

BID DOCUMENTS INCLUDING
TERMS AND CONDITIONS FOR TENDER FOR
OPERATION & MAINTENANCE OF PAY& USE
TOILET AT THE CAMPUS OF THE HABRA S.G.
HOSPITAL, HABRA, NORTH 24 PGS
FOR THE YEAR OF 2022-2023



Government of West Bengal
Office of the Superintendent
Habra State General Hospital, North 24 Parganas
E mail: habrasgh@gmail.com

**TENDER NOTICE FOR OPERATION & MAINTENANCE OF PAY & USE TOILET AT THE
CAMPUS OF THE Habra S.G. Hospital, Habra, North 24 PGS FOR THE YEAR OF 2022-2023**

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

NIT No: HAB/SGH/2286

Dated: 17/10/22


The medical superintendent Habra S.G. Hospital, Habra, North 24 PGS invites tender from reputed contractor or Sole Proprietorship Firm or a Partnership Firm or a Private or Public Ltd. Co. or a Public Sector Undertaking or a Statutory Body or a Co-operative Society registered with appropriate authority or a NCO for Operation & maintenance of pay & use toilet at the campus of the Habra S.G. Hospital at Habra, North 24 PGS for the year of 2022-2023

In the event of e-bidding, intending bidder may download the tender documents from the website: <https://wbenders.gov.in> & www.north24pgs.gov.in directly with the help of Digital Signature Certificate & to make Payment earnest money through online and hard copy of Technical Documents (Statutory & Non-Statutory) should be submitted physically under sealed cover before the date & time mentioned in NIT. Technical Bid in Technical (Statutory & Non-Statutory) folder and Financial Bid in Financial folder both duly digitally signed are to be submitted concurrently in the website <https://wbenders.gov.in> & www.north24pgs.gov.in or they may collect from the office of the undersigned.

The Technical documents and Financial Bid should be submitted online or offline on or before **31.10.2022 up to 2.P.M.**

The Financial Bid of the prospective Bidder will be considered only if the Technical Documents (Statutory & Non-Statutory) of the Bidder found qualified by the Tender Selection Committee of Habra SGH, North 24 PGS.

The decision of the Tender Selection Committee will be the final and absolute in this respect.


Superintendent
Habra S.G. Hospital
Habra, North 24 Parganas.

DATE & TIME SCHEDULE OF IMPORTANT EVENTS

Sl No.	Particulars	Date & Time
1.	Date of Publishing N.I.T. & Other Documents	17.10.2022 at 11.00 a.m.
2.	Documents download start date (online)	18.10.2022 at 12.00 noon
3.	Bid submission start date (online)	18.10.2022 at 12.00 noon
4.	Pre Bid Meeting (offline) at the Chamber of Superintendent of Habra SGH	18.10.2022 at 12.00 noon
5.	Bid submission Closing date (online)	31.10.2022 at 2.00 p.m.
6.	Documents download end date (online)	31.10.2022 at 2.00 p.m.
7.	Last date of submission of original print-out (hard copy) of Bid Documents, duly signed by authorized signatory of the bidder in sealed cover, to the Institution.	31.10.2022 at 11 a.m. to 3 p.m. daily (except Sunday & Govt. Holiday)
8.	Date of Opening Technical Bids (online)	31.10.2022 at 03.00 p.m.
9.	Date of Opening Financial Bids (online)	31.10.2022 at 03.00 p.m.

Any subsequent notice regarding this tender shall be uploaded on the website only.

1. In the event of any of the above mentioned dates being declared as a holiday for the Govt. Hospital/ Habra, the tenders will be opened on the next working day at the appointed time.


17/10/22
Superintendent
Habra S.G. Hospital, Habra
Habra North 24 Parganas



Government of West Bengal
Office of the Superintendent
Habra State General Hospital, North 24 Parganas
E mail: habrasgh@gmail.com

Introduction

Before formulating the bid and submitting the same to the purchaser, the bidder should read and examine all the terms, conditions, instructions, checklist etc. contained in the TE documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these TE documents may result in rejection of its bid.

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 be enrolled and Registered with the Government e-procurement system and they can do so by visiting <https://wbtenders.gov.in> & www.north24pgs.gov.in (herein after mentioned as the 'prescribed website' or 'website' or 'e-tenderwebsite') and following link on e-tendering site (herein mentioned as 'the Prescribed web portal 'or' web portal' or 'e-tender web portal').

2. 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.

3. 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 offline to the office of the undersigned in two folders at a time, one each for Technical Bid and for Financial Bid, before the prescribed date & time. The documents to be uploaded are to be scanned for viruses and are to be duly

4. Statutory Cover:-

An Earnest Money (EMD) amounting to Rs. 5,000.00 (Rupees five thousand) only Payment through NET BANKING/RTGS/NEFT/DD in favour of Habra State General Hospital, RKS Tender items Schedule Properly Filled & uploaded the same Digitally Signed except quoting rate, quoting rate will only Encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in others paper the Bid liable to summarily rejected.

SUBMISSION OF THE TENDERS: The tender is to be submitted in a two Bid System.

Technical Proposal:

(A). Statutory Cover Containing the following documents:

"BID A": (SINGLE FILE MULTIPLE PAGES SCANNED)

A	CHECK LIST in the prescribed format
B	Application in the prescribed format given in Annexure I
C	No Conviction Certificate in the prescribed format given in Annexure II
D	Tenderer Letter Head Annexure III
E	The Tenderer must have satisfactorily execution of minimum One year (preferable) in the field of similar business in Government or Government aided organization Similar business shall mean Operation & maintenance of pay & use toilet. Completion Certificate from the concerned department will have to be furnished along with the tender Document. (Form -A)

(B) Non-Statutory Cover:

1. 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.

2. Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents using: (a) multiple scan (b) black and white scan (c) scan resolution should be within 250.

6. Non Statutory Cover will contain following documents:

Sl.	Category	Sub Category	Sub Category Description
A	Certificates	A1: Certificates	PAN Card of the Bidder
			Professional Tax Registration Certificate: (preferable not mandatory)
B	Company Details	B1: Company Details	Valid Trade License/Enlistment (Not mandatory)
			Copy of latest paid challan of Professional Tax to be submitted. (Not mandatory)
D	Financial Information	D1: Payment	Income Tax Returns submitted for the Current Year (F.Y. 2021-2022) (Not mandatory)

7. FINANCIAL COVER-

The folder as "Financial Bid" shall contain:

The bidder shall quote the Maintenance fee - Quarterly for Operation & maintenance of pay & use toilet. No additional charges, taxes etc. will be paid.

The Tenderer are required to submit the hard copies of Technical bid in the office chamber of Superintendent, Habra S.G. Hospital Submission of hard copy of Financial Bid may be submitted through on line through NIC portal.

[Signature]
 Superintendent
 Habra S. G. Hospital
 Habra, North 24 Parganas.

17/10/22

8. PROCEDURE FOR DEPOSIT OF EMD/BID SECURITY RELATED TO e-PROCUREMENT OF THE STATE GOVERNMENT DEPARTMENTS: - Earnest money Rs. 5,000.00 (Rupees five thousand) only.

1) PAYMENT PROCEDURE:

a. Payment may be made in any kind other than cash. The bidder shall pay to Authority the sum of the accepted amount for maintenance fee which shall be payable in advance on monthly basis within the 4th of the said calendar month.

9. RATE:

b. The rate should be quoted in Indian Rupees only as mentioned in the appropriate column of the 'BOQ'. (Alternative offer will not be accepted).

c. The rate may be revised after taking consideration of the previous quarter's performance and business.

10. OPENING OF TENDER

a) The Tender selection committee will open the bids after the specified date and time as indicated in the NIT.

b) Authorized representatives of the bidders may attend the tender opening.

c) 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.

d) IF ANY DOCUMENT REQUIRED TO BE SUBMITTED FOR TENDER BY THE BIDDER IN HIS TECHNICAL PROPOSAL IS NOT SUBMITTED OR IS FOUND TO BE DEFICIENT IN ANY MANNER AT ANY STAGE AFTER OPENING OF BID, THE BID MAY BE SUMMARILY REJECTED.

11. Evaluation of the tenders

(a) During the tender evaluation process, Technical Bid will be opened first and Financial Bid will be opened subsequently. Those Bidders who have qualified in respect of the essential & other requirements in Technical Bid will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements of participating in the tender will not be opened and be rejected.

THE DECISION OF TENDER SELECTION COMMITTEE WILL BE FINAL AND BINDING IN THIS MATTER.

12. Before submission of the Tender, Tenderer shall sign each page of all of its relevant papers mentioned in check list with date. The additional alternative and or subtractive clause (if any) shall also to be signed by the tenderer.

13. AGREEMENT:

The successful tenderer shall sign an agreement within 14 days from date of "acceptance of the tender" by the Tender selection committee Habra SGH in the prescribed form on a non judicial stamp paper. All legal expenses, incidental thereto shall be borne by the contractor. If the tenderer fails to sign the agreement within the stipulated time, Tender selection committee reserves the right to forfeit the Earnest money deposit submitted by the contractor.

14. VALIDITY OF CONTRACT:

The period of contract shall be for a period of 1 (One year) from the date of start of contract. However, the contract may be extended every 1 year after increasing 10% on bid value for a period of maximum two years on mutual consent. Tender selection committee reserves the right to terminate the contract by giving 15 days notice and without assigning any reason thereof.

15. The work should commence within a week from the date of receipt of our order, or as intimated to Tenderer.

16. WITHDRAWAL / CANCELLATION & PURCHASE POLICY OF TENDERING AUTHORITY:

i) 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 favor of any Tenderer, shall be treated as cancelled.

ii) 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 Tenderer will not be allowed.

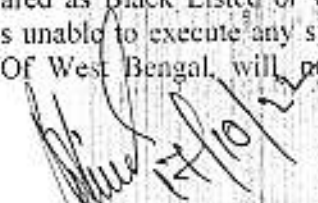
iii) The tendering authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason.

17. NO- CONVICTION CERTIFICATE:

The Tenderer may submit an affidavit in the prescribed Pro-forma attached herewith from Notary/first class Judicial Magistrate/Executive Magistrate (Annexure II).

18. INSPECTION:- Before submitting the tender, the intending bidders should thoroughly acquainted themselves for operating & maintenance of pay & use toilet by local inspection of site and make into consideration the site condition and other criterion for effecting smooth operating. No claim whatsoever will be entertained afterwards.

19. The Tender, submitted by the firm who have already been declared as Black Listed or whose contract was terminated for dissatisfactory similar project or who was unable to execute any similar order in this hospital or in any other Hospital run by The Govt. Of West Bengal, will not be considered even his being the lowest rate.


Superintendent
Habra S. G. Hospital
Habra, North 24 Parganas

20. Salient terms & Condition for "Operation & Maintenance of Pay & Use toilet

- i) No sub-lease will be accepted'
- ii) During the contract period the broken floor, wall tiles, water lines other sanitary fittings etc are to be replaced within 3 days of such event at the cost of the agency-with similar model/type.
- iii) The contractor shall be fully responsible for the conduct of his staff:
 - a) The staff shall not divulge or disclose any details of operational process, technical know-how' Confidential information, security arrangement, administrative matters, to third person(s)
 - b) The staff deployed should be disciplined, entailed. On enforcing prohibition of alcoholic Drinks, pan, smoking, loitering without work, gambling etc' any illegal, disruptive' immoral act in the health facility.
 - c) The staff should be sensitive in dealing with patients and persons accompanying patients and also the public at large visiting the health facility. The contractor and his staff shall take proper and reasonable care and precautions to prevent loss, destruction, waste or misuse in any area within its scope of responsibilities in the health facility, and shall not knowingly lend to any person or identity any of the effects' assets or resources of the health facility, under its control.
 - d) Any loss/ damage etc. to the property, persons [including to patient-parties) of the health facility due to negligence, any omission or commission on part of contractor or his staff' established after an enquiry by authorized representative of the health facility / any higher authority of the Government; shall be recovered from the contractor through appropriate method without prejudice to any other rights and remedies available to the health facility'
 - e) Any misconduct/misbehavior by any staff deployed-by the contractor should be promptly dealt with by the contractor. If competent authority of the health facility so desires, such staff shall be immediately replaced by the contractor at his own risk, cost and responsibilities' with written intimation to the competent authority about such move'
 - f) Contractor's deployed staff are wearing uniforms and ID Cards, as approved by in-charge of health facility
 - g) Written job-responsibilities of each deployed staff of contractor.
- iv) The pay & Use toilet should be kept clean & no anti social activities will be allowed. The agency will be responsible for any kind of break or loss.
- v) The Pay & Use toilet should be kept functioning for 24 hrs a day.
- vi) Scope of Work:-
 - a) The Agency shall maintain and operate the Pay & use toilet at the site as per Specifications.
 - b) The Agency will have to run the Pay & Use toilet for the period specified in this Notice against payment of monthly royalty fee to this authority.
- vii) The Agency shall repair & maintain the entire installation of civil structures, electrical and sanitary fittings and fixtures at its own cost during the contract period'
- viii) Continuous monitoring services should exist for maintain hygiene & cleanliness inside premises.
- ix) All cleaning materials should be supplied by the Agency. Eco friendly chemicals are to be used for cleaning and washing purposes. The area must be kept free from any bad odor.
- x) The toilet floor area, approach etc should be kept dry.
- xi) The surrounding areas are to be kept clean at all times.
- xii) Proper drainage is to be maintained and no accumulation of water, liquid etc is to be allowed at any time. Periodical cleaning of septic tanks to be done.
- xiii) The lighting arrangements should be functional at all times.
- xiv) All structure, sanitary fittings electrical fittings and advertisement panels are to be inspected and maintained in good condition.
- xv) Security of all assets shall have to be ensured.
- xviii) In case of any complaint from the public, the Superintendent of Habra SGH may direct such contractor to redress the said complaint.
- xix) The Sudabh Sauchalay will have to remain open 24*7.

to redress the said complaint.

xix) The Sulabh Sauchalay will have to remain open 24*7.

xx) The condition of pump and water to be maintained and should be in operational state. Water in sufficient amount to be available for use always.

Rate schedule for charge collection:

Sl. No.	Purpose	Rate/ Use/ Person
1	Urinal	Rs. 2.00 (Rupees Two)
2	Latrine	Rs. 5.00 (Rupees Five)
3	Bath	Rs. 6.00 (Rupees Six)

There will be provision of revision of rates as per Market value subject to approval of the hospital authority.

21. The Tender Selection Committee reserves to right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.


17/10/22
Superintendent
Habra S.G. Hospital, Habra
Habra North-24 Parganas

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 Superintendent
Habra S.G. Hospital
North 24 Parganas

Sub: NIT for Operation & Maintenance of pav & use toilet at the second
Campus of the Habra S.G. Hospital, Habra for the year 2022-23

Ref: - Habra SGH, N.I.T. Nodated

Sir,

Having examined the Statutory, Non Statutory & NIT documents, I /we hereby submit all the necessary information and relevant documents for evaluation. I/We declare

1. That the application is made by me / on behalf of.....In the Capacitysubmit the offer.
2. We accept the terms and conditions as laid down in the NIT mentioned above and declare that we shall abide by it for throughout the tender period.
3. We declare that we have not been convicted by any law in force from any competent authority or by any Court of law.
4. We propose that order and bill should be raised in favour of M/S having its office at (Address with contact no and e mail address).
5. The Documents as prescribed are furnished.
6. We understand that:
(a) Tender Selection Committee can amend the scope & value of the contract bid under this project.
(b) Tender Selection Committee reserves the right to reject any application without assigning any reason.

Date:

Signature of applicant:-

Contact no:-

ANNEXURE II

Draft Affidavit Proforma

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 Operation & Maintenance of pay & use toilet 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 Operation & Maintenance of pay & use toilet to the Govt. Or Govt. Undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
3. 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.
4. 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.

Deponent (s).

Annexure III
ON TENDERER'S LETTER HEAD
CERTIFICATE

To,
The Superintendent
Habra State General Hospital
North 24 Parganas

Respected Sir,

It is certified that I/we have studied and understood the terms and conditions of the tender for Operation & Maintenance of pay & use toilet at the Campus of the Habra SG Hospital, Habra and hereby agree to abide by the said conditions. I / We will be liable for forfeiture of my / our "EMD" to the Campus of the Habra SG Hospital, Habra in case I/ We could not execute the awarded work. I / We will execute the work as per the rates quoted in the attached schedule for the entire period of contract and are bound to follow the terms and conditions mentioned and also agree to undertake work within 1 week from the date of issue of letter of award.

AUTHORISED SIGNATORY
COMPANY SEAL.

FORM 'A'

PERFORMANCE STATEMENT FOR THE PERIOD OF LAST 1 YEAR (Min.)
(preferable not mandatory)
(Submit with documentary evidence)

Tender Reference No: _____

Date of opening : _____

Time : _____

Name of the Bidder : _____

Address of the Bidder : _____

Order placed by (full address of Purchaser)	Order No. and date	Ordered For	Period of Contract	Value of order (Rs.)	Was the Contract performed Satisfactorily (attach documentary evidence)**
1	2	3	4	7	8

**The documentary evidence will be a certificate or bill paid by the purchaser/ consignee/end user with cross-reference of order no. and date.

Dated: _____

Signature and seal of the Bidder

**FORMAT FOR CHECK LIST in respect of
"E- TENDER FOR OPERATION & MAINTENANCE OF PAY & USE TOILET FOR THE YEAR 2022-23"**

NIT No.

Date

Name of the Tenderer: - _____

Full Address of the Tenderer: _____

E-Mail: - _____

Contact person relating to vendor & Mob. No. :- _____

Tendering as: reputed contractor/ Sole Proprietorship Firm / a Partnership Firm / a Private Co/ Public Ltd.Co./ a Public Sector Undertaking / a Statutory Body / a Co-operative Society/a NGO (Strike out which is not applicable)

Average Annual Turn Over: Rs.....

Sl.No	Items	PI mark		Page no.	Remarks (for office use only)
		Yes	No		
1	Application submitted in Annexure I	Yes	No		
2	Affidavit of non conviction affirmed before a First Class Judicial Magistrate/Executive Magistrate or Notary Public (Annexure II) (Not mandatory)	Yes	No		
3	On Tenderer Letter Head (Annexure III)	Yes	No		
4	Uploading EMD of Rs. 5,000/-(five thousand) only	Yes	No		
5	Copy of PAN Card of the authorized signatory	Yes	No		
6	Income Tax Returns submitted for the Current Year. (F.Y.2021-2022) (Not mandatory)	Yes	No		
7	Performance Statement (Form -A)	Yes	No		
8	Professional Tax Registration Certificate (Not mandatory)	Yes	No		