

Government of West Bengal
Directorate of Health Services
Swasthya Bhavan, A-wing, 3rd Floor
GN-29, Sector-V, Salt Lake City
Kolkata-700091

Memo No. H/SFWB/7P-02-2017/ 1227

Date: 07.09.2017.

NOTICE INVITING e-TENDER No.01 / RCH/ SFWB of 17-18

The State Family Welfare Officer & Jt.DHS(FW) invites e-tender for the work detailed in the table below. (Submission of Bid through online)

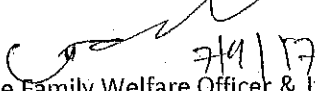
Name of Work	Estimated Amount	Earnest Money	(Cost of Documents)	Period of Completion	Concerned Office	Eligibility of Bidder
	(In Rupees)	(In Rupees)	(In Rupees)			
Print, Supply and Delivery of Immunization Hand Book and different registers under SFWB, West Bengal		1,00,000.00 (Rupees one lakh) only	Initially Nil, Rs 5000/- per copy of tender schedule to be purchased by the successful bidder at the time of agreement	1x60 Days	State Family Welfare Bureau, A-Wing, 3 rd Floor, Swasthya Bhavan.	Bonafied resourfull experience agency (Eligibility Criteria as per SI No 3 mentioned below)

(1) In the event of e-filling, intending bidder may download the tender documents from the website: - <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate & necessary cost of EMD to be remitted through demand draft/pay order issued from any RBI scheduled bank in favour of 'State Health and Family Welfare Samity (A/c-RCH),' and also to be documented through e-filling. The original part of online submission of EMD, should be submitted physically to the office of State Family Welfare Officer & Jt. DHS(FW) by the lowest bidder after opening of the bid within the stipulated date which will be mentioned and uploaded online by the tendering authority after financial evaluation.

2) Technical Bid & Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>

(3) Eligibility criteria for participation in the tender:-

The prospective bidders shall have satisfactorily completed as a prime agency during the last 3(three) years from the date of issue of this Notice at least one same nature of printing and delivery work under authority of State/ Central Govt. State /Central Govt. undertaking/ Statutory Bodies constituted under the stature of the Central / State Govt. and having a credential of amount at least Rs.20,00,000/- (Rupees twenty lakhs) only in a single work. [Non statutory Documents]


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Clarification: Certificate of Work completion within India only will be considered as credential.

(iii) Valid Trade License, Pan Card , P Tax, VAT Registration Certificate/ No. to be accompanied with the Technical Bid Documents, Income Tax Acknowledgement Receipt for AY2017-18 / latest assessment year to be submitted. [Non statutory Documents]

(4) No mobilization /secured advance will be allowed.

(5) Bids shall remain valid for a period not less than 120 days (One Hundred Twenty) from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

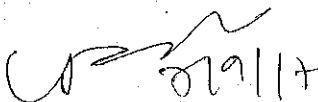
(6) Connection with the work, Arbitration will not be allowed. Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.

(7) Important Information : - (Date & Time schedule)

Slo. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. Documents (online) (Publishing Date)	08.09.2017
2	Documents download/sale start date (Online)	08.09.2017
3	Documents download/sale end date (Online)	22.09.2017
4	Bid submission start date (On line)	08.09.2017
5	Bid Submission closing (On line)	22.09.2017 up to 5.00 p.m.
6	Last Date of submission of original copies for the cost of EMD (Off line) by the Lowest bidder	Inform later
7	Bid opening date for Technical Proposals (Online)	10.10.2017 at 12.00
8	Date of uploading list for Technically Qualified Bidder(online)	11.10.2017 onwards
9	Date & Place for opening of Financial Proposal (Online)	12.10.2017 onwards
10	Date of uploading of list bidders along with the offer rates through (on line).	18.10.2017 onwards

(8) LOCOATION OF CRITICAL EVENT: BID OPENING PLACE

Office of the State Family Welfare Bureau, A-
Wing, 3rd Floor, Swasthya Bhavan, Sector-V,
Saltlake-91


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(9) All the Prospective Bidders shall have to execute the work in such a manner so that appropriate service level of the work is kept during progress of work to the successful completion of the work to the entire satisfaction of the Officer in charge may be considered towards release of full "Security Deposit".

No interest would be paid on the Performance Security Deposit.

(10) All Bidders are requested to present in the **Office of the undersigned**, during opening the technical bid and financial bid. **State Family Welfare Officer & Jt. DHS(FW)** may call **fresh tender** after opening of the said bid to obtain the suitable rate further, if it is required. No objections in this respect will be entertained raised by any Bidder who will present during opening of bid, or from any Bidder who will absent at the time of opening of Financial Bid. No informal Bidder will be entertained in the Bid further.

(11) **Earnest Money:** - The amount of Rs. 1,00,000.00 (Rupees one lakh) only should be remitted through Bank Draft/Pay order in favour of "**State Health & Family Welfare Samity (A/C-RCH)**" against the work as earnest money. This clause is also applicable for all categories of applicants expect those are expected as per Government order no. 1110F, dated 10/02/2006 of Special Secretary Finance Department, Govt. of West Bengal.

(12) (A) The intending Bidders 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.

(B) **State Family Welfare Officer & Jt. DHS (FW)** reserves the right to reject/cancel any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding.

(C) **State Family Welfare Officer & Jt. DHS (FW)** reserves the right to issue any corrigendum to the NIT or cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

(13) **Refund of EMD:** The Earnest Money of all the unsuccessful bidders is not necessary to deposit to the office of the undersigned. Successful bidder earnest money will be released after @90% of the final bill amount.

(14) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before tendering the bids.


(15) Conditional/ Incomplete tender will not be accepted.

(16) No price preference is allowed for the bidder and no escalation of price is allowed in any circumstances throughout the validity of the tender, execution of the work or before receiving the full payment.

(17) If any bidder withdraws his/her offer before acceptance or refuse within a reasonable time without giving any satisfactory explanation, he /she shall be disqualified for submitting tender under State Family Welfare Bureau for minimum period of 1(one) year.

(18) During the scrutiny, if it come to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

(19) Before issuance of the **WORK ORDER**, the tender inviting authority may verify the credential and other original documents of the lowest bidder if required. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false in that case work order will not be issued in favour of the said bidder under any circumstances. **The tender signing person of the agency must be physically present at the office of the undersigned at the time of make the agreement of the successful bidder as well as during the verification time of the necessary original papers.**


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(20) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence

- (i) e-N.I.T
- (ii) Technical Bid.
- (iii) Financial Bid.

(21) Qualification Criteria: -

The tender inviting & Accepting Authority through an " Technical Committee" will determine the eligibility of each bidder. The financial offer of the prospective bidder will be considered only if the bidder qualifies in the Technical Bid. If any document submitted by a bidder is either manufacture or false, in such cases the eligibility of the bidder will be out rightly rejected at any stage without any prejudice. The decision of **State Family Welfare Officer & Jt.DHS(FW)** will be final and no challenge against such decision will be entertained.

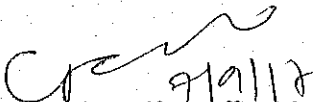
(22) Issuance of work order as well as payment will depend on availability of fund and no claim what so ever will be entertained for delay of Issuance of work order as well as payment, if any.

(23) Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall while uploading any tender for and on behalf of such company or firm, invariably upload a **copy of registered power of attorney** showing clear authorization in his favour by the rest of the directors of such company or the partners of such firm to upload such tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act,

(24) The successful bidder has to execute an agreement in Non Judicial Stamp Paper before during the issue of the final work order.

(25) The tender inviting authority is not obligated to offer work order to the lowest bidder.

(26) Tender inviting authority at his own discretion may relax minor shortfall (if any) of the qualification criteria of the participants for the interest of Government works.


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The following quantities are requires at present:

Name of Book	Technical Specification	Estimated Quantity
Immunization Hand Book for Medical Officers,2016	(i) Size – 8.5" x 11" (ii) Paper : inside: 130 GSM Art Paper Cover: 210 GSM Art Board (iii) Text pages : 154 leafs (306 pages) Text pages (A): 36 leafs of multi colour Text pages (B): 236 pages of Mazanda / Syan (iv) Printing : 36 leafs Multi colour and 118 leafs Mazanda / Syan colour printing (v) Cover printing: Multi colour (vi) Binding: section swing, perfect blue binding and cover laminated with 80 microns	3200 (three thousand and two hundred)
IUCD Service Delivery Register	(i) Paper size: 13.25" x 8.5" (ii) Hard board size: 13.75" x 8.75" (ii) Paper : 80 GSM conquest(ISI make),32 ounce hard board cover paper (iii) Printing – Black and white both side (iv) Binding: Corner and side cloth, half rexin binding side sewing (v) No of pages: 50 leafs with machine serial no.(100 pages)	2500 (Two thousand and five hundred)) Copies
IUCD Service Follow up Register	i) Paper size: 13.25" x 8.5" (ii) Hard board size: 13.75" x 8.75" (ii) Paper : 80 GSM conquest(ISI make),32 ounce hard board cover paper (iii) Printing – Black and white both side (iv) Binding: Corner and side cloth, half rexin binding side sewing (v) No of pages: 50 leafs with machine serial no.(100 pages)	2500 (Two thousand and five hundred)) Copies
PP IUCD Service Delivery Register	i) Paper size: 13.25" x 8.5" (ii) Hard board size: 13.75" x 8.75" (ii) Paper : 80 GSM conquest(ISI make),32 ounce hard board cover paper (iii) Printing – Black and white both side (iv) Binding: Corner and side cloth, half rexin binding side sewing (v) No of pages: 50 leafs with machine serial no(100 pages)	250 (two hundred and fifty) Copies
	i) Paper size: 17.5" x 11.25" (ii) Hard board size: 18" x 11.75" (ii) Paper: 80 GSM conquest(ISI make),40 ounce hard board cover paper (iii) Printing – Black and white both side (iv) Binding: section swing, half rexin with cloth & side corner (v) No of pages: 150 leafs with machine serial no (300 pages).	1000 (one thousand) Copies
	(i) Paper size: 17.5" x 11.25" (ii) Hard board size: 18" x 11.75" (ii) Paper: 95 GSM conquest(ISI make),40 ounce hard board cover paper (iii) Printing – Black and white both side (iv) Binding: section swing, half rexin with cloth & side corner (v) No of pages: 250 leafs with machine serial no(500 pages).	500 (five hundreds) Copies

Handwritten signature

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Name of Book	Technical Specification	Estimated Quantity
PP IUCD Service Follow up Register	i) Paper size: 13.25" x 8.5" (ii) Hard board size: 13.75" x 8.75" (ii) Paper : 80 GSM conquest(ISI make),32 ounce hard board cover paper (iii) Printing – Black and white both side (iv) Binding: Corner and side cloth, half rexin binding side sewing (v) No of pages: 50 leafs with machine serial no(100 pages)	12000 (twelve thousands) Copies
	i) Paper size: 17.5" x 11.25" (ii) Hard board size: 18" x 11.75" (ii) Paper: 80 GSM conquest(ISI make),40 ounce hard board cover paper (iii) Printing – Black and white both side (iv) Binding: section swing, half rexin with cloth & side corner (v) No of pages: 150 leafs with machine serial no(300 pages).	2000 (two thousands) Copies

Terms and Condition:

Stipulated Period: 60 (Sixty) days from date of final work order.

1. The successful agency must execute an agreement in Non Judicial Stamp Paper with SFWO & Jt.DHS(FW) covering all the points of terms, conditions and schedule of works at the time of issuing of final work order. Tender signed person on behalf of the successful bidder must be present personally at my office during the make the agreement paper and issuance of final work order as well as during the verification time of original papers.
2. Rates should not be consolidated & comprehensive of all taxes.
3. Agency will submit the bill along with all the relevant papers .
4. If any change is to be necessary during works, it must be approved by the department.
5. The materials has to supplied at Central Family Welfare Stores, Bagbazar, Kolkata.
6. @ 90% bill amount will be made after successful printing and delivery the materials by the agency. Balance 10% amount will be released after 6 (Six) moths from completion the works.
7. **Hard and Soft copies of the noted registers and book will be provided to the successful bidder. One set copy of each manual (printing copy) should be approved from the undersigned before issuance the final work order and agreement within 10(ten) working days from issuance of provisional work order.**
8. Earnest money will be released to the successful bidder after 90% of the bill payment.

INSTRUCTION TO BIDDERS

1. General guidance for e-Tendering

Instructions/ Guidelines for tenders for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.


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2. Registration of Contractor

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system; through logging on to <https://etender.wb.nic.in> the contractor is to click on the link for e-Tendering site as given on the web portal.

3. Digital Signature certificate (DSC)

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

4. The contractor can search & download NIT & 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. Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all of his application will be rejected for that job.

6. Submission of Tenders.

General process of submission, Tenders are to be submitted through online to the website in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) the documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

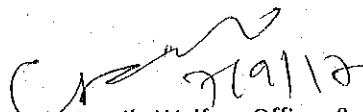
A. Technical proposal

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

All statutory and non statutory documents copy should be self attested with rubber stamp before uploading.

A-1. Statutory Cover Containing

- i. Demand Draft/ bankers Cheque towards earnest money (EMD) as prescribed in the NIT against each of the serial of work in favour of the State Health & Family Welfare Samity (A/c-RCH)
- ii. NIT with all terms and conditioned, agenda & corrigendum (**download & upload the same digitally Signed, quoting rate will only encrypted in the B.O.Q. under Financial Bid.**)


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Technical Proposal:

I. "BID- A-1"

II.

(SINGLE FILE MULTIPLE PAGE SCANNED) The scanned document uploaded should be legible and readable and should not be repetitive. Uploading of illegible scanned document will not be accepted and will stand for rejection of bid

A	Copy of the Demand Draft / pay order of Rs.1,00,000.00 (Rs. one lakh) in favour State Health & Family Welfare Samiti (A/C-RCH) from any Nationalized bank
B	e-NIT

1. A-2. NON-STATUTORY/ MY DOCUMENTS Containing the following documents:

This folder will be named as 'My Document'

Sl	Category	Sub Category	Sub Category Description
A	Certificates	Certificates	P Tax
			Pan Card
			Income Tax Acknowledgement Receipt for the last Assessment year / 2017-2018
			VAT/ CST Registration certificate
B.	COMPANY DETAILS	COMPANY DETAILS	Trade Licence/Enlistment
			Registered Deed of partnership Firm/ Article of Association &Memorandum
			Power of Attorney (For Partnership Firm/ Private Limited Company, if any) or as mentioned in Sl No 23 of this NIT
			Requisite Completion Certificate for completion of at least one same nature of maintenance work having a magnitude of at amount at least Rs 20,00,000/- (Rs.twenty lakhs) only in a single work order during any last three (3) years

Note: -Failure of submission of any of the above mentioned documents (as stated in A1 & A2) if applicable to a bidder, will render the tender liable to summarily rejected for both statutory & non statutory cover.

B. Financial proposal

- 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 online through computer in the space marked for quoting rate in the BOQ.
- Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.


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

Submission of false document by renderer is strictly prohibited & if found action may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

8. **REJECTION OF BID**

The Employer (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 (Final acceptance after completion of agreement in Non Judicial Stamp Paper)** without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (tender accepting authority) action.

9. **AWARD OF CONTRACT**

After issuing provisional work order to the successful bidder, the bidder has to make an agreement in Non Judicial Stamp Paper for agreement with The Government. Award of Contract will be issued accordingly.

Sd/-
State Family Welfare Officer & Jt.DHS(FW)

Date: 07.09.2017

Memo No: H/SFWB/7P-02-2017/ 1227/1(5)

(1) Commissioner Family Welfare and Mission Director, NHM

(2) Director, FMG

(3) DD(FW)

(4) DS(IT) with the request to upload the noted e-NIT in the departmental website.

(5) ADHS(EPI)

Sd/-
State Family Welfare Officer & Jt.DHS(FW)


State Family Welfare Officer & Jt.DHS(FW)