



Govt. of West Bengal
O/o the Chief Medical Officer of Health, Hooghly
New Administrative Building, 1st Floor,
DRS Compound, Burrabazar, Chinsurah, Hooghly
☎: (033) 2681-0383/9903480135

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Memo No-CMOH/E-Tender/H/ 4013

Date-19.07.2021

NOTICE INVITING E-TENDER FOR SUPPLY OF IEC (PRINTING OF POSTER, TEAM DIARY AND BROCHURE) FOR GP,WARD, HOSPITALS & URBAN AREA UNDER HOOGHLY DISTRICT

The Chief Medical Officer of Health, New Administrative Building, Burrabazar, DRSCampus Chinsurah, Hooghly 712101 invites bids from reputed, experienced and financially sound Companies/Firms/Proprietors/ Agencies for supply of IEC Material (Poster and Printing of Team Diary & Brochure) for the Blocks & UPHCs for Dengue activities under Hooghly. The quantum of requirement may vary during the period of contract.

Sl. No.	FORM	Specification	Required Quantity(pcs/set)
1	Poster for Outdoor Facility	As per Annexure -IV	107100(pcs)
2	Poster for Health Facility		61200(pcs)
3	HTH Team Diary		3197(set)
4	Brochure(HTH)		6898(pcs)
5	Brochure(VCT)		2955(pcs)

1. In the event of e-filling, intending bidder may download the tender documents from the website:- <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC) & Necessary Earnest Money will be deposited by the bidder electronically: online — through his net banking enabled bank account, maintained at any bank or through any bank by generating NEFT/ RTGS challan from the e—tendering portal. Intending Bidder will get the Beneficiary details from e— tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e—Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E— Procurement site. Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires time for processing of Payment of EMD and also to be documented through e-filling.
2. Only scanned copy of all Technical Documents (Statutory & Non-Statutory) along with Technical specification compliance should be uploaded to the tender website before the date & time as mentioned in NIT.
3. Technical Bid in Technical (Statutory & Non-Statutory) folder and Financial Bid in Financial folder both duly digitally signed by the vendors are to be submitted concurrently in the website <http://wbtenders.gov.in>.
4. The Technical documents and Financial Bid should be submitted online on or before **05.08.2021 within 5 p.m.**
5. The Financial Bid of the prospective Bidder will be considered only if the Technical Documents (Statutory & Non-Statutory) and equipment specification of the Bidder found correct qualified by

the Tender Selection Committee of O/O CMOH, Hooghly-712101. The decision of the Tender Selection Committee will be the final and absolute in this respect. The list of the qualified Bidders will be displayed in the website and schedule date & time for opening of Financial Bid also be displayed in the website.

6. Bids shall be remain valid for the period of 180 days.

7. Important information

DATE & TIME SCHEDULE OF IMPORTANT EVENTS

Sl No.	Particulars	Date & Time
1.	Date of publishing of NIT Documents (online)	19.07.2021 at 5 p.m
2.	Documents download start date (online)	20.07.2021 at 11 a.m.
3.	Bids submission start date (online)	20.07.2021 at 11 a.m.
4.	Bids submission closing date (online)	05.08.2021 upto 5 p.m.
5.	Pre bid meeting	23.07.2021 at 2 p.m.
6.	Date of Opening Technical Bids in the prescribed web portal (online)	09.08.2021 at 5 p.m
7.	Date of uploading list for Technically Qualified Bidder(online)	Will be uploaded after technical bid evaluation
8	Date of Opening Financial Bids of successful bidders	Will be uploaded after technical bid evaluation

8. Earnest Money: - Earnest money (EMD) amounting to Rs.12000.00 (Rupees Twelve thousand only) should be deposited by the bidder electronically: online — through his net banking enabled bank account, maintained at any bank or online through any bank by generating NEFT/ RTGS challan from the e—tendering portal before the date and time fixed above. Tender Accepting Authority will not be held responsible for late delivery Tender against the submission of Tender. Earnest money will be refunded to the unsuccessful bidders after evaluation of Financial Bid and for successful bidder EMD treated as 'Performance Security/Security Deposit" which will be kept upto the period of contract.

9. If any of the dates in the calendar /date schedule, given above, is eventually declared by state government as a holiday, or natural calamity prevents holding of any of the events at the place mentioned above in the calendar /schedule, the scheduled event /work will automatically be deferred to the next working day.

10. Any wrong or misleading information provided by the Tenderers during submission of Bids, shall leads cancellation of bid and may lead to blacklisting in Health Department under District Hooghly.

11. Any future clarification(s) and / or corrigendum(s) shall be communicated through the website www.wbhealth.gov.in/www.wbtenders.gov.in

12. Notice Inviting Authorities will reserve the right to amend or withdraw any of the terms and conditions contained in the Tender Document including quantity/amount of items to be supplied or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Tender Selection Committee in this regard shall be final.

13. The undersigned reserves the right to discontinue a tender even after selection in connection with the quality of supply.

14. The period of contract shall be valid upto two years from the the date of issuance of AOC and extendable, if required, one mutual agreed terms. So, it may be renewed further on the basis of satisfactory performance.



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INSTRUCTION TO BIDDERS.

General Guidance for e-Tendering:-

Instruction /Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participating in e-Tendering.

1.Registration of Bidder:-

Any Bidder willing to take part in the process of e-Tendering will have to enroll and register with the Government e-procurement system and they can do so by visiting <https://wbtenders.gov.in> (herein after mentioned as the 'prescribed website' or 'website' or 'e-tender website') and following link on e-tendering site (herein mentioned as 'the prescribed web portal ' or 'web portal' or 'e-tender web portal').

2.Digital Signature Certificate (DSC):-

Each bidder is required to obtain Class –II or Class – III Digital Signature Certificate (DSC) for submission of tenders from the approved service providers of the National Informatics Centre (NIC) on payment of requisite amount; the details of which are available at the web site as stated above. The DSC is given as a USB e-Token.

3. The bidder can search and download NIT & Bid Document electronically from the above website once he/she/they log(s) on to the website mentioned in clause using the Digital signature Certificate. This is the only mode of collection of Tender/Bid Document.

4. Submission of bids.

Both Technical bid and Financial Bid, duly signed digitally signed, are to be submitted concurrently in the 'prescribed website'. All the documents, to be scanned and uploaded in the web portal, must be in English language.

The Bids are to be submitted online in the website/web portal in two folders at a time, one each for Technical Bid and for Financial Bid, before the prescribed date & time using the Digital Signature Certificate (DSC) .The documents to be uploaded are to be scanned for viruses and are to be duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

5.DOCUMENTS COMPRISING THE BID:

The tender shall be submitted online in two part, viz., Technical bid and Financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

The offers submitted by Telegram/fax/email shall not be considered. No correspondence will be entertained in this manner.

Technical Bid**"BID A": (STATUTORY COVER- PART- I)** (SINGLEFILEMULTIPLEPAGESSCANNED)

1.	Necessary Earnest Money will be deposited by the bidder electronically: online — through his net banking enabled bank account, maintained at any bank or: online —through any bank by generating NEFT/ RTGS challan from the e—tendering portal.
2.	Application in the prescribed format given in Annexure I
3.	Financial information in Annexure II
4.	Declaration regarding rate mentioned in BOQ as per specification and samples of printing mentioned in NIT in Annexure III
5.	Specification as per Annexure-IV
6.	Supply order or work completion certificate regarding Supply of such IEC (Printing of Poster and brochure, diary)
7.	Check List in the prescribed format below.

"BID A": (STATUTORY COVER- PART- II)**TECHNICAL SPECIFICATIONS OF IEC**

(In provided format and should be submitted in PDF, otherwise tender will be cancelled as per Annexure-IV)

BID A: - NON-STATUTORY

Sl. No.	Category	Sub Category	Sub Category Description
A	Certificates	A1. Certificates	PAN Card of the authorized signatory.
			Professional Tax Registration certificate and current year tax
			GST Registration certificate.
			Valid Trade License Certificate
			Bank details of Company/proprietor/Agency
B.	COMPANY DETAILS	B1. COMPANY DETAILS	Valid Trade License/Enlistment with the State Government and /or Local Body having jurisdiction over the area of registered office of the Bidder
			Registration No. with Registrar of Companies or Deed of Partnership, as the case may be.
			Certificate of country of origin.
C.	CREDENTIAL	C1: CREDENTIAL 1	Supply order or work completion certificate of supply such materials .
D.	DECLARATION	D1.	Income Tax Returns submitted for the year 2017-18
			Income Tax Returns submitted for the year 2018-19
			Income Tax Returns submitted for the year 2019-20
		D2.	GST Returns (only last quarter) for the year 2019-20
E.	FINANCIAL INFORMATION	F1	P/L & Balance sheet 2017-18
			P/L & Balance sheet 2018-19
			P/L & Balance sheet 2019-20

Financial bid.

Schedule of price bid in the form of BOQ.xls

Bidders are advised to download this BOQ.xls as it is and quote their offer/rates in the permitted column and upload the same. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.

1. The rates shall be quoted in Indian Rupee only and also per piece /set.
2. The rates will be inclusive of all taxes, installation, DTP charges, delivery charges levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.

6. CHECK LIST OF DOCUMENTS TO BE SUBMITTED.

FORMAT FOR CHECK LIST

Sl. No.	Items	Pl mark \checkmark		Page no
		Yes	No	
1	Tender Application submitted in Annexure I.	Yes	No	
2	Financial Information in Annexure II	Yes	No	
3	Declaration in Annexure-III	Yes	No	
4	Specification in Annexure-IV	Yes	No	
5	Sample mentioned in pages 13-30	Yes	No	
6	Copy of PAN Card of the authorised signatory.	Yes	No	
7	Copy of GST Registration Certificate	Yes	No	
8	Copy of Valid Trade License	Yes	No	
9	Copy of Bank Details	Yes	No	
10	Copy of P.Tax challan	Yes	No	
11	Samples of product as per specification	Yes	No	
12	Necessary Earnest Money will be deposited by the bidder electronically: online — through his net banking enabled bank account, maintained at any bank or: online —through any bank by generating NEFT/ RTGS challan from the e—tendering portal.	Yes	No	
13	Last 3 financial years' returns of Income Tax for 2017-18 , 2018-19 & 2019-20	Yes	No	
14	Last quarters of last financial years returns of GST for 2019-20	Yes	No	

TENDER TERMS AND CONDITIONS TO THE BIDDER

1. Inadequate or incomplete tenders in any respect or the prescribed conditions are not fulfilled are liable to be rejected. Canvassing in any form by the tenderers/vendor will result in rejection of their tenders.
2. All the materials should be supplied to the different ULBs under NUHM Hooghly District. So, Rate should be quoted inclusive of all taxes, DTP charges, installation charges and other charges etc.
3. Copies of orders/letters of major organizations/Government Department with which the tenderer has dealt/supplied such products during last two years shall be furnished by the tenderer/suppliers.
4. The tenderer's/firm must be registered with West Bengal Sales/Service Tax Department for supply/services. Copies of such certification mentioning registration number etc. shall be furnished alongwith tender/quotation.
5. The tenderer should be having annual turnover worth Rs. 20 lacs or more. Copies of the IT returns/Balance sheets etc. alongwith the copies of vendor/firm's audited accounts, wherever is applicable for the last three financial years shall be furnished.
6. The tenderer/firm must submit the copies of TIN/PAN Number etc.
7. An "Earnest Money Deposit (EMD)" to the tune of Rs. 12000/-((Rupees Twelve thousand only) should be deposited by the bidder electronically: online — through his net banking enabled bank account, maintained at any bank or online through any bank by generating NEFT/ RTGS challan from the e—tendering portal
8. On due date of pre bid meeting all quarries regarding supply of IEC Material should be cleared by the Bidder from us. No other issue will be entertained after pre-bid meeting. The financial bid of technical responsive bids will only be opened.
9. The successful tenderer hereafter referred to as supplier, has to furnish "Security Deposit" for an amount equal to 3% of total contract value which will be released on within six months from the date of Final payment.
10. All technical queries/complaints, which may be indefinite, shall be attended immediately during entire support period.
11. The delivery of material shall be made at the different scheduled destination of the Office (ULBs) within 30 days from the supply of Order free of all delivery charges.
12. The Supplier shall warrant that stores to be supplied shall be new and free from all defects and faults in materials used. Quantity of Material supplied and installation to the different ULBs must be signed by the Nodal Officer/Health Officer/PHM. After that all bills will be raised for payment. Without receiving this payment will not be done.

13. All material should not be supplied to the all ULBs at a time. At first location/spot for installation should be identified by the Municipality and informed to us then supply order placed to the selected vendors and installation must be completed within 15 days from the supply of Order free of all delivery charges.

14. Payment will be made only after supply and proper installation.

15. If any defect(s) is (are) noticed or any complaint made by the users during the support period, the levy of compensation for any dislocation of work due to delayed rectification or any other reason, will be decided by the TIA to enforce penalty claim from the contractor.

16. Samples: The committee may call for the samples of any product mentioned in NIT at any point of time. Further, Committee may call all the participants for sample checking for technical evaluation thereafter final decision may be taken for Financial Evaluation.

17. FINANCIAL EVALUATION:

17.1 The financial bid shall be opened of only those bidders who have been found to be technically eligible. The financial bids shall be opened in presence of representatives of technically eligible bidders, who may like to be present.

17.2 The Financial Bids of unsuccessful bidders would not be opened and will be returned.

17.3 The rates must be quoted per BOQ per piece only

17.4. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the Supplier does not accept the correction of the errors, his bid shall be rejected.

17.5 The Tender Selection Committee does not bind himself to accept the lowest bid or any bid and reserves the right of accepting the whole or any part of the bid or portion of the job offered; and the bidder shall provide the same at the rates quoted. The Tender Selection Committee reserves the right to reject any or all offers received in response to tender or cancel or withdraw the tender notice without assigning any reason, whatsoever.

18. AWARD OF CONTRACT: PLACEMENT OF ORDER

The undersigned shall consider placement of orders for jobs on those bidders whose offers have been found technically, commercially and financially acceptable. The Tender Selection Committee reserves the right to counter offer price(s) against price(s) quoted by any bidder.

19. Payment: - Payment shall be made from State Budget Fund during FY2021-202 under the Head of Account-"2210-06-789-00-007-50-00" for Team Diary & Brochure and Head of Account-"24-HF-2210-06-800-002-50-00" for Posters, after successful completion of entire supply as per specification.

20. Deposition of Security Money:- Security Money (3% of the approximates value of accepted items) may be deducted from the Selected Bidders at the time of Final payment and it will be kept upto six months from the date of Final payment. Another option for Bidders shall deposit the Security Money to the A/C "M/S HOOGHLY CMOH-EMD payable at KOLKATA / NEFT A/C No-242001000240, IFSC Code-ICIC0002420, Bank-ICICI Bank, Branch-Bhadreswar, Hooghly.

21. Forfeiture of Security Money :-

- a. In the event of failure to supply or maintain the equipment / instruments as per Work Order within the stipulated period, the security deposit may be forfeited.
- b. If any equipment/ instrument is damaged by the approved firm, cost of the same will be deducted from the deposited Security money of the contractor.

32. Refund of Security Deposit - After successful completion of entire supply and period of maintenance Security Deposit will be refunded within the six months from the date of bill submission, if not extended for further period.

Chief Medical Officer of Health Hooghly

Memo No. -/ CMOH/E-Tender/H/4013/1(11)

Dated: - 19.07.2021

Copy Forwarded for information to:-

1. The Additional Mission Director, NHM & Special Secretary.
2. Jt.DHS(PH&CD), Swastha Bhavan
3. OSD, Swastha Bhavan
4. The Director of Finance, Swasthya Bhavan.
5. The District Magistrate, Hooghly.
6. The Dy. CMOH-I cum DNO under NUHM, Dy. CMOH-II & III /DMCHO/Accounts Officer of CMOH Hooghly with request to be present on the date of opening of Tender.
7. The Programme Officer, NHM-1-with request to publish this notice at the two daily newspaper.
8. Sate Programme Management Unit, Swastha Bhawan.
9. Programme Manager/ Accounts Manager, NUHM, Hooghly with request to be present on date of opening Technical Bids to verify the Technical Specification of the Material.
10. The DSM/DEO, DPMU Hooghly-with request to upload the notice at our official Website.
11. Office copy

Dy-Chief Medical Officer of Health Hooghly-II

Annexure-I

TENDER APPLICATION FORM

**To,
The Tender Inviting Authority
The CMOH, Hooghly**

Ref: Your tender document No **CMOH/E-Tender/ H/** , Dated-

We, the undersigned have examined the above tender document, including amendment/corrigendum number nil, dated _____(if any), the receipt of which is hereby confirmed. We now offer to render services in conformity with your above referred document for the sum, as shown in the price schedule/Bill of Quantity attached herewith and made part of this bid.

We hereby declare that all data and documents submitted by us in our bid in this tender are genuine and true, to the best of our knowledge and belief.
If our bid is accepted, we undertake to render the services as mentioned above, in accordance with the schedule and terms and conditions as specified in the tender document, including amendment/ corrigendum if any.

We further confirm that, if our bid is accepted, we shall provide you with a performance security of required amount as specified in NIT for due performance of the contract.

We agree to keep our bid valid for acceptance as per NIT or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this bid up to the aforesaid period and this bid may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Government Authorities/ Organization/ Institution/ local bodies etc in last two years.
Brief of court/legal cases pending, if any, are following:

We would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by you to verify this statement.

(Signature with date)

**(Name, designation, seal of authorized person to sign bid for and on behalf
Of Bidder**

Annexure -II

Financial Analysis- Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

Sl.	Financial Statement	YEAR 2017-18	YEAR 2018-19	YEAR 2019-20
1	Gross Annual turnover of the bidder.(Not less than 20 lakh)			

Annexure -III

Declaration regarding rate mentioned in BOQ as per specification and samples of printing mentioned in NIT

Annexure -IV

Technical Specification of IEC (Poster and Diary and Brochure)

Sl. No.	FORM	Printing Specification	Sample Annexure (page numbers)
1	Poster for Outdoor Facility	Type1-7 types 7 types, size 20"x30", 90 GSM Paper, Glossy Art paper, 1 sheet Single Side, Multicolored.	13-19
2	Poster for Health Facility	Type-8-11 types 4 types, size 20"x30", 90GSM Paper, Glossy Art paper, Single Side, Multicolored.	20-23
3	HTH Team Diary	1 sheet both sides, 52 sheet (104 pages), size- 8"x13" (close), 80 GSM paper, Front & back cover, White Maplitho, Single colored.	24-26
4	Brochure (HTH)	1 sheet both sides, size -A4, 130 GSM Paper, Glossy Art paper, Multicolored, 2 fold.	27-28
5	Brochure(VCT)	1 sheet both sides, size -A4, 130 GSM Paper, Glossy Art paper, Multicolored, 2 fold.	29-30

21. Forfeiture of Security Money :-

- a. In the event of failure to supply or maintain the equipment / instruments as per Work Order within the stipulated period, the security deposit may be forfeited.
- b. If any equipment/ instrument is damaged by the approved firm, cost of the same will be deducted from the deposited Security money of the contractor.

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