

NIT

[NOTICE INVITING TENDER]

No. : WBKP/CP/NIT-125/SELF BALANCING ELECTRIC SCOOTER /TEN Dated :11/10/2017

Tender
FOR PROCUREMENT SELF BALANCING ELECTRIC SCOOTER
FOR USE OF
KOLKATA POLICE



KOLKATA POLICE DIRECTORATE

Tender Section, 18, Lalbazar Street, Kolkata – 700 001.

Ph. : (033) 2250 5275 / (033) 2250-5048

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NOTICE INVITING TENDER

Tenders are invited by the **Commissioner of Police, Kolkata** from the bonafide, authorised Dealers / Original Equipment Manufacturers / System Integrator (SI) / Traders / Registered SSI Units / Industrial Undertakings / Organizations own and managed by Govt. based on Medium and Large Scale units for **Procurement OF 04 NOS SELF BALANCING ELECTRIC SCOOTER for use of Kolkata Police**. The detailed tender document can be downloaded from <https://www.kolkatapolice.gov.in>. Bidder has to submit their bid correctly duly digitally signed in this portal online. Necessary link may also be followed at Kolkata Police Official Website – <http://www.kolkatapolice.gov.in>.

Name of Work	Procurement OF 04 NOS SELF BALANCING ELECTRIC SCOOTER for use of Kolkata Police
Quantity	4 (FOUR) unit
Estimated Cost	Rs. 3, 60,000 (three lakh sixty thousand) only
Earnest Money Deposit	Rs.7,200/- (Rupees seven thousand two hundred) only in the form of Demand Draft in favour of “Commissioner of Police, Kolkata”.
Date of Uploading of NIT Documents	11.10.2017 at 15.00 hrs.
Documents Download start Date & Time	11.10.2017 at 15.00 hrs.
Bid submission Start Date & Time	18.10.2017 at 12.00 hrs.
Documents Download End Date	31.10.2017 up to 15.00 hrs.
Bid submission Closing Date	31.10.2017 up to 15.00 hrs.
Technical Bid opening Date & Time	03.11.2017 up to 15.00 hrs.
Technical Demonstration Date & Time	To be intimated later.
Type of Bid : Two bid systems	Technical and Financial Bid to be submitted separately. Financial Bid of only technically qualified bidders shall be opened.
Validity of Offers	180 Days from the date of opening of Commercial Bid
Tender Opening Location	Office of the Commissioner of Police, Kolkata. 18, Lalbazar Street, Kolkata – 700 001.
Contact Details – Respective Offices on any working day during office hours (10:00 hrs. to 17:30 hrs.)	<ul style="list-style-type: none"> Tender Section – Ground floor Main Building Kolkata Police, Hqrs. Lalbazar, 18, Lalbazar street, Kolkata - 700 001. Phone – (033) 2250-5275 / 5048. e-Mail – tendersection@kolkatapolice.gov.in .

Bidders are requested to read the instruction carefully before submission of e-Tender. Defective e-Tender Bids are liable to be cancelled.

I. PRE-BID QUALIFICATIONS**1. Company Registration :**

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

2. Undertaking Regarding Blacklisting :

- a) The 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.
- b) 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.
- c) In this case the EMD/SD will be forfeited and the Commissioner of Police, Kolkata reserves the right to initiate the proceedings against the selected vendor. In this regard, the Commissioner of Police, Kolkata reserves the right to select the second lowest (L2) vendor for supply of the tendered item. The decision taken by Kolkata Police authority in the matter will be treated as full & final in this regard.

[An undertaking is desirable to be submitted in the form of Affidavit to the effect that the company was not blacklisted by GOI/State Government during last 5 years.]

3. Partnership Firm (if applicable) :

- a) Bidder or in case of any partnership firm, any one of the partners should not be insolvent, in receivership, bankrupt or being wound up, their affairs are not being administered by the Court or a judicial officer, their business activities have not been suspended and should not be the subject of legal proceedings of any of the foregoing.
- b) Bidder or in case of any partnership firm, any one of the partners should not have been convicted of any criminal offence related to professional conduct or the making of false statement or misrepresentation as to their qualifications.
- c) Where this contract is made with a firm, the act of any partner in the firm whether in breach or performance of the contract, shall be binding on the firm.

4. Annual Turnover :

The bidder is desirable to have had an Annual Turnover of **Rs. 2.0 lakh** only for the last financial year (2016-17). **A certificate from Chartered Accountant is desirable to be attached stating the annual turnover.**

5. Work Experience :

The Bidder is desirable to have experience in the relevant field.

6. PAN No. :

The bidder should have in its name PAN (Permanent Account Number) with Income Tax authority in India.

7. Goods & Services Tax (GST) :

The bidder should have its name in Goods & Services Tax Identification Number (GISTIN) in India.

8. Capability of Bidder :

The bidders should have sufficient no. of technically qualified support staff on their roles. A certificate in this respect has to be submitted.

9. OEM Certificate :

Copy of Authorization Certificate from Manufacturer/Authorised Dealer should be submitted for all products to be supplied otherwise the bid may be rejected.

10. Office for Communication :

The Bidder is desirable to have an office in West Bengal and service delivery centre at Kolkata. The Bidder should mention in detail their support infrastructure including address, contact Phone No., Fax

No., e-Mail ID etc. and modalities by which fast response to maintenance calls and minimum downtime will be ensured.

III. **INFORMATION FOR THE BIDDER**

1. **Responsibility :**

It is the responsibility of the Bidders submitting the bid in the formats given and as per the terms & conditions of the tender documents. In the event of any doubt regarding the terms & conditions / formats, the bidder concerned may seek clarifications from the authorized offices of Kolkata Police mentioned on page 3 of this document. If required Kolkata Police may issue corrigendum during this tender period.

2. **Tender Address :**

Tenders must be addressed to the Governor of West Bengal (through Commissioner of Police), Kolkata), 18, Lalbazar Street, Kolkata-700 001. It should be superscripted "**Procurement OF 04 NOS SELF BALANCING ELECTRIC SCOOTER for use of Kolkata Police.**"

3. **Brochures :**

Scan copy Brochures of the item(s) must be submitted with the tender. **Any attempt of canvassing on the part of a bidder will render his tender liable to rejection summarily.**

4. **Preference for Govt. Organisation :**

The products of (1) **Regd. SSI Unit of the State**; (2) **State Govt. Undertakings/Organizations owned/ managed by the State Govt.** and (3) **State based Medium Scale/Large Scale Units** may be given preference, if quality is found satisfactory, in terms of the relevant rules of WBFR Vol-I (Since amended) & Finance Deptt. Notification, Govt. of W.B. issued from time to time.

5. **Earnest Money Deposit (EMD) :**

Intending bidder has to deposit the Earnest Money **Rs.7,200/- (Rupees seven thousand two hundred)** only. Deposit should be made in favour of the Commissioner of Police, Kolkata through Bank Draft in the sealed Tender Box kept in Tender Section, Lalbazar (Ground floor) after signing in the register kept for this purpose. In respect of EMD, Original Bank Draft is to be submitted. No alternative will be accepted.

6. **EMD Exemption :**

Firms registered as a Small Scale Industry/MSME/NSIC with the C&S.S.I. Department may, however, be exempted from depositing Earnest Money on production of satisfactory documents in support of their claim.

7. **Taxes & Other Clearance Certificates :**

- a) All bidders shall have to submit copy of the valid **Trade License, GSTIN and Professional Tax** along with tender on West Bengal e-Tender portal.
- b) Any claim of GST or any other prevalent Taxes & Duties, if applicable, should be clearly mentioned against the rate of item. The amount of such taxes & duties, if required should be shown separately.

8. **Custom Duty Exemption Certificate (CDEC) :**

In case the Custom Duty Exemption Certificate (CDEC) is to be obtained from Ministry of Home Affairs Govt. of India for imported item, the payment of Customs Duty/GST etc, whether to be required or not, should be expressly mentioned. Rate should be quoted including CDEC, if applicable. The final rate of the item may be accepted without Custom Duty subject to submission of CDEC by Kolkata Police at the time of supply of the item.

9. Pre-Bid Meeting :

Prebid meeting if required will have to be arranged by the bidder before the Tender committee prior to selection of item/equipment at any convenient location as mutually agreed by the KP authority & concerned bidder .

10. Submission of Bids :

The tender must be submitted in two separate sealed covers--- First One containing the Technical Bid, Second One containing the Financial Bid .The Technical Bid will contain two sealed covers: 1. Statutory Cover and 2. Non-Statutory Cover. The Technical Bid will be opened first and after Completion of Technical Evaluation Financial Bid will be considered. Otherwise the entire Bids (Technical, Financial and Earnest Money) will be treated as cancelled . Deposit should be made in the sealed Tender Box kept in Tender Section, Lalbazar (Ground floor) after signing in the register kept for this purpose.

11. Type of Bid :

- a) The tender shall comprise of two bid systems – (i) **Technical Bid** & (ii) **Financial Bid**.
- b) The Technical Bid will be opened first and if it is found technically suitable and/or feasible, only then the Financial Bid will be considered. Otherwise the entire Bids (Technical, Financial and Earnest Money) will be treated as cancelled. Technical Bids shall be evaluated by Technical Committee and the overall performance of the bidder comprising Technical & Financial evaluation shall be done by the Tender Committee constituted for that purpose which will be informed to the bidders who found eligible to participate in the tender.
- c) Technically qualified bidders who have fulfilled eligibility criteria on the basis of technical evaluation by the tendering authority shall qualify for financial evaluation.
- d) Lowest out of valid financial bids shall be selected for issuance of contract.

12. Evaluation Process :**A) Opening of Technical Proposal –**

- a) A Committee comprises of senior officers of Kolkata Police will open and assess the Technical bid of the Tender.
- b) Cover (folder) for Statutory Documents and cover (folder) for Non-Statutory Documents will be opened. Decrypted (transformed into readable formats) documents will be downloaded & handed over to the “Tender Evaluation Committee”. If there is any deficiency in the documents the tender will summarily be rejected.
- c) During evaluation the committee may summon of the bidders & seek clarification/information or additional documents or original hard copy of any of the documents already submitted.
- e) If any bidder fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the “Tender Evaluation Committee” within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the bidder and action may be referred to the appropriate authority for prosecution as per relevant Act.
- e) Summary list of technically qualified bidders will be uploaded online.

B) Opening of Financial Proposal –

The Financial bids of only those bidders who have fulfilled eligibility criteria on the basis of technical evaluation by the tendering authority will be considered for financial bid evaluation. Lowest commercial bid will be designated as L1. Second lowest as L2 and so on. Participation in the Financial Bid Meeting will be limited to two persons per bidder along with valid authorization.

13. Demonstration :

The demonstration of the item/equipment etc, will have to be arranged by the bidder before the Tender committee during technical evaluation on a date which is to be decided later. If any or all the items/equipment are not found suitable and/or up to the mark by the members of the Tender Committee, the same shall be liable to be rejected even after having lowest rate. The decision of Tender Committee and/or any other Committee constituted for the purpose will be taken as final. The bidder is liable for the cost of equipment / product of demonstration and the Commissioner

of Police, Kolkata will never accept the demonstrated items for his own purpose at the time of delivery.

14. Tender Acceptance & Rejection :

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

- i) Whether the goods and services offered are as per the requisite tender specifications in the document.
- ii) Whether the bidder has submitted all the information/documents as required to be submitted along with the Technical Bid.
- iii) Bidders with variance/contradiction between Technical Bid and Financial Bid will be liable for rejection.
- iv) Bidders submitting incomplete information, subjective and conditional offers as well as partial offers will be liable for rejection.
- v) Tenders with the Technical Bid not containing EMD amount/EMD exemption certificates will be summarily rejected.
- vi) Tenders without the signed copy of the Tender Documents will be summarily rejected.
- vii) 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.
- viii) The Commissioner of Police, Kolkata 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 for Kolkata Police's action.
- ix) This contract shall not be sublet either wholly or partly without the written permission of the Commissioner of Police, Kolkata and on breach of this provision the Commissioner of Police, Kolkata may determine the contract and forfeit the Security Deposit and the Bidder shall have no claim for loss thereby resulting to him on any account whatsoever..
- x) Any breach by the Bidder of any of the terms of the contract the Commissioner of Police, Kolkata may, in addition to recovering any loss to sustain, terminate the contract on seven (07) days notice to the bidder. The decision of the Commissioner of Police, Kolkata 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 mentioned.
- xi) In the event of failure to supply the articles according to approved samples as agreed upon by the bidder, such articles will be purchased elsewhere without notice to the bidder on the account and at the risk of the bidder. Bidder shall be liable for any loss which the Government may sustain on that account but the bidder shall not be entitled to any gain on purchase made against default.
- xii) The Commissioner of Police, Kolkata does not bind himself to accept the lowest or any tender, not to assign any reason for non-acceptance. The Commissioner of Police, Kolkata reserves the right to accept and/or reject any tender, all tenders or any part thereof, without assigning any reason thereto.
- xiii) The Commissioner of Police, Kolkata 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 1(one) year.
- xiv) The Commissioner of Police, Kolkata 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 Bidder accordingly in the acceptance and the tender shall thereupon be considered as a tender for the quantity so accepted.
- xv) The Commissioner of Police, Kolkata reserves the right to invoke and/or cancel the Supply/Firm Order, if situation so warrants or the terms and conditions are not complied with, without assigning any reason thereto.

15. Proforma Invoice (PI) :

After completion of the process of selection, the selected firm is expected to furnish Proforma Invoice for the respective item(s) for initiating procedural formalities for obtaining sanction of Govt. The Supply/Firm order may, however be placed only on receipt of sanction of fund from Govt.

16. Letter of Intent/Acceptance (LoI/LoA) :

- i) It should be noted that the firm/firms will be selected purely as “PROVISIONAL BASIS” and the forecast requirement may increase or decrease depends on requirement and availability of fund.
- ii) On completion of e-Tender formalities, Letter of Intent (LoI)/Letter of Acceptance (LoA) will be issued in favour of the selected bidder.
- iii) 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.
- iv) The Commissioner of Police, Kolkata reserves the right for placement of supply/firm order at any time during the validity period of the tender and the selected bidder will be bound to supply of the tendered items as per accepted rate of the respective tender against the Supply/Firm Order placed time to time within the validity of the e-Tender.
- v) The bidders are therefore advised to quote their rate keeping in mind with the above stipulation. No deviation of the above shall be entertained.
- vi) **LoI/LoA does not confer any right to supply/implementation. A separate supply order will be issued.**

17. Warranty & Maintenance :

Supplier will have to give **1 year** full warranty on all items from the date of Acceptance of the supplied item.. Hence bidder should maintain sufficient stock of spares with them for this 3 years period. Separate SLA will be signed with the vendor for warranty & support after supply of the equipments.

18. Security Deposit (SD) :

- i) The Bidder shall have to deposit equivalent to a sum equal to **10%** of the total value of the Supply/Firm Order (excluding admissible Taxes/GST) as Security Deposit (covering the warranty period of **1 years**) in the form of Bank Guarantee/Bank Deposit Receipt, National Savings Certificate issued by the Post Office (P.O.) duly pledged in favour of the Commissioner of Police, Kolkata or in a Savings Bank Pass Book pledged to the Commissioner of Police, Kolkata or in Government Securities endorsed to the Commissioner of Police, Kolkata or FDR (of Nationalized Bank) and execute an Agreement in prescribed form within 10 days from the date of issue of the Supply/Firm Order failing which the Letter of Acceptance (LoA) may liable to be cancelled.
- ii) The Security Deposit will be released after completion of the whole project i.e. after satisfactory completion of **1 years** Warranty period. **Security Deposit will not carry any interest.**
- iii) In the event of the Bidder failing to make a Security Deposit, the Commissioner of Police, Kolkata may, at his discretion, forfeit the earnest money lodged with this tender and cancel the acceptance of the tender.

19. Supply of Stores :

- i) The Bidder shall be liable to supply the tendered item as per agreement mutually agreed upon against placement of order of supply from time to time by the Commissioner of Police, Kolkata within the time specified in the respective order. The Commissioner of Police, Kolkata reserves the right for placement of Supply/Firm Order at any time during the validity period of the tender and the bidder is bound to supply of the tendered item as per accepted rate of the respective tender.
- ii) If the 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 Commissioner of Police, Kolkata on being satisfied that reasonable grounds exist for such extension.
- iii) The Bidder shall provide, at his own expense, all tools, plant, implements, packing, coolie hire charges and the like as will be necessary for the due performance of the contract. No claim on these accounts shall be entertained.
- iv) Random Testing of the delivered items will also be done at the time of Acceptance at the expense borne by the bidder.
- v) Hard & Soft Copies of operating & technical literature both in English are required at the time of supply of the stores.

20. Training & Technical Support :

The after sale training, technical support during Warranty for the tendered item(s) should be done by the selected bidder "Free of Cost". An Undertaking in this regard should be submitted along with the bid.

21. Bill of Materials :

Name of Item	Quantity of Item	Earnest Money
Tender for Procurement OF 04 NOS SELF BALANCING ELECTRIC SCOOTER for use of Kolkata Police.	4 (FOUR) unit	Rs. 7,200/- (Rupees seven thousand two hundred) only

23. Delivery :

The delivery period shall in no case exceed a period of **90 Days** of the issuance of Work Order. The Commissioner of Police reserve the right to extend the delivery period against any satisfactory reason thereafter.

24. Payment :

The mode of payments to be made in consideration of the work to be performed by the bidder shall be as follows :

- **90% of the total project cost – On completion of supply.**
- **10% of the total project cost- On completion of Warranty Period.**

25. 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 a 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 due solely to his fault or negligence within the prescribed period as mentioned in the detailed tender notice.
- ii) Failure on the part of the firm/company 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 of goods/items in case of procurement,
- v) Supply of inferior quality of goods, as may be provided in the contract or as per accepted 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 selected bidder/firm.
- vii) Failure of supply within the stipulated period of time to be mentioned in the supply order.

26. Disputes & Arbitration :

In case of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of Commissioner of Police, Kolkata or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties. In the event of such arbitrator to whom the matter is originally 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 Commissioner of Police, Kolkata 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 that arbitrator so appointed is employee of Kolkata 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.**

27. 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.

V. AWARD OF CONTRACT

- a) The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of Acceptance. The notification of award will constitute the formation of the Contract.
- b) The Agreement in prescribed format will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including NIT & BoQ will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents of NIT along with requisite cost through Bank Guarantee/Bank Deposit Receipt, National Savings Certificate issued by the Post Office (P.O.) duly pledged in favour of the Commissioner of Police, Kolkata or in a Savings Bank Pass Book pledged to the Commissioner of Police, Kolkata or in Government Securities endorsed to the Commissioner of Police, Kolkata or FDR (of Nationalized Bank) for the concerned work within time limit to be set in the Letter of Acceptance.

VI. TECHNICAL SPECIFICATIONS – SELF BALANCING ELECTRIC SCOOTER

The self balancing scooter should comply to the below mentioned parameters:-

1	It should be a self-balancing, Eco-Friendly, Electric-Charged Scooter
2	Scooter in less weight is preferable.
3	Self Starting Remote is needed.
4	Easy maintenance & handling of the project will economize the repairing cost.
5	The scooter should be small in size so that it can be moved easily in narrow lanes.
6	A digital display-speedometer with LCD for battery screen will be helpful.
7	The scooter should have manual speed setting with reverse motion.
8	The scooter must have anti-theft features.
9	To avoid any untoward incident, the scooter should be equipped with "Speed Control Alert" features.
10	The vehicle must have a stand to keep it steady in rest position.
11	Entire body of the scooter need to be splash proof for easy cleaning.
12	The scooter shall be fitted with front and back LED light with high luminance.
13	A complete "360 degree Spot Rotation" feature will be very useful to fulfil its aspects.

Considering the above parameters the desired Specification for the Self Balancing Scooter will be as follows:

Sl No	Specification	Remark
1	Battery	40-50 V Lithium – Ion Battery
2	Full charge Time	6-10 hours
3	Max Driving Speed	15-20 Kms/hr
4	Max Ranges	30-35 Kms
5	Max Load Weight	120-140 Kgs
6	Max Climbing Angle	< 30 Degree
7	Remote Controllers	Wireless
8	Weight	50-60 Kgs
9	Wheel Size	15 inch – 20 inch (no. of wheels = 02)
10	Wheel Type	Tubeless Tyre
11	Warranty Period	12 months

VII. GUIDELINES FOR SUBMISSION OF TENDER

Tender bid should be submitted in close cover. Deposit should be made in the sealed Tender Box kept in Tender Section, Lalbazar (Ground floor), 18, Lalbazar Street, Kolkata – 700 001. after signing in the register kept for this purpose. The following documents should be submitted alongwith the bids-

A) Technical Proposal – The Technical proposal should contain scanned copies of the following in two covers (folders).

- i) **Statutory Cover Containing the following documents** –
i) NIT; ii) Any other documents if applicable; iii) Agreement Paper; iv) Check List.
- ii) **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"> • GSTIN. • PAN . • P Tax (Challan) (2016-2017). • ITR for Assessment year 2016-2017. • Solvency Certificate from any Nationalized Bank or Registered Chartered Accountant.
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.
C.	Credential	Credential	Documents of Credential in the form of work completion certificates & payment certificates of executing similar nature of works done in any Govt. / Semi Govt. Organization or PSU / Corporation or Local Bodies .
D.	Undertaking	Undertaking reg. blacklisting	Undertakings to be submitted as per Para (2) of Credentials & Pre-qualifications of the Bidders.

B) **Financial Proposal –**

- The bidder is to submit Financial Bid in sealed cover along with the Technical Bid.

VIII. CHECK LIST TO BE UPLOADED ONLINE

NIT No.
 NAME OF THE TENDER :
 NAME OF THE FIRM :
 FULL ADDRESS OF THE FIRM & BIDDER (FOR COMMUNICATION)

 E-MAIL ADDRESS.....
 CONTACT PERSON RELATING TO THIS TENDER WITH MOBILE NO

 TENDERING AS: (STATUS OF THE FIRM SHOULD BE GIVEN):

DETAILS TO BE GIVEN

SL NO	ITEMS	PLEASE MARK		FOR USE OF THE BIDDERS (PROVIDE REGISTRATION NUMBERS WHERE APPLICABLE)	REMARKS (FOR OFFICE USE ONLY)
		YES	NO		
1	EMD IN FAVOUR OF THE COMMISSIONER OF POLICE, KOLKATA AS PER NIT	YES	NO		
2	COPY OF THE LATEST TRADE LICENCE	YES	NO		
3	COPY OF THE PARTNERSHIP DEED/ INCORPORATION CERTIFICATE/ SOCIETY REGISTRATION COPY	YES	NO		
4	COPY OF LATEST PROFESSIONAL TAX CHALLAN	YES	NO		
5	COPY OF PAN CARD (PAN NO TO BE MENTIONED)	YES	NO		
6	COPY OF LATEST INCOME TAX RETURN AS DESIRED	YES	NO		
7	COPY OF GSTIN	YES	NO		
8	CREDENTIALS & OTHER PAPERS, IF ANY	YES	NO		
9	BALANCE SHEET	YES	NO		
10	PROFIT AND LOSS ACCOUNT	YES	NO		
11	SOLVENCY CERTIFICATE FROM BANK	YES	NO		
12	TURNOVER DULY CERTIFIED BY C.A. LAST ONE YEAR	YES	NO		
13	UNDERTAKING IN THE FORM OF AFFIDAVIT TO THE EFFECT THAT THE COMPANY WAS NOT BLACKLISTED BY G.O.I. / STATE GOVERNMENT DURING LAST 5 YEARS	YES	NO		
14	CERTIFICATE ABOUT OPERATIONAL OFFICE IN KOLKATA	YES	NO		

Note:

- The bidders are requested to see that all of the above columns are marked.
- If any of the information furnished above are found to be false, action as per tender rule will be initiated.

for Commissioner of Police,
Kolkata

Master Sheet

Tender Committee	DC WL BR; AC HQF(1); AAO (A); OC TRANS,LALBAZAR
Name of Work	Procurement OF 04 NOS SELF BALANCING ELECTRIC SCOOTER for use of Kolkata Police.
Quantity	4 (FOUR) units.
Estimated Cost	Rs. 3, 60,000 (three lakh sixty thousand) only.
Earnest Money Deposit	Rs.7,200/- (Rupees seven thousand two hundred) only
Annual Turnover	Rs. 2.0 lakh
Warranty	1 year
Security Deposit	10%
Date of Uploading of NIT Documents	11.10.2017 at 15.00 hrs.
Documents Download start Date & Time	11.10.2017 at 15.00 hrs.
Bid submission Start Date &	18.10.2017 at 12.00 hrs.
Documents Download End Date	31.10.2017 up to 15.00 hrs.
Bid submission Closing Date	31.10.2017 up to 15.00 hrs.
Technical Bid opening Date & Time	03.11.2017 up to 15.00 hrs.
Technical Demonstration Date & Time	To be intimated later.
Delivery Period	90 Days
Validity of Offers	180 Days
Financial Bid Opening Date & Time	
Accepted Rate	
Name of the Company (L1)	
LOI Issued Date	
Agreement Signed Date	
BG Details	