NOTICE INVITING e-TENDER NO: - DH & FW/MSD/Construction- 6(A) of 2019-2020
OF THE SECRETARY, DH & FW SAMITY AND CMOH, MURSHIDABAD

(2nd Call)

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of work</th>
<th>Place of Work</th>
<th>Estimated Amount Put to Tender (Rs.)</th>
<th>Earnest Money (Rs.)</th>
<th>Eligibility of Contractors to submit Tender</th>
<th>Time period of completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Repair and Renovation works for setting up of Suswasthya Kendra at Amaniganj Dear Sub Centre, Natungram G.P., Msd-Jiaganj Block, MSD</td>
<td>Natungram G.P., Msd-Jiaganj Block</td>
<td>656907.00</td>
<td>13138.00</td>
<td>Contractor having credential of similar nature of Central/State Govt. works valued minimum 40% in a single work or 2(two) nos. of work, each of the minimum value 30% of the estimated amount put to tender during last 5(five) years as per G.O</td>
<td>45 (Forty Five) days</td>
</tr>
</tbody>
</table>

1. For e-filing, intending bidder may download the tender documents from the website: [https://wbtenders.gov.in](https://wbtenders.gov.in) directly with the help of Digital Signature Certificate.

2. Both Technical bid and Financial Bid are to be submitted concurrently duly signed digitally in the website: [https://wbtenders.gov.in](https://wbtenders.gov.in)

3. The Technical Bid and Financial Bid are to be submitted online as per term (schedule attached)

4. The Tender Committee of the prospective tenderer will be considered only if the tender qualifies in the Technical Bid. The decision of the Secretary, District Health & Family Welfare Samity, Murshidabad, will be final and binding on all concerned and no challenge against such decision will be entertained. The list of qualified tenderers will be displayed in the website on the scheduled date and time.

5. Where there is a discrepancy between the unit rate & the line item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern.

6. Running payment for work may not be made to the executing agency.

7. Tender shall remain valid for a period 1(One) year after the dead line date for Financial Bid submission.
8. A. **Important Information:**

**DATE AND TIME SCHEDULE:**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Date &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Date of uploading of N.I.T. Documents (online) (Publishing Date)</td>
<td>08.01.2020 (11.00 A.M.)</td>
</tr>
<tr>
<td>2</td>
<td>Tender documents download start date (Online)</td>
<td>08.01.2020 (From 11.30 A.M)</td>
</tr>
<tr>
<td>3</td>
<td>Tender documents download end date (Online)</td>
<td>24.01.2020 (Up to 1.00 P.M)</td>
</tr>
<tr>
<td>4</td>
<td>Bid proposal submission start date (On line)</td>
<td>08.01.2020 (From 11.30 A.M)</td>
</tr>
<tr>
<td>5</td>
<td>Bid proposal Submission end date (On line)</td>
<td>24.01.2020 (Up to 3.00 P.M)</td>
</tr>
<tr>
<td>6</td>
<td>Last date of submission of original copy for earnest money deposit (off line)</td>
<td>Not Required</td>
</tr>
<tr>
<td>7</td>
<td>Bid opening date for Technical bid (Online)</td>
<td>27.01.2020 (At 03.00 PM)</td>
</tr>
<tr>
<td>8</td>
<td>Date of uploading list for Technically Qualified Bidder (online)</td>
<td>Later on</td>
</tr>
<tr>
<td>9</td>
<td>Date &amp; Place for opening of Financial Proposal (Online)</td>
<td>Later on</td>
</tr>
<tr>
<td>10</td>
<td>Date of uploading of list of bidders along with their rates through (on line), also if necessary for further negotiation through offline for final rate.</td>
<td>Later on</td>
</tr>
</tbody>
</table>

B. **PLACE OF BID OPENING ONLINE:**

- Bid Opening: **CMOH Office, Murshidabad**

9. Earnest Money: The scan copy Earnest Money should be uploaded in file through online only.

10. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site of works and its Surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting the offer with full satisfaction. The cost so incurred for visiting the site shall be at own expense.

11. The intending Bidders should clearly understand that whatever may be the outcome of the present Invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The Secretary, District Health & Family Welfare Samiti, reserves the right to reject any or all the application(s) for purchasing Bid Documents and/or to accept or reject any or all the offer(s) without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Renderer at the stage of Bidding.

12. Refund of E M D: The Earnest Money will be refunded as per Govt. Norms.

13. The intending tenderers are required to quote and submit the rates online, only. No off line tender will be entertained.

14. Contractor shall have to comply with the provisions of (a) the contract labour (Regulation Abolition) Act. 1970 (b) Apprentice Act,1961 and (c) minimum wages Act. 1948 and any notification thereof or any other laws relating thereto and the rules made and order issued to this effect from time to time.

15. During the scrutiny, if it comes to the notice to the tender inviting authority that the credential(s) and / or any other paper(s) of any bidder is / are incorrect / malafied / fabricated, that bidder will not be allowed to participate in the tender and that application will be rejected outright.

The Secretary, District Health & Family Welfare Samiti, reserves the right to cancel the N.I.T. or issue corrigendum notices to the NIT due to unavoidable circumstances and no claim in this respect will be entertained.

16. In case of any objection regarding prequalifying an Agency, that should be lodged to the Secretary within 1 day from the date of publication of the list of qualified agencies and beyond that time schedule no objection will be entertained.

17. Before issuance of the work order, the tender inviting authority may verify the credential(s) and/or other document(s) of the lowest tenderer, if found necessary. After verification, if it is found that the
document(s) submitted by the lowest tenderer is/are either mollified or false, the work order will not be issued in favour of the said Tenderer.

18. If any discrepancy arises between two similar clauses on different notification(s), the clause as stated in later notification will supersede the former one in the following sequence:
   i) N.I.T.

19. Printed Schedule of Rates applicable for execution of the work
   P.W.D. (W.B) Schedule of Rates for Buildings Works, Sanitary & Plumbing Works if any effective on the date of publication of N.I.T.

20. To whom the acceptance of the Tender rests
   Secretary, District Health & Family Welfare Samiti, Murshidabad

21. Location of Godown / Stackyard from where Departmental materials will be Issued, if any
   No departmental Materials will be issued.

Intending tenderers are required to submit online attested/self-attested photocopies of Trade License valid partnership deed (in case of partnership firm), current Professional Tax Deposit Challan / Professional Tax Clearance Certificate, PAN Card, GST. Documents of the annual gross turnover or annual gross receipt in the preceding year or part thereof (Balance Sheet) to ascertain the amount of P.Tax.

In case of Registered Unemployed Engineers’ Co-operative Societies and Registered Labour Co-operative Societies, attested photocopies of documents of ‘Certificate of Registration’ from the respective Assistant Registrar of Co-Operative Societies, Current Audit Report. Professional Tax Deposit Challan, PAN Card, must be submitted online. Payment Certificates in lieu of credentials will not be accepted.

[Non statutory documents]

If the dates fall on holidays or any unavoidable circumstances or natural calamity, the dates will take place to next working days.

All tenderers are requested to be present online during opening of tenders positively. If considered necessary, instant online bid may be conducted immediately after opening of tenders to lower down rates and in no case his/their absence will stand against holding the same.

In case of inadvertent typographical mistake found in the specific price schedule of rates, the same will be treated to be so corrected as to conform to the prevailing relevant schedule of rates and/or technically sanctioned estimate.

The intending tenderer is required to quote the rate in figures as well as in words as percentage above / below than or at per with the relevant price schedule of rates.

Conditional / incomplete tender will not be entertained.

Since B.O.Q. for the works under this N.I.T. is based upon the schedule of rates of Public Works Directorate for Building, Sanitary & Plumbing works with upto date Addenda & Corrigendum, the tenders shall quote their rate (percentage above / below / at per) accordingly considering that no escalation and or price adjustment will be allowed by the department thereto under any circumstances.

No Mobilization Advance and Secured Advance will be allowed.

The accepting authority reserves the right to reject any or all the tenders without assigning any reason whatsoever and he will not be bound to accept either the lowest tender or any of the tenders.

Issuance of work order as well as payment will depend on availability of fund and no claim whatsoever will be entertained for delay of Issuance of work order as well as payment, if any. Intending tenderers may consider these criteria while quoting their rates.

* This work is related to mother & child and very precious, time bound job. So expert agencies or contractors who have Technical/skilled supervisor, skilled manpower and permanent mason gang, supervisory license holder electrician only they can apply this work.

* If quoted rate by the agencies/contractors is 20% or more than 20% of the amount put to tender, the additional fund 10% of tendered amount to be submitted through bank Guarantee before issuing work order.
Deduction of Tax shall be as below and as per provision of vide notification No 5050F (Y) dt- 16/08/2017 and as per latest Govt. order.

(i) GST is applicable as per Govt. order.
(ii) I.T @ 1% or 2% will be deducted as per rule under section 194 of I.T Act.
(iii) Cess @ 1% (One Percent) of the cost of construction works will be deducted from the bills of the contractor for Labour Welfare Dept.

Successful Tenderers will be required to obtain valid Registration Certificate & Labour License from respective Regional Labour Offices where construction work by them are proposed to be carried out as per Clauses u/s 7 of West Bengal Building & other Construction Works’ Act, 1996 and u/s 12 of Contract Labour Act.

Power of Attorney holders are not allowed to sign Tender Documents unless otherwise approved by Government.

Successful tenderer will have to produce original document of Earnest Money and all other documents in original for verification prior to issuance of Work Order.

Successful tenderers will be required to observe the following conditions strictly:

a) Employees’ Provident Fund and Miscellaneous Provisions Act, 1952 and Employees State Insurance Act, 1948 should be strictly adhered to wherever such Acts become applicable.

b) Minimum wages to the workers shall be paid according to the rates notified and/or revised by the State Government from time to time under the Minimum Wages Act, 1948 in respect of scheduled employments, within the specified time as per law. Payment of bonus, wherever applicable, has to be made.

c) Adequate safety and welfare measures must be provided as per the provisions of the Building and other Construction Workers’ (Regulation of Employment & Conditions of Service) Act, 1996 read with West Bengal Building and Other Construction Workers (Regulation of Employment and Conditions of Service).

d) All liabilities arising out of engagement of workers are duly met before submission of bills for payment.

If there is any violation of any or all the relevant above criteria during execution of the job, it will render the concerned agencies ineligible for the work then and there or at any subsequent stage as may be found convenient.

Secretary, D.H & F.W Samity & CMOH
Murshidabad 2020
INSTRUCTION TO BIDDERS
SECTION – A

General guidance for e-Tendering

Instructions/ guidelines for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

1. Registration of Contractor :
   Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system.

2. Digital Signature certificate (DSC) :
   Each contractor is required to obtain a Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information’s Centre (NIC) on payment of requisite amount.

3. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned before using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. Participation in only one work :

5. General process of submission, Tenders are to be submitted through online to the website stated in Cl.-2 in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & 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).

A. Technical proposal :

The Technical proposal should contain scanned copies of the following in two covers (folders).

   A-1. Statutory Cover files Containing:

   i) Earnest money (EMD) as System Generated.

   ii) Documents for NIT (Properly upload the same Digitally Signed). The rate will be quoted in the BOQ. Quoted rate will be encrypted in the B.O.Q. under Financial Bid.

   A-2. Non statutory / Technical Documents

   i) Upto date Professional Tax (P.T) deposit receipt challen, Pan Card, Upto date I.T. receipt, GST Registration Certificate.

   ii) Registration Certificate under Company Act. (if any).

   iii) Registered Deed of partnership Firm/ Article of Association & Memorandum

   iv) Power of Attorney (For Partnership Firm/ Private Limited Company, if any)

   v) Registration Certificate issued by the Assistant Register of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered Labour Co-Op.(s)/Engineers’ Co.-Op.(s).

   vi) Electrical supervisory license with agreement should be submit at the time of online application.

   vii) Skilled supervisor is required at site who know technical specification, study of Plan & estimate and co ordinate with engineers every day through what’s up.

   viii) The prospective tenderers shall have satisfactorily completed as a prime agency during the last 5(five) years prior to the date of issue of this Notice at least 1(one). work of similar nature under the authority of State / Central Govt. and having a magnitude of 40(forty) percentage of the estimated amount put to tender or 2(two) similar nature of completed work, each of the minimum value 30% of the estimated amount put to tender.

Note: - Failure of submission of any of the above mentioned documents will render the tender liable to be rejected for both statutory & non statutory cover.
**THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category Name</th>
<th>Sub-Category Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Certificates</td>
<td>Certificates</td>
<td>1. GST Registration Certificate.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. PAN &amp; upto date I.T. Return (A.Y. 2018-2019)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3. Upto date P. Tax Challan</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4. Last 2 years Audited Balance Sheet</td>
</tr>
<tr>
<td>B.</td>
<td>Company Details</td>
<td>Company Details – I</td>
<td>1. Proprietorship Firm (Trade License)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. Partnership Firm (Partnership Deed, Partnership Deed Registration copy, Trade License)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>3. Society Registration copy (Trade License)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4. Power of attorney</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>5. Registration Certificate from A R C S</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6. Last 2 years Audit Report</td>
</tr>
<tr>
<td>C</td>
<td>Credential (in applicable cases)</td>
<td>Credential 1, Credential 2</td>
<td>1. Similar nature of work done &amp; satisfactorily Completion Certificate issued by the authority of State/Central Govt. which is applicable for eligibility.</td>
</tr>
<tr>
<td>D</td>
<td>Financial (Optional)</td>
<td>Work in Hand</td>
<td>1. Authenticated</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. Work Order, Schedule of work</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Payment certificate - 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Payment certificate - 2</td>
</tr>
<tr>
<td></td>
<td>Man Power (Optional)</td>
<td>Technical Personnel</td>
<td>List of Technical Staff Along with Structures &amp; Organization (As per NIT), Skilled civil supervisor supervisory license with agreement.</td>
</tr>
<tr>
<td>E</td>
<td>Electrical works</td>
<td>Electrical supervisory license</td>
<td>authenticity</td>
</tr>
<tr>
<td>F</td>
<td>Profit &amp; Loss &amp; Audited Balance Sheet for last 2(two) Financial year</td>
<td>Audited Balance Sheet</td>
<td>Audited Balance Sheet (ie 2017-18 and 2018-19)</td>
</tr>
</tbody>
</table>

i) **Opening of Technical proposal:** - Technical proposals will be opened by the CMOH & Secretary, DHFWS, Murshidabad and his authorized representative electronically from the web site stated using their Digital Signature Certificate.

ii) Intending tenderers may be remain present if they so desire.

iii) **Intending tenderers need to submit the aforesaid documents offline also to this office at any working day before 24.01.2020 upto 3.00 PM.**

**B. Financial proposal**

i) The financial proposal should contain the following documents in one cover(folder) i.e. Bill of Quantities (BOQ) the contractor is to quote the rate (Percentage Above/ below/at per) online through computer in the space marked for quoting rate in the BOQ.

ii) Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

---

*Secretary, D.H & F.W Samity & CMOH*
*Murshidabad E-1 2020*
FORMAT FOR CHECK LIST in respect of
“E- TENDER FOR CONSTRUCTION WORKS”

NIT No. .................. Date .............

Name of the Tenderer: -

Full Address of the Tenderer: 

E-Mail: -

Contact person relating to vendor & Mob. No.: -

Tendering as: Firm/Co-Operative Societies /Experienced Agency (Strike out which is not applicable)

Average Annual Turn Over: Rs. ....................

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Items</th>
<th>PL mark □</th>
<th>Page no.</th>
<th>Remarks (for office use only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Application submitted in Annexure -1</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Affidavit of non conviction affirmed before a First Class Judicial Magistrate/Executive Magistrate or Notary Public (affidavit sworn after 31.03.2019) (Annexure -II)</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Earnest Money uploaded through online</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Copy of PAN Card of the authorized signatory</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Income Tax Returns submitted for the previous financial year (2017-18)</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Professional Tax Regn. Certificate</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Trade Licence/ Enlistment Certificate</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Electrical Supervisory license with agreement</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Name &amp; address with What’s up No of technical/Non technical Supervisor</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>GST Registration certificate</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Audited Balance Sheet for last 2 years</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
Annexure I
APPLICATION FORMAT

(To be furnished in the Company’s official letter pad with full address and contact no, E mail address etc)

To
The Secretary, D.H & F.W Samity & CMOH
Baharampur,
Murshidabad, 742101

Sub: i) Name of work: ...........................................................................................................

ii) Sl No.: .................................................................................................................................

Ref: - N.I.T. No ........................................................... .......................................................... dated ...........................................

Sir,

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..........................................................................................................................................
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 following schemes /items and assured to proper execute (Name of scheme) -

............................................................................................................................................................

3. Mr. .................................................................................................. is my supervisor and his what’s up No- ............... who will
stay at site every day and coordinate with Engineers through what’s up and he is monitoring the site and
responsible for maintaining the schedule of finishing and proper work schedule.

4. We are the existing vendors in the CMOH Office, Murshidabad / we are not the existing vendor in the
CMOH Office, Murshidabad (strike out whichever is not applicable).
5. In the event of being selected, I will execute within the stipulated period excepting the condition which is
beyond our control.
6. 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: -
Place:-

Signature of applicant
Contact no:
ANNEXURE II

Affidavit Proforma

I, Sri/Smt. .........................................................
The Managing Director /Proprietor (etc.) of the Firm.
................................................................. (Name of the firm)
At (address).........................................................
P.O............................................................... 
P.S.............................................................. Dist.........................................................
do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply or execution of ......................................................... to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply of ......................................................... to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent(s).

- 9 -
Copy forwarded for information and wide publication to:-

1. The Director of Health Services, Swasthya Bhawan.
2. The Mission Director, NHM, Swasthya Bhawan.
3. The Jt. Secretary (M.S Branch), Swasthya Bhawan.
4. The Jt. DHS (P & D), Swasthya Bhawan.
5. The Sadhakhipati, Murshidabad Zilla Parishad, Murshidabad.
6. The District Magistrate, Murshidabad.
7. The Addl. District Magistrate( Health), Murshidabad
8. The Dy .C.M.O.H – I/II/III/DMCHO Murshidabad.
9. The Programme Officer, NHM, Swasthya Bhawan.
10. The Executive Engineer, Dept. of Health & F.W, Swasthya Bhawan.
11. The O/C (Health), Collector Building, Murshidabad.
12. The District Information & Cultural Officer, Berhampore, Murshidabad.
13. DIO-NIC, Murshidabad, with a request to display in District Website (Scan Copy).
15. The Dy. Labour Commissioner, Berhampore Murshidabad.
16. The Sub Divisional Officer, Berhampore Sub Division.
17. The Block Development Officer, Berhampore Development Block, Berhampore.
18. The Block Medical Officer of Health, Jiaganj RH, Msd-Jiaganj Block, Murshidabad.
19. The Accountants Officer, C.M.O.H Office, Murshidabad, with a request of uploading the e-tender process up to selection of bidder.
21. The DSM & DQAU (Accountant), CMOH Office, he is requested to attend at the e-tendering process & preparation of official works on the time of opening.
22. The DPC, DPMU, CMOH Office, Murshidabad, he is requested to make necessary arrangement to publish this notice with consultation of Account Officer in any Three leading Newspapers (one in English, One in Bengali and one in Hindi) before 14/01/2020. The Abridged form of NIT collect from AO, CMOH Office, Murshidabad.
23. The Station Manager, Berhampore Railway Station. Berhampore Murshidabad.
25. The I.T Cell, Swasthya Bhawan, with a request to display in Official Website.

Secretary, D.H & F.W Samity & CMOH
Murshidabad

[Signature]

Dated: 07.01.2020