

Government of West Bengal
Office of the Chief Medical Officer of Health
5 D. L. Roy Road, Krishnanagar, Nadia

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Memo No. CMOH-Nad/6783 Dated. Krishnanagar the July 27, 2018

NIT No.: H and FW / CMOH / NADIA / NIT -02 / 2018-19

Online tenders are hereby invited in two bid system from bona-fide suppliers/vendors/distributors/agencies for rate for development of signage for implementation of Sushree (Kayakalp) programme at Tehatta Sub-divisional Hospital, Chakdaha State General Hospital, Santipur State General Hospital, Nabadwip State General Hospital in Nadia district.

Properly filled up tender forms along with detailed terms and conditions must be uploaded on the state Government e-tender portal <https://wbtenders.gov.in> before the last date & time of submission of tender.

Schedule for e-tender for rates for development of signage for implementation of Sushree (Kayakalp) programme at Tehatta Sub-divisional Hospital, Chakdaha State General Hospital, Santipur State General Hospital, Nabadwip State General Hospital in Nadia district is as follows:

Tender NIT No: H and FW / CMOH / NADIA/ NIT-02/ 2018-19

Date & time & venue of pre-bid meeting: 02/08/18 at 12.00 noon at CMOH Office, Nadia

Date of online release of NIT & other documents: 01/08/18 at 10.00 A.M.

Online documents download start time: 01/08/18 at 10.00 A.M.


Online documents download end time: 07/08/18 at 5.00 P.M.

Online bid submission start time: 01/08/18 at 10.00 A.M.

Last date & time of online submission of tender: 07/08/18 at 5.00 P.M.

Date of online opening of technical bid: 10/08/18 at 10.00 A.M.

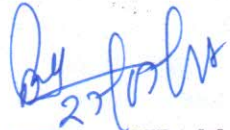
Date of financial bid opening will be notified later.


Chief Medical Officer of Health
Nadia S. Chanda

Memo No. CMOH-Nad/6783/16) Dated. Krishnanagar the July 27, 2018

Copy forwarded for information & taking necessary action to:

- 1) The Sabhadhipati, Nadia Zilla Parishad
- 2) The District Magistrate, Nadia
- 3) The District Information & Cultural Officer, Nadia
- 4) The District Informatics Officer, N.I.C, Nadia with the request to upload this on www.nadia.nic.in
- 5) The Sub-divisional Officer, Sadar Sub-division, Nadia
- 6) The Chairman, Krishnagar Municipality
- 7) The IT-coordinator, Swasthya Bhaawan with the request to upload this on www.wbhealth.gov.in
- 8) www.swasthyakathanadia.org
- 9) Notice-board of this office


27/7/18
Chief Medical Officer of Health
Nadia *S. Chanda*

Online tenders in two bid systems (Technical and Financial) are invited for development of signage for implementation of Sushree (Kayakalp) programme in Nadia district for Tehatta S. D. Hospital, Chakdaha S.G. Hospital, Santipur S.G. Hospital, Nabadwip S.G. Hospital. **The tender must be submitted online on the State Government e-tender portal <https://wbtenders.gov.in> before last date & time of submission of tender i.e. on. 07/08/18 at 05.00 P.M**

1. Procurement:

The Chief Medical Officer of Health, Nadia invites rates for development of signage for implementation of Sushree (Kayakalp) programme in Nadia district for Tehatta S.D.Hospital, Chakdaha S.G.Hospital, Santipur S.G.Hospital, Nabadwip S.G.Hospital.

2. Terms and Conditions:

A bidder is to quote all total rate for development of signage for implementation of Sushree (Kayakalp) programme in Nadia district for those above-mentioned Hospitals.

The rate must be quoted for items including all applicable taxes and charges otherwise this will be cancelled. The rates quoted should not be more than MRP in any case. Decision regarding acceptance is reserved with the tender selection committee.

The Tenderer must submit online Technical bid and Financial Bid.

3. EMD:

The earnest money of Rs. 10000/-(ten thousand) is to be deposited online by the bidder in the way as described in Memorandum No.-3975-F(Y), dt.-28/7/16 of Finance Department, Audit Branch, Government of West Bengal.

4. The tenderer should submit the tender in following two bids:

A) Technical Proposal: containing Statutory Cover and Non-statutory Cover:-

Statutory cover:

- i) Application to participate in e-tender as per annexed proforma
- ii) Scanned copy of proof of submission of EMD in the way as described in Memorandum No.-3975-F(Y), dt.-28/7/16 of Finance Department, Audit Branch, Government of West Bengal /valid order from competent authority in support of exemption or relaxation claimed for EMD, if any.
- iii) NIT

Non-statutory cover: will contain the following documents:

- A:Certificate(s):
- i) Income Tax return (Financial year 2016-17)
 - ii) PAN card of proprietor / company whichever is available
 - iii) Professional Tax registration (Valid for the F.Y.2018-19)
 - iv) GST registration certificate

B: Company: i) Updated Trade license of allied services (Valid for the F.Y.2018-19)
Details :ii) Power of Attorney in favour of signatory of bid if needed

C. Documents: i) Audited Profit & Loss Account and Balance Sheet for F.Y. 2016-17

B)Financial proposal: Rate:

The all total rate will be quoted inclusive of all applicable taxes and charges such as Delivery Charges, Insurance, GST (if applicable), installation of all the materials wherever needed in Iron Frame (thickness will be as applicable in each case), Vinyl Board (with thickness 325 gsm) & waterproof ply (with thickness 12 mm.), cost of designing (for each item separately if needed). Financial bid of the tenderer will be opened only if found qualified in technical bid. The approximate estimate for this work is Rs. 04 (four) lakh maximum.

5. Letter of acceptance/supply order shall be issued on the basis of rate quoted by the technically successful bidder(s). In case of problem with quality, the committee deserves the right to issue supply order otherwise.

6. The rates tendered must remain valid for a period of one year with effect from the date of acceptance of the tender. **However, the contract may be extended up to maximum 1 year breaking in two successive 6 months' duration subject to satisfactory performance & necessary approval of the DH&FWs, Nadia.**

7.The rates as being given through E-tender, may be adopted for further procurement later on up to the financially acceptable limit within one complete year from the date of issue of initial work order, or till end of this tender validity whichever is later.

8. The items are to be supplied to the Hospitals on 'as is where is' basis. The design will be Hospital specific. Design may vary from Hospital to Hospital & even for individual item pieces as per requirement of the Hospital authority. It will be both sided and bilingual. The rate quoted by the bidder should include cost of designing with colour. The colour of signage will be the colour as approved by the Government of West Bengal.

9. The tenderer should give warranty against any item supplied by them and replace the item of bad quality already supplied by them at their own cost within a fortnight of issuing letter.

10. The tender selection committee nominated by the Competent Authority to assess eligibility shall carry out the evaluation of bids.

11. Within 3(three) working days of issuance of letter of acceptance, the successful bidder(s) must submit to this office an additional amount of Rs. 15, 000/-(fifteen thousand) as the performance security in the form of a demand draft drawn from any scheduled nationalized bank in favour of 'The Secretary, District Health & Family Welfare Samity' payable at Krishnagar, Nadia. Non-deposition of submission of performance security within specified time period will lead to forfeiture of earnest money of the concerned bidder. The performance security may be retained up to one year from the date of issue of work order. Supply/ procurement order will be

issued to the concerned bidder only after successful deposition of performance security by the said bidder.

12. Liquidated damage: In the event of breach/violation or contravention of any terms and conditions contained herein by the selected vendor, the security deposit shall be forfeited and the firm/company shall be blacklisted in addition to termination of contract.

13. Schedule of required types of materials for development of signage for implementation of Sushree (Kayakalp) programme in Nadia district are given later. Requirement of signage has been given also.

14. Within 5 days from the date of issue of letter of acceptance, the concerned selected vendor will prepare the final DTP proof in discussion with the concerned Superintendents & submit it to the concerned Hospital Superintendents. Then the Superintendents of concerned Hospitals will forward the matters to the CMOH, Nadia along with their recommendation. Then the CMOH, Nadia may give his final approval & work order. Within 7 days after obtaining work order, the bidder will deliver & fit those items at required places of concerned Hospitals. In case of non-compliance, 2% of bill value for the said item may be deducted for each day's delay as per discretion of the tender selection committee and/or the next successful bidder(as applicable in each case) may be awarded the contract.

15. After delivery & fitting of the signage items at the concerned Hospitals, the bidder is to collect Consignee Receipt Certificate (CRC) & Satisfactory Installation certificate (SIC) from the Superintendent(s) of concerned Hospitals. Only then, bill for those items may be submitted to this office along with CRC & SIC.

16. Material supplied by the selected vendor should strictly conform to the specification of materials described later.

17. The decision of the 'Tender Selection Committee' is final and binding in the matter of selection of tender. The Chief Medical Officer of Health & Secretary, District Health & Family Welfare Samity, Nadia reserves right to accept or cancel/reject any or all of the tenders wholly or in part without assigning any reason whatsoever. The Tender Selection Committee reserves the right of cancellation, adding, reducing or deferring the tender in total or in partial without assigning any reason thereof. After evaluation of technical proposal submitted by the bidders, the tender selection committee may call the required number of successful bidders selected at technical bid for test of their samples. However, it is to be noted that sample test report may be of prime importance in that case for awarding the contract irrespective of the financial bid to be opened later on & financial bid may not be opened later on in case the quality certification which is a part of technical bid is unsatisfactory for any technically qualified bidder (only in terms of documents) as quality matters most for utilization in public interest. The decision of the committee will be binding in all aspects. The committee will have no obligation to award the contract to the bidder with L1 status after commercial bid evaluation, if found unsuitable due to any valid reason (technical or financial).

18. Any dispute arising out of this contract will be settled amicably. All disputes are subject to jurisdiction in the courts of Krishnagar, West Bengal at the first hand.

19. In case of any valid complain regarding quality, authority reserves the right to cancel the contract/supply order/bill processing at any time, if needed.

Section –A Instruction to Bidders

General guidance for e-tendering:

Instructions /Guidelines for electronic submission of the tenders have been annexed for assisting the prospective bidders to participate in e-tendering.

i) Registration of bidder:

Any bidder willing to take part in the process of e-tendering will have to be enrolled & registered with the Government e-procurement system by logging on to State Government e-tender portal <https://wbtenders.gov.in>, the contractor is to click on the link for e-tendering site as given on the web portal.

ii) Digital Signature Certificate (DSC):

Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre(NiC) on payment of requisite amount. Details are available on www.wbtenders.gov.in . DSC is given as a USB e-token.

iii) The supplier can search and download N.I.T & B.O.Q and tender documents electronically from computer once he logs on to the web portal using the Digital Signature Certificate. This is the only mode of collection of Tender documents.

iv) A prospective bidder may participate in the tender provided the bidder deposits requisite EMD of Rs.10,000/-(ten thousand) for e-tender for rate for various types of printing under different programs for different wings under CMOH Office, Nadia and has requisite technical background.

v) Submission of Tenders:

Tenders are to be submitted through online to the website stated above in two folders- in one the Technical Proposal before the prescribed date and time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly digitally signed. The documents will get encrypted (transformed into non readable formats) on uploading. The two folders are:

A) Technical proposal: Containing Statutory Cover and Non-statutory Cover:-

Statutory cover:

- i) Application to participate in e-tender as per annexed proforma
- ii) Scanned copy of proof of submission of EMD in the way as described in Memorandum No.-3975-F(Y), dt.-28/7/16 of Finance Department, Audit Branch, Government of West Bengal /valid order from competent authority in support of exemption or relaxation claimed for EMD, if any.
- iii) NIT

Non-statutory Cover:

Will contain the following documents:

A:Certificate(s):i) Income Tax return (Financial year 2016-17)
ii) PAN card of proprietor/company whichever is available
iii) Professional Tax registration (Valid for the F.Y.2018-19)
iv) GST registration certificate

B: Company: i) Updated Trade license of allied services (Valid for the F.Y.2018-19)
Details : ii) Power of Attorney in favour of signatory of bid if needed

C. Documents: i) Audited Profit & Loss Account and Balance Sheet for F.Y. 2016-17

N.B: Failure of submission of any of the above mentioned documents as stated above will render the tenderer liable to be rejected for both statutory & non-statutory cover.

THE ABOVE STATED NON-STATUTORY /TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLIWING MANNER

Click the check boxes beside the necessary documents in the My document list and then click the tab 'Submit Non Statutory Documents' to send the selected documents to Non-Statutory folder.

Next click the tab 'Click to Encrypt and Upload' and then click the 'Technical' folder to upload the Technical Documents using a) multiple scan, b) Black and white scan, c) scan resolution should be within 250.

B.Financial Proposal: Bill of quantity

1)The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The bidder is to quote the rate online through computer in the space marked for quoting rate in the BOQ.

2) Only downloaded copies of the above documents are to be uploaded virus scanned and Digitally Signed by the bidder.

Financial capacity of a bidder will be judged on the basis of information furnished in Annexure.

a) Penalty for suppression/discretion of facts:

If any tenderer fails to produce the original hard copies of the documents on demand of the Tender Inviting Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tender and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

b) Rejection of Bid:

The Tender Selection Committee reserves the right to accept or reject any bid and to cancel the bidding processes and reject all bids at any time prior to the award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of such action.

c) Award of Contract

The Tender Selection Committee reserves the right of cancellation, adding, reducing or deferring the tender in total or in partial without assigning any reason thereof. After evaluation of technical proposal submitted by the bidders, the tender selection committee may call the required number of successful bidders selected at technical bid for test of their samples. However, it is to be noted that samples test report may be of prime importance in that case for awarding the contract irrespective of the financial bid to be opened later on as quality matters for utilization in public interest. The decision of the committee will be binding in all aspects. The committee will have no obligation to award the contract to the bidder with L1 status after commercial bid evaluation, if found unsuitable due to any valid reason (technical or financial).

The bidder, whose bid has been accepted will be notified by the Tender Inviting And Accepting Authority through Letter of Acceptance.

The notification of award will constitute the formation of the Contract

C) Scope of Work: The service shall be meant to supply & fit the required types of materials for development of signage for implementation of Sushree (Kayakalp) programme in Nadia district

a) Specification of Materials: The contractor shall ensure and confirm that only good quality material shall be supplied by him.

Schedule of required items

Details of signage to be made is given below:

Description of signage	Number of signage boards to be made	Minimum size, measured in feet	Material on which signage is to be made	Where to display
Hospital lay out plan with location and names of all the departments	One	8 ft by 6 ft	Water proof material, as it will be displayed in open	To be displayed at main entrance point of hospital, so that it is visible to all. Must be displayed at eye level
Directional signage for entire Hospital	One or two	6 ft by 4 ft	Vinyl board, Bengali/ Local language	At strategic locations
Directional	One for each	6 ft by 4 ft	Vinyl board, Bengali/	At landing of

signage for each floor	floor		Local language	staircase if space for such is available, or by the side of staircase, or at the entry point of any floor from stairs or lift
Demarcation of all rooms of OPD	As many required	3 ft by 1 ft	Vinyl boards are to be made. The name of the OPD in Bengali/ Local language and English along with room numbers are to be written on each side of the board, and the board is to be hung by hangers. As the board has two sides/ faces, on each side same matter is to be written , so that the name of the OPD in English and Bengali/ Local language can be seen from any side. Writing of one side in Bengali/ Local language and the other side in English is NOT allowed	OPD rooms
Schedule of OPD	One	10 ft by 8 ft	Schedule of OPD of all Doctors and Specialist OPDs is to be displayed. Matter to be written in Bengali/ Local language and English on vinyl boards.	This board is to be displayed prominently in OPD Entrance
Visiting Hours	As many required	3 ft by 2 ft	Schedule of visiting hours to be displayed at main entry to Hospital or at strategic points in Hospital. Board material should be vinyl. Matter to be written in Bengali/ Local language and English	To be displayed at main entry to Hospital or at strategic points in Hospital
Fire safety	As many	3 ft by 2 ft	On vinyl boards, Matter	Near lifts or

instructions (RACE and PASS)	required		to be written in Bengali/ Local language and English	prominent areas of floors
Restricted Entry or No Entry	5 or as applicable	2 ft by 1 ft	To be written in English and Bengali/ Local language on vinyl boards	Emergency, Local room, OT, CCU, SNCU
Handwashing posters (six steps) at all points of hand washing	As many required in all handwashing areas		Posters in the form of stickers (washable) are to be made. Matter to be written in English only.	All hand washing areas at eye level
List of medicines available in the Hospital (usually)	At least two	10 ft by 8 ft	Vinyl boards, matter in Bengali/ Local language	OPD, IPD
Citizen's charter	One at the main Entrance	15 ft by 15 ft	Flex of good quality. Matter to be written in Bengali/ Local language (a guideline given alongwith)	To be displayed prominently at the main gate, fitted with buttam borders
Sushree (Kayakalp) display	One at the main Entrance	6 ft by 4 ft	Flex of good quality. Matter to be written in Bengali/ Local language.	To be displayed prominently at the main gate, fitted with buttam borders.

Requirement for signages of Kayakalp

Description of signage	Facility name & proposed requirement			
	Tehatta SDH	Santipur SGH	Chakdaha SGH	Nabadwip SGH
Hospital lay out plan with location and names of all the departments	1	1	1	1
Directional Signage for entire Hospital	2	2	2	2
Directional Signage for each floor	2	2	2	2
Demarcation of all rooms of OPD	9	12	10	10
Schedule of OPD	1	1	1	1
Visiting hours	3	4	4	4
Fire Safety instructions (RACE and PASS)	3	6	10	7
Restricted entry or No entry	5	5	5	5
Handwashing Posters (Six steps) at all points of handwashing	7	10	12	10

	SGH, Nabadwip SGH		
Total in figures			INR Zero Only
Quoted Rate in Words		INR Zero Only	

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To be uploaded online with digital signature certificate of authorized personnel of bidder

ANNEXURE I
Application Format

(To be furnished in the official letter pad with full address, contact no & Email id)

To
The Chief Medical Officer of Health &
Member Secretary DH&FWS, Nadia

Sub: NIT for development of signage for implementation of Sushree (Kayakalp) programme in Nadia district for Tehatta S. D. Hospital, Chakdaha S.G. Hospital, Santipur S.G. Hospital, Nabadwip S.G. Hospital

Ref: - NIT No : H and FW / CMOH / NADIA / NIT-02 / 2018-19

Sir,

Having examined the pre-qualification & other documents published in the NIT, 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 _____ duly authorized to submit the offer.
2. We accept the terms and conditions as lay down in the NIT mentioned above and declare that we shall abide by it for throughout the tender period.
3. We are offering rate for the items specified and assured supply to the CMOH, Nadia.
4. a) We propose that the order and bill should be raised in our name. We have appointed M/S _____ having its office at _____ Mobile No _____
_____ Email address _____ (Address, contact no. & e-mail address)

OR

b) We propose that order and bill should be raised in favour of our authorized distributor. For that purpose, we have appointed M/S.....having its _____ office

at.....MobileNo.....
.....E-mailaddress.....(Address
with contact no. and e-mail address) as authorized Distributor who will receive order and
payment in his name on our behalf.

5. We are the existing vendors/not the existing vendor (strike out whichever is not applicable) in
the Nadia District.

6. In the event of being selected, I will make the supply within the stipulated period excepting
the condition which is beyond our control.

7. 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 stamp**

