



Bid Documents Including Terms and Conditions for Construction of Common Collection Site at different locations under North 24 Parganas District (3rd Call) **FY : 2021-22**

Government of West Bengal
Office of the Secretary,
District Health & Family Welfare Samiti &
Chief Medical Officer of Health, N 24 Pgs, Kol-124,
Ph. No.2552-3129, E-mail: cmohn24pgs@gmail.com

Memo No. CMOH-N24Pgs/NHM-Tender/CCS(3rd Call)-5982

Dated : 29.06.2021

NOTICE INVITING e-TENDER

The Chief Medical Officer of Health & the Secretary of District Health & Family Welfare Samity, North 24 Parganas invites e-tender for construction of **Common Collection Site** (only civil works), detailed in the table below (submission of bid through online).

Sl. No	Name of work	Estimated Value (In Rs.)	Earnest Money (In Rs.)	Cost of tender documents (successful bidder for 2Nos formal agreement)	Period of Completion
1	Construction of Common Collection Site at Salt Lake SDH, N24Pgs	Rs.6,53,296/-	13,066/-	1000/-	120 working days
2	Construction of Common Collection Site at Sree Balaram Seva Mandir SGH, N24Pgs	Rs.6,53,296/-	13,066/-	1000/-	120 working days

1. In the event of e-filing, intending bidder may download the tender documents from the website www.wbtenders.gov.in directly by the help of Digital Signature Certificate; the L1 bidder shall submit the hard copy of the documents to the tender inviting authority on demand within specified time frame. Failure to submit hard copy within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder.

2. Technical and Financial bid both will be submitted concurrently duly digitally signed in the website www.wbtenders.gov.in. Tender documents may be downloaded from the website & submission of Technical Bid & Financial Bid as per tender Time schedule stated in **Sl. No.11**. The documents submitted by the bidders should be properly indexed & digitally signed.

3. Eligibility criteria for participation in Tender:-

i) The prospective bidder shall have satisfactorily completed as a prime agency during the last 5 (Five) years prior to the date of issue of this Notice at least one work of similar nature under the authority of State/Central Govt. or State/Central Govt. undertaking or Statutory bodies constituted under the statute of the Central/State Government and having a magnitude of **40 (Forty) percent** of the estimated amount put to tender. [Non Statutory Documents]

N.B. Estimated amount, date of completion of project & detail communicational address of client must be indicated in the Credential Certificate. Similar nature of work in building is to be mentioned clearly with the quantity of works and amount.

ii) Pan Card, P.Tax challan (Valid for FY 2019-20), Valid GST registration certificate, Income Tax return for FY. 2018-19 (i.e. AY 2019-20), Trade License valid for FY. 2019-20 (from concerned Municipality, Panchayet) is to be submitted. [Non Statutory documents]

iii) Proprietorship, Partnership firms and Company are to furnish Balance Sheet and Profit and Loss Accounts for FY. 2018-19 with the schedule of Bank accounts and all the documents along with schedules forming the part of Balance sheet and Profit and Loss accounts should be in favour of applicant. No other name along with applicant's name in such enclosure will be entertained. [Non-statutory documents]

iv) Registered Unemployed Engineers' Co-operative Societies/Unemployed Labour Co-Op. Societies are required to furnish valid Bye Law, Audited Profit & Loss account and balance sheet for F.Y. 2018-19 with the schedule of Bank accounts along with other relevant supporting papers. [Non-statutory documents]

iv) Registered Labour Co-operative Societies Ltd. are required to furnish valid Bye Law, Audited Profit & Loss account and balance sheet for F.Y.2018-19 with the schedule of Bank accounts along with other relevant supporting papers. [Non-statutory documents]

v) The partnership firm shall furnish the registered partnership deed along with power of attorney to sign on the tender document (if required) [Non Statutory Documents].

vi) Joint venture will not be allowed.

vii) Running payment for work may be made to the executing agency as per availability of fund. The executing agency may get a running payment as per provisions in clause(s) 7,8,9 contained in W.B. form No.2911 only is completed subject to due assessment and certification thereof by the Assistant Engineer, DPMU, North 24 Parganas & superintendent of the concerned health facility.

4. There shall be no provision of Arbitration, Hence Cl. 25 of 2911 is omitted vide Notification No.558/SPW dt.13.12.2011 of Principal Secretary, P.W. & P.W. (Roads) Dept. to the Government of West Bengal.

5. Constructional Labour Welfare Cess @Rs.1.0 (one)% of cost of construction will be deducted from every bill of the selected agency, GST, Royalty & all other Statutory levy/Cess will have to be borne by the contractor & the rate in the schedule of rates will be inclusive of all the taxes & Cess stated above. GST TDS @ 2.0 % (1.0% SGST + 1.0% CGST) will be deducted.

6. **Bids shall remain valid for a period not less than 120 days (one hundred and twenty) from the last date of submission of bid.** If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

7. No mobilization advance and Secured advance will be allowed.

8. Escalation of price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.
9. Agencies shall have to arrange required land for installation of Plant & Machineries, (specified for each awarded work, storing of materials, labour shed, laboratory etc. at their own cost and responsibility nearest to the work site. Local labours have to be utilized as far as possible and as per rule in vogue.
10. The financial offer of the prospective tenderer will be considered only if the Technical bid of the tenderer is found qualified by the 'Tender Evaluation Committee'. The decision of the 'Tender Evaluation Committee will be final and absolute in this respect.
11. **Date & time schedule:-**
- | Sl. No. | Particulars | Date & time |
|---------|--|--------------------------|
| 1 | Date of uploading of NIT documents (online) (Publishing date) | 29/06/2021 at 06.00 P.M. |
| 2 | Documents download/sale start date (online) | 29/06/2021 at 06.00 P.M. |
| 3 | Documents download/ sale end date (online) | 14/07/2021 at 06.00 P.M. |
| 4 | Bid submission start date (online) | 29/06/2021 at 06.00 P.M. |
| 5 | Bid submission closing (online) | 14/07/2021 at 06.00 P.M. |
| 6 | Bid opening date for technical proposal (online) | 16/07/2021 at 06.00 P.M. |
| 7 | Date of uploading list for technically qualified bidders (online) | To be notified later |
| 8 | Date and place for opening of Financial Proposal (online) | To be notified later |
| 9 | Date of uploading of list of bidders along with the offered rates through online, also of necessary for further negotiation through offline for final rate | To be notified later |
12. All materials required for the proposed work including cement and steel shall be of specified grade and approved brand inconformity with relevant code of practice(latest revision) and manufactured accordingly and shall be procured and supplied by the agency at their own cost including all taxes.
13. **Earnest money:** The amount of Earnest money is **2% (two percent)** of the estimated amount put to tender is to be deposited by the bidder in the way as described in Memorandum No.-3975-F(Y), dt.-28/07/2016 of Finance Department, Audit Branch, Government of West Bengal. 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.
14. The bidder, at the bidders' own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the bid and entering into a contract for the work as mentioned in the Notice Inviting tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at the bidder's own expense.
15. The intending bidders shall clearly understand that whatever may be the outcome of the present invitation of bids, no cost of bidding shall be reimbursable by the department. The Chief Medical Officer of Health & Secretary, District Health & Family Welfare Samity, North 24 Parganas reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any bidder at the stage of bidding.
16. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in the 'Instruction to bidders' before bidding.

17. In case of ascertaining authority at any stage of tender or execution of work, necessary registered irrevocable power of attorney is to be produced.
18. No conditional/incomplete tender will be accepted under any circumstances.
19. The Chief Medical Officer of Health & Secretary, District Health & Family Welfare Samity, North 24 Parganas reserves the right to cancel the N.I.T due to unavoidable circumstances and no claim in this respect will be entertained.
20. During scrutiny, if it comes to the notice of tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and that Tender paper will be rejected forthwith.
21. Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufacturer or false in that case, work order will not be issued in favour of the tenderer under any circumstances.
22. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence.
- a) Form No.2911
 - b) NIT
 - c) Special terms & conditions
 - d) Technical bid
 - e) Financial bid
23. The eligibility of a bidder will be ascertained on the basis of the Digitally Signed in support of the minimum criteria as mentioned in (Sl.3) above. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder/tenderer will be out rightly rejected at any stage without any prejudice with forfeiture of earnest money forthwith.
- 24. Security deposit:**
Security deposit @ **Rs.3 (Three)%** of cost of construction will be deducted from each & every bill of the selected agency.
- i) No security deposit shall be refunded to the contractor for 1st 3years from the actual date of completion of the work.
 - ii) 30% of the security deposit shall be refunded to the bidder on expiry of fourth year after the issuance of certificate of completion of work.
 - iii) The balance 70% of the security deposit shall be refunded to the contractor on expiry of Five years after the issuance of certificate of completion of work.
25. The work must be completed within stipulated time mentioned in the tender schedule from the date of issue of work order. No extension of time will be granted except satisfactory reason.
26. Intending bidders have to submit tender application as per **ANNEXURE-B**.
27. Admissible payment will be made when fund will be available.
28. The contractor will not be allowed, in any case to get the work done through any sub-contractor, in case it is detected the tender will be cancelled and the earnest money deposited for the work will be forfeited.
29. The intending tenderers are required to quote the rate online.

30. Contractor shall have to comply with the provisions of a) the contract labour (Regulation abolition) Act, 1970, b) Apprentice Act, 1961 and c) minimum wages act, 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.

31. Qualification criteria: The tender inviting and Accepting Authority through a 'Tender Evaluation Committee' will determine the eligibility of each bidder. The bidders have to meet all the minimum criteria regarding:

- a) Financial capacity
- b) Technical capability comprising of personnel & equipment capability
- c) Experience/Credential

The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in 1), 2) & 3) above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any documents submitted by a bidder is found either manufactured or false, in such case the eligibility of the bidder/tenderer will be rejected at any stage without any prejudice.

32. No price preference and other concession as per order No.1110 F, dt.-10/02/;2006 will be allowed.

33. A prospective bidders shall be allowed to participate in a particular job either in the capacity of individual or as partner of a firm. If found to have applied severally in a single job then all his applications will be rejected for that job, without assigning any reason thereof.

34. A prospective bidder (including his participation in Partnership) shall be allowed to participate in several works as mentioned in the list of works.

35. As per GO No 4608-F(Y), Dt. 18.07.2018 from Govt. of W.B. Finance Dept.(Audit Branch), the eligible bidder have to submit **Addition Performance Security @ 10%** of tender amount if the accepted bid value is 80% or less of the estimate put to tender. The addition performance security shall be submitted in the form of bank guarantee from any nationalized bank within 7 working days from the date of issuance of letter of acceptance, if failed his EMD will be forfeited and other necessary actions like blacklisting of the contractor, etc. may be taken. The bank guarantee will be returned after successful completion of the work. If the bidder fails to complete the work successfully the bank guarantee will be forfeited at any time during the pendency of the contract period after serving proper notice to the contractor.

36. If the contractor or his workman or servants or authorized representatives shall break, deface, injure or destroy any part of building, in which they may be working, or any building, road, road curbs, fence, enclosure, water pipes, cables, drains, electric or telephone post of wires, trees, grass or grass land or cultivated ground contiguous to the premises, on which the work or any part or it is being executed, or if any damage shall happen to the work from any caused whatsoever or any imperfections become apparent in it at any time whether during its execution or within a period of three years after issuance of a certificate or its completion by the Engineer-In-charge, the contractor shall make the same good at his own expense, or in default, the Engineer-in-Charge may cause the same to be made good by other workman and deduct the expense(of which the certificate the Engineer-in-Charge shall be final) from any sums, whether under this contract or otherwise, that may then, or at any time thereafter become due to contractor by the Government of from his security deposit, or the proceeds of sale thereof, or of a sufficient portion thereof and if the cost, in the opinion of the Engineer-in-charge (which opinion shall be final and conclusive against the contractor), of making such damage or imperfections good shall exceed the amount of such security deposit and/or such sums, it shall be lawful for the Government to recover the excess cost from the contractor in accordance with the procedure prescribed by any law for the time being in force.

The security deposit of the contractor shall not be refunded before the expiry of **five years** after the issuance of the certificate, final or otherwise, of completion of work by the Engineer-in-charge. [As per the Notification No- 5784-PW/L&A/2M-175/2017, Dated-12.09.2017 by Gov. of WB, Law & Arbitration Cell, PWD.]

37. No child labour should be engaged, Labour Law should be followed.
38. Work should be carried out according to the scheduled of works & drawing, any deviation not to be permissible without written approval.
39. Construction materials like Sand, Cement, Bricks, Steel, and Stone etc. should be of good quality and should be used after taking approval by the Engineer-in-charge.
40. Contractors have to arrange hutment of labour, store for materials, water, electricity and other all necessary arrangement for execution of the work from their own source. No extra payment could be entertained.
41. Two nos. formal agreement in Tender form No.2911 will be signed with the successful bidder of respective work.

Instruction to bidders

Section-A

1. **General guidance for e-tendering:**

Instructions/guidelines for tenders for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-tendering.

2. **Registration of contractor:**

Any contractor willing to take part in the process of e-tendering will have to be enrolled & registered with the Government e-procurement system, through logging on to <https://wbtenders.gov.in> (the web portal of Govt. of West Bengal).The contractor is to click on the link for e-tendering site as given on the web portal.

3. **Digital Signature Certificate(DSC):**

Each contractor is required to obtain a class-II or class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount .details are available at the website stated in clause 2 of guideline to tenderer. DSC is given as a USB e-token.

4. The contractor can search & download NIT & Tender documents electronically from computer once he logs on to the website mentioned in **clause 2** using the Digital Signature Certificate. This is the only mode of collection of tender documents.

5. **Submission of tenders:**

General process of submission, tenders are to be submitted through online to the website stated in Cl.2 in two folders at a time for each work, one in Technical proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate(DSC) the documents are to be uploaded virus scanned copy duly digitally signed. The documents will get encrypted (transformed into non-readable formats).

A. **Technical proposal**

The technical proposal should contain scanned copies of the following further two covers (folders).

A-1. Statutory cover containing:

- i. Prequalification application(application to be addressed to the Tender Inviting Authority mentioning Name of work, NIT No., tender ID with the list of supporting documents submitted online in his letter head duly signed by appropriate authority.) & proof of submission of EMD in the way as described in Memorandum No.-3975-F(Y), dt.-28/07/2016 of Finance Department, Audit Branch, Government of West Bengal or documents / valid order from the competent authority in support of exemption or relaxation claimed for EMD, if any.
- ii. Notice Inviting e-Tender (download & upload the same Digitally Signed).

A-2.Non-statutory cover containing Registration certificate under Company act (if any)

- i. Registration deed of partnership firm.
- ii. Power of attorney (for partnership firm/Private Limited Company, if any)
- iii. P.Tax challan (Valid for FY 2019-20), PAN card, IT return for the Financial year 2018-19 (AY 2019-20), valid GST registration certificate, Trade license (valid for FY 2019-20).

iv. Bye laws, audited profit & loss account and balance sheet for FY 2018-19 with the schedule of Bank accounts are to be submitted by the Registered Unemployed Engineers' Co-operative Societies/Unemployed Labour Co-op. Societies/registered Labour Co-operative Societies Ltd.)

v. Credential for completion of at least one similar nature of work under the authority of state/central Govt. or State/Central Govt. undertaking or statutory bodies constituted under the statute of the state/state Govt. having a magnitude of 40% (Forty) percent of the estimated amount put to tender during the last 5 (five) years prior to the date of issue of this NleT is to be furnished.

vi. All Bonafied & resourceful agencies must have to furnish audited profit & loss account and balance sheet for FY 2018-19 with the schedule of Bank accounts

Note: - Failure of submission of any of the above mentioned documents (as stated in A1 & A2) will render the tender liable to be summarily rejected for both statutory & non-statutory cover.

**The above stated Non-statutory/Technical documents
Should be arranged in the following manner**

Click the check boxes beside the necessary documents in the my document list and then click the 'tab'

'Submit Non Statutory documents' to send the selected documents to Non-statutory Folder.

Next click the tab 'click to encrypt and upload' and then click the 'technical' folder to upload the technical documents.

Sl. No.	Category name	Sub category Description	Details
A	Certificates	Certificates	<ol style="list-style-type: none"> 1. Pan card, IT return for FY 2018-19. 2. P.Tax challan (Valid for FY 2019-20). 3. Valid GST registration certificate.
B	Company details	Company details	<ol style="list-style-type: none"> 1. Trade license from respective Municipality/Panchayet etc. (Valid for FY 2019-20) 2. 'Certificate of registration' from the respective assistant Registrar of Co-operative Societies (for Regd. Unemployed Engineer's Co-operative Society Limited/Unemployed Labour Co-OP. Societies/Registered Labour Co-operative Societies Ltd.) 3. Partnership Deed, Power of attorney in case of Partnership firm.
C	Credential	Credential	Documents of credential showing satisfactory completion of a single work in any Govt. Department commencing not older than 5 years from the date of publication of this N.I.T of value not less than 40% of the estimated cost put to tender.
D	Documents	Documents	<ol style="list-style-type: none"> 1. Audited Balance Sheet & Profit & Loss A/c for FY 2018-19 2. Declaration of Non Conviction as per Annexure –A (Duly Notarized) 4. Tender Application as per Annexure -B.

Note: Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejected for both statutory & non statutory cover.

Tender documents will be opened by the Chief Medical Officer of Health & Secretary, District Health & Family Welfare Samity, North 24 Parganas or his authorized representative electronically from the website using their Digital Signature Certificate.

- a. Cover (folder) for statutory document should be opened first and if found in order, cover (folder) for non-statutory documents will be opened. If there is any deficiency in the statutory documents, the tender will summarily be rejected. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
- b. Summary list of technically qualified tenderers as per decision of the Tender Evaluation Committee will be uploaded online.
- c. Financial proposal:
 - i. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities, the contractor is to quote the rate (percentage above/below/at par) online through computer in the space marked for quoting rate in the BOQ.
 - ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

7. Penalty for suppression/distortion of facts:

Submission of false document by tenderer is strictly prohibited & if found action may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

8. Rejection of bid:

The employer (tender accepting authority) reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time prior to the award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder of bidders of the ground for employer's (tender accepting authority) action.

9. Award of contract:

The bidder whose bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of acceptance. The notification of award will constitute the formation of the contract. After final selection of agency, a formal agreement may be executed within 7(Seven) days from the date of receipt of the work order with the concerned authority of health institution in a non-judicial stamp paper.

Model Drawing for Common Collection Site: As per annexure –C

Model Estimate of work: As per annexure -D

Annexure A: Draft Proforma for Non-Conviction (In a form of affidavit).

I/We 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.

Annexure B:

Tender Application Form

**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), eligibly 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 (after less), 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 etc in last two years.



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

I/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)



Secretary
District Health & Family Welfare Samiti
& Chief Medical Officer of Health,
North 24 Parganas


Memo No. CMOH-N24Pgs/NHM-Tender/CCS(3rd Call)-5982/1(14)

Dated: 29.06.2021

Copy forwarded for information and necessary action to please:

1. The Director of Health Services, Government of West Bangal.
2. The District Magistrate, North 24 Parganas.
3. The PO, NHM & Deputy Secretary, H&FWS, Govt. of W.B.
4. The Addl. District Magistrate (D), North 24 Parganas.
5. O/C Health, North 24 Parganas.
6. The Dy. CMOH-I,II,III/ DMCHO/ DTO, N24 Pgs.
7. The ACMOH of Bidhannagar/Barrackpore Sub-Division, N24Pgs.
8. The Superintendent of Saltlake SDH/ Sree Balaram Seva Mandir SGH, N24Pgs.
9. The Account Officer & Treasurer of CMOH office, N24Pgs.
10. The Admin. Officer, CMOH office, N24Pgs.
11. The I.T Coordinator, Swasthya Bhawan with the request to upload this notice in the official website of Swasthya Bhawan.
12. The D.I.O, North 24 Parganas. With the request to upload this notice in the official website of North 24 Parganas District.
13. Notice Board.
14. Office Copy


Secretary
District Health & Family Welfare Samiti
& Chief Medical Officer of Health,
North 24 Parganas
