

**Government of West Bengal**  
**Office of the Chief Medical Officer of Health**  
**5 D. L. Roy Road, Krishnanagar, Nadia**

phone No. (03472) 252306

Email ID: [cmoh\\_nad@wbhealth.gov.in](mailto:cmoh_nad@wbhealth.gov.in)/ [cmohnadia@gmail.com](mailto:cmohnadia@gmail.com)

Memo No. CMOH-Nad/ 2186

Dated. Krishnanagar the 9<sup>th</sup> March, 2018

NIT No: H and FW/CMOH/NADIA/NIT-12/2017-18

Online tenders are again hereby invited in two bid system from bona-fide suppliers /vendors /distributors /agencies for procurement of stationery consumables for CMOH Office, Nadia.

Properly filled up tender forms along with detailed terms and conditions must be uploaded on the state Government e-tender portal <https://wbtenders.gov.in> before the last date & time of submission of tender.

Scheddule for e-tender for procurement of stationery consumables is as follows:

Tender NIT No: H and FW/CMOH/NADIA/NIT-12/2017-18

Date & time of prebid meeting: 23/3/18 at 11.30 A.M.

Date of online release of NIT & other documents: 16/3/18 at 10.00 A.M.

Online documents download start time: 16/3/18 at 10.00 A.M.


Online documents download end time: 5/4/18, 5.00 P.M.

Online bid submission start time: 16/3/18 at 10.00 A.M.

Last date & time of onine submission of tender: 5/4/18, 5.00 P.M.

Date of online opening of technical bid: 9/4/18 at 10.00 A.M.

Date of financial bid opening will be notified later:

  
Chief Medical Officer of Health, Nadia  
& Secretary, DH & FWS, Nadia

S Chandra

Copy forwarded for information & taking necessary action for wide publication to:

- 1) The Sabhadhipati, Nadia Zilla Parishad
- 2) The District Magistrate, Nadia
- 3) The District Information & Cultural Officer, Nadia
- 4) The D.I.O.N.I.C, Nadia with the request to upload this on [www.nadia.nic.in](http://www.nadia.nic.in)
- 5) The Sub-divisional Officer, Sadar Sub-division, Nadia
- 6) The Chairman, Krishnagar Municipality
- 7) IT-Coordinator, Swasthya Bhawan with the request to upload this on [www.wbhealth.gov.in](http://www.wbhealth.gov.in)

*kw*  
*9/3/18*  
Chief Medical Officer of Health, Nadia  
& Secretary, DH & FWS, Nadia  
*S. Chandra*

Online tenders item wise in two bid systems (Technical and Financial) are invited for procurement of stationery consumables as mentioned for CMOH Office, Nadia. **The tender must be submitted online on the State Government e-tender portal <https://wbtenders.gov.in> before last date & time of submission of tender i.e. on 5/4/18 at 5.00 P.M.**

### **1. Procurement:**

The Chief Medical Officer of Health, Nadia procures stationery consumables for CMOH Office, Nadia.

### **2. Terms and Conditions:**

**A bidder is to quote rates for all the thirty three (33) stationery consumables preferably.** However, the final decision regarding acceptance is reserved with tender selection committee to make this process successful in public interest.

The rates must be quoted for items including all applicable taxes and charges otherwise this will be cancelled. The rates quoted should not be more than MRP in any case. Decision regarding acceptance is reserved with the tender selection committee.

The Tenderer must submit online Technical bid and Financial Bid.

### **3. EMD:**

The earnest money of Rs. 10,000/-(ten thousand) is to be deposited online by the bidder in the way as described in Memorandum No.-3975-F(Y), dt.-28/7/16 of Finance Department, Audit Branch, Government of West Bengal. In case of successful bidder, the earnest money will be converted into the performance security.

### **4. The tenderer should submit the tender in following two bids:**

**A) Technical Proposal:** containing Statutory Cover and Non-statutory Cover:-

#### **Statutory cover:**

- i) Application to participate in e-tender as per annexed proforma
- ii) Scanned copy of proof of submission of EMD in the way as described in Memorandum No.-3975-F(Y), dt.-28/7/16 of Finance Department, Audit Branch, Government of West Bengal /valid order from competent authority in support of exemption or relaxation claimed for EMD, if any.
- iii) NIT

**Non-statutory cover:** will contain the following documents:

- A:Certificate(s):
- i) Income Tax return ( Financial year 2016-17 or 2015-16, assessment year (2017-18 or 2016-17),
  - ii) PAN card of proprietor/company whichever is available
  - iii) Professional Tax registration ( Valid for the F.Y.2017-18 )/any challan

- deposited in last 6 months from scheduled date of technical bid opening of e-tender
- iv) GST registration along with copy of last return filed

B: Company: i) Updated Trade license of allied services ( Valid for the F.Y. 2017-18 )  
(final decision reserved by the tender selection committee)  
Details :ii) Power of Attorney in favour of signatory of bid if needed

C. Documents: i) Audited Profit & Loss Account and Balance Sheet for F.Y. 2016-17or 2015-16  
With the Schedule of Bank Accounts. Bidder should be financially sound.

- ii) Bidders' non-conviction certificate as per enclosed proforma  
iii) Material safety datasheet and/or product specification documents supporting each item from production company to be submitted wherever applicable  
iv) Credential (documentary evidence) from various agency/Govt. for successful supply of good quality article

**B) Financial proposal: Rate:**

The basic or unit rate per accounting unit will be quoted inclusive of all applicable taxes and charges such as Delivery Charges, Insurance, GST ( if applicable ).Financial bid of the tenderer will be opened only if he is found qualified in technical bid.

5. The tenderer should quote only one rate per item for all the stationery consumables. Here during financial evaluation, each item will be evaluated separately. Letter of acceptance/supply order shall be issued on the basis of lowest rate of individual item. In case of massive problem with quality, the committee deserves the right to issue supply order otherwise.

6. The rates tendered must remain valid for a period of one year with effect from the date of acceptance of the tender. However, the contract may be extended up to maximum 1 year breaking in two successive 6 months' duration subject to satisfactory performance & necessary approval of the DH&FWs, Nadia

7. The tenderer should give warranty against any item supplied by them and replace the defective item at their own cost.

8. The tender selection committee nominated by the Competent Authority to assess eligibility shall carry out the evaluation of bids.

9. Within 3(three) working days of issuance of letter of acceptance, the successful bidder(s) must submit to this office an additional amount of Rs. 15, 000/-(fifteen thousand), as the performance security in the form of a demand draft drawn from any scheduled nationalized bank in favour of 'The Secretary, District Health & Family Welfare Samity' payable at Krishnagar, Nadia. Non-deposition of submission of performance security within specified time period will lead to forfeiture of earnest money of the concerned bidder. The performance security may be retained up to one year from the acceptance of tender. Supply/ procurement order will be issued to the concerned bidder only after successful deposition of performance security by the said bidder.

**10. Liquidated damage:** In the event of breach/violation or contravention of any terms and conditions contained herein by the selected vendor, the security deposit shall be forfeited and the firm/company shall be blacklisted in addition to termination of contract.

**11.** Schedule of required items are given later.

**12.** Orders will be placed with the selected bidders as per requirement (as deemed fit by the authority) of this office and supply is to be made within fifteen days from the date of the order. In case of non-compliance, 2% of bill value for the said item may be deducted for each day's delay as per discretion of the tender selection committee and/or the next successful bidder( as applicable in each case) may be awarded the contract.

**13.** Items supplied by the selected vendor should strictly conform to all the stationery consumables mentioned.

**14.** The decision of the 'Tender Selection Committee' is final and binding in the matter of selection of tender. The Chief Medical Officer of Health & Secretary, District Health & Family Welfare Samity, Nadia reserves right to accept or cancel/reject any or all of the tenders wholly or in part without assigning any reason whatsoever. The Tender Selection Committee reserves the right of cancellation, adding, reducing or deferring the tender in total or in partial without assigning any reason thereof. After evaluation of technical proposal submitted by the bidders, the tender selection committee may call the required number of successful bidders selected at technical bid for test of their samples. However, it is to be noted that samples test report may be of prime importance for awarding the contract irrespective of the financial bid to be opened later on as quality matters for utilization in public interest. The decision of the committee will be binding in all aspects. The committee will have no obligation to award the contract to the bidder with L1 status after commercial bid evaluation, if found unsuitable due to any valid reason (technical or financial)

**15.** Any dispute arising out of this contract will be settled amicably. All disputes are subject to jurisdiction in the courts of Krishnagar, West Bengal.

**16.** In case of any valid complain regarding quality, authority reserves the right to cancel the contract/supply order/bill processing at any time, if needed.

**17.** For items where specific company/brand/item code is not shown in the description of stationery consumables, sample is being preserved at the office for ready reference.(For contact, Suhash Bagchi, LDC, O/o CMOH, Nadia, Mob:9233652999 within office hours)

**Section –A**  
**Instruction to Bidders**

**General guidance for e-tendering:**

Instructions /Guidelines for electronic submission of the tenders have been annexed for assisting the prospective bidders to participate in e-tendering.

**i) Registration of bidder:**

Any bidder willing to take part in the process of e-tendering will have to be enrolled & registered with the Government e-procurement system by logging on to State Government e-tender portal <https://wbtenders.gov.in>, the contractor is to click on the link for e-tendering site as given on the web portal.

**ii) Digital Signature Certificate ( DSC ):**

Each bidder 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 Informatics Centre( NiC) on payment of requisite amount. Details are available on [www.wbtenders.gov.in](http://www.wbtenders.gov.in) . DSC is given as a USB e-token.

**iii)**The supplier can search and download N.I.T & B.O.Q and tender documents electronically from computer once he logs on to the web portal using the Digital Signature Certificate. This is the only mode of collection of Tender documents.

**iv)** A prospective bidder may participate in the tender provided the bidder deposits requisite EMD of Rs.10,000/-(ten thousand).for e-tender for procurement of stationery consumables for CMOH Office, Nadia., Nadia and has requisite technical background.

**v) Submission of Tenders:**

Tenders are to be submitted through online to the website stated above in two folders- in one the Technical Proposal before the prescribed date and 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 ) on uploading. The two folders are:

**A)Technical proposal:** Containing Statutory Cover and Non-statutory Cover:-

**Statutory cover:**

- i) Application to participate in e-tender as per annexed proforma
- ii)Scanned copy of proof of submission of EMD in the way as described in Memorandum No.-3975-F(Y), dt.-28/7/16 of Finance Department, Audit Branch, Government of West Bengal /valid order from competent authority in support of exemption or relaxation claimed for EMD, if any.
- iii) NIT

**Non-statutory Cover:**

Will contain the following documents:

- A: Certificate(s): i) Income Tax return ( Financial year 2016-17 or 2015-16, assessment year 2017-18 or 2016-17),  
ii) PAN card of proprietor/company whichever is available  
iii) Professional Tax registration ( Valid for the F.Y.2017-18)/any challan deposited in last 6 months from scheduled date of technical bid opening of e-tender  
iv) GST registration along with copy of last return filed

- B: Company: i) Updated Trade license of allied services ( Valid for the F.Y.2017-18) ( final decision reserved by the tender selection committee)

Details : ii) Power of Attorney in favour of signatory of bid if needed

- C. Documents: i) Audited Profit & Loss Account and Balance Sheet for F.Y. 2016-17 or 2015-16 with the Schedule of Bank Accounts. Bidder should be financially sound.

ii) Bidders' non-conviction certificate as per enclosed proforma

iii) Material safety datasheet and/or product specification documents supporting each item from production company to be submitted wherever applicable

iv) Credential (documentary evidence) from various agency/Govt. for successful supply of good quality article

N.B: Failure of submission of any of the above mentioned documents as stated above will render the tenderer liable to be rejected for both statutory & non-statutory cover.

THE ABOVE STATED NON-STATUTORY /TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLIWING MANNER

Click the check boxes beside the necessary documents in the My document list and then click the tab 'Submit Non Statutory Documents' to send the selected documents to Non-Statutory folder.

Next click the tab 'Click to Encrypt and Upload' and then click the 'Technical' folder to upload the Technical Documents using a) multiple scan, b) Black and white scan, c) scan resolution should be within 250.

### **B. Financial Proposal: Bill of quantity**

1) The financial proposal should contain the following documents in one cover ( folder ) i.e. Bill of Quantities ( BOQ ). The bidder is to quote the rate online through computer in the space marked for quoting rate in the BOQ.

2) Only downloaded copies of the above documents are to be uploaded virus scanned and Digitally Signed by the bidder.

Financial capacity of a bidder will be judged on the basis of information furnished in Annexure.

a) Penalty for suppression/discretion of facts:

If any tenderer fails to produce the original hard copies of the documents on demand of the Tender Inviting Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tender and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

b) Rejection of Bid:

The Tender Selection Committee 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 without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of such action.

c) Award of Contract

The Tender Selection Committee reserves the right of cancellation, adding, reducing or deferring the tender in total or in partial without assigning any reason thereof. After evaluation of financial proposal submitted by the bidders, the tender selection committee will call the required number of successful bidders selected at technical bid for test of their samples. However, it is to be noted that samples test report will be of prime importance for awarding the contract, irrespective of the financial bid to be opened later on as quality matters for utilization in public interest. The decision of the committee will be binding in all aspects. The committee will have no obligation to award the contract to the bidder with L1 status after commercial bid evaluation, if found unsuitable due to any valid reason (technical or financial)

The bidder, whose bid has been accepted will be notified by the Tender Inviting And Accepting Authority through Letter of Acceptance.

The notification of award will constitute the formation of the Contract

Delivery period: Fifteen days from the date of award of contract/supply order

**C) Scope of Work:** The service shall be meant to supply the stationery consumables

a) **Specification of Materials:** The contractor shall ensure and confirm that only new and good quality stationery consumables shall be supplied by him.

Description of contingency materials:



<u>Sl. No.</u>	<u>ITEM</u>
1	Acid(Muriatic, 500 ml /bottle)
2	Bound register No.4 (110 pages count both side)
3	Bound register No.6 (164 pages count both side)
4	Bound register No.8 (200 pages count both side)
5	Ready broom stick (1kg.)
6	Cotton tag(6 pcs. In one bunch)Red /white
7	Calculator(12 digit, ORPAT, OT-555T)(check & correct)
8	Arch file(Fiber, Board)
9	Duster big(3'x3', Good quality)
10	Envelop(9x4.5, India SN Product) (250 envelop/box)
11	Envelop(10x4.5, India SN Product) (250 envelop/box)
12	Envelop(15x12)(Service book kham cloth line) (250 envelop/box)
13	Envelop(12x5, India SN Product) (250 envelop/box)
14	2 Fold file (Nataraj Comford)
15	4 Fold file (Nataraj Comford)
16	Flap (Good quality)
17	Gum 700 ml /bottle (Gripex)
18	Gum tube (Fevicall Gum) (22.5 ml/tube)
19	Garder 1 Kg./packet
20	Knife (Nataraj)
21	Knife (Omega)
22	Phool jharu((Good quality)(steel handel)
23	Phenyle (Croos 1liter bottle)
24	Sealing wax(Gala, 300 gram, 16 sticks/box)
25	Scissor(Munix, 210 mm 8.2 inch)
26	Towel (3060 viswa)
27	Towel (3672 viswa)
28	Use & throw pen(Agni Gell)
29	Xerox paper A4(copy power)(2.30KG/per ream)
30	Xerox paper excell(copy power)
31	Jk Excel bond super white bond paper A4 GSM85 Size 21.0 X29.7(cm) Quanity 500 N(sheets), Net weight 2.65 kg
32	Channel File(plastic) A4 size
33	Cover file (plastic) A4 size

**Price Schedule/Bill of Quantity**

Tender Inviting Authority: The Chief Medical Officer of Health & Secretary, District Health & Family Welfare Samity, Nadia

Name of Work: Procurement of stationery consumables for CMOH Office, Nadia

Contract No: H and FW/CMOH/NADIA/NIT-12/2017-18

Bidder Name							
<b>PRICE Schedule</b>							
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only. A tenderer is to preferably quote rates for all the thirty three (33) stationery consumables.)							
NUMBER #	TEXT#	TEXT#	NUMBER#	TEXT#	NUMBER #	NUMBER #	TEXT#
Sl. No.	Item description	Item Code/Make	Quantity	Units	BASIC/unit RATE (including all applicable taxes and charges) in Figures to be entered by the bidder Rs. P	TOTAL AMOUNT( total amount= basic/unit rate x Quantity) with all applicable taxes and charges Rs. P	TOTAL AMOUNT in Words
1	2	3	4	5	13	54	55
1	.....	ITEM 1	1	.....		0.00	INR Zero only
2		ITEM 2	1	Per Pc		0.00	INR Zero only
3			.....	.....		.....	.....
4			.....	.....		.....	.....
33			.....	.....		.....	.....

.....  
To be uploaded online with digital signature certificate of authorized personnel of bidder

ANNEXURE I  
Application Format

(To be furnished in the official letter pad with full address, contact no & Email id)

To  
The Chief Medical Officer of Health &  
Member Secretary DH&FWS, Nadia

Sub: NIT for procurement for procurement of stationery consumables for CMOH Office, Nadia.

Ref: - NIT No : H&FW/CMOH/NADIA/NIT- 12/2017-18 dated 9/3/18

Sir,

Having examined the pre-qualification & other documents published in the NIT, 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 \_\_\_\_\_  
in the capacity \_\_\_\_\_ duly authorized to submit the offer.

2. We accept the terms and conditions as lay down in the NIT mentioned above and declare that we shall abide by it for throughout the tender period.

3. We are offering rate for the items specified and assured supply to the CMOH, Nadia.

4. a) We propose that the order and bill should be raised in our name. We have appointed M/S \_\_\_\_\_ having its office at \_\_\_\_\_ Mobile No \_\_\_\_\_ Email address \_\_\_\_\_ (Address, contact no. & e-mail address )

**OR**

b) We propose that order and bill should be raised in favour of our authorized distributor. For that purpose, we have appointed M/S.....having its office at.....Mobile No.....E-mail address..... ( Address with contact no. and e-mail address ) as authorized Distributor who will receive order and payment in his name on our behalf.

5. We are the existing vendors/not the existing vendor (strike out whichever is not applicable) in the Nadia District.

6. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

7. We understand that:

- (a) Tender Selection Committee can amend the scope & value of the contract bid under this project.
- (b) Tender Selection Committee reserves the right to reject any application without assigning any reason.

Date:

**Signature of applicant  
with stamp**

ANNEXURE II

Draft Affidavit Proforma for non conviction

I, Sri/Smt. \_\_\_\_\_ MD/Proprietor/Partner of the  
firm \_\_\_\_\_ (Name of the firm) having  
office at \_\_\_\_\_ contact  
no \_\_\_\_\_ email \_\_\_\_\_ id \_\_\_\_\_ do  
hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of items to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply of items to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States ( If any case is pending, state the details ).
3. 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.
4. 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.

Signature of applicant  
With stamp

