

**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-21(e)/2024

E-tender is invited from the registered and bonafide dealers/contractors/suppliers by the Inspector General of Police, Swami Vivekananda State Police Academy, West Bengal, Barrackpore for the supply of the following Miscellaneous and Saddlery articles for the financial year 2024-25 for the Riding School of SVSPA, WB, Barrackpore. Rates should be quoted in the prescribed format (Standardized BOQ format) along with samples of the item.

The approximate requirements of each item are furnished below:

S/No	Items	Aprx. required Quantity	Rate
01	Iron Horse Shoe	500 Kgs	Per Kg
02	Iron Horse Shoe nail	15 Kgs	Per Kg
03	Leather Polish	500 Pcs	Per Piece
04	Leather Cream	500 Pcs	Per Piece
05	Ferrier Rasp (14 Inch. made in Germany)	01 Pc	Per Piece
06	Fodder Making Tray galvanized tin 18 Gage, (04 Ft. X 07 Ft.)	01 Pc	Per Piece
07	Saddle Sets (19 Inch.)	10 Sets	Per Sets
08	Head Bridal Sets	18 Sets	Per Sets
09	Snaffle (steel)	10 Pcs	Per Piece
10	Aluminum/steel Stirrup	12 Pcs	Per Piece
11	Leather Stirrup	36 Pairs	Per Pairs
12	Girth Nylon (54 Inch.)	24 Pcs	Per Piece
13	Nylon Grass Net	100 Pcs	Per Piece

- ✓ **Tender Value – Rs.10,00,000/- (Ten lakhs) (Approx.)**
- ✓ **Earnest Money of Rs. 10,000/- (Ten thousand)** only must be deposited online in the e-tendering portal (<https://wbtenders.gov.in>) through RTGS/NEFT. **Companies with EMD exemption must submit relevant documents in support of their claim.**

The rate should be quoted as mentioned in the BOQ format online.

All the relevant documents can be collected by the interested bidders from the office of the Riding Master of SVSPA, WB, Barrackpore during the office hours on any working day.

Tenders will not be considered unless the following documents are submitted with the tenders:-

- ✓ Earnest Money as per amount mentioned above must be deposited online as mentioned in website.

- ✓ Valid Trade License current, Professional Tax Current, GST Registered (regular) and Acknowledge, Income Tax return Acknowledgement, PAN No.

A. 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.

B. 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.

C. Documents: - Bidders shall submit their Valid Trade License, GST Registration Certificates (Regular), PAN No. and P. Tax.

D. Others: -

- ✓ The bid price must be final price inclusive of all taxes, transportation installation charges & Training.
- ✓ Selected bidders will be bound to supply the items in the accepted rates and strictly as per specification 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 the selected bidder(s) are unable to supply the items, the IGP, SVSPA, WB, may without notice to the supplier(s) get the required items supplied from elsewhere. 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). The quantity of items noted above is only approximate which may increase or decrease as per requirement.

- ✓ The IGP, Swami Vivekananda State Police Academy, West Bengal, Barrackpore does neither bind himself to accept the lowest rates of any tender nor to assign any reason thereto for non-acceptance of the tender. He also reserves the right to divide the contract amongst any number of the tenderers.

E. Payment: -

- ✓ Tax Invoice and the Challan against the supply is to be sent in DUPLICATE and should invariably be submitted along with supplies.
- ✓ Payment shall be made after executing the order satisfactory in all respect. However, no interest shall be paid to the firm, if the payment is delayed due to whatsoever reasons. In no circumstances, delivery schedule should be affected & or linked with the payment of outstanding bills. The payment of bills shall be withheld, in case of violation of any tender terms & conditions.

Selected contractors will be bound to supply articles according to the indents placed with them time to time during the total specified period in the accepted rates 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 articles or if articles supplied by the selected contractor(s) is found to be sub-standard, the Inspector General of Police, SVSPA, WB, may without notice to the contractor(s) purchase the articles required from elsewhere. 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).

The Inspector General of Police, Swami Vivekananda State Police Academy, West Bengal, Barrackpore does neither bind himself to accept the lowest rates of any tender nor to assign any reason thereto for non-acceptance of the tender. He also reserves the right to divide the contract amongst any number of the tenderers.

Date & Time Schedule:

Sl. No.	Particulars	Date	Time
1	Date of Uploading of NIT Documents Online (Publishing Date)	27/09/2024	14:00
2	Documents Download/Sell Start Date (Online)	27/09/2024	14:00
3	Documents Download/Sell End Date (Online)	21/10/2024	18:00
4	Bid Submission Start Date (Online)	27/09/2024	14:00
5	Bid Submission Closing Date (Online)	21/10/2024	18:00
6	Bid Opening Date	24/10/2024	13:00

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

The requirements shown above are the approximate requirement of the Riding School of Swami Vivekananda State Police Academy. The orders for supply will be based on actual requirement which may increase or decrease than the quantities shown in the Tender Notice.

It should be noted that the firm/firms will be selected purely on a "PROVISIONAL BASIS" and the forecast requirement may increase or decrease by any quantity.

Sd/-
Inspector General of Police
Swami Vivekananda State Police Academy,
West Bengal, Barrackpore, PIN – 700 120.

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)
 - 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">✓ GST Registration Certificate & Acknowledgement✓ PAN✓ P. Tax (Challan) (2023-24)✓ Latest IT Receipt✓ IT-Saral for Assessment Year 2023-24
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.

VI. **Financial Proposal:**

- c) **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 may remain present if they so desire.**
- 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.
- VIII. **Rejection of Bid:** The Inspector General of Police, 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 and also reserves the right to divide the contract amongst any number of tenderers, if required so and to place order for more or less than the quantity mentioned in the forecast requirement. The Inspector General of Police, Swami Vivekananda State Police Academy, West Bengal, Barrackpore does not bind himself to accept the lowest rate.

Sd/-
Inspector General of Police,
Swami Vivekananda State Police Academy,
West Bengal, Barrackpore, PIN – 700 120.