



Government of West Bengal
Office of the Director
Institute of Post Graduate Medical Education & Research
244, A. J. C. Bose Road, Kolkata -700 020
Email : director.ipgmer@gmail.com Phone : 2204-1101

Memo No: Inst. /1213 /2022

Dated: 07.03.2022

Advertisement No. ICA- T4361(1)/2022

TENDER NOTICE

On Behalf of the Health & Family Welfare Department, Government of West Bengal, Sealed Paper Tender for food for 4+14 days in regards of FBNC Training of staffs nurses at Dept. of Neonatology, IPGME&R-SSKMH is invited by the Director, IPGME&R, 244 AJC Bose Road, Kolkata-700020 from eligible bonafide manufacturer/reputed company/authorized distributor/firms/ Agency. The rate should be quoted inclusive all except GST. The rate must be remaining valid for one year from the date of acceptance of the rate.

Tender documents along with terms and conditions will be available in the departmental website. The interested firm may download from the website www.wbhealth.gov.in / www.ipgmer.gov.in between 09.03.2022 to 16.03.2022.

1. Amount of EMD is **Rs. 10,000/- (Rupees ten thousand only)**.
2. Details Terms & Conditions of the Tender is attached herewith.
3. All sealed tenders along with necessary documents and enclosures and NIT documents will be submitted in the drop box which will be kept at the Office Chamber of the Director on all working days from 09.03.2022 to 16.03.2022 from 10am to 5pm (except Saturday from 10am to 2pm) and 10am to 2pm on 16.03.2022.
4. The Tenders so received will be opened at 16.03.2022 at 3pm in the office Chamber of the Director, IPGME&R, 244 AJC Bose Road, Kolkata-700020
5. The Director, IPGME&R reserves the right to extend the period of download and submission of tender documents, the date of opening of the tender, cancel or modify this tender notice partially or in a whole accept or reject any or all the tenders without assigning any reason thereof.



Director
IPGME&R, Kolkata
Director
I. P. G. M. E&R.
Kolkata-700020

Memo No: Inst. /1213 /2022

Dated: 07.03.2022

Copy Forwarded for information and necessary action to:-

- 1) Director of Medical Education, Govt. of WB, Dept. of H&FW, Swasthya Bhavan, Kolkata-91.
- 2) Director of Health Services, Govt. of WB, Dept. of H&FW, Swasthya Bhavan, Kolkata- 700091
- 3) MSVP, IPGME &R-SSKM Hospital, Kolkata-20
- 4) MSVP, Calcutta Medical College &Hospital, Kolkata-73
- 5) MSVP, R. G. Kar Medical College &Hospital, Kolkata-4
- 6) MSVP, Nilratan Sarkar Medical College & Hospital, Kolkata - 14
- 7) MSVP, National Medical College &Hospital, Kolkata-14
- 8) Notice Board


Director
IPGME&R, Kolkata
Director
I. P. G. M. E&R.
Kolkata-700020

TERMS AND CONDITIONS

- A. The Director, IPGME&R reserves the right to withdraw or modify the tender notice in whole or in part prior to acceptance of the tender offer without assigning any reasons thereof.
- B. The Director, IPGME&R reserves the right to accept or reject any or all offers in whole or part prior to acceptance of the tender without assigning any reasons thereof.
- C. Tender will be done in two bid system :
1. **Technical bid** – It shall include the documents as stated in Annexure-I.
 2. **Financial bid** –It shall include the rate document offered in the given format in Annexure –II.

VALIDITY OF TENDER:

Validity of the lowest tender along with terms and conditions shall remain valid for 1 (One) year with effect from the acceptance of the rate. However validity of tender may be extended for further period on satisfactory performance by the successful bidder.

GENERAL CONDITIONS:

1. All tenderer shall be financially sound, and must abide to keep uninterrupted supply of the item.
2. All tenderer should abide by the terms and conditions of this tender.
3. After scrutiny of the technical bids as in the Annexure I, the financial bid will be opened only for the technically successful bidder.

SCOPE OF WORKS:

1. Dept. of Neonatology, IPGMER, SSKM Hospital has formulated the menu/ items for food for trainees and trainers to be procured via paper tender out of the approved grant of 4+14 days FBNC Training of staff Nurse, vide memo no. HFW-27016/20/2018-SFWB/FBMNC/118 dated 16.12.2021.

SI No	Item	Quantity to be procured	Date
1	Food for trainees and trainers	476 heads (28 heads for 4 days and 26 heads for 14 days)	22.03.2022 to 11.04.2022
2	Food for trainees and trainers	476 heads (28 heads for 4 days and 26 heads for 14 days)	19.04.2022 to 09.05.2022

3. Work done certificate to be taken from concerned authority and the same should be submitted to the IPGMER Store at the time of submission of the bills.

Menu/Items of Food to trainees and trainers-

FUNCTION: Cooked hygienic food is to be supplied for Breakfast, Lunch and Evening Snacks for each participant. The description as follow:-

Menu/Items:

- Breakfast (8.30 A.M. to 9.00 A.M.):
 - Sandwich (standard size) – 2 pcs, Banana -1 Pc, Boiled Egg – 1Pc, Sweet – 1Pc, Tea
 - Or
 - Puri/ Luchi- 5 Pcs, Veg Curry, Sweet -1Pc, Tea
 - Or
 - Roti – 4 Pcs, Veg Curry, Banana -1 Pc, Egg – 1Pc Sweet -1Pc, Tea
 - Or
 - Naan -2 Pcs, Veg Curry, Sweet -1Pc, Tea
 - Or
 - Veg. Chowmein, Sweet -1Pc, Tea
- Lunch (1.00 P.M. to 3.00 P.M) : Rice , Dal, Fry, Veg Curry, Fish/ Chicken/ Mutton, Doi, Sweet, Chatni
- Evening Snacks (4.00 P.m.): Tea & Biscuits.
- Catering Service (Buffet arrangement) to be provided including serving of food to the participants. Drinking Water with arrangement of adequate disposable glasses.

SUBMISSION OF TENDERS:

1. Tender will have to be submitted duly signed by the Tenderer/ Authorized Signatory of a Firm.
2. Rate quoted shall be in figures in INR as well as in words.
3. The quoted rate must not exceed MRP in any way.
4. Rate should be quoted inclusive all except GST.
5. GST will be added extra as per applicable Govt. rate.
6. Technical Bid Form (Annexure-I) with supporting documents should be kept & sealed in an envelope marked as Technical Bid Documents, similarly, Financial Bid Form (Annexure-II) should be kept in a sealed Envelope marked as Financial Bid Envelope. Both sealed envelope should be kept & sealed in a big envelope and to be addressed to Director, IPGME&R, Kolkata subscribing the Tender Notice No & date along with the caption

AMOUNT OF EARNEST MONEY:

The amount of Earnest money Rs. 10000/- (ten thousands only) should be deposited through Demand Draft in favor of the Director, IPGME&R, Kolkata.

REFUND OF EARNEST MONEY:

The earnest money deposited with the tender shall be refunded to the

- i) Unsuccessful Tenderer:-On application for the same to the Director, IPGME&R, Kolkata after finalization of the tender.
- ii) Successful Tenderer:- On application for the same to the Director, IPGME&R, Kolkata after expiry of contract period on satisfactory completion of the job/contract. No interest is payable on EMD.

FORFEITURE OF EARNEST MONEY:

- i) If the firm/Tenderer withdraws his/her offer after accepting the supply order/ work order
- ii) If the firm fails to execute the supply order/work order within stipulated day of completion regarding the acceptance of tender, written permission is to be taken from the Director, IPGME&R, Kolkata for extension of time if required. Allowing the further time shall be at the total discretion of under signed and his decision in this regard is to be treated as final.
- iii) Failing to deposit the security money as directed by the Director, IPGME&R, Kolkata within the period as stipulated.

A) SECURITY MONEY:

- i) The Security Deposit of **3% of the work value** will have to be made in the form of Demand Draft in favour of The Director, IPGME&R, Kolkata.
- ii) The Security Deposit will have to be submitted after getting work order and prior to submission of bills and Challan.

B) RELEASE OF SECURITY MONEY:

Release of Security Money will be made after receiving the application from the suppliers after Successful Completion of service.

C) FORFEITURE OF SECURITY MONEY:

Forfeiture of Security Money will be done if the Bidder supplied materials deficient in quality or quantity and work done is not satisfactory.

SUBMISSION OF FALSE INFORMATION:

In case submission of any false and misleading information/misconduct and /or repeated unsatisfactory execution of contract, the Director, IPGME&R, Kolkata reserves the right to impose penalty or to terminate the contract / work after giving 7 days notice.

ESSENTIAL DOCUMENTS: (Self attested legible photocopy)

1. Valid trade license/ Enlistment
2. Valid PAN card of bidder/Bidder Company
3. GST Registration Certificate
4. Last GST Return
5. Credentials of same nature of supply/work in a govt. Hospital/Govt. Institution.
6. EMD as stated
7. NIT documents

RATE:

The rate should be quoted in Indian Rupees only as mentioned in the appropriate column. (Alternative offer will not be accepted).

SELECTION OF OFFERS:

- i) The decision of Tender Selection Committee in this respect will be final.
- ii) The lowest Tender will be accepted reserving the rights to reject the same by Tender Committee.
- iii) If any abnormally high or low rate is received in comparison to the prevailing market rates, the Tender will be rejected.

OPENING OF TENDER OFFERS:

The Tender offers shall be opened on the date and time as given in the tender notice. Each tenderer himself or one authorized representative on his/their behalf may be present during the time of opening of the Tenders.


Director
IPGME&R, Kolkata


Director
I.P.G.M.E. & R.
Kolkata-700020

Technical Bid Form

To
The Director
IPGME&R,
244, A. J. C. Bose Road,
Kolkata – 700020

Tender Reference Memo No.& Date:

Sir,

I am submitting herewith the Technical Bid Documents as detailed here-in: Self attested legible photo copy.

Sl No.	Particulars	Submitted (Please Tick)		Page No.
		Yes	No	
1.	Valid trade license/ Enlistment			
2.	Valid PAN card of bidder/Bidder Company			
3.	GST Registration Certificate			
4.	Last GST Return			
5.	Food license (if applicable)			
6.	Credentials of same nature of supply/work in a govt. Hospital / Govt. Institution.			
7.	EMD as stated			
8.	NIT Documents			

Details of EMD:

- a) Demand Draft No. :
b) Date :
c) Name of Bank/Branch :
d) Amount Rs. :

Name of the Bidder/Agency/Vendor/Manufacturer

Signature

Stamp:

Date:

- The rate quoted shall remain valid upto one year from the date of acceptance of the rate.
- I/We shall abide by all the terms & conditions as detailed in the tender notice.
- We understand that-
 - Tender Selection Committee can amend the scope & value of the contract bid under this project.
 - Tender Selection Committee reserves the right to reject any application without assigning any reason.

Name of the Farm/Agency:

Address:-

Mobile No.:-

Email:-

Date:

Signature of Bidder

Financial Bid Form

To
 The Director
 IPGME&R, Kolkata,
 244, A. J. C. Bose Road,
 Kolkata - 700020

Tender Reference Memo No.& Date:

Sir,

I hereby quote the rate (Rate quoted shall remain valid up to one year from the date of acceptance of the rate.)

Rate should be quoted in this page only.

Sl No.	Item Name	Description/Specification	Unit	Quoted Amount/unit without GST (Rate should be quoted including all except GST). GST will be as per Govt. rate
1.				
Total				

Name of the Bidder / Agency

Signature

Stamp:

Date: