



Government of West Bengal
Office of the Chief Medical Officer of Health
RAMPURHAT HEALTH DISTRICT

MEMO No. RPHHD/DHFWS/ 1236

Dated: 25.09.18

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

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

CMOH & Member Secretary, District Health & Family Welfare Samity, Rampurhat HD invites bids through E- tenders in two bid systems (Technical and Financial Bid) for the work "Printing Articles" for different Health Programmes" . For details and downloading of tender, interested 'OFFSET, FLEX AND ALLIED PRESSES' may please visit website: <https://wbtenders.gov.in> (Organization-Health & Family Welfare Department). For any further assistance, please visit o/o the CMOH, Rampurhat HD.

1. GENERAL INSTRUCTIONS:

In the event of e-filing, 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. Necessary earnest money issued from any nationalized bank/scheduled bank in India payable at Rampurhat drawn in favour of **DISTRICT HEALTH & FAMILY WELFARE SAMITI, RAMPURHAT HD** and also to be documented through e-filing.

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 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, AS GIVEN BELOW.

SUBMISSION OF THE TENDERS:

The tender 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 | EMD : Rs 15000/- (Fifteen Thousand) as Earnest Money for the whole tender. Or EMD exemption NSIC Certificate / SSI (MSME) ACKNOWLEDGEMENT MUST be submitted. Deposition of Earnest Money: a) Net Banking (any of the banks listed in the ICICI Bank gateway) in case of payment through ICICI bank Payment Gateway. b) RTGS/NEFT in case of offline payment through bank account of any bank |
| B | CHECK LIST in the prescribed format |
| C | Application in the prescribed format given in Annexure I |

OTHER-STATUTORY containing the following documents:-

Company Specific Technical documents
(SINGLE FILE MULTIPLE PAGE SCANNED)

| Sl. No. | Category | Sub Category | Sub Category Description |
|---------|-----------------|-------------------------|--|
| A | Certificates | A1. Certificates | Valid PAN Card of the Bidder/Authorized Signatory (Digital Signatory Holder) issued by the Income Tax department, Government of India |
| | | | Valid 15 digits Goods & Services Tax payer Identification number Registration Certificate (GSTIN) under GST act 2017. |
| | | | GST Return for last month/quarter |
| B. | COMPANY DETAILS | B1. COMPANY DETAILS 1 | Valid Trade Licence/ Enlistment from competent authority as Printing Press (offset) or/and Flex printing unit. Professional Tax Enrolment with paid challan 2018-19 |
| C. | CREDENTIAL | C1: CREDENTIAL 1 | 3 (Three) years of Experience in supplying printed articles. Execution certificate along with photocopy of W.O. must be submitted OR 26AS of income tax of such year(s) with W.O (photocopy) |
| E. | FINANCIAL INFO | PAYMENT CERTIFICATE 1 | Income Tax Returns submitted for the financial year 2014-15 |
| | | | Income Tax Returns submitted for the financial year 2015-16 |
| | | | Income Tax Returns submitted for the financial year 2016-17 |
| | | PAYMENT CERTIFICATE 2 | |
| | | D1. P/L & BALANCE SHEET | 1. P/L & Balance sheet 2014-15 FY [Turn over 10 Lakhs or more] 2. P/L & Balance sheet 2015-16 FY [Turn over 10 Lakhs or more] 3. P/L & Balance sheet 2016-17 FY [Turn over 10 Lakhs or more] |

2. **"BID B":FINANCIAL COVER** : BOQ

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

TERMS AND CONDITIONS OF THE TENDER

1 Minimum Eligibility Criteria:

a) Only those **OFFSET, FLEX AND ALLIED PRESSES** (having Trade License for such type of business) who have experience in such type of job of at least 3 Years will be eligible.

b) Only those **OFFSET, FLEX AND ALLIED PRESSES** who have done such type of printing works and satisfactory supply of thereof of order value of Rs. 5,00,000/-(Rupees five Lakhs only) IN A SINGLE WORK ORDER within last 3 consecutive Year, (i.e, Fy-14-15, fy-15-16 & Fy-16-17 or Fy-15-16 Fy-16-17 & Fy -17-18) OR Rs. 2,00,000 (Rupees two Lakhs only] IN A SINGLE WORK ORDER (Fy-14-15, fy-15-16 & Fy-16-17 or Fy-15-16 Fy-16-17 & Fy -17-18) EACH YEAR. [Credential Certificate(s) along with order copy Should be uploaded.]

c) Bidder will require to deposit Rs. 30,000/- (Rupees thirty thousand) only as Earnest Money in the form of Demand Draft at any Nationalised Bank in the favour of " DISTRICT HEALTH & FAMILY WELFARE SAMITY, RAMPURHAT HEALTH DISTRICT" Payable at RAMPURHAT, BIRBHUM. EMD exemption is allowed for those having SSI (MSME) Part II or NSIC certificate. [Self attested Photocopy of such instrument should submit offline within specified date]

d) Only those **OFFSET, FLEX AND ALLIED PRESSES** who have executed such type of supply thereof turn over Minimum 5 Lakhs each year i.e. FY 2014-15, FY 2015-16 & FY 2016-17. [Audited Balance Sheets & Profit and Loss statements of such years should be uploaded]

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 [Exclusive of all Taxes]

4. Sample of papers/flex etc. to be submitted by all Technically successful bidders before uploading of AOC. Sample of papers (Item wise envelope) to be submitted indicating Item serial number under signature of the bidder. Name of the Item, GSM of paper or Board or materials (*Single sample single Cover with gala sealed in a master cover*) with duly signed with rubber stamp of the firm with designation. Only branded paper/board (indicating brand in the sample) to be used for the purpose. Date of Submission of sample (*Single sample single Cover with gala sealed in a master cover*) Offline to be notified later for all technically successful bidder.

5. The successful tenderer(s) will have to deposit Security Money @5% of the total order value in the form of Pay Order /Bank Draft in favour of “District Health and Family Welfare Samity, Rampurhat Health District” within 7 (Seven) days of acceptance of the offer.

The successful bidder will be bound to supply the item (s) within specific dates, not less than 10 (Ten) days or the stipulated time mentioned in WO whichever is later in usual cases mentioned in the procurement order. In exceptional cases goods may have to be supplied within a shorter period. The acceptance of the order by the supplier / agency implies that the supplier / agency have agreed to the terms and conditions of the work order. The timely supply of printed articles will be the essence of the contract.

- a. The deliveries of ordered items as per the accepted samples have to be made within the stipulated time. Any delay will attract a penalty @ 0.5% of the total order amount for each day of delay upto 10 (Ten) days from the stipulated time mentioned in WO.
- b. 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.
- c. The order will stand automatically cancelled after a delay period equivalent to double the stipulated period.
- d. Penalty will be recovered from the outstanding bill if any, L1 bidder fails to supply the required item within the stipulated date & time the purchasing authority may procure such item from the L2 bidder (negotiable rates)/L2(in the same rate)/from the market or by any such process so as not to hamper the programme concerned.
- e. Before imposing any penalty as per the above clause, the concerned supplier will be given opportunity to give his reach but decision of the CMOH, Rampurhat HD will be final.
- f. Chronic late suppliers will invite negative preference in subsequent tenders from this office. Habitual defaulter and/or failed bidder will be debarred from the participation in next tender process of the establishment.

6. The unsuccessful Tenderer (s) will receive their earnest money back in time. The earnest money will be refunded after the deposit of full amount of the Security Money for successful Tenderer(s).

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

8. 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 Presses may 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) year 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, mention 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 optional part of the bid. (Not mandatory)

13. In case of tie the 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).

15. Timelines for downloading and submission of E Tender along with other datelines has been noted below.

Date and Time schedule of Tender:

| Sl. No | Particulars | Date & Time |
|---------------|---|-------------------------------|
| 1 | NIT & Other documents online | 29.09.2018 at 05.00 pm |
| 2 | Online documents download start date, Date of publishing | 29.09.2018 at 05.00 pm |
| 3 | Online document download end date | 26.10.2018 at 05.00 pm |
| 4 | Pre-Bid Meeting at chamber of CMOH,RHHD | 04.10.2018 at 12-30 pm |
| 5 | Online bid submission start date | 04.10.2018 at 12-30 pm |
| 6 | Online bid submission end date | 26.10.2018 at 05.00 pm |
| 8 | Online bid opening date for Technical proposals | 29.10.2018 at 10.00 am |
| 9 | Date of online uploading list for Technically qualified Bidders | To be notified later |
| 10 | Date of online opening of Financial Proposal | To be notified later |

E- Tender should be addressed to the Chief Medical Officer of Health, Rampurhat HD, Bidders may download tender enquiry documents from the website www.wbhealth.gov.in.

16. Interested bidder may contact for any other information through e-mail before pre-bid meeting for any query regarding tender at cmohrampurhatd@gmail.com .

17. Any subsequent notice regarding this tender 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, Rampurhat HD 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.

**Chief Medical Officer of Health & Secretary,
District Health and Family Welfare Samity
Rampurhat 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 & MEMBER SECRETARY,
DISTRICT HEALTH & FAMILY WELFARE SAMITY,
RAMPURHAT HEALTH DISTRICT

Sub: NIT for E-Tender for PRINTING OF "PRINTING ARTICLES" FOR HEALTH PROGRAMMES FOR THE YEAR BY THE CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE SAMITY, RAMPURHAT HEALTH DISTRICT

Ref: - No.

Dated:

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.....duly 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, RAMPURHAT 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, RAMPURHAT HD can amend the scope & value of the contract bid under this project.
(b) Tender Selection Committee/ CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE SAMITY, RAMPURHAT HD 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/registrations 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 tendered for | CHIEF MEDICAL OFFICER OF HEALTH, RHHD & DH&FWS |
| 5. DD No. for Earnest Money with Date and drawn at | |
| 6. Are you exempted from EMD (Y/N) | |
| 7. Name of the bidder in block letter | |
| 8. Full address | |
| | E-Mail |
| | Telephone No/ Mobile No |
| | |
| Press/ godown Address | |
| 9. Legal entity of the bidder whether Firm/ Society/ Company/ other entity | |
| 10. Trade Licence issuing Authority with whom registered | |
| 11. License No..... for the purpose of..... | |
| 12. Name & address of the banker of the bidder(s) | |
| 13. Provisional GSTIN ID | |
| 14. a) PAN No./TAN No. b)CST/ VAT No. | |
| 15. 3 years of Experience in supplying printed articles | Yes No |

| | | |
|--|-----|----|
| 16. Black Listed by any Govt. Authority / Govt. undertaking at any time. If yes, provide details | Yes | No |
| 17. Has the firm or principal employees convicted in or have pending in any court any vigilance matter. If yes, provide details. | Yes | No |
| 18. Any litigation against the Firm or its proprietors or its principals? If yes, provide details | Yes | No |
| 19. 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, Rampurhat HD 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, false 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