

**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/2019/ENT-60

Date: 14.01.2019

ELECTRONIC TENDER (e-Tender) NOTICE

In reference to the MemoNo.D-14033/1/2016-DPLO/149056, Dated 02.02.2018 notice inviting e-Tender for Supply of ENT Endoscopic Machine under BEUP Scheme(as per Section-VII), has been invited from bonafied 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 and OID online	14.01.2019	4.00pm
2	Online document download start date	14.01.2019	5.00pm
3	Online document download end date	29.01.2019	4.00pm
4	Online Bid submission start date	14.01.2019	5.00pm
5	Online Bid submission end date	29.01.2019	5.00pm
6	Pre-Bid meeting to be held at the office of the CMOH, North 24 Parganas, Barasat, Kolkata-700124.	21.01.2019	2.00pm
7	Earnest Money Deposit (EMD) to be submitted from	14.01.2019 to 29.01.2019	5.00pm
8	Online Bid opening for Technical Proposals	31.01.2019	5.00pm
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 and www.north24parganas.gov.in websites only. Bidders are requested to check these websites regularly for this purpose.


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

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

Section IX : Checklist

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. Supply of ENT Endoscopic Machine for Salt Lake SDH, North 24 Parganas per Section VII.

Section III : EMD

Sl. No	Particulars	EMD Amount
1	Endoscopic Machine for Salt Lake SDH, North 24 Parganas	Rs.24,500/-

- 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. 24,500/- (Rupees Twenty Four thousand and Five hundred only).
- 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 :

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)	<ol style="list-style-type: none"> 1. PAN, IT return of (F.Y-2016-17 & 2017-18 and A.Y-2017-18 & 2018-19) 2. Professional Tax Registration Certificate/ and deposited Challan for the Financial Year 2018-19 3. GST Registration along with copy of return filed for the month of November, 2018
2	Company Detail(s)	<ol style="list-style-type: none"> 1. Certificate of Incorporation/ Partnership Deed (*WA) 2. Updated Trade License/Enlistment of similar trade from the concerned authority and updated Drug License in case of drug item. 3. Power of Attorney in favour of signatory of bid.(*WA)
3	Credential	<ol style="list-style-type: none"> 1. Successful supply certificates & Work Orders from any Govt. Organization.
4.	Declaration	<ol style="list-style-type: none"> 1. Audited Balance Sheet & Profit & Loss A/c of last 2 years(F.Y-2016-17 & 2017-18) 2. Non-Conviction Certificate as per Section V. 3. Application as per Section-VI.
5	Others	<ol style="list-style-type: none"> 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 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 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 without assigning any reason.

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.

Section VI : 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:

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 9authorized person to sign bid for and on behalf of Bidder)

Section VII : Item List & Specification :

Specifications for Functional Endoscopic Sinus Surgery Set

1. Nasal Rigid Endoscope. - One

Straight forward telescope, 0 degree enlarged view, size: 4.0 MM rod lenses system, Length: 18-19 cms, Autoclavable, Fiber optic light transmission incorporated.

2. Nasal Rigid Endoscope. - One

Forward oblique 30 degree enlarged view, size: 4.0 MM rod lenses system, Length: 18-19 cms, Auto clavable, Fiber optic light transmission incorporated.

3. Nasal Rigid Endoscope. - One

Wide Angle Forward- Oblique Telescope 45°, enlarged view, diameter 4 mm rod lenses system, length 18-19 cm, autoclavable. Fiber optic light transmission incorporated.

4. Nasal Rigid Endoscope. - One

Wide Angle Latent Telescope 70°, enlarged view, size: 4.0 MM rod lenses system, Length: 18- 19 cms, Auto clavable, Fiber optic light transmission incorporated.

5. Holder - one each

Telescope Handle, flat, standard model, length 11 cm, for use with Telescopes of diameter 4 mm and length 18 cm

HARTMANN Nasal Speculum, for adults, length 13 cm

Bipolar Coagulating Forceps, insulated, angular, blunt, for nose, with integrated suction channel for epistaxis, with cut-off hole, length 19 cm, for use with bipolar high frequency cord

Bipolar Suction-Forceps, 45° upturned, with suction channel, for bipolar coagulation in paranasal areas, working length 12.5 cm, for use with bipolar high frequency cable

Bipolar High Frequency cord, length 40 cm

Septum Needle, angular, LUER-lock

Sickle Knife, pointed, length 19 cm.

Antrum Curette, length 19 cm, oblong, small size

KUHN-BOLGER Frontal Sinus Curette, small oblong, forward cutting, length 19 cm, 55° curved

KUHN-BOLGER Frontal Sinus Curette small oblong, forward cutting, length 19 cm, 90° curved

Antrum Curette, length 19 cm, small size, forward cutting

Probe, double-ended, maxillary sinus ostium seeker, length 19 cm, ball sizes: diameter 1.2 mm and 2.0 mm

COTTLE Elevator, double-ended, semi-sharp and blunt, graduated, length 20 cm.

Suction Tube, conical, malleable, with grip plate, LUER, O.D. 2.5 mm, working length 13 cm

FRAZIER Suction Tube, with calibration markings from 5 cm - 9 cm working length 10 cm, 9 Fr.

v. EICKEN Antrum Cannula, malleable, long curved, with grip plate, serrated, length 12.5 cm, LUER-lock, O.D. 2.5 mm

v. EICKEN Antrum Cannula, malleable, long curved, with grip plate, serrated, length 12.5 cm, LUER-lock, O.D. 3.0 mm

v. EICKEN Antrum Cannula, length 12.5 cm, with cut-off hole, O.D. 3 mm, LUER-lock, short curved

v. EICKEN Antrum Cannula, length 12.5 cm, with cut-off hole, short curved, LUER-lock, O.D. 4 mm

HEUWESER Antrum Grasping Forceps, jaws curved downwards, fixed jaw curved 90°, movable jaw opening up to 120°, backward opening, working length 10 cm

BLAKESLEY-WILDE Nasal Forceps, 90° upturned, working length 13 cm, size 1

BLAKESLEY Nasal Forceps, 45° upturned, size 1, working length 13 cm

BLAKESLEY Nasal Forceps, straight, working length 13 cm, size 1

Nasal Scissors, working length 13 cm, straight.

Forceps, cupped jaws, vertical opening, working length 12 cm, 65° upturned, jaws diameter 3 mm

Forceps, cupped jaws, horizontal opening, working length 12 cm, 65° upturned, jaws diameter 3 mm

Biopsy and Grasping Forceps, very fine, sheath diameter: 1.5 mm, working length: 14 cm, with 3 mm oval cupped jaws.

Antrum Punch, working length 10 cm, left side downward and forward cutting

Antrum Punch, working length 10 cm, right side downward and forward cutting

Antrum Punch, working length 10 cm, left side backward cutting.

Antrum Punch, working length 10 cm, right side backward cutting.

Antrum Punch, backward cutting, sheath 360° rotatable, with fixing screw, working length 10 cm, take apart sheath, for use with cleaning adaptor

Nasal Cutting Forceps, working length 13 cm

Section Punch with inside suction channel, working length 10 cm, size 1, straight

Section Punch, with inside suction channel, working length 10 cm, size 1, 30° upturned

Blopsy and Grasping Forceps, vertical opening, distal end malleable, with 4 mm cupped jaws, for sinuscopy to be used through trocar, working length 18 cm

Punch, circular cutting for sphenoid, ethmoid and choanalatresia, working length 18 cm, diameter 4.5 mm

Punch, circular cutting, 65 deg upturned, for frontal Sinus/Recess, working length 17 cm, diameter 3.5 mm

Bipolar suction forceps

Bipolar High Frequency cord, with two 2 mm cable sockets for bipolar coagulating forceps and standard pin for connection to all current bipolar cables, length 40 cm

ALL THE ITEMS SHOULD BE FROM THE SAME COMPANY AND SHOULD BE
USFDA APPROVED.

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 for each ENT Endoscopic Machine or in a summation of total work value for all health units whichever is asked 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 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.
7. The bid will be valid for one calendar year FY 2019-2020.
8. The final amount 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, fitting, 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, & 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 and installation of the new instrument. The basic rate should be furnished inclusive of Transportation Cost, Insurance, Testing Charges and Incidental Charges etc. but excluding Excise Duty and cess etc. which should be quoted separately in the template for Bill of Quantities (BOQ). Percentage of Excise Duty, CESS is to be mentioned in the appropriate Column of the template for Bill of Quantities.
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 rate should be quoted in Indian Rupees for a particular brand or model / model no. of the offered item only as mentioned in the appropriate column of the 'Tender Form'. (Alternative offer will not be accepted). The tender shall be cancelled for the quotation of item without its brand name, model, model no. etc. The detail information regarding the manufacturer and the item quoted in the 'Tender Form' should be furnished.
14. The Bidder will undertake that supplies of necessary maintenance equipment and spare parts will be made available for all items/equipment and the complete system for at least five years on a continuing basis. However, this does not relieve the supplier of any warranty obligations under the contract.
15. i). The machine/instrument should be covered by free on-site comprehensive Warranty for at least two year after successful completion of installation. The tenderers are to quote for 3(there) years' comprehensive on-site warranty of entire system (including all spares & labour) after the date of completion of free warranty period. The CAMC charges for additional 3 years to be quoted in the BOQ should be in accordance with extant Govt rules in this regard. ii). All faults appearing and their rectification shall be periodically advised to the CMOH, North 24 Parganas, the period being not more than two weeks. iii). Any lacuna or lacunae noticed in the functioning of the installation as a result of any design feature shall be rectified by the supplier free of cost within 72 hours of call log.
16. After sales service must be provided by the supplier, during and after warranty period of the equipment. Selected vendor will remain liable to attract penalty for violation of machine downtime as per agreement. The selected vendor or his authorized servicemen has to attend the machine within 72hours of Call Log.

17. 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. iii). All items are to be delivered within four weeks from the date of placement of order. iv. In case of distributor, the firm should be direct distributor of manufacturing unit. **Sub distributor authorization by distributor will not be accepted at all.**
18. **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 documents or made incorrect declarations. The penal measure will be forfeiture of Earnest Money, forfeiture of Performance Bank Guarantee if enlisted as a supplier.
19. Before submitting the tender, the intending tenderers should thoroughly get acquainted themselves with the proposed supply and installation by local inspection of site and take into consideration the site condition and other criterion for effecting smooth supply. No claim whatsoever will be entertained afterwards.
20. **Only Manufacturers or authorized distributors are eligible for quoting.** 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 and exclusive of all taxes which are to be quoted separately in the BOQ. Agency commission is not permissible.
21. Copy of agreement between the manufacturer and the Distributor should be submitted (where bid is submitted by distributor)
 - a. Application in the prescribed format, duly filled in & signed in, should be submitted
 - b. Authorization letter of signatory from Company should be submitted
22. **Company details –**
 - i. Certificate of country of origin
 - ii. Registration with Registrar of Companies
 - iii. Manufacturing License
 - iv. Import License with validity (for importers)
 - v. Manufacturer's guarantee (in case of distributors, to be obtained from manufacturer)
23. Lowest rate will be accepted among technically qualified bidders. In case of equal rate, draw of lots will be done.
24. After evaluation of technical bids, the financial bid of technically eligible/qualified bidders will be opened and finalized.
25. Before finalization of Finance Bid, samples are to be placed before the tender selection committee for verification & further process of Financial Bid.

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

SECTION IX : CHECKLIST FOR BIDDERS

Sl. No.	Checklist
1	EMD or documents in support of EMD exemption
2	Tender Application Form in the prescribed letter head of firm / agency
3	Notice Inviting Tender Sections I to IX
4	PAN CARD
5	Professional Tax Registration with Tax paid challan of 2018-2019
6	GST Registration along with copy of return filed for the month of November, 2018
7	Certificate of Incorporation/ Partnership Deed (W.A) *
8	Trade License (2018-2019)
9	Power of Attorney in favour of signatory of bid (W.A) *
10	Audited Balance Sheet & Profit/ Loss A/c for last 2 years(F.Y-2016-17 & 2017-18)
11	Name, address of banker, account number
12	Non-Conviction Certificate as per Section V
13	Bill of Quantity (BOQ)
14	IT Return of (F.Y-2016-17 & 2017-18) and (A.Y-2017-18 & 2018-19)
15	Credential as stated in the NIT
16	Other Documents-As required for in Section IV,VII & VIII

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**

Copy forwarded for information & necessary action to-

1. Shri. Sujit Basu, Hon'ble MOS, Independent Charge, Fire Control & Fire Safety.
2. The Director of Health Services, Govt. of West Bengal.
3. The District Magistrate, North 24 Parganas.
4. The Dy. Director of Health Services (HA), Government of West Bengal.
5. The Dy. Director of Health Services (Admin), Government of West Bengal.
6. The Dy. Chief Medical Officer of Health-I/II/III, DMCHO, ZLO, DTO, North 24 Parganas
7. The Superintendent, Salt Lake SDH, North 24 Parganas
8. The Accounts Officer, O/o the CMOH, North 24 Parganas.
9. The Administrative Officer, O/o the CMOH, North 24 Parganas.
10. The I.T Coordinator, SwasthyaBhawan with the request to upload this notice in the official website of SwasthyaBhawan.
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 BME, NHM, North 24 Parganas.
13. The Dealing Assistant, (Tender), O/o the CMOH, North 24 Parganas
14. Notice Board
15. Office Copy.

14/1/19
Rai
Chief Medical Officer of Health &
Secretary, DH&FWS
North 24 Parganas

*****X*****