



Memo No – BSDH/ 927

Dated 11/3/26

**Notice Inviting e-Tender for Design, Supply and Installation of Hoardings,
Glow Signages, Normal Signages and Directional Signages
(Through Pre-qualification)
(Submission of Bid through e-portal)**

E-Tenders are hereby invited from reputed, experienced and eligible agencies for the Design, Supply and Installation of Hoardings, Glow Signages, Normal Signages and Directional Signages throughout the hospital premises at Baruipur SD & SS Hospital, South 24 Parganas.

1. Name of Work

Design, supply and installation of hoardings, glow sign boards, normal signages and directional signages across the entire hospital campus.

2. Scope of Work

- Hoardings
- Glow Sign Boards
- Normal Signages
- Directional Signages
- Constructor, supply and installation with all accessories
- Fixing with proper support structure
- Verifies that equipment is correctly set up, safe, and operates according to design specifications.

3. Estimated Tender Value

₹ 10,00,000/- (Rupees Ten Lakh only)

4. Earnest Money Deposit (EMD)

Estimated monthly value: ₹ 10,00,000/- (Rupees Ten Lakh only) Earnest Money Deposit (EMD) 2 % of the estimated tender value as per Finance Dept. G.O. No. 5696-F(Y) dated 01.10.2019.

In the Event of e-filing intending bidder may download the tender documents from the website www.etender.wb.nic.in in directly by the help of digital signature certificate and the earnest money of **Rs. 20,000.00 only (Rupees Twenty Thousand only)** has to be deposit by online RTGS/NEFT or NET Banking through ICICI Bank Gateway in the e-tender procurement system (Non-Statutory Documents As per the G.O. no- 2365F(Y) Dated 12.04.2018 and G.O. no. 3975 F(Y) Dated-28.07.2016.The Earnest money will be converted to the Security Deposit, when the work Order issue to L1 bidder.

Relevant Government Orders:

- G.O. No. 2365-F(Y) dated 12.04.2018
- G.O. No. 3975-F(Y) dated 28.07.2016

5. MSME / Cooperative Exemption

MSME units and registered Cooperative Societies may claim exemption from EMD submission as per Government rules.

Valid Udyam / Cooperative Registration Certificate must be submitted.

Exemption will only be considered if the category of registration matches the nature of work.

6. Contract Period

The contract period will be 1 (One) Year from the date of issue of AOC or until exhaustion of the tender value, whichever occurs earlier.

7. Rate

Rates must be quoted in Indian Rupees only, inclusive of all taxes, labour charges, installation, transportation, fittings and all other incidental charges.

8. Evaluation of Tender

Two-Bid System :- This tender shall follow a Two-Bid System —

- (i) Technical Bid and
- (ii) Financial Bid.

a) **Technical Bid – BID A**

| SL. NO. | Category | Sub Category | Sub Category Description |
|---------|-----------------|---------------|--|
| A. | Certificate | Certificates | PAN Card of the Bidder/ Authorized Signatory (Digital Signatory Holder). In case of Partnership firm/Pvt.Ltd/Ltd. Co. PAN should be 'Name of the Company'. |
| | | | GST Registration Certificate (GSTIN) Acknowledgement filled (3B) upto December, 2025. |
| | | | In case of Partnership Firm : must have Registered Partnership deed & registration as per Partnership Act 1932 |
| | | | In case of Ltd/ Pvt. Ltd./LLP Firm : must have MOA along with Incorporation Certificate from the authority. |
| B. | Company Details | Company | Trade Licence for last 3 years from competent authority in relation with any items of such articles. |
| C. | Credential | Certificate | Work Order reflects financial involvement of ₹ 50,000 in a single work order OR two numbers of ₹ 25,000 [single work order] along with credential certificate of such work order(s) from same authority. |
| D. | No Conviction | Affidavit | An affidavit before the Notary public explaining no conviction within last three years from the date of publishing of NIT. |
| E. | Financial Info | ITR | ITR acknowledgement of last 1 year FY |
| | | Balance Sheet | Audited Balance Sheet & Profit & Loss account for 1 FY year with UDIN Number. [Minimum Turn over 5 Lakhs within last year FY] |
| F. | P. Tax | Certificate | A. Enrollment Certificate B. Paid Challan/ PTPC till 2024-25 |
| G | Manufacturing | Capacity | List of Machinery [in the Premises as TL] & Manpower in the official letterhead with seal & signature (Physical verification may be arranged by the TIA) |

FINANCIAL COVER : "BID-B" :

Should be submitted in prescribed proforma : the Rate per Accounting Unit **exclusive of GST** to be quoted. (GST will be calculated as per HSN code at the time of work order issued)

9. Performance Security

- i. Within 15 (fifteen) days from the date of issue of notification of award by the purchaser, the Successful bidder shall furnish performance security for an amount equal to 5% of the tendered value. The performance security shall be retained up to 6 (six) months after the date of completion of all contractual obligations by the contractor.
- ii. The performance security shall be deposited in Indian Rupees to the State Government through TR Challan under budgetary Head of account 8443-00-103-

Earnest Money-01-07-Deposits. No other forms of Deposit can/will be entertained.

- iii. In the event of any failure/default of the bidder with or without any quantifiable loss to the purchaser, the amount of the performance security is liable to be forfeited by the purchaser.
- iv. In the event of any amendment issued to the contract, the bidder 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 respect in terms of the contract, as amended.

- Document required for Technical Bids are mentioned in specimen for of Technical Bid.
- Rate (s) to be quoted against each specified as mentioned in financial bid (BOQ) Form,
- Sample of raw materials to be submitted by admitted/proposed qualified bidders for before uploading Technical Evaluation.
- The successful Tenderer(s) will have to deposit the security money @ 3% of the Tenders value in the form of electronic mode within 7 (Seven) days of acceptance of the offer.
- The unsuccessful tenderer(s) will be received their earnest money back in time through electronic mode.
- The earnest money will be forfeited if the tenderer(s) withdraw the tender after opening of bid.
- The security deposit of the successful selected tenderer may be forfeited for failure to supply within specified date and time and/or for supplying unsatisfactory items in quantity and quality.

- Special features: all articles should be ISI marked which will be used for the items as per specification.
- Physical verification of workshop may be arranged by the TIA. BIDDERS SHOULD HAVE OWN WORKSHOP.
- Bidders will have to show original documents in support uploaded documents for verification if asked for.
- Validity of tender will normally be 365 days from the date of issue of AOC. It will be extended if situation arises for the whole tender or portion thereof.
- Intending/ Interested bidders are requested to attend the pre-bid meeting due to actual process of work /installation and process/ urgency during the validity period. Pre bid is the essential part of this tender.
- In case of tie, bidder will be selected by draw of lots or by the TIA.

- NIT & other document should be signed by the bidder digitally with proper DSC.
- Critical Date as mention follows
- E-tender should be addressed to the Superintendent, Baruipur SD Hospital, and South 24 Pargaganas, Bidders may download tender enquiry documents from the website www.wbhealth.gov.in
- Any subsequent notice regarding the upload in above website only.
- In the event of any of the above mentioned dates being declared as a holyday for the Superintendent, Baruipur SD & SS Hospital, and South 24 Parganas. The tenders will be opened on the next working day at the appointed time or desired by Tender Selection Committee.
- Financial Bid is attached herewith (BOQ)
- The authority reserves the right to accept to reject any tender in part or full even the entire tender process at any time prior the award of contract without assigning any reasons thereof.

10. Delivery / Execution Condition

The work (delivery and installation as applicable) must be executed within 7 (Seven) working days from the date of issue of each work order and the vendor must submit acknowledgement letter within 2 working days after received of work order.

Failure to complete the work within the stipulated time may lead to: **Penalty**

Penalty

- Cancellation of Work Order
- Forfeiture of EMD
- Blacklisting as per Government rules

11. Payment Terms

Payment will be made after successful completion of work and verification by the authority, subject to availability of Government funds.

12) e-Tender Procedure

a) Login by Bidder :-

- A bidder desirous of taking part in a tender invited by a State Government office/PSU/ Autonomous Body/Local Body/PRI's etc. shall log-in to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.

c) He will select the tender to bid and initiate payment of pre-defined EMD/Tender Fees for that tender by selecting from either of the following payment modes:

(i) Net banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway.

(ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

13) Payment Procedure :-

a) Payment by Net Banking (any enlisted bank) through ICICI Bank Payment Gateway

i) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank. Payment Gateway webpage (along with a string containing an Unique ID) where he will select the Bank through which he wants to do the transaction.

ii) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.

iii) Bidder will receive a confirmation message regarding success /failure of the transaction.

iv) If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government/PSU/Autonomous Body/Local Body/P.R.Is, etc. maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender fees.

v) If the transaction is failed, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT

i) 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.

ii) The bidder will print the challan and use the prefilled information to make RTGS/NEFT payment using his bank account.

iii) Once payment is made, the bidder will return 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.

iv) If verification is successful, the amount will get credited to the respective Pooling Account of the State Government /PSU /Autonomous Body /Local Body /PRIs etc. maintained with the focal point branch of ICICI Bank at R.N.Mukherjee Road, Kolkata for collection of EMD/Tender fees.

v) Hereafter, the bidder will go to e-Procurement Portal for submission of the bid.

vi) But if the payment verification is unsuccessful, the amount will be returned to the bidder's Account.

14) Refund Settlement Process :-

- i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority 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 services.
- ii) On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii) Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.
- iv) 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 his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the tender inviting authority.
- v) As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal -
 - (a) EMD of the L1 bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit head "8443-0 -103-001-07" through GRIPS along with the bank particulars of the L1 bidder.

- (b) EMD of the L1 bidder for tenders of the State PSUs /Autonomous Bodies / Local Bodies / PRIs, etc. will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L1 bidder.

In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.

- vi) The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the E-Procurement portal for update.
- vii) Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head "0070-60-800-013-27" through GRIPS for Government tenders and to the respective linked bank accounts for State PSUs /Autonomous Bodies / Local Bodies / PRIs, etc. tenders.

All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees (if any) were initiated.

15) Work Order

Work Orders will be issued to the successful bidder after completion of all tender formalities and execution of agreement with the Superintendent, Baruipur SD & SS Hospital.

16) Withdrawal / Cancellation Policy

The tender inviting authority reserves the right to:

- Withdraw any item from the tender
- Accept or reject any tender fully or partially
- Cancel or split the tender without assigning any reason
- Withdrawal or revision of tender by the bidder after submission will not be allowed.

17) Penalty Clause

- If at any stage it is found that a bidder:
- Has formed a cartel to manipulate the tender process, or
- Submitted false, misleading or fraudulent documents,

Then penal action will be taken which may include:

- Forfeiture of EMD
- Forfeiture of Security Deposit
- Blacklisting of the bidder

18) Agreement

After acceptance of the tender, the successful bidder must execute an agreement in the prescribed format with the Superintendent, Barulpur SD & SS Hospital.

19) Tender Schedule

| SL No | Particulars | Date | Time |
|-------|---------------------------------|----------------|----------|
| 1. | Publication of N.I.T. | 12.03.2026 | 1800 Hrs |
| 2. | Bid download / submission start | 12.03.2026 | 1800 Hrs |
| 3. | Pre Bid Meeting Date | 18.03.2026 | 1300 Hrs |
| 4. | Last date of submission | 24.03.2026 | 1800 Hrs |
| 5. | Opening of Technical Bid | 27.03.2026 | 1200 Hrs |
| 6. | Opening of Financial Bid | Notified later | |

20) Additional Information

All interested bidders are requested to visit:

- <https://wbtenders.gov.in>
- <https://www.wbhealth.gov.in>


For tender documents, corrigendum and updates.

For further information, contact: **8100820174**

21) Tender Notice Display Locations

The tender notice shall be displayed in the following places for wide circulation:

1. Notice Board of Barulpur SD & SS Hospital
2. Barulpur Railway Station Notice Board
3. Office of the SDO, Barulpur
4. Barulpur Police Station Notice Board
5. Barulpur Municipality Notice Board
6. Office of the Superintendent of Police
7. Post Office Notice Board
8. Office of the CMOH, South 24 Parganas and website
9. Local Newspaper


Superintendent
Barulpur S.D. & S.S Hospital
South 24 Parganas

SUPERINTENDENT
BARULPUR SDH & SSH
SOUTH 24 PARGANAS

Memo No- BSDH/ 927/1(AO)

Dated 11/3/26.

Copy forwarded for information and necessary action to:

1. The District Magistrate, Alipore, Kolkata – 700027
2. The Chief Medical Officer of Health, South 24 Parganas
3. The Superintendent of Police, Baruipur Police District
4. The Sub-Divisional Officer, Baruipur Sub-Division
5. The Chairman, Baruipur Municipality
6. The Post Master, Baruipur
7. The Station Master, Baruipur Railway Station
8. The IC, Baruipur Police Station
9. IT Cell, Swasthya Bhawan, Kolkata for uploading in www.wbhealth.gov.in
10. Office Copy


Superintendent
Baruipur S.D. & S.S Hospital
South 24 Parganas
SUPERINTENDENT
BARUIPUR SDH & SSH
SOUTH 24 PARGANAS

SUBMIT IN OFFICIAL PAD OF THE AGENCY

To
The Superintendent
Baruipur SD & SS Hospital,
South 24 Parganas

Sub: Acknowledgement of Supply Order

Respected Sir,

With reference to your **Supply Order No.** _____ **Dated** _____, we hereby acknowledge receipt of the above-mentioned order.

We hereby authorize and confirm that our firm will execute the supply of the ordered items as per the specifications, quantity, and terms mentioned in the supply order.

We further undertake that the materials will be supplied within **7 working days** as mentioned in the terms & condition. In case we fail to supply the items within the prescribed time without valid reason, the authority may cancel the order as per rules.

Kindly acknowledge the same.

Thanking you.


Yours faithfully,

Authorized Signatory

Name of Firm:

Address:

Contact No.:


SUPERINTENDENT
BARUIPUR SDH & SSH
SOUTH 24 PARGANAS

Email ID:

CHECK LIST

[All points are to be filled up; no places are to be kept vacant. For statutory clearances/registration no applicable, mention NOT APPLICABLE instead of keeping blank.] Check list should be in Letterhead otherwise tender will be treated as cancelled.]

| | | |
|-----|--|---|
| 1. | Name of the Work | |
| 2. | Tender ID as E-portal | |
| 3. | Name of the institution tender for | |
| 4. | Are you exempted from EMD | YES/NO |
| 5. | Name of the bidder in block letter | |
| 6. | Full Address with E-mail ID & Mobile | |
| 7. | Workshop/Godown put the address | |
| 8. | Legal entity of the bidder | Proprietorship/ Partnership/ Pvt.Ltd.Co/Ltd Co. |
| 9. | Trade Licence No. with issuing authority | |
| 10. | GSTIN ID | |
| 11. | PAN No. | |
| 12. | P.Tax Enrolment No. | |
| 13. | Experience, if yes upload the Credential certificate with relevant work order. | YES/NO |
| 14. | Are you blacklisted by any finance Dept. of Govt. of WB/ Govt. of India | YES/NO |
| 15. | Are you convicted or have pending in any court/vigilance matter, if yes provide details. | YES/NO |

I have gone through the eligibility criteria for participating the tender by accepting all terms & conditions including penal provision as per NIT and agree to abide by all the norms time to time as imposed by the TIA.

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

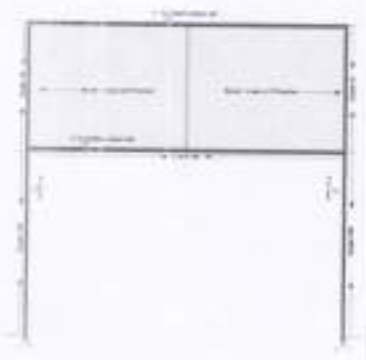
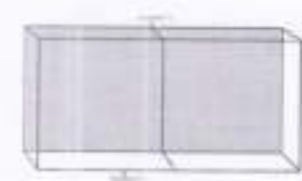
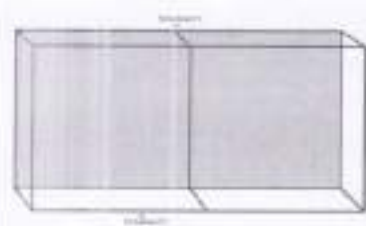
Date:


Full Signature of the Bidder/Authorised person & Seal



**SUPERINTENDENT
BARUIPUR SDH & SSH
SOUTH 24 PARGANAS**

SPECIFICATION FOR

Hoarding , Glowsign, Vinyl on WPC, Outdoor Sinage on WPC & Flex Banner

| Sl. No. | ITEMS | Specification | Rate per unit | Remarks |
|---------|-----------------|--|---------------|---|
| 1. | Hoarding | <p>Board Size : 5ft (H) x 10 ft(L) OR 4.175 ft x 12ft</p> <ul style="list-style-type: none"> Stand 2Legs_ 12 ft.(pole) material : 5" X 3" Jolst (Grade ISI Marked) Upper & lower_middle support : 1" GI Hollow square bar (Grade ISI Marked) Welding : GI joint Board : 3 mm ACP exterior Height of the hoarding : 12ft from soil level (i.e. Total Height (12ft+5 ft /4.175_ board)= 17ft RCC work for 1.5 ft i.e. Plinch Vinyl pasting on ACP Board with Lamination as per design supplied by the authority/ or proportionate thereof | Sq. ft |  |
| 2. | Glow Sign Board | <p>Size : 2(L)'x4' (H = Galvanize box 0.64mm Gauges sheet</p> <ul style="list-style-type: none"> Back side upper lower, Left Right covered in GI hollow(1") structural frame_ 3"Box_ Alluminium outer & corner on front side _ 440 backlit flex_LED light with adapter _Eco solvent multicolour Backlit flex_ 10 mt. electric wire to be added from LED connection to electric board_ fixing on wall through iron angle or Steel L type _ Fixing through flush nut. design supplied by the authority. LED replacement warranty for 365 days. | Sq. ft |  |
| 3 | Glow Sign Board | <p>Size : 8(L)'x4' (H)= Galvanize box 0.64mm Gauges sheet</p> <p>Back side upper lower,Left Right covered in GI hollow(1") structural frame_ 4"Box_ Alluminium outer & corner on front side _ 440 backlit flex_ Sufficient LED light with adapter _Eco solvent multicolour Backlit flex(Front)_ 10 mt. electric wire to be added from LED connection to electric board_ fixing on wall through iron angle or Steel L type_ Fixing through flush nut.</p> <p>design supplied by the authority. LED replacement warranty for 365 days. or proportionate thereof</p> | Sq. ft |  |
| 4. | Flex Banner | <p>300 GSM Front lit Multicolor Printing with original software Ripping_</p> | Sq. ft | As desired by the authority |

| | | | | |
|----|------------------------|--|---------|---|
| | | I-let in four corners | | |
| 5. | Flex Banner | 280 GSM Front lit Multicolor Printing with original software Ripping_ I-let in four corners | Sq. Ft | As desired by the authority |
| 6 | Flex Banner | 260 GSM Front lit Multicolor Printing with original software Ripping_ I-let in four corners | Sq. Ft | As desired by the authority |
| 7 | Outdoor Signage | It is route direction Signage Material : 12 mm WPC board Vinyl pasting on WPC With Lamination Structure : Leg 6ft(H) x 2ft (L) Board Size 4'x2' Board with Leg Size: Leg 6ft(H) x 2ft (L)* Leg with 2" SS steel Hollow square bar Grade 304 or proportionate thereof | Sq. Ft* |  |
| 8. | Indoor Signage | WPC 8mm Board Vinyl pasting multicolour solvent printing with Lamination_fitting & fixing on spot Through nails or proportionate thereof | Sq. Ft | As desired by the authority |
| 9. | Vinyl on WPC | WPC 5mm Board Vinyl (120 micron) multicolour solvent printing. With lamination 4 holes at 4 corners Size : 24"x36" or proportionate thereof | Sq. Ft | As desired by the authority |
| 10 | ACP Signage | 3mm exterior ACP board_Vinyl pasting multicolour solvent printing with Lamination_fitting & fixing on spot Through nails or proportionate thereof | Sq. Ft | As desired by the authority |


SUPERINTENDENT
BARUIPUR SDH & SSH
SOUTH 24 PARGANAS