

**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE CHIEF MEDICAL OFFICER OF HEALTH &  
SECRETARY DISTRICT HEALTH & FAMILY WELFARE SAMITI  
NORTH 24 PARGANAS  
BARASAT, KOLKATA-700124**

NIT No. : DH&FWS/NHM/2020/NCD-1176

Date: 15.07.2020

**ELECTRONIC TENDER (e-Tender) NOTICE**

The Secretary District Health & Family Welfare Samiti & Chief Medical Officer of Health invites e-tender from bonafide Agencies/ Firms/ individuals, for print and supply of Forms/Formats relating to **“Printing Activities for Universal Screening of NCDs- Printing of Card and Modules under NHM, North 24 Parganas”** (as per Section- VII of the NIT)

Intended bidders are requested to submit their bids through e-Tender Portal (<https://wbtenders.gov.in>) in accordance with 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 and OID online	15.07.2020	6:00 pm
2	Online document download start date	15.07.2020	6.00pm
3	Online document download end date	29.07.2020	6.00pm
4	Online Bid submission start date	15.07.2020	6.00pm
5	Online Bid submission end date	29.07.2020	6.00pm
6	Pre-Bid meeting to be held at the office of the CMOH, North 24 Parganas, Barasat, Kolkata-700124.	22.07.2020	3.00pm
8	Online Bid opening for Technical Proposals	31.07.2020	6.00pm
9	Online uploading the list for technically qualified bidders (Tentative).	To be notified later	
10	Date of online opening of Financial Proposal (Tentative).	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](http://www.wbhealth.gov.in) and [www.north24parganas.gov.in](http://www.north24parganas.gov.in) websites only. Bidders are requested to check these websites regularly for this purpose.

**This e-tender document comprises the following sections:**

Section I : Definition

Section II : Requirements

Section III : EMD

Section IV : General Instructions to Bidders (GIB)

Section V : Draft Proforma for Non-Conviction Certificate.

Section VI : Tender Application Form

Section VII : Specifications

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 one or more characteristics 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.

## Section II : Requirements

1. Print & Supply of Formats relating to “**Printing Activities for Universal Screening of NCDs-Printing of Card and Modules under NHM, North 24 Parganas**” (as per Section VII.)

## Section III : EMD

SI. No	Particulars	Tender value	EMD Amount
1	Print & Supply of Formats relating to “ <b>Printing Activities for Universal Screening of NCDs-Printing of Card and Modules under NHM, North 24 Parganas</b> ”	Rs.1290240.00	Rs.26,000.00

- 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 amount of Earnest Money to be submitted shall be Rs. 26,000.00
- c) 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 login 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 mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he 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 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.

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 updation.

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.

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.

#### Section IV : General instruction to Bidders

#### **Technical Proposal**

#### **1. Statutory Cover shall contain the following documents:**

1. Application to participate in e-tender as per Section VI: Tender Application Form.
2. All Technical Documents.

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

Sl. No.	Category Name	Detail(s)
1	Certificate(s)	1. PAN, IT return of (A.Y-2018-19 & 2019-2020) 2. Professional Tax deposited Challan for the Financial Year 2019-2020 3. GST Registration
2	Company Detail(s)	1. Certificate of Incorporation/ Partnership Deed (*WA) 2. Updated Trade License/Enlistment of similar trade from the concerned authority and 3. Power of Attorney in favour of signatory of bid.(*WA)
3	Credential	1. Successful supply certificates & Work Orders from any Govt. Organization.
4.	Declaration	1. Audited Balance Sheet & Profit & Loss A/c of last 2 years(F.Y-2017-18 & 2018-19) 2. Non-Conviction Certificate as per Section V ( <b>Notarized after the date of publication of the NIT</b> ).
5	Others	1. As required for in Section IV, VII & VIII.

(\*WA-Where Applicable)

## **2. Financial Proposal (Single File)**

### **Opening of Tender**

The purchaser will open the bids after the specified date and time as indicated in the NIT. Authorized representatives of the bidders may attend the tender opening. The EMD for the said tender shall be evaluated first. The statutory papers will be examined and evaluated before evaluation of non-statutory documents. After this, the online price bid 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 TECHNICAL 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 as 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 at any stage of this e-tender process.**

### **Section V : 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.

**Tender Application Form**

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

**Ref: NIeT No. ....**

**Tender ID.....**

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:

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)**



## Section VII : Item List & Specification :


Sl. No.	Print Items	Detailed Specifications	Required Quantity
01.	NCD Diary	(1) Size:17inchX13inch (open), (2) Front Cover: Maplitho 300 GSM Mat Art Board (multi colour printing), Back Cover: : Maplitho 300 GSM Mat Art Board (4-colour printing), (3) Text Page: 120 GSM in 4 colour, 6 sheets (12 Pages including front & back cover), Both side Printing, (Patient referral slip for CHO/ANM and Patient referral slip for M.O. in multicolour printing) (4) Binding : Center Stched bundled in 100 diary per packet	215040 pcs

## 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 5% of the work value as security deposit in the Account of **"District Health & Family Welfare Samiti, North 24 Parganas", payable at Barasat, North 24 Parganas.**
5. Bidders must attend the Pre-Bid meeting on specific date & time as per the date & time schedule for any queries /clarification. No queries /clarification will be entertained after opening of Technical Bid thereof. Bidder(s) also may remain present at the time of opening of technical bid.
6. The authority will check or test the quality of the Items of each part before finalization of tender process or issuance of work order. 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.
7. The bid will be valid till **31.03.2021**
8. The final amount which reflects in the financial bid by the bidder(s) will be treated as inclusive of all taxes (**direct or indirect**) and all charges like cost of material, printing, all incidental charges, delivery etc. no further or extra charges/amount will be paid beyond the price quoted and approved in the said financial bid.
9. The applying Agency/Firm must be registered with PAN, I.Tax. IT return.GST & P.Tax of current validity.
10. The price is to be quoted in INR only including cost of insurance, entry tax, packaging, forwarding, delivery charges, clearing charges etc. The basic rate should be furnished inclusive of Transportation Cost, Insurance, and Incidental Charges etc.
11. 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.
12. 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.
13. The Print Items to be supplied should match with the specifications mentioned in Section-VII of this NIT. Any deviation or discrepancy found will lead to immediate cancellation of the bid or work order.
14. The rate should be quoted in Indian Rupees for the offered item only as mentioned in the appropriate column of the 'Tender Form'. (Alternative offer will not be accepted).

15. **The intended bidders should submit samples to the office of the undersigned on and from 23.07.2020 to 29.07.2020.(10.00 am to 2.00 pm)**  
The technical bid of the bidders who fails to submit the samples within the stipulated dates will not be evaluated.
16. Tender Inviting authority is not bound to accept the lowest rate. In case of equal rate, draw of lots will be done.
17. After evaluation of technical bids, the financial bid of technically eligible/qualified bidders will be opened and finalized.
18. **For any clarification regarding the specifications, samples or any part of the tender the intended bidders may visit the office of the undersigned on all working days from 11:00 a.m. to 4:00 p.m. The bidders who comes for clarification for samples should come with their company seal.**

N.B: Bidders are advised to follow the websites ([www.north24parganas.gov.in](http://www.north24parganas.gov.in) / [wbtenders.gov.in](http://wbtenders.gov.in) / [www.wbhealth.gov.in](http://www.wbhealth.gov.in)) in regular basis for Notices, Circulars, Corrigendum etc related to this e-Tender for their information & necessary action.


  
Chief Medical Officer of Health &  
Secretary, DH & FWS,  
North 24 Parganas

NIT No. : DH&FWS/NHM/2020/NCD-1176/1(11)

Date: 15.07.2020

**Copy forwarded for information & necessary action to-**

1. The DHS, Govt. of W.B., Swasthya Bhawan.
2. The District Magistrate, North 24 Parganas.
3. The PO, NHM & Deputy Secretary, H&FWS, Govt. of W.B.
4. The O/C Health, North 24 Parganas.
5. The Dy. CMOH-I/ Dy. CMOH-II/ Dy. CMOH-III/ DMCHO/DTO, N24 Pgs.
6. The Account Officer & Treasurer of CMOH office, N24Pgs.
7. The Admin. Officer, CMOH office, N24Pgs.
8. The I.T Coordinator, Swasthya Bhawan. with the request to upload this notice in the official website of Swasthya Bhawan.
9. The D.I.O. North 24 Parganas. with the request to upload this notice in the official website of North 24 Parganas District.
10. Notice Board.
11. Office Copy.

  
Chief Medical Officer of Health &  
Secretary, DH&FWS  
North 24 Parganas