



Government of West Bengal
Department of Health & Family Welfare
Office of the Chief Medical Officer of Health
Rampurhat Health District, Birbhum

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Memo No:- DHFWS/RPH/DPMU/1852

Dt.18.07.2022

NOTICE INVITING E TENDER (3RD CALL) FOR SUPPLY OF TIFFIN & FOOD FOR HEALTH PROGRAMMES FOR THE YEAR 2022-23 BY THE CMOH, RAMPURHAT HD

(Through Pre-qualification)

(Submission of Bid through NIC e tender portal)

Chief Medical Officer of Health, District Health & Family Welfare, **RAMPURHAT HD** invites bids through E- tenders in two bid systems (Technical and Financial Bid) for supply of Tiffin & Food for different events related to Health Programmes in this health district. 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, **RAMPURHAT HD** during office hours.

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 or from the Health & Family Welfare Department's website www.wbhealth.gov.in & necessary **EARNEST MONEY** issued from any nationalized bank / scheduled bank in the form of **ONLINE PAYMENT / NEFT** and also to be documented through e-filing.

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 <http://wbtenders.gov.in>. All papers must be signed submitted in English language with Page Marking.

3. Time Schedules for the e-tender

THE TIME SCHEDULE FOR OBTAINING THE BID DOCUMENTS, PRE BID MEETINGS, REGISTRATION WITH THE TENDERING AUTHORITIES, THE SUBMISSION OF BIDS AND OTHER DOCUMENTS ETC. WILL BE AS PER THE LIST PROVIDED, AS GIVEN BELOW.

SUBMISSION OF THE TENDERS:

The tender is to be submitted in a **Two Bid System**.

Technical Proposal:

4. "BID A": Technical Documents:-

STATUTORY COVER, containing the following documents :**(SINGLE FILE MULTIPLE PAGE SCANNED)**

A. EMD: Rs10,000/- (Ten Thousand) as Earnest Money for the whole tender or EMD exemption NSIC Certificate / SSI (MSME) ACKNOWLEDGEMENT MUST be submitted. Deposition of Earnest Money:

B. CHECK LIST in the prescribed format

C. Application in the prescribed format given in Annexure I

The process may be followed as per memorandum of the Finance Department Audit Branch vide Memo No-3975-F(Y) dated: 28 th. July, 2016.

1. Login by bidder:

a) A bidder desirous of taking part in a tender invited by a State Government office / PSU / Autonomous Body / Local Body / PRIs, etc shall log in to the e Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.

b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:

i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway.

ii) RTGS / NEFT in case of offline payment through bank account in any Bank.

2. Payment procedure:

a) Payment by Net Banking (any enlisted bank) through ICICI Bank Payment Gateway

i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with as trying containing a Unique ID) where he will select the Bank through which he / she wants to do the transaction.

ii. Bidder will make payment after entering his Unique ID and password of the bank to process the transaction.

iii. Bidder will receive a confirmation message regarding success / failure of the transaction.

iv. If the transaction is successful, the account paid by the bidder will get credited in the respective Pooling account of the State Government / PSU / Autonomous Body / Local Body/ P.R.I.s, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD / Tender Fees .

v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT

i) On selection of RTGS / NEFT as the payment mode, the e-Procurement Portal will show a pre- filled challan having details to process RTGS/NEFT transaction.

ii) The bidder will print the challan and use the prefilled information to make RTGS / NEFT payment using his bank account.

iii) Once payment is made, the bidder will come back to the e- procurement portal after expiry of a reasonable time to enable the NEFT/ RTGS process to complete, in order to verify the payment made and continue the bidding process.

iv) If verification is successful, the fund will get credited to the respective Pooling Account of the State Government / PSU / Autonomous Body / Local Body / PRIs etc. maintained with the focal point branch of ICICI Bank at R.N.Mukherjee Road, Kolkata for collection of EMD / Tender Fees.

v) Hereafter, the bidder will go to e-Procurement Portal for submission of the bid.

vi) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

3. Refund/ Settlement Process.

i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-payment portal of the State Government, the tender inviting committee will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of unsuccessful bidders, to the ICICI Bank by the e-procurement portal through web services.

ii) On receipt of the information from the e procurement portal, the bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank account from which they made payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on rejection of bid is uploaded to the e procurement portal by the tender inviting authority.

iii) Once the financial bid evaluation is electronically processed in the e- procurement portal, EMD of the technically qualified bidders other than that of L1 and L2 bidders will be refunded, through an automated process, to the respective bidder's bank account from which they made the payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority. However, L2 bidder should not be rejected till the LOI process is successful.

iv) If the L1 bidder accept the LOI and the same is processed electronically in the e- procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 bank working days where T will mean the

date on which information on Award of contract (AOC) to the L1 bidder is uploaded to the e-procurement portal the tender inviting authority.

v) As soon as the L1 bidder is awarded the contract (AOC), and the same is processed electronically in the e-procurement portal –

a) EMD of the L1 Bidder of the tenders of the State Government Offices will automatically get transferred from the Pooling account to the State Government Deposit Head '8443-00-103-001-07' through GRIPS along with the bank particulars of the L1 bidder.

b) EMD of the L1 bidder for the tenders of the State / PSU / Autonomous Bodies / Local Bodies / PRIs etc. will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L1 bidder.

In both the above cases, such Transfer will take place within T+1 bank working days where T will mean the date on which the award of contract (AOC) is issued.

vi) The bank will share the details of GRN No. generated on successful entry in GRIPS with the e-procurement portal for updating.

vii) Once the EMD of L bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account of the Government Revenue Receipt Head "007060-800-013-27" through GRIPS for Government Tenders and to the respective linked bank accounts for State / PSU / Autonomous Body / Local Body / PRIs etc.

viii) All refunds will be made mandatorily to the bank account from which the payment of EMD and tender fees (if any) were initiated.

5. OTHER-STATUTORY CONTAINING THE FOLLOWING DOCUMENTS:-

(a) Company Specific Technical Documents:- (SINGLE FILE MULTIPLE PAGE SCANNED)

Sl.No.	Category	SubCategory	SubCategoryDescription
A	Certificates	A1.Certificates	PAN Card of the Bidder/Authorized Signatory(Digital Signatory Holder)
			GST Registration certificate
B.	COMPANY DETAILS	B1.COMPANYDETAILS1	Valid Trade License P .TAX, F. Y- 2021-22 Income Tax return F. Y 2020-21 Valid Food License from competent authority As applicable.
C.	CREDENTIAL	C1: CREDENTIAL1	Having experience in supply of food & Tiffin, at least 1 (one) year and have satisfactory supply order in Govt. Institute (Mainly) value of Rs.1,00,000/- (Rupees One Lakh only) in a year, will be eligible

b). " BID B" : FINANCIAL COVER:- BOQ

TERMS AND CONDITIONS OF THE TENDER

1) Minimum Eligibility Criteria:

a. Only those firms / agencies (having Trade License such type of Business) & who have experience in such type of job of at least 1 (one) year and have satisfactory supply of order in Govt. Institute (Mainly) value of Rs. 1,00,000/- (Rupees One Lakh only) in a single financial year , will be eligible. Agencies/Supplier must have Food Safety License from Department of Health.

2) Bidder will be required to deposit Rs. 10,000/- (Rupees fifteen thousand) only as EMD (Earnest Money Deposit).

a) The successful tenderer(s) will have to deposit Security Money Rs. 15000/- in the form of Pay Order / Bank Draft in favour of "District Health and Family Welfare Samity, Rampurhat HD". And **If any bidder submit much lower rate than the estimated amount put to the tender, in such cases to ensure the quality and proper execution of the supply order, TIA to decide that additional performance Security @ 10% of the Tender**

amount(i.e. Rs 50000/-) shall be obtained from the successful bidder if the accepted bid value is 80% or less of the Estimate put to Tender under Notification No.4608-F(Y) dated 18th July 2018

The Earnest money will be forfeited if the tenderer(s) fail to deposit the Security Money Deposit within 7 (Seven) days of acceptance of the Offer Letter.

- b) The unsuccessful Tenderer(s) will receive their earnest money back in time. The earnest money will be refunded after the deposit of full amount of the Security Money for successful Tenderer(s).
- c) The Earnest money will be forfeited if the tenderer(s) withdraw(s) the tender after opening of bids.
- d) EMD exemption is allowed for those having SSI (MSME) Part II or NSIC certificate.

3) Documents required for Technical Bids are mentioned in specimen Form of Technical Bid.

4) The Rate should be quoted in percentage and that uniform percentage shall be applicable on the base prices to all the items as described in the "ITEM DESCRIPTION" except the items to be procured in MRP as mentioned in "NOTE" in item description page.

5) Above rate can't be accepted.

a. The Security deposit of the successful selected bidder may be forfeited for failure to supply within specified time and / or, for supplying unsatisfactory articles in quantity and quality.

c. The order will stand automatically cancelled after a delay period equivalent to double the stipulated period.

d. Penalty will be recovered from the outstanding bill if any L1 bidder fails to supply the required item within the stipulated date & time. The purchasing authority may procure such item from the L2 bidder (negotiable rates) / L2 (in the same rate) / from the market or by any such process so as not to hamper the programme concerned.

e. Before imposing any penalty as per the above clause, the concerned supplier will be given opportunity to give his reply but decision of the CMOH, Rampurhat HD will be final.

f. Chronic late suppliers will invite negative preference in subsequent tenders from this office. Habitual defaulter and / or failed bidder will be debarred from participation in next tender process of this establishment.

6) Bidders will have to present original requisite documents in support of uploaded documents for verification, if asked for.

7) Validity of Tender will normally be 1(one) year from the date of acceptance of tender. It may be extended up to 3(Three) years with the concurrence of bidder. The procurement will be made in phased manner or at a time subject to requirement during validity period. Quantity will be as per requirement. Authority has no obligation to purchase all the items mentioned in the tender.

8) The Tender is valid to all The Institutions under the control of CMOH Rampurhat HD.

9) Purchase will, however be made following the existing purchase policy of the Government of West Bengal and its amendment (S) made from time to time. The Purchase policy of the state Government as provided in the West Bengal Financial Rules, the policy of price preference in particular incorporate under Notification No.10500-F dated 19.11.04 should be observed in considering the tenders & 5400-F dated 25.06.2012.

10) The Earnest Money may be kept in custody of the authority as a part of Security Deposit of the successful bidder(S) and will be released after expiry of the tender period if bidder expresses in written.

11) Earnest Money will be refunded to the unsuccessful bidder on written request on production photocopy of demand draft. No interest will be payable on the EMD.

- 12) In case it is found that two or more bidders have quoted same price, all of them will be eligible as L1. Work order will be issued in rotation basis by draw of lots.
- 13) Any Co-operative without having proper permission (from Competent Authority for such job) of concerned business will not be entitled to get exemption of EMD security deposit and/or any rate preference.
- 14) All terms and conditions as mentioned above will have to be accepted by the bidder(s).
- 15) Timelines for downloading and submission of E-Tender along with other datelines has been noted below.
- 16) Quantity of items are subject to the Programme requirement, any item(s) may be zero in the whole tender period.
- 17) E- Tender should be addressed to the Chief Medical Officer of Health, Rampurhat HD, Birbhum. Bidders may download tender enquiry documents from the website www.wbtenders.gov.in and www.wbhealth.gov.in.
- 18) Any subsequent notice regarding this tender shall be uploaded in above website only.
- 19) In the event of any of the above mentioned dates being declared as a holiday for the CMOH, Rampurhat HD the tenders will be opened on the next working day at the appointed time or as desired by Tender selection Committee.
- 20) Financial Bids are attached herewith (BOQ).
- 21) **The Bidder must have a Shop / Hotel / Restaurant / Canteen / eatery etc. which should be situated within 10 K/M radius from Office of the CMOH Rampurhat HD otherwise the bidder will not be eligible.**
- 23) The authority reserves the right to accept or reject any tender in part or in full even the entire tender process at any time prior to the award of contract without assigning any reasons thereof.

Other Terms & Condition for FOOD SUPPLY

1. **The utensils & other furniture should be good condition,**
2. **Quality and Quantity should be maintained as per the specification otherwise firm will be rejected**
3. **The Food should be hygienic & fresh as per specification.**
4. **Timely supply of cooked food.**
5. **Agency cannot choose to supply the order or number of quantity**
6. **Rate including all charges (GST/others)**
7. **Normally foods have to be served at the venue, no extra cost will be provided for packaging if required except item no-19 in item description page.**
8. **Refusal of supply and poor quality of food, misbehaviour of supplier, etc happens then the contract will be cancelled for further supply.**
9. **Any other items which are not included in the BOQ may be procured as per market price.**

Date and Time schedule of Tender:

Sl.No	Particulars	Date&Time
1	NIT &Other documents publish online	18.07.2022
2	Online documents download start date, Date of publishing	18.07.2022 at 6 PM
3	Online document download end date	26.07.2022 upto 1PM
4	Online bid submission start date	18.07.2022 at 6 PM
5	Pre-bid meeting to be held at the office of CMOH, Rampurhat	21.07.2022
6	Online bid submission end date	26.07.2022 upto 1PM
7	Online bid opening date for Technical proposals	28.07.2022 at 1PM
8	Date of online uploading list for Technically qualified Bidders	29.07.2022 at 1 PM
9	Date of online opening of Financial Proposal	To be notified later

The authority reserves the right to accept or to reject any or all the tenders and to get part work done by the engaged contractors without assigning any reason and also to cancel the tender process without assigning any reason whatsoever.

Chief Medical officer of Health

Secretary, DH&FWS, Rampurhat HD.

Memo. No:- DHFWS/RPH/DPMU/1852/1(7)

Dated:-18/07/2022

Copy forwarded for kind information:-

1. The District Magistrate, Birbhum
2. The ADM (G), Birbhum
3. The Dy. CMOH -I/III/ ACOH, Rampurhat HD.
4. The Accounts Manager, D.H.& FW.S., Rampurhat HD.
5. The D.P.M, DPMU, Rampurhat HD.
6. The D.A.M, DPMU, Rampurhat HD.
7. Notice Board of the CMOH Office, Rampurhat Health District.

Chief Medical officer of Health

Secretary, DH&FWS , Rampurhat HD.

Memo.No:-DHFWS/RPH/DPMU/1852/2(2)

Dated:18/07/2022

Copy forwarded for kind information and with a request to publish in official web page.

1. The Technical Director (IT Cell), Swasthya Bhawan, Kolkata -91
2. The DIO, NIC, Birbhum

Chief Medical officer of Health

Secretary, DH&FWS , Rampurhat HD.