

SWAMI VIVEKANANDA STATE POLICE ACADEMY
WEST BENGAL, BARRACKPORE, PIN- 700120
An ISO 9001:2015 Certified Institution
[Office No.033 2593 0764]

Website – svspa.wb.gov.in, Email – svspawb@gmail.com

Tender Reference No.: SVSPA/MT/NIT-28(e)/2026

The Inspector General of Police (IGP), Swami Vivekananda State Police Academy (SVSPA), West Bengal, Barrackpore invites Annual E-tender from the bonafide and eligible Manufacturers/authorized dealers with experience of similar works for **Annual Supply of New Spare Parts & Accessories Of Govt. Vehicles, Motor Cycles and Govt. Generators for Motor Transport Section (MT Section) at SVSPA, WB, Barrackpore.** Rates should be quoted in the prescribed format (standardized BOQ Documents format/sheet).

Scope of Works may be collected from Office of the **Motor Transport Section (MT Section)**, Swami Vivekananda State Police Academy, West Bengal, Barrackpore at the time of **Pre-Bid Meeting.**

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. Earnest Money of Rs. 20,000/- (Twenty 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.**
 - B. 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.
 - C. 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.

D. Eligibility of Bidder:

- i) **Registration:** Responding Bidder must have registered local office within **Kolkata or suburb**. The responding Bidder should be registered under statutes of India. The organization should be of repute and be incorporated/registered in India. Bidders must furnish Brand Service Center Details with State.
- ii) **Bidders must attend the pre-bid meeting as per scheduled time table. Bidders who will not attend the pre-bid meeting shall be rejected forthwith.**
- iii) **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 should have valid Professional Tax Certificate & Income Tax Clearance Certificate.
- iv) **Undertaking Regarding Blacklisting:** The responding 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. The bidders will have to furnish an undertaking in this matter in **Annexure-I**.

Responding bidders who have adverse report from the Police or any 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.

- v) **Undertaking Regarding Acceptance of Terms & Conditions:** The responding bidders shall have to submit an undertaking regarding acceptance of the Terms & Conditions of the NIT in **Annexure-II**.
- vi) **Insolvency/Criminal Activities:** In case of partnership/other firm –
 - a) None of the partners/owner should be insolvent, in receivership, bankrupt or being wound up and their affairs are not being administered by the Court or a judicial officer, their business activities have not been suspended and subjected to any legal proceedings.
 - b) None of the partners/owner should have been convicted of any criminal offence related to professional conduct or of the making of false statement or misrepresentation as to their qualifications.
 - c) The act of the breach of performance of the contract by any of the partners shall be binding on the firm.
 - d) The bidder shall be construed to mean the prime bidder and all clauses as are applicable to a bidder shall also be applicable to the prime bidder.

- vii) **Annual Turnover:** The responding bidders are desirable to have had an Annual Turnover of **15 lakh** only for the last 5 (five) financial years. A certificate from Chartered Accountant should be attached stating the annual turnover.
- viii) **Credentials:** Documents in the form of work completion certificates & payment certificates of executing similar nature of works done **not less than 50%** of the estimated cost, which is applicable for eligibility in this tender.
- ix) **Work Experience:** The responding Bidders are desirable to have experience in supplying IT related items for at least last 3 (three) years.
- x) **PAN:** The responding bidders should have in their name PAN (Permanent Account Number) with Income Tax authority in India.
- xi) **Goods & Services Tax (GST):** The responding bidders should have Goods & Services Tax Identification Number (GSTIN) in India in their name.
- xii) **Employees/Manpower under the Bidder:** The responding bidders should have sufficient no. of technically qualified support staff on their roles. A declaration in this respect has to be submitted.

- xiii) **Proprietary Article Certificate:** In case the bidder is **OEM** i.e. Manufacturing Units, he will have to submit authentic documents/ Propriety Article Certificate.

E. Specification of the Miscellaneous Spare parts & Accessories / Items & Scope of Works for Motor Transport Section: Specification of the required items details may be found at time of **Pre-Bid Meeting**.

F. Tender Acceptance & Rejection:

The following considerations shall be taken into account while evaluating the bids–

- a) Whether the goods and services offered are as per the requisite tender specifications in the document.
- b) Whether the bidder has submitted all the information/documents as required to be submitted along with the Bid.
- c) Bidders with variance/contradiction between Technical Bid and Financial Bid will be liable for rejection.
- d) Bidders submitting incomplete information, subjective and conditional offers as well as partial offers will be liable for rejection.
- e) Tenders with the Technical Bid not containing EMD amount/EMD exemption certificates will be summarily rejected.
- f) In addition to the above rejection criteria, if there is non-compliance of any of the other clauses of this Tender Document, the tender is liable for rejection.

G. Letter of Intent/Acceptance (LoI/LoA) & Validity of Accepted Rate:

- a) On completion of e-Tender formalities, Letter of Intent (LoI)/Letter of Acceptance (LoA) will be issued in favour of the selected bidder (L1).
- b) The instant e-tender accepted rate of the tendered items will remain valid for 01 (one) year from the date of issuance of LoI/LoA.
- c) The IGP, SVSPA reserves the right for placement of work order at any time during the validity period of the tender and the contractor will be bound to execute the work as per accepted rate.

H. Work Order: Work order will be issued subsequently after completion of required formalities.

I. Warranty & Maintenance:

- a) Responding bidders will have to give **Onsite warranty** on the supplied items from the date of acceptance of supplied item(s). After completion of comprehensive warranty period SVSPA may go for fresh AMC with the supplier. Hence bidder should maintain sufficient stock of spares with them even after the expiry of the warranty period.
- b) The selected bidder is liable for repairing all or any sort of damage detected during the warranty period completed free of cost.

- c) During the warranty period no active component should be declared "End of Life". In case it is declared "End of Life" during this period, the selected bidder has to replace such equipment at their own cost. **A letter of Confirmation by OEM shall be mandatory.** The rate should be quoted inclusive of warranty.
- d) Separate SLA will be signed with the selected bidder for warranty & support after supply of the items.

J. Award of Contract: The Award of Contract will be notified through West Bengal e-Tender portal.

K. Delivery/Completion of Work: The delivery/completion of work period shall in no case exceed a period of **30 days** of the issuance of Work Order. The IGP, SVSPA reserves the right to extend the delivery period against any satisfactory reason thereafter.

L. Supply of Items/Execution of Works:

- a) The Selected bidder shall be liable to supply/execute the tendered items as per agreement mutually agreed upon against placement of order of supply within the time specified in the respective order. The IGP, SVSPA reserves the right for placement of Supply/Firm Order at any time during the validity period of the LoI and the selected bidder is bound to supply the tendered item as per accepted rate of the respective tender.
- b) If the selected bidder by any cause, other than his own neglect or default, be prevented or delayed from supplying items/goods as aforesaid, the periods provided in clause may be extended by the IGP, SVSPA on being satisfied that reasonable grounds exist for such delay.
- c) The selected bidder shall provide, at his own expense, all tools, plant, implements, packing, coolie hire charges etc. as will be necessary for the due performance of the contract. No claim on these accounts shall be entertained.
- d) Random Testing of the delivered items will also be done at the time of Acceptance at the expense borne by the bidder.

M. Payment: The process of payment will be initiated only after receiving a satisfactory certificate by the Acceptance Committee to be formed for this purpose after completion of supply/work.

N. General Terms & Conditions:

- a) It should be noted that the supplier(s) will be selected purely on "PROVISIONAL BASIS".
- b) Any attempt of canvassing on the part of a responding bidder will render his tender liable to rejection summarily.
- c) The Inspector General of Police, SVSPA, WB, Barrackpore reserves the right to accept any bid, and to annul the bid process and reject all bids at any time, without assigning any reason, prior to placement of supply order/ signing of contract, without thereby incurring any liability to the affected Bidder or any obligation to inform the affected Bidder of the grounds thereof.
- d) This contract shall not be sublet either wholly or partly without the written permission of the Inspector General of Police, SVSPA, WB, Barrackpore and on breach of this provision the Inspector General of Police, SVSPA, WB, Barrackpore may cancel the contract and forfeit the Security Deposit and the Contractor shall have no claim for loss thereby resulting to him on any account whatsoever.
- e) Any breach by the Contractor of any of the terms of the contract, the Inspector General of Police, SVSPA, WB, Barrackpore may, in addition to recovering any loss to sustain, terminate the contract on seven (07) days notice to the Contractor. The decision of the Inspector General of Police, SVSPA, WB, Barrackpore shall be the final on all questions as to the extent, meaning or construction of the said schedule or any descriptions, prices or other matters therein.
- f) In the event of failure to supply the articles/execute the work according to approved commodities/ samples as agreed upon by the Contractor, the

contract will be stand as cancelled.

- g) The Inspector General of Police, SVSPA, WB, Barrackpore reserves the right to revise the quantity of the tendered article/item as per requirement and/or availability of fund within the validity period of tender which is 01 (one) year.
- h) The Inspector General of Police, SVSPA, WB, Barrackpore may accept the tender in respect of all the items tendered for, or any of them, or any part of all or any of them, by notifying the Contractor accordingly and the tender shall thereupon be considered as a tender for the quantity so accepted.
- i) The Inspector General of Police, SVSPA, WB, Barrackpore reserves the right to invoke and/or cancel the Supply/ Order, if situation so warrants or the terms and conditions are not complied with, without assigning any reason thereto.

O. Grounds For Blacklisting :

a) At the Stage of Competitive Bidding – on the ground of:

- i) Submitting false documents as far as the eligibility criteria are concerned,
- ii) Submission of bid which involves concealment/suppression of facts in the bids in order to influence the outcome of eligibility screening or any other stage of open bidding.
- iii) Unauthorized use of one's name or the name of any other firm for the purpose of bidding,
- iv) Withdrawal of a bid, or refusal to accept an award, or enter the contract with the Govt. without justifiable cause, after he had been adjudged as having submitted the lowest responsive bid,
- v) Refusal or failure to post the required performance security within the prescribed time, as indicated in the detailed tender notice.
- vi) Refusal to clarify in writing its Bid during post qualification within the prescribed period as contained in the detailed tender notice from receipt of the request for clarification.
- vii) Any documented unsolicited attempt to unduly influence the outcome of bidding in his favour,
- viii) All other acts that tend to defeat the purpose of competitive bidding which is contrary to financial rules of the Government e.g. habitual withdrawing from bidding except valid reasons, not complying with the requirements during bid evaluation.

b) At the Stage of Contract Implementation – on the ground of:

- i) Failure on the part of the firm to supply items as per Supply Order/Work Order due solely to his fault or negligence within the prescribed period as mentioned in the detailed tender notice.
- ii) Failure to fully and faithfully comply with the contractual obligations without valid cause or failure to comply with any written lawful instruction of the procuring entity or its representative(s) pursuant to the implementation of the contract.
- iii) Assignment and sub-contracting of the contract or any part thereof
- iv) Unsatisfactory progress in the delivery/execution of goods/items/work in case of procurement,
 - v) Supply of inferior quality of goods/service/work, as per accepted specification/sample/ specimen of item(s).
 - vi) Any other reason, which the procuring entity deems it logical to include in the contract, duly agreed by the Contractor.
 - vii) Failure of supply/execute within the stipulated period of time to be mentioned in the supplyorder/work order.

P. Disputes & Arbitration: In case of any dispute or differences, relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of Inspector General of Police, SVSPA, WB, Barrackpore or any other person appointed by him. The decision of the arbitrator shall be final and binding on both the parties. In the

event of such arbitrator to whom the matter is referred to vacates his office on resignation or otherwise or refuses to do works or neglecting his work or being unable to act as arbitrator for any reason whatsoever, the Inspector General of Police, SVSPA, WB, Barrackpore shall appoint another person to act as arbitrator in the place of outgoing arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor. The Bidder will have no objection in any such appointment on the ground that arbitrator so appointed is employee of West Bengal Police. The adjudication of such arbitrator shall be governed by the provision of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof. The arbitration shall be held within the jurisdiction of Hon'ble High Court of Calcutta.

Q. Termination of Contract: The IGP, SVSPA may without prejudice to any other remedy or right of claim for breach of contract, terminate the contract in whole or in part by giving a notice of not less than 30 days to the contractor :

- a) If the contractor (Bidder) materially fails to render any or all the services within the time period(s) specified in the contract or any extension thereof and fails to remedy its failure within a period of thirty (30) days after receipt of the default notice.
- b) If the contractor has engaged in corrupt or fraudulent practices in competing or in executing the contract.

R. Other Points:-

- a) All products must come with standard Warranty coverage.
- b) Valid Trade License, GST Certificates, PAN No. and P. Tax Submission documents.
- c) Rates should be inclusive of taxes, carrying cost and installation charges.
- d) **Rates must not exceed M.R.P., under any circumstances.**

S. Force Majeure Clause: The Bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if the delay in performance or other failure to perform its obligations under the contract is a result of an event of Force Majeure. For purposes of the clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions, freight embargoes etc.

Date & Time Schedule:-

Sl. No.	Particulars	Date	Time
1	Date of Uploading of NIT Documents	17/02/2026	16:00
2	Pre-Bid Meeting (Offline)	23/02/2026	11:00
3	Documents Download Start Date (Online)	17/02/2026	16:00
4	Documents Download End Date (Online)	02/02/2026	16:00
5	Bid Submission Start Date (Online)	23/02/2026	16:00
6	Bid Submission Closing Date (Online)	02/03/2026	16:00
7	Last Date of Submission of Earnest Money Deposit (Online)	02/03/2026	16:00
8	Bid Opening Date (Online)	06/03/2026	12:00

Pre-Bid Meeting Location: Motor Transport Office, Swami Vivekananda State Police Academy @ PTC, Latbagan, Barrackpore, North 24 parganas, PIN-700120. Contact No. M.T.O, SVSPA - 9147890137.

Bid Opening Location : Office of the IGP, SVSPA, WB, 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 Certificate (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 ✓ Trade Mark Registration Logo ✓ 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, Partner should have establishment within West Bengal) ✓ 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 3 Financial Years	<ul style="list-style-type: none"> ✓ Audited
E.	ATC	Annexures	<ul style="list-style-type: none"> ✓ Bid-specific OEM Authorization Letter in case the bidder is not a manufacturer. ✓ Datasheet of the Quoted item(s) with filled in compliance against each criteria of given specification ✓ Annexure-I & II – filled in.

V. **Financial Proposal:**

- 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.

Sd/-

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