GOVERNMENT OF WEST BENGAL

Office of the Superintendent of Police

Government Railway Police, Kharagpur

At- Kharagpur, Dist – Paschim Medinipur, Pin – 721305

[illegible]

NOTICE INVITING e-TENDER

[illegible] Dated: [illegible]

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Sealed tender is invited by the Superintendent of Police, Government Railway Police, Kharagpur for Supply of Miscellaneous Articles / Items, Stationery Articles / Items, Paper & Binding Articles / Items, Furniture Articles / Items & Computer Articles / Items, as mentioned in the table below, through e-tendering from eligible, reputed, genuine and experienced firms / manufacturers / companies / authorized dealers or distributors / traders. The bidders must be registered eligible contractor and fulfill the capability for execution of work of similar nature.

Interested bidders should be participate in the tender process by log in on the Website – http://wbtenders.gov.in . For the tender fee and earnest money deposit Superintendent of Police, Government Railway Police, Kharagpur is the tender inviting authority as mentioned below.

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List of Formulations Priority Products for the Financial Year 2025-26		
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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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List of Computer Articles for the Female Year 2 (25-26)

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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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	CPU Spare Parts	
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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]
2	[illegible]	[illegible]
3	[illegible]	[illegible]
4	[illegible]	[illegible]
5	[illegible]	[illegible]
6	[illegible]	[illegible]
7	[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]

[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[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. Instructions to Bidders

3.1 Scope of Bids: EMD of Rs. 20,000/- (Rupees Twenty Thousand only) is to be submitted through online. Online receipt and refund of EMD of e-procurement through State Government e-Procurement portal. The following instructions are to be followed for the purpose of EMD/ Bid Security/ Tender Fees related to e-Procurement of the State Government departments.

A. Eligibility Criteria :-

(i) Prior to the closure of bidding process, a bidder needs to be a State Government Office that has the e-Procurement portal of the Government of West Bengal http://wbtenders.gov.in using the login ID and password.

(ii) He will have the option to fill and submit payment of prescribed EMD/ Tender Fees for all tenders by initiating from either of the following payment modes:

(i) Net Banking facility of any credit based on 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 bank) using ICICI Bank Payment Gateway:

a. On successful selection of Net Banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a unique transaction ID and amount) with redirection to the Bank through which he/she has an account with the intermediation.

b. Bidder will make the payment after entering his Unique Client password of the bank as per process of the transaction.

c. Bidder will receive a confirmation message regarding success/failure of the transaction.

d. In the case of successful transaction, the amount paid by the bidder will be credited to the respective Pooling account of the State Government maintained with the Bank Partner through ICICI Bank. Refunds for Bank Rejected transactions of EMD/Tender Fees

[illegible] If any intimation is delayed, the bidder will apply for payment by giving [illegible] in advance.

3.1 Signing and Sending [illegible]

a. On submission of [illegible] at the prescribed [illegible], the e-Procurement portal will [illegible] a pre-filled [illegible] containing [illegible] to provide [illegible] transaction.

b. The bidder will provide the bidder [illegible] information [illegible] [illegible] using his Bank account.

c. Once payment is made, the bidder will receive a bank receipt. This [illegible] proof of [illegible] to enable the [illegible] process to complete. In order to verify the payment, [illegible] the bidding process.

d. If verification is successful, the [illegible] is released to the respective Pooling account of the State Government maintained with the Fiscal Policy Project of [illegible] Bank as [illegible] Project Fund, Nigeria for conversion of [illegible] Tender Fees.

e. [illegible] the bidder will [illegible] the portal for submission of his bid.

f. Bid [illegible] verification is successful, the receipt will be [illegible] the bidder's account.

3.2 Technical Evaluation Process

1. After opening of the bids and [illegible] of the [illegible] by the tender [illegible] authority through automatic processing in the e-Procurement portal of the State Government, the tender evaluating authority will [illegible] of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, on [illegible] by the e-Procurement portal through [illegible].

2. On receipt of the information from the e-Procurement portal, the Bank will upload, through an automated process, the BVN of the bidders disqualified in the technical evaluation or the respective bidders' bank account from which they made the payment transaction. Such refund will take place within 7 (Seven) Working Days after the final notice. The date for refund information on rejection of bid is uploaded to the e-Procurement portal by the tender evaluating authority.

3. Once the [illegible] bid evaluation or [illegible] process on the e-procurement portal, BVN of the successfully qualified bidders other than the [illegible] of the 1st and 2nd bidders

will be refunded, through an automated process, to the relevant Bidder's Bank account from which they made the payment transaction. Such refund will take place within 7-10 Bank Working Days unless Tendering Authority or Bank on which Information on acceptance of Financial Bid is uploaded is on the e-Procurement portal by the tender inviting authority. However, the EMD of the Bidder shall not be refunded till the LOI process is successful.

iv. If the L1 bidder accepts the LOI and the same is processed electronically on the e-Procurement portal, EMD of the L1 bidder will be refunded through an automated process, to the Bank account from which he made the payment transaction. Such refund will take place within 7-10 Bank Working Days unless Tendering Authority or Bank on which Information on Acceptance of Tender (AOT) of the L1 bidder is uploaded on the e-Procurement portal by the tender inviting authority.

v. EMD refund will be made manually in the very rare case when the payment of EMD is not made via NEFT or the NEFT details are incorrect.

2.2 Intending bidders desiring to participate in the e-tender are to log on to the website https://tntenders.gov.in. This website can be accessed by using Supported Browser: Chrome version, Safari, Edge, Firefox in an updated version provided on the website.

2.3 Bidders intending to participate in the process of e-Tendering are required to obtain Digital Signature Certificate (DSC) from any authorised Certifying Authority (CA) under IT Determination of India (viz. NIC, e-Mudra, Safecrypt, e-Mudhra, TCS, SHCIL, IDRBT). DSC is given as a USB Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved CA, any one required to register the pair of possessing the Digital Signature Certificate through the registration system available in the website.

- <u>Eligibility criteria for participation in tender:</u>

1. Bidder Technical Bid and Financial Bid are to be submitted online in the secure sub-tender digitally signed in the website https://tntenders.gov.in. Technical Bid and Financial Bid in each tender shall be separate. Per Tender stipulated in RFP.

1. 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 binding to all respects.

2. The Letter of Intent or Letter of Acceptance issued by any Central/State Government/Public Sector undertaking for the same/similar work and/or any other document and/or affidavit should not have been issued at any instance or related to professional misconduct or making false statements or misrepresentation as to his qualifications. An undertaking to this regard should be submitted by the bidder in form of Declaration on Non-Judicial Stamp Paper of Rs.10.00 (Rupees ten only). Bids not accompanied by the requisite form is found / detected / identified by any Central/State Government / Public Sector undertaking given the contract/ work or any other document or in case of any error and/or omission in any stage of procurement process, the acceptance of the tender/bid/contract for supply/work etc. if issued, would be treated as void and the contract in whole will be terminated with immediate effect without any indemnity to the concerned firm. The EMD will be forfeited. In this regard, The Expenditure Sanction/Policy, Government/Statutory/Policy/Planning provisions as applicable at the material time will be the governing rules for evaluation of the bidding work. The decision taken by Tender Inviting Authority in this matter will be treated as final and binding to all respect.

4. Fraudulent, benefits and unprincipled firms/ manufacturers/ companies/ individuals/ dealers or distributors/ traders/ authorised concessionaires having rightness involvement of similar nature of such activities/ Cartels/ Proxy joins under the Police Department.

5. Before submitting works, the bidding firm/ firms/ individuals/ agencies/ companies/ companies/ firms/ etc. are advised to carefully go through the tender document and taking due consideration all factors and difficulties likely to be faced in the execution of work in all respects and no claim/ relaxation will be considered on this account/ grounds.

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

9. The rate quoted should be inclusive of all taxes including GST if any, excluding octroi, if any.

10. The rate should be valid for a period of 90 days from the date of opening of the tender and should be valid for 30 days from the date of award of work.

11. The Bidders should have a valid Labour Licence under the Contract Labour (Regulation and Abolition) Act, 1970 and Rules thereunder.

12. All the supplied of Articles / Items must be of superior quality, durable and should be free of defects or imperfections or inconsistent in the finish. 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 the articles / items are not satisfactory.

13. After issuance of Work Order, the bidder should have to supply the articles / items at the office of The Superintendent of Police, Government Railway Police, Sitarampur within 30 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 the items at any higher rates. If any lag from the side of issuance of work order / supply order.

14. After issuance of Work Order, if found, any supplied items are not as per the desired specifications as sought for in the Tender notice or defective then the bidder should complete it within 24 (Twenty Four) hours from the intimation time.

15. Bids shall remain valid for a period of 365 days from the date of opening of Financial Bid. If the bidder withdraws the bid during the period of validity etc.

[illegible] money to be deposited with the [illegible] Bank, without undergoing any reduction whatsoever. No bank charges shall be posted. Earnest Money must be paid.

14. Any conditional bidding will be not accepted.

15. All required documents shall be verifiably be submitted.

16. The earnest money is liable to be forfeited if any bidder fails to fulfill and observe any of the terms and conditions.

17. Failure on the part of any of the bidders to be present when his bid is opened will disqualify the bidder from participating in the tender.

18. The Superintendent of Police, Government Railway Police, Manipur reserves the right to forfeit the earnest money deposit tendered by any successful or rejected bidder in case of failure to fulfill the conditions of the contract.

19. The Superintendent of Police, Government Railway Police, Manipur reserves the right to reject the bid without assigning any reason whatsoever.

20. The bidder holding the lowest bid may be asked to produce the original documents or certified copies of documents in support of the details furnished in the bid. Failure to do so will be treated as non-compliance / non-fulfilment of the terms and conditions. The decision of the Superintendent of Police, Government Railway Police, Manipur shall be final and binding in this regard. If it is found during verification / cross-checking of the relevant documents that any document submitted by the bidder is false or fabricated or misrepresented, or the relevant original documents are not produced, will be rejected and the bid will be treated as non-responsive.

21. The successful bidder is not allowed to sub-contract the work in part or in whole to any other person or firm. The Superintendent of Police, Government Railway Police, Manipur reserves the right to cancel the contract for this work if any violation is found. The Superintendent of Police, Government Railway Police, Manipur may at his sole discretion cancel the bid if any of the conditions are not fulfilled. There will be no liability for such Railway authority for any additional expenditure.

12. Submission of Hard Copies -

Self attested hard copies of technical documents should be submitted in sealed envelopes to the Tender Box in the Superintendent of Police, Dharmapuri Railway Police, Dharmapuri within the stipulated date and time as mentioned in the RFP. Public Utility Bids are to submit the hard copies within the due date and time. For tender will not be opened and bid/ tender 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 NIT / 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 hard copies of uploaded documents (Office)	[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 technical copies of the following documents :-

(a) Statutory Cover Containing the following documents:

- GST (private limited company shall submit the valid GST registration certificate).

[illegible] Mandatory Cover [illegible] Supporting documents (Ground copy should be uploaded)

Sl. No	Category Name	Sub Category Description	Details
A	Certificate	Certificate	1. PAN Card 2. GSTIN (Not Fair Service Tax Active Authority Letter) 3. [illegible] & [illegible] Date Expiry Certificate/Equivalent Certificate 4. GST Registration Certificate & Last month GSTR-3B Return Authority Letter/Copy
B	Company Details	Company Details - 4	1. Proprietorship Firm/Trade License for the year 2020-21 to 2021-22 2. Partnership Firm/Partnership Deed/Trade License for the year 2020-21 to 2021-22 3. Company/Certificate of Incorporation, MOA/AOA 4. Aadhar Registration Copy 5. Power of attorney
C	Evaluation	Evaluation - 2	Earlier work done/Completion Certificate/Equivalent Certificate value for 03 (Three) years under Sec/Dept/Department which is applicable for eligibility
D	Declaration	Declaration	Declaration/Affidavit (On Individual Comp Paper of Rs. 10/-)
E	Declaration	Declaration as per Annexure-I	Declaration to be printed in letter head of Bidder

1. *Opening of Technical Bid:*
   Technical bid will be opened by the Superintendent of Police, Government Railway Police, Warangal in the presence of representatives who are willing to join the website using their Digital Signature Certificate (DSC).

1. *Financial Bid:*
   Bids should be quoted in BOQ (BS) of Quantity in the provided format only.

3. *Payment:*
   The payment of Bill (S) for the staff work will be made according to the availability of funds and no financial claim in case of any delay in payment will be entertained. It is also in order of Note that the modification, alteration and incorrect attempt will be affirmed by any officer/staff in the department change will be made as per regulations only. 1.1 Filing of incorporation - Deduction of income tax, GST etc will be made accounts be accordingly as well as rules by said order.

   Payment will be done as per final measurements of work.

Sd/-
Superintendent of Police
Government Railway Police
Warangal

APPENDIX – I

Declaration

(To be given on vendor's letterhead)

To,
The Engineer-in-Chief (Works)
Government Railway Police,
Telangana
State Police Headquarters

Tender Reference: [illegible] and Calling Notice Dated: [illegible]

I, [illegible], [illegible] _____ [illegible] "_____".

[illegible] _____ [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Board of Governors, Legislative and Regulatory Affairs Committee

[illegible]

[illegible]

[illegible]

[illegible]

Signature [illegible]

[illegible]

Memo No. [illegible] Dated: [illegible]

Copy forwarded to:

1. The Director General of Inspector General of Police, Railways, [illegible]
2. The Inspector General of Police (Railways), [illegible]
3. The Deputy Inspector General of Police (Railways), [illegible]
4. The Inspector General of Police (CID), West Bengal, Police Headquarters, Bhawani Bhawan, Kolkata
5. Sub-divisional Police Officer, [illegible]
6. The District Magistrate, Paschim Medinipur
7. Chairman, Nainagar Municipality
8. All Superintendents of Police, West Bengal to display in their Office Notice Board
9. Director of Information & Cultural Affairs, [illegible] (Now at [illegible]) for their information and request to publish the NOTICE "ABSCONDER" Poster in their 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: Kharagpur, [illegible]