





Government of West Bengal
Office of the Chief Medical Officer of Health
Banomalipore, Barasat, North 24 Parganas, PIN-700124
Ph. No.: 033-2552-3129 E-mail:cmohn24pgs@gmail.com



E-TENDER NOTICE

FOR SUPPLY OF PRINTER CARTRIDGE TO THE OFFICE OF THE CMOH, BARASAT, NORTH 24 PARGANAS 2023-2024

DEPARTMENT OF HEALTH & FAMILY WELFARE
GOVERNMENT OF WEST BENGAL
OFFICE OF THE CHIEF MEDICAL OFFICER OF
HEALTH
NORTH 24 PARGANAS
BARASAT

 <p>सत्यमेव जयते</p>	<p>Government of West Bengal Office of the Chief Medical Officer of Health Banomalipore, Barasat, North 24 Parganas, PIN-700124 Ph. No.: 033-2552-3129 E-mail:cmohn24pgs@gmail.com</p>	 <p>NATIONAL HEALTH MISSION জাতীয় স্বাস্থ্য মিশন</p>
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NIT No. CMOH(N24Pgs)/Tender/Cartridge -4203

Date : 01/06/2023

ELECTRONIC TENDER NOTICE (2023-24)



Notice inviting e-Tender for Supply of **Printer Cartridge** for office use under District of North 24 Parganas, has been invited from bona fide Firms/Agencies/Individuals (Experienced) by the Chief Medical Officer of Health & Secretary, DH&FWS, North 24 Parganas.

Intended bidders are requested to submit their bids through e-Tender Portal (<https://wbtenders.gov.in>) following by the terms & conditions of this NIT and as per the date & time schedule mentioned below:-

DATE & TIME SCHEDULE FOR THE e-TENDER

Sl. No.	Particulars	Date & Time
1	Date of publishing of NIT online.	05/06/2023, 9.00 am
2	Online documents download start date.	05/06/2023, 9.30 am
3	Online documents download end date.	13/06/2023, 5.30 pm
4	Online Bid submission start date.	05/06/2023, 10.00 am
5	Online Bid submission closing date.	13/06/2023, 6.00 pm
6	Online Bid opening date for Technical Proposals.	15/06/2023, 6.00 pm
8	Online uploading the list for technically qualified bidders.	To be notified later
9	Date of online opening of Financial Proposal.	To be notified later

Any subsequent notices/circulars/corrigendum related to this e-tender shall be uploaded at <https://wbtenders.gov.in>, www.wbhealth.gov.in, www.north24parganas.gov.in websites only. Bidders are requested to check these websites regularly for this purpose.

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This e-tender document comprises of the following sections:

- Section I : Definition
- Section II : Requirements
- Section III : EMD
- Section IV : General Instructions to Bidders (GIB)
- Section V : Draft Performa for Non-Conviction Certificate.
- Section VI : Tender Application Form
- Section VII : Name of the Items
- Section VIII : Eligibility Criteria & Terms & Conditions

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>.

Section I : Definition

1. "Purchaser" means the e-tender inviting authority, purchasing goods and/ or services as incorporated in this e-tender enquiry document, either directly or on behalf of consignees. For this e-tender the purchaser is the CMOH, North 24 Parganas.
2. "Bid" means Proposal/ Quotation received from a Firm / Bidder against the e-tender.
3. "Bidder" means the Individual or Firm or Agencies submitting Bids/ Quotations.
4. "Contractor" means the individual or the firm supplying the goods and/ or services as incorporated in the contract.
5. "Goods" means the articles/material required to supply to the purchaser under the contract.
6. "Earnest Money Deposit" (EMD) means Bid Security/ monetary amount or financial guarantee to be furnished by a bidder along with its bid.
7. "Contract" means the written agreement entered into between the purchaser/ consignee and the contractor, together with all the documents mentioned therein and including all attachments, annexure etc. therein.
8. "Specification" means the document/ standard that prescribes the requirement with which goods and/ or service has to conform.
9. "Inspection" means activities such as measuring, examining, testing, gauging features of the goods and / or service and comparing the same with the specified requirement to determine conformity.
10. "Bill of Quantity (BOQ)" is the name for price schedule (financial bid) in e-tender software.

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Section II : Requirements

1. Supply of **“Printer Cartridge”** to the office of the undersigned . (As per Section VII of this NIT).

Section III : EMD

Sl. No	Particulars	Estimated Value	EMD Amount
1	Supply of Printer Cartridge for office use under District of North 24 Parganas	Rs. 8,00,000.00	Rs. 16,000.00

- a) Registered SSI units participating in Govt. tenders are eligible for exemptions from payment of earnest money and security deposit (EMSD) under Rules 47(A) (1) and 47(B)(7) of WBFR, vol.-I, read with Finance Dept. notification No. 10500-F Dt. 19.11.2004 and its clarification Vide memo. No. 4245-F (Y) dated 20.05.2013.

- b) The process may be followed as per memorandum of the Finance Department Audit Branch vide Memo No-3975-F(Y) dated: 28th July, 2016.**

1. Login by bidder:

- a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, 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.

b) 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 payments 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

2. Payment procedure:

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

i.)On selection of net banking as the payment made, 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 wants to do the transaction.



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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 account 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 failure, 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 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.

iv) If verification is successful, the fund 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.

3. 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-payment portal of the State Government, the tender inviting committee will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of unsuccessful bidders, to the 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 account from which they made 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.



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iii) Once the financial bid evaluation is electronically processed in the e- procurement portal, EMD of the technically qualified bidders other than that of L1 and L2 bidders will be refunded, through an automated process, to the respective bidder's bank account 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. However, L2 bidder should not be rejected till the LOI process is successful.

iv) If the L1 bidder accept 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 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 of the tenders of the State Government Offices will automatically get transferred from the Pooling account to the State Government Deposit Head'8443-00-103-001-07' through GRIPS along with the bank particulars of the L1 bidder.

b) EMD of the L1 bidder for the tenders of the State,/PSU/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 GRN No. generated on successful entry in GRIPS with the e- procurement portal for updating.

vii) Once the EMD of L bidder is transferred in the manner mentioned above ,Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account of the Government Revenue Receipt Head "0070-60-800-013-27" through GRIPS for Government Tenders and to the respective linked bank accounts for State/ PSU/Autonomous Body/Local Body/ PRIs etc. Tenders.

viii) All refunds will be made mandatorily to the bank account from which the payment of EMD and tender fees (if any) were initiated.



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Performance Security



1. Within 15 (fifteen) days from the date of issue of notification of award by the purchaser, the contractor shall furnish performance security to the health facility for an amount equal to 3% of 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.
2. 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 by authority.

In the event of any failure /default of the contractor 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 Department.

In the event of any amendment issued to the contract, the contractor 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.

In reference to above, the health facility will release the performance security without any interest to the contractor on completion of the contractor's all contractual obligations.

Earnest money will be returned to the unsuccessful bidders without any interest after conclusion of the resultant contract. The earnest money of successful bidder shall be returned without any interest after completion of entire job assigned to the selected bidder on furnishing the completion certificate from the concerned authority.

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Section IV : General Instruction to the bidders

Technical Proposal

1. The technical proposal should contain **self attested** scanned copies of the following-

1. Application to participate in e-tender as per Section VI: Tender Application Form
2. Technical Documents
3. Scanned copy of EMD.



2. **Non Statutory Cover will contain the following documents-**

Sl. No.	Category Name	Detail(s)
1	Certificate(s)	1. PAN Card of the co. or DSC holder 2. Income Tax Return for the Assessment Year 2022-23. 3. Professional Tax deposited Challan for the Financial Year 2023-2024 along with Enrolment Certificate. 4. GST Registration Certificate along with 3B Acknowledgement of March 2023.
2	Company Detail(s)	1. Certificate of Incorporation/ Partnership Deed** (*WA) 2. Updated Trade License/Enlistment of similar trade from the concerned authority such type of business (2023-2024) 3. Power of Attorney in favour of signatory of bid.(*WA)
3.	Credential	1. Successful supply certificates & Work Orders from any Govt. Organization (40% Last Five Years).
4.	Declaration	1. Audited Balance Sheet & Profit & Loss A/c of the year (F.Y-2021-2022) with UDIN number. 2. Notarized declaration of Non Conviction Certificate as per Section-V- (Non Conviction Certificate affirmed after date of publication of NIT) 3. Application as per Section-VI. (in Letter Head of the Firm) duly signed by the bidder with rubber stamp
5	Others	1. As required for list of items.

*** If any bidder upload documents in direction of above order and / or upload any document(s) which is / are not mentioned in this NIT to submit such bidder will be declared technically disqualified.

N.B. It is the responsibility of bidder to go through the e-tender document to ensure furnishing of all required documents in addition to above, if any.

* Where Applicable

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3. Financial Proposal (Single File)

The price schedule in form of BOQ (excel file) will be found under the published NIT schedule in the website (<https://wbtenders.gov.in>) and the least/ offer price must be quoted against each item(s),

Opening of Tender

The purchaser will open the bids on the specified date and time as indicated in the NIT. The Bidder/Authorized representative of the bidder may attend on the date of opening of bid as well as the pre-bid meeting as per schedule. The EMD for the said tender shall be verified first. The statutory papers will be examined and evaluated before evaluation of non-statutory documents. After this, the online price bids or financial bid of only the technically qualified bidders shall be opened for further evaluation.

Opening of Technical Proposals:

Technical proposals will be opened by members of the Tender Evaluation Committee electronically from the e-tender website using their Digital Signature Certificates (DSCs). In the Technical Proposal, the Cover (folder) for Statutory Documents will be opened first and if found in order, the cover (folder) for Non-Statutory Documents will be opened.

IF ANY DOCUMENT REQUIRED TO BE SUBMITTED FOR E-TENDER BY THE BIDDER IN HIS/HER TECHNICAL/FINANCIAL PROPOSAL, BUT NOT SUBMITTED OR IS FOUND TO BE DEFICIENT IN ANY MANNER AT ANY STAGE AFTER OPENING OF BID, THE BID MAY BE SUMMARILY REJECTED.

During evaluation, the Committee will examine the original documents as they are uploaded e-tender documents as per Section-IV clause 1 & 2. The date & time of such examination of documents will be notified later. If the said documents in original are not produced within the specified date & time, the bid proposals will be liable for rejection.



The e-Tender Selection Committee reserves the right to reject any application/bid without assigning any reason.

Section V : Draft Proforma for Non-Conviction (In a form of affidavit).

I/We(Name).....of(Address).....aged.....the proprietor/promoter/ director of the firm, its employee, partner or representative are not convicted by a court of law for offence involving moral turpitude in relation to business dealings such as bribery, corruption, fraud, substitution of bids, interpolation, misrepresentation, evasion, or habitual default in payment of taxes etc. The firm does not employ a government servant, who has been dismissed or removed on account of corruption. The firm has not been de-barred, blacklisted by any government ministry/ department/ local government/ PSU etc. in the last two years from scheduled date of opening of this e-tender.

Full Signature of Deponent

**Signature of Advocate with
Seal identifying the Deponent**

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Section VI : Tender Application Form (to be given in Official letter head with proper seal & signature)

**To
The Chief Medical Officer of Health
North 24 Parganas**

Ref: Your e-tender document No.

I/We, the undersigned have examined the entire e-tender document, including amendment/corrigendum number, dated.....(if any)eligibility criteria, required documentations, terms & conditions etc. The receipt of which is hereby confirmed.

I/We now offer to supply and deliver the goods and/ or services in conformity with your above referred document for the sum, as shown in the price schedule/Bill of Quantity attached herewith and made part of this bid.

I/We hereby declare that all data and documents submitted by us in our bid in this e-tender are genuine and true, to the best of our knowledge and belief.

If my/our bid is accepted, we undertake to supply the goods or service as per the specification, in accordance with the delivery schedule and terms and conditions, including amendment/ corrigendum if any.

I/We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred tender enquiry.

I/We confirm that we do not stand deregistered/banned/blacklisted by any Government Authorities/ Organization/ Institution/ local bodies and never convicted by any Court of law for any offence.

Brief of court/legal cases pending, if any, are following:

We would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by you to verify this statement.

I/We understand that the e-Tender Selection Committee reserves the right to reject any application/bid without assigning any reason.

(Signature with date)

(Name, designation, seal of authorized person to sign bid for and on behalf of Bidder)



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Section VII : Name of the Items

Sl. No.	Name of Cartridge	Model of Cartridge
1.	HP Cartridge	12A Laser Jet Toner Cartridge
2.	HP Cartridge	30A Laser Jet Toner Cartridge
3.	HP Cartridge	137A Laser Jet Toner Cartridge
4.	HP Cartridge	88A Laser Jet Toner Cartridge
5.	HP Cartridge	110A Laser Toner Cartridge
6.	HP Cartridge	F279A Laser Jet Toner Cartridge
7.	HP Cartridge	CF232A
8.	Canon Cartridge	337 Toner Cartridge
9.	Canon Cartridge	925 Toner Cartridge
10.	Lexmark Cartridge	MB2236
11.	Lexmark Cartridge	B22300 Toner Cartridge
12.	Brother Cartridge	TN-2365 Toner Cartridge

Section VIII: Eligibility, Terms & Conditions

1. Tender Selection Committee (TSC) reserves the right to accept or reject any tender of any part of the tender without assigning any reason whatsoever.
2. All bid documents (technical) should be signed/self-attested with seal by the bidder(s) in all pages.
3. Incomplete or bid with insufficient documents required for this NIT will be rejected.
4. The successful bidder will be required to deposit 3% of the total work value for all health units for total items in the Account of "District Health & Family Welfare Samiti, North 24 Parganas", payable at Barasat, North 24 Parganas.
5. The authority will check or test the quality of the Items of each part before finalization of Financial Bid. If any deviation found according to the specification, the authority has every right to cancel the total/part of the tender with forfeiting the security money & EMD.
6. The bid will be valid for one year from the date of issuing 'Work Order' which may be extended further if required.
7. The applying Agency/Firm must be registered with PAN, I. Tax, IT return, & P. Tax, Trade License of current validity.
8. The tendering authority has the liberty to ask for performance demonstration of any item before placing order for supply. In case of dissatisfaction, the authority will have the right to disapprove the offer of L1 bidder and go for the next bidder.
9. The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favour of any tenderer, shall be treated as cancelled. The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason. Withdrawal of tender or any revision after submission of tender by the tenderer will not be allowed.
10. Delivery of the goods at the purchaser's premises shall be completed by the Supplier in accordance with the terms specified by the purchaser. ii). The installation, testing and commissioning of the proposed system shall be completed in accordance with the order. iiii). All items are to be delivered within 2(two) weeks from the date of placement of order.
11. PENALTY FOR FURNISHING OF FRADULENT /MISLEADING DOCUMENTS: If during the tender process or at any stage during the validity of the tender period, it is found that a tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenderers who have submitted false/ misleading/ fraudulent



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- documents or made incorrect declarations. The penal measure will be forfeiture of Earnest Money, forfeiture of Performance Bank Guarantee if enlisted as a supplier.
12. The price is to be quoted in Indian Rupees including cost of insurance, packing, forwarding, freight charges, clearing charges and installation of the new instrument. Agency commission is not permissible.
 13. After evaluation of technical bids, the financial bid of technically eligible/qualified bidders will be opened and finalized.
 14. Before finalization of Finance Bid, samples may require to be placed before the tender selection committee, if so desire for verification & further process of Financial Bid. Tender Inviting Authority is not bound to issue Award of Contract (AOC) to L1 bidder.
 15. In case of tie bid the selection shall be made on the basis of Memorandum No. 2320-F(Y) dated 07.06.2022.
 16. Rate quoted by the bidder should not be less than the minimum rate as prescribed in Annexure-I of BOQ, else bid will automatically be disqualified, also blank rate or ' 0 ' (zero) quoted rate not to be considered.
 17. The cartridges to be supplied shall be of original manufacturer only. Supply of compatible cartridges will not be entertained. Prices are to be quoted for original cartridges only.
 18. Delivery must be done at the office of the Chief Medical Officer of Health, North 24 Parganas within 15 days from the date of issue of Supply Order, failing which the tender will be liable to be cancelled.

cmohn/11/6/2023
Chief Medical Officer of Health &
Secretary District Health & Family
Welfare Samiti
North 24 Parganas

Date : 01/06/2023

NIT No. CMOH(N24Pgs)/Tender/Cartridge -4203/1(9)

Copy forwarded for information & necessary action to-

1. The Director of Health Services, Government of West Bengal.
2. The District Magistrate, North 24 Parganas.
3. The Add. District Magistrate (Health), North 24 Parganas.
4. The PO, NHM & Deputy Secretary, H&FWS, Govt. of W.B.
5. The Dy. Chief Medical Officer of Health-I/II/III, DTO, North 24 Parganas.
6. The Accounts Officer & Treasurer, DH&FWS, North 24 Parganas.
7. The I.T Coordinator, SwasthyaBhawan with the request to upload this notice in the official website of SwasthyaBhawan.
8. The D.I.O, North 24 Parganas with the request to upload this notice in the official website of North 24 Parganas District.
9. Office Copy.

cmohn/01/06/23
Dy. Chief Medical Officer of Health-I

North 24 Parganas