



Government of West Bengal  
Department of Health & Family Welfare  
Office of the Secretary  
District Health & Family Welfare Samiti, Siliguri, SMP Building (2<sup>nd</sup> Floor)  
Hakimpara, Siliguri, Darjeeling  
Reg. No. S/IL/12215

Memo. No. 523/DH&FWS/SMP/22

Dated: 12.03.2022

**NOTICE INVITING TENDER FOR MAKING AND INSTALLATION OF HOARDING FOR HEALTH PROGRAMMES BY THE CMOH, DARJEELING**

Chief Medical Officer of Health, Darjeeling invites bids from the Firm /Individual/ Manufacturer/ Contractor /Company through Notice Inviting tenders in two bid systems (Technical and Financial Bid) for the work "Making and Installation of Hoarding for different Health Programmes". For any further assistance, please visit o/o the CMOH, Darjeeling & Secretary, District Health & Family Welfare, SMP during office hours.

1. **GENERAL INSTRUCTIONS:**

Intending bidder may download the tender documents free of cost from the Health & Family Welfare Department's website [www.wbhealth.gov.in](http://www.wbhealth.gov.in) & necessary earnest money issued from any nationalized bank/scheduled bank in India payable at Siliguri drawn in favour of DISTRICT HEALTH & FAMILY WELFARE SAMITI, SMP.

2. **SUBMISSION OF BIDS:**

Both Technical bid and Financial Bid are to be submitted concurrently duly signed by the Firm /Individual / Manufacturer/ Contractor / Company personnel only (having Authorization from the company management). All papers must be signed submitted in English language with Page Marking.

3. **Time Schedules for the Tender**

THE TIME SCHEDULE FOR OBTAINING THE BID DOCUMENTS- from 12.03.2022 to 24.03.2022 (during Office Hours)

THE LAST DATE OF SUBMISSION OF BIDS AND OTHER DOCUMENTS ETC. WILL BE - 24.03.2022 upto 01.00 p.m

**SUBMISSION OF THE TENDERS:**

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

**Technical Proposal:****4. "BID A": Technical Documents:-**

**STATUTORY COVER**, containing the following documents:

A	Demand Draft of Rs 10,000/- (Rupees Ten Thousand) in favour of DISTRICT HEALTH & FAMILY WELFARE SAMITI, SMP as Earnest Money for the whole tender. Or EMD exemption NSIC Certificate / SSI (MSME) ACKNOWLEDGEMENT MUST be submitted.
B	CHECK LIST in the prescribed format
C	Application in the prescribed format given in Annexure I

**5. OTHER-STATUTORY Containing the following documents:-****(a) Firm / Individual / Manufacturer / Contractor / Company Specific Technical Documents:-**

Sl. No.	Category	Sub Category	Sub Category Description
A	Certificates	A1. Certificates	PAN Card of the Bidder/Authorized Signatory
			GST Registration certificate
B.	Firm / Individual / Manufacturer / Contractor / Company DETAILS	B1. DETAILS 1	Trade Licence Enlistment from competent authority GST Registration no. as applicable.
C.	CREDENTIAL	C1: CREDENTIAL 1	3 (three) years of Experience in Making & Installation of Hoarding execution certificate must be submitted
E.	FINANCIAL INFO	PAYMENT CERTIFICATE 1	Income Tax Returns submitted for the financial year 2017-18
			Income Tax Returns submitted for the financial year 2018-19
			Income Tax Returns submitted for the financial year 2019-20
		PAYMENT CERTIFICATE 2	GST Returns (last month) for the year 2019-20 WITH PAYMENT DOCUMENTS
		D1. P/L & BALANCE SHEET	1. P/L & Balance sheet 2017-18 FY
			2. P/L & Balance sheet 2018-19 FY
3. P/L & Balance sheet 2019-20 FY			

b). **"BID B": FINANCIAL COVER:-**

The folder as "Financial Bid" shall contain: Base Rate per Accounting Unit *exclusive of all tax* to be quoted.

**TERMS AND CONDITIONS OF THE TENDER**

1) **Minimum Eligibility Criteria:**

- a. Only those Firm /Individual/ Manufacturer/ Contractor /Company (having Trade License for printing) & who have experience in such type of job of at least 3 (three) years and have satisfactory supply of order value of Rs. 5, 00,000/- (Rupees Five Lakh only) in LAST three consecutive years, will be eligible.
- 2) Bidder will be required to deposit Rs. 10,000/- (Rupees Ten thousand) only as EMD(Ernest Money Deposit) in the form of Demand Draft at any Nationalized Bank in the favour of "DISTRICT HEALTH & FAMILY WELFARE SAMITY, SMP" Payable at Siliguri.
- a) The successful tenderer(s) will have to deposit Security Money Rs. 30,000/- in the form of Pay Order / Bank Draft in favour of "*District Health and Family Welfare Samity, SMP*". The Earnest money will be forfeited if the tenderer(s) fail to deposit the Security Money Deposit within 7 (Seven) days of acceptance of the Offer Letter.
  - b) The unsuccessful Tenderer(s) will receive their earnest money back in time. The earnest money will be refunded after the deposit of full amount of the Security Money for successful Tenderer(s).
  - c) The Earnest money will be forfeited if the tenderer(s) withdraw(s) the tender after opening of bids.
  - d) EMD exemption is allowed for those having SSI (MSME) Part II or NSIC certificate.
- 3) Documents required for Technical Bids are mentioned in specimen Form (Check List) of Technical Bid.
- 4) Rate (s) to be quoted against each specified item in specified unit as mentioned in Financial Bid Form. (Exclusive of all taxes)
- 5) The successful bidder will be bound to supply the item (s) within specific dates, i.e. within 15 days or as mentioned in the procurement order. In exceptional cases goods may have to be supplied with short period. The acceptance of the order by the supplier / agency implies that the supplier / agency have agreed to the terms and conditions of the work order. The timely supply of printed articles will be the essence of the contract.
- a. The deliveries of ordered items as per the accepted samples have to be made within the stipulated time. Any delay will attract a penalty @ 0.5% of the total order amount for each day will be deducted after 15 days.

- b. 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.
  - c. The order will stand automatically cancelled after a delay period equivalent to double the stipulated period.
  - d. Penalty will be recovered from the outstanding bill if any, L1 bidder fails to supply the required item within the stipulated date & time the purchasing authority may procure such item from the L2 bidder (negotiable rates)/L2 (in the same rate)/from the market or by any such process so as not to hamper the programme concerned.
  - e. Before imposing any penalty as per the above clause, the concerned supplier will be given opportunity to present his case but decision of the CMOH, Darjeeling will be final.
  - f. Chronic late suppliers will invite negative preference in subsequent tenders from this office. Habitual defaulter and/or failed bidder will be debarred from the participation in next tender process of the establishment.
- 7) Bidders will have to present original requisite documents in support of submitted documents for verification, if asked for.
- 8) Validity of Tender will normally be 1(one) year from the date of acceptance of tender. The procurement will be made in phased manner or at a time subject to requirement during validity period. Quantity will be as per requirement. Authority has no obligation to purchase all the items mentioned in the tender.
- 9) The Tender is valid for all The Institutions under the control of CMOH, Darjeeling.
- 10) Purchase will, however be made following the existing purchase policy of the Govt. of West Bengal and its amendment (S) made from time to time.
- 11) In case of any damage of item/items the loss to be borne by the selected agency only.
- a. The purchasing authority will not be responsible if any damage happens before supply of the items.
  - b. Similar penal measures shall also be initiated against those bidders who have submitted false/misleading/fraudulent documents or made incorrect declarations.
  - c. The penal measure will also include forfeiture of EMD performance Bank Guarantee if enlisted as a supplier.
- 12) The performance Security deposit will be mandatory for all suppliers and will not be waived in any case.
- 13) The Earnest Money may be kept in custody of the authority as a part of Security Deposit of the successful bidder(S) and will be released after expiry of the tender period if bidder expresses in written.

