

**DISTRICT HEALTH & FAMILY WELFARE SAMITI, PURBA MEDINIPUR**

Registration No.-S/IL/10904 of 2002-2003

**Tamralipta, Purba Medinipur, PIN-721636.**

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Memo No. DH&FWS/ MID(E)/1175/ 2020-2021

Dated: 06/10/2020

**NOTICE INVITING E-TENDER FOR SUPPLY OF HOSPITAL SUPPLY ITEMS (REMAINING MEDICAL EQUIPMENT ETC.) REQUIRED TO RUN SCS, UPHCS & HWCS BY THE CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE SAMITI, PURBA MEDINIPUR**

(Through Pre-qualification)  
(Submission of Bid through *NIC e tender portal*)

CMOH & Secretary, District Health & Family Welfare Samiti, PurbaMedinipur invites bids through **E-tenders** in two bid systems (Technical and Financial Bid) for the work "**SUPPLY OF HOSPITAL SUPPLY ITEMS (REMAINING MEDICAL EQUIPMENT ETC.) REQUIRED TO RUN SCS, UPHCS & HWCS**". For details and downloading of tender, interested parties may please visit website: <https://wbtenders.gov.in> (Organization-Health & Family Welfare Department). For any further assistance, please visit o/o the CMOH, PURBA MEDINIPUR during schedule on & from 13/10/2020 to 29/10/2020.

1. **GENERAL INSTRUCTIONS:**

In the event of e-filing, intending bidder may download the tender documents free of cost from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

2. **SUBMISSION OF BIDS:**

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel only (having Authorization from the company management) in the website <https://wbtenders.gov.in>. All papers must be submitted in English language.

3. **TWO BID SYSTEM:**

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 websites of <https://wbtenders.gov.in>.

The Tender Committee has reserves the right of cancellation, adding, reducing or deferring the tender in total or in partial without assigning any reason thereof.

#### 4. Time Schedules for the e-tender

Sl. No	Particulars	Date & Time
1	NIT & Other documents online	13-10-2020 at 03:00 pm
2	Online documents download start date, Date of publishing	14-10-2020 at 10:00 am
3	Online document download end date	29-10-2020 at 05:00 pm
4	Online bid submission start date	14-10-2020 at 10:00 am
5	Pre bid meeting to be held at office of Tender Inviting Authority	16-10-2020 at 11:30 am
6	Online bid submission & documents download end date	29-10-2020 at 05:00 pm
8	Online bid opening date for Technical proposals	02-11-2020 at 11:30 am
9	Date of online uploading list for Technically qualified Bidders	06-11-2020 at 1:30 pm
10	Date of online opening of Financial Proposal	To be notified later

#### 5. SUBMISSION OF THE TENDERS:

6.

Bids are to be submitted online to the website <https://wbtenders.gov.in> in two folders before the prescribed date and time using Digital Signature Certificate (DSC). The documents will get encrypted (transformed into non readable formats) on uploading. The two folders are:

- 1) Technical Bid: containing Statutory Cover and Non-statutory cover
- 2) Financial Bid: containing Bill of Quantity

#### 6. Technical Bid (SINGLE FILE MULTIPLE PAGE SCANNED)

6.1. Statutory Cover shall contain the following documents:

##### A) Tender Documents:

A	Notice Inviting e-Tender.
B	Copy of the receipt of online submission of EMD or Scanned copy of EMD or documents in support of exemption/relaxation claimed for EMD
C	Specification: "HOSPITAL SUPPLY ITEMS (REMAINING MEDICAL EQUIPMENT ETC.) REQUIRED TO RUN SCS, UPHCS & HWCS" (Annexure-I)
D	Application to participate in e-tender as per prescribed format (Annexure-II).
E	Check List in the prescribed format (Annexure-III)
F	Affidavit for Non-Conviction (Annexure-IV)

6.2. NON-STATUTORY/ MY DOCUMENTS, Containing the following documents:-

Sl. No.	Category	Sub Category	Sub Category Description
A	CERTIFICATES	A1. CERTIFICATE	PAN Card of the Bidder.
			Professional Tax Enrolment Certificate & Latest Paid Challan.
			GST Registration along with copy of last return filed (During last Six Month).
B	COMPANY DETAILS	B1. COMPANY DETAILS	Certificate of Incorporation/ Partnership Deed. Updated Trade Licence. Major work order of last two years in Govt. /semi Govt. /Reputed Private sector.
C	CREDENTIAL	C1: CREDENTIAL	Credential certificate of similar type of work/supply from Govt. Organization (as noted in para 9.1.e.).
D	FINANCIAL INFORMATION	D1: PAYMENT CERTIFICATE	Audited Profit & Loss Accounts (FY -2017-18 & 18-19), Audited Balance Sheets (FY -2017-18 & 18-19) & IT Return/acknowledgement for last 2 year (AY -2018-19 & 19-20).

**Please note,**

- A. **The documents are to be submitted in the same sequence, mentioned above.**
- B. **No extra documents are to be uploaded. Bidders are also requested to check the quality of the scanned documents before uploading. Any document or its part, found illegible will be treated as blank document & will not be reckoned as valid document.**

**7. Financial Bid: Bill of Quantity**

The financial bid (cover) or prices quoted should be uploaded online through the Bill of Quantity (BOQ). The bidder shall quote the price online in the space marked for quoting prices in the BOQ. Only downloaded copies of the BOQ are to be uploaded, virus scanned and digitally signed by the bidder. The bidders should quote the rate exclusive of GST, Excise Duty and Cess (wherever applicable) & Service Tax (wherever applicable).

**8. Evaluation of the tenders**

During the tender evaluation process, Technical Bid will be opened first and Financial Bid will be opened subsequently. Those bidders who have qualified in respect of the essential & other requirements in Technical Bid will be identified and their Financial Bid will be opened. The Financial Bid of those tenderer failing to meet the Technical & Other requirements of participating in the tender will not be opened and be rejected. **The tenderer offering the item found suitable and as being as per the tender specification will only be selected on the basis of physical verification.** Final selection of the lowest bidders in respect of Financial Bid is subject to further verification. In case it is found that 2 or more bidders have quoted same rate and that happens to be lowest, then lowest bidder will be decided by draw of lots. THE DECISION OF TENDER SELECTION COMMITTEE WILL BE FINAL AND BINDING IN THIS MATTER.

## 9. TERMS AND CONDITIONS OF THE TENDER

### 1. Minimum Eligibility Criteria:

- a) Only those agencies (having Trade License for such type of business) who have experience in such type or allied types of work of at least TWO YEARS will be eligible.
- b) Bidder should submit turnover in the form of Profit & Loss a/c & balance sheet of last two Financial Year (2017-18 & 2018-19 FY).
- c) Earnest money: The amount of Earnest money (mentioned in page-1) is **Rs. 40,000/- (Rupees Forty Thousand Only)**. Earnest money is to be deposited online by the bidder in the way as described in Memorandum No.-3975-F(Y), dt.-28/07/2016 of Finance Department, Audit Branch, Government of West Bengal. Registered SSI units participating in Govt. tenders are eligible for exemptions from payment of earnest money and security deposit (EMSD) under Rules 47(A) (1) and 47(B)(7) of WBFR, vol.-1, 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.
- d) Refund or Settlement process of EMD will be as per order no. 3975 F(Y) dated 28.07.2016 of Finance Dept. Govt. of WB.

- e) **The intending bidder should produce credential certificate(s) along with order copy (or Work Order along with Payment Certificate) of similar nature of a completed single work having order value of Rs. 8,00,000/- (Rupees Eight Lakh only) during 3 ( Three) years prior to the date of the issue of this Tender notice.**  
**OR**

**The intending bidder should produce credential certificate(s) along with order copy (or Work Order along with Payment Certificate) of 2 (Two) similar nature of completed works, each having order value of Rs. 6,00,000/- (Rupees Six Lakh only) during 3 (Three) years prior to the date of issue of this Tender [Credential Certificate(s) along with order copy or Work Order along with Payment Certificate should be uploaded].**

**The period of three years as mentioned above means service rendered after March, 2016.**

- f) Only those Agencies who have execute such type of supply of thereof turnover of Minimum 20 Lakhs each year i.e. FY 2017-18 & FY 2018-19 [Audited Balance Sheets & Profit and Loss statements of such years should be uploaded].
2. Rate (s) to be quoted against each specified item as mentioned in Financial Bid (BOQ) Form.
  3. The successful tenderer(s) will have to deposit Security Money @5% for items which do not cover warranty and @ 10% for items those are under warranty as per BOQ of the total order value in the form of Pay Order / Bank Draft in favour of "District Health and Family Welfare Samiti, Purba Medinipur District" within 7 (Seven) days of acceptance of the offer. The 5% SD will be released after validity of the period of Tender and the 10% SD will be released after successful completion of Warranty Period of the equipment.
  4. The Earnest money will be forfeited if the tenderer(s) withdraw(s) the tender after opening of bids.
  5. The Security deposit of the successful selected tenderer may be forfeited for failure to supply within specified time and/or, for supplying unsatisfactory articles in quantity and quality.
  6. Bidders will have to present original requisite documents in support of uploaded documents for verification, if asked for.
  7. Downloaded Tender (technical) will be verified by the tender committee as per specified date.
  8. Validity of Tender will normally be 1(One) years from the date of acceptance of tender. This may be further extended up to one year. The procurement will be made in phased manner or

