

1118390/2020/O/o D(WBPD)

E-TENDER NOTICE No. WBPD/CLOTHING/NIT-02/2020-21

Notice inviting e-tender for procurement of anti-malarial item during the year 2020-21 for West Bengal Police.

The Director General & Inspector General of Police, West Bengal, having its office at West Bengal Police Directorate, Bhabani Bhawan, 2nd Floor, Alipore, Kolkata-700027, invites e-tender for supply of Anti-malarial Item for West Bengal Police for the year 2020-21 on behalf of The Governor of West Bengal. Ref. E-Tender NO. WBPD/CLOTHING/NIT-02/2020-21. Details may be seen and downloaded from the website <https://wbtenders.gov.in> and also in the West Bengal Police website www.wbpolice.gov.in. For any query, one may contact the office of the Additional Director General & Inspector General of Police (Establishment), West Bengal at Bhabani Bhawan, 2nd Floor, Kolkata-700027 during office hours on any working day. If any rectification is required, corrigendum will be published in our website www.wbpolice.gov.in & <https://wbtenders.gov.in>.

Concerned Documents may be **downloaded online from** 15/07/2020 (Wednesday) after 5-00 P.M.

Bid submission starting date (online) : 17/07/2020 (Friday) after 3-00 P.M.

Bid submission closing date (online) : 10/08/2020 (Monday) at 3-00 P.M.

Kolkata,
The th July, 2020.


(Chirantan Nag)

Deputy Inspector General of Police (Organisation),
West Bengal.

TERMS & CONDITIONS TO BE FOLLOWED IN SUBMITTING TENDERS

The following terms & conditions should be strictly followed in submitting e-tenders during the year 2020-21 (Submission of Bid through online): -

1. General Instructions:

- 1.1 Bids can **only** be uploaded /submitted by e-filing using Digital Signature Certificate (DSC) in the website <https://wbtenders.gov.in>.
- 1.2 Intending bidder may download the tender documents including the NIT (Notice Inviting Tender) from the website <https://wbtenders.gov.in> & West Bengal Police website www.wbpolice.gov.in.
- 1.3 The tender is to be submitted in a two Bid System. Both Technical bid and Commercial bid are to be submitted online and concurrently by the bidder, duly digitally signed, with the help of his DSC in the <https://wbtenders.gov.in>.
- 1.4 **All tenders must be submitted online in the website <https://wbtenders.gov.in> by 10/08/2020 (Monday) at 3-00 P.M..i.e. by Closing day of submission of bids.**
- 1.5 The Tender Document/Tender is not transferable under any circumstances.
- 1.6 No physical/offline Tender/ Bid shall be accepted.
- 1.7 The Committee for Tender reserves the right to cancel the BID/Tender without assigning any reason whatsoever to the Bidder or anyone else.
- 1.8 Conditional tenders and casual letters sent by the bidders will not be accepted.
- 1.9 Bidders are requested to read the instruction in the Technical Document/Bid before submitting the Tender/BID online.
- 1.10 The Committee for Tender also reserves the right for not assigning tender/AOC at all, to any bidder/bidders without giving any reason.

2. Submission of Bids: The tender is to be submitted in two Bid System.

2.1 **Technical Bid:** The Technical Bid has two documents.

2.1.1 **Statutory Documents:** This contains 3 files.

(a) **Technical Documents: (1st File)**

This file contains a list of **Statutory documents** which will have to be uploaded by a bidder in PDF format in the website <https://wbtenders.gov.in> . Scanned copies of the documents have to be uploaded by a bidder depending upon nature of organization.

(i) For SSI Units/NSIC Ltd/DGS & D (only):

1.	Attested Legible Copies of up to date registration certificates .
2.	Certificate issued by C & SSI Dte, Govt. of WB or NSIC Ltd/ DGS & D, Govt. of India, as the case may be.
3.	Relevant textile licenses issued under West Bengal Cotton Cloth and Yarn Control Order, 1960 and subsequent orders and also attested copy of current Trade License.
4.	For branded items, manufacturer's (O.E.M.) authorization letter has to be submitted, otherwise tender will not be considered.

(ii) Others will upload a blank PDF document in this file.

(b) **EMD (2nd file)** should be uploaded online (Description of EMD may be seen at Para 6).

(c) **NIT Document (the 3rd file)**: (To be uploaded in PDF format) Here a **bidder shall upload a declaration duly signed and sealed, on the letter pad of his/her concern/firm** to the following effect:

“Declaration”

“The information submitted by me is correct and I/ my agency will abide by the decision of DG & IGP, WB regarding this tender bearing Notice No. WBPD/CLOTHING/NIT-02/2020-21. In the event of the information or any document(s) submitted by me is found to be false or fabricated in any manner whatsoever, I/ my agency may be suspended and/or debarred from the Tender at any stage without being compensated or otherwise. Further, I/ my agency accept all the terms and conditions given in various paragraph of NIT for consideration of my bid in this tender. I / My Agency will undertake the assignment, in accordance with the Terms and Conditions & Specifications of Work detailed in the NIT/Annexure and at the cost submitted by me/ my Agency in the financial proposal. I/ my Agency have not been de-registered/blacklisted, previously by any State Government/Central Government or its Agencies or disqualified from participating in the Government tenders.”

Further, the bidder will fill up the form of Tender attached herewith (West Bengal Form No. 5449B) and upload its scanned copy **duly signed & sealed by him**/her in PDF format.

2.1.2 Non statutory documents OR My documents OR other Important Documents : The scanned copies of the following documents are to be uploaded in PDF format in this folder.

Sl. No.	Documents	Corresponding E- Tender folder in Other Important Document.
1.	Trade License/Enlistment	Company Details
2.	PAN Card	Certificates
4.	GST Registration	Certificates
5.	Income-tax Acknowledgments of last Two years	Certificates
6.	Name and address of the Firm	Credential
7.	Name and address of Directors/Partners/Proprietors	Credential
8.	Latest State professional tax clearance certificate (if applicable)	Certificates
9.	Copies of Audited Balance Sheet & Profit & loss A/C for last two years	Certificates
10.	Turnover certificate for last two years by a Chartered Accountant.	Certificates

2.1.3 Scanned copies of Non statutory documents, Statutory documents, duly signed declaration etc. will be duly checked. **Samples** will be evaluated **physically** to decide Bidders qualified in Technical Bids. Evaluation of bids manually, may take few days. Bidders qualified in Technical Bids will be deemed eligible for Commercial Bid.

2.2 **Commercial Bid:**

This file contains **BOQ (Bill of Quantities)** as "Commercial Bid". A bidder will quote **rate per unit**, item wise, **excluding GST (wherever applicable) and including any other charges.** This BOQ shall be uploaded in Excel format without changing the innate template.

3. **Submission & Evaluation of the tenders:**

- 3.1 **Annexure "N"** attached below depicts the item wise requirement. Specifications for the items are given in Annexure- N.
- 3.2 **All Bidders shall submit (offline, i.e. physically) Samples (with relevant certificates from govt. institutions such as National Test House etc. to the effect that the sample/s submitted by the bidder is specification compliant; Lab test certificate should not be older than the date of issue of this tender enquiry) failing which they will be rejected summarily.**
- 3.3 Samples so submitted will be evaluated physically in accordance with the specifications and a list of item wise qualified bids will be prepared. During the Technical Opening process, Bidders qualifying the essential requirements (**Non statutory documents, Statutory documents, duly signed declaration, NTH/NABL approved Laboratory Certificate etc.**) will be identified.
- 3.4 The Technical Bid of the Bidders failing to meet the essential requirements of participating in the tender and specifications will be rejected. Bids found suitable as per the above and tender specifications, will be eligible for Commercial Bids.
- 3.5 **After Technical Evaluation, finally the list for Technically Qualified Bidders will be uploaded in the Website.**
- 3.6 In **Commercial Bid Opening**, Bidders quoting **the lowest rate for the item (L1)** will be considered, and if deemed fit in all respects, will be awarded AOC (Award of Contract). Bidders selected for AOC will be asked to submit within a given time period, hard copies of documents in original (Non statutory documents, Statutory documents, duly signed declaration etc.) submitted previously online by him/her and any deviation/ discrepancy in these shall lead to rejection of such bid at any stage.
- 3.7 **Failure to submit the original hard copies and documents desired from the L1 bidder within the time period given for the purpose, may be construed as an attempt to disturb the tendering process and will be dealt with accordingly, legally, including blacklisting the bidder.** In such case of rejection, AOC (Award of Contract) may be given to the next higher quoter if found suitable in all respect. As this tender is floated in two bid system, **if the numbers of bidders/tenderers qualified in the technical bid is less than three, tender will be invited afresh.**
- 3.8 Before awarding AOC (Award of Contract) to a bidder, he/she will have to **deposit Security Deposit offline (physically) in the form of FDR (Details may seen in Clause 7).** If the lowest quoting bidder is unable to assure the supply in whole of the requirements, opportunity shall be given to the next higher quoter for supply at the lowest rate or otherwise, if the sample of the latter found suitable as per specification. As it is a yearly tender, the supply order to the worthy bidder selected as per the above procedure, will be given at any time.

4. Dates & Information:

4.1 The time schedule of the e-tender is as follows:-

Sl. no.	Items	Scheduled date(s)
1.	Start of downloading Documents /Tender publishing/floating (online).	15/07/2020 (Wednesday) after 5-00 P.M.
2.	Bid submission start date (on line).	17/07/2020 (Friday) after 3-00 P.M.
3.	Bid submission closing (on line).	10/08/2020 (Monday) at 3-00 P.M.
4.	Date of submission of Sample at DG & IGPø Clothing Store, Ground Floor, Erstwhile DEB Office, 24-Pgs(South), Alipore, Kolkata-27.	13/08/2020 (Thursday) from 11: 30 hrs to 3:00 PM.
5.	Opening of Samples by Sample Opening Committee (Offline)at DG & IGPø Clothing Store, Ground Floor, Erstwhile DEB Office, 24-Pgs (South), Alipore, Kolkata-27.	18/08/2020 (Tuesday) from 11: 30 hrs to 4:30 PM on each day.
6.	Date of opening of Technical Bid (On line).	21/08/2020 (Friday) at 12:00 Hrs
7.	Evaluation of documents and samples by Central Clothing Committee (Offline) at DG & IGPø Clothing Store, Ground Floor, Erstwhile DEB Office, 24-Pgs(South), Alipore, Kolkata-27.	01/09/2020 (Tuesday) from 11:30 hrs to 04.00PM
8.	Date of uploading list of Technically Qualified Bidders (On line)	Will be informed later on.
9.	Date of Opening of Commercial Bid (On line)	Will be informed later on.
10.	Date of uploading of list of qualified Bidders in Commercial Bid along with the approved rate on the Website.	Will be informed later on.

4.2 The Director General & Inspector General of Police, West Bengal reserves the **right to change the above schedule in case of any exigencies or cancel the whole tender without showing any reasons after putting up a notice in the websites : www.wbpolice.gov.in & <https://wbtenders.gov.in> .**

5 Other Instructions:

- 5.1 During the scrutiny, if it comes to the notice of tender inviting authority that the credential or any other paper found incorrect /manufactured/fabricated, **that bidder would not allowed to participate in the tender and that application will be outright rejected without any prejudice.**
- 5.2 The Central Clothing Committee reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- 5.3 The Central Clothing Committee reserves the right to amend the quantity & size of the items given in the BOQ at the time of awarding the AOC to the concerned bidder. The bidder shall supply the items on the rate quoted by him in the tender and no claim in this respect will be entertained.
- 5.4 The Central Clothing Committee reserves the right **for not assigning the supply order at all** to any bidder/s for any item/s, although the bidder/s have been found suitable in both technical bid and financial bid and for this the bidder cannot claim compensation.
- 5.5 The decision regarding acceptance of tenders will be communicated in due course. No enquiry should be made before that date.
- 5.6 The **estimated requirements of the Items are subject to increase or decrease according to actual necessity and Item(s) may not at all be procured if so required.**

5.7 Arrangements for lifting unaccepted samples from this office should be made by the firms themselves through their local agents or authorized representatives. This office will not take any responsibility of returning unaccepted samples in any way or in any case within one month of publication of list of financially qualified bidders in the Website.

5.8 For items having IS specifications, relevant certificates from govt. agencies [NTH/NABL approved laboratory], shall be given with the samples.

6. Earnest Money Deposit:

6.1 EMD should be submitted online @Rs. 25,000/- (Rupees Twenty Five Thousand) only.

6.2 The EMD shall be in Indian Rupees and shall be submitted electronically i.e. **online** - through net banking enabled bank accounts or by generating NEFT/ RTGS challan from the e-tendering portal. Bidder who wants to pay EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site (wbtenders.gov.in). Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD. For more details a bidder should refer to Memorandum No. 3975-F(Y) dated 28th July, 2016 of Finance Department, Audit Branch, Government of West Bengal.

6.3 The earnest money of unsuccessful bidders will be refunded **online automatically** as per the process mentioned in the above Memorandum. No interest on EMD could be claimed/paid.

6.4 The Earnest Money of the bidder will be forfeited on account of one or more of the following reasons:

- (a) Applicant withdraws the proposal during the validity period of bid specified in E-Tender document.
- (b) Applicant does not respond to requests for clarification of its proposal/substandard works.
- (c) Applicant fails to provide required information during the evaluation process or is found to be non-responsive.
- (d) In case the successful applicant, fails to sign the Agreement in time; or furnish Security Deposit.

6.5 Exemptions from EMD:

Bidders who are registered as S.S.I. Unit with C. & S.S.I. Deptt. of Govt. of West Bengal and / or N. S.I.C. Ltd / D.G.S. & D. of Govt. of India must produce attested legible copy of their up-to-date Registration Certificate along with a Certificate issued by C. & S. S. I. Dte. of Govt. of West Bengal and / or N. S. I. C. Ltd / D.G.S & D. of Govt. of India to the effect that the Bidders' registration as S.S.I. Unit is valid up to 31/03/2020 to support their claim, if any, **for exemption from depositing Earnest Money Deposit for those items of supply for which the Bidder is registered as S.S.I. Unit and not for other unregistered items. Scanned Copy of EMD Exemption Document will also have to be uploaded on line.**

7. Security Deposit:

7.1 The selected Bidder shall have to deposit Security Money off line in the form of **F.D.R. (Fixed Deposit Receipt)** at 5 per cent of the total value of orders placed with them in favour of Deputy Inspector General of Police (Organisation), West Bengal and to **execute an agreement in W.B.F. No. 5449C**. The Director General and Inspector General of Police, West Bengal, reserves the right to waive the security deposit from well-known firms registered under the Companies Act. The DG and IGP, West Bengal reserves the right to invoke a quality evaluation before considering the price bids. In case laboratory tests are required to be done for technical evaluation, the testing fees shall be payable by the Bidder within seven days of the receipt of the bills . **For valid SSI Units/NSIC Ltd/DGS & D units, no security deposit is required.**

7.2 **The Director General and Inspector General of Police, West Bengal reserves the right to forfeit the Security Deposit tendered by the Contractor(s) or partly thereof and / or to Black-list the Contractor(s) in the event of his / their failure to fulfill the contract.**

7.3 **The Director General and Inspector General of Police, West Bengal also reserves the right to reject the lowest tender or any tender without assigning any reason thereof.**

8. Delivery of Goods:

8.1 Delivery of goods shall not be considered as complete until such goods have been inspected and passed by the relevant Committee appointed for the purpose. **At the time of acceptance of consignments, the DG and IGP, WB may get representative samples tested in NABL approved laboratories at the consigner's cost. The testing fees shall be payable by the bidder within 7 (seven) days of the receipt of the bills.**

- 8.2 All quantities shall be subject to re-weighment and count at destination and weighments and count shall be considered final only when certified by the Director General and Inspector General of Police, West Bengal.
- 8.3 That the Contractor hereby agrees and covenants with the Governor that the item and store manufactured and supplied by the Contractor under these presents shall be manufactured with best materials available and shall be of best workmanship and the item supplied shall be strictly in accordance with the approved sample and that the said store would conform to the description and specification mentioned in the schedule or if item supplied be not strictly in accordance with the terms of these presents, the Governor shall be at liberty and be entitled to reject such goods as may not conform strictly to the sample or be not in accordance with guarantee hereby given. The Contractor shall if so called upon to do so replace such item as may be rejected by the Governor or otherwise the Contractor shall pay to the Governor such damages as may arise by reason of breach of the conditions contained herein:
- Provided, however, that nothing herein contained shall prejudice any other right of the Governor in that behalf under these presents or otherwise.
- 8.4 No goods shall be deliverable to the Clothing Store on Saturday, Sunday and/or gazetted holidays without the written permission of the Addl. Director General of Police (Establishment), West Bengal.
- 8.5 The contract shall not be sublet either wholly or in part without the written permission of the Addl. Director General of Police (Establishment), West Bengal and for breach of this provision the Addl. Director General of Police (Establishment), West Bengal may terminate the contract and forfeit the Security Deposit and the Contractor shall have no claim for loss thereby resulting to him on any account whatsoever.
- 8.6 On any breach by the Contractor of any of the terms of the contract the Director General and Inspector General of Police, West Bengal, may, in addition to recovering any loss sustained, terminate the contract on seven days' notice to the Contractor. The decision of the Director General and Inspector General of Police, West Bengal, shall be final on all questions as to the extent, meaning or construction of the said schedule or any descriptions, prices or other matters therein mentioned.
- 8.7 The selected bidder shall have to Complete their supply in the following way if not directed otherwise:-
"100% supply to be given by the 6th November, 2020".
- 8.8 In the event of failure to supply the articles according to approved samples as agreed upon by the Contractor such articles will be purchased elsewhere without notice to the Contractor on the account and at the risk of the Contractor.
- 8.9 Authentic documents regarding genuineness of the articles to be produced in respect of supplies of "branded" articles in each supply.

9. For collection of Sample:

- 9.1 **A bidder/his representative shall put his signature and seal on each of the sample.** Complete and made-up samples [IS marked items] should be submitted for each item of articles with a sealed ticket attached thereto showing the following:
- (a) Name and address of the bidders.
 - (b) Name of the article.
 - (c) Details of technical specification of the product
 - (d) Relevant certificates from govt. institutions such as **National Test House (NTH)** etc. if applicable.
- 9.2 **All the submitted samples should be securely tagged failing which the tender will be liable to rejection.**

- 9.3 Samples should be submitted in sealed packets, with a label outside the packet showing name / names of the Firm and Address. A list showing the different articles contained in each packet should invariably be placed inside the packet, duly signed by the bidder. **Absence of such list may affect bidders interest seriously. Reference to previous year's samples will not be considered.**
- 9.4 Tenders should conform to the approved samples kept in the Central Clothing Stores, M. P. Udyan, Barrackpore with regard to design, pattern, shape and quality. **One rate should be quoted for each item.**
- 9.5 Outstation firms should send their tenders and samples freight paid. Railway receipts and other connected papers requiring immediate attention should be sent separately.
- 9.6 Challans (in duplicate) showing the tender notification no. and sample packets should be submitted while delivering them at DG & IGP's Clothing Store, Ground Floor, Erstwhile DEB Office, 24-Pgs(South), Alipore, Kolkata-27 so that one copy may be returned duly receipt and the other copy will be retained in this Directorate.
- 9.7 For any further query, one may contact to the office of the Additional Director General & Inspector General of Police (Establishment), West Bengal, at Bhabani Bhawan, 2nd Floor, Alipore, Kol-27 during office hours on any office day.

Kolkata
The th July, 2020.

sd/-
(Chirantan Nag)
Deputy Inspector General of Police (Organisation),
West Bengal.

General guidance for bidders for e-Tendering

Instructions/Guidance for prospective bidders for electronic submission of the tenders online to participate in e-tendering.

1. Registration of Bidders:

Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered beforehand with the Government e-procurement system, through logging on to <https://wbtenders.gov.in>. The prospective Bidder is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature Certificate (DSC):

Each Bidder is required to obtain a Class-II Or Class III Digital Signature Certificate (DSC) from any authorized vendor from Controller of Certifying Authorities, Ministry of Communication & Information technology, Government of India. The Bidder can search & download NIT & Tender Documents electronically from website once he logs on to the website <https://wbtenders.gov.in> even without the Digital Signature Certificate. The soft copies of the tender document are also published in the West Bengal Police website: w.w.w.policewb.gov.in.

3. Participation in more than one item:

A prospective bidder shall be allowed to offer rate for multiple items as per his or her choice subject to fulfillment of conditions laid down hereinabove and conforming to his or her production capacity to be laid down in the tender paper.

5. Submission of Tenders:

General process of submission: Tenders are to be submitted through online to the website <https://wbtenders.gov.in> two folders at a time, one in Technical Proposal & the other in Commercial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded with virus scanned copy, and duly Digitally Signed.

The Bidder's documents will be in secure/confidential format in the server as they will be encrypted automatically at Bidder's end during bid submission.

Annexure-N

Sl. No.	Item No.	Name & Description of Articles	Approximate Requirement During 2020-2021	Specification	Remarks
1	114	Insecticide, Liquid (in 5-Litre Tin / Jar)	15,000 liters	As per specifications laid down in IS:1824. Rate should be quoted for 5 Litre Jars	

FORM OF TENDER

To
The Director General and Inspector General of Police,
West Bengal.
(FOR THE GOVERNOR OF THE STATE OF WEST BENGAL).
Sir,

With reference to your advertisement we

do hereby tender to supply one or more or all of the several articles or items enumerated in the accompanying schedule accordingly as you may select, at the prices stated in the BOQ to such articles or items, respectively, and agree to abide by the following conditions and by the terms of your notice referred to above, it being understood that you on behalf of the Governor of the State of West Bengal are at liberty, if you are desirous of accepting, to accept this tender as to any one or more of such articles or items or as to any part of the number or quantity of any such items or articles and to reject it as to the remainder.

CONDITIONS

1. The person or persons whose tender or any other portion of whose tender is accepted (will within ten days of receiving notice of such acceptance execute an agreement in the form hereto annexed and deposit cash or Government or other securities endorsed to the Director General and Inspector General of Police to the extent of 5 per cent on the amount of the tender or of the portion of the tender accepted, and at the same time) shall submit to the Director General and Inspector General of Police sealed samples of the articles for which a tender is accepted. Portion within brackets () may be omitted in the case of articles purchased from the Jail Department or from Firms which are registered under the Companies Act.
2. In the event of the person or persons whose tender has been received withdrawing his or their tender before acceptance, or in the event of a person or persons, whose tender has been accepted, failing to execute an agreement in such form as aforesaid in respect of all the articles for which the tender is accepted within ten days after such acceptance shall be made known to him or them, the amount deposited by such person or persons may be forfeited and in the latter case at the option of the Governor and the acceptance may be cancelled.
3. The Governor will not recognize the transfer, assignment or subletting of any contract effected upon any such tender as aforesaid.
4. No reason will be assigned for rejection of any tender or part of tender.

Contd. to P/2

- 5. It shall not be binding on the Governor to take the whole of the articles enumerated in the list, or any of them, or to the extent therein specified, but merely such of them and in such quantities as the Director General and Inspector General of Police on his behalf may be necessary to meet the requirements of the Police Department, whether the same be over or under the quantities specified on acceptance; but when and as soon as the supply of any article has amounted to 25 per cent over the quantity specified, it shall be lawful for the Contractor or Contractors to

signify by Notice, in writing, to the Director General and Inspector General of Police, West Bengal that he is or they are unwilling to make any further supplies thereof and after receipt of such notice by the Director General and Inspector General of Police, West Bengal, the contractor or contractors shall not be bound to do so and, whenever the supply of any article made by the contractor or contractors shall have amounted to 25 per cent over the specified quantity, it shall be lawful for the Governor or the Director General and Inspector General of Police, West Bengal on his behalf to obtain any further quantity thereof from other parties without reference to the contract and the Contractor or Contractors shall not be entitled to any compensation on account thereof.

- 6. Cost of stamped agreements must be borne by successful tenderers.
- 7. Rates must be f. o. r. (or f. o. b.) at the station of dispatch.
- 8. All Bills for stores supplied will be paid by Remittance Transfer Receipt.

Signature of the Tenderer.....