



Government of West Bengal
Department of Health & Family Welfare
Office of the Chief Medical Officer of Health
Diamond Harbour Health District
Diamond Harbour, South 24Pgs, Pin- 743331
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Memo No. CMOH/DHHD/Printing/e-Tender/ 2830

Dated: 08.11.2021

NIT No: CMOH/DHHD/Printing/e-tender/40/2021-22

NOTICE INVITING E-TENDER FOR PRINTING OF "Printing Articles" FOR HEALTH PROGRAMMES BY THE CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE SAMITY, DIAMOND HARBOUR HEALTH DISTRICT

(Through Pre-qualification)

(Submission of Bid through NIC e tender portal)

CMOH & Secretary, District Health & Family Welfare Samity, Diamond Harbour Health District, invites bids through e-tenders in two bid system (Technical and Financial Bid) for the work "Printing Articles". For details and downloading of tender, interested Bidders may please visit website: <http://wbtenders.gov.in> (Organization-Health & Family Welfare Department). For any further assistance, please visit o/o the CMOH, diamond Harbour HD during schedule date.

1. GENERAL INSTRUCTIONS:

In the event of e-filling, intending bidder may download the tender documents free of cost from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate or from the Health & Family Welfare Department's website www.wbhealth.gov.in.

2. SUBMISSION OF BIDS:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel only (having Authorization from the company management) in the website <http://wbtenders.gov.in>. All papers must be submitted in English language with Page Marking.

3. Time Schedule 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, AS GIVEN BELOW.

SUBMISSION OF THE TENDERS:

The tenders is to be submitted in a Two Bid System.

Technical Proposal:

1. "BID A": Technical Documents:-

STATUTORY COVER, containing the following documents:

(SINGLE FILE MULTIPLE PAGE SCANNED)

A	CHECK LIST in the prescribed format
B	Application in the prescribed format given in Annexure I

OTHER-STATUTORY containing the following documents:

(SINGLE FILE MULTIPLE PAGE SCANNED)

SL NO.	Category	Sub Category	Sub Category Description
A.	Certificates	A 1. Certificates	PAN Card of the Bidder/Authorized Signatory (Digital Signatory Holder)
			GST Provisional Registration Certificate (GSTIN)
B.	COMPANY DETAILS	B1.COMPANY DETAILS 1	Trade License 2020-21 to 2021-22 Enlistment from competent authority as Printing Press (offset) or/and Flex printing unit. Professional Tax Enrolment with paid challan 2021-2022
C.	CREDENTIAL	C1. CREDENTIAL 1	3 (Three) years of Experience in supplying printed articles executing certificate of Rs.5 lakhs in a single order along with photocopy of W.O. must be submitted OR 26AS of income tax of such year(s) with W.O (photocopy) for such reflection.
D.	FINANCIAL INFO	PAYMENT CERTIFICATE 1	Income Tax Returns submitted for the Assessment Year 2018-19
			Income Tax Returns submitted for the Assessment Year 2019-20
			Income Tax Returns submitted for the Assessment Year 2020-21
		D1. Audited P/L & BALANCE SHEET	1. P/L & Balance Sheet 2017-18 FY [Turn over 30 Lakhs or more] 2. P/L & Balance Sheet 2018-19 FY [Turn over 30 Lakhs or more] 3. P/L & Balance Sheet 2020-21 FY [Turn over 30 Lakhs or more]

2. "BID B": FINANCIAL COVER: BOQ

The folder as "Financial Bid" shall containing: Base Rate per Accounting Unit exclusive of GST to be quoted.

TERMS AND CONDITIONS OF THE TENDER

Minimum Eligibility Criteria:

- Only those PRINTING PRESS (having Trade Licence for such type of business) who have experienced in such type of job of at least 3 Years will be eligible.
- Only those printing presses who have done such type of printing works and satisfactory supply of there of order value of Rs. 5,00,000/- (Rupees five lakhs only) IN A SINGLE WORK ORDER within FY 2017-2018 to 2020-2021. [Credential Certificate(s) along with work order copy should be uploaded.]

c) Earnest Money Deposit (EMD)

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.

i. The amount of Earnest Money to be submitted shall be

SL No	Name of the Tender Inviting Authority	EMD Amount	In words
1	CMOH, Diamond Harbour Health District	Rs.30000/-	Rupees Thirty Thousand Only

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

1. Login by bidder:

- a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/PRIs, etc shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD/Tender Fees for that tender by selecting from either of the following payment modes:
 - (i) Net banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway;
 - (b) RTGS/NEFT in case of offline payment through bank account in any Bank.

2. Payment procedure:

- (a) Payment by Net Banking (any enlisted bank) through ICICI Bank Payment Gateway
 - (i) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
 - (ii) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
 - (iii) Bidder will receive a confirmation message regarding success /failure of the transaction.
 - (iv) If the transaction is successful, the account paid by the bidder will get credited in the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/P.R.Is, etc maintained with the Focal Point Branch of ICICI Bank at R.N.Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
 - (v) If the transaction is failure, the bidder will again try for payment by going back to the first step.
- (b) Payment through RTGS/NEFT
 - (i) On selection of RTGS/NEFT as the payment mode, the e-Procurement Portal will show a pre-filled challan having details to process RTGS/NEFT transaction.
 - (ii) The bidder will print the challan and use the prefilled information to make RTGS/NEFT payment using his bank account.
 - (iii) Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
 - (iv) If verification is successful, the fund will get credited to the respective Pooling Account of the State Government/PSU/Autonomous Body/Local Body/PRIs etc. maintained with the focal point branch of ICICI Bank at R.N.Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
 - (v) Hereafter, the bidder will go to e-Procurement Portal for submission of the bid.
 - (vi) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

3. Refund/ Settlement Process:

- i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-payment portal of the State Government, the tender inviting committee will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of unsuccessful bidders, to the ICICI Bank by the e-procurement portal through web services.
- ii) On receipt of the information from the e-procurement portal, the bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidder's 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.

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, which 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 Govt. Officers will automatically get transferred from the pooling account to the State Govt. deposit Head ' 8443-00-103-001-07' through GRIPS along with the bank particulars of the L1 bidders.

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 bidders.

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 transferred electronically from the pooling account of the Govt., Revenue Receipt Head "0070-60-800-013-27" through GRIPS for Govt. 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.

d) Performance Security

i) Within 15 (fifteen) days from the date of issue of notification of award by the purchaser, the successful bidder shall furnish performance security for an amount equal to 5% of the

tendered value. The performance security shall be retained up to 6 (six) months after the date of completion of all completion of all contractual obligations by the contractor.

ii) 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.**

iii) In the event of any failure/default of the bidder with or without any quantifiable loss to the purchaser, the amount of the performance security is liable to be forfeited by the purchaser.

i) In the event of any amendment issued to the contract, the bidder 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 respect in terms of the contract, as amended.

e) Only those printing Presses who have execute such type of supply of thereof turn over Minimum 30 Lakhs each Year i.e FY 2018-19, FY 2019-20, & 2020-21 [Audited balance sheet & Profit & Loss statements of such years should be up loaded.]

2. Documents required for Technical Bids are mentioned in specimen Form of Technical Bid.

3. Rate (s) to be quoted against each specified item as mentioned in financial bid (BOQ) Form.

4. Sample of papers /flex etc. To be submitted by L1, L2 & L3 bidders if asked for before uploading of AOC.

5. The successful Tender(s) will have to deposit the security money @ 5% of the Tendered value in the form of electronic mode within 7 (Seven) days of acceptance of the offer.

6. The unsuccessful Tender(s) will be received their earnest money back in time.

7. The earnest money will be forfeited if the Tender(s) withdraw(s) the tender after opening of bids.

8. The security deposit of the successful selected tenderer may be forfeited for failure to supply within specified time and/or for supplying unsatisfactory articles in quantity and quality.

8A. Printing on paper should be Offset Printing through CTP/CTCP/CTP VIOLET plate for single and Multicolour Printing due to durability. No polymer plate printing is allowed for such type printing. If such type of printing found, no payment will disburse in respect of such Invoice.

9. Physical verification of printing process to be arranged by the tender selection committee.

9A. Bidders will have to present original requisite documents in support of uploaded documents for verification, if asked for.

10. **Validity of Tender will normally be 1 (One) years from the date of acceptance of tender.** It will be extended if situation arises. The procurement will be made in phased manner or at a time subject to requirement during validity period. This tender will be applicable to such type of printing articles, Registers, Books or equivalent in whole or in proportion thereof.

11. The successful bidder will be bound to supply the item(s) within specific dates, mentioned in the procurement order. The timely supply of printed articles will be the essence of contract.

12. Interested bidders are requested to attend at Pre- bid meeting due to sample of paper etc. & Binding, Packing – Packaging, Delivery process and urgency during the validity period. So, **participation of Pre-bid meeting is essential part of the bid. (Not mandatory)**

13. In case of tie bidder will be selected by draw of lots.

14. All terms and conditions as mentioned above will have to be accepted by the Tenderer(s).

Date and Time schedule of Tender:

Sl. No.	Particulars	Date & Time
1	Date of publishing N.I.T.& other Documents online	10.11.2021 at 6.00 pm
2	Online documents download start date	10.11.2021 at 6.00 pm
3	Online documents download end date	26.11.2021 at 5.00 pm

4	Online Bid submission start date	10.11.2021 at 6.00 pm
5	Pre- bid meeting to be held at Office of Tender Inviting Authority	16.11.2021 at 1.00 pm
6	Online Bid submission closing date and time	26.11.2021 at 5.00 pm
7	Online Bid opening date for Technical Proposals	29.11.2021 at 12.00 pm
8	Date of online uploading list for Technically Qualified Bidders	To be notified later
9	Date of Online opening of financial proposal	To be notified later


16. E- Tender should be addressed to the Chief Medical Officer of Health, Diamond Harbour Health District; Bidders may download tender enquiry documents from the website www.wbhealth.gov.in .

17. Any subsequent notice regarding this shall be uploaded in above website only.

18. In the event of any of the above mentioned dates being declared as a holiday for the CMOH, Diamond Harbour Health District. The tenders will be opened on the next working day at the appointed time or as desired by Tender Selection Committee.

19. **Financial Bid are attached herewith (BOQ).**

20. The authority reserves the right to accept or reject any tender in part or in full even the entire tender process at any time prior to the award of contract without assigning any reasons thereof.


 08/11/2021
 Chief Medical Officer of Health
 Diamond Harbour Health District

Annexure I
APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no etc., otherwise it will be treated as cancelled)

To,
THE CMOH & SECRETARY,
DISTRICT HEALTH & FAMILY WELFARE SAMITY,
DIAMOND HARBOUR HD.

Sub : NIT for E- Tender for PRINTING OF " Printing Articles" FOR HEALTH PROGRAMMES BY THE CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE SAMITY , DIAMOND HARBOUR HEALTH DISTRICT

Memo No:

Dated:

Having examined the pre-qualification & 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 ofin the capacityduly authorized to submit the offer.
2. That I/We accept the terms and conditions as laid down in the NIT mentioned above and submitted with rubber stamp & signed as uploaded and declare that I/We shall abide by it throughout the tender period.
3. I am / We are offering rate(s) for the following item/Items with manufacturing capacity* and assured supply to the CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE SAMITY , DIMAOND HARBOUR HD.
4. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.
5. We understand that:
 - (a) Tender Selection Committee / CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE SAMITY, DIMAOND HARBOUR HEALTH DISTRICT can amend the scope & value of the contract bid under this project.
 - (b) Tender Selection Committee / CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE SAMITY, DIMAOND HARBOUR HEALTH DISTRICT reserves the right to reject any application without assigning any reason.

Date:

Signature of applicant including title
And capacity in which application is made.

*List of devices & Manpower for such type execution to be furnished as attached sheet.

Contact no:

Tele:

Mobile:

CHECK LIST

[All points are to be filled up; no places are to be kept vacant. For statutory clearances/registration not applicable, mention NOT APPLICABLE instead of keeping blank.]

1. Name of the work	PRINTING ARTICLES	
2. Tender Notice No		
3. On line document download ended		
4. Name of the institution tender for	CHIEF MEDICAL OFFICER OF HEALTH, DIAMOND HARBOUR HEALTH DISTRICT	
5. Are you exempted from EMD (Y/N)		
6. Name of the bidder in block letter		
7. Full address		
	E-Mail	
	Telephone No/ Mobile No	
Press/Godown address		
8. Legal entity of the bidder whether Firm/Society/Company/Other entity		
9. Trade Licence issuing Authority with whom registered		
10. License No..... For the purpose of.....		
11. Name & Address of the banker of the bidder (s)		
12. Provisional GSTIN ID		
13. a) PAN No. / TAN No.		
14. 3 year of Experience in supplying printed articles	Yes	No
15. Black Listed by any Govt. Authority / Govt. Undertaking at any time. If yes, provide details	Yes	No
16. Has the firm of principal employees convicted in or have pending in any court any vigilance matter. If yes,	Yes	No

provide details.	
17. Ant litigation against the Firm or its proprietors or its principals? If yes, provide details.	Yes No
18. Any other relevant information wish to submit	
I have gone through the eligibility criteria for participating in the tender and certify that all the conditions have been fulfilled.	
I have read the General & Special Terms & Conditions, including the penal provision, as given in the tender documents as per tender notice quoted above. I have accepted them and agree to abide them. I have also agreed to abide by agreement as imposed by the CMOH, DIAMOND HARBOUR HEALTH DISTRICT if declared successful in my bid.	

Certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed and fabricated and in case of any information found incorrect later on, I the under signatory will be personally responsible for the same.

Date:

Full Signature of the Bidder/Authorised person & Seal