



GOVERNMENT WEST BENGAL
Office of the Howrah Police Commissionerate
28, Nityadhan Mukherjee Rd, Howrah
Email ID: policeofficehpc@gmail.com



Memo No: 974-12

Date: 25/02/25

E-TENDER NOTICE

E-Tender is invited by The Howrah Police Commissionerate from bonafide Firms / Agencies for supply of spare parts to this office for the use of different type of Government vehicles of Motor Transport Section, Police Headquarters, WBPD 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)	01.03.2025 at 10.30 A.M
2	Tender documents download start date (Online)	01.03.2025 at 11.00 A.M
3	Bid proposal submission start date (Online)	01.03.2025 at 11.30 A.M
4	Bid proposal submission end date (Online)	15.03.2025 at 16.00 P.M
5	Bid opening date for Technical bid (Online)	17.03.2025 at 16.00 P.M
6	Date of uploading list for Technically Qualified Bidder (Online)	Online, to be intimated later on
7	Date & Place for opening of Financial Proposal (Online)	Online, to be intimated later on
8	Verification of sample	04.03.2025 & 05.03.2025 at 14:00 P.M to 17:00 P.M

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 : 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.

SECTION I :- REQUIREMENTS

Supply of spare parts to this office for the use of different type of Government vehicles of Motor Transport Section, Police Headquarters, Alipore, WBPD.

SECTION II : EMD

SL NO	Particulars	EMD Amount
01.	Supply of spare parts	Rs. 15,000/- (Rupees Fifteen Thousand only)

- Registered SSI units participating in Govt. tenders are eligible for exemptions from payment of EMD and Security Deposit under Rules 47 (A) and 47 (B) (7) of WBFR, VOL – I, read with Finance Dept. Notification No. 10500–F date. 19.11.2004 and its clarification vide Memo No. 4245-(Y) dated 20.05.2013.
- The amount of EMD to be submitted shall be Rs. 15,000.00/- (Rupees Fifteen Thousand only).
- Security Deposit to be deposited as per rule and order of the Government.

SECTION III : General Instruction to the bidders

Technical Proposal

Technical Bid shall contain the following documents :

- Application to participate in e- tender as per Section V : Tender Application Form
- Technical Documents
- Scanned Copy of EMD Exemption, if any

and

SL NO.	Category Name	Details
01.	Certificate (s)	PAN, Professional Tax Registration, / any challan deposit Financial Year 2024-25 GST Registration along with copy of last return filed. Trade License (Valid)
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 one for last 3 years on same nature of work 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.

3. 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://wbttenders.gov.in> and the least / offer price including all taxes and costs must be quoted against each item(s).

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 document

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 hereby confirmed.

I / We now offer to supply and deliver the goods and / or services in conformity with your above refereed 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 ant 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 or 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 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 VI

The E-Tender will be valid till up to 02 Year (from the date of AOC) and to be renewed every year by the competent authority if found satisfactory.

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

Delivery must be done within 12:00 hrs. (In case of official urgency, agencies must have the capacity to supply items 03:00 hrs. prior intimation) from the date and time of issue of supply order, failing which the e tender agreement will be liable to cancelled.

- Note :**
- 1) Bidders must register on the procurement portal before submitting tenders.
 - 2) Corrigendum, if any will be published on the website.
 - 3) In case the lowest tendered amount of two or more contractors is same, draw a lot will decide the lowest bidder.


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