



Government of West Bengal  
Directorate Health Services (E&S)  
Central Medical Stores  
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**NOTICE INVITING E-TENDER FOR PROCUREMENT OF DENTAL ITEMS USED IN DENTISTRY  
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-123-2023/DI/2023/231**

**Dated: 10.01.2023**

E-tender is hereby invited on behalf of the Health & Family Welfare Department, Government of West Bengal to prepare a Rate Schedule to supply dental items used in dentistry 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 listed 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 Asst. 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.

MSMEs 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 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 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 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, 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 or 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. This would be assessed on the basis of their Financial Performance for the last 3 Financial Years i.e. either 2018-19, 2019-20 & 2020-21 or 2019-20, 2020-21 & 2021-22 should be certified by Chartered Accountant.

- a. Distributors/ Agents/ Contract Manufacturers are not eligible.
- b. The item-wise tentative annual requirement, based on the consumption pattern in the previous year have been furnished in Table-1
- c. If any item offered by the bidder is manufactured in more than one factory, the licenses of all such manufacturing units shall have to be submitted.
- 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 or against whom prosecution processes are currently pending.

- e. Bidder shall have **at least 2 (two) years** out of last five years i.e. 2017-18 to 2021-22 Market Standing Certificate/as a manufacturer for each items quoted in the tender to be issued by the respective State Drug Licensing Authority, in case of Drug Items.
- f. The requirement of Market Standing Certificate may be relaxed for State based local MSMEs or State based Company for the Drug License/ Drug Endorsement obtained during 2017 or thereafter in case of Drug Items.
- g. Direct Importers shall have to submit Marketing / Market Standing Certificate, issued upon Import License by the CDSCO, for 2 (two) years out of last five years i.e. 2017-18 to 2021-22.
- h. LOAN LICENCE- No drug item, manufactured under a Loan License will be accepted, except in case of selected life saving and essential items traditionally manufactured by WB State Government Undertakings/ Companies.
- i. *Marketing certificate may be exempted for New Drugs as defined under the definition of rule 122E in Drug & Cosmetics Rules, 1945 except explanation made therein sub clause (i) of the said rules. The concerned bidder should submit certification from the respective DCGI/State Drug Control office to the effect for exemption.*
- j. **Direct Importer/ Indian Subsidiary must have to submit the Authorization of the OEM or Agreement with their OEM. Free Sale Certificate from the Country of Origin of the OEM, should be submitted by the Importer and item should be marked / highlighted mentioning therein the CMS Cat No.**
- k. The presently enlisted CMS Vendors should submit a declaration in Annexure V confirming that they have supplied (GRN made) to the extent of 80% or above of the ordered value for each item allotted to them for the period from **01/04/2021 to 31/10/2022** limited to the requirement for that period, based on annual requirement for the items published in the respective tenders. The achievement of at least 80% supply on the reference date would be verified against a system generated statement from Store Management Information System (SMIS).
- l. Technical bid would not be evaluated for the existing vendors unless it is confirmed that at least 80% supply has been made for each of the items awarded in the last

tender as per clause 'K' above and the required declaration is submitted as per Annexure V.

- m. The bidder must not have been convicted under the Drugs and Cosmetics Act and/or any other law and no prosecution should be in progress or pending against the licensee and the license of the firm shall not have been cancelled or suspended for non-compliance of any of the provisions of the Drugs and Cosmetics Act 1940 and the rules there under. The bidder shall submit a non-conviction certificate in respect of the Drug Items against which bids have been offered, issued **on or after the 1<sup>st</sup> day of January, 2022** by the concerned Drug Control authority.
- n. 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.
- o. 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.
- p. 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 / initiation of prosecution action under the Drug and Cosmetics Act at any stage after submission/opening of bid.

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

- i. The Bidders who were declared L<sub>1</sub> in the tenders floated by CMS in 2019-20,2020-21& 2021-22 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 2018-19, 2019-20 & 2020-21 or 2019-20,2020-21 & 2021-22 is Rs. 50 (Fifty) thousand per item would only be eligible to participate in the Tender.*

Average Annual Turn Over Requirement is **exempted for MSEs, registered in WB** 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 2018-19, 2019-20 & 2020-21 or 2019-20,2020-21 & 2021-22 to participate in the tender is **Rs. 25 (Twenty Five) thousand per item per item.**

N.B.: Item with same name with same specifications with different sizes under different CAT Nos. should be considered as 1(one) item for participation of a bidder for the no of items in respect of turnover clause only.

## 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 PAGES 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	Certification from Chartered Firm about 10 % sale in the open market & Annual Turnover Net of Taxes for the last 3(three) yeas in Annexure III
G	Copy of agreement between the out-of-state Manufacturer and the Distributor, if any in Annexure IV (a).
H	Annual Turn Over of the Distributor, if any, to be certified by CA firm which should not be less than 2 (two) crore for the year 2020-21or 2021-22 latest in Annexure IV(b)
I	Drug license, Trade License, Last year IT Return, GST Return, No Conviction Certificate , etc. in respect of Distributor, if any in Annexure IV(c).
J	Declaration from existing CMS approved drug Bidders in Annexure V
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 <b>on or after the date of publication of the Tender Notice in Annexure VI.</b>
L	<p>i) Endorsement list for each Medical Devices item quoted (The item should be <b>marked/highlighted</b> with marker pen mentioning therein the <b>CMS Cat No for each particular item</b>).</p> <p>ii) Valid BIS certificate for the Items under I.S. specification as mentioned against the items in BOQ should be uploaded during bidding but the rest Non Drug items should be certified by IS/BIS/CE/FDA/USFDA/ISO with supportive documents.</p> <p>iii) <b>Direct Importer/ Indian Subsidiary must have to submit the Authorization of the OEM or Agreement with their OEM.</b></p> <p>iv) <b>Free Sale Certificate from the Country of Origin should be submitted by the Importer and item should be marked / highlighted mentioning therein the CMS Cat No.</b></p>
M	Import Licence (MD-15) for Imported Item(s). <b>(The item should be marked / highlighted mentioning therein the CMS Cat No for each particular item)</b>
N	Market Standing / Marketing Certificate of the product or products for at least 2 (two) years out of last 5(five) Financial Years, i.e. w.e.f. 2017-18 to 2021-22 related to Drug License, issued from the concerned Drug Control Authority for Manufacturer, in case of Drug Items. <b>(The item should be marked/highlighted mentioning therein the CMS Cat No for each item)</b>

O	Market Standing / Marketing Certificate of the product or products, issued upon the Import License by the CDSCO, for at least 2 (Two) years out of last 5(five) Financial Years, i.e. w.e.f. 2017-18 to 2021-22 for Importer, in case of Drug Items. <b>(The item should be marked / highlighted with marker pen mentioning therein the CMS Cat No for each item)</b>
P	Certificate from DCGI/ State Drug Control office for exemption of Market Standing / Marketing certificate for New drug as explained in rule 122E of Drug and Cosmetics rules, 1045 except explanation made therein in clause (i) of the said rule in case of Drug Item.
Q	All the Medical Devices, should be certified by IS/BIS/Euro-CE/USFDA/ISO & respective quality assurance certificate should be submitted with the tender documents and type of the certificate should be mentioned against the items in the Excel data sheet mentioning the page no & folder name. <b>(The item should be marked / highlighted with marker pen mentioning therein the CMS Cat No for each item).</b>

**NOTE: The TIA will abide by the Medical Device (MD) Rule 2017 and subsequent Orders/Guidelines issued by the DCGI regarding the requirement for submission (or exemption) of Market Standing Certificate (MSC)/ No Conviction certificate (NCC)/Validity Certificate.**

"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
			Registration with Register of Companies



C.	CREDENTIAL	CREDENTIAL	Drug/ Medical Device License with Validity Document from the concerned Drug Control Authority for Drug items only.
			Non-Conviction Certificate (NCC) issued by the Drug Control authority in respect of bided drugs having the validity period at the closing date of Bid submission in case of Drug Item.
D.	FINANCIAL INFORMATION	PAYMENT CERTIFICATE 1	Income Tax Returns submitted for the Assessment year 2020-21 or 2021-22 GST Returns for the year 2021-22 [any one month]
		PAYMENT CERTIFICATE 2	P/L Account & Balance Sheet for the year 2018-19, 2019-20 & 2020-21 or 2019-20,2020-21 & 2021-22

**NOTE: The Quoted item(s) must be endorsed CAT wise with highlighting in all relevant documents (i.e. Annexure-III, Drug License, Manufacturing License, Market Standing Certificate, NCC, Quality assurance certificate etc.) otherwise, the bid of the bidder will summarily be rejected. The valid MSC/NCC Certificate to be submitted duly issued by the Licensing Authority.**

### **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. **In case of TIE Bids, the L1 bidder will be selected as per provision laid down in the Finance Department Notification Vide No. 2320-F(Y), Dated: 7<sup>th</sup> June, 2022.**

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 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 the item, counter offers shall be invited from the next bidders i.e. L<sub>2</sub>, L<sub>3</sub> and L<sub>4</sub> etc. to supply at the lowest rate, i.e. at L<sub>1</sub> rate. The bidders agreeing to supply at the L<sub>1</sub> rate would simultaneously be requested to inform the time to be taken for the supply. If there are more than one bidder agree to match with 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.

**NB:** In case of items of suture with needle where length is mentioned without range, in that case the range of the length should be  $\pm 10$  units of the length given.

#### **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. 20 (Twenty ) Lac for the year 2019-20 or 2020-21 or latest.
- 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 from CA firm in Annexure IV (b) & valid documents relating to different licenses/papers 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.
- h. In case of changing of distributor the following papers must be submitted along with other necessary papers.**
  - i) No objection certificate of the old distributor Or, at least 3 (three) months discontinue/terminate letter to the old distributor issued by the principal firm.**
  - ii) The principal firm should be given declaration in Court Paper (Rs.50) that CMS as well as Government of West Bengal will not face any legal responsibility regarding the change of distributor.**

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

Preference will be given to the MSE, 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 **MD-15** for particular item with current validity certificate for Medical Device 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 Drug Control Authority with **highlighting the CMS Cat. No. for each Medical Device item** quoted by the Bidder should be produced. For imported items, Bidder should produce **MD-15** with current validity certificate along with full list of endorsement with items highlighted by **colouring / underlining of Drug items mentioning the CMS Cat. No.** quoted in the tender.

### **15. SALES IN THE OPEN MARKET:**

The Bidder must have sales in the open market. **At least 10%** of the total production of the material during the last three financial years should have been sold to any other organisation/party/persons other than the Health & FW Dept., Govt of West Bengal.

The Bidder will have to submit a declaration certified by a Chartered Accountant regarding total sales in the open market (i.e. sales other than sales in H&FW Department) during last three financial years (Annexure-III). The sales must have relevance to the product(s) quoted.

Bidders not satisfying this criterion, i.e. **those who do not have at least 10% of the production sold in the open market during the preceding three financial years would be excluded.**

### **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 45 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 of 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 supplier shall, after supply of items at the specified destinations, submit Invoice (Original), certificate of analysis of each batch tested in in-house testing laboratory and in NABL Accredited Drug Testing Laboratory/ Central Drug Laboratory, if the item is tested in NABL Labs /CDL – in case of Drug/Medical Device Items
- VII. 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.
- VIII. All items supplied should retain prescribed Quality & maximum potency throughout the shelf life.
- IX. The bidder/supplier shall not have two different shelf life for the same product.
- X. 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 items under cold chain norms. Maintenance of cold chain conditions shall apply to all items 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.

**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 YYMM format)
- e. Expiry Date ( to be in the YYMM 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.

All Non Drugs Items supplied by bidders MUST CONFORM TO the IS/ BIS/ CE/ISO/ FDA / USFDA item(s) as applicable.

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.

Any information like Manufacturer's Name & Address is strictly prohibited to be inscribed/ printed in any part of the wall of the bottle and Cork."

### **20.MANUFACTURING AND PACKAGING:**

a) Packing of items should be done as per provision laid down in Drug & Cosmetic Act, 1940, and Rules framed there under. However, indications 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) The rigid PVC used in blister packing should be of not less than 250 micron
- iv) Sterile items are to be transported in such packaging so that there is no damage to the primary packaging during the transportation process.
- v) All glass bottles should be new neutral glass.
- vi) All plastic containers should be made of virgin grade plastics.
- vii) All plastic Jars above 450 Gms / ml should carry an inner plastic lid.
- viii) Strips of Aluminium foils refer to gauge 04. Aluminium foils as back material for blisters refer to gauge 025.
- ix) Light sensitive items are to be in amber coloured bottles
- x) Oral Liquids, Drops should be packed with in-built plastic auto dispensers as per single dose .
- xi) Glass ampoules should be packed with cutters @ 1 cutter for each 5 ampoules in a separate Poly bag
- xii) Corrugated package box size should be limited to 12" H x 24"L x 24"W. No deviation in this respect will be allowed.
- xiii) No corrugated box with contents should weigh more than 15 kg (7 kg in case of ointments and fragile materials)
- xiv) The inner lining shall be not less than 120 gsm and outer carton not less than 150 gsm.
- xv) The non glass bottle containing cartons shall be of at least 5 ply with bursting strength not less than 9 kg/sq cm.
- xvi) Glass bottle containing cartons shall be of at least 7 ply with bursting strength not less than 12 kg/sq cm.
- xvii) No box should contain mixed products or mixed batches of the same product.
- xviii) 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.

**NB:** Where rate is quoted as per piece (Where accounting unit is "Each") of the item, pack size of the item should not be more than 20 pieces of the item(s).

## **21. TESTING OF ITEMS:**

- (a) Every batch of drug items, to be supplied should contain In-house Test report of the Company tested by own GLP Laboratory and a Test Report in NABL Accredited Drug Testing Laboratory/ Central Drug Laboratory. The full name and qualification and the attested signature of the certifying chemist is to be submitted along with the test report.



- (b) In addition, the Dy. Director of Health Services (E&S), West Bengal will be at liberty to get the items tested at empanelled laboratory. Such testing will be in addition to tests that may be done by any authority exercising statutory powers of drug testing.
- (c) 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.
- (d) 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 defers 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.

23. **NO- CONVICTION CERTIFICATE:**

**No Conviction Certificate issued on or after 01-01-2022 from the Concerned Drug Controlling Authority is to be submitted in case of Drug item(s). 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) In case of supply of Spurious items, Adulterated drugs, misbranded items and Not of Standard Quality of items (as applicable) along with proceedings under the provisions Drugs and Cosmetics Act, 1940 and Rules framed there under.
  - iv) 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.
  - v) In consequence of submission of false or fabricated documents by any firm/ company for participating in the tender, if proved later on.
  - vi) 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.
  - vii) Supply of items with short expiry dates for less than two years, if not otherwise permitted.
  - viii) Unwilling to accept the tender conditionality in respect of selection of item or items at any stage of the tender period.
  - ix) 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.
  - x) 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 55<sup>th</sup> 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-45 days but within the 55<sup>th</sup> 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. 45<sup>th</sup> days then 1 % of basic cost of the materials per day's delay upto 55<sup>th</sup> 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 55<sup>th</sup> day for five occasions for a particular item(s) and the firm quoting L<sub>2</sub> 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 55 days in five occasions.
- x) However, H&FW Dept reserves the right to accept late supply/late GRN beyond 55 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 for the fact that the tender period has been extended will not be acceptable as a plea for not supplying the materials within the stipulated period as provided in the work order.
- 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.

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 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. 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 @ 3% 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 30 (Thirty) thousand and maximum Rs 10 (Ten) lakh per item. Validity of Performance Bank Guarantee should be up to 31<sup>th</sup> December, 2025.
- 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 bag L<sub>1</sub> status for more than 3 items, physical inspection may follow to adjudge its production capability and assured supply and take decision accordingly for L<sub>1</sub> 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](http://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:

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>	10-01-2023
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> )	10-01-2023
3.	Documents download (online)	10-01-2023
4.	Proposal / Suggestion regarding T&C (if any) may be submitted to email : <a href="mailto:cmswbhealth@gmail.com">cmswbhealth@gmail.com</a>	13-01-2023
5.	Bid Submission Start Date(on line)	18.01.2023 from 06:00 PM
6.	Bid Submission Closing Date (Online)	01.02.2023 Up to 01:00 PM
7.	Bid Opening Date (Online)- Technical BID	01.02.2023 Up to 01:30 PM
8.	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>
9.	Date of opening of financial Bid	
10.	Date of uploading of list of bidders along with the approved Rate	

**\*\* Please upload the BOQ, as downloaded on and from 18.01.2023 from 06:00 PM**

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 no (033) 2265-4417, 4418, or mail their queries to cmswbhealth@gmail.com.
40. The Tender Selection Committee reserves the 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  
*Ans*  
*10.01.2023*

# Item List

## Table - 1

Sl. No.	Cat. No.	Item Name	Accounting Unit (AU)	Tentative annual requirement as per AU
1	124/DCI	Mouth Mirror Small Head	PACK OF 12 PCS	60
2	125/DCI	Mouth Mirror with Handle	Single unit of 1 piece Mouth Mirror & 1 piece Hand	600
3	179/DCI	Tweezer Dental (Sizes No. 2)	EACH	200
4	4/DLVI	Adam's plier with tungsten carbide tip	EACH	15
5	9/DLVI	Aluminum slide trays	EACH	90
6	16/DLVI	Austin's retractors	EACH	10
7	30/DLVI	Bone file Miller type	EACH	35
8	32/DLVI	Bone rongeur end cutting	EACH	20
9	52/DLVI	Cement mixing spatula	EACH	30
10	56/DLVI	Chin retractor Obwegeser type	EACH	10
11	105/DLVI	Excavator oval type	EACH	10
12	106/DLVI	Excavator spoon type	EACH	30
13	118/DLVI	Glass bead sterilizer	EACH	10
14	125/DLVI	Half round plier	EACH	20
15	126/DLVI	Hand Scaler set of 5 piece	Set of 5 piece	40
16	127/DLVI	Hard wire cutter	EACH	10
17	156/DLVI	Lecron wax curver	EACH	20
18	199/DLVI	Pediatric Extraction lower incisors & canine forcep	EACH	40
19	211/DLVI	Plaster knife	EACH	60
20	212/DLVI	Plaster spatula	EACH	15
21	225/DLVI	Root canal explorer Stainless steel (Cow horn design)	EACH	15
22	239/DLVI	SPIRIT LAMP	EACH	150
23	245/DLVI	Surgical elevators- Cryer's pattern	Single unit set of 2 instruments	15
24	248/DLVI	Tissue biopsy kit	Kit of multiple units	15
25	264/DLVI	Ultrasonic cleaner	EACH	10
26	270/DLVI	Upper canine Extraction forcep English pattern	EACH	40
27	271/DLVI	Upper incisor Extraction forcep English pattern	EACH	40
28	272/DLVI	Upper molar Extraction forcep English pattern	EACH	50
29	280/DLVI	Warwick james elevators	Set of 3	60
30	284/DLVI	Wax knife	EACH	15
31	285/DLVI	Wax spatula	EACH	30
32	289/DLVI	Williams probe	EACH	25
33	290/DLVI	Wire cutter Specification: made of hard tempered steel	EACH	30

FORMAT FOR CHECK LIST IN RESPECT OF  
***E TENDER FOR PROCUREMENT OF DENTAL ITEMS USED IN DENTISTRY FOR 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 2018-19, 2019-20 & 2020-21 or 2019-20,2020-21 & 2021-22 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 $\surd$		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.	Annexure III ( Certification from Chartered Firm about the 10 % of sale in the open market & Annual Turnover Net of Taxes of the bidder)	Yes	No	
5.	Copy of agreement between the Manufacturer and the Distributor as prescribed, if distributor is proposed to be engaged in Annexure IV(a)	Yes	No	

Sl. No.	Particulars	PI mark ✓		Folder name & Page no
		Yes	No	
6.	Certificate from CA Firm about the annual Turn Over of the Distributor of the year 2020-21 or 2021-22 in Annexure IV(b)	Yes	No	
7.	Particular of the Distributor in Annexure IV(c)	Yes	No	
8.	Annexure V Declaration from existing CMS approved Vendor about supply of 80 % over ordered value.	Yes	No	
9.	Affidavit for No Conviction from Notary Public/Judicial Magistrate/Executive Magistrate, as per Annexure VI	Yes	No	
10.	Technical Data Sheet in excel sheet as provided	Yes	No	
11.	Copy of PAN Card of the Bidder Company	Yes	No	
12.	GST Registration Certificate	Yes	No	
13.	Certificate of registration/ EM II in respect of domestic MSE within the State of West Bengal	Yes	No	
14.	Trade Licence/ Enlistment Certificate	Yes	No	
15.	Registration with Registrar of Companies	Yes	NO	
15.	BIS Certificate if any	Yes	No	
16.	Drug Licence and its validity document	Yes	No	
17.	Up-to-date Drug endorsement i.e. MD-5/MD-9 from Drug Control Authority. Quoted Item must be marked with CMS Cat. No.	Yes	No	
18.	Item under Import License (MD-15). Quoted Item must be marked with CMS Cat. No.	Yes	No	
19.	Certificate of Market Standing / Marketing Certificate of the products from the Concerned Drug Control authority for Two years out of last five Fin. Years i.e. with effect from 2017-18 to 2021-22	Yes	No	
20.	Certificate for New drug from DCGI/State Drug Control Office in terms of clause no 6(j)	Yes	Not applicable	
21.	Non-Conviction Certificate (NCC) issued by the Concerned Drug Control authority in respect of bided drugs having the validity period at the closing date of Bid submission.	Yes	No	

Sl. No.	Particulars	PI mark ✓		Folder name & Page no
		Yes	No	
22.	Income Tax Returns submitted for the Assessment year 2019-20/ 2020-21/2021-22	Yes	No	
23.	GST Returns for the year 2021-22 (any one month) (If applicable, if not applicable self declaration is required)	Yes	No	
24.	Export-Import License with validity and IEC Code (for Direct Importers)	Yes	No	
25.	P/L Account & Balance Sheet for the year 2018-19, 2019-20 & 2020-21 or 2019-20,2020-21 & 2021-22	Yes	No	
26.	The equipment should be US FDA/ CE/ BIS/ CDSCO/ISO approved (US FDA/ CE requirements will be applicable only when the Indian Standards like BIS/ CDSCO is not available. Related documents regarding IS / BIS / CE / FDA / USFDA/ISO certificates of the respective Non Drug items submitted	Yes	No	
27.	<b>Direct Importer/ Indian Subsidiary must have to submit the Authorization of the OEM or Agreement with their OEM</b>	Yes	No	
28.	<b>Free Sale Certificate from the Country of Origin should be submitted by the Importer and item should be marked / highlighted mentioning therein the CMS Cat No.</b>	Yes	No	
29.	Brochure of the item(s) quoted must be submitted as per specification [if applicable]	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 OF DENTAL ITEMS USED IN DENTISTRY FOR TWO YEARS FROM THE DATE OF AWARD OF CONTRACT (AOC)***

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 achieved / have not achieved (strike out whichever is not applicable) minimum 10% of sale of the production in the open market other than sale in the Health & Family Welfare Dept, Government of West Bengal. The certification from Chartered Firm is attached as per Annexure III.
5. 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.
6.
  - 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).
7. We are the existing Bidders in the CMS / we are not the existing Bidder in the CMS (PI strike out whichever is not applicable).
8. Being an existing CMS approved item Bidder for the year 21-22, necessary declaration of items wise Good Received Note (GRN) over ordered quantity through Store Management Information System (SMIS) is given in Annexure V (applicable for existing Bidders only, others should strike out the clause)
9. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.
10. 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 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/S .....having its office at ....., it is certified that M/S ..... have achieved minimum 10% sale of the production / importing of each of the following product(s) in the open market other than Health & Family Welfare Dept, Government of West Bengal for the year 2018-19, 2019-20 & 2020-21 or 2019-20,2020-21 & 2021-22

Name of the product(s)

Sl. No.	Name of the product	CMS Cat No.

It is certified that Annual Turnover Net of Taxes of the firm for the Financial years 2018-19, 2019-20 & 2020-21 are Rs.....Lac., Rs..... Lac. & Rs..... Lac. respectively (as per P/L accounts & Balance Sheet of the firm submitted) or for the Financial years 2019-20,2020-21 & 2021-22 are Rs..... Lac, Rs..... Lac & Rs..... Lac respectively (as per P/L accounts & Balance Sheet of the firm submitted)

**Signature of the Chartered Firm with Registration No & UDIN**

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/S .....having its office at .....,

It is also certified that Annual Turnover of the firm for the financial year 2020-21 or 2021-22 Latest is Rs.....Lac. (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	Drug License No.	:	
8	Drug License valid up to	:	
9	Trade License valid up to	:	
10	PAN No.	:	
11	Whether IT Returns submitted for the Assessment year 2020-21 or 2021-22 or Latest	:	
12	GST Registration No.	:	
13	GST Returns for the year 2021-22 [any one month] (If applicable, if not applicable self declaration is required)	:	Yes / No
14	Annual Turnover for the year : 2019-2020 or 2020-21 or Latest (As certified by CA firm)	:	2019-2020 :- Rs..... Or 2020-21 :- Rs..... Or 2021-22
15	No Conviction certificate from the concerned State Drug Control Authority issued on or after 1 <sup>st</sup> January, 2022.	:	Yes / No
16	Whether agreement executed with the parent Vendor.	:	Yes / No

Signature of the authorised signatory (bidder)

Annexure V

Declaration from existing CMS approved Bidders about supply of 80 % over ordered quantity made for each item during the period from 01.04.2021 to 31.10.2022 limited to requirement for the period based on annual requirement of the item / items of the State projected through STORE MANAGEMENT INFORMATION SYSTEM as on the date of submission of tender

Sn	CMS Catalogue No	Name of the item	Ordered quantity as per vendor portal during the period from 01.04.2021 to 31.10.2022	Total GRN made against the order(s) placed during the period from 01.04.2021 to 31.10.2022	% of GRN over order quantity as on submission of tender

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 the 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 to the specification of the items, as invited in the said Tender.

Signature of the Deponent(s).

Name in Block letters:

Designation:

**Annexure VII**

**INDIAN NON JUDICIAL STAMP PAPER OF RS. 100**

Prescribed format for Agreement

**AGREEMENT**

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 Majeure 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	Nam e of the item	Accountin g Unit	Annual Tentative requiremen t as per Accounting unit	Rate per accountin g unit	Bank Guarantee Amount per item(3 % of quoted base rate of the product X the annual tentative requirement X 2)	No. of Perfor mance Bank guarant ee	Name of the Bank, Name of the Branch, and IFSC code	% of GST
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

### INDIAN NON JUDICIAL STAMP PAPER OF RS. 100

#### Prescribed format for Performance Bank Guarantee by the Bank

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

## 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 CMS 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 Items list under Table-A.

### 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 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.