



Government of West Bengal
Office of the Principal
Sarat Chandra Chattopadhyay Government Medical College
Uluberia, Howrah-711316
Department of Health & Family Welfare
Email: principal.uluberia@gmail.com

Memo No.: SCCGMCU/756/24

Date: 21/08/2024

Notice Inviting e-Tender

Notice Inviting e-Tender for the work detailed in the table below, e-Tender No.HFW/SCCGMCH/01/e-Tender/2024-25 (2nd call) of the office of the Principal of Sarat Chandra Chattopadhyay Government Medical College & Hospital.

(Submission of Bid through online)

Detail of Scheme(s)/Contract(s):-

SL No	Name of Work	Estimated Amount in Rs.	Earnest Money (Rs.)	Type of Work	Period of Contract	Name of the Concerned Officer
1	Supply of Motor Cab purchased on or after 01.05.2008 with Diesel Engine/LPG/CNG, minimum standard Bharat Stage III, (Non Air Conditioned) on monthly hiring basis for Accounts Officer and DDO at office of the Principal of Sarat Chandra Chattopadhyay Government Medical College & Hospital, Uluberia, Howrah with driver.	@ Rs. 475.00 on daily hiring charge (As per Gazette Notification no. 3564-WT/3M-81/98 dated 24.11.2008)	4400.00	On monthly hiring basis	1Year	The Accounts Officer and DDO, of the office of the Principal of Sarat Chandra Chattopadhyay Government Medical College & Hospital

- 1) In the event of e-filling, intending bidder may download the tender documents from the website <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary Earnest Money may be remitted through online (ICICI BANK NEFT/RTGS OR NET BANKING) only issued from any nationalized bank and also to be documented through e-filling.
- 2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally



In the website <https://wbtenders.gov.in>

3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl No.10.

4) The prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the "Tender Evaluation Committee". The decision of the "Tender Evaluation Committee" will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

5) The Technical Bid/Proposal is submitted in two parts. The two parts of the proposal are:-

(i) Part-1: Technical proposal

▪ Folder 1: Technical submission by bidder.

(ii) Part-2: Financial proposal

6) **Eligibility criteria for participation in the tender.**

- ✓ Motor Cab (standard) must be engaged as defined under rules 2 of the MV Act, 1988.
- ✓ Only Commercial Vehicles registered in state of West Bengal Must be engaged.
- ✓ Vehicle should have certificate of Insurance under Rule 146 & 147 of MV Act, 1988.
- ✓ The Driver should hold an effective light motor Vehicle (LMV-CAV)/HMV driving License under rule 3 of the MV Act, 1988.
- ✓ The car must be in Good and sound condition having valid Road Permit, valid Tax Clearance, valid PUC Certificate and all other related documents required for plying in the roads.
- ✓ The owner will be liable to deploy the Vehicles from 9 am to 7 pm on regular basis (or as per requirement of the Accounts Officer and DDO at office of the Principal, SCCGMCH, Uluberia) Punctuality will have to be ensured. Any over time bill must be as per G.O. No. 3564-WT/3M-81/98 (Sl no. 2), Dated-24/11/2008 of Govt. of West Bengal.
- ✓ The driver of the Car should have a running mobile Phone. The Drivers must observe all the etiquette and protocol while performing the duty.
- ✓ The engaged owner will ensure the submission of relevant documents signed by the head of the office of user end or his/her authorized person authenticating movements of vehicle before payment of hiring charges.



- Any additional payment outside accepted rate is payable for hiring of driver(S) and / or for boarding & lodging of driver (s).
- ✓ In case of any temporary withholding of service of the vehicle for repair/maintenance /illness of driver etc. by the vehicle owner substitute vehicle of same quality and/or, alternate driver is to be provided for the period of withholding subject to prior intimation to authority concerned.
 - ✓ The Car will be engaged on hire basis up to one year from date issue of work order. Any further extension of service tenure will depend on satisfactory service.
 - ✓ The agency has to submit an acceptance letter indicating type of car and rates and terms and condition levied therein, **An amount of Rs. 10,000/- (Rupees Ten Thousand) Only to be deposited as security Money for execution of agreement.**
 - ✓ The owner of the engaged car will sign an undertaking in N.J. Stamp of Rs. 50/- with the user end.
 - ✓ The Contract of Hiring can be terminated by the Principal at any time without any prior notice and assigning any reason thereof.
 - ✓ In Case of any dispute, decision of hiring the Car authority will decide the issue and decision will be final.
 - ✓ The authority reserves the right to reject or cancel any tender at any time without assigning any reason thereof.
 - ✓ During the Scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/manufactured/fabricated that bidder will not be allowed to participate in the tender and that application will be rejected without any prejudice.
 - ✓ The bidder will be responsible for all the repair and maintenance / taxes and certification and fees and fines in respect of the vehicles and all the papers of the vehicles should be up to date.
 - ✓ The vehicle should be maintained in excellent conditions and should abide by all the norms of playing commercial vehicle as laid down by the transport Department or any other related Department of the Govt. of W.B.
 - ✓ The bidder will be responsible to ensure that alternative arrangement of vehicles of similar category in case of any breakdown of vehicle or other reasons, where scheduled vehicles are unavailable.
 - ✓ The driver to be engaged for the hired car by the bidder, should be physically fit and mentally alert and should be disciplined well behaved and maintain cleanness of the car.
 - ✓ The car must be good and sound condition having road permit, Tax Clearance, PCB Certification and all other related documents required for playing in the roads.
 - ✓ The car must be maintained clean by the agency/owner regularly and properly.
 - ✓ The owner will be liable to deploy the car round the clock. Punctuality will be have to be ensured.
 - ✓ The driver of the car should possess the commercial driving license issued by the RTO or appropriate authority for the class of Car he is driving and should have a running mobile phone. The drivers must observe all the etiquette and protocol while performing the duty.
 - ✓ The engaged owner will ensure the submission of relevant documents signed by the head of the office of user end or his/her authorized person authenticating movements of vehicle before payment of hiring charges.



7) The Tender Inviting Committee reserves the right to cancel the e-NIT due to any unavoidable circumstances and no claim in this respect will be entertained

8) **Credentials:-**

✓ Experience of performing similar nature of work is preferable.

9) Bid shall remain valid for a period not less than 120 (one hundred twenty) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

10) **Date and Time Schedule:**

Sl.No	Particulars	Date & Time
1	Date of uploading of e-N.I.T & Documents (online publishing Date)	23.08.2024 at 6:00 PM
2	Documents download/sell start date(online)	28.08.2024 at 11:00 AM
3	Documents download/sell end date(online)	09.09.2024 at 6:00 PM
4	Pre-Bid Meeting	02.09.2024 at 12:00 pm
5	Bid submission start date(online)	28.08.2024 at 11:00 AM
6	Bid submission closing date(online)	09.09.2024 at 6:00 PM
7	Bid opening date for Technical Proposals (online)	12.09.2024 at 11:00 AM
8	Date of opening of Financial Proposals	Will be declared after technical evaluation.

11) **Qualification Criteria:**

The tender inviting and Accepting Authority through a "Tender Evaluation Committee"/"purchase committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:

- (a) Financial Capacity
- (b) Technical Capability comprising of personnel & equipment capability
- (c) Experience/Credential

12) Daily Hiring charges must be same or less than rate approved by the Government vide G.O. No. 3564-WT-3M-81/98 dt. 24.11.2008 of Transport Deptt. Of WB as follows:-



Sl No	Mass Emission Standard	Category of Vehicle	Daily Hiring Charge (Maximum)	Remark
1	Bharat Stage-III & above Purchased on or after 01.05.2008 with Diesel/LPG/CNG Engine	Motor cab (Standard)Non Air- conditioned)	Rs. 475.00	<ol style="list-style-type: none">1. Fuel allowed for monthly hiring is 1 Lt. for 12 KM.2. Eng. Oil allowed @5 Liters per 2500 KM run.3. Monthly rate is for 10 hours a day and additional charge Rs. 20.00 per hour beyond 10 hours4. Maximum 10 KM between the garage of the vehicle and the place of reporting (both way inclusive) may be allowed to the owner of the vehicle.



INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

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

i. **Registration of Contractor:**

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government Procurement System, through logging on to <https://wbtender.nic.in>, the contractor is to click on the link for e-Tendering site as given on the web portal.

ii. **Digital Signature certificate (DSC):**

Each contractor is required to obtain a Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated. DSC is given as a USB e-Token. After the receipt of the digital signature.

iii. The contractor can search & download e-N.I.T. electronically from computer once he logs on to the website mentioned using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iv. **Submission of Tenders:**

Tenders are to be submitted through online to the web site 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 in to non readable formats).

v. **Technical Proposal:**

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

(a). **Statutory Cover Containing the following documents:**

1) **Pre-Qualification Document**

i) **Pre-Qualification Application**



(b). E-N.T.T. (download properly and upload the same Digitally Signed). **The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in Tender Form, the tenderer is liable to be summarily rejected.**

(c). Professional Tax (PT) deposit receipt challan for the current financial year, valid Pan Card, IT Return for the Assessment of current year, valid 15-Digit Goods and Services Taxpayer Identification Number (GSTIN) under GST Act, 2017.

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

(e). Registered Deed of partnership Firm/Article of Association & Memorandum.

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

(g). Tax Audited Report along with Balance Sheet & Profit & Loss A/c. for the last 3 (*Three*) years (year just preceding the current Financial Year will be considered as year – I) for those bidders who are applicable for tax audited report. In case of those bidders who are not applicable for tax audited report (whose turnover is less than the applicable amount), a certified copy of balance sheet & Profit & Loss A/c for the last 1 (one) years from any Chartered Accountant/firm or copy of Income Tax return acknowledgement for last financial year is to be furnished.

(h). Experience of performing similar nature of work the bidder feels to submit as credential.

N.B.: Failure of submission of any of the above mentioned documents will render the tenderer liable to be rejected for both statutory & non statutory cover

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS

SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non Statutory Documents" to send the selected documents to Non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.



Sl.No	Category Name	Sub-Category Description	Details to be submitted
A	Certificate(s)	Certificate(s)	<p>GST Certificate GST Returns like GSTR 3B, GSTR1/IFF of last month or quarter PAN CARD, AADHAR CARD, VOTER ID, P Tax (Challan/Certificate) for last 3 years based on turnover Last 1 Year IT Acknowledgement or Balance Sheet & Profit & Loss A/c, if audited then form 3CB IT Acknowledgement or Balance Sheet & Profit & Loss A/c for last 3 (three) years.</p> <p>Proof of Ownership (Copy of Blue Book), road Permit NO. & issued by, Pollution Certificate & Tax Clearance Original Copy Should be Submitted.</p>
B	Company Detail(s)	Company Detail	<p>Proprietor ship Firm (Trade License) Partnership Firm (Partnership Deed, Trade License) Ltd. Company (Incorporation Certificate, Trade License) (Valid Trade License)</p>
C	Credential	Credential	<p>Experience of performing similar nature of work is preferable.</p>

vi) **Evaluation of the tenders**

During the tender evaluation process, the "Bid A" will be opened first. Those Bidders who have qualified the essential & other requirements will be identified and only their "Bid B" i.e. Financial bid will be



opened. The "Bid B" of those bidders falling to meet the technical & other requirements of participating in the tender will not be opened and be rejected. The Bidder offering the item found suitable and as being as per the tender specifications will only be selected.

The Bidder who have been so identified to have been technically suitable in the context of above will be deemed to have passed the test of essential and other requirement of the quoted item or items.

vii) **Cost of Earnest Money:**

Each tender has to be submit, unless exempted under the existing orders of the west Bengal Govt. must deposit Earnest Money in online mode by RTGS/NEFT through the ICICI Bank Payment Gateway as per

The earnest money of the bidder will liable to be forfeited if the bidders withdraws his tender as a whole or for any particular item or items at any stage after the opening of the tender, or fails / refuses to enter into written agreement for any of all of the items of his accepted tender within the time specified when requested to do so / fails to furnish Security Deposit within the stipulated time.

The Earnest Money will be refunded after finalization of the tender or within 3 (three) months from the date of opening of tender whichever is later against the specific prayer of Bidders.

viii) **RATE:**

The price is to be quoted in Indian rupees only including all charges.

ix) **ORDER:**

Work Orders for the said works will be placed with the successful bidders after the execution of the agreements. The successful bidder will have to complete the work within the specified time schedule that had been assured at the time of selection as successful bidder

x) **WITHDRAWAL / CANCELLATION & PURCHASE POLICY OF TENDERING AUTHORITY:**

The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favor of any bidder, shall be treated as cancelled.

The tendering authority reverse the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason. Withdrawal of tender of any revision after submission of tender by the Bidder will not be allowed.

xi) **PENALTY CLAUSES:**

PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRADULENT/ MISLEADING DOCUMENTS: If during the tender process or at any stage during the validity of the tender period, it is found that a Bidder(s) has formed a cartel in what so ever form or name to fix up the rates or bidders to the



detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those bidders who have submitted false/misleading/fraudulent documents or made incorrect declarations. The penal measure will be forfeiture of Earnest Money, Forfeiture of security Deposit if enlisted as a successful bidder.

xii) **APPEAL:**

Appeal against the decision of the Principal, SCCGMCH, Uluberia, and to impose such a penalty will lie with Tender Selection Committee. Review against the decision of the Tender Selection Committee will lie with Health & F.W. Dept. of the Govt.

xiii) **AGREEMENT:**

On a tender being accepted, intimation of acceptance will be forwarded to the Bidder by Principal, SCCGMCH, Uluberia. After communication of the same, the bidder will have to execute agreement in the prescribed form with the Principal, SCCGMCH, Uluberia.

xiv) **PAYMENT TERMS:**

Payment will be made through e-payment system through ECS/RECS/RTGS after execution of the work subject to:

On being selected, the successful vendors will have to submit one application to the Principal, SCCGMCH, Uluberia, stating name of the payee/ recipient, Bank account no with MICR code, IFSC of the payee/ recipient for making a payment. No manual payment is allowed to be made as per as practicable.

21/8/2024
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 Principal
 Sarat Chandra Chattopadhyay
 Government Medical College & Hospital
 Uluberia, Howrah
 Sarat Chandra Chattopadhyay
 Government Medical College & Hospital
 Uluberia, Howrah
 Date 21/8/24

Memo No. SCCGMCH/756/1607/24

Copy forwarded for information to:-

1. The Director of Medical Education, Dept. of Health & Family Welfare, Kolkata
2. The District Magistrate, Howrah
3. The Nodal Officer, Health & Family Welfare Department, Swasthya Bhawan, for publication in daily news papers.
4. The C.M.O.H. Howrah
5. The S.D.O. Uluberia



6. The B.D.O., Uluberia -1
7. The Treasury Officer, Uluberia
8. The Executive Officer, Uluberia Municipality
9. The In-charge, I.T. Cell, Swasthya Bhawan, Kolkata. (with a request to publish on the Departmental Website of www.wbhealth.gov.in)
10. DEO, to display in website. SCCGMCH
11. Office copy

Sd/-
Principal 21.8.24.

Sarat Chandra Chattopadhyay
Government Medical College & Hospital
Uluberia, Ho.
Sarat Chandra Chattopadhyay Government
Medical College & Hospital
Uluberia, Ho.



PRE-QUALIFICATION APPLICATION

FORMAT (To be furnished in the Company's official letter pad with full address and contact no etc)

To
The Principal
Sarat Chandra Chattopadhyay Government Medical College & Hospital
Uluberia, Howrah-711316

Ref:

Tender for
(Name of work).....
e-N.I.T. No.: (Sl. No.)..... of O/o the Principal, Sarat
Chandra Chattopadhyay Government Medical College & Hospital.

Dear Sir,

Having examined the Statutory, Non-statutory & e-N.I.T. documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me/us on behalf of.....
in the capacity.....
duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached here with.

We are interested in bidding for the work(s) given in
Enclosure to this letter. We understand that:

- 1) Tender Inviting & Accepting Authority can amend the scope & value of the contract bid under this project.
- 2) Tender Inviting & Accepting Authority/Engineer-in-Charge reserve the right to reject any application without assigning any reason.

Enclosure(s): e-Filling

TECHNICAL BID:-

- 1) Statutory Documents.
- 2) Non Statutory Documents.

Date:.....

.....
Signature of Tenderer

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



ANNEXURE - 1

APPLICATION FORMAT (To be furnished in the Company's official letter pad with full address and contact no etc)

To
The Principal
Sarat Chandra Chattopadhyay Government Medical College & Hospital
Uluberia, Howrah 711316

Ref. I NIT No.

Sub:

Sir,

We have thoroughly read all the terms and conditions of this tender guideline and are ready to execute the said work/ works in accordance with that.

We further understand that you are not bound to accept the lowest or any bid you may receive against your above – referred tender enquiry.

We also understand that the tender selection committee reserves right to accept or reject any bid without assigning any reason thereof.

We confirm that we do not stand deregistered /banned/blacklisted by any Government Authorities/ Organization/Institution etc.

Brief of Court/ legal pending, if any, are following:

We would authorize and request any Bank, Person, Firm or Corporation to furnish pertinent information as deemed necessary and/ or as requested by you to verify this statement.

Signature of the bidder/authorized
Representative with Seal & Date