

**SWAMI VIVEKANANDA STATE POLICE ACADEMY  
WEST BENGAL, BARRACKPORE, PIN- 700120**

[Tele-Fax No.033 2592 3703]

Website – [www.svspa.wb.gov.in](http://www.svspa.wb.gov.in), Email – [svspawb@gmail.com](mailto:svspawb@gmail.com)  
(An ISO 9001:2015 Certified Institution)

**Tender Reference No: SVSPA/RS/VET-INS-47(e)/2025-26**

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. E-tender for **Veterinary Instruments** for use of horses of Riding School, SVSPA, WB, Barrackpore. Rates should be quoted in the prescribed format (Standardized BOQ format) along with samples of the items.

Sl. No.	Name of the veterinary instruments	Amount Rs. (Apprx.)
01	<b>Equine Dental Rasper</b>	
02	<b>Equine Stomach Tube (Medium)</b>	
03	<b>Mobile Portable Veterinary X-Ray Machine</b>	
04	<b>Portable ECG Machine</b>	

**N.B** – Rate should be including all taxes, carrying cost should be valid for 01 year.

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

✓ **Estimated Tender Value – Rs.9,50,000/- (Approx.)**

✓ **EMD:Nil**

✓ **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.

**A. Eligibility of Bidder:**

✓ The responding Bidder should be registered under statutes of India. The organization should be of repute and be incorporated/registered in India.

✓ **Documents:**

i) Trade License, b) Professional Tax c) IT Return: The responding Bidder should have valid Trade License issued by the competent authority for similar type of works and also valid Professional Tax Certificate & Income Tax Clearance Certificate.

ii) Bidders shall submit their a) GST Registration Certificates b) PAN No.

Product issued by a competent authority should be submitted online with the technical bid documents.

- ✓ 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 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 concerned firm. 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.

**B.** The bidder should have their registered office at Kolkata.

**C. Validity of Bid:** - The tendered rate shall be valid for 01 year from the tender opening date.

**D. Others: -**

- ✓ The bid price must be final price inclusive of all taxes and transportation charges.
- ✓ 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 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'.

**B. Payment: -**

- ✓ 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.

**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)	<b>04/03/2025</b>	<b>16:00</b>
2	Documents Download/Sell Start Date (Online)	<b>04/03/2025</b>	<b>16:00</b>
3	Documents Download/Sell End Date (Online)	<b>13/03/2025</b>	<b>12:00</b>
4	Bid Submission Start Date (Online)	<b>04/03/2025</b>	<b>16:00</b>
5	Bid Submission Closing Date (Online)	<b>13/03/2025</b>	<b>12:00</b>
6	Bid Opening Date	<b>18/03/2025</b>	<b>15:00</b>

**Bid Opening 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.

**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 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)

**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</li><li>✓ Relevant Trade License</li><li>✓ PAN (Organization or Individual)</li><li>✓ P.Tax (Challan)</li><li>✓ Latest IT Receipt</li><li>✓ A Statement whether the firm was blacklisted earlier.</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><li>✓ Power of Attorney.</li></ul>
E.	Annexures	Annexures	✓ Annexure-“I & II” filled in.

## **Financial Proposal:**

V.

- 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:  
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.

**Sd/-**

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