



**Government of West Bengal  
Office of the PRINCIPAL,  
Rampurhat Government Medical College & Hospital**

Memo No. RPHGMCH/1663

Dated: 03/09/2020

**NOTICE INVITING E TENDER FOR SUPPLY OF BOOKS AND JOURNALS FOR MBBS STUDENTS  
BY THE PRINCIPAL, RAMPURHAT GOVT. MEDICAL COLLEGE & HOSPITAL FOR 2020-2021**

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

The PRINCIPAL, Rampurhat Govt. Medical College & Hospital, Rampurhat invites bids through E- tenders in two bid systems (Technical and Financial Bid) for the work “SUPPLY OF BOOKS AND JOURNALS FOR MBBS STUDENTS ”. For details and downloading of tender, interested parties may please visit website: <https://wbtenders.gov.in> (Organization-Health & Family Welfare Department). For any further assistance, please visit o/o the PRINCIPAL, Rampurhat Govt. Medical College & Hospital during office hours.

**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](http://www.wbhealth.gov.in) & necessary earnest money issued from any nationalized bank/scheduled bank in ONLINE PAYMENT/NEFT 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 signed 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:

**4. "BID A": Technical Documents:- STATUTORY COVER, containing the following documents:  
(SINGLE FILE MULTIPLE PAGE SCANNED)**

A	<p>Rs 30,000/- ( Thirty Thousand) as Earnest Money for the whole tender. Or EMD EMD : exemption</p> <p>NSIC Certificate / SSI (MSME) ACKNOWLEDGEMENT MUST be submitted.</p> <p>Deposition of Earnest Money:</p> <p>a) Net Banking (any of the banks listed in the ICICI Bank gateway) in case of payment through ICICI bank Payment Gateway.</p> <p>b) RTGS/NEFT in case of offline payment through bank account of any bank</p>
B	CHECK LIST in the prescribed format
C	Application in the prescribed format given in Annexure I

**5. OTHER-STATUTORY** Containing the following documents:- (a) Company Specific Technical Documents:-  
(SINGLE FILE MULTIPLE PAGE SCANNED)

Sl. No.	Category	Sub Category	Sub Category Description
A	Certificates	A1. Certificates	PAN Card of the Bidder/Authorized Signatory (Digital Signatory Holder)
			GST Registration certificate
B.	COMPANY DETAILS	B1. COMPANY DETAILS 1	Trade License Enlistment from competent authority GST Registration no. as applicable.
C.	CREDENTIAL	C1: CREDENTIAL 1	2 (three) years of Experience in supplying Listed articles execution certificate must be submitted
E.		PAYMENT CERTIFICATE 1	Income Tax Returns submitted for the Last 3 Years
	FINANCIAL	D1. P/L & BALANCE SHEET	P/L & Balance sheet for last 2 Years

**b). “ BID B” : FINANCIAL COVER:- BOQ**

**The folder as “Financial Bid” shall contain: Base Rate per Accounting Unit exclusive of GST or service tax to be quoted.**

## **TERMS AND CONDITIONS OF THE TENDER**

### **1) Minimum Eligibility Criteria:**

a. Only those supplier (having Trade License of such type of Business) & who have experience in such type of job of at least 2 (two) years and have satisfactory supply of order in Govt Institute (Mainly) value of Rs. 10,00,000/- (Rupees Ten Lakh only), in Last three consecutive years, will be eligible.

### **2) Bidder will be required to deposit Rs. 30,000/- (Rupees thirty thousand) only as EMD(Earnest Money Deposit).**

a) The successful tenderer(s) will have to deposit Security Money Rs. 50000/- in the form of Pay Order / Bank Draft in favour of "Rampurhat Govt. Medical College". The Earnest money will be forfeited if the tenderer(s) fail to deposit the Security Money Deposit within 7 (Seven) days of acceptance of the Offer Letter.

b) 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).

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

d) EMD exemption is allowed for those having SSI (MSME) Part II or NSIC certificate.

### **3) Documents required for Technical Bids are mentioned in specimen Form of Technical Bid.**

### **4) Rate (s) to be quoted against each specified item in specified unit as mentioned in Financial Bid (BOQ) Form. (Exclusive of all taxes)**

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 15 days.

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 PRINCIPAL, Rampurhat Govt. Medical College & Hospital 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) Bidders will have to present original requisite documents in support of uploaded documents for verification, if asked for.

7) Validity of Tender will normally be 1(one) year from the date of acceptance of tender.

The procurement will be made in phased manner or at a time subject to requirement during validity period. Quantity will be as per requirement. Authority has no obligation to purchase all the items mentioned in the tender.

8) The Tender is valid to all The Institutions under the control of PRINCIPAL, Rampurhat Govt. Medical College & Hospital.

9) 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 price preference in particular incorporate under Notification No.10500-F dated 19.11.04 should be observed in considering the tenders & 5400-F dated 25.06.2012.

10) In case of any damage of item/items the loss to be borne by the selected agency only.

a. The purchasing authority will not be responsible if any damage happens before supply of the items.

b. Submitted false/misleading/fraudulent documents or made incorrect declarations.

c. The penal measure will also include forfeiture of EMD performance Bank not be waived in any case, accepted legally eligible bidder

12) The Earnest Money may be kept in custody of the authority as a part of Security Deposit of the successful bidder(S) and will be released after expiry of the tender period if bidder expresses in written.

13) Earnest Money will be refunded to the unsuccessful bidder on written request on production photocopy of demand draft. No interest will be payable on the EMD.

14) In case it is found that two or more bidders have quoted same price, the lowest bidder will be decided by draw of lots.

15) Any Co-operative without having proper permission (from Competent Authority for such job) of concerned business will not be entitled to get exemption of EMD security deposit and/or any rate preference.

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

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

18) Quantity of items are subject to the Programme requirement, any item(s) may be zero in the whole tender period.

19) E- Tender should be addressed to the PRINCIPAL, Rampurhat Govt. Medical College & Hospital, Bidders may download tender enquiry documents from the website [www.wbhealth.gov.in](http://www.wbhealth.gov.in).

20) Any subsequent notice regarding this tender shall be uploaded in above website only

21) In the event of any of the above mentioned dates being declared as a holiday for the CMOH, Birbhum the tenders will be opened on the next working day at the appointed time or as desired by Tender selection Committee.

22) Financial Bids are attached herewith (BOQ).

23) 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.

**DATE AND TIME SCHEDULE OF TENDER:**

<b>Sl. No</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1	NIT & Other documents publish online	17.09.2020
2	Online documents download start date, Date of publishing	17.9.2020, 09 AM
3	Online document download end date	09.10.2020, 3 PM
4	Online bid submission start date	17.09.2020, 09 AM
6	Online bid submission end date	09.10.2020, 3 PM
8	Online bid opening date for Technical proposals	12.10.2020, 09 AM
9	Date of online uploading list for Technically qualified Bidders	<b>To be notified later</b>
10	Date of online opening of Financial Proposal	<b>To be notified later</b>

**Sd/-**  
**PRINCIPAL,**  
**Rampurhat Govt. Medical College**  
**& Hospital**

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**

**PRINCIPAL,**

**Rampurhat Govt. Medical College & Hospital**

Sub: NIT FOR E-TENDER FOR **SUPPLY OF BOOKS AND JOURNALS FOR MBBS STUDENTS** etc  
**BY THE PRINCIPAL, Rampurhat Govt. Medical College & Hospital**

Ref: -

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. The authorization letter from the Company is attached in Annexure II.

2. We accept the terms and conditions as laid 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 following item /items with manufacturing capacity\* and assured supply to the **PRINCIPAL, Rampurhat Govt. Medical College & Hospital**.

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/ **PRINCIPAL, Rampurhat Govt. Medical College & Hospital** can amend the scope & value of the contract bid under this project.

(b) Tender Selection Committee **PRINCIPAL, Rampurhat Govt. Medical College & Hospital** reserves the right to reject any application without assigning any reason.

Date :

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

**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.]

<b>SUPPLY OF BOOKS AND JOURNALS FOR MBBS STUDENTS</b>	
1. Name of the work	
2. Tender Notice No	
3. On line document download ended	
4. Name of the institution tendered for	
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
	Fax
Local Address, if any	
9. Legal entity of the bidder whether Firm/ Society/ Company/ other entity	
10. Registration No Authority with whom registered	
11. License No..... for the purpose of.....	
12. Name & address of the banker of the bidders	
13. a) PAN No./TAN No. b) CST/ VAT No. if any:	
14. Registration No. of Service Tax	



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 read the Memorandum of agreement and do agree to abide by it 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 information found incorrect later on, I the under signatory will be personally responsible for the same.

Date:

Full Signature of the bidder/ Authorized person & Seal

