

**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](mailto:svspawb@gmail.com)

**Tender Reference No: SVSPA/RS/FODDER/NIT-42(e)/2024-25**

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 Annual supply of the following fodder articles for the horses of Riding School, SVSPA, WB, Barrackpore. Rates should be quoted in the prescribed format (Standardized BOQ format) along with samples of the items.

The approximate requirements of each item and earnest money to be deposited are furnished below:

Sl. No.	Items	Approx. Requirements for the period [From Apr 2025 to March 2026]	Rate to be quoted	Item to be Supplied	Tender Value (Rs)	Earnest Money (Rs)
1	Crushed Oats	421 Quintals	Per Kilogram	Twice/Month	<b>Rs 40 Lakh</b>	<b>Rs 10,000/-</b>
2	Wheat Bran	277 Quintals	Per Kilogram	Twice/Month		
3	Bengal Gram [Whole]	67 Quintals	Per Kilogram	Twice/Month		
4	Whole Linseed	31 Quintals	Per Kilogram	Twice/Month		
5	Common Salt (Iodized)	12 Quintals	Per Kilogram	Once/Month		
6	Black Salt (Dust and Solid)	12 Quintals	Per Kilogram	Once/Month		
7	Whole Horse Gram [Kulthi]	62 Quintals	Per Kilogram	Twice/Month		
8	Cane Gaggery [Gur]	44 Quintals	Per Kilogram	Twice/Month		
9	Soya bean Oil	376 Liters	Per Liter	Once/Month		
10	Carrot	117 Quintals	Per Kilogram	Daily		
11	Hay [Hill Variety]	730 Quintals	Per Kilogram	Once/Month		
12	Hay[ Local]	140 Quintals	Per Kilogram	Once/Month		
13	Straw	1000 Quintals	Per Kilogram	Once/Month		
14	Lucerne Kutti (supplementary food)	70 Quintals	Per Kilogram	Once/Month		

**N.B.** Carrot to be supplied daily morning (08.00hrs.) and afternoon (16.00 hrs).

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 and Acknowledgement, Income Tax return Acknowledgement, PAN No.
- ✓ Sealed samples in transparent jars.

Selected contractors will be bound to supply articles according to the indents placed to 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 founds sub-standard, the Inspector General of Police, SVSPA, WB, may blacklist the contractor(s) without any notice. 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:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date</b>	<b>Time</b>
1	Date of Uploading of NIT Documents Online (Publishing Date)	30/01/2025	17:15
2	Documents Download/Sell Start Date (Online)	30/01/2025	17:15
3	Documents Download/Sell End Date (Online)	24/02/2025	17:15
4	Bid Submission Start Date (Online)	30/01/2025	17:15
5	Bid Submission Closing Date (Online)	24/02/2025	17:15
6	Last Date of Submission of Earnest Money Deposit & Self-attested copies of relevant documents (offline)	24/02/2025	16:00
7	Bid Opening Date	27/02/2025	15:00

**Bid Opening & Sample Selection Location:** 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)
    - 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)	<ul style="list-style-type: none"><li>✓ GST Registration Certificate &amp; Acknowledgement</li><li>✓ PAN</li><li>✓ Trade Licence</li><li>✓ P. Tax (Challan) (2024-25)</li><li>✓ Latest IT Receipt</li><li>✓ IT-Saral for Assessment Year 2024-25</li></ul>
B.	Company Detail(s)	Company Detail	<ul style="list-style-type: none"><li>✓ Proprietorship Firm (Trade License)</li><li>✓ Partnership Firm (Partnership Deed, Trade License)</li><li>✓ Ltd. Company (Incorporation Certificate, Trade License)</li><li>✓ Society (Society Registration Copy, Trade License)</li></ul>

			✓ Power of Attorney.
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**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.
- b) If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

**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.

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.
- IV. 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.
- V. 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.
- VI. **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.