



Government of West Bengal

Office of the Secretary,

District Health & Family Welfare Samiti &

Chief Medical Officer of Health, Basirhat Health District,  
District Hospital Compound, Badartala, Basirhat-743292

Ph. No.03217 265671, E-mail: basirhatcmoh2016@gmail.com



Memo No. DHFWS/BSRHT/102/23

Dated :-11/01/2023

**NOTICE INVITING ELECTRONIC TENDER No. – NIT 03/2023**

e-Tenders are hereby invited in prescribed format from resourceful Government contractors for the work detailed in the table below. (Submission of Bid through **online**).

**1. List of schemes:-**

Sl. No	Name of the work	Estimated Amount put to tender (Rs.)	Earnest Money (Rs.)	Period of Completion
01.	Internal Installation Electrical works for Atghara SC at Haroa Block within Basirhat HD under Sankhalaghu Unnayan Prakalpa of MA&ME Department.	Rs.2,49,275.00	Rs. 4985.00	90 Days
02.	Internal Installation Electrical works for Dakshin Bamanpukur SC at Minakhan Block within Basirhat HD under Sankhalaghu Unnayan Prakalpa of MA&ME Department.	Rs.2,49,275.00	Rs. 4985.00	90 Days
03.	Internal Installation Electrical works for Kushangra SC at Minakhan Block within Basirhat HD under Sankhalaghu Unnayan Prakalpa of MA&ME Department.	Rs.2,49,275.00	Rs. 4985.00	90 Days
04.	Internal Installation Electrical works for Dihigachi SC at Haroa Block within Basirhat HD under Sankhalaghu Unnayan Prakalpa of MA&ME Department.	Rs.2,49,275.00	Rs. 4985.00	90 Days
05.	Internal Installation Electrical works for Sonapukur SC at Haroa Block within Basirhat HD under Sankhalaghu Unnayan Prakalpa of MA&ME Department.	Rs.2,49,275.00	Rs. 4985.00	90 Days
06.	Internal Installation Electrical works for Kamargathi SC at Haroa Block within Basirhat HD under Sankhalaghu Unnayan Prakalpa of MA&ME Department.	Rs.2,49,275.00	Rs. 4985.00	90 Days
07.	Internal Installation Electrical works for Amodpur SC at Minakhan Block within Basirhat HD under Sankhalaghu Unnayan Prakalpa of MA&ME Department.	Rs.2,49,275.00	Rs. 4985.00	90 Days
08.	Internal Installation Electrical works for Ramjoygheri SC at Minakhan Block within Basirhat HD under Sankhalaghu Unnayan Prakalpa of MA&ME Department.	Rs.2,49,275.00	Rs. 4985.00	90 Days
09.	Internal Installation Electrical works for Media SC at Swarnnagar Block within Basirhat HD under Sankhalaghu Unnayan Prakalpa of MA&ME Department.	Rs.2,49,275.00	Rs. 4985.00	90 Days
10.	Internal Installation Electrical works for Tajpur SC at Basirhat -I Block within Basirhat HD under NHM(HWC, Small Type A).	Rs.2,45,751.00	Rs. 4915.00	90 Days
11.	Internal Installation Electrical works for Merudandi SC at Basirhat -I Block within Basirhat HD under NHM(HWC, Small Type A).	Rs.2,45,751.00	Rs. 4915.00	90 Days
12.	Internal Installation Electrical works for Gobindapur Dhokra SC at Basirhat -II Block within Basirhat HD under NHM(HWC, Big Type B).	Rs.3,57,366.00	Rs. 7147.00	90 Days
13.	Internal Installation Electrical works for Madari Malancha SC at Minakhan Block within Basirhat HD under NHM(HWC, Big Type B).	Rs.3,57,366.00	Rs. 7147.00	90 Days
14.	Internal Installation Electrical works for Noapara SC at Baduria Block within Basirhat HD under NHM(HWC, Big Type B).	Rs.3,57,366.00	Rs. 7147.00	90 Days
15.	Internal Installation Electrical works for Amberia SC at Hingalgaon Block within Basirhat HD under RIDF Project.	Rs.2,49,275.00	Rs. 4985.00	90 Days
16.	Internal Installation Electrical works for Pathgharia SC at Hingalgaon Block within Basirhat HD under RIDF Project.	Rs.2,49,275.00	Rs. 4985.00	90 Days
17.	Internal Installation Electrical works for Chhayani SC at Minakhan Block within Basirhat HD under RIDF Project.	Rs.2,49,275.00	Rs. 4985.00	90 Days
18.	Internal Installation Electrical works for Bokchora SC at Minakhan Block within Basirhat HD under RIDF Project.	Rs.2,49,275.00	Rs. 4985.00	90 Days

19.	Internal Installation Electrical works for Mukundakati SC at Basirhat- I Block within Basirhat HD under RIDF Project.	Rs.2,49,275.00	Rs. 4985.00	90 Days
20.	Internal Installation Electrical works for Soladanga SC at Basirhat- I Block within Basirhat HD under RIDF Project.	Rs.2,49,275.00	Rs. 4985.00	90 Days
21.	Internal Installation Electrical works for Salipur SC at Haroa Block within Basirhat HD under NHM Project.	Rs.3,15,624.00	Rs. 6312.00	90 Days
22.	Internal Installation Electrical works for Meherpur SC at Haroa Block within Basirhat HD under NHM Project.	Rs.3,15,624.00	Rs. 6312.00	90 Days
23.	Internal Installation Electrical works for Baduria RH New Common Collection Site (ccs) under Sankhalaghu Unnayan Prakalpa of MA&ME Department, at Baduria Block under Basirhat Health District.	Rs.1,04,677.00	Rs. 2094.00	90 Days
24.	Internal Installation Electrical works for Shibhati BPHC New Common Collection Site (ccs) under Sankhalaghu Unnayan Prakalpa of MA&ME Department, at Basirhat-I Block under Basirhat Health District.	Rs.1,04,677.00	Rs. 2094.00	90 Days
25.	Internal Installation Electrical works for Dhanyakuria RH New Common Collection Site (ccs) under Sankhalaghu Unnayan Prakalpa of MA&ME Department, at Basirhat-II Block under Basirhat Health District.	Rs.1,04,677.00	Rs. 2094.00	90 Days
26.	Internal Installation Electrical works for Haroa RH New Common Collection Site (ccs) under Sankhalaghu Unnayan Prakalpa of MA&ME Department, at Haroa Block under Basirhat Health District.	Rs.1,04,677.00	Rs. 2094.00	90 Days
27.	Internal Installation Electrical works for Taki RH New Common Collection Site (ccs) under Sankhalaghu Unnayan Prakalpa of MA&ME Department, at Hasnabad Block under Basirhat Health District.	Rs.1,04,677.00	Rs. 2094.00	90 Days
28.	Internal Installation Electrical works for Minakhan RH New Common Collection Site (ccs) under Sankhalaghu Unnayan Prakalpa of MA&ME Department, at Minakhan Block under Basirhat Health District.	Rs.1,04,677.00	Rs. 2094.00	90 Days
29.	Internal Installation Electrical works for Ghoshpur RH New Common Collection Site (ccs) under Sankhalaghu Unnayan Prakalpa of MA&ME Department, at Sandeshkhali-I Block under Basirhat Health District.	Rs.1,04,677.00	Rs. 2094.00	90 Days
30.	Internal Installation Electrical works for Sarapul RH New Common Collection Site (ccs) under Sankhalaghu Unnayan Prakalpa of MA&ME Department, at Swarupnagar Block under Basirhat Health District.	Rs.1,04,677.00	Rs. 2094.00	90 Days

**Please Note that no payment will be made until the clearance on quality of work is received from the state authority.**

**One Single Bidder can apply for Maximum 6 nos of work**

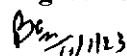
**As per Memorandum No.-4608-F(Y) dated 18th July, 2018 of the Finance Department, Govt. Of West Bengal, the successful bidder must have to submit Additional Performance Security when the Bid rate is 80% or Less @ 10% of the tendered amount within 7 days from issuance of letter of Acceptance In the form of Bank Guarantee.**

**Date and Time Schedule :-**

Sl. No.	Particulars	Date and Time
1	Date of uploading of N.I.T. Documents online) (Publishing Date)	17.01.2023 at 5.00p.m.
2	Documents download/sell start date (Online)	17.01.2023 at 5.00 p.m. onwards
3	Documents download/sell end date (Online)	31.01.2023 up to 05.00 p.m.
4	Date of Pre-Bid Meeting	19.01.2023 at 12.00 p.m. at office chamber of CMOH, Basirhat Health District.
5	Bid submission start date (On line)	17.01.2023 at 05.00 p.m. onwards
6	Bid Submission closing (On line)	31.01.2023 up to 05.00 p.m.
8	Bid opening date for Technical Proposals (Online)	03.02.2023 at 11.00 a.m.
9	Date and Place for opening of Financial Proposal (Online)	To be intimated later

**GENERAL INSTRUCTIONS: -**

2.1 As per P.W.D., W.B.'s Notification No. 199-CRC/2M-10/2012 dated 21.12.2012, the intending tenderer shall not pay the cost of tender documents for the purpose of participating in e-tendering, but, the successful tenderer will have to pay the cost of tender documents during execution of Formal Agreement.

  
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 Basirhat Health District

- 2.2 In the event of e-Filing intending bidder may download the tender document from the website: <https://etender.wb.nic.in> directly by the help of Digital Signature Certificate and earnest money may be remitted through NEFT/RTGS challan from the e-tendering portal in favour of **Chief Medical Officer of Health, Basirhat Health District** and also to be documented through e-filling. The Scan copy of NEFT/ RTGS Challan from the e-tendering portal should be uploaded in file. Both Technical Bid and Financial Bid will be submitted concurrently duly digitally signed in the Website <https://wbtenders.gov.in>. The bidders shall have to submit the hard copy of the documents to the tender inviting authority as and when required. Failure to submit hard copy within the time period prescribed for the purpose may be considered as an attempt to disturb the tendering process and may be dealt with accordingly legally including blacklisting of the bidder and also forfeiting of earnest money.
- 2.3 Tender document may be downloaded from website and submission of Technical Bid/Financial Bid shall be as per Tender time schedule stated above. The documents submitted by the tenderers should be properly indexed and self attested with seal.
- 2.4 **As per Memorandum No.-4608-F(Y) dated 18th July, 2018 of the Finance Department, Govt. Of West Bengal, the successful bidder must have to submit Additional Performance Security when the Bid rate is 80% or Less @ 10% of the tendered amount within 7 days from issuance of letter of Acceptance In the form of Bank Guarantee. If the bidder fails to submit the Additional Performance Security within the stipulated time, his earnest money will be forfeited and other necessary actions like blacklisting may be taken.**
- 2.5 **In addition to the clause 2.4, the tender committee may ask for rate analysis if the bid rate is 80% or less.**

2. **Eligibility criteria for participation in tender:**

- Intending tenderer should produce credentials of similar nature 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 issue of the tender notice; or,
- Intending tenderers should produce credentials of 2(two) similar nature of completed work, each of minimum value of **30% of the estimated amount** put to tender during 5(five) years prior to the date of issue of the tender notice; or
- Intending tenderers should produce credentials of 1(one) single running work of similar nature 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. : Work completed within time period or justifiable extended time period will get advantage.**

**Other terms and conditions of credentials: -**

- Payment certificate will not be treated as credential;
- Credential certificate issued by the competent authority of a State/ Central Government, State/ Central Government undertaking, Statutory /Autonomous bodies constituted under the central / State statute, on the executed value of completed/ running work will be taken as credential. (G.O.No.04-A/PWDO/10C-02/14 date 18.03.2015 of PWD).

Amount of Final Bill, Estimate Amount, Date of commencement, Date of completion of the work and detail communicational address along with contact number of the Client should be submitted by the Tenderer An undertaking is to be given in this respect as per proforma "**Section – B, form III**". [Non-statutory Documents].

- 3.3 Pan Card, Trade License (Trade License for 2022-23); Professional Tax receipt Challan (2022-23) & Payment Certificate, GST registration Certificate , Up to date Income Tax (Saral) Acknowledgement Receipt also to be submitted. [Non-Statutory Documents]
- 3.4 Registered Unemployed Engineers " Co-operative Societies / Unemployed Labour Co.- Op. Societies are required to furnish valid Bye Law, Current Audit Report and Valid Clearance Certificate from A.R.C.S. along with other relevant supporting papers. [Non-Statutory Documents]

  
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 District Health & Family Welfare Samiti  
 Basirhat Health District

- 3.5 A prospective tenderer shall be allowed to participate in the particular Work either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single work, all his applications will be rejected for that work, without assigning any reason thereof.
- 3.6 The partnership firm shall furnish the notarised or registered partnership deed and the company shall furnish the Article of Association and Memorandum. [Non-Statutory Documents]
4. **Adjustment of Price (increase or decrease) The tenderers shall quote their rate (percentage above / below / at par) accordingly considering that no escalation and / or price adjustment will be allowed by the department under any circumstances.**
5. **Mobilization Advance shall not be allowed.**
6. Agencies may have to arrange Water, Electricity, required land for installation of Plant and Machinerics (specified for each awarded work), storing of materials, labour shed, laboratory etc. at their own cost and responsibility nearest to the work site.
7. **Bids shall remain valid** for a period of 120 days (One Hundred Twenty Days) from the last date of submission of Financial Bid / Sealed Bid. If the tenderer withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited without assigning any reason thereof.
8. All materials required for the proposed scheme including cement and steel, bitumen (all grade), bitumen emulsion shall be of specified grade and approved brand in conformity with relevant code of practice (latest revision) and manufacture accordingly and shall be procured and supplied by the agency at their own cost including all taxes. Authenticated evidence for purchase of cement and steel are to be submitted along with challan and test certificate if required. In the event of further testing opted by the Engineer-in-Charge, then such testing from any Government approved Testing Laboratory shall have to be conducted by the agency at their own cost.
9. The Tenderer, at the Tenderer's 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. The cost of visiting the site shall however be at the Tenderer's own expense.
10. The intending Tenderers 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 tender committee reserves the right to reject any application for purchasing Bid documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.
11. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in before bidding.
12. All intending tenderers are requested to be present in the chamber of the Member Secretary, DH&FWS & Chief Medical Officer of Health, Basirhat HD during opening of the Tender, to observe the tender opening procedure.
13. **CONDITIONAL/ INCOMPLETE TENDER** will not be entertained under any circumstances.
14. The Tender Committee reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
15. 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 application will be out rightly rejected without any prejudice with forfeiture of earnest money and blacklisting the bidder.
16. In case there be any objection regarding prequalifying the Agency that should be lodged to the tendering authority within 48 hours from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Screening Committee.
17. Before issuance of the work order, the tender inviting authority will verify the credential and 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 manufactured or false, work order will not be issued in favour of the said tenderer under any circumstances with forfeiture of earnest money.

## **INSTRUCTION TO TENDERERS**

### **SECTION – A**

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

Instructions/ Guidelines for tenderers for electronic submission of the tenders have been annexed for assisting them to participate in e-tendering.

2. **Registration of Tenderer**

Any tenderer willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-procurement system, through logging on to <https://etender.wb.nic.in>. The tenderer is to click on the link for e-tendering site as given on the web portal.

3. **Digital Signature certificate (DSC)**

Each tenderer is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the service provider of the National Information's Centre (NIC) or any other bonafide service provider on payment of requisite amount. Details are available at the Web Site stated in Clause 2 of Instruction to Tenderer. DSC is given as a USB e-Token.

4. The contractor can search and download NIT and 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 and the other is Financial Proposal before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed.

**Technical proposal**

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

**A-1. Statutory Cover Containing**

- i. Prequalification Application (Sec-B, Form – I, II, & III), the list of enclosures must be mentioned In the Form-I.  
The Scan copy of NEFT/ RTGS Challan in favour of **Chief Medical Officer of Health, Basirhat Health District**.
- ii. Printed Tender Form and NIT with all agenda and corrigendum (**download and upload the same digitally Signed, quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in Printed Tender Form the tender will be summarily rejected**).
- iii. Special Terms, condition and specification of works to be digitally signed.

**A-2. Non statutory Cover Containing**

- i. Pan Card, Trade License (2022-23), Professional Tax receipt Challan (2022-23) & Payment Certificate, GST registration Certificate, Up to date Income Tax (Salar) Acknowledgement Receipt also to be submitted. [Non-Statutory Documents]
- ii. Registration Certificate under Company Act. (If any).
- iii. Notarised or Registered Deed of partnership Firm/ Article of Association and Memorandum.
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any).
- v. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op(S) (ARCS) by laws are to be submitted by the Registered labour Co-Op(S) Engineers' Co.-Opt.(S)
- vi. Credential for completion of at least one similar nature of work under the authority of state / central Govt. statutory bodies under State/Central Govt. constituted under the statute of the state/ state Govt. as per the enclosed order during the last 5(five) years {CRITERIA REGARDING CREDENTIAL POLICY (REF NO- 04-A/PW/O/10C-02/14 DATED 18.03.2015 of Principal Secretary to the Govt. of West Bengal, P.W.D. } (**Credential must be signed by appropriate Technical Person**).
- vii. In Addition to this, For the Electrical Work-The Bidder must have i) Valid Electrical Contractor License issued by the Licensing Board, Govt. of West Bengal., ii) Valid Electrical S.C.C. Part No. 1, 2, & 11 issued by the Licensing Board, Govt. of West Bengal or equivalent National Supervisors' Certificate of Competency as per the Central Electricity Authority (Measures relating to safety and electric supply) Regulation 2010 (erstwhile I.E. Rules 1956) read with guidelines issues from time to time by Directorate of Electricity, Govt. of West Bengal. iii) to ensure presence of Licensed Electrical Supervisor during execution of Electrical Works. iv) to engage Licensed Electricians for execution of the work.
- viii. **No MOU will be entertained with Electrical Contractor for participation in Electrical Work.**

- i. Digitally signed copy of the declaration files & Scanned copy of Original Credential Certificate as stated in NIT.
- ii. Note: - Failure of submission of any of the above mentioned documents will render the tender liable to be summarily rejected for both statutory and non statutory cover.

**A. Tender Evaluation**

- i. Opening and evaluation of tender:-  
If any tenderer is exempted from payment of EMD, copy of relevant Government order needs to be furnished.
- ii. Opening of Technical proposal :-  
Technical proposals will be opened by the Member Secretary, DH&FWS & CMOH, Basirhat Health District.
- iii. Intending tenderers may remain present if they so desire.
- iv. Cover (folder) statutory documents) 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.
- v. Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded and handed over to the Tender Evolution Committee.
- vi. **Uploading of summary list of technically qualified tenderers.**  
Pursuant to scrutiny and decision of the screening committee the summary list of eligible tenderers and the serial number of work for which their proposal will be considered will be uploaded in the web portals.
- vii. While evaluation, the committee may summon the tenderers and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

**B. Financial proposal**

- i.) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ) 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 and Digitally Signed by the contractor.

**6. Penalty for suppression / distortion of facts**

Submission of false document by tenderer is strictly prohibited and in case of such act by the tenderer the same 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 tender accepting authority reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the ground for Employer's (tender accepting authority) action.**

- The Lowest Tenderer whose Bid has been accepted will be notified by the Tender Inviting and Accepting Authority through acceptance letter/ Letter of Acceptance
- Letter of Acceptance will constitute the formation of the Contract.
- The Agreement in Printed Tender Form will incorporate all necessary documents e.g. N.I.T., Form=2911, all addenda-corrigendum, special terms and condition (Section –C), different filled-up forms (Section –B), B.O.Q. and the same will be executed between the Tender Accepting Authority and the successful Tenderer.
- The agreement must have to be completed within seven working days from receiving of Letter of Acceptance.
- 3 (Three) % value of the work will be retained as security deposit which will be released after successful completion of the defect liability period of 05 (Five) year. Deduction of 1(One) % amount will be done from each bill. This 1% along with the earnest money (2%) will constitute the security deposit. (As per Order No.-201-F(Y) dated 18.01.2021)
- **No payment will be made until the clearance on quality of work is received from the District/State authority.**

*B.S.*  
11/1/23  
CMOH & Secretary  
District Health & Family Welfare  
Basirhat Health District

**Memo. No:-DHFWS/BSRHT/102/23**

**Dated:-11/01/2023**

Copy forwarded for kind information and with request to arrange for wide publicity,

1. The Sabhadipati, North 24 Parganas.
2. The District Magistrate, North 24 Parganas.
3. The ADM, Basirhat.
4. The ADHS,( Opthal) & State Progrtamme Officer (NPCB & VI), Govt. Of West Bengal
5. The Accounts Officer, CMOH Office Basirhat HD, DH& FWS, Basirhat HD
- 6-10.Dy. CMOH -I/III/ DMCHO / DTO /ZLO, Basirhat HD
11. The Engineer in charge, NH M, Swasthya Bhawan, Kolkata.- with the request to publish this memo in the GOVT web site.
12. The BMOH, Taki RH, Hasnabad Block,Basirhat HD
13. The Assistant Engineer, Civil, DPMU, Basirhat HD
14. The Sub-Assistant Engineer, Civil / Electrical, DPMU, Basirhat HD
15. The D.P.C, DPMU, Basirhat HD
16. The D.A.M, DPMU, Basirhat HD
17. Notice Board of the CMOH Office, Basirhat HD
18. Notice Board of the DPMU Unit, Basirhat HD.
19. Office Copy.

*Ben 11/1/23*  
CMOH & Secretary  
District Health & Family Welfare  
Basirhat Health District

SECTION – B  
FORM –I  
**PRE-QUALIFICATION APPLICATION**

To  
The Member Secretary, District Health & Family Welfare Samity &  
Chief Medical Officer of Health, Basirhat Health District

Ref: - Tender for \_\_\_\_\_  
\_\_\_\_\_  
(Name of work) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**N.I.T.No.: .....** **(Sl. No. ....)** **of 2022-23**

Sir,  
Having examined the Statutory, Non statutory and NIT documents, I /we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalf of \_\_\_\_\_ In the capacity \_\_\_\_\_  
\_\_\_\_\_ duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:


- (a) Tender Inviting and Accepting Authority can amend the scope and value of the contract bid under this project.
- (b) Tender Inviting and Accepting Authority reserves the right to reject any application without assigning any reason.
- (c) No price escalation/ price adjustment will be allowed.
- (d) No claim to be entertained for delay in payment.

**Enco:- e-Filling:-**

- 1. Statutory Documents –
- 2. Non Statutory Documents

Date: -

**Signature of applicant including title  
and capacity in which application is made.**

  
**CMOH & Secretary  
District Health & Family Welfare Samiti  
Basirhat Health District**



**SECTION - B**  
**FORM- II**


**STRUCTURE AND ORGANISATION**

- A.1** Name of applicant :
- A.2** Office Address :
- Telephone No. and Cell Phone No. :
- Fax No. :
- E mail :
- A.3** Details of Bank Accounts
- i) Name of Bank :
- ii) Name of Branch and Address with Phone No. :
- iii) Account No. :
- iv) MICR No. :
- v) IFSC Code :
- A.4** Attach an organization chart showing the structure of the company with names of Key personnel and technical staff :

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**Note:** Application covers Proprietary Firm, Partnership, Limited Company or Corporation,

**Signature of applicant including title**  
and capacity in which application is made.

  
**CMOH & Secretary**  
District Health & Family Welfare Samiti  
Basirhat Health District

**SECTION – B**  
**FORM – III**  
**EXPERIENCE PROFILE**

**Name of the Firm:**


**D.1 LIST OF PROJECTS COMPLETED THAT ARE SIMILAR IN NATURE TO THE WORKS HAVING MORE THAN 40% OF THE PROJECT COST EXECUTED DURING THE LAST FIVE YEARS.**

Name of Employer	Name, Location and nature of work	Name of Departmental Engineer responsible for supervision	Final Gross Bill Value (Rs.)	Percentage of Participation of company	Original Date of start of work	Original Date of completion of work	Actual Date of starting the work	Actual Date of completion of work	Reasons for delay in completion (if any)

Note:

- a) Certificate from the Employers to be attached.
- b) Non-disclosure of any information in the Schedule will result in disqualification of the firm

**Signature of applicant including title  
and capacity in which application is made**

  
**CMOH & Secretary**  
District Health & Family Welfare Samiti  
Basirhat Health District

## **SECTION – C**

### **Special terms and conditions**

#### **C.1 General :**

Unless otherwise stipulated all the works are to be done as per general conditions and general specifications as mentioned either in—

- (i) The BOQ supplied by the department for the specific work, or
- (ii) The departmental schedule, which means the Schedule of rates of Public Works Department.

#### **C.2 Definition of Engineer-in-Charge and commencement of work :**

The word “Engineer-in-Charge” means the Assistant Engineer, DH&FWS, Paschim Medinipur. The word “Department” appearing anywhere in the tender documents means District Health & Family Welfare Samity, Paschim Medinipur executing the work, who have jurisdiction, administrative or executive, over part of whole of the works forming the subject matter of the tender or contract. The word “approved” appearing anywhere in the documents means approved by the Member Secretary, DH&FWS, Paschim Medinipur. The work shall have to be taken up within seven days of the receipt of the work order or otherwise mentioned therein. Failure to do so will constitute a violation of the contract stipulation as regards of proportionate progress and timely completion of work and the contractor will thereby make himself liable to pay compensation or other penal action as per stipulation of the printed tender form.

#### **C.3 Terms and Conditions in extended period :**

In the case when an extension of time for completion of work is granted by the Member Secretary, DH&FWS, Paschim Medinipur for definite reasons for which the contractor have no control, it will be taken for granted by the working contractor that the validity of the contract is extended automatically upto the extended period with all terms and conditions, rates etc. remaining unaltered, i.e. the tender is revalidated upto the extended period.

#### **C.4 Co-operation with other agencies and damages and safety of road users :**

All works are to be carried out in close co-operation with the Department and other contract or contracts that may be working in the area of work. The work should also be carried out with due regard to the convenience of the road users and occupants of the adjacent locality, if any. All arrangements and programme of work must be adjusted accordingly. All precautions must be taken to guard against chances of injury or accidents to workers, road users, occupants of the adjacent locality etc. The contractor must see that all damages to any property which, in the opinion of the Engineer-in-Charge are due to the negligence of the contractor are to be promptly rectified by the contractor at his own cost and expenses and according to the direction and satisfaction of the Engineer-in-Charge.

#### **C.5 Transportation arrangement :**

The contractor shall arrange for all means of transport including railways wagons required for carriage and supply of materials and also the materials required for the construction work. The contractor will have to arrange this at his own initiative so that progresses of work will not hamper and no claim whatever on this ground will be entertained under any circumstances. If railways facilities are not available, the contractor will have to depend on transport of materials by road as necessary to complete the work without claiming any extra payment from department in this regard. The contractor must consider this aspect while quoting rate.

#### **C.6 Incidental and other charges :**

The cost of all materials, hire charges to Tools and plants, labour, Corporation/Municipal Fees for water supply, Royalty or road materials (if any), electricity and other charges of Municipalities or statutory local bodies, ferry charges, Toll charges, loading and unloading charges, handling chargers, overhead charges etc. will be deemed to have been covered by the rates quoted by the contractor inclusive of also Sales Tax (Central and/or State), Income Tax, Terminal Tax, Turnover Tax, VAT etc. All other charges for the execution of the specified work, including supply of materials and related carriage, complete or finished in all respect upto the entire satisfaction of the Engineer-in-charge of the work. No extra claim in this regard beyond the specified rate as per work schedule whatsoever in this respect will be entertained.

#### **C.7 Authorised Representative of Contractor : Clause 15**

The contractor shall not assign the agreement or sublet any portion of the work. The contractor, may however, appoint an authorized representative in respect of one or more of the following purpose only.

- a) General day to day management of work.
- b) To attend measurements when taken by the Departmental Officers and sign the records of such measurements in token of acceptance by the contractor.

The selection of the authorized representatives shall be subject to the prior approval of the Member Secretary, DH&FWS, Paschim Medinipur concerned and the contractor shall in writing seek such approval of the concerned authority giving therein the name of work, Tender No., the Name, Address and the specimen signature of the representative he wants to appoint and the specific purposes as specified here-in-above, which the representative will be authorised for. Even after first approval, the authority may issue at any subsequent date, revised directions about such authorised representative and the contractor shall be bound to abide by such directions. The authority shall not be bound to assign any reason for his revised directions. Any notice correspondence etc. issued to the authorised representative or left at his address, will be deemed to have been issued to the contractor.

#### **C.8 Power of Attorney :**

The Provision of the power of attorney, if any, must be subject to the approval of the Department. Otherwise the Department shall not be bound to take cognizance of such of attorney.

### **C.9 Extension of time :**

For definite reasons over which the contractor will have no control and which will retard the progress, extension of time for the period lost will be granted on receipt of application from the contractor. No claim whatsoever for idle labour, additional establishment, enhanced cost of materials and labour and hire charges of tools and plants etc. would be entertained under any circumstances. The contractor should consider the above factor while quoting this rate.

### **C.10 Arrangement of Land :**

The contractor may have to arrange land for installation of his Plants and Machineries, his godown, storeyard, labour camp etc. at his own cost for the execution of the work.

### **C.11 Site Order Book :**

The contractor shall within seven days of receipt of the order to take up work, supply at his own cost one triplicate Site Order Book to the Sub-Assistant Engineer Concerned, who is authorised to receive and keep in custody the Site Order Book on behalf of the Engineer-in-Charge. The Site Order Book shall be kept at the site of work under the custody of Sub-Assistant Engineer. The Site Order Book shall have machine numbered pages in triplicates. Directions or instruction from Departmental officers to be issued to the Contractor will be entered (in triplicate) in the Site Order Book (except when such directions or instructions are given by separate letters). The contractor or his authorised representative shall regularly note the entries made in the Work Order Book and also record thereon the action taken or being taken by him complying with the said directions or instruction on any relevant point relating to the work. The contractor or his authorised representative may take away the triplicate page of the Site Order Book for his own record and guidance.

Cases of supplementary items or of claims may not be entertained unless supported by entries in the Site Order Book or any written order from the Tender Accepting Authority.

The first page of the Site Order Book shall contain the following particulars:

- a) Name of the Work
- b) Reference to contract number
- c) Contractual rate in percentage
- d) Date of opening of the Work Order Book
- e) Name and address of the Contractor
- f) Signature of the Contractor
- g) Name and address of the Authorized representative (if any of the contractor authorized by him)
- h) Specific purpose for which the contractor's representatives is authorized to act on behalf if the Contractor.
- i) Signature of the authorized representative duly attested by the Contractor.
- j) Signature of the Sub- Assistant Engineer concerned.
- K) *DATE OF ACTUAL COMPLETION OF WORK.*
- L) *DATE OF RECORDING FINAL MEASUREMENT.*

Entries in (K) and (L) above shall be filled in on completion of the work and before the Site Order Book is recorded in the office of the Assistant Engineer.

### **C.12 Clearing Of Materials :**

After completion of the work all scars of construction shall be obliterated and the whole site shall be left in a clear and neat manner to the satisfaction of the Engineer-In-Charge. No separate payment shall be made for all these works, the cost thereof being deemed to have been included in the rates of various items of works quoted by the contractor in the schedule of probable items of works.

### **C.13 Sundry Materials :**

The contractor must erect temporary pillars, master pillars etc. as may be required in suitable places as directed by the Engineer-In-Charge at his own cost before starting and during the work by which the departmental staff will check levels layout different works and fix up alignment and the contractor shall have to maintain and protect the same till completion of the work. All machineries and equipments like Level Machine, Staff, Theodolite etc. and other sundry material like, pegs, strings, nails flakes instruments etc. and also skill labour required for setting out the levels for laying out difference structures and alignment shall also be supplied by the contractor as per direction of Engineer-in-Charge at his own cost without any extra claim towards the department.

### **C.14 Supplementary / Additional items of Works :**

Notwithstanding the provisions made in the related printed tender form any item of the work which can be legitimately be considered as not stipulated in the specific price schedule of probable items of work but has become necessary as a reasonable contingent item during actual execution of work will have to be done by the Contractor, if so directed by the Engineer-in-Charge and the rates will be fixed with manner as stated below: -

- (a) Rate of Supplementary items shall be analyzed in the 1<sup>st</sup> instant extended possible from the rates of the allied items of work appearing in the tender schedule.
- (b) Rate of supplementary items shall be analyzed from the rates of the allied items of work appearing in the unified respective Schedule of Rates of Public Works Department of probable items of work forming part of tender document. Rates for the supplementary items will be decided as per the rate of PWD schedule at the time of Notice Inviting Tender.

(c) If the rates of the supplementary items cannot be computed even after applications of clauses stated above, the same shall be determined by analysis from market rates of material, labour and carriage cost prevailing at the time of execution of such items work. Profit and overhead charges (both together) at 10% (Ten percent) will be allowed only.

Unbalanced market rates shall never be allowed

Contractual percentage shall be applicable with regard to the portions of the analysis based on clauses (a), (b) and (c) stated above only.

It may be noted that the cases of supplementary items of claim shall not be entertained unless supported by entries in the Work Order Book or any written order from the tender accepting authority.

**C.15 Approval of Sample :**

Samples of all materials to be supplied by the contractor and to be used in the work shall have to be approved by the Engineer-in-Charge and checking the quality of such materials shall have to be done by the concerned Department or as directed by Engineer-in-Charge prior to utilization in the work.

**C.16 Water and energy :**

The contractor shall have to arrange on his own cost, required energy for operation of equipments and machineries, for operating of pumping set, illuminating work site, office etc. that may be necessary in difference stages of execution of work. No facility of any sort will be provided for utilization of the departmental sources of energy existing at site of work. Arrangement for obtaining water for the work should also be made by the contractor at his own cost. All cost for getting energy and / or for any purpose whatsoever will have to be borne by the contractor for which no claim will be entertained.

All materials, tools and plants and all labour (skilled and unskilled) including their housing, water supply, sanitation, light, procurement of food for contractors staff and crews, medical aids etc. are to be arranged for by the contractor at his own cost. The cost for transportation of labour, materials and all other incidental items as required for work shall also have to be borne by the Contractor without any extra claim from department.

**C.17 Drawings :**

All works shall be carried out in conformity with the drawings supplied by this Department. The Contractor shall have to carry out all the works according to the departmental General Arrangement Drawing and Detail Working Drawings to be supplied by the Department from time to time.

**C.18 Serviceable Materials :**

The responsibility for stacking the serviceable materials (as per decision of the Engineer-in-Charge) obtained during dismantling of existing structures/roads and handing over the same to the Engineer-in-charge of work of this Department lies with the contractor and nothing will be paid on this account. In case of any loss or damage of serviceable materials prior to handing over the same to this Department, full value will be recovered from the Contractor's bill at rates as will be assessed by the Engineer-in-Charge.

**C.19 Unserviceable Materials :**

The Contractor shall remove all unserviceable materials, obtained during execution at place as directed. The contractor shall dress up and clear the work site after completion of work as per direction of the Engineer-in-Charge. No extra payment will be made on this account.

**C.20 Contractor's risk for loss or damage :**

All risk on account of railway or road carriage or carriage by boat including loss or damage of vehicles, boats, barges, materials or labour, if any, will have to be borne by the contractor without any extra claim towards department.

**C.21 Idle labour and additional cost :**

Whatever may be the reason no claim on idle labour, enhancement of labour rate additional establishment cost, cost of Toll and hire and labour charges of tools and plants, railway freight etc. would be entertained under any circumstances.

**C.22 Charges and fees payable by contractor :**

a) The contractor shall pay all fees required to be given or paid by any statute or any regulation or by-law of any local or other statutory authority which may be applicable to the works and shall keep the department immune against all penalties and liabilities of every kinds for breach of such statute regulation or law.

b) The Contractor shall save, harmless and indemnify the department from and against all claims, demands, suit and proceedings for or an account of infringement of any patent rights, design, trade mark of name of other protected write in respect of any constructional plant, machine, work, materials, thing or process used for or in connection with works or temporary works or any of them.

**C.23 Tools and Plants :**

All Tools and Plants required for the work will have to be supplied by the Contractor at his own cost; all cost of fuel and stores for proper running of the Tools and Plants must be borne by the Contractor.

#### **C.24 Compliance of different Acts :**

The contractor shall comply with the provisions of the Apprentices Act, 1961, Minimum Wages Act, 1948, the Contract Labour (Regulation and Abolition) Act, 1970 and the rules and orders issued thereunder from time to time. If he fails to do so, the respective Engineer-in-Charge may at his discretion, take necessary remedial measures within the framework of the contract.

The Contractor shall also make himself liable for any pecuniary liabilities arising out of / on account of any violation of the provision of the said Act(s). The Contractor must obtain necessary certificate and license from the concerned Registering Office under the Contract Labour (Regulation and Abolition) Act, 1970.

The contractor shall be bound to furnish the Engineer-in-Charge all the returns, particulars or date as are called for from time to time in connection with implementation of the provisions of the above Acts and Rules and timely submission of the same, failing which the contractor will be liable for breach of contract and the Engineer-in-Charge may at his discretion take necessary measures within the framework of the contract.

#### **C.25 Safety, Security and Protection of the Environment :**

The Contractor shall, throughout the execution and completion of the Works and the remedying of any defects therein:

(a) have full regard for the safety of all persons and the works (so far as the same are not completed or occupied by the department),

(b) provide and maintain at his own cost all lights, guards, fencing, warning signs and watching, when and where necessary or required by the Engineer-in-Charge for the protection of the Works or for the safety and convenience of the public or others,

(c) take all reasonable steps to protect the environment on and off the Site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods of operation,

(d) Ensure that all lights provided by the Contractor shall be screened so as not to interfere with any signal light of the railways or with any traffic or signal lights of any local or other authority.

#### **C.26 Commencement of work :**

The work must be taken up within the date as stipulated in the work order and completed in all respects within the period specified in Notice Inviting Tender. In the event of failure on the part of contractor to comply with the provisions of this clause the contract shall be terminated upon a notice to that effect under the hand of Engineer in Charge.

#### **C.27 Setting out of the work :**

The contractor shall be responsible for the true and perfect setting out of the work and for the correctness of the position, levels, dimensions and alignments of all parts of work, if any rectification or adjustment becomes necessary the contractor shall have to do the same at his own cost according to the direction of the Engineer-in-Charge. During progress of works, if any, error appears or arises in respect of position, level, dimensions or alignment of any part of the work, the contractor shall, at his own cost, rectify such defects to the satisfaction of the Engineer-in-Charge. Any setting out that may be done or checked by either of them shall not in any way relieve the contractor from their responsibility for correctness and rectification thereof.

#### **C.28 Precautions during works :**

The contractor shall carefully execute the work without disturbing or damaging underground or overhead service utilities viz. Electricity, Telephones, Gas, Water pipes, Sewers etc. In case disturbances of service utilities is found unavoidable the matter should immediately be brought to the notice of the Engineer-in-Charge and necessary precautionary measures as would be directed by the Engineer-in-Charge shall be carried out at the cost and expenses of the contractor. If the service utilities are damaged or disturbed in any way by the contractor during execution of the work, the cost of rectification or restoration of damages as would be fixed by the Engineer-in-Charge concerned will be recovered from the contractor.

#### **C.29 Testing of qualities of materials and workmanship :**

All materials and workmanship shall be in accordance with the specifications laid down in the contract and also as per relevant IS codes and the Engineer-In-Charge reserves the right to test, examine and measure the materials/workmanship direct at the place of manufacture, fabrication or at the site of works or any suitable place. The contractor shall provide such assistance, instrument, machine, labour and materials as the Engineer-in-Charge may require for examining, measuring and testing the works and quality, weight or quantity of materials used and shall supply samples for testing as may be selected and required by the Engineer-in-Charge without any extra cost. Besides this, he will carry out tests from outside Laboratory as per instruction of Engineer-in-Charge. The cost of all such tests shall be borne by the agency and hence the same must be considered at the time of quoting rate.

#### **C.30 Timely completion of work :**

All the supply and the work must have to be completed in all respects within the time specified in Notice Inviting Tender from the date of commencement as mentioned in work order. Time for completion as specified in the tender shall be deemed to be the essence of the contract.

#### **C.31 Procurement of materials :**

All materials required to complete execution of the work shall be supplied by the contractor after procurement from authorised and approved source.

**C.32 Rejection of materials :**

All materials brought to the site must be approved by the Engineer-In-Charge. Rejected materials must be removed by the Contractor from the site within 24 hours of the issue of order to that effect. In case of non-compliance of such order, the Engineer-In-Charge shall have the authority to cause such removal at the cost and expense of the contractor and the contractor shall not be entitled to claim for any loss or damage of that account.

**C.33 Implied elements of work in items :**

Except of such items as are included in the Specific Priced Schedule of probable items and approximate quantities no separate charges shall be paid for traffic control measures, shoring, shuttering, dewatering, curing etc. and the rates of respective items of works are to be deemed as inclusive of the same.

**C.34 Damaged / Unused Materials :**

Any damaged / unused materials lying at contractor's custody, which is found at the time of use to have been damaged and / or remaining unused, shall be rejected and / or removed immediately from the site by the contractor or disposed of as directed by Engineer-in-Charge at the costs and expenses of the contractor and the contractor shall have no claim for compensation on account of any such materials so damaged / remaining unused as aforesaid.

**C.35 Issue of Departmental Materials :**

Departmental materials will not be issued under any circumstances.

**C.36 Fore Closure :**

In case of fore closure or abandonment of the works by the Department the contractor will be eligible to be paid for the finished work and but not for any losses.

**C.37 Tender Rate :**

The contractor should note that the tender is strictly based on the rates quoted by the Contractor on the priced schedule of probable item of work. The quantities for various other items of works as shown in the priced schedule of probable items of works are based on the drawing and design prepared by the Department. If variations become necessary due to design consideration and as per actual site conditions, those have to be done by the contractor at the time of execution at the rate prescribed in the tender condition. **No conditional rate will be allowed in any case.**

**C.38 Delay due to modification of drawing and design :**

The contractor shall not be entitled for any compensation for any loss due to delays arising out of modification of the drawing, addition and alterations of specifications and such events shall be governed by the provisions of Printed Tender Form.

**C.39.** Rate quoted shall be inclusive of clearing site including removal of surplus (both serviceable and unserviceable) earth, rubbish, materials etc. as per direction of the Engineer-in-Charge.

**C.40.** Rate quoted shall be inclusive of West Bengal Sales Tax, Income Tax and all other duties, if any.

**C.41.** Display board (Informatory) of size 150cm X 90cm is to be provided at the work-site with aluminum plate hoisted on steel tubular pipe/ angle post to a height of 1.5 Metre at the cost of the contractor including fitting, fixing, painting, lettering etc. complete as per direction of Engineer-in-Charge. No separate payment to be made for this purpose. So, this must be considered while quoting rate.

**C.42.** Deep excavation of trenches and left out for days shall be avoided.

**C.43.** The whole work will have to be executed as per Departmental drawings available in this connection at the tender rate.

**C.44. Defects liability period and Refund of Security Deposit :**

The security deposit shall be refunded to the contractor after completion of security period of 1 year on receiving application.

**C.57 Additional Terms and Conditions :**

(To be prescribed by the tender inviting authority depending upon his requirements)

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**Signature of applicant including title  
and capacity in which application is made**

*P/L*  
*11/1/23*  
**CMOH & Secretary**  
**District Health & Family Welfare Samiti**  
**Basirhat Health District**