



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

Memo No. CMOH/ Pbmd/ 33/9 / 2022-23

Dated: 08/06/2022

NOTICE INVITING TENDER FOR SUPPLY OF "Working Tiffin" 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 supply of "Working Tiffin" For details and downloading of tender, interested parties may please visit website: 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 13/06/2022 to 21/06/2022.

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 & purbamedinipur.gov.in and necessary earnest money issued from any nationalized bank/scheduled bank as DD or banker cheque 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	13/06/2022 to 21/06/2022 (except Saturday, Sunday & Govt. Holidays) During 10 AM to 5.30 PM
02.	Dropping of Sealed Tender at drop box of the office of the undersigned. By post accepted within stipulated date and time	13/06/2022 to 21/06/2022 (except Saturday, Sunday & Govt. Holidays) During 10 AM to 5.30 PM
03.	Opening of Technical bid of Tender at the office of the undersigned	22/06/2022 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	Application to participate in tender as per prescribed format (Annexure-I)
D	BOQ (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 of (FY 2021-22)
			GST Registration certificate
B.	COMPANY DETAILS	B1. COMPANY DETAILS 1	Up to date Trade Licence (2021-22) or valid order for non submission of trade license
C.	LICENSE	C1. Food License	Up to date food Licence/FSSAI License (2021-22)

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). **Single average rate as per BOQ will be considered for calculation.**


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. 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:
 - a) 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 ONE YEARS will be eligible.
 - b) Earnest money: The amount of Earnest money is **Rs. 10,000/- (Rupees Ten 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**" by the bidder.
 - c) EMD will be converted as a SD Money of successful bidder.
 - d) Refund or Settlement process of EMD will be as per order no. 3975 F(Y) dated 28.07.2016 of Finance Dept. Govt. of WB.
2. **For purpose of selecting the bidder total average rate in row no 11 (Annexure-II) will be considered. Single lowest bidder will be selected.**
3. The Earnest money will be forfeited if the tenderer(s) withdraw(s) the tender after opening of bids.
4. The Security deposit of the successful selected tenderer may be forfeited for failure to supply within specified time and/or, for supplying unsatisfactory articles in quantity and quality.
5. Bidders will have to present original requisite documents in support of submitted documents for verification, if asked for.
6. Validity of Tender will normally be 1(one) year or cumulative order value of Rs 499999/- whichever is earlier from the date of acceptance of tender. This may be further extended up to one year. The procurement will be made in phased manner or at a time subject to requirement during validity period. Quantity will be as per requirement. Requirement/ Quantity may be zero/nil for any item or items during the validity period.
7. The successful bidder will be bound to provide services/supply the item(s) within specific dates, mention in the procurement order.
8. Item order will be issued for supply of food. Order may be placed 1 day before supply. The supplier has to prepare the food within 5km from CMOH Office.

9. Tender application to be addressed to CMOH & Secretary, DH& FWS PurbaMedinipur, Bidders may download tender enquiry documents from the website www.purbamedinipur.gov.in or www.wbhealth.gov.in. Interested bidder may contact for any other information through e-mail before pre-bid meeting for any query regarding tender at cmohpurbamedinipur@gmail.com.
10. Any subsequent notice regarding this tender shall be uploaded in above website(s) only. In the event of any of the above mentioned dates being declared as a holiday for the CMOH, PURBA MEDINIPUR the tenders will be opened on the next working day at the appointed time or at any date & time as desired by the tender-selection committee.
11. If any bidder is found to be guilty of producing fabricated / false documents and /or under took an unfair means will be liable to punitive actions as decided by the Tender Committee /or, any appropriate authority.
12. In case it is found that two or more bidders have quoted same price, the lowest bidder will be decided by draw of lots.
13. They shall supply cook the food items as per the work order.
14. They shall provide cooked food to the office at scheduled times and should be served hot and fresh. They shall wash their hands with soap before serving food,diet to the office.
15. They shall clean the tables, floor and work area before serving meals and after finish consuming meals.
16. The successful bidder will provide manpower for serving food who will maintaining health and hygienic.
17. The successful bidder will provide plates, glass, cutlery and packaging (if any) at no extra cost.
18. If any delay to supply of food or not up to mark of quality of food/lunch, then penalty of 5% may be imposed on work order value and total order may be cancelled.
19. The penalty will be deducted from EMD, if EMD value is reduced to Rs 8000/- then the bidder have to refill upto Rs 10000/- immediately.
20. Bill in duplicate copy have to be submitted to this office within fifteen days from the date of supply. This office will not take responsibility of payment of bill submitted beyond stipulated date.
21. Payment of bill: within one month from the date of submission of bill provided incidents beyond the capacity of authority.
22. The delivery of food is to made to the place/ location which will be mentioned in the supply order, at their own cost (cost include processing/service/cleaning etc)
23. Financial Bid is attached herewith (BOQ).
24. The authority reserves the right to issue any corrigendum to the NIT or reject the NIT in part or in full at any time prior to the award of contract without assigning any reasons thereof.
25. Supply order will be given on different dates and there will no upper or lower limit of items.
26. All terms and conditions as mentioned above will have to be accepted by the Tenderer(S).


**Chief Medical Officer of Health & Secretary,
District Health and Family Welfare Samiti
Purba Medinipur**

