



Government of West Bengal
Office of the Chief Medical Officer of Health
SOUTH 24 PARGANAS
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No. CMOH/SPG/e-TENDER/IEC/7462

Dated: 28.12.17

NOTICE INVITING E TENDER FOR Procurement of "IEC MATERIALS" FOR DIFFERENT HEALTH PROGRAMMES FOR THE YEAR 2017-2019 BY THE CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE SAMITY, SOUTH 24 PARGANAS

(Through Pre-qualification)
(Submission of Bid through *NIC e tender portal*)

CMOH & Secretary, District Health & Family Welfare Samity, SOUTH 24 PARGANAS invites bids through-tenders in two bid systems (Technical and Financial Bid) for the **Procurement of "IEC MATERIALS"** 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 PARGANAS during schedule.

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 & necessary earnest money issued from any nationalized bank/scheduled bank in India payable 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:

(SINGLEFILEMULTIPLEPAGESCANNEDED)

A	CHECK LIST in the prescribed format
B	Application in the prescribed format given in Annexure I

OTHER-STATUTORY Containing the following documents:-

- (a) **Company Specific Technical Documents:-**

(SINGLEFILEMULTIPLEPAGESCANNEDED)

Sl. No.	Category	Sub Category	Sub Category Description
A	Certificates	A1. Certificates	PAN Card of the Bidder/Authorized Signatory (Digital Signatory Holder)
			GST Provisional Certificate
			Updated Trade Licence 2017-18 Enlistment from competent authority as Such type of business.
B.	COMPANY DETAILS	B1. COMPANY DETAILS 1	Professional Tax Enrolment with paid challan 2017-18
C.	CREDENTIAL	C1: CREDENTIAL 1	Credential certificate(s) to be submitted along with order copy & completion certificate must be submitted of Wall Writing/Painting.
E.	FINANCIAL INFO	PAYMENT CERTIFICATE 1	Income Tax Returns submitted for the financial year 2014-15
			Income Tax Returns submitted for the financial year 2015-16
			Income Tax Returns submitted for the financial year 2016-17
		D1. P/L & BALANCE SHEET	1. P/L & Balance sheet 2014-15FY
			2. P/L & Balance sheet 2015-16FY
			3. P/L & Balance sheet 2016-17FY

2. **"BID B ":FINANCIAL COVER : BOQ**

The folder as "Financial Bid" shall contain: Base Rate per Accounting Unit *exclusive of* GST to be quoted.

TERMS AND CONDITIONS OF THE TENDER

Minimum Eligibility Criteria:

- a) Only those agencies (having Trade License for such/allied type of business) who have experience in such type or allied [**Allied means Work done through TL temporary signage including installation & fixing, glow sign fitting & fixing**] types of job of at least one year will be eligible.

b) Earnest Money Deposit (EMD)

The amount of Earnest Money to be submitted shall be

SL No	Name of the Health Facility	EMD Amount	In words
1	CMOH, South 24 Parganas	Rs.20000/-	Rupees Twenty Thousand Only

- c) The process may be followed as per memorandum of the finance Department Audit Branch bearing Memo No 3975-F(Y) dated 28th July 2016,(GRIPS).

Deposition of earnest money:

- a) Net banking (any of the banks listed in the ICICI Bank gateway) in case of payment through ICICI bank Payment Gateway.
- b) RTGS/NEFT in case of offline payment through bank account in any bank.

2.1 Payment by Net Banking:

- a) On selection of net banking as payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a UNIQUE ID) where he will select the bank through which he/ she wants to do the transaction.
- b) Bidder will make payment after entering his/her Unique ID and password of the bank to process the transaction.
- c) Bidder will receive a confirmation message regarding success / failure of the transaction.
- d) 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 / Tender fees.
- e) If the transaction is failure, the bidder will again try for payment by going back to the first step.

2.2, Payment through RTGS/ NEFT:

- a) On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having details to process RTGS/NEFT transaction.
- b) The bidder will print the challan and use the pre-filled information to make RTGS / NEFT payment using his bank account.
- c) Once payment is made , the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT / RTGS process to complete , in order to verify the payment made and continue the bidding process.
- d) Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- e) But if the payment verification is unsuccessful, the amount will be returned to bidder's account.

2.3 Refund / Settlement Process:

- a) After opening of the bids and technical evaluation of the same by the tender inviting authority (TIA) through electronic processing in the e-Procurement portal of the State Government, the TIA will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web service.
- b) On receipt of the information through e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective

bidder's bank account from which transaction was made. Such refund will take place within T+2 Bank Working Days (Where T means the date on which information on rejection of bid is uploaded to e-Portal by the TIA.)

c) Once the Financial bid evaluation is electronically processed in the e-Procurement Portal, EMD of the technically qualified bidders other than that of L1 & L2 bidders will be refunded, through an automated process, to the respective bidders' bank account from which payment was made. Such refund will take place within T+2 Bank working days. However, the L2 bidder should NOT BE REJECTED till the LOI (Letter of Intent) process is successful.

d) If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement Portal, EMD of the L2 bidder will be refunded through an automated process, to the his bank account from which payment was made. Such refund will take place within T+2 Bank working days. (Here T means the date on which information on Award of Contract to the L1 bidder is uploaded in the e-Procurement Portal by the TIA)

e) As soon as the L1 bidder is awarded the contract and the same is processed electronically in the e-Procurement Portal:-

f) EMD of the L1 bidder for tenders of the State Government Offices will automatically get transferred from the pooling account to the State Govt. Deposit head " 8443-00-103-001-07" through GRIPS along with the bank particulars of L1 bidder.

ii) Such transfer will take place within T+1 Bank working Days (Here T means the date on which Award of Contract is issued)

iii) All refunds will be made mandatorily to the Bank A/C from which payment of EMD was initiated.

2.4 The TIA of the government offices will be using their respective e-Procurement User ID and password to view the EMD deposited by the bidders in the pooling accounts.

Performance Security

2.5 Within 15 (fifteen) days from the date of issue of notification of award by the purchaser, the contractor/ agency shall furnish performance security to the health facility for an amount equal to 2 (two) month's estimated gross bill value for Security services of health facility, plus, minimum statutory emoluments payable to maximum staff deployable there during this period as per applicable rates on date of commencement of contract. The performance security shall be retained up to 6 (six) months after the date of completion of all contractual obligations by the contractor/agency.

2.6 The performance security shall be deposited in Indian Rupees to the state government through TR Challan only under budgetary head of account 8443-00-103-Earnest Money-01-07-Deposits. No other form of deposit will/ can be entertained except the term mentioned herewith.

2.7 In the event of any failure /default of the contractor/ agency with or without any quantifiable loss to the health facility/ purchaser/ government, the amount of the performance security is liable to be forfeited by the health facility/ purchaser/ Administrative Hospital/Medical College.

2.8 In the event of any amendment issued to the contract, the contractor/ agency shall, within 21 (twenty one) days of issue of the amendment, furnish the corresponding amendment to the performance security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.

- a) EMD exemption is allowed for those having SSI (MSME) Part II or NSIC certificate.
- b) Documents required for Technical Bids are mentioned in specimen Form of Technical Bid.

Rate (s) to be quoted against each specified item in specified unit as mentioned in Financial Bid (BOQ) Form.
(Exclusive of all taxes)

- d) Only those Agencies who have done Wall Writing of IEC works and satisfactory supply of thereof of order value of Rs. 2,00,000/- (Rupees Two lakh only) in Govt. or Semi-govt. or Govt. undertakings [Completion Certificate(s) along with order copy Should be uploaded.]

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. 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.
5. The unsuccessful Tenderer (s) will receive their earnest money in due time after AOC uploaded. The earnest money will be refunded after the deposit of full amount of the Security Money for successful Tenderer(s).
6. The Earnest money will be forfeited if the tenderer(s) withdraw(s) the tender after opening of bids.
7. 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.
8. Bidders will have to present original requisite documents in support of uploaded documents for verification, if asked for.
9. Downloaded Tender (technical) will be verified by the tender committee as per specified date.
10. Validity of Tender will normally be 2(Two) years 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. Quantity will be as per requirement. Requirement/ Quantity may be zero/NIL for any item or items during the validity period.
11. The successful bidder will be bound to provide services/supply throughout the SOUTH 24 PARGANAS the item(s) within specific dates, mention in the procurement order.
12. E- Tender application to be addressed to Chief Medical Officer of Health, South 24 Parganas, Bidders may download tender enquiry documents from the website www.wbtenders.gov.in or www.wbhealth.gov.in.
13. Interested bidder may contact for any other information through e-mail before seven days from the date of submission online for any query regarding tender at cmohs24pgs@gmail.com
14. Any subsequent notice regarding this tender shall be uploaded in above website(s) 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 at any date & time as desired by the tender-selection committee.
15. If any bidder is found to be guilty of producing fabricated / false documents and /or under took an unfair means will be liable to punitive actions as decided by the Tender Committee /or, any appropriate authority.
16. In case it is found that two or more bidders have quoted same price, the lowest bidder will be decided by draw of lots.
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.
19. Any co-operative without having proper permission (from Competent Authority for such job) of concerned business will not be entitled to get any rate preference.
20. Printing on vinyl or Backlit should be 300 dpi Multi colours printing through original software in case of vinyl or back lit flex printing due to durability. Only purchased software to be used for vinyl printing is allowed for

such type of printing. No duplicate or pirated software is allowed for printing of vinyl, if found, no payment will disburse in respect of such Invoice. Samples are to be submitted by L1 to L3 bidders after financial evaluation is uploaded as notified.

21. Health Programmes in different blocks and hospitals up to Sub- Center level, South 24 parganas, work with own cost.

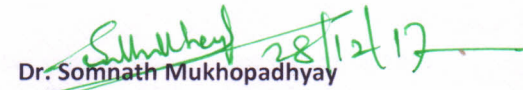
Date & Time Schedules for the e-tender of "IEC JOBS"

Sl. No	Particulars	Date & Time
1	Publishing of NIT & Other documents online	28.12.2017 at 06:00 pm
2	Online documents download start date	28.12.2017 at 06:00 pm
3	Online document download end date	08.01.2018 at 02:00 pm
4	Online bid submission start date	28.12.2017 at 06:00 pm
5	Online bid submission last date	08.01.2018 at 02:00 pm
6	Pre-bid meeting to be held at the office of CMOH S24 Pgs.	03.12.2017 at 02:00 pm
7	Online bid opening date for Technical proposals	10.01.2018 at 03:00 pm
8	Date of online uploading list for Technically qualified Bidders	To be notified later
9	Date of online opening of Financial Proposal	To be notified later

Annexure-II

SPECIFICATION:"IEC JOBS"

Sl. no.	Name of the Job/ Articles, Specification of Items as specified	YLY. APPROXIMATE QTY.	Unit
1	Signage- Temporary on hollow frame (1" sq. bar) Flex board on metal hollow frame (1" sq. bar) on 280 GSM FLEX MEDIA Multi <i>colour</i> print on flex to be fitted on frame for any health institution of the district	As an when Required	Sq. ft.
2	WALL WRITING on Health Programmes in different blocks and hospitals up to Sub- Center level ,South 24 parganas Specification: First two coats Distemper on selected wall, next Enamel colour Base upto brightness. ICI/Burger/Asian Paints to be used _enamel colour. Single/Bi Colour/Multi Colour to be display. Photograph & messages are to be displayed as per given Design. Performance Certificate from respective Officer or BMOH with photographs to be submitted along will bill.	As per requirement	Sq. ft.


 Dr. Somnath Mukhopadhyay
 Chief Medical Officer of Health &
 Secretary, District Health & F W Samity
 SOUTH 24 PARGANAS