



**Government of West Bengal**  
**Office of the Chief Medical Officer of Health**  
**DISTRICT HEALTH & FAMILY WELFARE SAMITI PURBA**  
**MEDINIPUR**

Memo No. CMOH/ Pbmd/ 1896 / 2022-23

Dated: 05 /04/2022

**NOTICE INVITING TENDER(2<sup>nd</sup> Call) FOR PURCHASE OF "Stationary Items" FOR HEALTH PROGRAMMES FOR THE YEAR 2022-2023 BY THE CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE SAMITY, PURBA MEDINIPUR**

CMOH & Secretary, District Health & Family Welfare Samity, PURBA MEDINIPUR invites bids through tenders in two bid systems (Technical and Financial Bid) for the work "Stationary Items" For details and downloading of tender, interested parties may please visit website: [www.wbhealth.gov.in](http://www.wbhealth.gov.in) (Organization-Health & Family Welfare Department). For any further assistance, please visit o/o the CMOH, PURBA MEDINIPUR during schedule on & from 11/04/2022 to 22/04/2022.

**1. GENERAL INSTRUCTIONS:**

The intending bidder may download the tender documents free of cost from the website from the Health & Family Welfare Department's website [www.wbhealth.gov.in](http://www.wbhealth.gov.in) & [purbamedinipur.gov.in](http://purbamedinipur.gov.in) and necessary earnest money issued from any nationalized bank/scheduled bank in India payable at Tamluk drawn in favour of DISTRICT HEALTH & FAMILY WELFARE SAMITI, PURBA MEDINIPUR and also to be documented through tender.

**2. Time Schedules for the Tender**

Sl. No.	Details of Activity of Tender Procedure	Date & Time / Period
01.	Submission of Application for Tender Form at the office of the Undersigned	11/04/2022 to 22/04/2022 (except Saturday, Sunday & Govt. Holidays) During 10 AM to 5.30 PM
02.	Issuance of Tender Form from the office of the Undersigned.	11/04/2022 to 22/04/2022 (except Saturday, Sunday & Govt. Holidays) During 10 AM to 5.30 PM
03.	Dropping of Sealed Tender at drop box of the office of the undersigned.	11/04/2022 to 22/04/2022 (except Saturday, Sunday & Govt. Holidays) During 10 AM to 5.30 PM
04.	Opening of Technical bid of Tender at the office of the undersigned	25/04/2022 at 11.00 AM

3. **SUBMISSION OF THE TENDERS:**

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

**Technical Proposal:**

A	Notice Inviting 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	BOQ (Annexure-1)
D	Application to participate in tender as per prescribed format (Annexure-II)
E	Check List in the prescribed format (Annexure-III)

4. **OTHER-STATUTORY Containing the following documents:-**

(a) **Company Specific Technical Documents:-**

Sl. No.	Category	Sub Category	Sub Category Description
A	Certificates	A1. Certificates	PAN Card of the Bidder
			Professional Tax Registration & latest paid challan (FY 2021-22)
			GST Registration along with copy of last return filed (During last Six Month).
B.	COMPANY DETAILS	B1. COMPANY DETAILS 1	Certificate of Incorporation/ Registered Partnership Deeds/Company registration certificate/Co-operative society by laws. Up to date Trade Licence (2021-22)
C.	CREDENTIAL	C1: CREDENTIAL 1	1. Credential in form of payment/completion certificate from the Competent Authority including copy of work order of a completed single work having minimum value of 40% (Fourty per cent ) of the estimated amount put to tender during 3 ( Three) years prior to the date of the issue of this Tender notice . OR The intending bidder should produce credentials of 2 (Two) similar nature of completed works, each having a

			minimum value of 30 % (Twenty percent) of the estimated amount put to tender during 3 (Three) years prior to the date of issue of this Tender. The period of three years as mentioned above means services rendered after March 2017
D.	FINANCIAL INFORMATION	D1: PAYMENT CERTIFICATE	Audited Profit & Loss Accounts (FY 2019-20 & 2020-21). Audited Balance Sheets ( FY 2019-20 & 2020-21) &IT Return/acknowledgement for last 2 year (AY -2019-20 & 2020-21).

## 5. Financial Bid: Bill of Quantity

The financial bid (cover) or prices quoted should be submitted through the Bill of Quantity (BOQ). The bidder shall quote the price in the space marked for quoting prices in the BOQ.. The bidders should quote the rate inclusive of GST, and other taxes (wherever applicable)

## 6. 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.

## 7. TERMS AND CONDITIONS OF THE TENDER

### 1. Minimum Eligibility Criteria:

- 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 THREE YEARS will be eligible.
- Bidder should submit turnover in the form of Profit & Loss a/c & balance sheet of last Two Financial Year (FY 2019-20 & 2020-21).
- Earnest money: The amount of Earnest money is **Rs. 7,000/- (Rupees Seven Thousand Only)**. Earnest money is to be deposited in the form of Pay Order / Bank Draft in favour of "District Health and Family Welfare Samiti, Purba Medinipur District" 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.

