



**Government of West Bengal**  
**Office of the M.S.V.P**  
**Nil Ratan Sircar Medical College & Hospital**  
**Kolkata – 700014; Phone: 033-2286-0102-0106**  
**Website: [www.nrsmc.edu.in](http://www.nrsmc.edu.in); e-mail: [msvpnrsmch@gmail.com](mailto:msvpnrsmch@gmail.com)**

Memo No. NH/ 1935

Dated: 22.03.2022

**Re- E-TENDER NOTICE (NIT No: 09/ 2021-22) for Comprehensive Annual Operation & Maintenance contract (CAOMC) ( 24x7 HRS) of 500 LPH Capacities RO based water treatment plant installed at Dialysis Unit, NRSMC&H.**

**NIL RATAN SIRCAR MEDICAL COLLEGE & HOSPITAL, KOLKATA - 700014.**  
**(Through Pre-qualification)**  
**(Submission of Bid through NIC e- tender portal)**

The Medical Superintendent cum Vice Principal, Nil Ratan Sircar Medical College & Hospital, Kolkata – 700014, is going for E-Tender on behalf of the Health & Family Welfare Department, Government of West Bengal for obtaining the rate regarding total cover of Comprehensive Annual Operation & Maintenance contract (CAOMC) ( 24x7 HRS) of 500 LPH Capacities RO based water treatment plant *installed at Dialysis Unit, NRSMC&H.* Exemption of EMD is applicable to agencies having valid SSI/MSME certificate issued by the appropriate authority of Govt. of West Bengal.

1)

Serial No	Name of Work to be done	Department	Earnest Money
1	Comprehensive Annual Operation & Maintenance contract (CAOMC) ( 24x7 HRS) of 500 LPH Capacities RO based water treatment plant	Dialysis Unit NRSMC&H	Rs. 8000/-

**\*Man power in relation to CAOMC should be provided by the selected Tenderer in the related department (24x7) Hrs. basis.**

**All bidders must fulfill Job Specifications (scan copy attached below) for their quoted CAOMC.**

**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](http://www.wbhealth.gov.in).

**2. Submission of Bids:**

Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed, in the website <http://wbtenders.gov.in>. All papers must be submitted in English language.

### 3. Time Schedules:

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 in clause no 19** as given below. Bidder are instructed to wait for uploading any corrigendum arising during pre bid meeting, before submitting their bid online

### 4. Eligibility for Quoting:

The bidders having necessary documents are eligible for quoting. The price is to be quoted in Indian Rupees including cost of insurance, packing, forwarding, freight charges and exclusive of GST and other taxes which are to be quoted separately in the BOQ. Agency commission is not permissible.

The bidders should have credential certificate for a minimum experience of 1 year for similar work at any Government Medical College & Hospital or similar institutions/ Organization.

### 5. Submission of Tender:

The tender is to be submitted in Two Bid System (Technical Bid or Bid A & Financial Bid or Bid B).

#### (A) Technical Bid or Bid A:

#### "BID A": PART I

**File containing Technical Bid only - single file with multiple scanned pages containing Statutory and My documents separately.**

**(a) STATUTORY** Cover containing the following documents:

(SINGLE FILE MULTIPLE PAGE SCANNED)

Essential Requirements of the Tendering Firm for participation" shall contain all papers related to the essential requirements of the Renderer for participation in the tender viz.

Sl. No.		Page no.
1	<b>Duly filled in CHECK LIST in the prescribed format. Page number of documents must be mentioned in the check list before uploading the same.</b>	
2	Application in the prescribed format given in Annexure I	
3	No conviction certificate in the form of an Affidavit as per Annexure-IV	
4	A Proof of submission of applicable EMD	

**(b) NON STATUTORY/MY DOCUMENTS** Cover Containing the following documents:

Essential Requirements of the Tendering Firm for participation” shall contain all papers related to the essential requirements of the Renderer for participation in the tender viz.

Sl. No.	Category	Sub Category	Sub Category Description	Page No
A	Certificates	A1. Certificates	PAN Card of the authorized signatory	
			Professional Tax Registration certificate	
			GST Registration certificate	
B	Company Details	B1. Company Details 1	Trade License in the name of participating Firm/Agency  A declaration in respect of existence of a fully equipped service Centre in Kolkata or nearest area in West-Bengal .	
C	Financial Information	C1. Payment Certificate	Income Tax Return for the last three years	
D	Credential	D1. Credential	Credential certificate for experience of minimum 1 year on similar work at any Government Medical College & Hospital or similar institutions/ Organization.	

**BID A”: PART II**

**Financial Bid**

**COVER “B”:** Separate file containing financial document only.

(a) Financial Bid: BOQ in INR (in excel sheet)

The folder marked as “Financial Bid” shall contain ALL INCLUSIVE PRICE in INR only and should include base price along with the cost of allied works and services which are to be undertaken (like installation, commissioning/ servicing of equipment etc.), cost of insurance, packaging, forwarding, delivery charges, clearing charges of the new instrument to be purchased or serviced. **GST should be quoted separately.**

For Bill of Quantities (BOQ). However, the L1 will be determined on base price plus admissible taxes only **FOR 2 (Two) Years at a time**, GST quoted will be directly remitted to Government account as per existing norms of Finance Department.

Sl No	Description	Basic Unit rate	Applicable GST	Total Rate (Rs.) (Basic rate +GST)
1	Comprehensive Annual Operation & Maintenance contract (CAOMC) ( 24x7 HRS) of 500 LPH Capacities RO based water treatment plant for 2 (Two) years.			

#### **6. Evaluation of Tender:**

During tender evaluation process, "Bid A" will be opened first. Those tenderers who would qualify the Statutory & Non-Statutory requirements on the basis of technical and commercial documents will be eligible for opening of "Bid B" i.e. financial bid.

#### **7. Earnest Money:**

The earnest money of the tenderer is liable to be forfeited if the tenderer withdraws his tender as a whole or for any particular service or services at any stage after opening of the tender or fails/refuses to enter into written agreement for any or all of the services of his accepted bid within the time specified when requested to do so or fails to furnish Performance Bank Guarantee within the stipulated time. **EMD should be deposited online in the Pooling Account of Government of West Bengal maintained at ICICI Bank, RN Mukherjee Road Branch in the manner as prescribed in Government Order no. 3975-F(Y) dated 28/07/2016. (Order copy is available at the site-www.wbfin.nic.in).**

#### **8. Rate:**

The price is to be quoted in INR only including cost of insurance, entry tax, packaging, forwarding, delivery charges, clearing charges and installation during CAOMC. The basic rate should be furnished inclusive of Transportation Cost, Insurance, Testing Charges, and Incidental Charges etc. but excluding GST and any other applicable taxes etc. which should be quoted separately in the template for Bill of Quantities (BOQ).

#### **9. Order & Supply:**

Orders for supply of the approved Job will be placed with the successful tenderers after execution of agreements and such service shall have to be made in such installments as may be fixed or spread over the period to be specified in the supply orders to be made in pursuance of the agreements. The successful tenderer will have to start Job within the specified time schedule that had been assured at the time of selection as service provider.

#### **10. Withdrawal /Cancellation & Purchase Policy of Tendering Authority:**

The tendering authority reserves the right to withdraw any job provided from the tender at any stage. The selection of such job, if already made in favour of any tenderer, shall be treated as cancelled. The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to

split any tender without assigning any reason. Withdrawal of tender or any revision after submission of tender by the tenderer will not be allowed.

Service provided will, however be made following the existing CAOMC policy of the Govt. of West Bengal and its amendment(s) made from time to time. The CAOMC policy of the State Government as provided in the West Bengal Financial Rules, the policy of price preference in particular incorporated under Notification No. 10500-F dated 19.11.04, 5400-F(Y) Dated 25/06/2012 and subsequent relevant orders should be observed in considering the tenders.

**11. Important Instruction with regard to Submission of Tender:**

The rate should be quoted in Indian Rupees for the stated jobs mentioned in the appropriate column of the 'Tender Form'. Alternative offer will not be accepted) Rate should be quoted for 2 (Two) years at a time .

**12. Penalty Clauses:**

PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRADULENT/ MISLEADING DOCUMENTS: If during the tender process or at any stage during the validity of the tender period, it is found that a tenderer (s) has formed a cartel in what so ever form or name to fix up the rates or service provider to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenderers who have submitted false/ misleading/ fraudulent documents or made incorrect declarations. The penal measure will be forfeiture of Earnest Money, forfeiture of Performance Bank Guarantee if enlisted as a service provider in addition to any other legal action against the firm.

**13. Appeal:**

Appeal against the decision of the MSVP, Nil Ratan Sircar Medical College & Hospital, Kolkata and then to impose such a penalty will lie with Tender Selection Committee. Review against the decision of the Tender Selection Committee (TSC) will lie with Health & F.W. Dept. of the Govt. of W.B. The Special Secretary/Secretary/Principal Secretary will be the appellate authority within the Department of Health & Family Welfare, Government of West Bengal. Before imposing any penalty as per clauses 20, 21 and 22 the concerned service provider may appeal to the authority citing the proper reasons for non-imposing the penalty as stated.

**14. Agreement:**

On a tender being accepted, intimation of acceptance will be forwarded to the tenderer by MSVP, Nil Ratan Sircar Medical College & Hospital , Kolkata. After communication of the same, the tenderer will have to execute agreement in the prescribed form with the MSVP, Nil Ratan Sircar Medical College & Hospital, Kolkata. This present document and the tender forms filled in by the tenderer or copies thereof in so far as they are not inconsistent with these terms & conditions will be incorporated as part of the agreement. Such agreement will be binding on the tenderer.

**15. Validity Period of Agreement:**

The contract period will be for a period 02 (two) years from the date of finalization of tender **which can be extended for a further period of One year on half yearly basis, if Tender Selection Committee feels necessary on satisfactory execution of work.** The work value for 6 months / less than 6 Months if any shall have to be approved proportionately period wise.

**16. Performance Bank Guarantee:**

The performance bank guarantee will be mandatory for service provider and will not be waived in any case. The successful tenderer shall be required to furnish the 'Performance Bank Guarantee' from any Nationalized/Scheduled Bank acceptable to Govt. of West Bengal a sum of Rs. 50000/- ( Fifty Thousand) only For 2(Two ) years (tender period) and also for the extended 1 (one) year if approved.

**17. Inspection:** Before submitting the tender, the intending tenderers should thoroughly get acquainted themselves with the proposed supply and installation by local inspection of site and take into consideration the site condition and other criterion for effecting smooth supply. No claim whatsoever will be entertained afterwards.

**18. Payment Terms:**

Payment will be made electronically by Govt. of West Bengal approved system after execution of due service provided and successful installation as ordered, subject to :

i. Submission of Performance Bank Guarantee in terms of Clause 16 and subject to penalty clause in terms of Clauses 12.

ii. CAMOC to be fulfilled as per specification provided in the tender documents. Provided service must be made within the stipulated period as specified in the work order.

iii. Payment will be made quarterly against bill raised proportionately period of 3(Three) months on the basis of the total service period of 2 (Two) years and also for the extended 1 (one) year. **(if Tender Selection Committee feels necessary on satisfactory execution of work).**

iv. On being selected, the successful vendors will have to submit one application to the MSVP, Nil Ratan Sircar Medical College & Hospital, Kolkata stating the name of the payee/recipient, Bank account no with IFS code of the payee/recipient for making e-payment. Payment will only be released after **Work done satisfactory certificate obtained from concerned department** and verification of following items-

1. Supplier's invoice in original
2. Work done satisfactory certificate
- 3 Any other thing of importance on the discretion of Hospital Authorities

**19. Dates & Information:**

S. No	Items	Dates
1	Date of uploading of N.I.T. Documents (online) from this end.	22-03-2022
2	Documents download start date (Online)	22.03.2022, 6 P.M.
3	Date of hoisting of documents at Departmental Website ( <a href="http://www.wbhealth.gov.in">www.wbhealth.gov.in</a> )	22.03.2022, 6 P.M.
4	Date of Pre Bid Meeting and workshop with the intending bidders at the office of the MSVP of NRS Medical College & Hospital	23.03.2022, 2 P.M.
5	Bid Submission starting (On line)	24.03.2022, 4 P.M.
6	Bid Submission closing (On line)	31.03.2022, 4 P.M.
7	Bid opening technical bid(online) (Bid A )	04.04.2022, 4 P.M.
8	Date of uploading list for Technically Qualified Bidder (online)(Bid A)	06.04.2022, 6 P.M. onwards.
9	Date & for opening of Financial Proposal (Bid B) (Online)	To Be Notified Later
10	Date of uploading of list of bidders along with the approved rate	To Be Notified Later

MSVP, Nil Ratan Sircar Medical College & Hospital, Kolkata, reserves the right to change the above schedule in case of any exigencies after putting up a notice in the departmental website and Notice Board of N R S Medical College & Hospital, Kolkata.

**20. Validity of Tender:**

- i. The tender will remain valid for 2 (two) years from the finalization of tender which can be extended for a further period of One year on half yearly basis, if Tender Selection Committee feels necessary on satisfactory execution of work. Any objection raised by any bidder in this respect will not be entertained. No informal tenderer will be entertained in the bid further.
- ii. During the scrutiny, if it comes to the notice of tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
- iii. Prospective bidders must take training from authorized agencies before submission of their bids.
- iv. The Tender Selection Committee reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

**21. NO- CONVICTION CERTIFICATE:**

No conviction certificate in the form of An Affidavit is to be submitted in the prescribed Pro-forma as Annexure-IV attached herewith from Notary Public/ Judicial Magistrate/Executive Magistrate.

  
MSVP  
NRS Medical College & Hospital  
Kolkata-14

**CHECK LIST (MUST BE PROPERLY FILLED)**

**NOTE: For Non applicability for some documents please mention “NA” in the check list. Must be mention page number in the check list.**

S. No	Item	Pl put tick or NA	Page No.
1	Application submitted in Annexure I		
2	Authorization letter in favour of the applicant (other than Managing Director/ Proprietor) – from the competent authority- Annexure-II.		
3	No conviction certificate in the form of an Affidavit as per Annexure-III.		
4	Income Tax Returns submitted for the last three Assessment years		
5	GST Registration certificate(not provisional)		
6	PAN Card of the organization and authorized signatory.		
7	Trade License in the name of participating firm		
8	A Proof of submission of applicable EMD		
9	Credential certificate for a minimum experience of 1 year for similar work at any Government Medical College & Hospital or similar institutions/ Organization.		
10	A declaration in respect of existence of a fully equipped service Centre in Kolkata or nearest area in West-Bengal.		



**ANNEXURE-I**

**APPLICATION FORMAT**

(To be furnished in the Company's official letter pad with full address and contact no etc)  
To The Medical Superintendent cum vice Principal,  
Nil Ratan Sircar Medical College & Hospital,  
Kolkata-700014.

Sub: Submission of bid for Comprehensive Annual Operation & Maintenance contract (CAOMC)( 24x7 HRS) of 500 LPH Capacities RO based water treatment plant installed at Dialysis Unit, NRSMC&H.

Ref:- Tender No.-----Dt.-----

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of.....(Name of the vendor/Agency)

2. We accept the terms and conditions as laid down in the NIT mentioned above and declare that we shall abide by it for throughout the tender period and its extensions, if any.

3. We are offering rate for the following item /items and assured supply to the Health & Family Welfare Department, Government of West Bengal as per Specification mentioned.

4. a. We propose that the order and bill should be raised in our name.

For liasing, we have appointed M/S ..... having its office at ..... (Address, contact no and e mail address) as C&F agent /Liasoner /Contact person/..... Others (strike out whichever is not applicable) as per clause ..... of the NIT

5. In the event of being selected, supply will be made within the stipulated period excepting the condition which is beyond our control.

6. We understand that:

(a) Tender Selection Committee/ H&FW Dept can amend the scope & value of the contract bid under this project.

(b) Tender Selection Committee/ H&FW Dept reserves the right to reject any application without assigning any reason.

Date :-

Signature of applicant including title  
and capacity in which application is made.

Contact details -

Mobile:

E mail ID:

**Annexure II**

Authorization letter in favour of the applicant (other than Managing Director/ Proprietor) – from the competent authority.

FORMAT

(To be furnished in the Company’s official letter pad with full address and contact no, E mail Address etc)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr./Mrs. ....(Name), an employee of this Organization as ..... (Official Designation) is hereby authorized to submit tender online , Vide NIT No....., Dated..... on behalf of the Organization.

Signature of the competent authority with Seal

.....  
(Signature of the Authorized Person)

Signature of Mr./Mrs. ....  
.....is hereby attested.

### ANNEXURE-III

#### Draft Affidavit Proforma

(Notarized on Rs. 50 Stamp Duty)

I, Sri/Smt. ....  
The Managing Director/Proprietor (etc.) of the Firm.  
..... (Name of the firm)  
At (address).....  
P.O... ..  
P.S.....Dist.....  
do hereby solemnly affirm and declare as follows:

- a. That I am not under conviction of any offence making myself liable to be disqualified to supply of Surgical Equipments/Instruments etc. to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
- b. My Firm has not been blacklisted at present as a whole or for any item/ items as quoted in this tender by any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States in India.
- c. That no case is pending against me or against my Firm in any criminal court of law in connection with the supply of Surgical/hospital equipment/Instruments to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States ( If any case is pending, pl state the details ).
- d. *That, I declare that the item or items quoted by me confirms the specification given in the NIT document or higher standard relating to the specification is provided.*
- e. The duly authenticated Technical Data Sheet is uploaded conforming to the prescribed standard.
- f. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
- g. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent

Office of the Head of the Department  
Department of Nephrology  
Nilratan Sircar Medical College & Hospital, Kolkata-14

Memo No .NEPH/12... Date- 17.01.2022

To  
The M.S.V.P,  
Nilratan Sircar Medical College and Hospital, oral  
Kol-14.P



Sub: Applying to include the points of job specifications in the tender for CAMC of Rivers Osmosis water treatment plant for Dialysis at Centenary Building

Respected Madam,  
This is to inform you that some points of job specifications have to be included in the CAMC (Annual Contract) tender process of the Rivers Osmosis water treatment plant for Dialysis at Centenary Building. The job specifications are given below. Kindly consider the matter and do the needful to include those in the CAMC conditions.

Thanking you.

Job Specifications:

- 1) The product water(R.O) has to be sent for test of inorganic as well as organic contaminants and to see whether those test report findings are in the permissible range as per AAMI( The Association for the Advancements of Medical Instrumentations) guidelines every three months interval and submit the report at the **Satya Priyo Roy Dialysis Unit**.
- 2) To ensure the quality of supply of Product water (R.O) as per AAMI guidelines.
- 3) The R.O water supply pipelines along with the reservoir tank have to be disinfected every month with 1% Sodium Hypochlorite solution.
- 4) Change of membrane has to be done with new membrane whenever required as per test report.
- 5) Backwash and rinse of the carbon bed, multimedia bed, softener and test of Ph of water and chloride have to be done everyday basis and registered in log book.
- 6) Regeneration of softener has to be done as per R.O water production guidelines.
- 7) Replacement of 5 micron filter has to be done as and when required.
- 8) Supply of all the components of the R.O plant has to be done in case of breakdown or become nonfunctional without any delay during contract period.

Copy toyours faithfully,

1) The Principal

Dr. Pinaki Mukhopadhyay  
Professor & Head  
Department of Nephrology  
Nilratan Sircar Medical College & Hospital, kol-14

  
Prof. Dr. Pinaki Mukhopadhyay  
Professor & Head  
Dept. of Nephrology  
N.R.S.M.C. & Hospital

To be included  
in tender notice  
by  
22/1/22