



TENDER REFERENCE NO.: COMJNMH/PR/ARC/2018/1899/SPFR

DATE: 03/12/2018

NOTICE INVITING E – TENDER

[Through Pre – Qualification]

[Submission of Bid through NIC E – Tender Portal]

The Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia having its office at Kalyani, Nadia, Pin – 741235 under the control of The West Bengal University of Health Sciences, Salt Lake, Kolkata is inviting **E – Tender** for **Annual Rate Contract of Stationary Items (Paper/Files/Register etc.)** required for various departments as per annexed list from the bonafide Manufacturer / Authorized Distributors.

1. List of Stationary Items (Paper/Files/Register etc.):-

List of Test Kits are enclosed with specification.

2. General Instructions:-

In the event of e – filling, intending bidders may download the E – Tender documents free of cost either from the College Website: <https://www.comjnmh.com> or from <https://wbtenders.gov.in> with the help of Digital Signature Certificate (DSC). Necessary Earnest Money may be remitted through Net Banking/RTGS/NEFT.

3. Submission of Bids:-

Both Technical and Financial Bids are to be submitted concurrently duly Digitally Signed through the E – Tender Portal of Govt. of West Bengal <https://wbtenders.gov.in>, all papers must be submitted in English Language.

4. Time Schedules for the E – Tender:-

The Time Schedule for obtaining the Bid Documents, Pre Bid Meetings, Registration with the Tendering Authorities, the Submission of Bids and other Documents etc. will be as per the list provided in clause 20 as given below.

5. Eligibility for Quoting:-

Only bonafide manufacturer / authorized distributors / vendors with credentials in similar jobs are eligible for quoting. The price is to be quoted in Indian Rupees including cost of insurance, custom duty, packing forwarding, freight charges, clearing charges, transportation and other charges, if any. Agency commission, if any payable in Indian Rupees should also be mentioned.

6. Submission of the Tenders:-

The tender is to be submitted in a two Bid System.

[A] Technical Bid “A”

COVER A

(a) Statutory Cover containing the following documents:-

“BID A”: PART I

(SINGLE FILE MULTIPLE PAGES SCANNED)

Essential Requirements of the Tendering Firm for participation shall contain all papers related to the essential requirements of the Tenderer for participation in the E – Tender viz.

A	Check List in the prescribed format.
B	Application in the prescribed format given in Annexure I.
C	NIT duly signed in all pages by the tenderer.
D	Submission of Online EMD

“BID A”: PART II

NON STATUTORY / MY DOCUMENTS containing the following documents:

Sl. No.	Category	Sub Category	Sub Category Description
A.	Certificates	A1. Certificates	1. PAN Card of the authorized signatory. 2. Professional Tax Registration Certificate. 3. GST Registration Certificate.
B.	Company Details	B1. Company Details	1. Registration with Registrar of Companies.
C.	Credential	C1. Credential 1	1. Trade Licence.
		C2. Credential 2	1. Manufacturing Licence, if any.
D.	Financial Info	Payment Certificate 1	1. Income Tax Returns submitted for the Financial Year 2014 – 15. 2. Income Tax Returns submitted for the Financial Year 2015 – 16. 3. Income Tax Returns submitted for the Financial Year 2016 – 17.

COVER B

[B] **Financial Bid “B”**

(i) BOQ in INR (In excel sheet)

The folder as “Financial Bid” shall contain base price in Indian Rupee and the portion of the allied works and services which are to be undertaken in India are to be quoted in Indian Currency including cost of insurance, packing, forwarding, freight charges, clearing charges, custom duty and installation & transportation. Agency commission, if any, payable in Indian Rupee should also be mentioned.

The tenderers are required to submit the hard copies of Bid A as per schedule more clearly described in the time line vide clause 20 along with the printed copy of Earnest Money Deposit (EMD) (as mentioned in clause 8) in separate packets. Submission of hard copy of Bid A to the office of the Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia **is for reference only while examining the technical bid on line and will not be treated as substitute for online submission.**

7. Evaluation of the E – Tender:-

During the E – Tender Evaluation, “Bid A” will be opened first. Those Tenderer who have qualified the essential and other requirements will be identified and only their “Bid B” i.e. Financial Bid will be opened. The “Bid B” of those Tenderer failing to meet the technical and other requirements of participating in the E –

Tender will not be opened and will be rejected. The Tenderer offering the item found suitable and beign as per the tender specifications will only be selected.

The Tenderer who have been so identified to have been technically suitable in the context of above will be deemed to have passed the test of essential and other requirement of the quoted item or items.

The “Bid B” (Financial Bid) of only these tenderers passing the essential and other requirements will be opened then subject to the verification of hard copies of the audited balance sheet and Profit & Loss Accounts of the Tenderer for the last three years.

If found suitable in the context of above pre qualification etc., the tenderer quoting the lowest rate will be considered as successful.

8. Cost of Earnest Money Deposit (EMD):-

Item Name	Cost of Earnest Money Deposit
Stationary Items (Paper/Files/Register etc.)	Rs. 10,000.00 [Rupees Ten thousand only]

Online Payment Procedure: Login by the Bidder:

- a. An intending bidder shall login to the e – procurement portal of the Government of West Bengal at <https:wbtenders.gov.in> using his login ID and Password.
- b. The bidder will have to select the particular tender and arrange payment of the required EMD by selecting from either of the following payment modes:
 - i. **Net Banking** (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through the ICICI Bank Payment Gateway. On selection of net banking as the payment mode, the bidder will be redirected to the webpage of ICICI Bank Payment Gateway (along with a string containing a Unique ID) from which the Bank through which the transaction is intended will have to be selected. The bidder will then receive a confirmation message confirming success of the transaction. If the transaction is successful, the 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. If the transaction fails, the bidder will have to try for payment again by going back to the first step.
 - ii. **RTGS/NEFT** – 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. The bidder will print the challan and use the prefilled information to make RTGS/NEFT payment using his bank account. 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. 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. Hereafter, the bidder will go to e-Procurement Portal for submission of the bid. But if the payment verification is unsuccessful, the amount will be returned to the bidder’s account.
 - iii. **Refund/ Settlement Process.**
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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.

- e. As soon as the L1 bidder is awarded the contract (AOC), and the same is processed electronically in the e- procurement portal – 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.

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.

- f. The bank will share the details of GRN No. generated on successful entry in GRIPS with the e-procurement portal for updation.
- g. 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.
- h. All refunds will be made mandatorily to the bank account from which the payment of EMD and tender fees (if any) were initiated.

9. Rate:-

The Price is to be quoted in Indian Rupees including cost of Insurance, Custom Duty, Packing, Forwarding, Freight Charges, Clearing Charges, Installation & Transportation Charges.

The item is to be transported in such Packaging so that there is damage to the primary packaging during transportation process.

The basic rate should be furnished inclusive of Customs Duty, Transportation Cost, Insurance, Freight, Testing Charges, Incidental Charges etc, whatever is applicable, but excluding the GST, Excise Duty, Entry Tax & Cess etc. which shall be quoted separately in the template for Bill of Quantities (BOQ).

10. Order and Supply:-

Orders for the supply of the approved products will be placed with the successful tenderers after the execution of the agreements, and such supply shall have to be made in such instalments as may be fixed or spread over a period to be specified in the supply orders to be made in pursuance of the agreements. The successful tenderer will have to supply within the specified time schedule that had been assured at the time of selection as supplier. **The successful tenderer will have to supply the items either to "College of Medicine & J.N.M. Hospital, WBUHS, Kalyani, Nadia" and "The West Bengal University of Health Sciences, DD – 36, Sector I, Salt Lake, Kolkata – 700064" as per the purchase orders to be issued time to time after finalization of this E – Tender.**

11. Withdrawal / Cancellation and Purchase Policy of Tendering Authority:-

The Tendering authority reserves the right to withdraw any item for the tender at any stage. The selection of such item, if already made in favour of any tenderer, shall be treated as cancelled. 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. The tendering authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason. Purchase will, however be made following the existing purchase policy of the Govt. of West Bengal and its amendment(s) made from time to time. The purchase policy of the State Government as provided in the West Bengal Financial Rules, the policy of the price preference in particular incorporated under Notification No. 10500 – F dated 19.11.04 read with Notification No. 5400 – F dated 25.06.2012 should be observed in considering the tenders.

12. Special Terms and Conditions:-

- a. The Tenderer should have been in this business for a period of at least 02 (Two) years.
- b. The Tenderer should submit the statement of financial standing from their bankers. The name of the bank along with the full address is to be furnished.
- c. The Tenderer has to submit a undertaking / certificate that the firm has not been blacklisted in the past by any Govt. / Private Institution or convicted in any criminal case.
- d. If the tenderer gives a false statement on any of the above information the firm / supplier will not be considered and their quotation / tender shall be rejected and the security deposit shall be forfeited.

13. Penalty Clauses:-

Penalty for formation of cartel or furnishing of fraudulent / misleading documents:

If during the E – Tender process or at any stage during the validity of the E – Tender Period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the E – Tender Process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenderers who have submitted false / misleading / fraudulent documents or made incorrect declarations. The penal measure will be Forfeiture of the Earnest Money Deposit, Forfeiture of Performance Bank Guarantee if enlisted as a supplier.

14. Appeal:-

Appeal against the decision of the Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia to impose such a penalty will lie with Tender Selection Committee (T.S.C.). Review against the decision of the T.S.C. will lie with The West Bengal University of Health Sciences, Salt Lake, Kolkata. The Registrar / Finance Officer will be the appellate authority within The West Bengal University of Health Sciences, Salt Lake, Kolkata. Before imposing any penalty as per clauses 17, 18, 19, the concerned supplier may appeal to the authority citing the proper reasons for non – imposing the penalty as stated.

The contract period will be for a period of 01 (One) year from the date of finalization of the E – Tender.

15. Security Deposit:-

An amount **Rs. 40,000.00 (Rupees Forty thousand only)** has to be submitted as Security Deposit by the successful bidder and will be released after 01 year from finalization of E - Tender.

16. Inspection:-

Before submitting the E – Tender, the intending tenderers should thoroughly acquainted themselves with the proposed supply and installation, if required, by local inspection of site and make into consideration the site condition and other criterion for effecting smooth supply. No claim whosoever will be entertained afterwards.

17. Payment Terms:-

Payment will be made through e – payment system through RTGS/NEFT after execution of due supply as ordered subject to:

- a. Submission of Security Deposit as mentioned in Clause 19.
- b. Supply of the materials as per specifications as provided in the E – Tender Documents.
- c. Supply of the materials within the supplied period as specified in the work orders.
- d. On being selected, the successful tenderers have to submit their bank details for payment i.e. Bank Name, Branch, IFSC Code etc. In case of collecting A/C Payee Cheques, the tenderers have to submit the authorization letter in favour of the collector of the cheque on behalf of the agency.

18. Dates and Information's:-

S.N.	Items	Publishing Date(s)
01.	Date of uploading of N.I.T. Documents (online) from this end.	04/12/2018
02.	Documents download/sell start date (Online)	05/12/2018 at 9 am
03.	Pre Bid Meeting with the intending bidders at the office chamber of the Principal, College of Medicine & J.N.M. Hospital, WBUHS, Kalyani, Nadia, Pin - 741235	14/12/2018 at 2 pm
04.	Bid Submission starting (On line)	15/12/2018 at 9 am
05.	Bid Submission closing (On line)	07/01/2019 at 5 pm
06.	Last date of submission of Original copies	08/01/2019 UPTO 4 pm
07.	Bid opening (Bid A)	10/01/2019 at 11 am
08.	Date of uploading list for Technically Qualified Bidder (online) (Bid A)	16/01/2019 onwards
09.	Date & Place for opening of Financial Proposal (Bid B) (Online)	To be notified
10.	Date of uploading of list of bidders along with the approved rate	To be notified

****The Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia reserves the right to change the above schedule in case of any exigencies after putting up a notice in the Departmental Website and Office Notice Board.**

19. Validity of E – Tender:-

This E – Tender shall remain valid for next 01 (one) year.

No objections in this respect will be entertained if raised by any bidder who will present / absent during opening of bids. No informal tenderer will be entertained in the bid further.

During the scrutiny, if it come to the notice to the tender inviting authority that the credentials or any other documents found incorrect / fabricated / manufactured, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

Prospective bidders must take training from authorised agencies before submission of their bids.

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

**Principal
College of Medicine & J.N.M. Hospital
WBUHS, Kalyani, Nadia**

LIST OF STATIONARY ITEMS (PAPER/FILES/REGISTER ETC.)

**** In the BOQ, Price of the items should be quoted as per the Quantity and Unit mentioned against each item.**

Sl. No.	Item Name	Specification	Sl. No.	Item Name	Specification
1	Student Attendance Register	Good Quality	18	Plain register	No. 6
2	Staff Attendance Register	Good Quality	19	Plain register	No. 8
3	Arch File	Good Quality	20	Plain register	No. 10
4	Box file	Good Quality	21	Plain register	No. 12
5	Carbon paper	Good Quality	22	Page marker	Good Quality
6	Computer paper	15 x 12	23	Plastic folder file	Good Quality
7	Cover file (4 fold file)	Good Quality	24	Ruled register	No. 6
8	Chanel file	Good Quality	25	Ruled register	No. 8
9	Exercise book, No. 10	Good Quality	26	Ruled register	No. 10
10	Brown Envelope	Good Quality	27	Ruled register	No. 12
11	Examination paper (Printed) – 06 Pages	Good Quality	28	Shorthand note book	Good Quality
12	Loose sheet (Printed) – 02 Pages	Good Quality	29	Writing pad	Good Quality
13	Flat file	Good Quality	30	Xerox paper A4	Reflection
14	File flap	Good Quality	31	Xerox paper Legal	Reflection
15	Folder file, 2 fold	Good Quality	32	Clear bag	Good Quality
16	Indent book, 100 Pages per Book	Printed and Binded	33	Xerox Paper A3 Size	Reflection
17	Note sheet (Printed)	100 Pages per book binding	34	White Dista Paper	Good Quality

FORMAT FOR CHECK LIST

Sl. No.	Items	Please Mark \checkmark		Page No.
		Yes	No	
01.	Application submitted as in Annexure I			
02.	Authorization letter of signatory from the Company, IF ANY			
03.	Self Attested photocopy of PAN Card of the authorised signatory			
04.	Self Attested Photocopy of Trade Licence.			
05.	Self Attested Photocopy of GST Certificate.			
06.	Self Attested Photocopy of IT Return of last 3 Financial Years.			
07.	Undertaking regarding supply of the items, as ordered time to time, throughout the entire tender period at the same quoted price.			

Annexure I
APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no etc)

To
The Principal,
College of Medicine & JNM Hospital,
WBUHS, Kalyani, Nadia.

Sub: NIT for Annual Rate Contract of Stationary Items (Papers/File/Register etc.).

Ref:- Tender Reference Number COMJNMH/PR/ARC/2018/1899/SPFR dated 03/12/2018.

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I / we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of In the capacity of.....duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. I am / We accept the terms and conditions as laid down in the NIT mentioned above and declare that I / we shall abide by it for throughout the tender period.
3. I am/ We are offering rate for the following item / items and assured supply to the College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia.
4. I am / we are submitting the declaration for EMD and submitting the EMD in the Financial Bid.
5. a. We propose that the order and bill should be raised in our name.
For liaisoning, I/we have appointed M/S having its office at (address, contact no. and email address) as C&F agent / Liaisoner / Contact person / Others (strike out whichever is not applicable) as per clause of the NIT.

OR

- b. I/We propose that order and bill should be raised in favour of our authorized distributor. For that purpose, I/we have appointed M/S having its office at (address with contact no and email address) as authorized Distributor who will receive order and payment in his name on our behalf.
- c. The agreement between ourselves and the distributor/C&F/Liaisoner & other documents as prescribed is attached in annexure III.
6. In the event of being selected, supply will be made within the stipulated period excepting the condition which is beyond our control.
7. I/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 with seal
Contact no. :
Tele :
Mobile :
email address :