

**SWAMI VIVEKANANDA STATE POLICE ACADEMY**  
**WEST BENGAL, BARRACKPORE, PIN- 700120**  
**An ISO 9001:2015 Certified Institution**  
[Tele-Fax No.033 2592 3703]  
Website – svspa.wb.gov.in, Email – svspawb@gmail.com

**Tender Reference No.: SVSPA/MDS/NIT-26(e)/2024**

The Inspector General of Police, Swami Vivekananda State Police Academy, West Bengal, Barrackpore invites E-Tender for Departmental Store I & II from the registered and bonafide dealers/contractors/suppliers/firms for Annual supply of the following Miscellaneous Articles for the year 2024-25 for SVSPA, Barrackpore. Rates should be quoted in the prescribed format (standardized BOQ format).

| SL NO | ITEMS                           | QUANTITY |
|-------|---------------------------------|----------|
| 1     | ANTI VIRUS ONE YEAR 10 USER     | PER PC   |
| 2     | ANTI VIRUS THREE YEAR 10 USER   | PER PC   |
| 3     | 955 INK                         | PER PC   |
| 4     | 664 INK                         | PER PC   |
| 5     | 680 BK INK                      | PER PC   |
| 6     | 680 COLOUR INK                  | PER PC   |
| 7     | 901 BK INK                      | PER PC   |
| 8     | 901 COLOUR INK                  | PER PC   |
| 9     | 003 BLACK INK                   | PER PC   |
| 10    | 003 CYAN INK                    | PER PC   |
| 11    | 003 YELLOW INK                  | PER PC   |
| 12    | 003 MEGENTA INK                 | PER PC   |
| 13    | 12A CARTIDGE COMFORTABLE        | PER PC   |
| 14    | 78 A/278 A CARTIDGE COMFORTABLE | PER PC   |
| 15    | 88 A CARTIDGE COMFORTABLE       | PER PC   |
| 16    | 79 A CARTIDGE COMFORTABLE       | PER PC   |
| 17    | 80 A CARTIDGE COMFORTABLE       | PER PC   |
| 18    | 19 A CARTIDGE COMFORTABLE       | PER PC   |
| 19    | 18 A CARTIDGE DRUM UNIT         | PER PC   |
| 20    | 30 A CARTIDGE COMFORTABLE       | PER PC   |
| 21    | 32 A CARTIDGE DRUM UNIT         | PER PC   |
| 22    | 510 INK                         | PER PC   |
| 23    | 511 INK                         | PER PC   |
| 24    | 512 INK                         | PER PC   |
| 25    | 513 INK                         | PER PC   |
| 26    | 400 INK                         | PER PC   |
| 27    | 401 INK                         | PER PC   |
| 28    | 402 INK                         | PER PC   |
| 29    | 403 INK                         | PER PC   |
| 30    | 101 A CARTIDGE COMFORTABLE      | PER PC   |
| 31    | 110 A CARTIDGE COMFORTABLE      | PER PC   |
| 32    | GT 52(319)                      | PER PC   |
| 33    | XEROX B215 (650N) CARTIDGE      | PER PC   |
| 34    | 215A BLACK CARTIDGE             | PER PC   |
| 35    | 215A CYAN CARTIDGE              | PER PC   |
| 36    | 215A YELLOW CARTIDGE            | PER PC   |

|    |  |          |
|----|--|----------|
| 37 | 215A MEGENTA CARTIDGE                        | PER PC   |
| 38 | CMOS BATTERY                                 | PER PC   |
| 39 | CABLE CAT 6 (MOLEX/D-LINK)                   | PER BOX  |
| 40 | HDMI ( 5 MTR.)                               | PER PC   |
| 41 | HDMI ( 15 MTR.)                              | PER PC   |
| 42 | JACK MALE CABLE<br>AUDIO PA / AVRC CABLE     | PER PC   |
| 43 | D-LINK POE ADEPTOR                           | PER PC   |
| 44 | SSD INTERNAL (500 GB/1 TB)                   | PER PC   |
| 45 | HARD DISK EXTERNAL (1 TB)                    | PER PC   |
| 46 | HARD DISK EXTERNAL (2 TB)                    | PER PC   |
| 47 | HARD DISK EXTERNAL (5 TB)                    | PER PC   |
| 48 | KEYBOARD                                     | PER PC   |
| 49 | MOUSE  | PER PC   |
| 50 | WIRELESS MOUSE                               | PER PC   |
| 51 | MONITOR 19 INCH                              | PER PC   |
| 52 | MONITOR 22 INCH                              | PER PC   |
| 53 | MEDIA CONVERTER ( SINGLE)                    | PER PAIR |
| 54 | MEDIA CONVERTER ( DUBLE)                     | PER PAIR |
| 55 | OTG CABLE                                    | PER PC   |
| 56 | PEN DRIVE( 32 GB)                            | PER PC   |
| 57 | PEN DRIVE( 64 GB)                            | PER PC   |
| 58 | PEN DRIVE( 128 GB)                           | PER PC   |
| 59 | PRINTER COLOUR L/J (HP / CANON)              | PER PC   |
| 60 | PRINTER BLACK & WHITE L/J (HP / CANON)       | PER PC   |
| 61 | INK TANK PRINTER ALL IN ONE COLOUR(HP/CANON) | PER PC   |
| 62 | PATCH CORD (1 MTR.)                          | PER PC   |
| 63 | PATCH CORD (2 MTR.)                          | PER PC   |
| 64 | PROJECTOR ( 4000 LUMS)                       | PER PC   |
| 65 | PRESENTRE (REPUTED COMPANY)                  | PER PC   |
| 66 | PDU (REPUTED COMPANY)                        | PER PC   |
| 67 | RJ 45 CONNECTOR (REPUTED COMPANY)            | PER PC   |
| 68 | SMPS 650W (REPUTED COMPANY)                  | PER PC   |
| 69 | UPS BATTERY (6 VA)                           | PER PC   |
| 70 | UPS (.600 AH)                                | PER PC   |
| 71 | WIFI ROUTER ( ( AC 1200)                     | PER PC   |
| 72 | WIRELESS KEYBOARD & MOUSE COMBO              | PER PC   |
| 73 | WIFI ADEPTOR FOR PC                          | PER PC   |
| 74 | FLATBED SCANNER (HP/CANON/ESPON)             | PER PC   |
| 75 | USB HUB                                      | PER PC   |
| 76 | CONVERTER(ALL TYPES)                         | PER PC   |
| 77 | SPEAKER                                      | PER PC   |
| 78 | ADAPTAR (5V,12V,9V)                          | PER PC   |
| 79 | HDMI CABLE                                   | PER PC   |
| 80 | VGA CABLE                                    | PER PC   |
| 81 | RAM(DDR3, DDR4)                              | PER PC   |

Detailed information should be downloaded along with other relevant documents 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 the following documents are submitted with the tenders: -

- ✓ **Estimated Tender Value – 10 Lakh (approx.) during the Financial year 2024-25.**
- ✓ **Earnest Money Rs. 10,000/- (Ten Thousand only) must be deposited online in favour of the IGP, SVSPA, Barrackpore, payable at Kolkata.**
- ✓ **In the BOQ uploaded by the Tender Inviting Authority, Bidders must quote rate for a single item/set inclusive of all taxes and other charges. If any bidder quotes price of more than one unit in the BOQ, his bid shall be rejected forthwith.**
- ✓ **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.
- ✓ **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 a 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.

✓ **Eligibility of Bidder: -**

- *Credential* - Bidders must have credential of supplying similar items in Govt. Sector/Semi-Govt. Sector in West Bengal for the last 3 years.
- *Local Office* – The bidder should have a registered office/workplace in Kolkata (at least in West Bengal) for the last 10 years. Supporting documents in support of this must be uploaded.

✓ **Bid Validity: -** Rates shall be valid for the period from **01/11/2024 to 31/03/2025**.

✓ **Penalty Provisions:-** Selected bidder shall be bound to supply the items in the accepted rates throughout the financial year 2024-25, failing which, the firm will be blacklisted with the forfeiture of Earnest Money Deposit or any other penalty as imposed by the authority. In the event of non-supply of items or if items supplied by the selected contractor(s) or the quality of the entire work is found to be sub-standard, the IGP, SVSPA, WB, may take steps against the company as per procedure. Any loss incurred by reason of the price paid for such articles above the schedule price or any other loss or expenses incurred by reason of such default on the part of the contractor(s) may be deducted from the bills or any money payable to the contractor(s) or from the Earnest Money Deposit of the concerned contractor(s).

✓ **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.

✓ **Other Points:-**

All products must come with standard Warranty coverage.

Valid Trade License, GST Certificates, PAN No. and P. Tax Submission documents.

Rates should be inclusive of taxes, carrying cost and installation charges.

**Rates must not exceed M.R.P., under any circumstances.**

| Sl. No. | Particulars   | Date       | Time       |
|---------|---|------------|------------|
| 1       | Date of Uploading of NIT Documents Online (Publishing Date) | 04/10/2024 | 18:00 hrs. |
| 2       | Documents Download/Sell Start Date (Online)                 | 04/10/2024 | 18:00 hrs. |
| 3       | Documents Download/Sell End Date (Online)                   | 29/10/2024 | 17:00 hrs. |
| 4       | Bid Submission Start Date (Online)                          | 04/10/2024 | 18:00 hrs. |
| 5       | Bid Submission Closing Date (Online)                        | 29/10/2024 | 17:00 hrs. |
| 6       | Last Date of Submission of Earnest Money Deposit (Online)   | 29/10/2024 | 17:00 hrs. |
| 7       | Bid Opening Date  | 30/10/2024 | 16:00 hrs. |

**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 contractor 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 contractor 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.
- III. The contractor 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.
- IV. **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).
- V. **Technical Proposal:** The Technical Proposal should contain scanned copies of the following two covers (folders):
  - a) **Statutory Cover** Containing the following documents –
    - i. NIT (Online)
    - ii. EMD (Online)
  - b) **Non-Statutory Cover** Containing the following documents –

| Sl. No. | Category Name     | Sub-Category Description | Detail(s)  |
|---------|-------------------|--------------------------|--|
| A       | Certificate (s)   | Certificate (s)          | ✓ GST Certificate<br>✓ PAN (company/individual)<br>✓ P.Tax (Challan)<br>✓ Latest IT Receipt  |
| B       | Company Detail(s) | Company Detail(s)        | ✓ Proprietorship Firm (Trade License)<br>✓ Partnership Firm (Partnership Deed, Trade License)<br>✓ Ltd. Company (Incorporation Certificate, Trade License)<br>✓ Society (Society Registration Copy, Trade License)<br>✓ Power of Attorney. |
| C       | Credential        | Credential               | ✓ Work Order in the last 3 years worth not less than 5 lakhs.<br>✓ Datasheet of the quoted models  |
| D       | Balance Sheet     | Last 3 years             | Details  |

### VI. **Financial Proposal:**

- a) **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.

### **Opening & Evaluation of Tender:**

- i. **Opening of Bid Proposal:** A Tender Evaluation Committee comprises of selected officers will open the bids of the Tender.
- ii. **Intending tenderers should remain present during opening of the tender.**

- iii. 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.
- iv. Decrypted (transformed into readable formats) documents of the Non-Statutory cover will be downloaded and handed over to the Tender Evaluation Committee.
- v. Summary list of technically qualified tenderers will be uploaded online.
- vi. 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.
- vii. 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.

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