



**Government of West Bengal**  
**Office of the Chief Medical Officer of Health, Cooch Behar**  
**District Health & Family Welfare Samiti, Cooch Behar**  
**Lal Bag, Debi Bari Road, Cooch Behar, Pin: 736101**  
**Telephone No: 03564-257200, Email ID: dpmuCBR@gmail.com**

Memo no: 802

Dated: 08/02/2021

**Notice Inviting Tender**

The CMOH & Secretary of DH&FW Samiti, Cooch Behar invites tender **for the civil work detailed in the table below.** (Submission of Bid through **offline**)

(1). Sl. No.	NIT No.	Name of work	Estimated amount	Earnest Money	Cost of documents	Completion Time
			(In Rs.)	(In Rs.)	(In Rs.)	
1.	DHFWS/CBR/ NIT/2020-21/28	<b>Supplying, fitting &amp; fixing 2 nos of exterior signage (6 ft x 4 ft) and internal signage at the entrance of all rooms at 74 nos of SCs within Cooch Behar district.</b>	4,88,400.00	9,768.00	NIL	30 days

(2). In the event of tender filling, intending bidder may collect the tender documents from the office of **CMOH & Secretary of DH&FW Samiti, Cooch Behar** on proper application along with photocopy of the requisite documents as mentioned in the **Clause 3** on the same days and time after verification of the originals.

(3). **Eligibility criteria for participation in the tender:** -

(i) (a) An undertaking should be given stating thereby that the Firm has not been debarred or penalized for any reasons out of work by any Government Department.  
(b) Subletting of contract is strictly prohibited.

(ii) The prospective outside bidders shall have satisfactorily commenced and completed at least one similar nature of work during the last 3 (three) years from the date of issue of this notice **as a prime agency** under authority of State/ Central Govt. State / Central Govt. undertaking/ Statutory Bodies Constituted under the Statute of the Central / State Govt. and having a magnitude of **40 (Forty)** percent of the amount put to tender.

**N.B.:- Completion certificate should contain a) Name of work, (b) Name of Client, (c) Amount put to tender, (d) Schedule month and year of commencement and completion as per work order (e) actual month and year of completion.**

(iii) Trade License valid for the FY 2020-21 / PAN / Income Tax Return for the AY 2020-21 / Professional Tax registration certificate along with up to date Challan of AY 2020-21 / GST Registration with up to date return (November, 2021) / Photo ID Proof for self identification to be accompanied with tender documents.

(iv) Prospective outside bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated non- responsive.)

(v) Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to be submitted along with application.

(vi) Declaration regarding Structure and Organization duly signed by the applicant to be submitted along with application.

(vii) A prospective outside bidder participating in a single job either individually or as partner of a firm or in Joint Venture shall not be allowed to participate in the same job in any other form.

(viii) A prospective bidder shall be allowed to participate in a single job either in the capacity of individual or as a partner of a firm or in Joint Venture. If found to have applied severally in a single job, all his applications will be rejected for that job

(ix) 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.

(x) Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.

- (xi) Registered Unemployed Engineers' Co-operative Societies/ Unemployed Labour Co.- Op. Societies are required to furnish valid Bye Law, Current Audit Report, Valid Clearance Certificate from A.R.C.S. for the year 2016 along with other relevant supporting papers.
- (4). The prospective bidder shall establish field testing laboratory equipped with requisite instruments and technical staff according to the requirements of works to be executed.
- (5). **No mobilization /secured advance** will be allowed.
- (6). **Bids shall remain valid** for a period of **30 (Thirty) days** from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.
- (7). Agencies shall have to arrange for storing of materials, labour shed etc. at their own cost and responsibility.
- (8). **Constructional Labour Welfare Cess @ 1(one) %** of cost of construction will be deducted from every bill of the selected agency.
- (9). As per Memo No.4608 F(Y), dated 18.07.2018 of Audit Branch of Finance Department an Additional Performance Security @10% of the tendered amount shall be obtained from the successful bidder if the accepted bid value is 80% or less of the estimate put to tender.
- (10). **Service Tax** shall be reimbursed to the contractor on production of original voucher / receipt after actual and genuine payment made by the contractor to the concerned Government Department for this specific work.
- (11). In connection with the work, **Arbitration** will not be allowed. **The Clause No. 25 of 2911(ii) is to be considered as deleted clause vide gazette notification no 558/SPW-13th December, 2011.**
- (12). Tendering authority will have discretion to allow permission to any Firm for 1 (one) or more job. Subject to capacity of financial strength and thereby their performance report over credential for work.
- (13). **Important Information : - (Date & Time schedule)**

Sl. No.	Particulars	Date & Time
1.	Date of publishing NIT	09-02-2021 at 10.00 A.M.
2.	Bid document collection start date	09-02-2021 from 10.00 A.M.
3.	Bid document collection end date	15-02-2021 up to 03.00 P.M.
4.	Bid submission end date	15-02-2021 up to 05.00 P.M.
5.	Date of opening of the Tender	15-02-2021 at 05.30 P.M.

- (14). **LOCATION OF CRITICAL EVENT: - Lal Bag, Debi Bari Road, CMOH office, Cooch Behar, Pin: 736101**
- (15). The agency will be liable to maintain the work at working portion at the appropriate service level to the satisfaction of the concerned Engineer at his own cost for a period of **6 (Six) months** from the date of completion of the work. If any defected/damage is found during the period as mentioned above contractor shall make the same good at his own cost expense to the specification at par with instant project work. Failure to do so, penal action against the Agency will be imposed by the department as deem fit. The Agency will have to quote his rate considering the above aspect. Also the Prospective Outside Bidders shall have to execute the work in such a manner so that appropriate service level of the work is kept during progress of work and a period of **6(six) months** from the date of successful completion of the work to the entire satisfaction of the concerned Engineer may be considered towards release of full "**Security Deposit**" as per rules.
- A retention towards Performance Security amounting to 10 (ten) percent (including 2% Earnest money) of the billed amount shall be made by the CMOH & Secretary of DH&FW Samity, Cooch Behar from 1st R.A. bill to Final bill.
- No interest would be paid on the Performance Security Deposit.**
- (16). All bidders are requested to present in the office of the **CMOH & Secretary of DH&FW Samiti, Cooch Behar** during opening the financial bid CMOH & Secretary of DH&FW Samiti, Cooch Behar may call **Open Bid / Seal Bid / 2nd Call** after opening of the said bid to obtain the suitable rate further, if it is required. No objections in this respect will be entertained raised by any Bidder who will present during opening of bid or from any bidder who will absent at the time of opening of Financial Bid. No informal Bidder will be entertained in the Bid further.
- (17). Site of work and necessary drawings may be handed over to the agency phase wise. No claim in this regards will be entertained.
- (18). **Price preference** will be allowed as per prevailing government Order No. 1110F dated 10/02/2006 of Special Secretary, Finance Department, Govt. of West Bengal.

- (19). **Earnest Money:** - The amount of Earnest Money @ 2% (Two Percent) of the estimated amount put to tender specified in serial no.1 in the shape of Bank Draft / Pay Order from any **Nationalized Bank** drawn in favour of the "**Secretary of DH&FW Samity, Cooch Behar**" against the works. This clause is also applicable for all categories of applicants except those are exempted as per Government Order no. 1110F, dated 10/02/2006 of Special Secretary Finance Department, Govt. of West Bengal.
- (20). 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 offer with full satisfaction, the cost of visiting the site shall be at his own expense.
- (21). (A) The intending Bidders shall 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 CMOH & Secretary of DH&FW Samiti, Cooch Behar reserves the right to reject any application for purchasing bid documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding.
- (B) The CMOH & Secretary of DH&FW Samiti, Cooch Behar reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- (22). **Refund of EMD:** The Earnest Money of all the unsuccessful tenderers deposited in favour of the "Secretary of DH&FW Samity, Cooch Behar" will be refunded on receipt of application from tenderers on the basis of P.W.D. accounts branch notification no. 451-A/PW/O/10C-35/10 dated 26/07/2011 of Secretary to the Govt. of West Bengal.
- (23). Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before tendering the bids.
- (24). Conditional/ Incomplete tender will not be accepted.
- (25). The intending bidders are required to quote the rate in his own handwriting in figure as well as in words mentioning percentage **ABOVE / BELOW / AT PAR** on the basis of the relevant price schedule of probable items with approximate quantities.
- (26). 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 of the notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
- (27). **Schedule of rates:** - As per PWD (W.B.) Schedule of Rates effective from November 2017(Volume-I).
- (28). During the scrutiny, if it comes to notice to the Tender Inviting Authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that the bidder would not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
- (29). Before issuance of the **WORK ORDER**, the tender inviting authority may verified the credential and other original documents of the lowest bidder if found necessary. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false in that case work order will not be issued in favour of the said bidder under any circumstances.
- (30). If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence.
- (i) Form No: 2911(ii)
  - (ii) N.I.T.
  - (iii) Special Terms & Conditions.
  - (iv) Technical Bid.
  - (v) Financial Bid.
- (31). **Qualification Criteria:** -
- The tender inviting & Accepting Authority through an "Evaluation Committee" will determine the eligibility of each bidder, the bidders shall have to meet all the minimum regarding.
- (i) Financial Capacity.
  - (ii) Technical capability comprising of personal & equipment capability.
  - (iii) Experience / Credential.

The eligibility of a bidder will be ascertained on the basis of the self attested documents in support of the minimum criteria as mentioned in a, b, c above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If; any document submitted by a bidder is either manufacture or false, in such cases the eligibility of the bidder will be out rightly rejected at any stage without any prejudice.

## INSTRUCTION TO BIDDERS

1. **General guidance for Tendering**

The intending bidders may collect Bid Documents from the **O/o of the Chief Medical Officer of Health, Cooch Behar** on proper application along with photocopy of requisite documents as mentioned in the **Clause 3** after verification of the originals on the same days and time as mentioned in the **Clause 12**.

2. **Participation in more than one work**

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job

3. **Submission of Tenders.**

The bidding will be executed on two bid system. The agency should ensure that the Part-I: 'Technical Bid' complete in all respect and containing the required enclosures is sealed in a separate cover and Part-II: 'Financial Bid' is sealed in a separate cover and the both envelopes are kept and sealed in a suitable size cover which is addressed to the '**Secretary of DH&FW Samiti, Cooch Behar**' super scribed in block letters with '**Name of the work**' and '**NIT No.**' The tender shall be deposited in the '**Docket Section**' in the office of the office of **Chief Medical Officer of Health, Cooch Behar at Lal Bag, Debi Bari Road, Cooch Behar, Pin: 736101** via **By Hand** or **Registered Speed Post** within due date and time.

A. **Technical proposal**

The Technical proposal should contain Original and photocopies of the following documents.

- i. Prequalification Application (Sec-B, Form – I)
- ii. Demand Draft/ Bankers Cheque towards Earnest Money Deposit (EMD) as prescribed in the NIT in favour of the "**Secretary of DH&FW Samity, Cooch Behar**"
- iii. Tender form with all agenda & corrigendum (***Quoting rate will only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in Technical Part the tender liable to summarily rejected***)
- iv. Trade License valid for the FY 2020-21 / PAN / Income Tax Return for the AY 2020-21 / Professional Tax registration certificate along with up to date Challan of AY 2020/ GST Registration with up to date return (November, 2021) / Photo ID Proof for self identification to be accompanied with tender documents.
- v. Registration Certificate under Company Act. (If any).
- vi. Registered Deed of partnership Firm/ Article of Association & Memorandum
- vii. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- viii. Clearance Certificate for the Current Year 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.-Opt.(S)
- ix. List of Technical staffs along with structure & organization (Section – B, Form – II).
- xi. Credential for completion of at least one similar nature of work under the authority of State/ Central Govt. statutory bodies under State /Central Govt. constituted under the statute of the State / State Govt. having a magnitude of 40 (Forty) percent of the estimated amount put to tender commenced & completed during the last 3 (three) years prior to the date of issue of this NIT is to be furnished.

**Note: - Failure of submission of any of the above mentioned documents (as stated in 6.A) will render the tender liable to summarily rejected.**

B. **Financial proposal**

The financial proposal in a single cover should contain only Bill of quantities (BOQ). The contractor is to quote the rate (**percentage ABOVE / BELOW / AT PAR**) in the space marked for quoting rate in the BOQ.

4. Financial capacity of a bidder will be judged on the basis of working capital and available bid capacity as mentioned in the N.I.T. to be derived from the information furnished in **FORM-I & II** (Section-B) i.e., Application (for Pre-Qualification) & Financial Statement. If an applicant feels that his/their Working Capital beyond own resource may be insufficient, he/they may include with the application a letter of guarantee issued by a first class Bank to supplement the applicant. **This letter of guarantee should be addressed to the Tender Inviting/ Accepting Authority and should guarantee duly specifying the name of the project that in case of contract is awarded to the Bidder, the Bidder will be provided with a revolving line of credit.** Such revolving line of credit should be maintained until the works are taken over by the Engineer-In-Charge/ Employer.

5. **Penalty for suppression / distortion of facts**

Submission of false document by any bidder is strictly prohibited & if found, action may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.

**6. Rejection of Bid**

The Employer (tender accepting authority) 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 the ground for Employer's (tender accepting authority) action.

**7. Award of Contract**

If bid capacity is found inadequate the department would be at liberty to accept his bid only such number of work for which his capacity would permit. In such case the choice of work awarded would rest with tender accepting authority.



CMOH & Secretary of D.H.&F.W. Samiti  
Cooch Behar

OK 08/02/21

Memo no: 802/1(9)---

Dated: 08/02/2021---

**Copy forwarded for information and wide circulation to: -**

1. The District Magistrate, Cooch Behar.
2. The District Informatics & Cultural Officer, Cooch Behar.
3. The District Informatics Officer, NIC, DM office, Cooch Behar.
4. The Executive Engineer, PWD, Cooch Behar Division.
5. The District Engineer, Zilla Parisad, Cooch Behar
6. The Dy. CMOH-I, CMOH Office, Cooch Behar.
7. The Dy. CMOH-II, CMOH Office, Cooch Behar.
8. The Dy. CMOH-III, CMOH Office, Cooch Behar.
9. The Account Office, CMOH Office, Cooch Behar.

**Chief Medical Officer of Health  
Cooch Behar**