

Government of West Bengal
Office of the Deputy Director of Health Services (E&S)
Central Medical Stores
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NOTICE INVITING E-TENDER FOR PROCUREMENT OF GLOVES FOR THE STATE FOR TWO YEARS FROM THE DATE OF AWARD OF CONTRACT (AOC)

(Through Pre-qualification)
(Submission of Bid through NIC e-tender portal)

NIT No:- HST/1P-104-2020/SG/20-22/109

Dated:03-11-2020

E-tender is hereby invited on behalf of the Health & Family Welfare Department, Government of West Bengal to prepare a Rate Schedule for supplying of Gloves for a period of 2 (two) years from the date of Award of Contract (AOC) and its extension, if required, for a further period of 6 (Six) months, to the Central Medical Stores, District Reserve Stores, Medical Colleges & Hospitals, District and Sub District level Hospitals and other Direct Purchasing Health Units under the Health and Family Welfare Department, throughout the State of West Bengal.

The Items have been detailed in Table-1 of this Bid Document. Earnest money to be submitted for participation in the on-line Tender is Rs 1,00,000 (One lakh only).

Earnest money is payable in favour of the Deputy Director (Accounts), Central Medical Stores, Kolkata as on-line deposit through e-procurement portal. The procedure for online submission of EMD is more clearly described in clause no 3.

MSMEs registered in West Bengal (which has its manufacturing unit in this state) are exempted from submission of EMD as per Finance Department, Govt. of WB Notification 10500-F dated 19/11/2004, but their selection would be subject to the provisions of Notification No. 6142-F(Y) dated 10/10/2017 of the Finance Department, Government of West Bengal.

1. General Instructions:

Intending bidders 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 website of the Health & Family Welfare Department at www.wbhealth.gov.in & necessary earnest money may be remitted on-line to the Pooling account of the Government of West Bengal through ICICI Bank.

2. Submission of BIDS:

Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel in the pay roll of the Company (having Authorization from the Company management) in the website <http://wbtenders.gov.in>. All papers must be submitted in English language with proper Page Marking.

3. On-line payment procedure : Login by the Bidder:

- a. An intending bidder shall login to the e procurement portal of the Government of West Bengal at <https://wbtenders.gov.in> using his login ID and Password.
- b. The bidder will have to select the particular tender and arrange payment of the required EMD amounting to Rs 1,00,000 (One lakh only) by selecting from either of the following payment modes:
 - i. Net banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway. On selection of net banking as the payment mode, the bidder will be redirected to the webpage of ICICI Bank Payment Gateway (along with a string containing a Unique ID) from which the Bank through which the transaction is intended will have to be selected. The bidder will then received a confirmation message confirming success of the transaction. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government maintained at the R N Mukherjee Road Branch of ICICI Bank at Kolkata towards collection of EMD. If the transaction fails, the bidder will have to try for payment again by going back to the first step.
 - ii. RTGS/NEFT- In case of offline payment through bank account in any bank: On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled Challan and the details required to process RTGS/NEFT transaction. The bidder will have to print the Challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account. Once payment is made, the bidder will have to come back to the e-procurement portal after expiry of a reasonable time (T+2 days) to enable the NEFT/RTGS process to complete, in order to confirm the payment and continue the bidding process. If the transaction is successful, the amount paid by the bidder will get credited in the R N

Mukherjee Road Branch of ICICI Bank at Kolkata towards collection of EMD. If the payment verification is unsuccessful, the amount will be returned to the bidder's account. The bidder will have to try again for payment by going back to the first step.

- iii. For RTGS/NEFT, the bidders are requested to process the uploading of the bid document well in advance, and sufficiently prior to closing of the bid of the particular group to avoid the risk of transaction failure.

4. Refund of EMD:

After declaration of Award of Contract (AOC) through the e-procurement portal, the EMD will be automatically refunded to the unsuccessful bidder (s) in the same route to the account from where the transaction was processed within a reasonable time.

5. Time Schedules for the e-tender:

SCHEDULE FOR OBTAINING BID DOCUMENTS, SUBMISSION OF BIDS AND OTHER DOCUMENTS ETC. WILL BE AS PER THE LIST PROVIDED IN CLAUSE NO 32.

6. General condition of illegibility for Quoting of items.

Manufacturers / Direct Importers of the item(s) capable of supplying the quantities as per requirement given in Table-1 and having commensurate Annual Turnover, as per Clause No. 8 of this Bid Document would be eligible to quote.

- a. **Distributors/ Agents / Dealers / Suppliers are not eligible to participate in the tender.**
- b. The item-wise tentative annual requirement, based on the consumption pattern in the previous year have been furnished in Table-1
- c. If a company has two or more separate manufacturing units at different sites/states, the company will be allowed to submit only one Bid for all units but necessary document regarding separate manufacturing units will have to be submitted as a separate set with the same Bid.
- d. Bidders should not offer products that are currently blacklisted by any other State / Central Government agencies / organizations or local, autonomous, statutory body/ bodies under the control of a State or Central Govt. or whose licenses are currently suspended / cancelled or manufacturers convicted.

In case of pending prosecution processes, the bidder shall have to give declaration in 'Annexure VI' and after the final decision of the Legal Authority,

the verdict of the case should be brought to the notice of the Tender inviting authority immediately, where the bidder is selected for supply.

- e. The bidder must not have been convicted any law against the licensee and the license of the firm shall not have been cancelled or suspended for non-compliance of any of the provisions. The bidder shall submit a non-conviction certificate in respect of the Items which bids have been offered, issued on or after the 1st day of January, 2020 by the concerned authority. If prosecution processes against any bidder are currently pending, the bidder shall have to give declaration to that effect in 'Annexure VI'
- f. Tender should not be submitted for the product / products which has / have been blacklisted/debarred by any other State / Central Government's organization or local, autonomous, Statutory body/ bodies under the control of a State or Central Govt., for reason of quality non compliances, major violations of the Drugs and Cosmetics Act and Rules or in the event of non-supply.
- g. Any Concern / Company which has been blacklisted by this Tender Inviting Authority for any reason or blacklisted/debarred by any State Government or Central Government Organization or local, autonomous, Statutory body/ bodies under the control of a State or Central Govt. for any of the above reasons or for the reason of furnishing forged/ fabricated/ false document should not participate in the tender during the period of blacklisting/debarring.
- h. Where a product(s)/supplier is blacklisted in any other state or by a central Government agency or local, autonomous, Statutory body / bodies under the control of a State or Central Govt. for situations as detailed above after the submission / opening of the bid / award of contract, the product(s)/bidder will be liable for blacklisting / rejection / termination / cancellation of contract / purchase order etc. The product(s) / bidder will also be liable for such action in the event of any conviction under any stage after submission/opening of bid.
- i. In case of merger / amalgamation / transfer of business/ transfer of assets/ selling of property/ Assignment etc. occurred by the order of Court/ Central or State Govt./ Commission affects the bid condition of a firm, in that case, the experience /past performance/ market standing status in preceding years of the previous firm, shall also be considered as the eligibility of a bidder by the TIA on the basis of the stated agreement/ BOD Resolution / CA Certificates or any other relevant documents / Certificates annexed in the tender.

- j. Bidder should declare the production capacity and also spare able capacity of the State of West Bengal of the items(s) bidding for, the bidder is allowed to participate in the bid only for those item(s) where the Spare able Capacity for the item(s) is more than 80% of the estimated annual requirement as mentioned in the tender document.

For that effect, Bidders intending to bid for any item(s) under procurement shall ensure:

a) The manufactured has minimum annual production capacity of 100% of the estimated annual requirement & annual spar able capacity for the Dept. of Health & Family Welfare, Govt. of West Bengal of at least 80% of the estimated annual requirement.

b) For importing any item, the Bidder has certification from the parent manufacturer about at least 80% spar able capacity of the estimated annual requirement for the Dept. of H & F W, WB.

7. The bids of the following bidders will not be accepted:

- I. The Bidders who were declared L₁ in the tenders floated by CMS in 2017-18 and 2018-19 but failed to execute the agreement, and/or.
- II. The Bidders who were declared debarred/blacklisted by any Govt. Concern/Govt. Health Institution in the Country as a whole or, for any item / items (quoted in this tender) are not eligible to participate in the current tender as a whole or, for that item or items. This clause will be applied on the basis of the Affidavit in Annexure-VI, made by the bidder.

8. ANNUAL TURNOVER REQUIREMENTS:

Manufacturer(s)/Direct Importer(s), State Based PSUs and State Based Other manufacturing units/CPSU whose average Annual Turn Over for last 3(three) financial years i.e. for the years 2016-17, 2017-18 & 2018-19 or 2017-18, 2018-19 & 2019-20 is Rs. 2 (Two) Crore only be eligible to participate in the Tender.

Average Annual Turn Over Requirement is **exempted for MSEs, registered in WB or registered with NSIC** but for the **registered State PSUs under the Dept. of H & F.W.**, the required minimum Average Annual Turn Over for the last three Financial Years. I.e. for the year 16-17, 17-18 & 18-19 or 17-18, 18-19 & 19-20 to participate in the tender is **Rs. 1 (One) Crore.**

9. SUBMISSION OF THE TENDERS:

The tender is to be submitted in a 2(Two) Bid System - (Technical Bid as BID A & Financial Bid as BID B).

Technical Proposal:

- I. "BID A" Part I: - Company Specific Technical Documents (PDF) (SINGLE FILE MULTIPLE PAGE SCANNED) The scanned document uploaded should be legible and readable and should not be repetitive. Uploading of illegible scanned document will not be accepted and will stand for rejection of bid.

A	Certificate of registration/EM II in respect of domestic MSME within the State of West Bengal
B	CHECK LIST in the prescribed format.
C	Application in Annexure I
D	Bidders' details in Annexure I (a),
E	Declaration of the Mother Company about the production Capacity of tentative requirement of the item. Annexure I (b)
F	Authorization letter of signatory from Company in Annexure II
G	Certification from Chartered Firm for Annual Turnover Net of Taxes for the last 3(three) yeas in Annexure III
H	Copy of agreement between the out-of-state Manufacturer and the Distributor, if any in Annexure IV (a).
I	Annual Turn Over of the Distributor, if any, to be certified by CA firm which should not be less than 1 (one) crore for the year 2018-19 or 2019-20 in Annexure IV(b)
J	Drug license, Trade License, Last year IT Return, GST Return, No Conviction Certificate , etc. in respect of Distributor, if any in Annexure IV(c).
K	Affidavit on Non Judicial Paper worth Rs 50.00 for Non Conviction & Non debarment/non-blacklisting sworn before the Notary Public/Judicial Magistrate/Executive Magistrate on or after the date of publication of the Tender Notice in Annexure VI.
L	i) Indian Manufacturer should have BIS 13422 certification for Sterile Surgical Gloves and BIS 4148 certification for Non Sterile Surgical Gloves ii) the direct importers should have European CE / USFDA certification
M	Import Licence (Form 10) for Imported Item(s). (The item should be marked / highlighted mentioning therein the CMS Cat No for each particular item)

“BID A” Part II :-

Technical Data Sheet (In Excel Sheet as provided)

II. NON-STATUTORY/ MY DOCUMENTS Containing the following documents:

This folder will be named as ‘My Document’.

Serial	Category	Sub Category	Sub Category Description
A	Certificates	Certificates	PAN Card of the Bidder Company
			GST Registration certificate
B.	COMPANY DETAILS	COMPANY DETAILS	Valid Trade Licence / Enlistment Certificate
			Manufacturing License of the Item
			Registration with Register of Companies
C.	CREDENTIAL	CREDENTIAL	BIS certification for Indian manufacturer and European CE / USFDA certification for direct importer .
D.	FINANCIAL INFORMATION	PAYMENT CERTIFICATE 1	Income Tax Returns submitted for the Assessment year 2018-19 or 2019-20 GST Returns for the year 2018-19 [any one month]
		PAYMENT CERTIFICATE 2	P/L Account & Balance Sheet for the year 2016-17, 2017-18 & 2018-19 or 2017-18, 2018-19 & 2019-20

**III. “BID B”: FINANCIAL COVER
BOQ**

The folder as “Financial Bid” shall contain:

Base Rate per accounting unit repeat per accounting unit inclusive of Entry Tax, Customs Duty (if applicable), Transportation Charges, Insurance, Delivery Charges, Incidental Charges, Freight Charges, and Testing Charges etc and exclusive of GST to be quoted. However, L₁ will be determined on base price only without GST.

The bidders are not required to submit hard copies of Bid A or My documents. Submission of hard copy of Financial Bid is totally prohibited and only be submitted on - line through NIC portal.

10. EVALUATION OF THE TENDERS:

During the tender evaluation process, the "BID A" will be opened first. Those Bidders who have qualified in respect of the evaluation of the essential & other requirements in "BID A" Part I, Part II & My documents will be identified & Technical data sheet will also be evaluated and their financial "BID B" will be opened who pass the evaluation.

The financial bid may be opened subject to the physical verification of sample and as well as the bid should be technically accepted, based on the verification of Documents submitted online. No extra document will be received as Hard Copy

The financial bid of those Bidders failing to meet the Technical & other requirements laid down in the tender will not be opened and be rejected. The Bidder offering the item found suitable and as per the tender specifications will only be selected and Award of Contract (AOC) will be declared.

For high volume, vital and life savings item or items, if the lowest quoting bidder fails to supply for 2 (two) orders at any stage or the H&FW Department considers selection or induction of more Bidders for prompt supply for the interest of better patient care services or in the exigency of the situation, if the L1 bidder fails to supply the requisite quantum of medicine, counter offers shall be invited from the next bidders i.e. L₂, L₃ and L₄ etc. to supply at the lowest rate, i.e. at L₁ rate. The bidders agreeing to supply at the L₁ rate would simultaneously be requested to inform the time to be taken for the supply. If there are more than one bidder agreeing to match the lowest rate, the one with the lowest supply time in terms of the number of days between placement of order and actual delivery would be entrusted with supply of the pending consignment of the defaulter bidder. The defaulter bidder will be blocked in the SMIS as soon as alternative bidder(s) are identified and the latter would continue to supply the item until there is any failure in supply of 2(two) orders for the particular item. In the event of there being more than one bidder with same delivery time, the order shall be divided among them and such division of orders shall continue till bidders assuring of supplying up to 120% of the estimated requirement of the State in respect of the particular item or items are identified. Performance Bank Guarantee will be calculated for that item(s) on pro-rata basis for the remaining tender period.

11. APPOINTMENT OF AUTHORISED DISTRIBUTOR:

- a. The out-of-state bidder may supply directly or may supply through their authorized distributor.
- b. Local MSME / local PSU / CPSU / local Bidders are however not allowed to engage Distributors.
- c. If Out-of-state Bidder proposes that order and payment are to be made in the name of the Distributor, such Distributor must be an authorized distributor of the Bidder with minimum annual turnover of Rs. 1 (one) crore for the year **2018-19 or 2019-20**, in Annexure- IV (b).
- d. The Bidder shall have to submit a copy of the agreement signed between the bidder and the Distributor in Annexure IV (a) certificate of Annual Turnover of Distributor from CA firm in Annexure IV (b) & valid documents of the Distributor relating to PAN, GST, Drug license etc. in Annexure IV(c).
- e. If out-of-State Bidder proposes that the order & payment are to be made in favour of the Bidder & the Bidder will supply and effect distribution through authorised C&F agent or local sales depot, the same is allowed. No annual turnover is necessary for such engagement.
- f. The matter related to Way Bill is the responsibility of the Manufacturer/Direct Importer/authorized distributor/ C&F agent and the procuring authorities will not issue any way bill.
- g. It is, however, made clear that agreement in pursuance of the accepted tenders will be executed only with the Bidder who will be responsible for the supply.

12.PREFERENCE & REGULATIONS FOR MSME, W.B. & OTHERS AS UNDER NOTED:

Preference will be given to the MSME, W.B., P.S.U., W.B. and State Based Other Manufacturers as per West Bengal Financial Rule incorporated under Finance Department Notification No. 10500-F dated 19.11.04 read with Notification No. 6142-F(Y) dated 10/10/2017. Registration as a Small Scale Industries unit after the submission of the tender will not entitle the Bidder to get exemption from payment of Earnest Money.

13.IMPORT LICENCE:

Certified copy of Import Licence in Form 10 for particular item with current validity certificate for Drug Items only along with full list of endorsement with items highlighted by colouring / underlining of items quoted in the tender must be submitted. The items should be Marked / Highlighted mentioning there in the CMS CAT No. for each particular items satisfying the Tender specification.

14. ENDORSEMENT COPIES:

Endorsement List approved by the concerned Authority with highlighting the CMS Cat. No. for each item quoted by the Bidder should be produced. For imported items, Bidder should produce Import license with IEC Code No. with current validity certificate along with full list of endorsement with items highlighted by colouring mentioning the CMS Cat. No. quoted in the tender.

15. Submission of Samples for verification and validation :

Every Bidder of must submit at least **20 (Twenty) no. of samples in a sealed pack for each item** to office of the undersigned at Central Medical Stores, 141, AJC Bose Road, Kokata – 14 **by 20-11-2020 up to 04:00 pm** for sampling without submission of samples Technical Bid will be rejected.

16. RATE:

- a. Rates are to be quoted for items with their Catalogue as provided in Table-1 below.
- b. Rate should be quoted in decimal coinage stating the particular item as per Catalogue of the Tender proposed to be supplied inclusive of all incidental charges including FREE DOOR DELIVERY to the Central Medical Stores, 141, Acharya J.C. Bose Road, Kolkata – 14 or 243, Rabindra Sarani, Kolkata – 700003 and other purchasing health institutions under the Dept. of Health & Family Welfare, Govt. of West Bengal, situated anywhere in the state. Rates quoted in respect of items shall not exceed the controlled price and/ or M.R.P. (maximum retail price) fixed by DPCO, GOI wherever it is applicable.
- c. Rates shall be valid throughout the period to be covered by the contract to be executed with successful bidders along with any extensions as may be made by the competent authority from time to time.
- d. THE BASIC RATE PER ACCOUNTING UNIT REPEAT PER ACCOUNTING UNIT should be furnished inclusive of Entry Tax, Customs Duty (if applicable), Transportation Cost, Insurance, Freight, testing charges, Incidental Charges etc. but excluding GST which shall be quoted separately in the template for Bill of Quantities (BOQ).
- e. Percentage of GST to be mentioned in the appropriate Column of the template for Bill of Quantities.

17. ORDER & SUPPLY:

- I. The Genesis of the tender and subsequent action solely depend on the following :
 - i. E tender,
 - ii. E procurement &
 - iii. E payment.

- II. Orders for the supply of the approved products will be placed with the successful bidders after the execution of the agreements in phases as and when required by the procuring authorities of different Health units under the department of H&FW, WB across the State up to the State General Hospitals level depending upon their annual consumption. The successful bidder will have to supply within the specified time schedule as prescribed.

- III. All supplies will have to be completed by door delivery within stipulated time period mentioned below :

For the items under Table -1: Maximum of 30 days from the date of order in the Store Management Information System (SMIS) from the procuring units.

- IV. It would be mandatory for all successful bidders to maintain a Rolling Reserve or Buffer Stock of each of the items entrusted to tide over supply bottlenecks, if any. The Buffer Stock should represent at least 10% of the Tentative Annual Consumption of the items under Table 1 of the Bid Document. The Buffer Stock so maintained should be replenished from time to time with fresh stocks. Such buffer stock should be maintained during the entire period of contract, except the last quarter of the contract period.

- V. NO RELAXATION ON ANY ACCOUNT WILL BE ALLOWED FOR CONDONING DELAYED SUPPLIES. In addition to physical order, the selected Bidders would have access to the Vendors' Portal from which, the procurement order, Goods Received Notes (GRN) and Bill Status can be seen on line & downloaded. The order generated out of Vendors' portal will have the same meaning and strength that of physical order.

- VI. The bidder/supplier shall not have two different shelf life for the same product.

18. BAR CODING :

The secondary & tertiary pack should contain 2D Data-Matrix Bar Code and it should not exceed size of 18 mil & 50 character having the following items in the given format below-

Vendor Code* CMS Cat No* Batch Number* Manufacturing Date* Expiry Date

- a. Vendor Code (means the Code No., mentioned against the concerned Bidder in the approval Notice)
- b. CMS Cat No (means the Item No, mentioned against the concerned item in the approval Notice)
- c. Batch Number (means the Batch manufacturing No. of the item, having maximum of 15 character)
- d. Manufacturing Date (to be in the YYYY format)
- e. Expiry Date (to be in the YYYY format)

NOTE: All above 5 (five) items to be separated by * mark without having no space in between the items

19. LABELING:

Labeling of the items should be complied with all provisions as mentioned in Part IX of the Drug & Cosmetics Rules, 1945. All supplies of articles in drugs section should invariably contain the following information on its label and the carton in addition to Bar coding.

One information should not be overlapped by any other information needed to be furnished.

- a. Name of the Item
- b. Manufacturing date.
- c. Expiry Date.
- d. Name & address of Manufacturers / Importer.
- e. Manufacturing License Number / Import License No.
- f. Batch Number

The bottle label & carton should invariably marked with
'W B. GOVT SUPPLY. NOT FOR SALE'

The above labeling should be printed in each Primary, Secondary & Tertiary Packing.

The MRP and Trade Name will not be allowed to be printed in any pack. This will lead to cancellation of candidature straightaway. For Imported items, trade name may be allowed in addition to the generic name.

20. MANUFACTURING AND PACKAGING:

a) Packing of medicine should be done as per provision laid down in Drug & Cosmetic Act, 1940, and Rules framed there under. However, an indication about the packing norms in respect of items (Drug & Non Drug) with standard packing materials are given below:

- i) The primary packing should strictly be made as per accounting unit prescribed.
- ii) The secondary packing should also be as per pack size prescribed. The idea of prescribing the norms of secondary packing is to issue the item to the periphery units in a sealed condition. However, the appropriate secondary packing can be determined in consultation with the selected Bidder.
- iii) Corrugated package box size should be limited to 12" H x 24"L x 24"W. No deviation in this respect will be allowed.
- iv) No corrugated box with contents should weigh more than 15 kg (7 kg in case of ointments and fragile materials)
- v) No box should contain mixed products or mixed batches of the same product.
- vi) The product label on the cartoon should be at least 15 cms x 10 cms dimension. It should carry the appropriate labelling mentioned above with quantity packed and net weight of the box.

21. TESTING OF ITEMS :

- (a) The non-standard and defective batch, if found in the quality test will not be refunded to the bidder & will be destroyed in presence of the bidder or his authorized representative after Statutory Test. The non-standard and defective batch will also include for wrong packaging or labeling.
- (b) The cost of procurement of non-standard items or defective batch(s) will not be paid or if already paid the cost will be deducted from the pending bills of that supplier for that item or other item or from the performance bank guarantee. Before processing the bill, the Accounts section will be entrusted to look into the result of the quality test done from the end of CMS. Moreover, action under relevant Rules of the Drugs and Cosmetics Act, 1945 and rules framed there under will also be taken.

A sum @ 2% of bills exclusive of Govt. tax & duties will be deducted from the bills of the supplies of the item(s) by the procuring authorities and deposited in the respective budget head to meet cost of handling and testing charges.

22. WITHDRAWAL / CANCELLATION & PURCHASE POLICY OF TENDERING AUTHORITY:

- A) Acceptance /Rejection of bids:

- i) The Tender Inviting Authority reserves the right to accept/reject/cancel or defer the Tender submitted for any or all items. Price, which is a relevant factor, is not the only criteria in accepting/rejecting/cancelling/deferring Tender for any or all items without assigning any reason. The other criteria to be considered will be quality, capacity to deliver the quantity required etc. Decision taken will be at the best interest of the Tender Inviting Authority, user institution, State Government and above all, in public interest.
 - ii) The Tender Inviting Authority attaches prime importance to the following factors in addition to looking at the prices of the products offered.
 - i. Quality of the product supplied.
 - ii. The competency of the bidder to supply the products in the quantity and quality specified and as per the supply schedule.
 - iii) Proper packing, transport and other factors that could affect the quality and shelf life of the items would also be considered. Usually the lowest offers of bidders qualified for the Price Bid opening shall be accepted, unless one sided conditions unacceptable to the Tender Inviting Authority are made in the Price Bid.
 - iv) At any point of time, the Tender Inviting Authority reserves the right to cancel or modify the supply order for the supply of all items or for any one or more of the items in a tender even after it is awarded to the successful bidder for breach of terms and conditions of the tender document and agreement.
- B) The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favour of any Bidder, shall be treated as cancelled.
- i) 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 Bidder will not be allowed.
 - ii) The tendering authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason.
 - iii) 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. The purchase 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 should be observed in considering the tenders.

- iv) The tendering authority reserves the right to purchase any item of the Catalogue at the approved rate from any outsider (Non- Bidder) during the tender period in case of emergency, if the bidder fails to supply such items on short notice,
- v) The tendering authority reserves the right to procure any item, of the tender directly from a state/ Central Govt. undertaking even if a tender for the same has been offered/ accepted.

23. **NO- CONVICTION CERTIFICATE:**

No conviction certificate issued on or after **01-01-2020** from the Controlling Authority of the State where the manufacturer is registered is to be submitted. He will also submit an affidavit in the prescribed Pro-forma (Annexure-VI), attached herewith from Notary Public/Judicial Magistrate/ Executive Magistrate issued on or after the date of publication of the tender notice.

24. **PENALTY CLAUSE:**

IT SHOULD BE REALISED BY ALL THE BIDDERS THAT GENERAL AND OTHER ITEMS CONSTITUTE AN IMPORTANT PART FOR THE ESSENTIAL PATIENT CARE SERVICES. THIS IS MORE SO IN CASE OF SERIOUS AND EMERGENCY PATIENTS. THERE CAN BE NO RELAXATION IN THE QUALITY AND TIMELY SUPPLY OF THESE ITEMS UNDER ANY CIRCUMSTANCES, AS THIS WOULD SERIOUSLY & ADVERSELY AFFECT PATIENT CARE SERVICES. BIDDERS ARE THEREFORE ADVISED TO CAREFULLY ASSESS THEIR MANUFACTURING ABILITY AND CAPABILITY FOR ENSURING TIMELY SUPPLY OF THE ASSURED QUANTITIES AS PROVIDED IN TABLE 1 BELOW, PRIOR TO PARTICIPATING IN THIS TENDER.

- A) In case of supply of the sub-standard items found in the quality test as per quality assurance norms, the defective batch /batches determined by the appropriate authority will not to be replaced to the Bidder. The batch will be destroyed in the presence of the representative of the Bidder after Statutory test. The payment of the defective batches will not be made to the supplier or if paid in the meantime, is to be deducted from the pending bills of the bidder or from performance bank guarantee.
- B) In addition to rejection of the supply, the Dy. Director of Health Services (E&S) W.B and the heads of direct demanding units will have the right to cancel the supply order wholly or in part, to forfeit security deposit and to recover the loss, if any, of the Govt. by making deductions from any pending claim of the supplier/ Security Deposit or Performance Bank Guarantee, as may be deemed fit. Such Penalty for supply of a item falling within the meaning of adulterated/ spurious/ misbranded under Section

17 (A), 17 (B) and 17 (C) of the Drugs and Cosmetics Act, 1945 and the rules framed there under will be in addition to action which may be taken by police, the Drug Control Authority or by tendering authority of the State Govt or the Govt of India or by any individual under the law of the land.

- C) Debarment from participation in next tender processes of the Health & Family Welfare Department: The Tender Selection Committee reserves the right to declare a firm/ Company blacklisted for 3(three) years due to the following reasons:

If the supplier:

- i) Withdraws from agreement after achieving the "Lowest Quoted Bidder"
- ii) Failure in supply within stipulated period for 5(five) occasions during the tenure of the tender period or its extensions. There may be blockage for the entire State for failure in supply for five occasions for a particular item without any valid reason.
- iii) For supply of non-standard item or items as per quality test within tender period as determined by the testing of the item by CMS/Tender Selection Committee in respect of particular item(s) only.
- iv) In consequence of submission of false or fabricated documents by any firm/ company for participating in the tender, if proved later on.
- v) Quoting absurdly high or low rate in the opinion of Central Medical Stores/Tender Selection Committee, with the intention to vitiate the tender process. The assessment of too low or too high will be made by a team of Health officials in the context of NPPA norms or any other norms under Govt.
- vi) Supply of items with short expiry dates for less than two years, if not otherwise permitted.
- vii) Unwilling to accept the tender conditionality in respect of selection of item or items at any stage of the tender period.
- viii) Submission of tender for the product /products for which the concerned company has been blacklisted either by the state Government/ other State / Central Government /Govt Organization.
- ix) Submission of tender during the period of blacklisting of Concern Company either by Tender Inviting Authority or by any State Government or by other State/Central Government

The H&FW Department will have the right to inspect the manufacturing unit of the bidder before accepting the rates quoted by them or at any point of time during continuance of the tender and the Department will also have the right to reject tender or terminate/ cancel the purchase order(s).

- D) Financial Penalties for deficiencies in services/supplies during the period of the tender and its subsequent extensions :
- i) The Bidder should supply full quantity of the any material of any order in one consignment. Part supply will not be considered. After supplying one consignment the order for the material will be closed in SMIS automatically.
 - ii) In respect of all consignment stipulated period will be as stated in clause no 17 (III).
 - iii) The order generated out of SMIS will carry the same status that of signed order.
 - iv) At least 50 % of the total order quantity of any material may be supplied in one consignment with penalty. After supplying one consignment the order will be closed in SMIS automatically. The penalty provision are as follows:
 - a) If the Bidder supplies full quantity of any material of any order in one consignment within stipulated period as per Clause no. 17 (III) then there will be no penalty.
 - b) If the Bidder supplies partial quantity of any material of any order in one consignment within stipulated period, then 2% of the basic cost of the material non-supplied will be deducted from the existing bill of the supplier.
 - v) In case supply is made after the stipulated time period as per clause no. 17 (III) but within next 10 (Ten) days i.e. upto 40th day,
 - a) If the Bidder supplies full quantity of any material of any order in one consignment after stipulated period of placing order i.e. 30 days but within the 40th day then 1% of the basic cost of the materials will be deducted from the existing bills of the supplier.
 - b) If supply partial quantity of any material of any order in one consignment after stipulated period of placing order i.e. 30th days then 1% of basic cost of the materials per day's delay upto 40th day and 2% of the total basic cost of the material non-supplied will be deducted from the existing bills.
 - vi) However, if the stipulated period ends on Saturday, Sunday or Govt holidays, supply should be made on the next working day and in that case, no penalty would be chargeable.
 - vii) The provision of penalty is system-generated and cannot be waived in any case.
 - viii) System generated show cause notice will be issued for failure in supply beyond 40th day for five occasions for a particular item(s) and the firm quoting L₂ rate for the Item(s) may be selected after blockage of the said Item(s) of the defaulting Bidder in the SMIS.
 - ix) The defaulting Firm may be blacklisted after issuance of a show- cause- letter for such delay beyond 40th days in five occasions.

- x) However, H&FW Dept reserves the right to accept late supply/late GRN beyond 40th days in case to case basis on proper merit or ground with or without penalty charges after satisfying that the delay is beyond the control of the Bidder.
 - xi) For firms who fail to supply the full order on five occasions for any item(s) within the stipulated time of the tender period and its extensions- the Performance Bank Guarantee, deposited for the item(s) may be forfeited and the concerned Bidder may be debarred from participation in the CMS, DoHFW or WBMSCL tenders for the next 3(three) years.
 - xii) The names of the defaulting suppliers will be put up in the Departmental website.
 - xiii) Enhancement of cost of raw materials etc. will not be acceptable as a plea for not supplying the materials within the stipulated period as provided in the work order in the tender period or in the extended period of the tender.
 - xiv) More than one product shall not be included in one invoice. Supplies relating to more than one purchase order shall not be included in one invoice. Where more than one batch is supplied under an invoice, the quantity supplied under each batch shall be stated in the Invoice.
- E) **In addition to Blacklisting/ forfeiture of Performance Bank Guarantee deposited for the item(s) non-supplied or item(s) withdrawn by the Bidder (Initially or any point of time during the tender period i.e. from the selection process of L1 bidder),** the projected cost of the non-supplied material(s) throughout the tender period will be recovered as fine in order to make alternative purchase, apart from other penal measures. If the projected cost of non-supplied material(s) [e.g. **Projected Cost = Approved Rate X Non-supplier portion of the item(s) as per requirement,** mentioned in the tender documents] is higher than the Performance Bank Guarantee already deposited then the balance amount over the PBG will be recovered from the bidder, failing which the Bidder will be blacklisted as a whole for five consecutive years with effect from the date of issue of the blacklisting order.

25. **APPEAL:**

Appeal against the decision of Central Medical Stores/Procuring authorities or the system generated decision to impose such a penalty will lie with Tender Selection Committee/H&FW Dept. The Special Secretary/Secretary/Principal Secretary will be the appellate authority within the Department of Health & Family Welfare, Government of West Bengal. The concerned supplier may appeal to the authority citing the proper reasons for non- imposing penalty.

26. **PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRADULENT/ MISLEADING DOCUMENTS:**

If during the tender process or at any state during the validity of the tender period, it is found that a Bidder(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those bidders who have submitted false/ misleading/ fraudulent documents or made incorrect declarations. The penal measure shall be:

- i. Forfeiture of Earnest Money
- ii. Forfeiture of Performance Bank Guarantee if enlisted as a supplier.
- iii. Cancellation from the approved list of suppliers and debarment from further supply orders
- iv. Black listing from all Departmental tenders (called by the CMS or others) of the Bidder, the Principals of the firm(s) and the concerned distributor(s) for a period of three years

27. **AGREEMENT:**

On a tender being accepted, intimation of acceptance will be forwarded through departmental website by the Dy. Director of Health Services (E&S) W.B. After communication of the same, the Bidder will have to execute agreement in the prescribed form along with submission of requisite amount of performance Bank Guarantee with the Dy. Director of Health Services (E&S) W.B., within 15 days from the date of issue of invitation. The copy of the Agreement is annexed with the NIT document in Annexure VII. Such agreement shall be binding on the Bidder. If the Bidder withdraws from agreement after achieving the "Lowest Quoted Bidder" necessary Penal measures shall be initiated against the bidder as follows:

- i. Forfeiture of Earnest Money
- ii. Black listing from all Departmental tenders (called by the CMS or others) of the Bidder, the Principals of the firm(s) for a period of three years.

28. **VALIDITY PERIOD OF AGREEMENT:**

The contract period will be for a period up to two years from the date of awarding contract (AOC) which may be further extended up to six months with prior approval of the Department of Health & Family Welfare, Government of West Bengal, if necessary.

29. **PERFORMANCE BANK GUARANTEE:**

- a) The submission of Performance Bank Guarantee shall be mandatory for all approved bidder and will not be waived in any case.
- b) The successful bidders shall be required to furnish the Performance Bank @ 2% of quoted base rate of the product multiplied by the tentative requirement for 2(Two) years per item for which the Bidder has been selected as supplier subject to a minimum of Rs. 20,000 (Twenty) thousand per item and maximum of Rs. 20,00,000 (Twenty) Lac Validity of Performance Bank Guarantee should be up to **31st March 2024.**
- c) The Performance Guarantee from any Nationalized/ Scheduled Bank in India acceptable to the Government of West Bengal should be submitted to the office of the Dy. Director of Health Services (E&S), West Bengal, within 15 (fifteen) days from the date of acceptance of tender. The format of the performance bank guarantee is annexed herein in Annexure VIII.
- d) The following Account bearing No. 000605030134 opened at ICICI Bank, 22, RN Mukherjee Road Branch, Kolkata should be treated as the Pooling Account of the Performance Bank Guarantee with the following Account details :
 - a. Name WB Govt Pooling A/C For Performance Guarantee Account No
000605030134
 - b. IFSC Code ICIC0000006
 - c. MICR Code 70229002
 - d. Branch Address ICICI Bank, 22, R.N. Mukherjee Road, Kolkata-700001
- e) If Agreement has not been executed along with submission of performance bank Guarantee within 15 days from the date of acceptance of tender, the candidature may be cancelled and the next Bidder may be accepted.
- f) The Performance Bank Guarantee of Bidder will be liable to forfeiture as enumerated in Clauses 24 above.

30. INSPECTION:

The competent authority may visit any factory at any day at any reasonable time in a regular basis for inspection. In case of bidder bagged L₁ status of item(s), physical inspection may follow to adjudge its production capability and assured supply and take decision accordingly for L₁ status.

31. PAYMENT TERMS:

Payment will be made through E payment system through ECS/RECS/RTGS after execution of due supply as ordered subject to:

- i. Submission of Performance Bank Guarantee in terms of Clause 29 and subject to penalty clause in terms of Clauses 24 to 26.
- ii. Supply of the materials as per specification as provided in the tender documents and the catalogue.
- iii. Supply of the materials within the supplied period as specified in the work orders.
- iv. The status of orders, Goods received note and payments will be available on-line for the vendors in the Vendors' portal in the Departmental website www.wbhealth.gov.in : Vendors Portal.
- v. On being selected, the successful Bidders will have to upload the information stating the name of the payee/ recipient, Bank account no with MICR No, IFSC Code of the payee/recipient to Vendors' Portal for making e payment. The bank mandate is also to be submitted to the procuring authority in the first bill.

32. Dates & Information:

Sn	Items	Publishing date(s)
1.	Date of uploading of N.I.T. Documents in the e tender portal of NIC : https://wbtenders.gov.in	03-11-2020
2.	Date of hoisting of documents in the tender menu of H&FW Departmental website (www.wbhealth.gov.in)	03-11-2020
3.	Documents download (online)	03-11-2020
4.	Pre BID Meeting at the office chamber of DDHS (E&S), WB, CMS, 141, AJC Bose Road, Kolkata – 14	09-11-2020 at 12:00 Noon
5.	Bid Submission Start Date(on line)	12-11-2020 from 06:00 PM
6	Bid submission closing date (online) :	25-11-2020 upto 10:00 AM
7	Bid opening date (online)- technical bid :	25-11-2020 at 10:30 AM
8	Date of uploading of item wise bid summary notice (online)	To be notified in the website: www.wbhealth.gov.in
9	Date of opening of financial Bid	
	Date of uploading of list of bidders along with the approved Rate	

**** Please upload the BOQ, as downloaded on and from 12-11-2020 from 06:00PM**

33. DDHS (E&S) RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE DEPARTMENTAL WEBSITE AND CMS NOTICE BOARD.

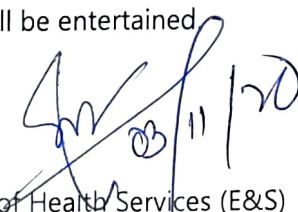
34. Opening the financial bid as per schedule will BE NOTIFIED LATER ON.


35. Financial bid can be seen & accessed by the bidder through the NIC Portal on line after opening of financial bid on line. No objections in this respect will be entertained raised by any Bidder. No informal tender will be entertained in the Bid further.

36. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder

would not allowed to participate in the tender and that application shall be rejected outright without any prejudice.

37. In the event of any question or dispute arising under this Agreement or the conditions of any special conditions or anything otherwise relating to this Agreement or any clause thereof, the decision of the Director of Health Services, West Bengal in consultation with the Health & Family Welfare Department, Govt. of West Bengal, will be considered final and binding on both the Parties.
38. All legal jurisdiction of any unsettled dispute will be subject to the High Court of Kolkata jurisdiction.
39. A HELP DESK is set up in the office of the Deputy Director of Health Services (E&S), Central Medical stores, 141, A J C Bose Road, Kolkata – 700 014 to help and guide the prospective bidders about their registration, holding of Digital Signature Card and allied matter. Prospective bidders may contact personally or over phone vide phone no (033) 2265-4417, 4418, or mail their queries to cmswbhealth@gmail.com.
40. The Tender Selection Committee reserves to right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained


Deputy Director of Health Services (E&S)
Central Medical Stores, West Bengal
141, A J C Bose Road,
Kolkata 700 014


03.11.2020

Item List

SI No.	Cat. No.	Specification	Accounting Unit	Tentative Annual Requirement
1.	G2.01/C	Gloves, Sterile, Disposable, Pre powdered Surgical Rubber Gloves, Size - 6 inches, 6 1/2 inches, 7 inches, 7 1/2 inches	1 Pair	2,00,00,000
2.	G2.02/C	Gloves, Non-Sterile, Disposable, Pre powdered Surgical Rubber Gloves, Size - 6 inches, 6 1/2 inches, 7 inches, 7 1/2 inches	1 Pair	3,00,00,000

FORMAT FOR CHECK LIST IN RESPECT OF

E TENDER FOR PROCUREMENT of GLOVES FOR THE PERIOD OF TWO YEARS FROM THE DATE OF AWARD OF CONTRACT (AOC)

NIT No. Date

Name of the Bidder: - _____

Full Address of the Bidder: _____

E-Mail _____ Contact person relating to Bidder & Mob. No. :- _____

Tendering as: Manufacturer/Direct Importer (PI strike out which is not applicable)

Status of Manufacture: MSMEs Registered in West Bengal / State based PSU/ State based Others/Others outside WB (PI strike out which is not applicable)

Average Annual Turn Over Net of Taxes for last 3(three) financial years i.e. for the years **2016-17, 2017-18 & 2018-19 or 2017-18, 2018-19 & 2019-20** of the Bidder: Rs.....

Name of the proposed Distributor, if any :
with Address & Contact No.
(For Out-of-state Bidder only)

Sl. No.	Particulars	PI mark \checkmark		Folder name & Page no
		Yes	No	
1.	Application submitted in Annexure I	Yes	No	
2.	Bidder's Information Sheet in Annexure I (a)	Yes	No	
3	Declaration of Production Capacity and also Spare able capacity for the State of West Bengal of the item(s) participated in the tender in Annexure I (b).	Yes	No	
4	Authorization letter of signatory from the	Yes	No	

Sl. No.	Particulars	PI mark √		Folder name & Page no
	Company for DSC in Annexure II			
5.	Certification from Chartered Firm about 30% sale in the open market & Annual Turnover Net of Taxes for the last 3(three) yeas in Annexure III	Yes	No	
6.	Copy of agreement between the Manufacturer and the Distributor as prescribed, if distributor is proposed to be engaged in Annexure IV(a)	Yes	No	
7.	Certificate from CA Firm about the annual Turn Over of the Distributor of the year 2018-19 or 2019-20 in Annexure IV(b)	Yes	No	
8.	Particular of the Distributor in Annexure IV(c)	Yes	No	
9.	Received copy of Sample Submission (Annexure – V)	Yes	No	
10.	Affidavit for No Conviction from Notary Public/Judicial Magistrate/Executive Magistrate, as per Annexure VI	Yes	No	
11.	Technical Data Sheet in excel sheet as provided	Yes	No	
12.	Copy of PAN Card of the Bidder Company	Yes	No	
13.	GST Registration Certificate	Yes	No	
14.	Certificate of registration/ EM II in respect of domestic MSME within the State of West Bengal	Yes	No	
15.	Trade Licence/ Enlistment Certificate	Yes	No	
16.	Registration with Registrar of Companies	Yes	No	
17.	BIS certification for Indian manufacturer and European CE / USFDA certification for direct importer .	Yes	No	
18.	Manufacturing License of the Item	Yes	No	
19.	Income Tax Returns submitted for the	Yes	NO	

Sl. No.	Particulars	PI mark ✓		Folder name & Page no
	Assessment year 2018-19 or 2019-20			
20.	GST Returns for the year 2019-20 (any one month) (If applicable, if not applicable self declaration is required)	Yes	No	
21.	Export-Import License with validity and IEC Code (for Direct Importers)	Yes	No	
22.	P/L Account & Balance Sheet for the year 2016-17,2017-18 &2018-19 or 2017-18, 2018-19 & 2019-20	Yes	No	

Annexure I

APPLICATION FORMAT

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

To
The Deputy Director of Health Services (E&S),
Central Medical Stores,
141, Acharya Jagadish Chandra Bose Road,
Kolkata – 700 014

Sub: ***E TENDER FOR PROCUREMENT GLOVES FOR THE PERIOD OF TWO YEARS
FROM THE DATE OF AWARD OF CONTRACT (AOC)***

Ref: - DDHS (E&S) N.I.T. Nodated

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.....
.....
in the capacity.....duly authorized to submit the offer as a manufacturer/direct importer/ both as manufacturer and direct importer (Strike out which are not applicable). The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document and declare that we shall abide by it for throughout the tender period including its extensions, if any.
3. We are offering rate for the item /items in the BOQ with manufacturing/importing capacity and assured supply as per requirement of the NIT to the Health & Family Welfare Department, Government of West Bengal.
4. We declare that we have not been convicted under any provision of Drug and Cosmetics Act, 1945 and any other law in force from any competent authority or by any Court of law.
5.
 - a. We propose that the order and bill should be raised in our name. For this, We have appointed M/S having its

office at
Mobile No..... e-mail address
..... (address, contact no and e mail address) as C&F
agent /C&S (strike out whichever is not applicable) as per clause 11 of the
NIT (This clause is applicable for out of state manufacturers) 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.

c. The agreement between ourselves and the distributor & other documents
as prescribed is attached in annexure IV(a), IV(b) & IV(c) (This clause is
applicable for out of state manufacturers).

6. We are the existing Bidders in the CMS / we are not the existing Bidder in the
CMS (PI strike out whichever is not applicable).

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

8. 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 no :

(seal)

Mobile :

E mail address :

Annexure 1(a)
PARTICULARS OF BIDDER

1	Name of the Bidder Company	:	
2	Tendering as :	:	Manufacturer/ Direct Importer (P strike out whichever is not applicable)
3	Name of the authorized person to submit the Bid (Who holds DSC)	:	
4	Telephone No of authorized person	:	
5	Mobile no of the authorized person	:	
6	Fax No of Bidder	:	
7	E mail ID of Bidder	:	
8	Type of Legal Entity	:	
9	Year of Incorporation/registration	:	
10	Registered Address	:	
11	Correspondence Address of Head Office	:	
12	Telephone No of Head office	:	
13	Fax No of Head office	:	
14	E mail ID of Head office	:	
15	Correspondence Address of local office, if any :	:	
16	Telephone No of local office	:	
17	Fax No of local office	:	
18	E mail ID of local office	:	
19	Name of The authorized Distributor, if any :	:	
20	Telephone No of authorized Distributor, if any	:	
21	Fax No of authorized Distributor,	:	
22	E mail ID of authorized Distributor,	:	

Signature of the authorized person

Annexure 1(b)

Declaration of the Mother Company about the production Capacity and also the spare able capacity for the state of West Bengal, of the item(s) bidding for in Annexure- I(b).

Annexure II

Authorization letter in favour of the applicant from the competent authority - (if the applicant is not the Sole Proprietor / 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.(Name),
employee of this Organisation as (Official Designation) is
hereby authorised to submit tender online , Vide NIT No.....,
Dated..... on behalf of the Organisation. Sri holds
the DSC from NIC to submit the bid on-line

Signature of the competent authority

Name in Block Letters.....

Designation.....

Seal

.....

(Signature of the Authorised Person)

Signature of Mr.....

.....(Designation), is hereby attested.

Signature of the competent authority

Name in Block Letters.....

Designation.....

Seal

Annexure – III

(Certificate from Chartered Firm in the official pad)

- Having been examined the audited Balance Sheet & P/L accounts and other records of M/Shaving its office at it is certified that M/S It is certified that Annual Turnover Net of Taxes of the firm for the Financial years **2016-17, 2017-18 & 2018-19** are Rs.....Cr., Rs.....Cr. & Rs.....Cr. respectively (as per P/L accounts & Balance Sheet of the firm submitted) or for the Financial years **2017-18, 2018-19 & 2019-20** are Rs.....Cr., Rs.....Cr. & Rs.....Cr. respectively (as per P/L accounts & Balance Sheet of the firm submitted)
- It is also certified that Average Profit before Tax on the basis of the financial performance for the year **2016-17, 2017-18 & 2018-19 or 2017-18, 2018-19 & 2019-20** is Rs. (+)..... (in case of profit) / Rs. (-)..... (in case of Loss)

Signature of the Chartered Firm with Registration No

Countersigned

Signature of the authorised signatory (bidder)

Annexure IV (a)

All out of the state manufacturers/ bidders may have a distributor in this State. In case of proposing appointment of distributor, copy of agreement signed between the bidder and the authorized Distributor as proof be submitted here.

Annexure IV (b)

(Certificate from Chartered Firm in the official pad of CA firm for distributor)

This is to certify that having been examined the audited Balance Sheet & P/L accounts and other records of M/Shaving its office at

It is also certified that Annual Turnover of the firm for the financial year **2018-19 or 2019-20 is Rs.....Cr.** (as per P & L & Balance Sheet of the firm.)

Signature of the Chartered Accountant with Registration No and Official seal.

Countersigned

Signature of the signatory (distributor)

Annexure IV(c)
Particulars of Distributor

1	Name of the Distributor	:	
2	Address of the Distributor for communication	:	
3	Telephone No	:	
4	Mobile no	:	
5	Fax No	:	
6	E mail ID	:	
7	Trade License valid up to	:	
8	PAN No.	:	
9	Whether IT Returns submitted for the Assessment year 2018-19 or 2019-20	:	
10	GST Registration No.	:	
11	GST Returns for the year 2019-20 [any one month] (If applicable, if not applicable self declaration is required)	:	Yes / No
12	Annual Turnover for the year : 2018-19 or 2019-20 (As certified by CA firm)	:	2018-19:- Rs..... Or 2019-20:- Rs.....
13	No Conviction certificate from the concerned State Drug Control Authority issued on or after 1st April, 2020.	:	Yes / No
14	Whether agreement executed with the parent Vendor.	:	Yes / No

Signature of the authorised signatory (bidder)

Annexure V

(Company Letter Head)

LABELLING ON THE SAMPLE

1.	TENDER NO.	
2.	NAME OF THE BIDDER	
3.	NAME OF THE ITEM	
4.	NAME OF THE PARENT MANUFACTURER /IMPORTER	
5.	SAMPLE QUANTITY	

Signature of the authorized signatory

ANNEXURE VI

Affidavit Proforma

(On Non Judicial Paper worth Rs 50.00)

(Sworn before the Notary Public / Judicial Magistrate/Executive Magistrate on or after the date of publication of the Tender Notice)

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:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of Items etc. 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 .
3. That my firm is not debarred/blacklisted as a whole or, for any item/items (quoted in this tender) at present by any Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States of India.
4. That, I also undertake that I will inform the matter of debarment or blacklisting of any item for any item/items (quoted in this tender), if any by any Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States of India during the pendency of the tender period to the DDHS (E&S), Central Medical Stores, Kolkata.
5. That, I also declare that the rate offered of the item(s) quoted is in conformity with the DPCO, GOI norms wherever applicable relating to MRP. I also declare that the quoted rate of the item(s) is less than rate available in the market.

6. 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.
7. 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.
8. I declare that specification of all the Items quoted by me in the Tender Vide NIT No. _____ are conforms with the specification of the items, as invited in the said Tender.

Signature of the Deponent(s).

Name in Block letters :

Designation :

Annexure VII
Prescribed format for Agreement
AGREEMENT FORM FOR VENDOR

ARTICLES of Agreement made on this ___day of(Month)..... between the Governor of the State of West Bengal (hereinafter referred to as the 'Governor' which expression shall unless excluded by or repugnant to context be deemed to include the successor in office and assigns) represented by the Deputy Director of Health Services (Equipment & Stores) hereinafter called the DDHS (E&S) having its office(s) at 141, A J C Bose Road, Kolkata 700 014 ON ONE PART,

AND

M/S, having its office at, Carrying on business at....., as Manufacturer

(Hereinafter referred to as the 'VENDOR' which terms shall unless excluded or repugnant to the context be deemed to include the Partners and Principals of the said firm and their respective heirs, executors, administrators representative and assigns/ and assigns) on the OTHER PART.

2. WHEREAS, the Dy. Director of Health Services (E&S), having expressed intention of preparing rate schedule for procurement of Items for two years from the date of declaration of Award of Contract (AOC) and its extension upto 6 (Six) months (if any) by the health facilities across the State upto the level of State General Hospital in respect of e tender vide NIT No. Dated read with corrigendum notice thereto in the NIC portal vide no <https://wbtenders.gov.in> on specified terms and conditions and the Vendor has been selected as approved vendor and agreed to supply such items on such terms and conditions, the present agreement is drawn up and executed, incorporating inter-alia the said terms and conditions in the Schedule to the Agreement.
3. In this Agreement whenever rights, privileges, discretions and powers have been said to be exercisable by the "Government of West Bengal", such rights, privileges, discretions and powers will be actually exercisable by the Dy Director of Health Services (E&S), the heads of the direct demanding units or the Department of Health & Family Welfare, Government of West Bengal upto the level of State General Hospital, unless otherwise specified.
4. The Vendor agrees to, according to and in compliance with the orders as may be placed by the Deputy Director of Health Services (E&S), West Bengal /Medical College & Hospitals/ District Reserved Stores/Speciality Hospital/ District

Hospitals/Sub Divisional Hospital /State General Hospitals or other purchasing units supply full quantity to the said officer at the rates and within the time limit fixed prescribed in the said order by own arrangements and they shall not be entitled to charge any cost for the transport of the said goods to the said premises for such delivery thereof. All temperature sensitive materials will be transported in cold chain.

5. The Vendor agrees that the accepted rates as provided in the accompanying schedule shall hold good throughout the tender period upto 2 years from the date of declaration of AOC as well as for such period for which the tender may be extended unless otherwise revised by Govt. of West Bengal.
6. The Vendor agrees not to assign, transfer or sublet the rights and benefits under this contract either in part or in whole to any other party.
7. The Vendor agrees not to make any representation for deviation from their quoted rates and /or terms and conditions which may cause any delay in supply and will invoke the Penal provisions of this agreement except in conditions of Force Majure wherein in conditions like strikes, war like situation, severe natural calamities, major fires, acts of God the Vendor is unable to carry out his commitment of meeting the terms of this contract.
8. All supplies will have to be completed by door delivery within the time limit as specified in the Tender from the date of order in the SMIS System from the procuring units. NO RELAXATION ON ANY ACCOUNT WILL BE ALLOWED FOR CONDONING DELAYED SUPPLIES.
9. The selected vendors would have access to the Vendor Portal from which, the procurement order, Goods Received Notes (GRN) and Bill Status can be seen on line & downloaded. The procurement order generated out of Vendor portal will have the same meaning and strength that of physical order
10. The vendor agrees to comply with BAR coding in the secondary and Tertiary packing, Labelling, packaging norm as laid down in the instant tender.
11. The vendor hereby declares that no case is pending against him and against the company. The vendor also agrees to inform the Central Medical Stores about the change in scenario relating to no conviction and non debarment or non blacklisting during the tender period.
12. The vendor agrees that all legal jurisdiction of any unsettled dispute will be subject to the High Court of Kolkata jurisdiction.
13. This contract is valid for two years from the date of declaration of Award (AOC) and its extension thereto.
14. The vendor agrees to comply with other terms and conditions laid down in the NIT document during the tender period and is aware of the provision of timely supply, penalty for late delivery and provision of penalty to be imposed for violating other terms and conditions laid down in the tender document.

APPROVED ITEMS WITH RATE, PERFORMANCE BANK GUARANTEE & GST

S n	Ca t No	Na m e o f t h e i t e m	Ac c o u n t i n g U n i t	Ann u a l T e n t a t i v e r e q u i r e m e n t a s p e r A c c o u n t i n g u n i t	R a t e p e r a c c o u n t i n g u n i t	B a n k G u a r a n t e e A m o u n t p e r i t e m (2% o f q u o t e d b a s e r a t e o f t h e p r o d u c t X t h e a n n u a l t e n t a t i v e r e q u i r e m e n t X 2)	N o. o f P e r f o r m a n c e B a n k g u a r a n t e e	N a m e o f t h e B a n k, N a m e o f t h e B r a n c h, a n d I F S C c o d e	% o f G S T
1									
2									
3									
4									
5									

IN WITNESS WHEREOF the parties to these presents have hereunto set and subscribed their respective hands and seals the _____day/month and year first above written.

SIGNED AND DELIVERED BY THE :

Signed for and on behalf of the Vendor

by presence of.

- 1.
- 2.

Signed for and on behalf of the Governor

Of the State of West Bengal

by presence of.

- 1

Annexure VIII

Prescribed format for Performance Bank Guarantee by the Bank

INDIAN NON JUDICIAL STAMP PAPER OF RS. 100

Bank Guarantee No:

Date:

Expiry Date:

Amount of Bank Guarantee: Rs..... (Rupees.....) only.

To The Dy Director Health Services (E&S), West Bengal,
Central Medical Stores
141, A.J.C Bose road, Kolkata-14.

Whereas.....(name of the firm)..... hereinafter all the supplier as undertaken in pursuance of NIT No, dated to supply of the approved items hereinafter called the 'contract'.

And whereas we have agreed to give the supplier a Guarantee.

Therefore, we have affirm that we are the guarantors and responsible to you , on behalf of the supplier up to a total of Rs.(Rupees) only and we undertake to pay you upon your first written demand declaring that supplier to be in default under the contract and without cavil or arguments, any sums within the limit of Rs.(Rupees.....) only as aforesaid, without your needing to prove or to show grounds of reasons for demand or the sum specified therein.

Beneficiary Account Details :

- a. Account Name : WB Pooling Account for Performance Bank Guarantee
- b. Account No 000605030134
- c. IFSC Code ICIC0000006
- d. MICR Code 70229002

Branch Address ICICI Bank, 22, R. N. Mukherjee Road,Kolkata-700001

The guarantee is valid upto **31st March, 2024**

Bank Guarantee No. _____ date.

Notwithstanding anything contained therein before,

1. Our liability under the Bank Guarantee shall not exceed Rs.(Rupees) only
2. This Bank Guarantee shall be valid upto.....
3. Our liability to make payment shall arise and we are liable to pay the guarantee amount or any part thereof under this guarantee only and if you serve upon us a written claim or demand in terms of the guarantee on or before(expiry date).

We,(name of the Bank with code No.) lastly undertake not to revoke this guarantee during its currency except with the previous consent of the government, in writing. Dated...

For Bank Authority:-

1. Signature :
2. Name :
3. Designation with seal :
4. CBPA NO :
5. Guarantee Bond No. :

Signature of the Branch Manager with Bank's seal

Annexure IX
Technical Data Sheet (It will be provided as Excel Sheet)

IMPORTANT INFORMATION ABOUT ONLINE TENDERING

1st Step. : SEARCHING THE TENDER

- After Login on wbtenders.gov.in with DSC ,click on Search Active Tenders
- In keyword write CMS or Tender memo. no. as reference no. on NIC website.

2nd Step.: DOWNLOADING THE TENDER DOCUMENTS

- After searching the particular tender you will find NIT & BOQ , click on those to download and save the documents.
 - While downloading the BOQ please do not change the name of the BOQ and quote as per the exact Accounting Unit, as mentioned in the Items list under Table-I.

3rd Step: REGARDING 'MY DOCUMENTS'

- First upload all the My Documents before starting the Bid Submission process.
 - While starting the Bid submission process an option will arise "Whether EMD Exempted or Not"; after that you will find an option "Do you want to submit other Important documents".
 - Here click on YES to submit the 'MY DOCUMENTS' and then tick mark the check boxes to tag those documents in that particular tender.
 - Then you have to tick the items you want to submit Bid.
 - This process will be carried out in each and every GROUP that you are participating.

4th Step: REGARDING 'BOQ'

- While first opening the BOQ there is an option at top of the rows as "Security warning Macros have been disabled" Click on options
 - Select "Enable the content" then OK.This will provide you the Total in Words

5th Step: Submission Of EMD through Bid Submission Process

After selecting the option as "Whether EMD Exempted or Not", the screen would display two options. Either you can proceed for "Pay Online" option on the left-hand side or "Submit OID" option on the right-hand side. After submitting the OID, Click "Encrypt & Upload" which will lead you towards submission of Technical and Financial Bids.