



# Bid Documents Including Terms and Conditions for Electrical Installation Work for Up-gradation of Sub-Centers at different locations under, North 24 Parganas District **FY : 2019-20**



**Government of West Bengal**

Office of the Secretary,  
District Health & Family Welfare Samiti &  
Chief Medical Officer of Health, N 24 Pgs, Kol-124,  
Ph. No.2552-3129, E-mail: cmohn24pgs@gmail.com

Memo No. DHFWS/NHM/2019/E.I.-2601

Dated : 31.12.2019

### NOTICE INVITING e-TENDER No.-15/Eng of 2019-20

The Chief Medical Officer of Health & the Secretary of District Health & Family Welfare Samity, North 24 Parganas invites e-tender for E.I. work for various Sub-Centers for setting up Su-Swasthya Kendras (only Electrical works), detailed mentioned in the table below (submission of bid through online).

Sl. No	Name of work	Estimated Value (In Rs.)	Earnest Money (In Rs.)	Cost of tender documents (only for successful bidder for 2 Nos. formal agreement)	Period of Completion (Counted from the date of issuance of Work Order)
1	E.I. work at total 5 Nos. Sub Centres for setting up of HWC under Amdanga Block, N24Pgs. Amdanga : Padmalavpur, Adhata, Mathura, Rajberia & Rampur	7,00,348/-	14,007/-	Rs. 1000/-	60 working days
2	E.I. work at total 5 Nos. Sub Centres for setting up of HWC under Barasat – I & II Block, N24Pgs. Barasat - I : Talderia, Pansila, Purba Khilkapur Barasat - II: Chowmoha & Tegharia.	7,33,176/-	14,664/-	Rs. 1000/-	60 working days
3	E.I. work at 5 Nos. Sub Centre for setting up of HWC under Barrackpore – I & II Block, N24Pgs. Barrackpore - I : Paltapara & Malancha. Barrackpore – II : Dangadighila, Apurbanagar & Shiuli Sadar	7,76,306/-	15,526/-	Rs. 1000/-	60 working days
4	E.I. work at 5 Nos. Sub Centre for setting up of HWC under Bongaon, Gaighata & Bagdah Block, N24Pgs. Bongaon : Ganganandapur & Kharua Rajpur Gaighata : Dingamanik & Bagna Bagdah : Kurulia	7,56,899/-	15,138/-	Rs. 1000/-	60 working days
5	E.I. work at 5 Nos. Sub Centre for setting up of HWC under Habra- I Block, N24Pgs. Habra - I Block : Bamihati, Bergum, Janapul, Mahisha & Kashipur	7,40,902/-	14,818/-	Rs. 1000/-	60 working days

6	E.I. work at <b>5 Nos. Sub Centre</b> for setting up of HWC under <b>Habra- II Block</b> , N24Pgs. Habra - II : <b>Nurpur, Bhatsala, Beraberi, Baggpole &amp; Hizlia</b>	7,35,757/-	14,715/-	Rs. 1000/-	60 working days
7	E.I. work at <b>3 Nos. Sub Centre</b> for setting up of HWC under <b>Rajarhat Block</b> , N24Pgs. Rajarhat : <b>Ghuni Jatragachi, Ganragori &amp; Mohammadpur</b>	4,71,863/-	9,437/-	Rs. 1000/-	45 working days

1. In the event of e-filing, intending bidder may download the tender documents from the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) directly by the help of Digital Signature Certificate; the L1 bidder shall submit the hard copy of the documents to the tender inviting authority on demand within specified time frame. Failure to submit hard copy within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder.

2. Technical and Financial bid both will be submitted concurrently duly digitally signed in the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in). Tender documents may be downloaded from the website & submission of Technical Bid & Financial Bid as per tender Time schedule stated in **Sl. No. 4**. The documents submitted by the bidders should be properly indexed & digitally signed.

**3. Eligibility criteria for participation in Tender:-**

i) The prospective Bidder must have Electrical Supervisor's Certificate of Competency in parts 1,2,3 & 11 or Equivalent National Supervisors' Certificate of Competency.

ii) The prospective bidder must have satisfactorily completed as a prime agency during the last 5 (Five) years prior to the date of issue of this Notice at least one work of similar nature under the authority of State/Central Govt. or State/Central Govt. undertaking or Statutory bodies constituted under the statute of the Central/State Government and having a magnitude of **40 (Forty) percent** of the estimated amount put to tender. [Non Statutory Documents]

**N.B. :** Completion Certificate should contain a) Name of Work b) Name of Client c) Amount put to tender d) Schedule date of completion e) Actual date of completion.

iii) Prospective Bidder must have Pan Card, Professional Tax enrolment certificate, Professional Tax Challan deposited (up to dated), Valid GST Registration Certificate, Any GST return filled in last Three months from scheduled date of technical bid opening of e-tender is to be accompanied with the Technical bid document, Income Tax return for FY. 2018-19 (i.e. AY 2019-20), Trade License valid for FY. 2019-20 (from concerned Municipality, Panchayet), Electrical Contractory License, Supervisory Certificate of competency in parts 1,2 & 11 or equivalent National Certificate of competency. [Non Statutory documents]

iv) Proprietorship, Partnership firms and Company are to furnish Balance Sheet and Profit and Loss Accounts for FY. 2018-19 with the schedule of Bank accounts and all the documents along with schedules forming the part of Balance sheet and Profit and Loss accounts should be in favour of applicant. No other name along with applicant's name in such enclosure will be entertained. [Non-statutory documents]

v) Registered Unemployed Engineers' Co-operative Societies/Unemployed Labour Co-Op. Societies are required to furnish valid Bye Law, Audited Profit & Loss account and balance sheet for F.Y.2018-19 with the schedule of Bank accounts along with other relevant supporting papers. [Non-statutory documents]

vi) Registered Labour Co-operative Societies Ltd. are required to furnish valid Bye Law, Audited Profit & Loss account and balance sheet for F.Y.2018-19 with the schedule of Bank accounts along with other relevant supporting papers. [Non-statutory documents]

vii) The partnership firm shall furnish the registered partnership deed along with power of attorney to sign on the tender document (if required) [Non Statutory Documents].

viii) Joint venture will not be allowed.

**4. Date & time schedule:-**

Sl. No.	Particulars	Date & time
1	Date of uploading of NIT documents (online) (Publishing date)	31/12/2019 at 04.00 P.M.
2	Documents download/sale start date (online)	31/12/2019 at 05.00 P.M.
3	Documents download/ sale end date (online)	15/01/2020 at 05.00 P.M.
4	Bid submission start date (online)	31/12/2019 at 05.00 P.M.
5	Bid submission closing (online)	15/01/2020 at 05.00 P.M.
6	Bid opening date for technical proposal (online)	17/01/2020 at 05.00 P.M.
7	Date of uploading list for technically qualified bidders (online)	To be notified later
8	Pre Bid meeting date	07/01/2020 at 03.00 P.M.
9	Date and place for opening of Financial Proposal (online)	To be notified later
10	Date of uploading of list of bidders along with the offered rates through online, also of necessary for further negotiation through offline for final rate	To be notified later

5. The intending bidders are required to quote the rate online. Rate should be quoted in figures as well as in words on percentage/item rate basis as applicable. No tax will be paid extra and no tenders with price variation clause/conditional tender will be accepted. Acceptance of lowest or any other tender is not obligatory. The rate quoted in totality is criteria for selection.

6. As per GO No 4608-F(Y), Dt. 18.07.2018 from Govt. of W.B. Finance Dept.(Audit Branch), the eligible bidder have to submit **Addition Performance Security @ 10%** of tender amount if the accepted bid value is 80% or less of the estimate put to tender. The addition performance security shall be submitted in the form of bank guarantee from any nationalized bank within 7 working days from the date of issuance of letter of acceptance, if failed his EMD will be forfeited and other necessary actions like blacklisting of the contractor, etc. may be taken. The bank guarantee will be returned after successful completion of the work. If the bidder fails to complete the work successfully the bank guarantee will be forfeited at any time during the pendency of the contract period after serving proper notice to the contractor.

7. Documents submitted by the bidders should be properly indexed & digitally signed.

8. **Financial Offer** of the prospective bidder will be considered only if the bidder qualifies in the Technical Bid. The decision of Tender Committee will be final & binding on all concerned and no challenge against such decision will be entertained. The Name of Qualified Bidders will be displayed in the website on the schedule date and time as specified above.

9. Technical & Financial Bid both will be submitted concurrently duly signed in the website within time as specified above.

10. The bidder, at the bidders' own responsibility and risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the bid and entering into a contract for the work as mentioned in the Notice Inviting tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at the bidder's own expense.

11. The intending bidders shall clearly understand that whatever may be the outcome of the present invitation of bids, no cost of bidding shall be reimbursable by the department. The Chief Medical Officer of Health & Secretary, District Health & Family Welfare Samity, North 24 Parganas reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any bidder at the stage of bidding.

12. Bids shall remain valid for a period not less than **120 days** (One Hundred Twenty) from the last date of submission of bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

13. No mobilization advance and Secured advance will be allowed.

14. Escalation of price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.

15. Contractor shall have to comply with the provisions of a) the contract labour (Regulation abolition) Act, 1970, b) Apprentice Act, 1961 and c) minimum wages act, 1948 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.

16. Agencies shall have to arrange required land for installation of Plant & Machineries, (specified for each awarded work, storing of materials, labour shed, laboratory etc. at their own cost and responsibility nearest to the work site. Local labours have to be utilized as far as possible and as per rule in vogue.

17. During scrutiny, if it comes to the notice to the tender inviting authority that the credential or any other papers found incorrect/manufactured/fabricated, that bidder will not be allowed to participate in the tender and the application will be rejected outright.

18. Before issuance of the work order, the tender inviting authority may verify the credential & other documents of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest bidder is either manufactured or false in that case, work order will not be issued in favour of the bidder under any circumstances.

19. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence.

a) Form No.2911 b) NIT c) Special terms & conditions d) Technical bid & e) Financial bid

20. If the dates fall on holiday or on days of bandh or natural calamity, the dates refer to the next working days.

21. Conditional/incomplete tender will not be accepted under any circumstances.

22. Issuance of work order as well as payment will depend on availability of fund and no claim what so ever will be entertained for delay of issuance of work order as well as payment. If any, intending bidders may consider this criterion while quoting their rates.

**23. Security deposit:**

Security deposit @ **Rs.10 (Ten) %** of cost of work will be deducted from each & every bill of the selected agency. The Total security deposit shall be refunded to the contractor on expiry of **one year** from the actual date of completion of the work.

24. **Earnest money:** The amount of Earnest money is **2% (two percent)** of the estimated amount put to tender is to be deposited by the bidder in the way as described in Memorandum No.-3975-F(Y), dt.-28/07/2016 of Finance Department, Audit Branch, and Government of West Bengal. Registered SSI units participating in Govt. tenders are eligible for exemptions from payment of earnest money and security deposit (EMSD) under Rules 47(A) (1) and

47(B)(7) of WBFR, vol.-I, read with Finance Dept. notification No. 10500-F Dt. 19.11.2004 and its clarification Vide memo. No. 4245-F (Y) dated 20.05.2013.

25. There shall be no provision of Arbitration, Hence Cl. 25 of 2911 may be treated to be omitted as per notification no: No. 5696-FY Dtd 01.10.2019 Additional Chief Secretary, Govt. of WB.

26. The Chief Medical Officer of Health & Secretary, District Health & Family Welfare Samity, North 24 Parganas reserves the right to cancel the N.I.T due to unavoidable circumstances and no claim in this respect will be entertained.

27. The work must be completed within stipulated time mentioned in the tender schedule from the date of issue of work order. No extension of time will be granted except satisfactory reason.

28. Intending bidders have to submit tender application as per **ANNEXURE-B**.

29. Admissible payment will be made when fund will be available.

30. The contractor will not be allowed, in any case to get the work done through any sub-contractor, in case it is detected the tender will be cancelled and the earnest money deposited for the work will be forfeited.

31. Two nos. formal agreement in Tender form No.2911 will be signed with the successful bidder of respective work.

### **INSTRUCTION TO BIDDERS**

#### **Section-A**

1. **General guidance for e-tendering:**

Instructions/guidelines for tenders for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-tendering.

2. **Registration of contractor:**

Any contractor willing to take part in the process of e-tendering will have to be enrolled & registered with the Government e-procurement system, through logging on to <https://wbtenders.gov.in> (the web portal of Govt. of West Bengal).The contractor is to click on the link for e-tendering site as given on the web portal.

3. **Digital Signature Certificate(DSC):**

Each contractor is required to obtain a class-II or class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount .details are available at the website stated in clause 2 of guideline to tenderer. DSC is given as a USB e-token.

4. The contractor can search & download NIT & Tender documents electronically from computer once he logs on to the website mentioned in **clause 2** using the Digital Signature Certificate. This is the only mode of collection of tender documents.

5. Prospective bidder shall be allowed to participate in a particular job either in the capacity of individual or as partner of a firm. If found to have applied severally in a single job then all his applications will be rejected for that job, without assigning any reason thereof.

6. **Submission of tenders:**

General process of submission, tenders are to be submitted through online to the website stated in Cl.2 in two folders at a time for each work, one in Technical proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate(DSC) the documents are to be uploaded virus scanned copy duly digitally signed. The documents will get encrypted (transformed into non-readable formats).

A. **Technical proposal**

The technical proposal should contain scanned copies of the following further two covers (folders).

**A-1. Statutory cover containing:**

- i. Prequalification application as per **ANNEXURE-B** (application to be addressed to the Tender Inviting Authority mentioning Name of work, NIT No., tender ID with the list of supporting documents submitted online in his letter head duly signed by appropriate authority.) & proof of submission of EMD in the way as described in Memorandum No.- 3975-F(Y), dt.-28/07/2016 of Finance Department, Audit Branch, Government of West Bengal or documents / valid order from the competent authority in support of exemption or relaxation claimed for EMD, if any.
- ii. Notice Inviting e-Tender (download & upload the same Digitally Signed).

**A-2. Non-statutory cover containing Registration certificate Under Company act (if any)**

- i. Electrical Contractory License.
- ii. Electrical Supervisor’s Certificate of competency in parts **1, 2, & 11** or equivalent National Supervisors Certificate of competency and valid Electrical Contractor License.
- iii. Professional Tax (PT) enrolment certificate and up to date challan (valid for FY 2019-20), PAN card, IT return for the Financial year 2018-19 (AY 2019-20), valid GST registration certificate and any return filed in last 3 months from the scheduled date of opening of e-tender, Trade license (valid for FY 2019-20).
- iv. Registration deed of partnership firm.
- v. Power of attorney ( for partnership firm/Private Limited Company, if any)
- vi. Bye laws are to be submitted by the Registered Unemployed Engineers’ Co-operative Societies/Unemployed Labour Co-op. Societies/registered Labour Co-operative Societies Ltd.)
- vii. Credential for completion of at least one similar nature of work under the authority of state/central Govt. or State/Central Govt. undertaking or statutory bodies constituted under the statute of the state/state Govt. having a magnitude of 40% (fifty) percent of the estimated amount put to tender during the last 5 (five) years prior to the date of issue of this NIT is to be furnished.
- viii. All Bonafied & resourceful agencies must have to furnish audited profit & loss account and balance sheet for FY 2018-19 with the schedule of Bank accounts.
- ix. All Bonafied & resourceful agencies have to submit duly Notarized Non Conviction Certificate as per **Annexure-A**.

**Note:** - a. Failure of submission of any of the above mentioned documents (as stated in A1 & A2) will render the tender liable to be summarily rejected for both statutory & non-statutory cover.

**The above stated Non-statutory/Technical documents  
Should be arranged in the following manner**

Click the check boxes beside the necessary documents in the my document list and then click the ‘tab’ ‘Submit Non Statutory documents’ to send the selected documents to Non-statutory Folder.

Next click the tab ‘click to encrypt and upload’ and then click the ‘technical’ folder to upload the technical documents.

Sl. No.	Category name	Sub category Description	Details
A	Certificates	Certificates	<ol style="list-style-type: none"> <li>1. Pan card, IT return for FY 2018-19.</li> <li>2. P.Tax enrolment certificate and challan (Valid for FY 2019-20).</li> <li>3. Valid GST registration certificate and any return filed in last 3(Three) months from scheduled date of technical bid opening of e-tender.</li> </ol>
B	Company details	Company details	<ol style="list-style-type: none"> <li>1. Trade license from respective Municipality/Panchayet etc. (Valid for FY 2019-20)</li> <li>2. Electrical Contractor License.</li> <li>3. Electrical Supervisor’s Certificate of competency in parts 1, 2, &amp; 11 or equivalent National Supervisors Certificate of competency and valid Electrical Contractor License.</li> <li>4. ‘Certificate of registration’ from the respective assistant Registrar of Co-operative Societies (for Regd. Unemployed</li> </ol>

			Engineer's Co-operative Society Limited/Unemployed Labour Co-OP. Societies/Registered Labour Co-operative Societies Ltd.) 5. Partnership Deed, Power of attorney in case of Partnership firm. 6. All Bonafied & resourceful agencies must have to furnish audited profit & loss account and balance sheet for FY 2018-19 with the schedule of Bank accounts.
C	Credential	Credential	Documents of credential showing satisfactory completion of a single work in any Govt. Department commencing not older than 5 years from the date of publication of this N.I.T of value <b>not less than 40%</b> of the estimated cost put to tender.
D	Documents	Documents	1. Name, address of banker, account number. 2. Declaration of duly Notarized Non Conviction Certificate as per Annexure –A 3. Tender Application as per Annexure -B.

Note: Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejected for both statutory & non statutory cover.

Tender documents will be opened by the Chief Medical Officer of Health & Secretary, District Health & Family Welfare Samity, North 24 Parganas or his authorized representative electronically from the website using their Digital Signature Certificate.

- a. Cover (folder) for statutory document should be opened first and if found in order, cover (folder) for non-statutory documents will be opened. If there is any deficiency in the statutory documents, the tender will summarily be rejected. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
- b. Summary list of technically qualified tenderers as per decision of the Tender Evaluation Committee will be uploaded online.
- c. Financial proposal:
  - i. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities, the contractor is to quote the rate (percentage above/below/at par) online through computer in the space marked for quoting rate in the BOQ.
  - ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

7. Penalty for suppression/distortion of facts:

Submission of false document by tenderer is strictly prohibited & if found action may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

**8. Rejection of bid:**

The employer (tender accepting authority) reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time prior to the award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder of bidders of the ground for employer's (tender accepting authority) action.

9. Award of contract:

The bidder whose bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter/Letter of acceptance. The notification of award will constitute the formation of the contract. After final selection of agency, a formal agreement may be executed within 7(Seven) days from the date of receipt of the work order with the concerned authority of health institution in a non-judicial stamp paper.

**Detail Estimate of work:** As per annexure – E.1 to E.7

**Annexure A: Draft Proforma for Non-Conviction (In a form of affidavit).**

I/We the proprietor/ promoter/ director of the firm, its employee, partner or representative are not convicted by a court of law for offence involving moral turpitude in relation to business dealings such as bribery, corruption, fraud, substitution of bids, interpolation, misrepresentation, evasion, or habitual default in payment of taxes etc. The firm does not employ a government servant, who has been dismissed or removed on account of corruption. The firm has not been de-barred, blacklisted by any government ministry/ department/ local government/ PSU etc. in the last two years from scheduled date of opening of this e-tender.

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**Annexure B: Tender Application Form**

**To  
The Chief Medical Officer of  
Health North 24 Parganas**

**Ref: Your e-tender document No. ....**

I/We, the undersigned have examined the entire e-tender document including amendment/corrigendum number dated..... (if any), eligibly criteria, required documentations, terms & conditions etc. The receipt of which is hereby confirmed.

I/We now offer to supply and deliver the goods and/ or services in conformity with your above referred document for the sum (after less), as shown in the price schedule/Bill of Quantity attached herewith and made part of this bid.

I/We hereby declare that all data and documents submitted by us in our bid in this e-tender are genuine and true, to the best of our knowledge and belief.

If my/our bid is accepted, we undertake to supply the goods or service as per the specification, in accordance with the delivery schedule and terms and conditions, including amendment/corrigendum if any.

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

I/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:

I/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.

I/We understand that the e-Tender Selection Committee reserves the right to reject any application/bid without assigning any reason.

**(Signature with date)**

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



31.12.19

Secretary

District Health & Family Welfare Samiti  
& Chief Medical Officer of Health,  
North 24 Parganas

Memo No. DHFWS/NHM/2019/E.I.-2601/1(16)

Dated : 31.12.2019

Copy forwarded for information and necessary action to please:

1. The DHS, Govt. of West Bengal, Swasthya Bhawan.
2. The District Magistrate, North 24 Parganas.
3. The PO, NHM & Deputy Secretary, H&FWS, Govt. of W.B.
4. The Addl. District Magistrate (D), North 24 Parganas.
5. The Officer – In –Charge of Health, N24 Pgs.
6. The Executive Engineer of North 24 Parganas Electrical Division., P.W.D.te.
7. The Dy. CMOH-I, Nodal Officer, North 24 Pgs.
8. The Dy. CMOH-III/ Dy. CMOH-II/ DMCHO/ ZLO/ DPHNO/ DTO, N24 Pgs.
9. The ACMOH of Barasat/ Barrackpore/ Bongaon/Bidhannagar Sub-Division, N24Pgs.
10. The BMOH of Amdanga/Barasat-I & II/ BKP- I & II/Bongaon/  
Gaighata/Habra- I & II/Rajarhat / Bagdah Block, N24Pgs.
11. The Account Officer & Treasurer of CMOH office, N24Pgs.
12. The Admin. Officer, CMOH office, N24Pgs.DPMU-NHM O/O: CMOH & DH&FWS, N24Pgs.
13. The I.T Coordinator, Swasthya Bhawan. (Requested to upload this notice in the official website of North 24 Parganas District.)
14. The N.I.C, North 24 Parganas. (Requested to upload this notice in the official website of North 24 Parganas District.)
15. Notice Board.
16. Office Copy.

31.12.19

Secretary

District Health & Family Welfare Samiti  
& Chief Medical Officer of Health,  
North 24 Parganas