading e-tender, the intending bidder should upload a scanned copy of Demand Draft.

However, such Demand Draft shall invariably have to be deposited by the intending bidder on or before the time fixed. Any tender, without such Demand Draft, shall be treated as informal and the tender shall automatically stand cancelled.

After opening of tender, the E.M.D shall be duly returned to the unsuccessful tenderer within 1(one) month.

In the event, upon being successful, if the lowest bidder refuses to supply the articles, the E.M.D shall stand forfeited.

6) The intending tenderers must quote the rate through online. No offline tender will be accepted.

7) During the scrutiny, if it comes to the notice of the undersigned that the credential(s) and / or any other paper(s) of any bidder has/ have been found incorrect /manufactured / fabricated, the said bidder will not be allowed to participate in the tender and that application will be out rightly rejected.

8) **The intending bidder is required to quote the rate, as estimate, with the total project cost rate, mentioned in B.O.Q, as it is uploaded in Financial folder.**

9) Conditional/ incomplete tender will not be accepted.

10) The accepting authority reserves the right to reject or accept any or all the tenders without assigning any reason whatsoever and the authority will not be bound to accept either the lowest tender or any of the tenders, submitted by the tenderers .

11) Successful bidder will have to produce all the documents in original for verification, prior to issuance of Work Order.

INSTRUCTION TO BIDDERS :-

General guidelines for e-Tendering :-

12) Instructions / Guidelines for tenders for electronic submission through online system, have been annexed, for assisting the contractors to participate in e-Tendering.

13) Registration of Contractor

Any Contractor, willing to take part in the process of e-Tendering, will have to be enrolled & registered, with the Government e-procurement system, through logging on to <https://wbtenders.gov.in>.

14) **Technical Proposal**

The Technical Proposal should contain scanned copies of the original certificates (Tender documents) in two folders as it is mentioned in the respective folders only and to up load within stipulated time.

A) **Eligibility Criteria**

i. **In Certificate folder :-**

- **PAN Card**
- **GST Certificate**
- **Valid and up to date Professional Tax deposit certificate**
- **Income Tax Return Acknowledgement receipt**
- **Voter I Card**

ii. **In Company Details :-**

- **Trade License of Proprietorship Firm**
- **Registered Deed of Partnership Firm, if applicable**

iii) **In Credential folder:-**

- a) **Credential for satisfactory completion of similar nature of work and completion certificate which is applicable for eligibility.**

iv) **In Declaration folder:-**

- **The tenderer should disclose if there is any pending litigation upon the firm, which may have implications on the liquidity of the firm.**
- **The tenderer would have to disclose if they are black-listed by any Govt. /semi Govt. / autonomous bodies / PSUs Dept. etc.**

v) **In Technical folder:-**

Tender Form (properly download, digitally signed on both the pages should be uploaded without quoting rate), NleT (properly downloaded, digitally signed and uploaded), ITB (properly downloaded, digitally signed and uploaded), Demand Draft towards EMD as prescribed in NleT against the work in favour of "Superintendent of Police, Raiganj Police District" are to be submitted. In case of quoting any rate in Tender Form, the tender is liable to be summarily rejected.

15) **Opening of Technical proposal:-**

Technical proposals will be opened by the Superintendent of Police, Raiganj Police District and/ or the authorized representative of the Superintendent of Police, Raiganj Police District electronically from the website, mentioned above using their Digital Signature Certificate.

Intending tenderers may remain present if they so desire.

16. Financial proposal:-

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the total project cost online, through Computer in the space marked for quoting rate in the BOQ.

17. Only downloaded copies of the above documents and Digital Signature of the contractor are to be uploaded (virus scanned)

18. TERMINATION Risk and Cost and Agreement. If the tenderer fails to execute the work as per work order/agreement/contract, necessary penal action will be applied as per the terms and condition. The agreement shall be executed through Letter of Acceptance (L.O.A).

Termination of a contract is liable, on following grounds:-

(a) If the agency fails to execute the work at the contract rate or refuses to execute the work as mentioned in schedule of work within the scheduled date and time, the authority shall have the right to terminate the contract with the tender, at any time, within 24 (Twenty Four) hours notice, for termination and in that case, the earnest money, deposited by the tenderer shall be forfeited.

(b) Incomplete submission of tender/bids.

(c) In the event of willful negligence, refusal of the terms, non performance of the contract.

(d) In case of suppression of facts or wrongful submission of credentials, enquiry will be held and the contract will be liable for termination, legal action will be taken against the tenderer and earnest money will be forfeited.

19. Dispute Settlement:

In the event of any dispute by and between the The Superintendent of Police, Raiganj Police District and the tenderer, the decision of The Superintendent of Police, Raiganj Police District shall be final and binding.


**Superintendent of Police
Raiganj Police District**