



**Bid Documents Including Terms and Conditions of Electrical Installation Work at sub centres for setting up of Su-Swasthya Kendras(Health & Wellness Centre) under RIDF XXVII FY 2021-22 at different block (Amdanga/Bagdah/Barasat- I/ Barasat- II/ Barrackpore- I/Barrackpore- II/Bongaon/Deganga/Gaighata/Habra-II/ Rajarhat) of North 24 Parganas**

Niet No.CMOH-N24Pgs)/Tender/HWC(E-15)-613

Dated- 27/01/2023

**NOTICE INVITING e-TENDER No.-05/Eng-E of 2022-23**

The Chief Medical Officer of Health& the Secretary of District Health & Family Welfare Samity, North 24Parganas invites e-tender of Electrical Installation Work at sub centres for setting up of Su-SwasthyaKendras (Health & Wellness Centre) under RIDF XXVII FY 2021-22 at different block (Amdanga/Bagdah/Barasat- I/ Barasat- II/ Barrackpore- I/ Barrackpore- II/Bongaon/ Deganga/Gaighata/Habra-II/ Rajarhat) of North 24 Parganas.

Work Detail is as follows:

**1. INFORMATION ABOUT THE WORK:**

**Repair & Renovation of Electrical Installation Work for 51 Nos. Setting up of HWC under Different Block, North 24 Parganas.**

Sl No	Block	Sub Centre	Block	No. of Centres	Unit Cost incl. 18% GST and 1% LWC ( In Rs.)	Tender Amount incl. 18% GST and 1% LWC ( In Rs.)	EMD (In Rs.)	Completion Period (from layout given)
1	E.I. work at total 3 Nos. Sub Centres for setting up of HWC under Amdanga Block, N24Pgs.	Madhabpur	Amdanga	3	151,000.00	453,000.00	9,060.00	90 Days
		Sadhanpur	Amdanga					
		Tentulia	Amdanga					
2	E.I. work at total 3 Nos. Sub Centres for setting up of HWC under Bagdah Block, N24Pgs.	Baksa	Bagdah	3	153,994.00	461,982.00	9,240.00	90 Days
		Baranasipur	Bagdah					
		Gobindapur	Bagdah					
3	E.I. work at total 4 Nos. Sub Centres for setting up of HWC under Bagdah Block, N24Pgs.	Maherani	Bagdah	4	153,994.00	615,976.00	12,320.00	90 Days
		Mamabhagina	Bagdah					
		Mashyampur	Bagdah					
		Uttar-Kulberia	Bagdah					
4	E.I. work at total 2 Nos. Sub Centres for setting up of HWC under Barasat - I Block, N24Pgs.	Mochpole	Barasat - I	2	151,000.00	302,000.00	6,040.00	45 Days
		Moktarpur	Barasat - I					
5	E.I. work at total 3 Nos. Sub Centres for setting up of HWC under Barasat - II Block, N24Pgs.	Choulpur	Barasat - II	3	151,000.00	453,000.00	9,060.00	90 Days
		Majlishpur	Barasat - II					
		North Bahira	Barasat - II					



Sl No	Block	Sub Centre	Block	No. of Centres	Unit Cost incl. 18% GST and 1% LWC (In Rs.)	Tender Amount incl. 18% GST and 1% LWC (In Rs.)	EMD (In Rs.)	Completion Period (from layout given)
6	E.I. work at total 2 Nos. Sub Centres for setting up of HWC under Barrackpore-I Block, N24Pgs.	Khudiram Nagar	Barrackpore-I	2	151,000.00	302,000.00	6,040.00	45 Days
		Palashi Majhipara	Barrackpore-I					
7	E.I. work at total 4 Nos. Sub Centres for setting up of HWC under Barrackpore-II Block, N24Pgs.	Anandanagar	Barrackpore-II	4	151,000.00	604,000.00	12,080.00	90 Days
		Bhatpara	Barrackpore-II					
		Jogendranagar	Barrackpore-II					
		Leningarh Technical College	Barrackpore-II					
8	E.I. work at total 4 Nos. Sub Centres for setting up of HWC under Barrackpore-II Block, N24Pgs.	Ruia-I Paschimpara	Barrackpore-II	4	151,000.00	604,000.00	12,080.00	90 Days
		Ruia-II kamarpara	Barrackpore-II					
		Sahidbandhu Nagar	Barrackpore-II					
		Talbanda	Barrackpore-II					
9	E.I. work at total 4 Nos. Sub Centres for setting up of HWC under Bongaon Block, N24Pgs.	Bairampur	Bongaon	4	153,994.00	615,976.00	12,320.00	90 Days
		Chhaygharia	Bongaon					
		Damdama	Bongaon					
		Ganrapota	Bongaon					
10	E.I. work at total 4 Nos. Sub Centres for setting up of HWC under Bongaon Block, N24Pgs.	Haridaspur	Bongaon	4	153,994.00	615,976.00	12,320.00	90 Days
		Hingli (Gopinathpur)	Bongaon					
		Kallani	Bongaon					
		Kansona	Bongaon					
11	E.I. work at total 4 Nos. Sub Centres for setting up of HWC under Bongaon Block, N24Pgs.	Khalitpur	Bongaon	4	153,994.00	615,976.00	12,320.00	90 Days
		Khamarkolla	Bongaon					
		Khotta Para	Bongaon					
		Nakful	Bongaon					
12	E.I. work at total 4 Nos. Sub Centres for setting up of HWC under Bongaon Block, N24Pgs.	Satashi	Bongaon	2	153,994.00	307,988.00	6,160.00	45 Days
		Sherpur	Bongaon					



Sl No	Block	Sub Centre	Block	No. of Centres	Unit Cost incl. 18% GST and 1% LWC ( In Rs.)	Tender Amount incl. 18% GST and 1% LWC ( In Rs.)	EMD (In Rs.)	Completion Period (from layout given)
13	E.I. work at total 4 Nos. Sub Centres for setting up of HWC under Deganga Block, N24Pgs.	Changdana	Deganga	4	151,000.00	604,000.00	12,080.00	90 Days
		Jadavpur	Deganga					
		Kaliani	Deganga					
		Raikola	Deganga					
14	E.I. work at total 4 Nos. Sub Centres for setting up of HWC under Gaighata Block, N24Pgs.	Angrail	Gaighata	4	153,994.00	615,976.00	12,320.00	90 Days
		Borah	Gaighata					
		Gopole	Gaighata					
		Rajapur	Gaighata					
15	E.I. work at total 4 Nos. Sub Centres for setting up of HWC under Habra- II & Rajarhat Block, N24Pgs.	Bara Bamunia	Habra-II	4	151,000.00	604,000.00	12,080.00	90 Days
		Guma	Habra-II					
		Natni	Habra-II					
		Nayabad South	Rajarhat					

Any subsequent notices/circulars/corrigendum related to this e- tender shall be uploaded at <https://wbtenders.gov.in>, [www.wbhealth.gov.in](http://www.wbhealth.gov.in), [www.north24parganas.gov.in](http://www.north24parganas.gov.in) and <https://north24parganashealth.org> websites only. Bidders are requested to check these websites regularly for this purpose.

- In the event of e-filing, intending bidder may download the tender documents from the website [www.wbtenders.gov.in](http://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.
- Technical and Financial bid both will be submitted concurrently duly digitally signed in the website [www.wbtenders.gov.in](http://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. The bidders are informed to submit the specific documents as per NIT, any excess document other than NIT will not be accepted.



#### 4. ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER:

a. The prospective tenderers shall be bonafide resourceful electrical contractor (Not a member of jointventure or sub-contractor) and intending bidders should have following credential as stated below to participate in the tender as per notification bearing no. 04-A/PW/O/10C-02/14 dated 18/03/2015 of Accounts Branch, PWD, Govt. of W.B.

i) Intending tenderers should produce credentials of any kind of similar nature single EI (as per BOQ) of completed work, of the minimum value of 40% of the estimated amount put to tender during 5(five) years prior to the date of issuance of the tender notice.

Or

ii) Intending tenderers should produce credentials of any kind of 2(two) EI similar nature (as per BOQ ) of completed work, of the minimum value of 30% of the estimated amount put to tender during 5(five) years prior to the date of issuance of the tender notice.

Or

iii) Intending tenderers should produce credentials of one single running work of similar nature (confirming to all major components of work as mentioned in the BOQ) which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i) above.

**In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency i.e. the tenderer.**

N.B.- Completion certificate should contain (a) Name of work, (b) Name of Client, (c) Amount put totender, (d) Schedule month and year of commencement and completion as per work order (e) actual month and year of completion (f) Actual amount of work done (g) Completion certificate should be signed by the concerned officer or not below the rank of Executive Engineer & h) schedule of work.

b. The prospective bidders must submit valid up to date self-attested following documents:

i) Trade License, ii) Electrical License with Legacy update, iii) Supervisor's Certificate of Competency in parts 1,2, 4, 10 & 11 or National Supervisors Certificate, iv) Credential, v) GST registration certificate, vi) Professional Tax Clearance Certificate or Challan of requisite amountfor the FY 2022-23, vii) Pan Card, viii) Aadhar card for self-identification and ix) Income Tax Acknowledgement Receipt for last assessment year. [Non Statutory documents]

c. The agency must procure the materials from the Manufacture/OEM or from their authorized sales channel so that the standard warranty/support of the Manufacture/OEM becomes applicable to the products to be delivered and installed by them.

d. Documents that authenticate such procurements from the manufacturer / OEM or from their authorized sales channel and standard warranty/ support should be sent from the e-mail of the manufacturer/ OEM/Authorized sales channel to the e-mail to the Engineer-in-Charge and hard copy of it to be submitted during execution, of work/submission of bill.

f. In case of Proprietorship, Partnership Firms, The Company Tax Audit Report (where applicable) are to be furnished **mandatory** along with the balance sheet and profit and loss account FY: 2021-22 (mentioning UDIN Number), and all the schedules forming the part of Balance Sheet and Profit & Loss Account in favour of applicant. If the bidder is not liable for Company Tax audit, as per his/ their financial transaction value and as per rule/ law in force, **an undertaking should be given to that effect in Non- Judicial Stamp Paper of appropriate value, duly notarized.** However, the Balance Sheet, Profit & Loss Account and all related schedules must be examined and signed by a



competent Chartered Accountant, failing which the bid will be liable for rejection. No other name along with applicant name, in such enclosure will be entertained. **[Non Statutory documents]**

g. 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 FY: 2021-22 (mentioning UDIN Number) with the schedule of Bank accounts along with other relevant supporting papers. **[Non-statutory documents]**

h. Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney & registration certificate under company act to be submitted **[Non-Statutory documents]**

i. The prospective Bidder shall have in their full time engagement experienced technical personnel, the minimum being one Electrical Engineering Diploma holder. [Authenticated documents in respect of qualification and engagement shall have to be furnished (in Non-judicial Stamp paper of appropriate value, duly notarized) **[Non-statutory Documents]**].

j. Prospective Bidder participating in a single job either individually or as partner of a firm or in Joint Venture shall not be allowed to participate in the same job in any other form.

k. Prospective Bidder shall be allowed to participate in a single job either in the capacity of individual or as a partner of a firm or in Joint Venture. If found to have applied severally in a single job, all his applications will be rejected for that job

l. i) The Bidder must have valid Electrical Contractors License with updated legacy incl. Electrical Supervisors having certificate of competency on the parts as per Chief Engineer (EI), PWD, vide Memo No353/CEE/2018 dated 22.02.18.[Self-attested scan copy of valid Electrical Contractors License and documents of appointment /engagement regarding Electrical Supervisor and acceptance of the same by the supervisor in Non-judicial stamp duly notarized along with documents regarding intimation of engagement and acceptance to the DOE, WB **[Non statutory Documents]**

ii) In case of Self Supervisor, a notarized self-declaration should duly been authenticated by DOE, WB.

iii) Valid self-Attested document in support of age proof of the Supervisor required submitting.

iv) **The prospective Bidder must have Electrical Supervisor's Certificate of Competency in parts 1,2, 4, 10& 11 or National Supervisors Certificate.** Bidders have to produce original copy of uploaded documents before Technical Evaluation if required.

v) Joint ventures will not be allowed.

vi) **Payment certificate will not be treated as credential. Credential certificate issued by the Executive Engineer or equivalent or competent authority of a State / Central Government, State/ Central Government undertaking, Statutory / Autonomous bodied constituted under the Central / state on the executed value of completed /running work will be taken as credential.**

vii) Notarized declaration of Non Conviction as per **Annexure –A**

viii) Notice & estimate related to work for which applied for needs to be submitted.

ix) Intending bidders have to submit tender application as per **ANNEXURE-B** in their official letter head.

**m. Bidders have to submit signed copy of West Bengal tender form no.-2911 (without quoted rate) along with technical bid documents.**

5. Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.

6. No mobilization /secured advance will be allowed.



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



7. Bids shall remain valid for a period not less than **365 days** (Three hundred and sixty five) 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.
8. Agencies shall have to arrange for storing of materials, labour shed etc. at their own cost and responsibility.
9. 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.
10. The prospective bidders shall have in their full time engagement experienced Engineers (graduate or diploma) and technical supervisors etc.

**11. DATE & TIME SCHEDULE:**

Sl. No.	Particulars	Date & time
1.	Date of uploading of NIT documents (online) (Publishing date)	01/02/2023, 9.00 am
2.	Documents download/sale start date (online)	01/02/2023, 9.30 am
3.	Documents download/ sale end date (online)	11/02/2023, 5.30 pm
4.	Bid submission start date (online)	01/02/2023, 10.00 am
5.	Bid submission closing (online)	11/02/2023, 6.00 pm
6.	Bid opening date for technical proposal (online)	13/02/2023, 6.00 pm
7.	Date of uploading list for technically qualified bidders (online)	To be notified later
8.	Date and place for opening of Financial Proposal (online)	Two working days after technical evaluation
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. A prospective bidder shall be allowed to participate in maximum 04 (Four) Nos. work subject to financial capacity, to speed up the execution works. If any bidder found applied on more than 04(Four) Nos. work tender committee can summarily reject the bid.
13. Escalation of price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.
14. 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.



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15. 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 if completed subject to due assessment and certification thereof by the Dy. Chief Medical Officer of Health, North 24 Parganas.
16. There shall be no provision of Arbitration, Hence Cl. 25 of 2911 is omitted vide of Additional Chief Secretary to the Government of West Bengal.
17. **Rates should be quoted in figures as well as in words on percentage / item rate basis as applicable. Rates should be quoted inclusive of all taxes & duties.**
18. 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.
19. The documents submitted by the bidders should be properly indexed, clear, legible & digitally signed.
20. The FINANCIAL OFFER of the prospective Bidder will be considered only if the Bidder qualifies in the Technical Bid. The decision of Tender Inviting & Accepting Authority will be final and binding on all concerned and no challenge against such decision will be entertained. The name of Qualified Bidders will be displayed in the website on the scheduled date and time as specified above.
21. **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.
22. The Bidder, at his 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 his own expense.
23. **Security Deposit:** Security deposit **@3% (Three Percent)** as per Memorandum No- 796-F(Y), Dt: 25/02/2022 of Finance Department, Audit Branch, Government of West Bengal of cost of construction will be deducted from each & every bill of the selected agency.
  - I. Full security deposit shall be refunded to the contractor on expiry of **one year** from the actual date of completion of the work
24. 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.
25. The successful tenderer must complete the work within the time specified for completion. No extension of time will be allowed except in special case. If any agency fails to complete the work within stipulated time the work order issued in his favor of the agency may be cancelled without assigning any reason thereof. The undersigned may also proceed to get the balance work completed by any other means through other agency. The expenditure, if any, due to such a step would be recoverable from the unpaid bills/earnest money deposit/security money deposit of the tenderer.
  26. Admissible payment will be made when fund will be available.
  27. 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.
  28. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in the 'Instruction to bidders' before bidding.
  29. 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/CredentialThe eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in a), b) & c) above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is found either manufactured or false, the eligibility of the bidder/tenderer will be rejected at any stage without any prejudice.
  30. In case of ascertaining authority at any stage of tender or execution of work, necessary registered irrevocable power of attorney is to be produced .
  31. No price preference and other concession as per order No.1110 F, dt.-10/02/;2006 will be allowed.
  32. The Earnest Money of all the unsuccessful Tenderer will be refunded automatically as per Memo No 3975-F(Y) dated 28/7/16 issued by the Finance Department (Audit Branch), Government of West Bengal.
  33. 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.
  34. During the scrutiny, if it comes to the notice to the tender inviting authority that the Credential(s)and/or any other paper(s) has/have been of any bidder found incorrect/ manufactured/ fabricated, that bidder will not be allowed to participate in the tender and that application will be rejected outright. Department reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
  35. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential(s)and/or other document(s) of the lowest tenderer, if found necessary. After verification, if it is found that the document(s)





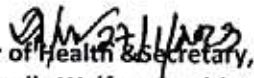
- submitted by the lowest tenderer is/are either manufactured or false, the work order will not be issued in favour of the said Tenderer.
36. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence.
    - a) Form No.2911, b) NIT, c) Special terms & conditions, d) Technical bid, e) Financial bid
  37. If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next workingdays.
  38. The intending Tenderer is required to quote the rate in figures as well as in words.
  39. Conditional / incomplete tender will not be entertained.
  40. A)The accepting authority reserves the right to reject/Cancel any or all the tenders without assigning any reason whatsoever and he will not be bound to accept either the lowest tender or any of the tenders.  
B) The Department reserves the right to issue any Corrigendum to The NIT or Cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.
  41. Issuance of work order as well as payment will depend on availability of fund and no claim what so ever will be entertained for delay of Issuance of work order as well as payment, if any. Intending Tenderer may consider this criterion quoting their rates.
  42. If any Tenderer withdraws his offer before acceptance or refuse within a reasonable time without giving any satisfactory explanation for such withdrawals, he shall be disqualified for submitting tender to this office for minimum period of 1(one) year.
  43. Intending bidders must have thorough knowledge about the sites where actual execution of work will be done. No excuse will be entertained later
  44. Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour by the rest of the directors of such company or the partners of such firm to upload such tender. The Power Of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.
  45. **Tender inviting authority at his own discretion may relax minor shortfall (if any) of the qualification criteria of the participants for the interest of Government works.**
  46. The security deposit of the contractor shall not be refunded before the expiry of **One year** 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.]
  47. No child labour should be engaged, Labour Law should be followed.
  48. Work should be carried out according to the scheduled of works & drawing, any deviation not to be permissible without written approval.
  49. **Bidders have to submit signed copy of West Bengal tender form no.-2911 (without quoted rate) along with technical bid documents.**
  50. Contractor(s) who have failed to execute earlier work order(s) of similar nature in this specified time limit without reasonable ground and the same work is in progress on the last date of submission of bid against this tender notice, may not be considered for technical evaluation at the discretion of the tender committee.



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51. Financial bid will be opened after 02 (Two) working days from the date of technical evaluation. For any objections/queries regarding technical evaluation the bidders have to inform within 02 (Two) working days from technical evaluation after that period no objections/queries will be accepted.

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

### 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

A. Technical document cover containing:

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

- Notarized declaration of Non Conviction as per **Annexure –A** (Sl. 4/1/vii)
- Intending bidders have to submit tender application as per **Annexure –B** in their official letter head. (Sl. 4/1/ix)
- Trade License (Sl. 4/b)
- Electrical License with Legacy update (Sl. 4/b)
- Supervisor's Certificate of Competency in parts 1,2, 4, 10 & 11 or National Supervisors Certificate(Sl. 4/b)



- Authenticated documents in respect of qualification (Minimum Diploma holder, experienced technical person) and full time engagement of that person shall have to be furnished (in Non-judicial Stamp paper of appropriate value, duly notarized) (Sl. 4/i)
- Documents of appointment /engagement regarding Electrical Supervisor and acceptance of the same by the supervisor in Non-judicial stamp duly notarized along with documents regarding intimation of engagement and acceptance to the DOE, WB. (Sl. 4/l/i)
- In case of Self Supervisor, a notarized self-declaration should duly been authenticated by DOE, WB. (Sl. 4/l/ii)
- Valid self-Attested document in support of age proof of the Supervisor required submitting (Sl. 4/l/iii)
- Credential, (Sl. 4/a)
- GST registration certificate (Sl. 4/b)
- Professional Tax Clearance Certificate or Challan of requisite amount (Sl. 4/b)
- Pan Card & Aadhar card for self-identification (Sl. 4/b)
- Income Tax Acknowledgement Receipt for last assessment year. (Sl. 4/b)
- Tax Audit Report (where applicable) are to be furnished mandatory along with the balance sheet and profit and loss account FY: 2021-22 (mentioning UDIN Number), if not liable an undertaking should be given to that effect in Non- Judicial Stamp Paper of appropriate value, duly notarized. (Sl. 4/f)
- Registered Partnership Deed, Power of Attorney & registration certificate under company act (Sl. 4/h)
- 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.) (Sl. 4/g)
- Bidders have to submit signed copy of West Bengal tender form no.-2911 (without quoted rate) along with technical bid documents. (Sl. 4/m)
- Notice & estimate related to work for which applied for needs to be submitted. (Sl. 4/l/viii)

**Note :** a) Failure of submission of any of the above mentioned documents will render the tender liable to be summarily rejected.

b) In the submitted documents the proprietor name and trade/firm name at GST, P. Tax, Trade license, IT & audited balance sheet should be same and identical, otherwise the application will be rejected. All submitted documents should be self-attested.

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.

- Cover (folder) for Technical document should be opened first and will be downloaded & handed over to the Tender Evaluation Committee.
- Summary list of technically qualified tenderers as per decision of the Tender Evaluation Committee will be uploaded online.

**B. Financial document cover containing:**

- 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.
- Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.



6. 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.
7. 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.
8. 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 PWD form no 2911.

**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), 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 (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.



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



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)

Niet No.CMOH-N24Pgs)/Tender/HWC(E-15)-613/1(14)

Dated- 27/01/2023

Copy forwarded for information and necessary action to please:

1. The Director of Health Services, Government of West Bengal.
2. The District Magistrate, North 24 Parganas.
3. The PO, NHM & Deputy Secretary, H&FWS, Govt. of W.B.
4. The Executive Engineer of Social Sector/PWD Barasat Division/ PWD Bongaon Division/PWD Barrackpore Division.
5. The Dy. CMOH-I,II,III/DMCHO/DTO, N24 Pgs.
6. The ACMOH of respective Sub-Division, N24Pgs.
7. The BMOH of respective Block, N24Pgs.
8. The Account Officer & Treasurer of CMOH office, N24Pgs.
9. The Admin. Officer, CMOH office, N24Pgs.
10. The I.T Coordinator, Swasthya Bhawan. with the request to upload this notice in the official website of Swasthya Bhawan.
11. The D.I.O, North 24 Parganas. with the request to upload this notice in the official website of North 24 Parganas District.
12. The ICT-e Governance Coordinator,NHM, North 24 Parganas for uploading in official website.
13. Notice Board.
14. Office Copy.

  
Dy. Chief Medical Officer of Health-I  
North 24 Parganas