

**Government of West Bengal**

**Office of the Chief Medical Officer of Health**

**South 24 Parganas**

**No. CMOH (SPG)/Tender/Printing/2593 Dated : 23.05.2016**

**NOTICE INVITING E TENDER FOR PRINTING OF ARTICLES FOR HEALTH PROGRAMMES FOR THE YEAR 2016-2017 BY THE CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE, SOUTH 24 PARGANAS (FOR 16 ADMINISTRATIVE BLOCKS)**

(Through Pre-qualification)

(Submission of Bid through *NIC e tender portal*)

**CMOH & Secretary, District Health & Family Welfare, South 24 Parganas invites bids through E- tenders in two bid systems (Technical and Financial Bid) for the work “ Printing of articles for different Health Programmes” For details and downloading of tender, interested parties may please visit website:** <https://wbtenders.gov.in> **(Organization-Health & Family Welfare Department). For any further assistance, please visit o/o the CMOH, South 24 Pgs during office hours on & from 26/05/2016 to 10/06/2016.**

## GENERAL INSTRUCTIONS:

In the event of e-filing, intending bidder may download the tender documents free of cost from the website : *http://wbtenders.gov.in* directly with the help of Digital Signature Certificate or from the Health & Family Welfare Department’s website [www.wbhealth.gov.in](http://www.wbhealth.gov.in) & necessary earnest money issued from any nationalized bank/scheduled bank in India payable at Kolkata drawn in favour of DISTRICT HEALTH & FAMILY WELFARE SAMITI, SOUTH 24 PARGANAS and also to be documented through e-filing.

1. **SUBMISSION Of BIDS:**

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the **Company personnel only (having Authorization from the company management)** in the website http://*wbtenders.gov*.in. All papers must be submitted in English language with Page Marking.

**3.** **Time Schedules for the e-tender**

THE TIME SCHEDULE FOR OBTAINING THE BID DOCUMENTS, PRE BID MEETINGS, REGISTRATION WITH THE TENDERING AUTHORITIES, THE SUBMISSION OF BIDS AND OTHER DOCUMENTS ETC. WILL BE AS PER THE LIST PROVIDED, AS GIVEN BELOW.

**SUBMISSION OF THE TENDERS:**

The tender is to be submitted in a **Two Bid System**.

**Technical Proposal:**

1. **“BID A”: Technical Documents:-**

  **STATUTORY COVER ,containing the following documents:**

(SINGLE FILE MULTIPLE PAGE SCANNED)

|  |  |
| --- | --- |
| A | Copy of Demand Draft of Rs 30,000/- (Thirty Thousand) in favour of DISTRICT HEALTH & FAMILY WELFARE SAMITI, SOUTH 24 PARGANAS as Earnest Money for the whole tender.Or EMD exemption NSIC Certificate / SSI(MSME) ACKNOWLEDGEMENT MUST be submitted. |
| B | CHECK LIST in the prescribed format |
| C | Application in the prescribed format given in Annexure I |

**OTHER-STATUTORY Containing the following documents:-**

1. **Company Specific Technical Documents:-**

(SINGLE FILE MULTIPLE PAGE SCANNED)

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Category** | **Sub Category** | **Sub Category Description** |
| **A** | **Certificates** | **A1. Certificates** | **PAN Card of the Bidder/Authorized Signatory (Digital Signatory Holder)** |
|  |
|  | **Service Tax Registration certificate** |
|  |
|  | **VAT/ CST Registration certificate** |
| **B.** | **COMPANY DETAILS** | **B1. COMPANY DETAILS 1** | **Trade Licence****Enlistment from competent authority** |
|  |
| **C.** | **CREDENTIAL** | **C1: CREDENTIAL 1** | **3 (three) years of Experience in supplying printed articles execution certificate must be submitted** |
| **E.** | **FINANCIAL INFO** | **PAYMENT CERTIFICATE 1** | **Income Tax Returns submitted for the financial year 2012-13** |
|  | **Income Tax Returns submitted for the financial year 2013-14** |
|  | **Income Tax Returns submitted for the financial year 2014-15** |
|  | **PAYMENT CERTIFICATE 2**  | **VAT/CST Returns (last quarter) for the year 2015-16 WITH PAYMENT DOCUMENTS** |
|  |
|  |
|  | **D1. P/L & BALANCE SHEET** | **1. P/L & Balance sheet 2012-13FY** |
|  | **2. P/L & Balance sheet 2013-14FY** |
|  | **3. P/L & Balance sheet 2014-15FY** |

1. **“BID B ”: FINANCIAL COVER**

 **BOQ**

**The folder as “Financial Bid” shall contain:**

**Base Rate** **per Accounting Unit** ***exclusive of*** **VAT or service tax** to be quoted.

**TERMS AND CONDITIONS OF THE TENDER**

**1 Minimum Eligibility Criteria:**

 **a) Only those printing firms/agencies (having Trade License for such business) who have experienced in such type of job of at least 3 (three) years will be eligible.**

 **b) Only those printing firms who have done such type of printing works and satisfactory supply of thereof of order value of Rs. 5, 00,000/-(Rupees five Lakh only)**

**c) Bidder will require to deposit Rs. 30,000/- (Rupees thirty thousand) only as Ernest Money in the form of Demand Draft at any Nationalised Bank in the favour of “ DISTRICT HEALTH & FAMILY WELFARE SAMITY, SOUTH 24 PARGANAS” Payable at Kolkata. EMD exemption is allowed those having SSI (MSME) Part II or NSIC certificate.**

**2. Documents required for Technical Bids are mentioned in specimen Form of Technical Bid.**

**3. Rate (s) to be quoted against each specified item as mentioned in Financial Bid(BOQ) Form**

**4. Sample of papers (Item wise envelope) to be submitted indicating Item serial number under signature of bidder. Name of the Item, GSM of paper or Board or materials *(Single sample single Cover with gala sealed in a master cover )* with duly signed with rubber stamp of the firm with designation. Only branded paper /board (indicating brand in the sample) to be used for the purpose. Date of Submission of sample (*Single sample single Cover with gala sealed in a muster cover* ) Offline to be notified later for technically successful bidder.**

 **5. The successful tenderer(s) will have to deposit Security Money @5% of the total order value in the form of Pay Order /Bank Draft in favour of “District Health and Family Welfare Samity, South 24 Parganas” within 7 (Seven) days of acceptance of the offer.**

**6. The unsuccessful Tenderer (s) will receive their earnest money back in time .The earnest money will be refunded after the deposit of full amount of the Security Money for successful Tenderer(s).**

**7. The Earnest money will be forfeited if the tenderer(s) withdraw(s) the tender after opening of bids.**

 **8. The Security deposit of the successful selected tenderer may be forfeited for failure to supply within specified time and/or, for supplying unsatisfactory articles in quantity and quality.**

**09. Bidders will have to present original requisite documents in support of uploaded documents for verification, if asked for.**

 **10. Validity of Tender will normally be 1(one) year from the date of acceptance of tender. The procurement will be made in phased manner or at a time subject to requirement during validity period.**

 **11. The successful bidder will be bound to supply the item(s) within specific dates, mention in the procurement order. The timely supply of printed articles will be the essence of contract.**

**12. Any Co-operative without having proper permission (from Competent Authority for such job) of concerned business will not be entitled to get exemption of EMD and/or any rate preference.**

**13. All terms and conditions as mentioned above will have to be accepted by the Tenderer(s).**

**14. Timelines for downloading and submission of E Tender along with other datelines has been noted below.**

**15. In case of tie the bidder will be selected by draw of lots.**

**16. Quantity of printing items are subject to requirement, any item(s) may be zero.**

**Date and Time schedule of Tender:**

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Particulars** | **Date & Time** |
| 1 | NIT & Other documents online | **25.05.2016 at 6.00 pm** |
| 2 | Online documents download start date, Date of publishing | 25.05.2016 at 6.00 pm |
| 3 | Online document download end date | **14.06.2016 at 2.00 pm** |
| 4 | Online bid submission start date | 25.05.2016 at 6.00 pm |
| 5 | Pre-bid meeting to be held at the office of CMOH S24 Pgs.  | **30.05.2016 at 3.00 pm**  |
| 6 | Online bid submission & documents download end date | 14.06.2016 at 2.00  |
| 7 | Dates for submission of Earnest Money deposit in sealed cover/copies of documents of Tech.Bid with serial wise specimen offline at office of CMOH, South 24 parganas. | **26.05.2016 from 12 Noon to 14.06.2016 up to 2.00 pm** |
| 8  | Online bid opening date for Technical proposals | **15.06.2016 at 12.00 Noon**. |
| 9 | *Last date of sample submission in sealed (Item wise) cover* in a Master cover for technically qualified | To be notified later |
| 10 | Date of online uploading list for Technically qualified Bidders | To be notified later |
| 11 | Date of online opening of Financial Proposal | To be notified later |

E- Tender should be addressed to the Chief Medical Officer of Health, South 24 Parganas, Bidders may download tender enquiry documents from the website [www.spghealth.gov.in](http://www.spghealth.gov.in) and [www.wbhealth.gov.in](http://www.wbhealth.gov.in).

Any subsequent notice regarding this tender shall be uploaded in above website only

In the event of any of the above mentioned dates being declared as a holiday for the CMOH,South 24 Parganas the tenders will be opened on the next working day at the appointed time or as desired by Tender selection Committee.

**17. Financial Bid are attached herewith (BOQ).**

**18. The authority reserves the right to accept or reject any tender in part or in full even the entire tender process at any time prior to the award of contract without assigning any reasons thereof.**

 **Chief Medical Officer of Health & Secretary , Dist. Health and Family Welfare Samity South 24 Parganas,**

Annexure I

APPLICATION FORMAT

*(To be furnished in the Company’s official letter pad with full address and contact no etc., otherwise it will be treated as cancelled)*

**To**

**THE CMOH & SECRETARY,**

**DISTRICT HEALTH & FAMILY WELFARE,**

**SOUTH 24 PARGANAS**

Sub: NIT for E-Tender for **PRINTING OF ARTICLES FOR HEALTH PROGRAMMES FOR THE YEAR 2014-2015 BY THE CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE, SOUTH 24 PARGANAS**

**Ref: - CMOH(SPG)/Tender/2593 dated 23.05.2015**

Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation :

1. That the application is made by me / us on behalf of…………………………………………………………

In the capacity……………………………………………..…duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.

2. We accept the terms and conditions as laid down in the NIT mentioned above and declare that we shall abide by it for throughout the tender period.

3. We are offering rate for the following item /items with manufacturing capacity\* and assured supply to the CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE, SOUTH 24 PARGANAS.

4. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

5. We understand that:

(a) Tender Selection Committee/ CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE, SOUTH 24 PARGANAS can amend the scope & value of the contract bid under this project.

(b) Tender Selection Committee/ CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE, SOUTH 24 PARGANAS reserves the right to reject any application without assigning any reason.

Date :

 **Signature of applicant including title**

**and capacity in which application is made.**

 **Contact no :**

 **Tele :**

 **Mobile :**

**CHECK LIST**

[ All points are to be filled up; no places are to be kept vacant. For statutory clearances/registrations not applicable, mention NOT APPLICABLE instead of keeping blank.]

|  |  |
| --- | --- |
| 1. Name of the work
 | **Printing of Articles for Health Programmes** |
| 1. Tender Notice No
 | No. CMOH (SPG/ Tender/ 2593 / **Printing** Dated, the 23.5.2016 |
| 1. On line document download ended
 | 14.06.2016 |
| 1. Name of the institution

tendered for | CHIEF MEDICAL OFFICER OF HEALTH, SOUTH 24 PARGANAS |
| 1. DD No. for Earnest Money with Date and drawn at
 |  |
| 1. Are you exempted from EMD (Y/N)
 |  |
| 1. Name of the bidder in block letter
 |  |
| 1. Full address
 |  |
| E-Mail |
| Telephone No/Mobile No |
| Fax |
|  Local Address, if any |  |
| 1. Legal entity of the bidder whether Firm/ Society/ Company/ other entity
 |  |
| 1. Registration No

 Authority with whom registered |  |
| 1. License No………………………..

 for the purpose of………………………….. | . |
| 1. Name & address of the banker of

 the bidders  |  |
| 1. a) PAN No./TAN No.

 b) CST/ VAT No. if any: |  |
| 1. Registration No. of Service Tax
 |  |
| 1. 3 (three) years of Experience in supplying printed articles
 |  Yes No |

|  |  |
| --- | --- |
| 1. Black Listed by any Govt. Authority / Govt. undertaking at any time. If yes, provide details
 |  Yes No |
| 1. Has the firm or principal employees convicted in or have pending in any court any vigilance matter. If yes, provide details.
 |  Yes No |
| 1. Any litigation against the Firm or its proprietors or its principals? If yes, provide details
 |  Yes No |
| 1. Any other relevant information wish to submit
 |  |
| I have gone through the eligibility criteria for participating in the tender and certify that all the conditions have been fulfilled. |
| I have read the General & Special Terms & Conditions, including the penal provision, as given in the tender documents as per tender notice quoted above. I have accepted them and agree to abide them. I have also read the Memorandum of agreement and do agree to abide by it if declared successful in my bid. |

Certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case of information found incorrect later on, I the under signatory will be personally responsible for the same.

Date:

Full Signature of the bidder/ Authorised person & Seal