

Government of West Bengal  
Directorate of Health Services (E&S)  
Central Medical Stores  
141, A J C Bose Road, Kolkata – 700 014  
Phone No (033) 2265 4417, 18, 19  
E mail: [cmswbhealth@gmail.com](mailto:cmswbhealth@gmail.com);

**NOTICE INVITING E TENDER FOR PROCUREMENT OF  
POSACONAZOLE 100MG TAB. CENTRALLY FROM CMS, KOL-14.**

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

**NIT No:-HST/4T-48-2021/POSA/2021/157**

**Dated: 30-11-2021**

E-tender is hereby invited on behalf of the Health & Family Welfare Department, Government of West Bengal to prepare a Rate Schedule for supply of the items as Listed at Table-A to the Central Medical Stores, 141, A.J.C. Bose Road, Kolkata-14 .

**Earnest money to be submitted for participation in the on-line Tender is Rs. 1,00,000/- (One Lac) only .**

*Earnest money is payable in favour of the Assistant Director (Accounts), Central Medical Stores, Kolkata as on-line deposit through the Government Pooling account of the ICICI Bank. The procedure for online submission of EMD is more clearly described in clause no 3.*

MSEs registered in West Bengal are exempted from submission of EMD as per Finance Department, GoWB 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](http://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 Lac only) for the tender 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 receive 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.

EMD will also be refunded to the successful bidder(s) on submission of prayer for refund in prescribed proforma after successful execution of Work Order, placed.

#### 5. Time Schedules for the e-tender:

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

#### 6. Eligibility for Quoting:

Only Manufacturers /Direct Importers or the Authorised Distributors, having Letter of Authority from the Manufacturers/Direct Importers of the item(s) capable of supplying the quantities as per requirement would be eligible to quote. Distributors/ Agents/ Contract Manufacturers are not eligible.

- a. If the item offered by the bidder is manufactured in more than one factory, the valid drug licenses, GMP/ WHO-GMP, GLP Certificate of all such manufacturing units shall have to be submitted.

All Licenses/ certificates should be valid on the date of submission of tender. (If validity period is not mentioned in the License/cert., it will be treated as one yr. Validity for GMP and 2 yrs. Validity for WHO GMP from the date of issue of certificate.)

Submission of GMP/ GLP is exempted for Direct Importer. In case of Import item, COPP shall have to be submitted.

- b. Bidders should not offer product if the Bidder/ Manufacturer/ Direct Importer is 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
- c. LOAN LICENCE- No drug manufactured under a Loan License will be accepted. But, in case of few life savings and essential items, Loan License may be allowed subject to the approval of Tender Selection Committee/H&FW Dept.

## 7. 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	Authorization letter of signatory from Company in Annexure II
F	Letter of Authority from the Manufacturers/Direct Importers in favour of the Bidder, if Bid is submitted as a Authorised Distributor
G	Valid Manufacturing License/ Import Licence (Form 10) for Imported Item(s) with Drug endorsement list for the item quoted (The item should be marked/highlighted with marker pen mentioning therein the CMS Cat No for each particular item).  In case of Import item, COPP shall have to be submitted.
H	Valid Drug License, Trade License of the Bidder, if Bid is submitted as an Authorised Distributor

- 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
			Certificate of Incorporation/ Registration with Register of Companies

C.	CREDENTIAL	CREDENTIAL	Good Manufacturing Practice (GMP/WHO-GMP) Certificate from concerned State Drug Control Authority with validity document.
			Good Laboratory Practice (GLP) Compliance (Schedule L <sub>1</sub> ) Certificate from the concerned State Drug Control Authority for Manufacturer with validity document.
D.	FINANCIAL INFORMATION	PAYMENT CERTIFICATE 1	Income Tax Returns submitted for the Assessment year 2019-20/2020-21
			GST Returns ( <b>any month/period</b> ) for the year 2019-20/2020-21 (If not applicable self declaration is required)
		PAYMENT CERTIFICATE 2	P/L Account & Balance Sheet for the year 2017-18, 18-19 &19-20 or latest 3 Years

### 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, Testing Charges etc and exclusive of GST to be quoted. However, L<sub>1</sub> 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.

### 8. 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 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.

## **9. 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.

## **10. DRUG MANUFACTURING LICENSE & IMPORT LICENCE:**

Certified copy of **Product approval or Drug Import Licence in Form 10** with current validity certificate 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.

## **11. DRUG ENDORSEMENT COPIES:**

Drug Endorsement List approved by the concerned Drug Control Authority with **highlighting the CMS Cat. No. for each item** quoted by the Bidder should be produced. For imported items, Bidder should produce Form 10 with current validity certificate along with full list of endorsement with items highlighted by colouring / underlining of items mentioning the CMS Cat. No. quoted in the tender.

Bidder may quote appropriate **Pharmacopeial Specification as per Rule 124 of the Drugs & Cosmetics Rules, 1945** for any item(s) under Table - 1 instead of Pharmacopeial Specification as mentioned against the item (s).

## **12. RATE:**

- a. Rates are to be quoted for items with their Catalogue as provided in Tender.
- 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. 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. **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).
- d. Percentage of GST to be mentioned in the appropriate Column of the template for Bill of Quantities.

### **13. 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. The successful bidder will have to supply within the specified time schedule as prescribed.

**The successful bidder will have to supply within 10 days from the date of Order, placed.**

**Arrangement of Road Permits and clearances for dispatch of consignments shall be the responsibility of the supplier.**

- III. The permissible time period between the date of manufacture and the date of supply of the item should not be more than 1/6 the of the whole life period of the item or items. No delivery will be accepted if the date of manufacturing and the date of expiry are not written on each and every unit supplied and the consignment is under the mandatory provision of permissible time period.
- IV. All items supplied should retain prescribed Quality & maximum potency throughout the shelf life.
- V. The bidder/supplier shall not have two different shelf life for the same product.
- VI. The approved bidders offering the items requiring special cold storage condition should maintain their own cold chain transporting system or should have proper contract with a transporting agent having facilities to transport the drugs under cold chain norms. Maintenance of cold chain conditions shall apply to all drugs requiring such conditions. Non-adherence to the conditions shall result in summary rejection of the goods supplied. It would be deemed as non-supply and the supplier will be solely responsible for his own losses and the penalties that would be attracted.

#### **14.LABELING:**

**Labeling of the drugs should be complied with all provisions as mentioned in Part IX of the Drug & Cosmetics Rules, 1945.**

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

The MRP will not be allowed to be printed in any pack. This will lead to cancellation of candidature straightaway.

#### **15.MANUFACTURING AND PACKAGING:**

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 tablets, capsules, solid & liquid preparation and Lab Chemicals with standard packing materials would be as per Gol norms:

#### **16. 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. Contraventions of the Drugs and Cosmetics Act and Rules as noticed by the TIA will also amount to breach of the terms and conditions of the Tender Document and the Contract.

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.

C) 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).

17. **PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRAUDULENT/ 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. Cancellation from the approved list of suppliers and debarment from further supply orders

**18. PAYMENT TERMS:**

Payment will be made after execution of due supply as ordered. **Payment will be made within 30 days from the date of successful supply of the ordered quantity. But, part supply will not be entertained.**

**19. Dates & Information:**

Sl. No.	Items	Publishing date(s)
1.	Date of uploading of N.I.T. Documents in the e tender portal of NIC : <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a>	30-11-2021
2.	Date of hoisting of documents in the tender menu of H&FW Departmental website ( <a href="http://www.wbhealth.gov.in">www.wbhealth.gov.in</a> )	30-11-2021
3.	Documents download (online)	30-11-2021
4.	Bid Submission Start Date(on line)	30-11-21 from 06:00 PM
5.	Bid submission closing date (online) :	22-12-21 up to 11:00 AM
6.	Bid opening date (online)- technical bid :	22-12-21 up to 11:30 AM
7.	Date of uploading of item wise bid summary notice (online)	To be notified in the website: <a href="http://www.wbhealth.gov.in">www.wbhealth.gov.in</a>
8.	Date of opening of financial Bid	To be notified in the website: <a href="http://www.wbhealth.gov.in">www.wbhealth.gov.in</a>
9.	Date of uploading of list of bidders along with the approved Rate	To be notified in the website: <a href="http://www.wbhealth.gov.in">www.wbhealth.gov.in</a>

20. 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.

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

22. 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.

23. 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.

24. 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.

25. All legal jurisdiction of any unsettled dispute will be subject to the High Court of Kolkata jurisdiction.
26. 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.
27. 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

Item List

**Table – A**

<b>Sl. No.</b>	<b>Item Name</b>	<b>Cat. No.</b>	<b>Accounting Unit (AU)</b>	<b>Tentative Requirement for the period As per AU</b>
1	Posaconazole Tab. 100 mg	CO/M/04	Strip of 10 Tabs	<b>1900</b>

FORMAT FOR CHECK LIST

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/ Authjorised Distributor  
(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  
..... of the Bidder :: Rs.....

Sl. No.	Particulars	PI mark ✓		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	Authorization letter of signatory from the Company for DSC in Annexure II	Yes	No	
4.	Letter of Authority from the Manufacturers/Direct Importers in favour of the Bidder, if Bid is submitted as a Authorised Distributor	Yes	No	
5.	Valid Manufacturing License/ Import Licence (Form 10) for Imported Item(s) with Drug endorsement list for the item quoted (The item should be marked/highlighted with marker pen mentioning therein the CMS Cat No for each particular item).	Yes	No	
6.	Valid Drug License, Trade License of the Bidder, if Bid is submitted as an Authorised Distributor	Yes	No	

Sl. No.	Particulars	PI mark ✓		Folder name & Page no
		Yes	No	
7.	Copy of PAN Card of the Bidder Company	Yes	No	
8.	GST Registration Certificate	Yes	No	
9.	Certificate of registration/ EM II in respect of domestic MSME within the State of West Bengal	Yes	No	
10.	Registration with Registrar of Companies	Yes	No	
11.	Current GMP/ WHO-GMP certification with Schedule M & MIII compliance certificate	Yes	No	
12.	Up-to-date Drug endorsement copy / Import License (F-10) for each item quoted (marked with CMS Cat. No.)	Yes	No	
13.	Current GLP certificate	Yes	No	
14.	In case of Import item, COPP shall have to be submitted.	Yes	NO	
15.	Income Tax Return for the Assessment Year 2019-20/2020-21	Yes	NO	
16.	GST Returns ( <b>any month/period</b> ) for the year 2019-20/20-21 (If applicable, if not applicable self declaration is required)	Yes	No	
17.	Export-Import License with validity and IEC Code(for Direct Importers)	Yes	No	
18.	P/L Account& Balance Sheet for last three Financial Years	Yes	No	

Date :-

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

Contact no :

(seal)

Mobile :

E mail address :

Annexure I

APPLICATION FORMAT

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

Ref: - DDHS (E&S) N.I.T. No .....dated .....

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

## Annexure I(a)

## PARTICULARS OF BIDDER

1	Name of the Bidder Company	:	
2	Tendering as :	:	Manufacturer/ Direct Importer/ Authorised Distributor (Pl 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	:	

Signature of the authorized person



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 IV(a)

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

## IMPORTANT INFORMATION ABOUT ONLINE TENDERING

### 1<sup>st</sup> Step. :                    SEARCHING THE TENDER

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

### 2<sup>nd</sup> 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 Tender.

### 3<sup>rd</sup> 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.

### 4<sup>th</sup> 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

### 5<sup>th</sup> Step:                    Submission Of EMD through Govt Pooling account

- After uploading of Technical Bid And also the Financial Bid, an option will arise "Click 'Next' button to proceed online payment of necessary EMD".