

SWAMI VIVEKANANDA STATE POLICE ACADEMY
WEST BENGAL, BARRACKPORE, PIN- 700120
An ISO 9001:2015 Certified Institution

[Tele-Fax No.033 2592 3703]

Website – <https://svspa.wb.gov.in>, Email – svspawb@gmail.com

Tender Reference No.: SVSPA/COMP/NIT-08(e)/2024

Swami Vivekananda State Police Academy (SVSPA), West Bengal, Barrackpore invites e-tender from the bonafide and eligible firms/companies/authorized dealers/OEM with experience of similar works for **SRV 6 KVA Online UPS & Rack & Interlink Cable for Batteries** at providing backup at different classrooms of Azizul-Hemchandra Bhawan (Ground Floor & First Floor), SVSPA,WB, Barrackpore. Rates should be quoted in the prescribed format (standardized BOQ format).

All documents pertaining to this e-Tender can be downloaded by the interested bidders from the website: <https://wbtenders.gov.in> or collected from the office during the office hours on any working day. Tenders will not be considered unless all the required documents are submitted with the tenders:-

A. Tender Value – Rs.1,10,000/- (Approx.)

B. Earnest Money of Rs. Nil.

C. Settlement/Refund of EMD: The Earnest Money of all the unsuccessful Bidders deposited online will be refunded to the concerned bank accounts automatically as soon as the financial bids are published online. The EMD of the lowest bidder will be retained in the online portal till the publication of the AOC (Award of Contract) detail online. However, after successful execution of the work, the L1 bidder must submit a letter to the Tender Inviting Authority for early release of the EMD.

D. Submission of Earnest Money: - Traditional procedure of depositing EMD through off-line instruments like Bank Draft, Pay- order, Bankers Cheque etc. has been completely dispensed with for all e-tenders/e-procurements of the State Government, w.e.f 1st September, 2016. Intending bidders desiring to make payment of earnest money (EMD) online, should beforehand read the instructions carefully, particularly in the challan generated by the system of e-tender/e-procurement, if opted for EMD payment through RTGS/NEFT.

✓ **Login by bidder:** A bidder desirous of taking part in an e-tender invited by a State Government shall login to the e-Procurement portal of the Government of West Bengal using his/her login ID and password using valid DSC.

✓ He/she will select the e-tender to bid and initiate payment of pre-defined EMD for that e-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 off-line payment through bank accounts in any Bank approved by RBI in India.

✓ **EMD payment procedure:**

a. Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:

i. 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/she will select the Bank through which he/she wants to do the EMD on-line transaction.

ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.

- iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv. 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 against unique codes for identification of the tendering authority.
- v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b. Payment through RTGS/NEFT:

- i. 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.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his/her own Bank account.
- iii. Once payment is made, the bank would provide an “UTR remittance number” for successful transaction with which the bidder will come back to the e-Procurement portal after expiry of 2 to 3 bank working days to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue with his/her bidding process.
- iv. If verification is successful, the fund 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.
- v. Hereafter, the bidder will go to e-Procurement portal for final e-submission of his/her bid within pre-assigned last date of submission of e-tender.
- vi. If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder’s account.

Note: EMD payment made through RTGS/NEFT would require additional 2 to 3 bank working days after date of transaction in the bank before the procedure is completed for enabling the bidder to continue with the bidding process in the on-line e-tender final bid submission. Thus, the bidder is to take precaution in case of RTGS/NEFT transfers so that the entire process of submission of e-tender is completed within last date of on-line submission of his/her tender. However, Net-banking transaction through ICICI bank payment Gateway would be on real time basis.

E. Credential & Eligibility of Bidder:

- ✓ For Detailed Specification and other conditions relating to installation of 6KVA Online UPS, see **Annexure-“III”**.
- ✓ **Bidder must have registered local office within Kolkata or suburb of West Bengal.**
- ✓ Bidder must come to SVSPA and physically inspect the installation site of **6KVA Online UPS** for providing backup at different classrooms in presence of SVSPA Officials to understand the work properly. **Bidders, without physical site inspection, shall be summarily rejected.**
- ✓ Partial Quotation/Incomplete Quotation both for Technical and Commercial aspects may subject to cancellation of tender.
- ✓ **Bid specific OEM Authorization Letter must be submitted for 6KVA Online UPS.**
- ✓ Company Registration: The responding Bidder should be registered under statutes of India. The organization should be of repute and be incorporated/registered in India.
- ✓ Trade License/Professional Tax/IT Return: The responding Bidder should have valid and relevant Trade License issued by the competent authority for similar type of works and also valid Professional Tax Certificate & Income Tax Clearance Certificate.
- ✓ Undertaking Regarding Blacklisting: The bidder should not have been blacklisted by any Central/State Government/Public Sector Undertaking for the tendered item and/or any other item. An undertaking in this regard should be submitted by the bidder in the form of affidavit, otherwise the bid shall be summarily rejected.

- ✓ Persons and firms who have adverse report from the Police or other Govt. Authority and who are debarred from making business with the Govt. in their own names shall not be allowed to participate in this tender. If they set up new firm/company subsequently under a different name to avoid the existing ban on their original firm and if so detected they will be liable to be rejected even after acceptance of their tender.
- ✓ If the selected firm is found/detected Blacklisted by any Central/State Government/Public Sector Undertaking (for the tendered item or any other item) at any stage of procurement process, the acceptance of the selected firm and/or the work 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 concerned firm. In this case the EMD will be forfeited and the tendering authority reserves the right to initiate the proceedings against the selected vendor. In this regard, the tendering authority reserves the right to select the second lowest (L2) vendor for supply of the tendered item. The decision taken by tendering authority in the matter will be treated as full & final in this regard. The bidders will have to furnish an undertaking in this matter in standard format.
- ✓ **Bidders must have credential of similar work in Govt. Sectors/Semi-Govt. Sectors, which is applicable for eligibility in this tender.**

F. Service:

- ✓ **Repair and replacement warranty for 02 Years have to be provided from the date of delivery.**
- ✓ The OEM should have a worldwide service organization available, consisting of factory trained field service personnel to perform startup, preventive maintenance, and service. They should offer service support 24 hours a day, 7 days a week, 365 days a year.
- ✓ Replacement Parts should be easily available through the worldwide service organization 24 hours a day, 7 days a week, 365 days a year. It should be capable of shipping parts within four working hours or on the next available flight, so that the parts may be delivered to the customer site within 24 hours.

G. Validity of Bid: - The tendered rate shall be valid for a period of 180 days from the date of acceptance of the rate. Rates with lower validity shall not be accepted.

H. Others: -

- ✓ The bid price must be final price inclusive of all taxes, transportation & training charges.
- ✓ Quantity/Volume of the work may increase/decrease by 25%.
- ✓ In the event the selected bidder is unable complete the S.I.T.C. of the work, the IGP, SVSPA, WB, may without notice to the firm get the item supplied from elsewhere and done. Any loss incurred by reason that the schedule price or any other loss or expenses incurred by reason of such default on the part of the supplier (s) may be deducted from the bills or any money payable to the supplier(s) or from the Earnest Money Deposit of the concerned supplier(s).

I. Payment: -

- ✓ Payment shall be made after successful and satisfactory Supply, Installation, Testing and Commissioning (S.I.T.C.) of the work.
- ✓ The payment of bills shall be withheld, in case of violation of any tender terms & conditions.

Date & Time Schedule:

Sl. No.	Particulars	Date	Time
1	Date of Uploading of NIT Documents	05/09/2024	15:00
2	Documents Download Start Date (Online)	05/09/2024	15:00
3	Documents Download End Date (Online)	18/09/2024	18:00
5	Bid Submission Start Date (Online)	05/09/2024	15:00
6	Bid Submission Closing Date (Online)	18/09/2024	18:00
7	Bid Opening Date (Online)	20/09/2024	12:00

Bid Opening Location: Office of the IGP, Swami Vivekananda State Police Academy, West Bengal, Barrackpore, Mangal Pandey Uddyan, North 24 Parganas, PIN - 700 120.

Sd/-
Inspector General of Police,
Swami Vivekananda State Police Academy
Barrackpore, West Bengal

Instructions to Bidders

General guidance for E-Tendering: The following are the instructions / guidelines for electronic submission of the tenders for assisting the contractors to participate in E-Tendering:

- I. **Registration of Contractor:** Any manufacturer/contractor/distributor/supplier 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>.
- II. **Digital Signature Certificated (DSC):** Each manufacturer/contractor/distributor/supplier is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders for the approval service of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the website stated in Clause-I above. DSC is given as a USB e-Token. The manufacturer/contractor/distributor/supplier can search and download the NIT and Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause-I using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- III. **Submission of Tenders:** Tenders are to be submitted through online to the website stated in Clause-I in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). Virus scanned and digitally signed copies of the documents are to be uploaded. The documents will get encrypted (transformed into non readable formats).
- IV. **Technical Proposal:** The Technical Proposal should contain scanned copies of the following two covers (folders):
 - A) **Statutory Cover** Containing the following documents –
 - a) NIT (Online)
 - b) EMD (Online)
 - B) **Non-Statutory Cover** Containing the following documents –

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate (s)	Certificate(s)	<ul style="list-style-type: none"> ✓ Trade License ✓ GST Registration Certificate ✓ PAN (Organisation or Individual) ✓ P.Tax (Challan) ✓ Latest IT Receipt ✓ A Statement whether the firm was blacklisted earlier.
B.	Company Detail(s)	Company Detail	<ul style="list-style-type: none"> ✓ Proprietorship Firm (Trade License) ✓ Partnership Firm (Partnership Deed, Trade License) ✓ Ltd. Company (Incorporation Certificate, Trade License) ✓ Society (Society Registration Copy, Trade License) ✓ Power of Attorney.
C.	Credential	Credential – 1	<ul style="list-style-type: none"> ✓ As noted in the NIT
D.	Balance Sheet	Last Financial Years	<ul style="list-style-type: none"> ✓ Audited
E.	Annexures	Annexures	<ul style="list-style-type: none"> ✓ Datasheet of the Quoted item(s). ✓ Bid specific MAF ✓ Technical Compliance Report(Annexure-“III”)

V. **Financial Proposal:**

- VI.
- BOQ: The Financial Proposal should contain Bill of Quantities (BOQ) in one cover (folder). The contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ after downloading the prescribed format from the website.
 - If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.
 - Opening & Evaluation of Tender:
Opening of Bid Proposal: A Tender Evaluation Committee comprises of selected officers will open the bids of the Tender.
 - **Intending tenderers may remain present if they so desire.**
 - Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.
 - Decrypted (transformed into readable formats) documents of the Non-Statutory cover will be downloaded and handed over to the Tender Evaluation Committee.
 - Summary list of technically qualified tenderers will be uploaded online.
 - Pursuant to scrutiny and decision of the Tender Evaluation Committee the Summary List of eligible tenderers and the serial number of work for which their proposal will be considered will be uploaded in the web portals.
 - During evaluation the committee may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
 - **Rejection of Bid:** The IGP, Swami Vivekananda State Police Academy, West Bengal, Barrackpore reserves the right to reject any / or all the tendered rates without assigning any reason and not to place any orders even after selection and is not liable for any cost that might have incurred by any bidder at the stage of bidding. The IGP, Swami Vivekananda State Police Academy, West Bengal, Barrackpore does not bind himself to accept the lowest rate.

VII.

Sd/-
Inspector General of Police,
Swami Vivekananda State Police Academy
Barrackpore, West Bengal