



Government of West Bengal  
Office of the Chief Medical Officer of Health  
SOUTH 24 PARGANAS  
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Mail Id- cmohs24pgs@gmail.com, Website- www.spghealthgov.in  
Phone No-033-2422-1037, 033-2422-0124

Memo No.-CMOH (SPG)/ 8518

Dated:- 26.8.21

NOTICE INVITING E- TENDER FOR SELECTION OF PRIVATE AGENCY FOR TRANSPORTATION OF SPECIMEN FOR TB DIAGNOSIS IN SOUTH 24 PARGANAS DISTRICT BY THE CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE SAMITY, SOUTH 24 PARGANAS  
(Through Pre-qualification)  
(Submission of Bid through *NIC e tender portal*)

The CMOH & Secretary, District Health & Family Welfare Samity, South 24 Parganas invites bids from registered Service Providers (which would include NGOs, CBOs, federation of SHGs, Clinical Establishments etc.) through E- tenders in two bid systems (Technical and Financial Bid) for the work "**TRANSPORTATION OF SPECIMEN**" for TB Diagnosis and/ or for follow-up examination". For details and downloading of tender, 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 17/08/2021 to 28/08/2021(excluding holidays).

**1. 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 also to be documented through e-filing.

**2. SUBMISSION OF BIDS:**

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Agency personnel only in the website <https://wbtenders.gov.in>. All papers must be submitted in English language.

3. The e-tender shall be evaluated under the two-bid system i.e. through evaluation of technical and financial bids uploaded by the bidder online on the e-tender website of <https://wbtenders.gov.in>. The Tender Committee has reserves the right of cancellation, adding, reducing or deferring the tender in total or in partial without assigning any reason thereof.

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

Sl. No	Particulars	Date & Time
1	Publishing of NIT & Other documents online	26.08.2021 at 6.00 pm
2	Online documents download start date	26.08.2021 at 6.00 pm
3	Online document download end date	10.09.2021 at 3.00 pm
4	Online bid submission start date	26.08.2021 at 6.00 pm
5	Pre-bid meeting to be held at the office of CMOH South 24 Parganas.	06.09.2021 at 2.00 pm
6	Online bid opening date for Technical proposals	14.09.2021 at 04.00 pm
7	Earnest Money deposit (EMD)	Rs 15000 online
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

*It is requested that a maximum two persons from each organization (or representatives thereof with Authorization letter) attend the pre- Bid meeting.*

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## 5. SUBMISSION OF THE TENDERS:

Bids are to be submitted online to the website <https://wbtenders.gov.in> in two folders before the prescribed date and time using Digital Signature Certificate (DSC). The documents will get encrypted (transformed into non readable formats) on uploading. The two folders are:

- 1) Technical Bid: Online (Cover-Technical Stage)
- 2) Financial Bid: Online (Cover-Cost Bid Stage)

## 6. Technical Bid (SINGLE FILE MULTIPLE PAGE SCANNED)

A) Statutory/MY DOCUMENTS, Containing the following documents:-

Sl.No	Category	Description
1	Certificate	Registration certificate (for NGO)/ Clinical Establishment Licence & Trade Licence (for CE) and PAN
2	Financial Information	Audited Financial Report for FY 2019-20 & 2020-21
3	Experience	Work experience on Transportation of Specimen (Pulmonary/EP Samples) (at least one year experience)

### B) Tender Documents:

- i) Notice Inviting Tender
- ii) Application to participate in e-tender as per prescribed format
- iii) Check List in the prescribed format
- iv) Non Conviction certificate
- v) Scanned copy of EMD

Please note,

- A. The documents are to be submitted in the same sequence, mentioned above.
- B. No extra documents are to be uploaded. Bidders are also requested to check the quality of the scanned documents before uploading. Any document or its part, found illegible, will be treated as blank document & will not be reckoned as valid document.

## 7. Financial Bid: Bill of Quantity

The financial bid (cover) or prices quoted should be uploaded online through the Bill of Quantity (BOQ). The bidder shall quote the price online in the space marked for quoting prices in the BOQ. Only downloaded copies of the BOQ are to be uploaded, virus scanned and digitally signed by the bidder.

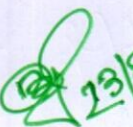
## 8. "BID B": FINANCIAL COVER : BOQ

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

## 9. TERMS AND CONDITIONS OF THE TENDER:-

### 9.1. Minimum Eligibility Criteria:

- ✓ The service providers (NGO/CE/others) should have a relevant registration/license from the relevant authorities.
- ✓ Should have an existing network or capacity to make adequate arrangements for logistics and transportation.



- ✓ Should have experience in managing a logistics network for at least two to three years.
- ✓ Should have staff to conduct outreach activity.
- ✓ Should have local presence in the community intended to be reached.
- ✓ 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.15000/-	Rupees Fifteen Thousand Only

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

Deposition of earnest money:

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

**9.2. Other conditions:**

- ✓ Documents required for Technical Bids are mentioned in specimen Form of Technical Bid.
- ✓ The contractor shall read the specification carefully before submitting the tender.
- ✓ The Selected bidder termination of contracted may be terminated within one month notice to the either side if require.
- ✓ Bidders will have to present original requisite documents in support of uploaded documents for verification, if asked for.
- ✓ Downloaded Tender (technical) will be verified by the tender committee as per specified date in times.
- ✓ The successful bidder will be bound to provide services as per requirement.
- ✓ All terms and conditions as mentioned above will have to be accepted by the Tenderer(s).
- ✓ Timelines for downloading and submission of E Tender along with other datelines has been noted below.
- ✓ 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.spghealthgov.in](http://www.spghealthgov.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.
- ✓ 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.

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- ✓ If any bidder is found to be guilty of producing fabricated / false documents and /or under took an unfair means will be liable to be punishment as decided by the Tender Committee /or ,any appropriate authority.
- ✓ Financial Bid is attached herewith (BOQ).

**10. Payment by Net Banking:**

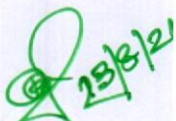
- a) On selection of net banking as payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a UNIQUE ID) where he will select the bank through which he/ she wants to do the transaction.
- b) Bidder will make payment after entering his/her Unique 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.

**11. 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.

**12. 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.)

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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.

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

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

13. 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.

#### 14. Performance Security

a) Within 15 (fifteen) days from the date of issue of notification of award by the purchaser, the contractor/ agency shall furnish performance security deposited to the total tender value 5%.

b) 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.

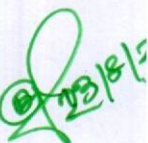
c) In the event of any failure /default of the contractor/ agency with or without any quantifiable loss to the health facility/ purchaser/ government, the amount of the performance security is liable to be forfeited by the health facility/ purchaser/ Administrative Hospital/Medical College.

d) 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.

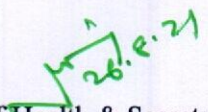
Rate (s) to be quoted against each specified item in specified unit as mentioned in Financial Bid (BOQ) Form. (Exclusive of all taxes)

 22/12/15

**15. Evaluation of the tenders:**

During the tender evaluation process, Technical Bid will be opened first and Financial Bid will be opened subsequently. Those bidders who have qualified in respect of the essential & other requirements in Technical Bid will be identified and their Financial Bid will be opened. The Financial Bid of those Tenderer failing to meet the Technical & Other requirements of participating in the tender will not be opened and be rejected. In case it is found that 2 or more bidders have quoted same rate and that happens to be lowest, then lowest bidder will be decided by draw of lots.

THE DECISION OF TENDER SELECTION COMMITTEE WILL BE FINAL AND BINDING IN THIS MATTER.

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

**Annexure I**  
**APPLICATION (In a Letterhead of the Agency)**

**To**  
**THE CMOH & SECRETARY,**  
**DISTRICT HEALTH & FAMILY WELFARE SAMITY,**  
**SOUTH 24 PARGANAS**

**Sub: APPLICATION FOR E-TENDER FOR SPECIMEN TRANSPORTATION SERVICES FOR TB DIAGNOSIS AND/ OR FOR FOLLOW-UP EXAMINATION IN SOUTH 24 PGS DISTRICT.**

**(Reference Memo No. CMOH /(SPG)/**

**Dated:**

**)**

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:

- (A) That the application is made by me / us on behalf of.....  
in the capacity..... by me OR duly authorized to submit the offer.
- (B) That I/ We accept the terms and conditions as laid down in the NIT mentioned above and submitted with rubber stamp & signed as uploaded and declare that I/We shall abide by it throughout the tender period.
- (C) I am / We are offering rate(s) for the following service and assured to provide the services to the respective Health Facility in South 24 Parganas District.
- (D) In the event of being selected, I will make sure to provide the services within the stipulated period.

We understand that:

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

Date:  
Mobile:

Signature of applicant including title  
and capacity in which application is made.

**CHECK LIST**

**(IN A LETTER HEAD OF THE AGENCY, OTHERWISE IT WILL BE TREATED AS CANCELLED)**

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

1. Name of the work	<b>Transportation of all pulmonary and EP specimens to linked laboratories under South 24 Parganas District.</b>
2. Tender Notice No	No. CMOH(SPG)/ <b>Dated</b>
3. On line document download ended	
4. Name of the institution tendered for	CHIEF MEDICAL OFFICER OF HEALTH & SECRETAR, DH&FWS, SOUTH 24 PARGANAS
5. DD No. for Earnest Money with Date and Drawn at	
6. Are you exempted from EMD (Y/N)	
7. Name of the bidder in block letter as DSC	
8. Full address	
	E-Mail.
	Telephone No/ Mobile No
9. Legal entity of the bidder whether Firm/ Society/ NGO/CE/ other entity	
10. Licence/Registration issuing Authority	
11. Name & address of the banker of the bidders with IFSC	
12. Experience in relevant field (in NTEP)	
13. 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 do agree to abide by agreement as imposed by the CMOH, SOUTH 24 PARGANAS 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/ Authorized person & Seal



**Rate:**

Sl.No	Name of Service	Rate Quoted per Trip
1	Transportation of all pulmonary and EP specimens to linked laboratories under South 24 Parganas District.	

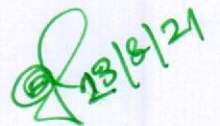
**Please Note:**

- ✓ At least 5 samples should be transported in ONE TRIP.
- ✓ For uninterrupted patient service <5 samples may be transported in one trip with prior permission from the District.

**The Payment will be subject to:-**

Payment Terms	%	Payment amount (Rs.) (% of the quoted value)
Transport of Specimen to the linked Laboratory	40%	
a) *Distance upto 25 KM (a)	10%	
b) *Distance upto 75 KM (b + in addition with a )	10%	
c) *Distance upto150 KM (c + in addition with b)	15%	
d) *Distance upto 200 KM (d + in addition with c)	20%	
Maintain records and reports	5%	
<b>Total payment</b>	<b>100%</b>	

**\*DISTANCE WILL BE CALCULATED IN ROUND TRIP.**

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**SCHEME:**

**TRANSPORTATION OF SPECIMEN (As per Guidance Document on Partnership-2019)**

This partnership option is to ensure transportation of all pulmonary and EP specimens to linked laboratories so as to avoid or reduce travel time for patients as well as and minimize loss in referral.

**Service area with Target:-**

Sl.No.	Name of TB Units	Block	Target (No.of Sample)
1	Bishnupur I	Bishnupur I	100
2	Amtala Bishnupur II	Bishnupur-II	1000
3	Samali Bishnupur II	Bishnupur II	550
4	Budge Budge I	Budge Budge I	1500
5	Budge Budge II	Budge Budge II	600
6	Thakurpukur Maheshtala	Thakurpukur Maheshtala	300
7	Matrisadan Maheshtala Municipality	Maheshtala Municipality	100
8	Mollargate Maheshtala Municipality	Maheshtala Municipality	1500
9	Baruipur Municipality	Baruipur	500
10	Hariharpur Baruipur	Baruipur	300
11	Indrapala Baruipur	Baruipur	200
12	Sonarpur R.S. Municipality	Sonarpur	200
13	Kalikapur Sonarpur	Sonarpur	200
14	Fartabad Rs Municipality	Sonarpur	250
15	Joynagar I	Joynagar I	500
16	Joynagar II	Joynagar II	900
17	Nalmuri Bhangar I	Bhangar I	300
18	Bhangar II	Bhangar II	500
19	Kultoli	Kultoli	400
20	Canning I Ghutiarysharif	Canning I	100
21	Canning SD Canning I	Canning I	500
22	Canning II	Canning II	300
23	Kanthalberia Basanti	Basanti	550
24	Basanti	Basanti	300
25	Gosaba	Gosaba	200
26	Gosaba Costal	Gosaba	150
Total target (approx.)			12000

The above mentioned target may vary.

(2) 12/8/12

**Role of Service Provider:**

- ✓ Recruit adequate personnel.
- ✓ Undergo training if required and adhere to NTEP guidelines.
- ✓ Maintain records and reports as given by NTEP.
- ✓ Provide services free of cost to patients and ensure their privacy and confidentiality.
- ✓ Ensure real-time reporting in Nikshay.
- ✓ Transport specimen from identified collection centres (either in public or private setting or from community) to the linked TB laboratory as per NTEP guidelines.
- ✓ Ensure on-time delivery of test results to collection centres.
- ✓ Maintain specimen transportation record and getting it signed every day from a representative of NTEP.

**Role of NTEP:**

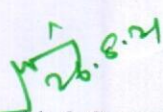
- ✓ Identify centres for sputum collection and specify laboratory linkages.
- ✓ Train Service Provider on the government's health and safety guidelines for staff involved in sputum transportation.
- ✓ Provide prototype sample transportation box and technical specification for procurement of the boxes.
- ✓ Provide prototype of records to be maintained.
- ✓ Ensure timely payments to Service Provider

**Performance parameters and linkages to payment (indicative):**

- ✓ Payment will be based per number of pick up visits from number of specimen collection sites to the laboratory.
- ✓ Deduct 20%, if samples are received at the linked laboratories 72 hours after the time of collection.

**Verification Mechanism:**

- ✓ The first level of verification will be completed by reviewing and cross-checking with Nikshay records and/ or any other NTEP reports submitted for a defined period. Payments will be as per this verification
- ✓ The second level – physical verification may be undertaken by the District assigned personnel / agency and could include:
  - Verification of records from lab registers.
  - Interviews with staff from facilities where samples are collected and transported.
  - Interviews with 5% of TB patients who have availed services under this option.
- ✓ If discordance is found during the verification mechanism, the assigned penalties may be applied and may be adjusted in payments of subsequent quarter.

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