



**GOVERNMENT OF WEST BENGAL  
HEALTH & FAMILY WELFARE DEPARTMENT  
NATIONAL HEALTH MISSION (NHM)  
GN -29, 4<sup>th</sup>FLOOR, Swasthya Sathi,  
SWASTHYA BHAWAN PREMISES, SECTOR –V  
SALT LAKE, BIDHANNAGAR, KOLKATA – 700 091**

**Bid Reference No.: IEC-HFW/185/2019/NHM-01/2021**

**Dated: 04/01/2021**

**NOTICE INVITING e-TENDER**

**FOR HIRING AGENCY FOR DOCUMENTATION OF THE IEC RELATED ACTIVITIES  
THROUGHOUT THE STATE.**

National Health Mission West Bengal, being the umbrella for implementation of different health programmes, inviting e-bid from bonafide agencies for digital documentation of IEC/BCC related activities of different programmes of National Health Mission under Department of Health & Family Welfare Govt. of West Bengal.

For transparency in the bidding process and to ensure wider participation, National Health Mission, West Bengal would like to invite e-bid from all intending bidders, in accordance with the procedure elaborated below and subject to the broad terms and conditions mentioned, to ensure widest possible participation and encourage healthy competition among the bidders:

- a) Any bonafide agencies having registered office in India & operational unit in West Bengal can participate.
- b) The agency should have aggregated annual turnover of Rs.50 Lakh (Fifty Lakh only) for the last three financial years (2017-18, 2018-19, 2019-20) would be allowed to participate in the process.
- c) **EMD:** Bidders to submit EMD of amount Rs. 20,000 (Ten twenty thousand only) online.
- d) The item wise list of Photography, AV Recording, preparation of AV and printed documentation is to be given in **Annexure A**. The bidders are to quote rates in the designated cells of charges in BOQ Format of Financial Bid. A single agency will be selected for all activity (e.g. Still photography, Audio recording, AV recording, preparation of AV with editing, Documentation of success story). Selection of bidder will be based on the aggregated cost for all items considering single unit under each work. The bidder quoted lowest rate will be selected.
- e) The quoted price will be excluding of travelling, boarding and lodging cost. The cost of travelling allowance and boarding and lodging of team shall be reimbursed on submission of actual bill as per rule of TA/DA issued by WBSH&FW Samiti vide memo no. SF&FWS/ESTD-342/2012/1239 dated

21.06.2012. For this purpose, members of team shall be considered as “Category – III” officials. Nos. of person of team shall be fixed by us after consulting agency.

- f) The bidders would have to get themselves registered with the e-tender portal of the Government of West Bengal at <https://wbtenders.gov.in> and upload listed documents including inter alia, their contact details, annual turnover, credential of government supply in India and details of audio recorder, Camera (still and video) & editing setup etc in the form of a .pdf file.
- g) Any Agency which is currently black-listed by any Government Department / Government Agency in India would not be eligible to participate in the tender.
- h) Intending bidder may download the tender document from the e-tender portal of Govt. of West Bengal at wbtenders.gov.in and the website of Health and Family Welfare at wbhealth.gov.in. The submission of bids should only be through online at wbtenders.gov.in. Earnest money is to be submitted online only.
- i) The list of document to be submitted in the bid along with its uploading location is detailed below:

**Check-List of Documents to be uploaded**

Sl. No.	Category Name	Sub - Category Name	Document Name
1	CERTIFICATES	CERTIFICATES	GST and PAN
2	COMPANY DETAILS	COMPANY DETAILS 1	License from Government/ Statutory Authority as applicable. Or Registration with the Registrar Of Companies, if applicable or Partnership deed as applicable
3	CREDENTIAL	CREDENTIAL 1	List of work done in India: Submitted document should be supported with 1. Work order from government organisation in India during the last 3 (three) Years 2. Proof of work done against the work order or Proof of payment received against work order in India during the last 3 (three) Years
4	DECLARATION	DECLARATION 1	Income Tax returns for financial year 2016-17, 2017-18 & 2018-19
		DECLARATION 2	e-NIT ACCEPTANCE FORM (Annexure-C)
		DECLARATION 3	Notarized Declaration (Annexure- D)
5	FINANCIAL INFO	P/L & BALANCE SHEET 2016-2017	P/L & Balance sheet 2016-2017
		P/L & BALANCE SHEET 2017-2018	P/L & Balance sheet 2017-2018
		P/L & BALANCE SHEET 2018-2019	P/L & Balance sheet 2018-2019

## Statutory Documents:

**BID – A** (Should be in multiple page single PDF file)

1. EMD (Scanned copy of the instrument through which EMD has been submitted)
2. Bidder Details with the details of Instruments as per Annexure- B
3. NIT document signed and stamped in all pages

## **BID – B [Bill of Quantity (BOQ)]**

BOQ shall contain the financial quotes in respect of Photography, AV Recording, preparation of AV and printed documentation.

### j) Important Timeline:

Sl	Items	Publishing date(s)
1.	Date of uploading of N.I.T. Documents (online)/ Date of Issue	05.01.2021
2.	Documents download / sell start date (Online)	05.01.2021
3.	Date of <b>Pre Bid Meeting</b> with the intending Tenderers in the <b>5<sup>th</sup> Floor Auditorium of Swasthya Sathi Building, Swasthya Bhaban Premises, GN-29, Sector V, Salt Lake, Kolkata 700091</b>	11.01.2021 at 01:00 PM
4.	Bid submission start date (On line)	18.01.2021
5	Bid submission closing (On line) Bid submission includes: i) Non statutory documents / Other Important Document (OID) to be submitted under My Document ii) BID – T (Technical Bid in PDF file) iii) BID – F (Financial Bid in BoQ file) Detailed list of documents annexed at Check-List Form	27.01.2021 Upto 05:00 PM
6	Technical Bid opening date	29.01.2021 After 05:00 PM
7	Financial Bid opening date	To be notified later

### k) Scope of Work:

Selected bidders shall have to collect all the demographical pictures and videos of IEC activity conducted by Dept. of Health & Family Welfare, Govt. of West Bengal throughout the State (including all rural and urban areas). Digital documentation of health related activities like:

1. Still photography
2. Audio recording
3. Audio-Video recording

4. Preparation of AV with editing
5. Documentation of success stories

This documentation will be used as an archive of information and will be the sole property of Dept. of H&FW Govt. of WB.

- l) **Area of Work:** The assignments will be carried out on a year around basis throughout the State of West Bengal, i.e. at State Head Quarter, District level and Block level as per necessity/ direction of competent authorities. A work order will be issued from IEC cell specifying details of job, date of activity, place of activity, nos. of team member and other required details.
- m) **Specification of Equipment:** The following specification for equipment is required:
  - 1) Camera with recording of minimum HD quality.
  - 2) Minimum two channels Sound recorder with .wav\* format recording also
  - 3) Using of Professional Editing software
- n) **Data Privacy:** The selected agency under any circumstances shall not be able to advertise in any media and will not be using any data whatsoever for publicising their work without intimation to and approval from the Department.
- o) The following penalties shall be imposed against offences mentioned against each:

SI	Nature of offence	Penalty to be imposed
1	Any wrong or misleading information provided by the bidder during submission of bids	a. Forfeiture of EMD b. May lead to blacklisting in NHM for at least 3 years
2	Non execution of agreement within 14 days of issue of AOC	a. Forfeiture of EMD b. Blacklisting for 5 years in NHM c. Blacklisting to be circulated to all procurement agencies throughout the country
3	Supplying refurbished goods instead of new	a. Termination of Contract. b. Blacklisting for 5 years in NHM. c. Blacklisting to be circulated to all procurement agencies throughout the country. d. Forfeiture of the Performance Bank Guarantee. Lodging FIR.
4	Breach of Agreement	a. Termination of Contract. b. Blacklisting for 5 years in NHM c. Blacklisting to be circulated to all procurement agencies throughout the country. d. Forfeiture of the Performance Bank Guarantee e. Lodging FIR

- p) The technical bid of the bidders will be opened and evaluated first. After evaluation, the list of technically qualified bidders would duly be published in <https://wbtenders.gov.in> and hence qualified

- for opening of financial bid, but no individual communications would be sent. Only financial bid in electronic format would have to be submitted through the e-tender portal and after opening of financial bids on the appointed date and time, the lowest among the bidders against the printed item would generally be awarded the contract, after observance of the related formalities. The decision of the tender inviting authority (TIA) in the matter would be final and binding upon all participants in the tender, and the tender inviting authority would have the absolute discretion to reject or accept bid of any bidder, without assigning any reason whatsoever. NHM West Bengal would be at liberty to procure such AV and printed items in as many tranches as may be considered expedient, in the interest of public service.
- q) The rate offered in the financial bid should remain valid for a period of 1 (one) year from the date of issue of Award of Contract (AOC) by NHM, West Bengal, and may be extended further for next 1 (one) year on mutual agreement.
- r) **Payment Terms:** Payment will be released within 30 days on receipt of invoice along with work completion certificate signed by the consignee after completion of delivery at the consignee locations.
- s) **Performance Security (PS):** Selected bidder has to submit performance security of Rs.1,00,000/- with Validity of 15 month within 14 days of receipt of the AOC from NHM. The selected bidder, if required, shall furnish the Performance Security in full or in parts in the event of a staggered work as decided by NHM.

Interested bonafide agencies are therefore invited to upload relevant documents in the form of pdf files to <https://wbtenders.gov.in> within the specified date mentioned in the NIT. Queries in the matter, if any, may please be emailed to [ponhmwbl@gmail.com](mailto:ponhmwbl@gmail.com) after the publication of this notice.

Pre bid meeting with the prospective bidders has been arranged at **1:00 PM on 04.01.2021** at the **5<sup>th</sup> Floor Auditorium of Swasthya Sathi Building, Swasthya Bhaban Premises, GN-29, Sector V, Salt Lake, Kolkata 700091**. Interested bidders are requested to confirm their participation at [ponhmwbl@gmail.com](mailto:ponhmwbl@gmail.com) within **31.01.2021** with a copy to [bme.spmu@gmail.com](mailto:bme.spmu@gmail.com).

Sd/-  
**Mission Director, National Health Mission &  
Secretary, Health and Family Welfare Department**

**Annexure –A**

<b>SL No.</b>	<b>Job to be performed</b>	<b>Unit for quoting rate by bidders</b>
1.	Still Photography (Rate will include remuneration of team member, hire charge of camera/ equipment and other incidental charges)	Rate will be quoted “per shift” basis. Shift will be maximum of 8 Hours.
2.	Audio Recording (Rate will include remuneration of team member, hire charge of equipment and other incidental charges)	Rate will be quoted “per shift” basis. Shift will be of maximum of 8 Hours.
3.	AV Recording with one camera (Rate will include remuneration of team member, hire charge of equipment and other incidental charges)	Rate will be quoted “per shift” basis. Shift will be of maximum of 8 Hours.
4.	AV Recording with two camera (Rate will include remuneration of team member, hire charge of equipment and other incidental charges)	Rate will be quoted “per shift” basis. Shift will be of maximum of 8 Hours.
5.	Preparation of AV with editing of success story (Rate will include remuneration of editor, hire charge of equipment and other incidental charges)	Rate will be quoted for per 5 minutes of edited AV.
6	Preparation of Success documents (Soft copy)	Rate will be given in per sq. ft. basis

- Note: 1) Equipment as per specification mentioned in NIT shall be used for capturing above mentioned activity.
- 2) In case of shift of more than 8 Hours, proportionate rate shall be applicable for sl. No. 1 to 4 above.
- 3) In multiple of rate for 5 minutes shall be applicable for edited AV longer than 5 minutes in case for sl. No. 5 activity.
- 4) Travelling time between office of agency and place of activity shall not be considered as hour of shift for sl. No. 1 to 4 above.
- 5) In case of similar activities in two or more destination in one district, one programme shall be considered and shift hour shall be considered including travelling time from one activity to another activity.
- 6) After work, all documents are to be submitted in soft copy format to IEC cell of Swasthya Bhawan and to collect work completion certificate from office.

## Annexure- B

### Basic information to be provided with the bid

#### 1.1 Identity

(a) Name	
(b) Registered address	
(c) Phone number(s)	
(d) Fax	
(e) Email	
(f) Website	

#### 1.2 Contact Person

(a) Name	
(b) Designation	
(c) Location	
(d) Mailing address	
(e) Phone number(s)	
(f) Fax	
(g) Email	

#### 1.3 Profile

(a) Registration/ Incorporation detail	
(b) Turnover in the last three financial years (Rs. in Lakh)	FY 2015-16 / 2016-17:
	FY 2016-17 / 2017-18:
	FY 2017-18 / 2018-19:
c) Details of different types of updated cameras, owned by the agency:  Name & Type of Updated camera:  Number of camera (each type):	

#### 1.4 Government Experience in India

(a) Government Organizations/ Agencies (in India) in which similar work performed in the last 3 Years	1) 2) 3) 4) etc
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Certified that the information provided above is true and correct to the best of my knowledge and belief.

**Signature of Bidder**

Date:

Place:



## **Annexure- C**

### **e-NIT ACCEPTANCE FORM**

*(To be affirmed on stamp paper of appropriate value before Notary/ Magistrate)*

### **AFFIDAVIT**

This is to certify that we, M/s. \_\_\_\_\_, in submission of this bid confirm that all the terms and conditions of the Bidding Documents (Bid Reference No. .... / NIT-\_\_\_\_/20.. dated ...../...../20.....) and all Addenda, Corrigenda and clarifications issued to the Bidding Documents are read and accepted without any modification or conditions.

For [Name of bidder]

Place:

[Name of  
authorized signatory] [Designation]  
[Affix rubber stamp of bidder] [Date]

*[Note: Technical evaluation of the bid will only be taken up after scrutiny of **e-NIT ACCEPTANCE FORM** duly notarized]*

## Annexure- D

### Declaration

(To be affirmed on stamp paper of appropriate value before Notary/ Magistrate)

#### AFFIDAVIT

We, M/s .....participated in the tender no.....for “**HIRING AGENCY FOR DOCUMENTATION OF THE IEC RELATED ACTIVITIES THROUGHOUT THE STATE**” hereby declare that our Company is not currently black-listed by any Government Department / Government Agency in India.

Authorised Signatory of

Tenderer \_\_\_\_\_

Name \_\_\_\_\_

Designation with

stamp \_\_\_\_\_

Date \_\_\_\_\_