

E-TENDER NOTICE

**FOR SUPPLY OF STATIONERY &
CONTINGENCY ARTICLES,
TO THE OFFICE OF THE
CMOH, BARASAT, NORTH 24
PARGANAS
2022-2023**

**DEPARTMENT OF HEALTH & FAMILY WELFARE
GOVERNMENT OF WEST BENGAL
OFFICE OF THE CHIEF MEDICAL OFFICER OF HEALTH
NORTH 24 PARGANAS
BARASAT**



Government of West Bengal
Office of the Chief Medical Officer of Health
North 24 Parganas, Barasat, Kolkata-700124
Phone-033-25523129, e-mail:cmohn24pgs@gmail.com

NIT No. CMOH-N24Pgs/NHM-Tender/SCA-5178

Date : 28.05.2022

ELECTRONIC TENDER (E-TENDER) NOTICE

E-Tender is hereby invited by the Chief Medical Officer of Health, North 24 Parganas from bona fide Firms/Agencies for supply of “**Stationery & Contingency Articles**”, to the office of the undersigned. (as per Section-VII).

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

DATE & TIME SCHEDULE FOR THE E-TENDER

Sl. No.	Particulars	Date & Time
1	Date of publishing of NIT & OID online.	28.05.2022, 6.00pm
2	Online documents download start date.	02.06.2022, 9.00 am
3	Online documents download end date.	16.06.2022, 5.00 pm
4	Online Bid submission start date.	02.06.2022, 10.00 am
5	Online Bid submission closing date.	16.06.2022, 6.00 pm
6	Online Bid opening date for Technical Proposals.	18.06.2022, 6.00 pm
7	Online uploading the list for technically qualified bidders.	To be notified later
8	Date of online opening of Financial Proposal.	To be notified later

Any subsequent notices/circulars/corrigendum related to this e-tender shall be uploaded at <https://wbtenders.gov.in>, www.wbhealth.gov.in, www.north24parganas.gov.in and <https://north24parganashealth.org> websites only. Bidders are requested to check these websites regularly for this purpose.

This e-tender document comprises of 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 : Item list & 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 features 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. **Supply of "Stationery & Contingency Articles",** to the office of the undersigned .(AS per Section VII of this NIT).

Section III : EMD

Sl. No	Particulars	EMD Amount
1	Supply of “Stationery & Contingency Articles”, to the office of the undersigned. (AS per Section VII of this NIT).	10000.00

- a) 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.
- b) The amount of Earnest Money to be submitted shall be **Rs. 10,000/- (Rupees Ten Thousand only)**.
- c) **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. Loginbybidder:

a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRs, etc shall log into 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 payment modes:-

i) Netbanking (any of the banks listed in the ICICIBank Payment gateway) in case of payment through ICICIBank 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 ICICIBank Payment Gateway

i.) On selection of net banking as the payment mode, the bidder will be directed to ICICIBank 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 amount 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 pre-filled 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 3% 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.

Earnest money will be returned to the unsuccessful bidders without any interest after conclusion of the resultant contract. The earnest money of successful bidder shall be returned without any interest after completion of entire job assigned to the selected bidder on furnishing the completion certificate from the concerned authority.

Section IV : General Instruction to the bidders

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. Technical Documents
 3. Scanned copy of EMD.

2. Non Statutory Cover will contain the following documents-

Sl. No.	Category Name	Detail(s)
1	Certificate(s)	1. PAN, IT return (AY 21-22) 2. Professional Tax Registration Certificate/ and Challan deposited for the Financial Year 2022-23. 3. GST Registration Certificate
2	Company Detail(s)	1. Certificate of Incorporation/ Partnership Deed (*WA) 2. Updated Trade License/Enlistment.(2022-2023) 3. Power of Attorney in favour of signatory of bid.(*WA)
3.	Credential	1. Successful supply certificates & Work Orders from any Govt. Organization.
4.	Declaration	1. Audited Balance Sheet ,Trading and Profit & Loss A/c of (F.Y- 2020-21) 2. Non-Conviction Certificate as per Section V. (Duly Notarized after the date of publication of this NIT) 3. Application in the letter head of the firm/company
5.	Others	1. As mentioned in Section VII

(*WA-Where Applicable)

3. Financial Proposal (Single File)

The price schedule in form of BOQ (excel file) will be found under the published NIT schedule in the website(<https://wbtenders.gov.in>) and the least/ offer price must be quoted against each item(s),

Opening of Tender

The purchaser will open the bids on the specified date and time as indicated in the NIT. The Bidder/Authorized representative of the bidder may attend on the date of opening of bid as well as the pre-bid meeting as per schedule. The EMD for the said tender shall be verified 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/HER TECHNICAL/FINANCIAL PROPOSAL, BUT NOT SUBMITTED OR IS FOUND TO BE DEFICIENT IN ANY MANNER AT ANY STAGE AFTER OPENING OF BID, THE BID MAY BE SUMMARILY REJECTED.

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.

Section V : Draft Proforma for Non-Conviction (In a form of affidavit in Rs.10 Non-judicial Stamp Paper)

The bidder shall provide an undertaking that 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 debarred, 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 be given in Official letter head with proper seal & signature)

**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)eligibility 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, 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 mayreceive 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 and never convicted by any Court of law for any offence.

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 ofBidder)

Section VII :Products& its Specifications

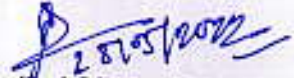

Sl. No.	ITEMS	UNIT
01	HP 12 A Cartridge	01
02.	A4 size paper 70 GSM (Ream)	01
03.	Attendance Register	01
04.	Gel Pen (Green)	01
05.	Gel Pen (Black)	01
06.	Gel Pen (Blue)	01
07.	Gel Pen (Red)	01
08.	Mosquito repellent Machine	01
09.	Bound register 8 No.	01
10.	Bound Register 16 No.	01
11.	Bound Register 20 No.	01
12.	Bound Register 24 No.	01
13.	12 Digit Calculator	01
14.	Big size Candle	01
15.	Channel File	01
16.	Computer Executive Bond paper	01
17.	Cello Tape	01
18.	Black Tape	01
19.	Dendrite Tube	01
20.	Cover file (Four Folder)	01
21.	Duster	01
22.	Envelope (27.5 cm X 12.5 cm)	01
23.	Envelope (40 cm X 30 cm)	01
24.	Lock & Key 6 Lever	01
25.	Lock & Key 7 Lever	01
26.	Lock & Key 8 Lever	01
27.	Lifebuoy Soap (65gm)	01
28.	Mosquito Coil	01
29.	Match Box	01
30.	Muriatic Acid (500ml)	01
31.	Naphthalene Balls	01
32.	Legal Size paper (Ream)	01
33.	Paper Weight	01
34.	Phore	01
35.	Exercise Book	01
36.	Eraser with pen type	01
37.	Folder File	01
38.	Flap (Bundle)	01
39	Fevi stick	01
40.	Liquid Gum (150ml)	01
41.	Highlighter Pen	01
42.	Hit Spray for Mosquito	01
43.	Gems Clip	01
44.	Room freshner	01
45.	Stamp Pad (Big Size)	01
46.	Stamp Pad (Small Size)	01
47.	Stapler (Big Size)	01
48.	Stapler (Small Size)	01
49.	Hand Towel	01

50.	Big Towel	01
51.	Sticky Notes (Pkt.)	01
52.	Use & Throw Pens (Black/Blue/Red)	01
53.	Sealing Wax (Gala) (Box)	01
54.	Knife	01
55.	Tag (Long Size) (Bundle)	01
56.	Paper clip (Big Size)	01
57.	Paper Clip (Small size)	01
58.	Mosquito Repellent Oil	01
59.	Alpin	01
60.	Log book for vehicles	01
61.	Scale	01
62.	Sponge	01
63.	Scissors	01
64.	Thread ball	01
65.	Service Book	01
66.	Disinfectant Toilet Cleaner (650ml)	01
67.	Hand wash (80ml)	01
68.	Pencil battery (AA)	01
69.	AAA remote battery	01
70.	White Full Scape Paper	01
71.	CD/DVD marker pen	01
72.	White board marker pen	01
73.	Wood Pencil	01
74.	Eraser	01
75.	Sharpner	01
76.	Pin Cushion	01
77.	Waste Bin	01
78.	Punching Machine (One Hole)	01
79.	Curtain	01
80.	Cash Book (43 cm X 33 cm)	01
81.	Measurement Book	01
82.	Office Chair	01
83.	Odonil	01
84.	Dummy Paper Legal Size (Ream)	01
85.	Mouse pad	01
86.	Ful Jharu	01
87.	Bathroom Cleaning Brush	01
88.	Plastic Bottle (1 Litre)	01
89.	Stapler Pin (Big Size)	01
90.	Stapler Pin (Small size)	01
91.	Stamp Pad Ink (100ml)	01
92.	Plastic Folder	01
93.	HP 88A Laser Printer Cartridge	01
94.	Lexmark MB2236 Printer Cartridge	01
95.	HP 30A Printer Cartridge	01
96.	Detergent Powder 1 kg pkt	01
97.	Plastic Mug (1 Litre)	01
98.	Pin Cushion	01
99.	Pen Drive 64 GB	01
100.	Envelop 26 cm X 12 cm	01
101.	HP Laserjet M1005 (Printer)	01

102.	HP Laserjet M1005 (Catridge)	01
103.	Punching Machine (Two Hole)	01
104.	Wall Clock	01

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. Incomplete or bid with insufficient documents required for this NIT will be rejected.
3. Bidders / Representative 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. Bidder(s) also may remain present at the time of opening of technical bid.
4. The successful bidder(s) are bound to complete the entire work as per specification of Section VII. The authority will check or test the quality of the material of each part of entire work to ensure the quality of work as per the specification given herewith. If any deviation found according to the specification at any stage, the authority reserves the right to cancel the total and or part of the work with forfeiting the security money & EMD submitted for this e-tender.
5. **The Tender will be valid till 31.03.2023 which may be extended further up to 2 years subject to satisfactory performance of the selected bidder/vendor.**
6. Bills with challans along with Work Done Certificate (Annexure-II) from the concerned authority must be submitted to the office of the undersigned for payment.
7. The final amount reflects in the financial bid by the bidder(s) will be treated as inclusive of all taxes, GST, Delivery Cost, All direct & indirect Taxes, All Incidental charges, Installation charges etc. no further or extra charges/amount will be paid beyond the price quoted and approved in the said financial bid.
8. The applying Agency/Firm/Individuals must be registered with PAN, GST, & P. Tax of current validity.
9. TIA is not bound to accept the lowest rate. Quality of above stated items will also be considered in selection of the bidder for supply of items. In case of equal rate, draw of lots will be done.
10. After evaluation of technical bids, the financial bid of technically eligible bidders will be opened and finalized.
11. Delivery must be done at the office of the Chief Medical Officer of Health, North 24 Parganas within 15 days from the date of issue of Supply Order, failing which the tender will be liable to be cancelled
12. **Rate quoted by the bidder should not be less than the minimum rate as prescribed in Annexure-I of BOQ, else bid will automatically be disqualified, also blank rate or ' 0 ' (zero) quoted rate not to be considered.**

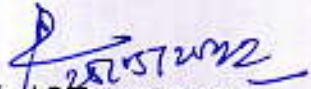

28.05.2022
Chief Medical Officer of Health
North 24 Parganas


NIT No. CMOH-N24Pgs/NHM-Tender/SCA-5178/1(12)

Date : 28.05.2022

Copy forwarded for information & necessary action to-

1. The Director of Health Services, Government of West Bengal.
2. The District Magistrate, North 24 Parganas.
3. The PO, NHM & Deputy Secretary, H&FWS, Govt. of W.B.
4. The District Magistrate, North 24 Parganas.
5. The Dy. Chief Medical Officer of Health-I/II/III, DTO, North 24 Parganas .
6. The Treasury Officers, Barasat, North 24 Parganas.
7. The Accounts Officer & Treasurer, DH&FWS, North 24 Parganas.
8. The Administrative Officer, O/o the CMOH, North 24 Parganas.
9. The I.T Coordinator, SwasthyaBhawan with the request to upload this notice in the official website of SwasthyaBhawan.
10. The D.I.O, North 24 Parganas with the request to upload this notice in the official website of North 24 Parganas District.
11. The ICT-e Governance Coordinator, NHM, North 24 Parganas for uploading in official website.
12. Office Copy.


28.05.2022
Chief Medical Officer of Health
North 24 Parganas
