



Government of West Bengal
Office of the Chief Medical Officer of Health
South 24 Parganas

No. CMOH (SPG)/e-Tender/Printing/7390

Dated: 07.08.2023

NOTICE INVITING E TENDER FOR IEC/PRINTING INSTALLATION OF HOARDING ITEMS
FOR HEALTH PROGRAMMES FOR THE YEAR 2023-2024 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 E- tenders in two bid systems (Technical and Financial Bid) for the work "IEC/Printing Installation of Hoarding articles for different Health Programmes" 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 08/08/2023 to 14/08/2023.

1. **GENERAL INSTRUCTIONS:**

2. 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.

3. **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 signed submitted in English language with Page Marking.

4. **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:

5. "BID A": Technical Documents:-

STATUTORY COVER, containing the following documents:

(SINGLE FILE MULTIPLE PAGE SCANNED)

| | |
|---|--|
| B | CHECK LIST in the prescribed format |
| C | Application in the prescribed format given in Annexure I |

6. OTHER-STATUTORY Containing the following documents:-

(a) Company Specific Technical Documents:-

(SINGLE FILE MULTIPLE PAGE SCANNED)

Non Statutory Cover will contain following documents

| Sl. No. | Category Name | Sub-Category Description | Detail(s) |
|---------|-------------------|---|--|
| A. | Certificate(s) | Certificate(s) | i. Income Tax PAN ii. Professional Tax Registration/ last Challan iii. GST Registration copy |
| B. | Company Detail(s) | Company Detail | i. Updated Trade Licence 2023-24 Enlistment from competent authority as printing Press (Offset) or ,Flex printing unit. |
| C. | Credential, | Credential – 1 | Last 2 (Two) years 2021-22 to 2022-23 of Experience in supplying IEC/Printing Installation of Hoarding articles work order and completion certificate must be submitted. |
| D. | Financial Info | Documents | Income Tax Returns Submitted for the financial Year 20-21 Income Tax Returns Submitted for the financial Year 21-23 |
| | | Audited Balance Sheet & Profit & Loss A/c | P/L & Balance sheet 2020-21FY P/L & Balance sheet 2021-22FY |

b). "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

1) Minimum Eligibility Criteria:

- a. Only those PRINTING PRESS (having Trade License for such type of business) & who have experience in IEC Installation of Hoarding Articles of job of at least 2 (Two) years and have satisfactory supply of order value of Rs. 2, 00,000/- (Rupees Two Lakh only), in LAST two years 2021-22 to 2022-23, will be eligible.

2) 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.10000/- | Rupees Ten Thousand Only |

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.

2.5

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

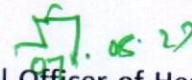
- a. The deliveries of ordered items as per the accepted samples have to be made within the stipulated time. Any delay will attract a penalty @ 0.5% of the total order amount for each day of delay upto 15 days.
 - b. The order will stand automatically cancelled after a delay period equivalent to double the stipulated period.
 - c. Penalty will be recovered from the outstanding bill if any, L1 bidder fails to supply the required item within the stipulated date & time the purchasing authority may procure such item from the L2 bidder (negotiable rates)/L2 (in the same rate)/from the market or by any such process so as not to hamper the programme concerned.
 - d. Before imposing any penalty as per the above clause, the concerned supplier will be given opportunity to give his reach but decision of the CMOH, S24 Pgs will be final.
 - e. Chronic late suppliers will invite negative preference in subsequent tenders from this office. Habitual defaulter and/or failed bidder will be debarred from the participation in next tender process of the establishment.
- 4) Bidders will have to present original requisite documents in support of uploaded documents for verification, if asked for.
 - 5) 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. Quantity will be as per requirement. Authority has no obligation to purchase all the items mentioned in the tender.
 - 6) The Tender is valid to all The Institutions under the control of CMOH, S 24 PGS.
 - 7) Purchase will, however be made following the existing purchase policy of the Govt of West Bengal and its amendment (S) made from time to time. The Purchase policy of the state Government as provided in the West Bengal Financial Rules, the policy of price preference in particular incorporate under Notification No.10500-F dated 19.11.04 should be observed in considering the tenders & 5400-F dated 25.06.2012.
 - 8) In case of any damage of item/items the loss to be borne by the selected agency only.
 - a. The purchasing authority will not be responsible if any damage happens before supply of the items.
 - b. Similar penal measures shall also be initiated against those bidders who have submitted false/misleading/fraudulent documents or made incorrect declarations.
 - 9) In case it is found that two or more bidders have quoted same price, the lowest bidder will be decided by draw of lots.
 - 10) All terms and conditions as mentioned above will have to be accepted by the Tenderer(s).
 - 11) Timelines for downloading and submission of E Tender along with other datelines has been noted below.
 - 12) Quantity of printing items are subject to the Programme requirement, any item(s) may be zero in the whole tender period.
 - 13) 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 and www.wbhealth.gov.in.

- 14) Any subsequent notice regarding this tender shall be uploaded in above website only.
- 15) 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.
- 16) Financial Bids are attached herewith (BOQ).
- 17) 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.

Date and Time schedule of Tender:

| Sl. No | Particulars | Date & Time |
|--------|--|-------------------------|
| 1 | NIT & Other documents online | 07.08.2023 at 6.00 pm |
| 2 | Online documents download start date, Date of publishing | 07.08.2023 at 6.00 pm |
| 3 | Online document download end date | 14.08.2023 at 4.00 pm |
| 4 | Online bid submission start date | 07.08.2023 at 6.00 pm |
| 5 | Pre-bid meeting to be held at the office of CMOH S24 Pgs. | 11.08.2023 at 2.00 pm |
| 6 | Online bid submission & documents download end date | 14.08.2023 at 4.00 pm |
| 8 | Online bid opening date for Technical proposals | 16.08.2023 at 05.00 pm. |
| 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 |

| Sl. no. | Name of the Job/ Articles, Specification of Items as specified | APPROXIMATE QTY. | Unit |
|---------|--|------------------|----------------------|
| 1 | Hoarding Board Size : 8'x5', Height frame of 5' + 4' = 9' surrounded by 4mm L type angles & 1mm sheet metal 8'X10' smooth grinded surface which will appropriate for multicolor vinyl pasting. Plinth up to ground level with RCC work with welding between base & joist.. Agency should fixed at any Health Institution or BDO/SDO/Panchayat Samity office of the block of their own cost including all charges excluding GST. | 1 Nos | Per pc Hoarding rate |
| 2 | Hoarding Board Size : 8'X10', Joint:-4"X 18ft, Height frame of 20"x10" surrounded by 4mm L type angles & 1mm sheet metal 8'X10' smooth grinded surface which will appropriate for multicolor vinyl pasting. Plinth up to ground level with RCC work with welding between base & joist.. Agency should fixed at any Health Institution or BDO/SDO/Panchayat Samity office of the block of their own cost including all charges excluding GST. | 1 Nos | Per pc Hoarding rate |
| 3 | Hoarding per Sq Ft 1.20 mm GI sheet with iron angle Frame.4" width X 18 ft height from soil level at top of the board. Board will be fitted & fixed on 2" x2" hollow pipe (two Nos.) Pipe should be at least 3ft below the ground. Smooth grinded surface of GI sheet which will appropriate for multi-colour vinyl (120 micron) pasting. Underground foundation RCC work Agency should fixed at any Health Institution or BDO/SDO/Panchayat Samity office of the block of their own cost including all charges excluding GST. | 1 Nos | per Sq ft rate |


 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 NOTICE INVITING E TENDER FOR IEC/PRINTING INSTALLATION OF HOARDING ITEMS FOR HEALTH PROGRAMMES FOR THE YEAR 2023-2024 BY THE CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE, SOUTH 24 PARGANAS

Ref: - CMOH(SPG)/Tender/ 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:

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 | IEC/PRINTING INSTALLATION OF HOARDING FOR HEALTH PROGRAMMES | |
| 2. Tender Notice No | No. CMOH (SPG/ Tender/ | Dated, the |
| 3. On line document download ended | | |
| 4. Name of the institution tendered for | CHIEF MEDICAL OFFICER OF HEALTH, SOUTH 24 PARGANAS | |
| 5. Are you exempted from EMD. (Y/N) | | |
| 6. Name of the bidder in block letter | | |
| 7. Full address | | |
| | E-Mail | |
| | Telephone No/ Mobile No | |
| | Fax | |
| Local Address, if any | | |
| 8. Legal entity of the bidder whether Firm/ Society/ Company/ other entity | | |
| 9. Registration No | | |
| Authority with whom registered | | |
| 10. License No..... | | |
| for the purpose of..... | | |
| 11. Name & address of the banker of the bidders | | |
| 12. a) PAN No./TAN No. | | |
| b) CST/ VAT No. if any: | | |
| 13. Registration No GST | | |
| 14. 2 (Two) years of Experience in supplying printed articles | Yes | No |
| 15. Black Listed by any Govt. Authority / Govt. undertaking at any time. If yes, provide details | Yes | No |
| 16. Has the firm or principal employees | Yes | No |

| | |
|---|---|
| convicted in or have pending in any court any vigilance matter. If yes, provide details. | |
| 17. Any litigation against the Firm or its proprietors or its principals? If yes, provide details | Yes No |
| 18. 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/ Authorized person & Seal