



GOVERNMENT OF WEST BENGAL

**Office of the Superintendent of Police, Paschim Medinipur
At - Midnapore, Dist. – Paschim Medinipur, Pin – 721101**

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NOTICE INVITING e-TENDER

NIT No. SPWESTMDP/NIT02/2023-24

Dated: 25/06/2023

Memo No. 5732/E

Dated: 25/06/2023

*Separate tenders are invited by the Superintendent of Police, Paschim Medinipur on behalf of the Governor of West Bengal for **Supply of Stationary and Printing Articles for Form Section in connection with Panchayat Election 2023** as mentioned in the table below through e-tendering from eligible, resourceful, bonafide and experienced firms/ manufacturers/ companies/ authorised dealers or distributors/traders/individual contractors having sufficient credential and financial capability for execution of work of similar nature.*

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, Paschim Medinipur in the search Engine provided in the website.

Following Articles/Items to be supplied:-

Supply of Stationary and Printing Articles for Form Section in connection with Panchayat Election 2023			
Sl. No.	Item Description	Quantity	Units
1	Alpin (King)	1	Per Box
2	Binder Clip (Big)	1	Per Piece
3	Binder Clip (Small)	1	Per Piece
4	Binding Register 300 Sheets	1	Per Piece
5	Binding Register 100 Sheets	1	Per Piece
6	Binding Register 200 Sheets	1	Per Piece
7	Binding Register 500 Sheets	1	Per Piece
8	Bodkin	1	Per Piece
9	Brown Paper	1	Per Piece
10	Both Side Pen	1	Per Piece
11	C D Marker Pen	1	Per Piece
12	Calculator (12 Dizit) Casio	1	Per Piece
13	Calculator (14 Dizit) Casio	1	Per Piece
14	Candle	1	Per Piece
15	Cello Tape 1"	1	Per Piece
16	Cello Tape 1/2 "	1	Per Piece
17	Channel File Cover - A 4 Size	1	Per Piece
18	Channel File Cover - F S Size	1	Per Piece
19	Clip Board (Fibre)	1	Per Piece

20	<i>Cloth Pasting Envelop - Big Size</i>	1	<i>Per Piece</i>
21	<i>Cloth Pasting Envelop - Medium Size</i>	1	<i>Per Piece</i>
22	<i>Cloth Pasting Envelop - Small Size</i>	1	<i>Per Piece</i>
23	<i>Computer Paper Part-I (10"X12")</i>	1	<i>Per Piece</i>
24	<i>Computer Paper Part -II (10"X 12")</i>	1	<i>Per Piece</i>
25	<i>Computer Printer Ink GT 53 (Per Set)</i>	1	<i>Per Set</i>
26	<i>Computer Printer Ink GT 53 (Black)</i>	1	<i>Per Piece</i>
27	<i>Computer Printer Cartridge 803 (Black)</i>	1	<i>Per Piece</i>
28	<i>Computer Printer Ink GT 52 (Black)</i>	1	<i>Per Piece</i>
29	<i>Computer Printer Ribbon (Black)</i>	1	<i>Per Piece</i>
30	<i>Computer Printer Ink GT 52 Per Set</i>	1	<i>Per Set</i>
31	<i>Correcting Pen</i>	1	<i>Per Piece</i>
32	<i>D. F.C Paper (8.9 Kg)</i>	1	<i>Per Packet</i>
33	<i>Duster Cotton</i>	1	<i>Per Piece</i>
34	<i>Envelop (Size- 10"X4.5")</i>	1	<i>Per Piece</i>
35	<i>Envelop (Size- 11"X5")</i>	1	<i>Per Piece</i>
36	<i>Envelop (Size- 5"x4")</i>	1	<i>Per Piece</i>
37	<i>Epson Printer Cartidge LX-310</i>	1	<i>Per Piece</i>
38	<i>Fax Ribbon (Panasonic)</i>	1	<i>Per Piece</i>
39	<i>Fevicol Tube</i>	1	<i>Per Piece</i>
40	<i>File Cover (2 fold)</i>	1	<i>Per Piece</i>
41	<i>File Cover (4 fold)</i>	1	<i>Per Piece</i>

42	<i>Fevi Gum (60 ml)</i>	<i>1</i>	<i>Per Piece</i>
43	<i>Fevi Gum (120 ml)</i>	<i>1</i>	<i>Per Piece</i>
44	<i>File Flap</i>	<i>1</i>	<i>Per Piece</i>
45	<i>Gems Clip</i>	<i>1</i>	<i>Per Piece</i>
46	<i>Gum (150 ml)</i>	<i>1</i>	<i>Per Piece</i>
47	<i>Gum (750 ml)</i>	<i>1</i>	<i>Per Piece</i>
48	<i>Highlighter Pen</i>	<i>1</i>	<i>Per Piece</i>
49	<i>Hightec Pen (Pilot- V5) (Black)</i>	<i>1</i>	<i>Per Piece</i>
50	<i>Hightec Pen (Pilot- V5) (Red)</i>	<i>1</i>	<i>Per Piece</i>
51	<i>Hightec Pen (Pilot- V5) (Blue)</i>	<i>1</i>	<i>Per Piece</i>
52	<i>Hightec Pen (Pilot-V7) (Black)</i>	<i>1</i>	<i>Per Piece</i>
53	<i>Hightec Pen (Pilot-V7) (Red)</i>	<i>1</i>	<i>Per Piece</i>
54	<i>Hightec Pen (Pilot-V7) (Blue)</i>	<i>1</i>	<i>Per Piece</i>
55	<i>Compatible Cartridge 30 A (Black)</i>	<i>1</i>	<i>Per Piece</i>
56	<i>Compatible Cartridge 34 A (Black)</i>	<i>1</i>	<i>Per Piece</i>
57	<i>Compatible Cartridge 80 A (Black)</i>	<i>1</i>	<i>Per Piece</i>
58	<i>HP Computer Paper Cartridge 126 A(Colour)</i>	<i>1</i>	<i>Per Set</i>
59	<i>HP Computer Paper Cartridge 131 A(Colour)</i>	<i>1</i>	<i>Per Set</i>
60	<i>Compatible Computer Printer Cartridge 05 A (Black)</i>	<i>1</i>	<i>Per Piece</i>
61	<i>Compatible Computer Printer Cartridge 12 A (Black)</i>	<i>1</i>	<i>Per Piece</i>
62	<i>HP Computer Printer Cartridge 128A(Colour)</i>	<i>1</i>	<i>Per Set</i>
63	<i>HP Computer Printer Cartridge 30A</i>	<i>1</i>	<i>Per Piece</i>

64	<i>HP Computer Printer Cartridge 680 (Colour)</i>	<i>1</i>	<i>Per Piece</i>
65	<i>HP Computer Printer Cartridge 680 (Black)</i>	<i>1</i>	<i>Per Piece</i>
66	<i>HP Computer Printer Cartridge 416A</i>	<i>1</i>	<i>Per Set</i>
67	<i>Compatible Computer Printer Cartridge 303 (Black)</i>	<i>1</i>	<i>Per Piece</i>
68	<i>HP Computer Printer Cartridge 678 (Black)</i>	<i>1</i>	<i>Per Piece</i>
69	<i>HP Computer Printer Cartridge 678 (Colour)</i>	<i>1</i>	<i>Per Piece</i>
70	<i>HP Computer Printer Cartridge 802 (Black)</i>	<i>1</i>	<i>Per Piece</i>
71	<i>HP Computer Printer Cartridge 802 (Colour)</i>	<i>1</i>	<i>Per Piece</i>
72	<i>Compatible Computer Printer Cartridge F 328 (Black)</i>	<i>1</i>	<i>Per Piece</i>
73	<i>Compatible Computer Printer Cartridge 88 A (Black)</i>	<i>1</i>	<i>Per Piece</i>
74	<i>Jacket for Security Pass Card and Clip</i>	<i>1</i>	<i>Per Piece</i>
75	<i>Khero Binding Register 100 Sheet</i>	<i>1</i>	<i>Per Piece</i>
76	<i>Khero Binding Register 200 Sheet</i>	<i>1</i>	<i>Per Piece</i>
77	<i>Khero Binding Register 300 Sheet</i>	<i>1</i>	<i>Per Piece</i>
78	<i>Khero Binding Register 500 Sheet</i>	<i>1</i>	<i>Per Piece</i>
79	<i>Knife</i>	<i>1</i>	<i>Per Piece</i>
80	<i>L- File Cover</i>	<i>1</i>	<i>Per Piece</i>
81	<i>Marker Pen</i>	<i>1</i>	<i>Per Piece</i>
82	<i>Paper Weight (Glass)</i>	<i>1</i>	<i>Per Piece</i>
83	<i>Pencil (Apsara)</i>	<i>1</i>	<i>Per Piece</i>
84	<i>Pencil Carbon (Kores 320mmx220mm)</i>	<i>1</i>	<i>Per Piece</i>
85	<i>Pencil Carbon (Kores 420mmx330mm)</i>	<i>1</i>	<i>Per Piece</i>

86	<i>Pencil Eraser</i>	<i>1</i>	<i>Per Piece</i>
87	<i>Pencil Sharpner</i>	<i>1</i>	<i>Per Piece</i>
88	<i>Pendrive 128 GB (HP)</i>	<i>1</i>	<i>Per Piece</i>
89	<i>Pendrive 16 GB</i>	<i>1</i>	<i>Per Piece</i>
90	<i>Pendrive 32 GB</i>	<i>1</i>	<i>Per Piece</i>
91	<i>Pendrive 64 GB</i>	<i>1</i>	<i>Per Piece</i>
92	<i>Pin Cushion</i>	<i>1</i>	<i>Per Piece</i>
93	<i>Plastic Per Box File Cover</i>	<i>1</i>	<i>Per Piece</i>
94	<i>Plastic Cover (Big)</i>	<i>1</i>	<i>Per Piece</i>
95	<i>Fevistick</i>	<i>1</i>	<i>Per Piece</i>
96	<i>Plotter Paper (Billmatrix)</i>	<i>1</i>	<i>Per Piece</i>
97	<i>Punching Machine (Double hole)</i>	<i>1</i>	<i>Per Piece</i>
98	<i>Punching Machine (Single hole)</i>	<i>1</i>	<i>Per Piece</i>
99	<i>Put-up-pad</i>	<i>1</i>	<i>Per Piece</i>
100	<i>Refill Small (Linc) Per 10 Per Piece.</i>	<i>1</i>	<i>Per Piece</i>
101	<i>Round Received Stamp With Date</i>	<i>1</i>	<i>Per Piece</i>
102	<i>Round Rubber Stamp (Computerised)</i>	<i>1</i>	<i>Per Piece</i>
103	<i>Rubber Stamp (Computerised)</i>	<i>1</i>	<i>Per Piece</i>
104	<i>Scale 12" (Fibre)</i>	<i>1</i>	<i>Per Piece</i>
105	<i>Scale 12" (Steel)</i>	<i>1</i>	<i>Per Piece</i>
106	<i>Scale 18" (Fibre)</i>	<i>1</i>	<i>Per Piece</i>
107	<i>Scissors (Big)</i>	<i>1</i>	<i>Per Piece</i>

108	<i>Sealing Wax</i>	<i>1</i>	<i>Per Box</i>
109	<i>Security Pass Card Ribbon</i>	<i>1</i>	<i>Per Piece</i>
110	<i>Self Adhesive Notes Pad (Big)</i>	<i>1</i>	<i>Per Piece</i>
111	<i>Self Adhesive Notes Pad (Medium)</i>	<i>1</i>	<i>Per Piece</i>
112	<i>Self Adhesive Notes Pad (Small)</i>	<i>1</i>	<i>Per Piece</i>
113	<i>Self inking Stamp</i>	<i>1</i>	<i>Per Piece</i>
114	<i>Shorthand Note Book</i>	<i>1</i>	<i>Per Piece</i>
115	<i>Sketch Pen</i>	<i>1</i>	<i>Per Piece</i>
116	<i>Stamp Ink 120ml</i>	<i>1</i>	<i>Per Piece</i>
117	<i>Stamp Ink 60ml</i>	<i>1</i>	<i>Per Piece</i>
118	<i>Stamp Pad (Big)</i>	<i>1</i>	<i>Per Piece</i>
119	<i>Stamp Pad (Small)</i>	<i>1</i>	<i>Per Piece</i>
120	<i>Stapler Machine (No. 10)</i>	<i>1</i>	<i>Per Piece</i>
121	<i>Stapler Machine (No. 23-17-H)</i>	<i>1</i>	<i>Per Piece</i>
122	<i>Stapler Machine (No. 24X6)</i>	<i>1</i>	<i>Per Piece</i>
123	<i>Stapler Pin (Jambo)</i>	<i>1</i>	<i>Per Piece</i>
124	<i>Stapler Pin (No. 10)</i>	<i>1</i>	<i>Per Piece</i>
125	<i>Stapler Pin (No. 23-17-H)</i>	<i>1</i>	<i>Per Piece</i>
126	<i>Stapler Pin (No. 24X6)</i>	<i>1</i>	<i>Per Piece</i>
127	<i>Subject Note Book No-5 (Big)</i>	<i>1</i>	<i>Per Piece</i>
128	<i>Subject Note Book No-5 (Medium)</i>	<i>1</i>	<i>Per Piece</i>
129	<i>Subject Note Book No-5 (Small)</i>	<i>1</i>	<i>Per Piece</i>

130	<i>Tag (100 Per Piece)</i>	<i>1</i>	<i>Per Bundle</i>
131	<i>Thread Ball</i>	<i>1</i>	<i>Per Piece</i>
132	<i>Times Note Book (Medium)</i>	<i>1</i>	<i>Per Piece</i>
133	<i>Times Note Book (Small)</i>	<i>1</i>	<i>Per Piece</i>
134	<i>Uniball Eye Pen</i>	<i>1</i>	<i>Per Piece</i>
135	<i>Use & Throw Pen</i>	<i>1</i>	<i>Per Piece</i>
136	<i>Water Sponge</i>	<i>1</i>	<i>Per Piece</i>
137	<i>White Board</i>	<i>1</i>	<i>Per Piece</i>
138	<i>White Board Duster</i>	<i>1</i>	<i>Per Piece</i>
139	<i>Writing Pad 1/4 Size</i>	<i>1</i>	<i>Per Piece</i>
140	<i>Writing Pad 1/8 Size</i>	<i>1</i>	<i>Per Piece</i>
141	<i>Xerox Paper A4 (70 GSM)</i>	<i>1</i>	<i>Per Packet</i>
142	<i>Xerox Paper FS (70 GSM)</i>	<i>1</i>	<i>Per Packet</i>
143	<i>Xerox Toner (Konica Minolta)</i>	<i>1</i>	<i>Per Packet</i>
144	<i>Xerox Tonner (NPG-28)</i>	<i>1</i>	<i>Per Piece</i>
145	<i>Xerox Tonner (Konica Minolta BIZHUB-164)</i>	<i>1</i>	<i>Per Packet</i>
146	<i>CC Book</i>	<i>1</i>	<i>Per Piece</i>
147	<i>GD Book</i>	<i>1</i>	<i>Per Piece</i>
148	<i>Received Register</i>	<i>1</i>	<i>Per Piece</i>
149	<i>Despatch Register</i>	<i>1</i>	<i>Per Piece</i>
150	<i>"C" Form</i>	<i>1</i>	<i>Per Piece</i>
151	<i>Sticker (8"X12") Per Per Piece</i>	<i>1</i>	<i>Per Piece</i>

152	<i>Flex Colour (Sq. Ft.)</i>	<i>1</i>	<i>Per Piece</i>
153	<i>Identity Card for Security Personnel (Per Per Piece)</i>	<i>1</i>	<i>Per Piece</i>
154	<i>Car Diary (10 Pages)</i>	<i>1</i>	<i>Per Piece</i>
155	<i>Car Diary (20 Pages)</i>	<i>1</i>	<i>Per Piece</i>
156	<i>Car Diary (25 Pages)</i>	<i>1</i>	<i>Per Piece</i>
157	<i>Car Diary (50 Pages)</i>	<i>1</i>	<i>Per Piece</i>
158	<i>Fuel Slip (Diesel) (50 Pages) each with duplicate</i>	<i>1</i>	<i>Per Piece</i>
159	<i>Fuel Slip (Diesel) (10 Pages) each with duplicate</i>	<i>1</i>	<i>Per Piece</i>
160	<i>Fuel Slip (Diesel) (25 Pages) each with duplicate</i>	<i>1</i>	<i>Per Piece</i>
161	<i>Fuel Slip (Petrol) (50 Pages) each with duplicate</i>	<i>1</i>	<i>Per Piece</i>
162	<i>Fuel Slip (Petrol) (10 Pages) each with duplicate</i>	<i>1</i>	<i>Per Piece</i>
163	<i>Hire Vehicle Reporting Register (50 Pages each)</i>	<i>1</i>	<i>Per Piece</i>
164	<i>Election Acquittance Roll of Khoraki Charges (Per Per Piece)</i>	<i>1</i>	<i>Per Piece</i>
165	<i>Booth CC (25 Pages in duplicate) Per Per Piece</i>	<i>1</i>	<i>Per Piece</i>
166	<i>Booth CC (10 Pages in duplicate) Per Per Piece</i>	<i>1</i>	<i>Per Piece</i>
167	<i>Sector CC (25 Pages in duplicate)</i>	<i>1</i>	<i>Per Piece</i>
168	<i>Sector CC (10 Pages in duplicate)</i>	<i>1</i>	<i>Per Piece</i>
169	<i>HRFS/RT/NAKA/PS duty etc. CC (25 pages in duplicate)</i>	<i>1</i>	<i>Per Piece</i>
170	<i>Sector Officer Note Book</i>	<i>1</i>	<i>Per Piece</i>
171	<i>Cook/Khoraki Register (100 Pages)</i>	<i>1</i>	<i>Per Piece</i>
172	<i>PS Reserved/PS/Section/Other Election duty CC (50 Pages in duplicate)</i>	<i>1</i>	<i>Per Piece</i>
173	<i>Generator Log Book (10 Pages each)</i>	<i>1</i>	<i>Per Piece</i>

174	Generator Log Book (20 Pages each)	1	Per Piece
175	Police Arrangement Book (Black & White) (Per Page)	1	Per Piece
176	Police Arrangement Book (Color) (Per Page)	1	Per Piece
177	Color Printing Paper (A4 Size) Per Page	1	Per Piece
178	Spiral Binding of Book (Per Page)	1	Per Piece
179	Spiral Binding of Book (100 Pages)	1	Per Piece
180	Spiral Binding of Book (200 Pages)	1	Per Piece
181	Spiral Binding of Book (300 Pages)	1	Per Piece
182	Spiral Binding of Book (A4 Size) Per Page	1	Per Piece
183	Color Front Page & Back Page with Lamination	1	Per Piece
184	Election Acquaintance Roll (Per Page)	1	Per Piece
185	Black & White Printing Paper (A4 Size) Per Piece	1	Per Piece
186	Spiral Binding of Book (500 Pages)	1	Per Piece
187	Computer Ribbon Dot Matrix	1	Per Piece

2. Instruction to Bidders-

2.1 Earnest Money: EMD of Rs. 15000.00 (Rupees Fifteen Thousand only) 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.

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 Fees 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 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.

C. 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 LOI 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 <https://wbtenders.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.

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 2 or Class 3 Digital Signature Certificate (DSC) from the approved CA they are required to register the fact of possessing the Digital Signature Certificates 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 <http://wbtenders.gov.in> Submission of Technical Bid and Financial Bid should be done as per Time Schedule stated in **Sl. No. 23**.
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 and also the bidder should not have been convicted at any criminal offence related 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 on Non-Judicial Stamp Paper of Rs.10.00 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 items or any other items) at any stage of procurement process, the acceptance of the selected firm and / or 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, Paschim Medinipur** reserves the right to select the second lowest (L2) vender for supply of the tendered item. The decision taken by **Tender Inviting Authority** in the matter will be treated as full and final in this regard.

4. **Resourceful bonafide and experienced firms/ manufacturers/ companies/ authorised dealers or distributers /traders/ individual contractors having sufficient credential of similar nature of work within last 02 (Two) years under the Police Department.**
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 other charges, if any. The quoted Rate of items inclusive of all Taxes and charges should not exceed the M.R.P. (Maximum Retail Price) value.**
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. *The Bidders shall arrange for all means of transportation without claiming any extra payment from the Department.*
10. **All the Supplied Articles/Items must be of superior quality, durable and should be followed desired 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 not satisfactory.

- 11. After issuance of Work Order, the bidder shall have to supply the desired items at the office of The Superintendent of Police, Paschim Medinipur within 03 (Three) 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 items as sought for within 01 (one) day from the date of issuance of work order / supply order. Apart from it, the bidder should have also the capability to deliver or supply articles / items, as and when required, to any place within the jurisdiction of the Paschim Medinipur District Police without incurring any extra charges or payment from the Department.*
- 12. 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 shall have to replace it within 24 (Twenty Four) hours from the intimation time.*
- 13. Bids shall remain valid for a period of 30 (Thirty) days from the date of opening of Financial 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.*
- 14. Any conditional bidding will not be accepted.*
- 15. The earnest money is liable to be forfeited if the bidder fails to fulfil any of the terms and conditions.*
- 16. All requisite documents shall invariably be submitted.*
- 17. Failure to comply with any of the above instructions will disqualify the bidder from participating in the tender.*

- 18. 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.*
- 19. The Superintendent of Police, Paschim Medinipur reserves the right to reject the lowest tender or any tender, if required, without assigning any reason thereof.*
- 20. The Tender Inviting Authority may verify the original credentials & other original documents as uploaded in etender, 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 him/her 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.*
- 21. 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.*

22. 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.

23. Date and Time Schedule –

Sl. No.	Particulars	Date & Time
1	<i>Date of uploading of N.I.T. Documents online (publishing date)</i>	26/06/2023 at 11.00 hours
2	<i>Documents download Start date (Online)</i>	26/06/2023 at 11.30 hours
3	<i>Documents Download End date (online)</i>	30/06/2023 at 15.00 hours
4	<i>Bid submission start date (online)</i>	26/06/2023 at 11.30 hours
5	<i>Bid submission closing date (online)</i>	30/06/2023 at 16.00 hours
6	<i>Last date of submission of self-attested copies of Uploaded documents (Offline)</i>	30/06/2023 at 16.30 hours
7	<i>Bid opening date (Technical)</i>	03/07/2023 at 11.30 hours
8	<i>Technically Qualified List of Bidders</i>	<i>To be notified later</i>
9	<i>Financial Bid opening date</i>	<i>To be notified later</i>

24. 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)

<i>Sl. No.</i>	<i>Category Name</i>	<i>Sub Category Description</i>	<i>Details</i>
<i>A.</i>	<i>Certificates</i>	<i>Certificates</i>	<ol style="list-style-type: none"> <i>1. PAN Card</i> <i>2. Last 03 (Three) Year Income Tax Return Acknowledgement</i> <i>3. F.Y. 2022-23 & 2023-24 P.Tax Deposit Challan & Payment Certificate</i> <i>4. GST Registration Certificate & Last month Return Acknowledgement Copy.</i>
<i>B.</i>	<i>Company Details</i>	<i>Company Details –I</i>	<ol style="list-style-type: none"> <i>1. Proprietorship Firm (Trade License for the year 2023-24)</i> <i>2. Partnership Firm (Partnership Deed, Trade License for the year 2023-24)</i> <i>3. Company (Certificate of Incorporation, AOA/ MOA)</i> <i>4. Society Registration Copy.</i> <i>5. Power of attorney.</i>
<i>C.</i>	<i>Credential</i>	<i>Credential – 1</i>	<i>Similar nature of work done Completion Certificate / Payment Certificate within last 02 (Two) years under the Police Department which is applicable for eligibility.</i>
<i>D.</i>	<i>Declaration</i>	<i>Declaration</i>	<i>Notarized Declaration / Affidavit on Non-Judicial Stamp Paper of Rs. 10.00</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 will be made at source in accordance with the existing rules/orders.

Payment will be done as per final measurement of work.

***Sd/-
Superintendent of Police
Paschim Medinipur***

Copy forwarded to:

- 1. The Inspector General of Police (O), Bhabani Bhawan, West Bengal*
 - 2. The Inspector General of Police (Mod & Cord.), West Bengal*
 - 3. The Deputy Inspector General of Police, Midnapore Range*
 - 4. Sabhadhipati, Paschim Medinipur Zilla Parishad*
 - 5. The District Magistrate, Paschim Medinipur*
 - 5. All Superintendent of Police, West Bengal to display in their Office Notice Board.*
 - 6. All Commandants of West Bengal including EFR for its display in their office notice board*
 - 7. Treasury Officer, Midnapore Treasury, Paschim Medinipur*
 - 8. 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.*
- 9. Office Notice Board.*

***Sd/-
Superintendent of Police
Paschim Medinipur***