GOVERNMENT OF WEST BENGAL

Office of the Superintendent of Police

Government Railway Police, Kharagpur

At- Kharagpur, Dist – Paschim Medinipur, Pin – [illegible]

Phone – [illegible]

Email – [illegible]

NOTICE INVITING e-TENDER

NIT No. [illegible] *Dated: [illegible]*

Memo No. [illegible] *Dated: [illegible]*

Separate tenders are invited *by the Superintendent of Police, Government Railway Police, Kharagpur for Supply of Miscellaneous Articles / Items, Stationery Articles / Items, Xerox & Printing Articles / Items, Furniture Articles / Items & Computer Articles / Items, as mentioned in the table below through e-tendering from eligible, resourceful, bonafide and experienced firms / manufacturers / companies / authorized dealers [illegible]*

Intending bidders desiring to participate in the tender are to log on to the Website – http://wbtenders.gov.in for the tender. The tender can be searched by typing Superintendent of Police, Government Railway Police, Kharagpur in the search engine provided in the website.

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List of Forms & Printing Articles for the financial year 2025-26		
1	[illegible]	[illegible]
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List of Stationery Articles for the financial year 2025-26

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List of Furniture Articles for the financial year 2023 - 24		
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48	[illegible]	[illegible]
49	[illegible]	Rate / Pc
50	[illegible]	Rate / Pc
51	[illegible]	Rate / Pc
52	[illegible]	Rate / Pc
53	[illegible]	Rate / Pc
54	[illegible]	[illegible]
55	[illegible]	[illegible]
56	[illegible]	Rate/Pc
57	[illegible]	[illegible]
58	[illegible]	[illegible]

List of Computer Articles for the financial year 2025-26

Sl.No	Name of Article	Rate
1	[illegible]	Rate Per Pc
2	[illegible]	Rate Per Pc
3	[illegible]	Rate Per Pc
4	[illegible]	Rate Per Pc
5	[illegible]	Rate Per Pc
6	[illegible] (All in one)	Rate Per Pc
7	[illegible] (All in one)	Rate Per Pc

4	[illegible]	[illegible]
5	[illegible]	[illegible]
10	[illegible]	[illegible]
11	[illegible]	[illegible]
12	[illegible]	[illegible]
	Printer Repair	
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	Printer Cartridge	
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Computer Cartridge Refilling		
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Printer Head		
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8	TVS MSP 250 [illegible]	Rate for Pc
Printer power cord		
1	Epson LX - 300+	Rate for Pc
2	TVS MSP 455 Champion	Rate for Pc
4	TVS [illegible] 2038	Rate for Pc
5	Canon LBP 2900	Rate for Pc
6	TVS MSP 250 [illegible]	Rate for Pc
7	HP Deskjet - 1050	Rate for Pc
8	HP LaserJet 1020	Rate for Pc
9	HP LaserJet M1005 MFP	Rate for Pc
10	HP LaserJet [illegible]	Rate for Pc
CPU Spare Parts		
1	Mother Board [illegible]	Rate for Pc
2	Mother Board [illegible]	Rate for Pc
3	Mother Board [illegible]	Rate for Pc
4	SMPS [illegible] Power Supply [illegible]	Rate for Pc
5	RAM - 1GB	Rate for Pc
6	RAM - 2GB	Rate for Pc
7	RAM - 4GB	Rate for Pc
8	RAM - 8GB	Rate for Pc
9	Processor - i3	Rate for Pc
10	Processor - i5	Rate for Pc
11	Processor - i7	Rate for Pc
12	DVD ROM	Rate for Pc

13	[illegible]	[illegible]
14	[illegible]	[illegible]
15	[illegible]	[illegible]
16	[illegible]	[illegible]
17	[illegible]	[illegible]
18	[illegible]	[illegible]
19	[illegible]	[illegible]
20	[illegible]	[illegible]
21	[illegible]	[illegible]
22	[illegible]	[illegible]
23	[illegible]	[illegible]
24	[illegible]	[illegible]
25	[illegible]	[illegible]
26	[illegible]	[illegible]
27	[illegible]	[illegible]
28	[illegible]	[illegible]
29	[illegible]	[illegible]
30	[illegible]	[illegible]
31	[illegible]	[illegible]
32	[illegible]	[illegible]
33	[illegible]	[illegible]
34	[illegible]	[illegible]
35	[illegible]	[illegible]
CPU Spare Parts Repair/Replace		

1	[illegible]	[illegible]
2	[illegible]	[illegible]
3	[illegible]	[illegible]
4	[illegible]	[illegible]
5	[illegible]	[illegible]
6	[illegible]	[illegible]
7	[illegible]	[illegible]
8	[illegible]	[illegible]
9	[illegible]	[illegible]
10	[illegible]	[illegible]
11	[illegible]	[illegible]
12	[illegible]	[illegible]
13	[illegible]	[illegible]
14	[illegible]	[illegible]
15	[illegible]	[illegible]
16	[illegible]	[illegible]
17	[illegible]	[illegible]
18	[illegible]	[illegible]
19	[illegible]	[illegible]
20	[illegible]	[illegible]
21	[illegible]	[illegible]
22	[illegible]	[illegible]
23	[illegible]	[illegible]
24	[illegible]	[illegible]

[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
UPS Cost		
1	[illegible]	[illegible]
2	[illegible]	[illegible]
3	[illegible]	[illegible]
UPS Repair		
1	[illegible]	[illegible]
1	[illegible]	[illegible]
2	[illegible]	[illegible]
4	[illegible]	[illegible]
3	[illegible]	[illegible]
4	[illegible]	[illegible]
1	[illegible]	[illegible]
Modem		
1	[illegible]	[illegible]

1	[illegible]	[illegible]
	Scanner	
1	[illegible]	[illegible]
2	[illegible]	[illegible]
3	[illegible]	[illegible]
4	[illegible]	[illegible]
5	[illegible]	[illegible]
6	[illegible]	[illegible]
	Monitor	
1	[illegible]	[illegible]
2	[illegible]	[illegible]
3	[illegible]	[illegible]
4	[illegible]	[illegible]
	Other Accessories	
1	[illegible]	[illegible]
2	[illegible]	[illegible]
3	[illegible]	[illegible]
4	[illegible]	[illegible]
5	[illegible]	[illegible]
6	[illegible]	[illegible]
7	[illegible]	[illegible]
8	[illegible]	[illegible]
9	[illegible]	[illegible]
10	[illegible]	[illegible]

13	[illegible]	[illegible]
14	[illegible]	[illegible]
15	[illegible]	[illegible]
16	[illegible]	[illegible]
17	[illegible]	[illegible]
18	[illegible]	[illegible]
19	[illegible]	[illegible]
20	[illegible]	[illegible]
21	[illegible]	[illegible]
22	[illegible]	[illegible]
23	[illegible]	[illegible]
24	[illegible]	[illegible]
25	[illegible]	[illegible]
	Stabilizer	
1	[illegible] Voltage Stabilizer	[illegible]
2	[illegible] Voltage Stabilizer	[illegible]
3	[illegible] Voltage Stabilizer	[illegible]
	Printer Price	
1	HP Laser Jet [illegible]	[illegible]
2	HP Laser Jet [illegible]	[illegible]
3	HP Laser Jet [illegible]	[illegible]
4	[illegible]	[illegible]
	Printer Repair	
1	HP Laser Jet [illegible]	[illegible]
2	HP Laser Jet [illegible]	[illegible]
3	HP Laser Jet [illegible]	[illegible]
4	HP Laser Jet [illegible]	[illegible]
5	[illegible]	[illegible]
6	Image Class [illegible] (Canon)	[illegible]
	Printer Cartridge	
1	HP Laser Jet [illegible]	[illegible]
2	HP Laser Jet [illegible]	[illegible]
3	HP Laser Jet [illegible]	[illegible]
4	HP Laser Jet [illegible]	[illegible]
5	Image Class [illegible] (Canon) [illegible]	[illegible]

Computer/Cartridge Refilling		
1	[illegible]	[illegible]
2	[illegible]	[illegible]
3	[illegible]	[illegible]
4	[illegible]	[illegible]
Printer Head		
1	[illegible]	[illegible]
2	[illegible]	[illegible]
MONITOR		
1	[illegible]	[illegible]
2	[illegible]	[illegible]
3	[illegible]	[illegible]
4	[illegible]	[illegible]

5. <u>Instruction to Bidders</u>

5.1 **General guidance:** *EMD of Rs. [illegible] (Rupees [illegible] only) must be submitted through online. Online receipt and refund of EMD of e-procurement through State Government e-Procurement portal. The following procedure is to be adopted for deposit of EMD/ Bid Security/ Tender Fee related to e-Procurement of the State Government departments.*

A. Login by Bidder: -

a) 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 https://wbtenders.gov.in using his login ID and password.

b) He will select the tender to bid and initiate payment of pre-defined EMD/ Tender Fee for that tender by selecting from either of the following payments modes:

i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;

ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

B. 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 Fee.

e. If the transaction is failed, the bidder will again try for payment by going back to the first step.

b) 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. [illegible] Road, [illegible] for collection of EMD/Tender Fee.

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.

II) Refund/Settlement Process

1. 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.

2. 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.

3. 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 L1 bidder shall not be refunded till the LOI process is successful.

b. If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L1 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.

c. As refunds will be made mandatorily to the bank A/C from which the payment of EMD & Tender fees (if any) were initiated.

2.2 Intending bidders desiring to participate in the tender are to log in to the website https://wbtenders.gov.in for the tender. The tender can be searched by typing **Superintendent of Police, Government Railway Police, Kharagpur** *in the search option provided in the website.*

2.3 Bidders willing to take part in the process of e-Tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Government of India (viz. NIC, nCode Solution, Safescrypt, e-Mudhra, TCS, MTNL, IDRBT). DSC is given as a USB Token. After obtaining the Class II or Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificate through the registration system available 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 https://wbtenders.gov.in. Submission of Technical Bid and Financial Bid should be done as per Time Schedule stated in Sl.No. 17*

1. *The Financial Offer of the prequalified 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 binding in this respect.*

3. *The bidder should not have been blacklisted by any Central / State Government / Public Sector undertaking for the similar kind of work and for any other cause and such bidder should not have been convicted of any criminal offence or resorted to professional misconduct or making false statement or misrepresentation as to their qualification. An undertaking in this regard should be submitted by the bidder in form of Declaration in 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 similar kind of works or any other kind of work at any time and conditions at any stage of procurement process, the acceptance of the selected firm and the supply 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, Government Railway Police, Kharagpur reserves the right to select all the technical lowest (L1) vendor for execution of the awarded works. The decision taken by Tender Inviting Authority in this matter will be treated as final and binding in this regard.*

4. *Financially healthy and experienced firms/ manufacturers/ companies/ authorized dealers or distributors or skilled individual contractors having sufficient credentials of similar nature of work within last 03 (Three) years under the Police Department.*

5. *Before submitting tender, the intending bidders 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 respects and no claim whatsoever will be entertained on this account afterwards.*

6. *The documents submitted by the bidders should be properly indexed and legibly signed.*

7. *The rates quoted should be inclusive of all taxes including GST if any and other charges, if any.*

8. *The rate [illegible] Rs. 0.00 (Zero) [illegible] to be quoted for all items mentioned in BOQ. Rs. 0.00 (Zero) will not be treated as valid rate.*

9. *The Bidders shall not claim for any extra cost of transportation [illegible] any extra payment from the Department.*

10. *All the supplied of Articles / items must be of superior quality, durable and should be followed the detail specifications as mentioned in the table above. The Tender Inviting Authority may verify the articles / items to be supplied, if found necessary, before issuance of the work order and the work order will not be issued in favour of the bidder if it is found on verification that such items are unsatisfactory.*

11. *After issuance of Work Order, the bidder shall have to supply the articles at the office of The Superintendent of Police, Government Railway Police, Kharagpur within 07 (Seven) days from the date of issuance of Work Order. It is pertinent to be mentioned herein that in case of any official urgency, the bidder must have the capability to deliver or supply those at very higher within 03 (three) days from the date of issuance of work order / supply order.*

12. *After issuance of Work Order, if found, any supplied items are not as per the detailed specifications as sought for in the Tender notice or defective then the bidder shall have to replace those within 24 (Twenty Four) hours from the intimation time.*

13. *The Bids remain valid for a period of 180 days from the date of opening of Financial Bid. If any bidder withdraws the bid during the period of bid validity etc.*

earnest money so deposited will be forfeited forthwith without assigning any reason whatsoever. No interest on the posted Earnest Money will be paid.

10. Any conditional tender will be rejected.

11. All requisite documents shall invariably be submitted.

12. The earnest money is liable to be forfeited if the tender fails to fulfil and observe any of the terms and conditions.

13. Failure to comply with any of the above instructions will disqualify the tender from participating in the tender.

14. The Superintendent of Police, Government Railway Police, Kharagpur reserves the right to forfeit the earnest money deposit tendered by the tenderer(s) for [illegible] of the [illegible] fails to fulfil the conditions of tender notice.

15. The Superintendent of Police, Government Railway Police, Kharagpur reserves the right to reject/cancel the tender or any tender (s) if required, without assigning any reason thereof.

16. The Tender Inviting Authority may verify the original documents & other [illegible] as [illegible] if found necessary, before [illegible] evaluation. The [illegible] of such [illegible] / verification will be intimated later. If it is found during verification / [illegible] of the said documents that the said documents submitted by [illegible] or [illegible] the said original documents are not produced [illegible] then, his/her bid will be liable for rejection.

17. The [illegible] cannot be [illegible] without written permission of the The Superintendent of Police, Government Railway Police, Kharagpur and [illegible] of [illegible]. The Superintendent of Police, Government Railway Police, Kharagpur may [illegible] the contract and forfeit the Security deposit and the Government shall not be liable for [illegible] [illegible] on any account whatsoever.

12. *Submission of Hard Copies* –

Self attested hard copies of uploaded documents should be submitted in a sealed cover kept in the Tender Box in the Superintendent of Police, [illegible] Police, [illegible] within the stipulated date and time as mentioned in the NIT. If the bidder fails to submit the hard copies within the above date and time his/her tender will not be opened and his/her bid may be rejected at the discretion of the Tendering Authority.

13. *Date and Time Schedule* –

Sl. No.	Particulars	Date & Time
1	*Date of uploading of N.I.T. Documents online (publishing date)*	[illegible]
2	*Documents download start date (Online)*	[illegible]
3	*Documents download end date (online)*	[illegible]
4	*Bid submission start date (online)*	[illegible]
5	*Bid submission closing date (online)*	[illegible]
6	*Last date of submission of self-attested copies of uploaded documents (Offline)*	[illegible]
7	*Bid opening date (Technical)*	[illegible]
8	*Technically Qualified List of Bidders*	To be notified later
9	*Financial Bid opening date*	To be notified later

14. *Technical Bid* – The Technical Bid should contain scanned copies of the following in two parts –

(a) *Statutory Cover Containing the following documents*

- N.I.T. (downloaded properly and uploaded the same digitally signed).

9) *Mandatory/Cover containing the following documents: (Scanned copy should be uploaded)*

Sl. No.	Category Name	Sub Category Description	Details
A.	Certificates	Certificates	1. *PAN Card* 2. *Latest 3 (Three) Year Income Tax Return Acknowledgement* 3. *P.T. 2024-25 & 2025-26 P.Tax Deposit Challan & Payment Certificate* 4. *GST Registration Certificate & Last month GSTR-3B Return Acknowledgement Copy*
B.	Company Details	Company Details-1	i. *Proprietorship Firm/Trade Licence for the year 2024-25 & 2025-26* ii. *Partnership Firm (Partnership Deed, Trade Licence for the year 2024-25 & 2025-26)* iii. *Company (Certificate of Incorporation, AOA/MOA)* iv. *Society Registration Copy* v. *Power of Attorney*
C.	Credential	Credential - 2	*Similar nature of work Order/Completion Certificate / Payment Certificate within last 03 (Three) years under the Police Department which is applicable for eligibility*
D.	Declaration	Declaration	*Declaration / Affidavit on Non-Judicial Stamp Paper of Rs. 10.00*

1. *Opening of Technical Bid:*

   Technical bid will be opened by the Superintendent of Police, Government Railway Police, Kharagpur or his authorised representatives [illegible] online using their Digital Signature Certificate (DSC).

1. ***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 modification, addition and cost of materials will be allowed in any circumstances. The bidder in charge will be [illegible]. Deduction of Income tax, GST etc. will be made as admissible as per the existing rules and orders.

   Payment will be done as per final measurement of work.

Sd/-
Superintendent of Police
Government Railway Police
Kharagpur

Memo No. [illegible] Dated [illegible]

Copy forwarded to:

1. The Director General & Inspector General of Police, Railways WB
2. The Inspector General of Police, Railways, WB
3. The Deputy Inspector General of Police, Railways WB
4. The Inspector General of Police (P), West Bengal Police Directorate, Bhabani Bhawan, Alipur
5. Sabhadhipati, Paschim Medinipur Zilla Parishad
6. The District Magistrate, Paschim Medinipur
7. Chairman, Kharagpur Municipality
8. All Superintendents of Police, West Bengal to display in their Office Notice Board
9. Director of Information & Cultural Affairs, WB, [illegible], Kolkata

   (for kind information and arrange to publish the N.I.T. in "ABRIDGED" Form in two leading Bengali Daily Newspaper and display in Notice Board and Website for wide circulation.

10. Office Notice Board

Sd/-
Superintendent of Police
Government Railway Police
Kharagpur

Signature Not Verified
Digitally signed by [illegible]
Date: [illegible]
Location: [illegible]