

GOVERNMENT OF WEST BENGAL
OFFICE OF THE CHIEF MEDICAL OFFICER OF HEALTH &
SECRETARY DISTRICT HEALTH & FAMILY WELFARE SAMITI
NORTH 24 PARGANAS
BARASAT, KOLKATA-700124
Email:cmohn24pgs@gmail.com

NIT No. DH&FWS/NHM/2019/PrintAsha-2512

Date : 16.12.19

ELECTRONIC TENDER (e-Tender) NOTICE

In reference to the implementation of Revised Comprehensive Incentive Package for ASHAs in FY 19-20 vide Memo. No: HFW/NRHM-20/06 Part III/3244 dated 25.09.2019 and Revised Comprehensive Incentive Package for Non-JSY PWs vide Memo. No. HFW/NRHM-20/06 Part III/3628 dated 08.11.2019 notice inviting e-Tender for Supply of Printed Forms/formats (as per specifications) has been invited by the Chief Medical Officer of Health & Secretary, DH&FWS, North 24 Parganas from bonafide Firms/Agencies/Individuals (Experienced)

Intended bidders are requested to submit their bids through e-Tender Portal (<https://wbtenders.gov.in>) following by the terms & conditions of this NIT and as per the date & time schedule mentioned below-

DATE & TIME SCHEDULE FOR THE e-TENDER (Re-tender)

Sl. No.	Particulars	Date	Time
1	Date of publishing of NIT and OID online	16.12.2019	5.00 pm
2	Online document download start date	16.12.2019	5.30 pm
3	Online document download end date	24.12.2019	5.30 pm
4	Online Bid submission start date	16.12.2019	6.00 pm
5	Online Bid submission end date	24.12.2019	6.00 pm
6	Pre-Bid meeting to be held at the office of the CMOH, North 24 Parganas, Barasat, Kolkata-700124.	20.12.2019	2.00 pm
7	Online Bid opening for Technical Proposals	26.12.2019	6.00 am
8	Online uploading the list for technically qualified bidders (Tentative).	To be notified later	
9	Date of online opening of Financial Proposal (Tentative).		

Any subsequent notices/circulars/corrigendum related to this e-tender shall be uploaded at <https://wbtenders.gov.in>, www.wbhealth.gov.in and www.north24parganas.gov.in websites only. Bidders are requested to check these websites regularly for this purpose.

cm 16/12/19
Chief Medical Officer of Health &
Secretary, DH&FWS
North 24 Parganas

This e-tender document comprises the following sections:

Section I : Definition

Section II : Requirements

Section III : EMD

Section IV : General Instructions to Bidders (GIB)

Section V : Draft Proforma for Non-Conviction Certificate.

Section VI : Tender Application Form

Section VII: List of required Items with Specifications

Section VIII : Eligibility Criteria & Terms & Conditions

The e-tender shall be evaluated under the two-bid system, i.e., through evaluation of technical and financial bids uploaded by the bidder online on the e-tender website of <https://wbtenders.gov.in>.

Section I : Definition

1. "Purchaser" means the e-tender inviting authority, purchasing goods and/ or services as incorporated in this e-tender enquiry document, either directly or on behalf of consignees. For this e-tender the purchaser is the CMOH, North 24 Parganas.
2. "Bid" means Proposal/ Quotation received from a Firm / Bidder against the e-tender.
3. "Bidder" means the Individual or Firm or Agencies submitting Bids/ Quotations.
4. "Contractor" means the individual or the firm supplying the goods and/ or services as incorporated in the contract.
5. "Goods" means the articles/material required to supply to the purchaser under the contract.
6. "**Earnest Money Deposit**" (**EMD**) means Bid Security/ monetary amount or financial guarantee to be furnished by a bidder along with its bid.
7. "Contract" means the written agreement entered into between the purchaser/ consignee and the contractor, together with all the documents mentioned therein and including all attachments, annexure etc. therein.
8. "**Specification**" means the document/ standard that prescribes the requirement with which goods and/ or service has to conform.
9. "Inspection" means activities such as measuring, examining, testing, gauging one or more characteristics of the goods and / or service and comparing the same with the specified requirement to determine conformity.
10. "**Bill of Quantity (BOQ)**" is the name for price schedule (financial bid) in e-tender software.

Section II : Requirements

1. Forms/Formats for Revised Comprehensive Incentive Package for ASHAs - for the F/Y- 2019-20 (As per Section-VII)

Section III : EMD

Sl. No	Particulars	Estimated Value (EV)	EMD Amount
1.	Forms/Formats for Revised Comprehensive Incentive Package for ASHAs - for the F/Y- 2019-20 (As per Section-VII)	Rs.900000.00	Rs.18000.00

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.

The total amount of the tender is Rs 9,00,000/- (Nine Lakhs only). The amount of Earnest Money to be submitted shall be Rs. 18000/- (Eighteen Thousand only).

(The amount of EMD shall be approximately equal to 2% (two percent) of the estimated Tender value)

The process may be followed as per memorandum of the Finance Department Audit Branch vide Memo No-3975-F(Y) dated: 28 th. July, 2016.

1. Login by bidder:

a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/ Autonomous Body/Local Body/ PRIs, etc shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.

b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:

i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;

ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

2. Payment procedure:

a) Payment by Net Banking (any enlisted bank) through ICICI Bank Payment Gateway

- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the account paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/P, R.Is, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT

- i) On selection of RTGS/NEFT as the payment mode, the e-Procurement Portal will show a pre-filled challan having details to process RTGS/NEFT transaction.
- ii) The bidder will print the challan and use the prefilled information to make RTGS/NEFT payment using his bank account.
- iii) Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/ RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv) If verification is successful, the fund will get credited to the respective Pooling Account of the State Government / PSU/Autonomous Body/Local Body/ PRIs etc. Maintained with the focal point branch of ICICI Bank at R.N.Mukherjee Road, Kolkata for collection of EMD /Tender Fees.
- v) Hereafter, the bidder will go to e-Procurement Portal for submission of the bid .vi) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

3. Refund/ Settlement Process.

- i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-payment portal of the State Government, the tender inviting committee will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of unsuccessful bidders, to the ICICI Bank by the e procurement portal through web services.
- ii) On receipt of the information from the e procurement portal, the bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank account from which they made payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on rejection of bid is uploaded to the e procurement portal by the tender inviting authority.
- iii) Once the financial bid evaluation is electronically processed in the e- procurement portal, EMD of the technically qualified bidders other than that of L1 and L2 bidders will be refunded, through an automated process, to the respective bidder's bank account from which they made the payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on rejection of bid is uploaded to the e procurement portal by the tender inviting authority. However, L2 bidder should not be rejected till the LOI process is successful.
- iv) If the L1 bidder accept the LOI and the same is processed electronically in the e- procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on Award of contract (AOC) to the L1 bidder is uploaded to the e-procurement portal the tender inviting authority.
- v) As soon as the L1 bidder is awarded the contract (AOC), and the same is processed electronically in the e- procurement portal –
 - a) EMD of the L1 Bidder of the tenders of the State Government Offices will automatically get transferred from the Pooling account to the State Government Deposit Head'8443-00-103-001-07' through GRIPS along with the bank particulars of the L1 bidder.

b) EMD of the L1 bidder for the tenders of the State,/PSU/Autonomous Bodies/ Local Bodies/ PRIs etc. will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L1 bidder.

In both the above cases, such Transfer will take place within T+1 bank working days where T will mean the date on which the award of contract (AOC) is issued.

vi) The bank will share the details of GRN No. generated on successful entry in GRIPS with the e- procurement portal for updation.

vii) Once the EMD of L bidder is transferred in the manner mentioned above ,Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account of the Government Revenue Receipt Head “0070-60-800-013-27” through GRIPS for Government Tenders and to the respective linked bank accounts for State/ PSU/Autonomous Body/Local Body/ PRIs etc. Tenders.

viii) All refunds will be made mandatorily to the bank account from which the payment of EMD and tender fees (if any) were initiated

Performance Security

1. **** Within 15 (fifteen) days from the date of issue of notification of award by the purchaser, the contractor shall furnish performance security to the health facility for an amount equal to 5% of tendered value. The performance security shall be retained up to 6 (six) months after the date of completion of all contractual obligations by the contractor.**
2. **** The performance security shall be deposited in Indian Rupees to the state government through TR Challan under budgetary head of account 8443-00-103-Earnest Money-01-07-Deposits. No other forms of deposit can /will be entertained by authority.**

In the event of any failure /default of the contractor with or without any quantifiable loss to the health facility/ purchaser/ government, the amount of the performance security is liable to be forfeited by the health facility/ purchaser/ Administrative Department.

In the event of any amendment issued to the contract, the contractor shall, within 21 (twenty one) days of issue of the amendment, furnish the corresponding amendment to the performance security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.

In reference to above, the health facility will release the performance security without any interest to the contractor on completion of the contractor’s all contractual obligations.

Section IV :

Technical Proposal

1. Statutory Cover shall contain the following documents:

1. Application to participate in e-tender as per Section VI: Tender Application Form
2. All Technical Documents.

2. Non- Statutory Cover will contain the following documents-

Sl. No.	Category Name	Detail(s)
1	Certificate(s)	<ol style="list-style-type: none">1. PAN, IT return for last two years (AY 18-19,19-20)2. Professional Tax Registration Certificate and Challan deposited for the Financial Year 19-20.3. GST Registration Certificate
2	Company Detail(s)	<ol style="list-style-type: none">1. Certificate of Incorporation/ Partnership Deed (*WA)2. Updated Trade License/Enlistment of similar trade from the concerned authority (2019-2020)3. Power of Attorney in favour of signatory of bid.(*WA)
3	Credential	<ol style="list-style-type: none">1. Payment Certificate issued by Government organization for full and final settlement against successful completion of similar nature of job.
4.	Declaration	<ol style="list-style-type: none">1. Audited Balance Sheet & Profit & Loss A/c of last 3 years.2. Non-Conviction Certificate as per Section V. (Duly Notarized)3. Application as per Section-VI.
5	Others	<ol style="list-style-type: none">1. As mentioned in Section VII.

(*WA-Where Applicable)

Opening of Tender

The purchaser will open the bids after the specified date and time as indicated in the NIT. Authorized representatives of the bidders may attend the tender opening. The EMD for the said tender shall be evaluated first. The statutory papers will be examined and evaluated before evaluation of non-statutory documents. After this, the online price bids or financial bid of only the technically qualified bidders shall be opened for further evaluation.

Opening of Technical Proposals:

Technical proposals will be opened by members of the Tender Evaluation Committee electronically from the e-tender website using their Digital Signature Certificates (DSCs). In the Technical Proposal, the Cover (folder) for Statutory Documents will be opened first and if found in order, the cover (folder) for Non-Statutory Documents will be opened. IF ANY DOCUMENT REQUIRED TO BE SUBMITTED FOR e-TENDER BY THE BIDDER IN HIS TECHNICAL PROPOSAL, BUT NOT SUBMITTED OR IS FOUND TO BE DEFICIENT IN ANY MANNER AT ANY STAGE AFTER OPENING OF BID THEN THE MATTER WILL BE DECIDED ON THE BASIS OF EXISTENT PROVISION OF LAW.

During evaluation, the Committee will examine the original documents as they are uploaded as e-tender documents as per Section-IV clause 1 & 2. The date & time of such examination of documents will be notified later. If the said documents in original are not produced within the specified date & time, the bid proposals will be liable for rejection.

The e-Tender Selection Committee reserves the right to reject any application/bid without assigning any reason at any stage of this e-tender process without assigning any reason.

Section V : 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.

Section VI : 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:

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 authorised person to sign bid for and on behalf of Bidder)

Section VII : Item List with required quantity & specification

Forms/Formats for Revised Comprehensive Incentive Package for ASHAs - for the F/Y- 2019-20			
Sl. No.	List of Items	Specification	Required Quantity
1	ASHA FORM-1 (Set of 5 pages)	A4 Size, 70 GSM, Light Green in colour (matter to be printed in black)	30000 sets X 12
2	ASHA FORM-1A (Single Page)	A4 Size, 70 GSM, Light Green in colour (matter to be printed in black)	7000 pcs X 12 (to be supplied in pad containing 100 pages)
3	ASHA FORM-2 (Set of 2 Pages)	A4 Size, 70 GSM, Light Green in colour (matter to be printed in black)	13000 sets X 12
4	ASHA FORM-3(Single Page)	A4 Size, 70 GSM, Light Green in colour (matter to be printed in black)	7000 pcs X 12 (to be supplied in pad containing 100 pages)
5	ASHA FORM-4 (Single Page)	A4 Size, 70 GSM, Light Green in colour (matter to be printed in black)	9000 pcs X 12 (to be supplied in pad containing 100 pages)
6	ASHA FORM-4A (Single Page)	A4 Size, 70 GSM, Light Green in colour (matter to be printed in black)	7000 pcsX12 (to be supplied in pad containing 100 pages)
7	ASHA FORM 5 (Single Page)	A4 Size, 70 GSM, Light Green in colour (matter to be printed in black)	9000 pcsX12 (to be supplied in pad containing 100 pages)
8	ASHA FORM-6 (Register Book)	Legal size, will be printed as bound register with a laminated cover page of 220 GSM Art Board, having ASHA Logo as per refresher matrix, Pages will be light green in colour)	15000 setsX12
9	ASHA FORM-7 (Single Page)	A4 Size, 70 GSM, Light Green in colour (matter to be printed in black)	8000 pcsX12 (to be supplied in pad containing 100 pages)
10	Field Visits of DAFs & BAFs (Register Book)	A4 Size, 70 GSM, Light Green in colour (matter to be printed in black)	30sets (25 sets for BAF & 5 Sets for DAF)X12
11	Monthly Work certificate for ASHAs	Half of A4 Size, 70 GSM, Light Green in colour (matter to be printed in black)	24000 pcs

Section VIII : Eligibility, Terms & Conditions

1. Tender Selection Committee (TSC) reserves the right to accept or reject any tender or any part of the tender without assigning any reason whatsoever.
2. All bid documents (technical) should be signed/self-attested with seal by the bidder(s) in all pages.
3. Incomplete or bid with insufficient documents required for this NIT will be dealt with according to the existing provisions of law.
4. The successful bidder will be required to deposit 5% of the work value as performance security in accordance with the terms & conditions as mentioned under section III
5. Bidders must attend the Pre-Bid meeting on specific date & time as per the date & time schedule for any queries /clarification. No queries /clarification will be entertained after opening of Technical Bid thereof. Bidder(s) also may remain present at the time of opening of technical bid.
6. The authority will check or test the quality of the Items of each part before finalization of Financial Bid. If any deviation found according to the specification, the authority has every right to cancel the total/part of the tender with forfeiting the security money & EMD.
7. The bid will be valid for one calendar year .
8. The final amount reflected in the financial bid by the bidder(s) will be treated as inclusive of all charges like cost of material, printing, all incidental charges, fitting, delivery etc. GST will be paid as applicable.No further or extra charges/amount will be paid beyond the price quoted and approved in the said financial bid.
9. **** Rate should be quoted in the BOQ on the basis of the bulk quantity as stated in section – VII of this NIT ****
10. The applying Agency/Firm must be registered with PAN, GST, IT return, & P.Tax of current validity.
11. Lowest rate will be accepted among technically qualified bidders. In case of equal rate, draw of lots will be conducted.
12. After evaluation of technical bids, the financial bid of technically eligible bidders will be opened and finalized.
13. The interested bidders are requested to collect the specimen sample from the office of the undersigned on all working days from 11:00 am. to 4:00 pm.
14. Before finalization of Finance Bid, if asked, samples are to be placed before the tender selection committee for verification & further process of Financial Bid.
15. Tax invoice needs to be issued by the supplier for raising claim under contract showing separately the tax charged in accordance with the provisions of GST Act 2017.
16. **For any query the interested bidders may contact the office of the undersigned on all working days from 11:00 a.m. to 4:00 p.m.**

N.B: Bidders are advised to follow the websites (www.north24parganas.gov.in / www.wbtenders.gov.in / www.wbhealth.gov.in) in regular basis for Notices, Circulars, Corrigendum etc related to this e-Tender for their information & necessary action.

Copy forwarded for information & necessary action to-

1. The Director of Health Services, Government of West Bengal.
2. The Dy. Director of Health Services (Admin), Government of West Bengal.
3. The O/C Health, North 24 Parganas
4. The Dy. Chief Medical Officer of Health-I/II/III, DMCHO, DTO, North 24 Parganas .
5. The Accounts Officer, O/o the CMOH, North 24 Parganas.
6. The Administrative Officer, O/o the CMOH, North 24 Parganas.
7. The DAF, O/o the CMOH, North 24 Parganas.
8. The I.T Coordinator, SwasthyaBhawan with the request to upload this notice in the official website of SwasthyaBhawan.
9. The D.I.O, North 24 Parganas with the request to upload this notice in the official website of North 24 Parganas District.
10. Notice Board, O/o CMOH, 24(N) Pgs.
11. Office Copy.

Am 16/12/19

**Chief Medical Officer of Health &
Secretary, DH&FWS
North 24 Parganas**