



WEST BENGAL MEDICAL SERVICES CORPORATION LTD.
(Wholly owned by the Government of West Bengal)
SwasthyaSathi, GN-29, Sector-V, Salt Lake, Kolkata-700 091.

NOTICE INVITING TENDER DOCUMENTS FOR

- 1. Annual maintenance for Sanitary & Plumbing works for all items (as per the requirement) under Govt. of West Bengal PWD schedule of rate for S & P Works (Volume-II) effective from 01/11/2017 with all latest corrigendum for Academic & Auditorium Building, Student (Girls & Boys) Hostels, Interns Hostel, Resident Doctors Hostel, Teaching Staff Quarter, Non-Teaching Staff Quarter, Nurse's Quarter, & Other service Buildings including the entire campus of Deben Mahata Government Medical College, Hatuara, Purulia***
- 2. Annual maintenance for Sanitary & Plumbing works for all items (as per the requirement) under Govt. of West Bengal PWD schedule of rate for S & P Works (Volume-II) effective from 01/11/2017 with all latest corrigendum for G+9 storied Super Specialty Hospital, Hatuara, Purulia and & Other service Buildings under this entity.***

(NIT Reference No. :- WBMSCL/NIT- 139/2021, Dated – 18/05/2021)

WEST BENGAL MEDICAL SERVICES CORPORATION LIMITED

(Wholly Owned by the Government of West Bengal)

Registered Office: SwasthyaSathi, GN-29, Sector-V, Salt Lake, Kolkata-700091

Phone: 033-4034-0300 ♦ Email: info@wbmsc.gov.in ♦ website: www.wbmsc.gov.in

NIT Ref No. :WBMSCL/NIT-139/2021

Dated :18/05/2021

Managing Director, West Bengal Medical Services Corporation Limited, SwasthyaSathi, GN-29, Sector-V, Kolkata - 700 091, invites e-tender for the works detailed in the table below

(Submission of Bid through online)

Sl. No.	Name of the work	Estimated Amount put to Tender (Rs.)	Earnest Money (Rs.)	Time of Completion	Eligibility of Contractor
1.	Annual maintenance for Sanitary & Plumbing works for all items (as per the requirement) under Govt. of West Bengal PWD schedule of rate for S & P Works (Volume-II) effective from 01/11/2017 with all latest corrigendum for Academic & Auditorium Building, Student (Girls & Boys) Hostels, Interns Hostel, Resident Doctors Hostel, Teaching Staff Quarter, Non-Teaching Staff Quarter, Nurse's Quarter, & Other service Buildings including the entire campus of Deben Mahata Government Medical College, Hatuara, Purulia	7,00,000/-	14,000/-	365 (three sixty-five) days	Intending bidders having Trade license in similar nature of job should produce credentials of a similar nature of completed work of the minimum value of (i) 40% of the estimated amount put to tender during last 5(Five) years prior to the date of issue of this tender notice or (ii) Two similar nature of completed work, each of the minimum value of 30% of the estimated amount put to tender during last 5(Five) years prior to the date of issue of this tender notice or (iii) One single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the 40% of the estimated amount.
2.	Annual maintenance for Sanitary & Plumbing works for all items (as per the requirement) under Govt. of West Bengal PWD schedule of rate for S & P Works (Volume-II) effective from 01/11/2017 with all latest corrigendum for G+9 storied Super Specialty Hospital, Hatuara, Purulia and & Other service Buildings under this entity.	8,00,000/-	16,000/-	365 (three sixty-five) days	

Note:

- For contract value exceeding 2.5 lakh deductions of TDS on GST is mandatory.
- Quoted rate must be inclusive of GST.
- Completion certificate should contain

- i) Name of work, ii) Name of Agency, iii) Amount put to tender, iv) TenderNo, v) Schedule month and year of commencement and completion as per the work order, vi) actual date of completion, vii) Gross value of the work done as per final bill.
- d) Payment will be made after getting the work done certificate & recommendation from the respective Site Engineer.
- e) The prospective bidders must have the credential(s) of satisfactory completion as a prime agency during the last 5(five) years from the date of issue of this Notice as mentioned in Eligibility criteria under authority of State/ Central Govt., State /Central Govt. undertaking/ Statutory Bodies Constituted under the Statute of the Central / State Govt.
- f) Payment certificates in lieu of credentials will not be accepted.
- g) Valid up to date clearance of Income Tax return / GST Registration Certificate/ Professional Tax Enrolment/latest Deposit Challan / P.T. (Deposit Challan) / Pan Card / License / Voter ID Card for self-identification to be accompanied with the Technical Bid Documents, Income Tax Acknowledgement Receipt for latest assessment Year to be submitted.
- h) The contractors who have been delisted or debarred by any government department shall not be eligible in anyway.
- i) Joint venture will not be allowed to participate in the above NIT.
- j) A prospective bidder participating in a single job either individually or as partner of a firm shall not be allowed to participate in the same job in any other form.
- k) 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. If found to have applied severally in a single job, all his applications will be rejected for that job.
- l) 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.
- m) Prevailing safety norms have to be followed so that LTI (Loss of time due to injury) is zero.
- n) No mobilization /secured advance will be allowed.
- o) Agencies shall have to arrange land for erection of Plant & Machineries, storing of materials, labour shed, laboratory etc. at their own cost and responsibility.
- p) Constructional Labour Welfare Cess @ 1 % (one percent) of the cost of construction will be deducted from every bill of the selected agency. GST, Royalty & all other Statutory Levy / Cess will have to be borne by the contractor. As the rates in the Schedule of rate are inclusive of GST & Cess as stated above.
- q) 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.
- r) The work is of URGENT in nature and agency entrusted for it shall have to complete the work within stipulated time without any failure.
- s) Refund of EMD: The Earnest Money of all the unsuccessful bidders, deposited online, shall be refunded in accordance with the Memorandum of the Finance Department vide No. 3975-F(Y) dated 28th July, 2016.(Refer "Annexure-I" in Bidders Guideline).

- t) Penalty for suppression / distortion of fact. Submission of false document by tenderer 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.
 - u) The Earnest Money may be forfeited if ; -
 - i) If the Bidder withdraws the Bid during the period of Bid validity.
 - ii) In case of successful Bidder, if the Bidder fails to execute formal agreement within the stipulated time period.
 - iii) During scrutiny, if it is come to the notice of tender inviting authority that the credential or any other document which were uploaded & digitally signed by the Bidder are incorrect /manufactured / fabricated.
 - v) The successful Bidder shall have to execute Formal Agreement with Managing Director, West Bengal Medical Services Corporation Limited within 7(Seven) days from the issuance of Provisional Work order.
 - w) Bank guarantee shall be accepted for the purpose of the security.
1. In the event of e-filing, intending bidder may download the tender documents from the website: <http://https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary Earnest Money will be deposited by the bidder electronically online through his net banking enabled bank account, maintained at any nationalized bank by generating NEFT/RTGS challan from the e-tendering portal and also to be documented through e-filing.

As per G.O. No. 1592 – F(Y) dated. 20.03.2014 of the Finance Deptt. of Govt. of West Bengal, in case of e-tendering, EMD/Bid security will have to be submitted as soft copy (scanned copies of the originals) along with the tender for instruments and in case of deposit of money it should compulsorily be deposited on – line by the bidders. The L1 bidder will submit the hard copy of the documents to the tender inviting authority with his acceptance letter of the LOI within specified time as mentioned in the letter of acceptance. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder.

2. Both Technical bid and Financial Bid are to be submitted concurrently duly signed digitally in the website <https://wbtenders.gov.in>
3. Dully filled in copies of **Section – II (Forms I to V)** in prescribed proforma with proper dated signature in the relevant spaces to be uploaded electronically.

Documents in support of the information furnished in **Forms I to V, must be attached/uploaded for evaluation and the file number & page number has to be indicated in the respective column of the Form.**

4.
 - i) On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
 - ii) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
 - iii) The EMD of the bidders disqualified at the technical evaluation will be refunded through an automated process to the respective bidders' bank accounts from which they made the payment transaction.

5. 4. The Financial Offer of the prospective Tenderer will be considered only if the Tenderer qualifies in the Technical Bid. The decision of the Managing Director, WEST BENGAL MEDICAL SERVICES CORPORATION LIMITED will be final and binding on all concerned and no challenge against such decision will be entertained.
6. In case of inadvertent typographical mistake found in the Specific Price Schedule of Rates i.e. Bill of Quantity (BOQ), the same will be treated as to be so corrected as to conform with the prevailing relevant Schedule of Rates and/or Technically Sanctioned Estimate.
7. Running payment for work may be made to the executing agency as per availability of fund. The executing agency may not get a running payment unless the gross amount of Running Bill stands at least 15% (fifteen percent) of the tendered amount. Provisions in Clause(s) 7, 8& 9 contained in W.B. Form No. 2911(ii) so far as they relate to quantum and frequency of payment is to be treated as superseded.
8. Bids shall remain valid for a period not less than 120 (one hundred twenty) days after the dead line date for Financial Bid submission.

9. Important Information:
DATE AND TIME SCHEDULE:

Sl. No.	Particulars	Date & Time
1	Date of uploading of NleT Documents (online)(Publishing Date)	20.05.2021 at 09.00 AM
2	Tender documents download start date (online)	20.05.2021 from 10.00 AM
3	Bid proposal submission start date (online)	26.05.2021 from 09.00 AM
4	Technical & Financial Bid proposal Submission end date(online)	02.06.2021 up to 01.00 PM
5	Bid opening date of Technical evaluation (online)	04.06.2021 at 01.00 PM
6	Bid opening date of Financial proposal	To be notified later

10. Cost of Tender Documents: **NIL** (As per Notification of the Secretary, Public Works Department, CRC Branch, Government of West Bengal vide No. 199-CRC/2M-10/2012 dated: 21/12/2012 communicated by the Technical Secretary, Public Works Department, Government of West Bengal that the intending tenderers shall not have to pay the cost of tender documents for the purpose of participating in e-tendering.)
11. Earnest Money: The amount of Earnest Money is to be submitted Online through his net banking enabled bank account, maintained at any nationalized bank by generating NEFT/RTGS challan from the e-tendering portal and also to be documented through e-filing. The process of deposit of earnest money through offline instruments like Bank Draft, Pay Order etc. will be stopped for e-tender procurement of this office wef. 01.09.2016.

Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of L1 and L2 bidders will be refunded through an automated process to the respective bidders' bank accounts from which they made the payment transaction. If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process to his bank account from which he made the payment transaction.

The earnest money of the successful bidder (being converted to security deposit) deposited, will remain under the custody of the department till satisfactory completion of the work in full including extended quantity if ordered for. Besides this, necessary percentages shall be deducted from the

progressive bids so as to make it 3% (Three percent) of the value of work billed for as per memorandum no. 201-F(Y) dated 18th January 2021.

12. 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 of visiting the site shall be at his own expense.
13. 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 Managing Director, WEST BENGAL MEDICAL SERVICES CORPORATION LIMITED 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 Tenderer at the stage of Bidding.
14. The intending bidders are required to quote the rate online only. No offline tender will be entertained.
15. If more than one Bidder quoted same rate and which are found lowest at the time of opening, such similar multiple rates will not be entertained / accepted. Lowest offer will be ascertained by sealed bid amongst the lowest bidders.
16. 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 other notification thereof or any other laws relating thereto and the rules made and order issued there under from time to time.
17. During the scrutiny, if it comes to the notice of the tender inviting authority that the credential(s) and/or any other paper(s) of any bidder is / are incorrect/ manufactured/fabricated, that bidder(s) will not be allowed to participate in the tender and that application will be rejected outright.
18. The Managing Director, WBSMCL 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.
19. List of "Technically Qualified Bidders" will be published in the web portal only. Financial Bid will be opened within a short period after such publication. Therefore, Bidders are requested to view the tender status on a regular basis.
20. In case of any objection regarding prequalifying an Agency, that should be lodged to the Managing Director, WEST BENGAL MEDICAL SERVICES CORPORATION LIMITED within 1(one) day from the date of publication of the list of qualified agencies and beyond that time schedule no objection will be entertained.
21. 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 manufactured or false, the work order will not be issued in favour of the said Tenderer.
22. If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence;-
 - a) Notice Inviting Tender
 - b) Special Terms and Conditions
 - c) Financial Bid
 - d) Schedule of Works

All works covered in the clause appearing hereinafter shall be deemed to form a part of the appropriate item or items of works appearing in the work schedule whether specifically mentioned in any clause or not and the rates quoted shall include all such works unless it is otherwise mentioned that extra payment will be made for particular works.

23. Schedule of Rates applicable for execution of the work : **Current P.W.D.'s Schedule of Rates for S & P Works (Volume-II)** withall Addenda & Corrigenda.
24. As per memorandum no. 4608-F(Y) dated.18.07.2018 of Finance Department Govt. of West Bengal, the successful bidder will have to submit Additional Performance Security @10% of the tendered amount, if the accepted bid value is 80% or less of the estimated amount put to tender. The Additional Performance Security shall be submitted in the form of Bank Guarantee from any Scheduled Bank before issuance of the Work Order. If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other necessary actions as per NIT like blacklisting of the contractor, etc, may be taken. The Bank Guarantee shall have to be valid upto end of the Contract Period and shall be renewed accordingly, if required. The Bank Guarantee shall be returned immediately on successful completion of the Contract. If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the pendency of the contract period after serving proper notice to the contractor. Necessary provisions regarding deduction of security deposit from the progressive bills of the contractor as per relevant clauses of the contract shall in no way be altered/affected byprovision of this Additional Performance Security.

Intending tenderers are required to submit online attested/self-attested photocopies of valid enlistment renewal certificate, valid partnership deed (in case of partnership firm), current Professional Tax Deposit Challan / Professional Tax Clearance Certificate, PAN Card, Trade License from the respective Municipality, Panchayet etc. (in case of S & P Contractors only), [Non statutory documents]

In case of Registered Unemployed Engineers' Co-operative Societies and Registered Labour Cooperative Societies, attested photocopies of documents of credentials showing satisfactory completion of a single work in any Government Department commencing on or after 01.04.2009 of value not less than 40% of the Estimated Cost of the work applied for, 'Certificate of Registration' from the respective Assistant Registrar of Co-operative Societies, Professional Tax Deposit Challan / Professional Tax Clearance Certificate, PAN Card, must be submitted online. Payment certificates in lieu of credentials will not be accepted. [Non statutory documents]

The intending tenderer is required to quote the rate in figures as well as in words as percentageabove / below than or at par with the relevant price schedule of ratesas per the FORM-V in Section-II

Conditional / incomplete quotation will not be entertained.

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 this criterion while quoting their rates.

If any tenderer withdraws his offer before acceptance or refuse within a reasonable time without giving any satisfactory explanation for such withdrawals, he shall be disqualified from submitting tender to WEST BENGAL MEDICAL SERVICES CORPORATION LIMITED for a minimum period of 1(one) year.

Tax and other deductions shall be made as below:

- i) GST will be deducted as applicable.
- ii) Cess @ 1% (One Percent) of the cost of construction works will be deducted from the bills of the contractors on all contracts awarded on or after 01.11.2006 in pursuance with G.O. No. 599A/4M-28/06 dated 27.09.2006.
- iii) 2% (Two percent) Income Tax of the cost of construction work will be deducted from the bill.
- iv) Security Money deposit @ 1% (One Percent) will be deducted from the progressive bills in addition to the earnest money to make a total deposit of 3%(Three Percent) of the value of work executed.

- Modification in the West Bengal Form No.: 2911/2911(i)/2911(ii) Clause 17 of CONDITIONS OF CONTRACT of the Printed Tender Form shall be substituted by the following vide Govt. Notification No 5784-PW/PW/L&A/2M-175/2017 dated 12.09.2017:

'Clause 17 - If the contractor or his workmen or servants or authorized representatives shall break, deface, injure, or destroy any part of building, in which they may be working, or any building, road, road-curbs, fence, enclosure, water pipes, cables, drains, electric or telephone posts or wires, trees, grass or grassland or cultivated ground contiguous to the premises, on which the work or any part of it is being executed, or if any damage shall happen to the work from any cause whatsoever or any imperfection become apparent in it at any time whether during its execution or within a period of three months or one year or three years or five years, as the case may be (depending upon the nature of the work as described in the explanation appended hereto) hereinafter referred to as the Defect Liability Period, from the actual date of completion of work as per completion certificate issued by the Engineer-in-Charge, the contractor shall make the same good at his own expense, or in default, the Engineer-in-Charge may cause the same to be made good by other workmen and deduct the expense (of which the certificate of the Engineer-in-Charge shall be final and binding on all concerned) from any sums, whether under this contract or otherwise, that may be then, or at any time thereafter become due to the contractor from the Government or from his security deposit, either full, or of a sufficient portion thereof and if the cost, in the opinion of the Engineer-in-Charge (which opinion shall be final and conclusive against the contractor), of making such damage or imperfection good shall exceed the amount of such security deposit and/or such sums, it shall be lawful for the Government to recover the excess cost from the contractor in accordance with the procedure prescribed by any law for the time being in force.-

Provided further that the Engineer-in-Charge shall pass the "Final Bill" and certify thereon, within a period of thirty days with effect from the date of submission of the final bill in acceptable form by the contractor, the amount payable to the contractor under this contract and shall also issue a separate completion certificate mentioning the actual date of completion of the work to the contractor within the said period of thirty days. The certificate of the Engineer-in-Charge whether in respect of the amount payable to the contractor against the "Final Bill" or in respect of completion of work shall be final and conclusive against the contractor. However, the security deposit of the work held with the Government under the provision of clause 1 hereof shall be refundable to the contractor in the manner provided here under:-

- (a) For work with three months Defect Liability Period:
 - i) Full security deposit shall be refunded to the contractor on expiry of three months from the actual date of completion of the work.
- (b) For work with one year Defect Liability Period:
 - i) Full security deposit shall be refunded to the contractor on expiry of one year from the actual date of completion of the work.
- (c) For work with three years Defect Liability Period:
 - i) 30% of the security deposit shall be refunded to the contractor on expiry of two years from the actual date of completion of the work;
 - ii) The balance 70% of the security deposit shall be refunded to the contractor on expiry of three years from the actual date of completion of the work;
- (d) For work with five years Defect Liability Period:
 - i) No security deposit shall be refunded to the contractor
 - ii) for 1st 3 years from the actual date of completion of the work;
 - iii) 30% of the security deposit shall be refunded to the contractor on expiry of four years from the actual date of completion of the work;
 - iv) The balance 70% of the security deposit shall be refunded to the contractor on expiry of five years from the actual date of completion of the work;

Explanation :

The word 'work' means and includes building work, road work, drain work, sanitary and plumbing work and/or any other work contemplated within the scope and ambit of this contract. For

- i) The work of patch repair or patch maintenance in nature or a combination thereof, the Defect Liability Period of the work shall be three months from the actual date of completion of the work.
- ii) Thorough Bituminous Surfacing work with bituminous thickness less than 40 mm, Repair & Rehabilitation of any road / bridge / culvert / building / Sanitary & Plumbing work, the Defect Liability Period of the work shall be one year from the actual date of completion of the work;
- iii) Extension of building / bridge / culvert, Construction of new flexible pavement up to bituminous level which has been designed for a period of 3 years or more, Widening and strengthening of flexible pavement designed for a period of 3 years or more, Improvement of riding quality / Strengthening of flexible pavement designed for a period of 3 years or more; Providing only mastic asphalt layer over existing bituminous surface without providing bituminous profile corrective course / bituminous base course, the Defect Liability Period of the work shall be three years from the actual date of completion of the work;
- iv) Construction of new building / new bridge / new culvert, Reconstruction of building / bridge / culvert including construction of approach roads for bridge / culvert, Construction of rigid pavement, Reconstruction of rigid pavement, Construction of new flexible pavement covered by mastic work which has been designed for a period of 5 years or more, Widening and strengthening of flexible pavement covered by mastic work which has been designed for a period of 5 years or more, Improvement of riding quality / Strengthening of flexible pavement covered by mastic work which has been designed for a period of 5 years or more, the Defect Liability Period of the work shall be five years from the actual date of completion of the work;

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 the Government.

Clause-25 of the conditions of contract of the West Bengal Form No. 2911/2911(ii) may be treated to be omitted and there is no provision for arbitration for resolution of disputes that may arise out of the contracts to be entered into by the Department with the contractors for the purpose of carrying out execution of public works as per G.O No. 558/SPW dated 13-12-2011 of P.W.D.

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) Rules, 2004.
- 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 criterion 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.

INSTRUCTION TO BIDDERS

SECTION – I

1. General guidance for e-Tendering

Instructions/Guidelines for tenders 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, through logging on to <https://wbtenders.gov.in> the contractor is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature certificate (DSC)

Each contractor is required to obtain a class-I, class-II or Class-III 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 details are available at the Web Site stated in Clause-2 of Guideline to Bidder DSC is given as a USB e- Token.

3. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. 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.

5. Submission of Tenders

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).

6. Eligibility to Participate

- i. Bidders must have valid trade license without which no bidder will be allowed to participate.
- ii) Bidder must have valid PAN, ESI, EPF registration without which no bidder will be allowed to participate.
- iii) Bidders not fulfilling the eligibility criteria need not to participate and in the event of their participation without being fulfilling the eligibility criteria, their bids will summarily be rejected.

A. Technical proposal

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

A-1. Statutory Cover file Containing

- i) Earnest money (EMD) as prescribed in the NIT against each of the serial of work in favour of the Managing Director, West Bengal Medical Services Corporation Limited.
- ii) Tender form No. 2911(ii) & 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. In case of Quoting any rate in 2911(ii) the tender is liable to summarily rejected).

A-2. Non statutory / Technical Documents

- i) Professional Tax(PT) deposit receipt challan for the financial year 2017-18, Professional Tax clearance certificate, Pan Card, Income Tax Return, Certificate of provisional registration of GSTIN and valid Trade Licence.
- ii) Registered Deed of partnership Firm/ Article of Association & Memorandum
- iii) Registration Certificate and Clearance Certificate issued by the Assistant Register of Cooperative Society (ARCS) bye laws are to be submitted by the Registered labour Co-Operative Society/ Engineer's Co operative Society.
- iv) Requisite Credential Certificate for completion of at least one similar nature of work under the authority of State/ Central Govt. having a magnitude of at least 40(forty) percent of the Estimated amount put to tender during the last 3(three) years prior to the date of issue of this NIQ is to be furnished in applicable cases.
- v) Valid Service Tax Registration should possess by the tenderer.
- vi) Individual deposit Challan (upto date) of Employees' Provident Fund & Employees' State Insurance.

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 ARRANGE 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
A.	CERTIFICATES	CERTIFICATES	1. Certificate registration of GSTIN. 2. PAN 3. P. Tax (Challan) (2018-19 to 2020-21) 4. Latest IT Receipt 5. IT-Return for last three years 6. Trade Licence
B.	Company Details	Company Details -I	1. Proprietorship Firm (Trade License in civil works) 2. Partnership Firm (Partnership Deed, Trade License in civil works) 3. Society (Society Registration copy, Trade License in civil works) 4. Registration Certificate from ARCS
C.	Credential (in applicable cases)	Credential 1 Credential 2	Documents of Credentials as per Notification No. 03-A/PW/O/10C-02/14 Dated :12.03.2015 For –1st call of NleT (i) Intending tenderers should produce credentials of a similar nature of work of the minimum value of 40% of the estimated amount put to tender during 5(Five) years prior to the date of issue of this tender notice; or, (ii) Intending tenderers should produce credentials of 2(Two) similar nature of work, each of the minimum value of 30 % of the estimated amount put to tender during 5(Five) years prior to the

			date of issue of this tender notice;or (iii) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 80% or more and value of which is not less than the desired value at (i) above; In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the Tender. In the required certificate it will be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executing agency, i.e. the tenderer. For – 2nd call of NleT (i) Intending tenderers should produce credentials of a similar nature of work of the minimum value of 30% of the estimated amount put to tender during 5(Five) years prior to the date of issue of this tender notice;or, (ii) Intending tenderers should produce credentials of 2(Two) similar nature of work, each of the minimum value of 25 % of the estimated amount put to tender during 5(Five) years prior to the date of issue of this tender notice;or (iii) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 75% or more and value of which is not less than the desired value at (i) above; In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the Tender. In the required certificate it will be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executing agency, i.e. the tenderer. For – 3rd call of NleT (i) Intending tenderers should produce credentials of a similar nature of work of the minimum value of 20% of the estimated amount put to tender during 5(Five) years prior to the date of issue of this tender notice;or, (ii) Intending tenderers should produce credentials of one single running work of similar nature which has been completed to the extent of 70% or more and value of which is not less than the desired value at (i) above; In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned Executive Engineer, or equivalent competent authority will be eligible for the Tender. In the required certificate it will be clearly stated that the work. Payment Certificate will not be treated as
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			Credential.
D.	Financial (If necessary)	Work in hand	1. Authenticated
		Payment certificate – 1 Payment certificate - 2	Only payment certificates not the TDS certificate.
	2017-2018	P & L and Balance sheet	Profit & Loss and Balance sheet
	2018-2019	P & L and Balance sheet (with annexure)	Profit & Loss and Balance sheet
	2019-2020	P & L and Balance sheet (with annexure)	Profit & Loss and Balance sheet

Opening of Technical proposal: -

- i) Technical proposals will be opened by the Managing Director, West Bengal Medical Services Corporation Limited and his authorized representative electronically from the web site stated using their Digital Signature Certificate.
- ii) Intending tenderers may remain present if they so desire.

Opening of 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 in the manner (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.

The eligibility of the Bidder will be ascertained on the basis of document submitted / uploaded & digitally signed in support of the minimum criterion as mentioned above. If any document submitted / uploaded by the Bidder is either manufactured or false the eligibility of Bidder will be outrightly rejected at any stage without prejudice and action will be taken as per stipulation of IT Rules in force.

Sd/-
Managing Director
West Bengal Medical Services Corporation Limited

INSTRUCTION TO BIDDERS

SECTION-II FORM-I

B.1. PRE-QUALIFICATION APPLICATION.

To
Managing Director,
West Bengal Medical Services Corporation Limited

Ref:-Tender for _____
_____ work

N.I.T. No: WBMSCL/NIT-139/2021, Dated -18/05/2021 of West Bengal Medical Services Corporation Limited

Dear Sir,

Having examined the Statutory, Non statutory, Instruction to Bidders & NIT documents along with its Agenda & corrigendum, 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 herewith. We are interested in bidding for the work(s) given in Enclosure to this letter. **We understand that:**

- (a) Tender Inviting & Accepting Authority/Engineer-in-Charge can amend the scope & value of the contract bid under this project.
- (b) Tender Inviting & Accepting Authority/Engineer-in-Charge reserve the right to reject any application without assigning any reason.
- (c) **Enclo:- e-Filling:-**
- (d) 1. Statutory Documents.
- (e) 2. Non Statutory Documents.

Date:-Signature of applicant

Including title and capacity in which application is made.

SECTION-II

FORM-II

B.3. STRUCTURE AND ORGANISATION.

B.3.1. Name of applicant: _____

B.3.2. Office Address: _____

Telephone No.: _____

Fax No. : _____

E-mail ID : _____

B.3.3. Name & address of Bankers: _____

B.3.4. Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data.

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation,

Date:

Signature of applicant.

Including title and capacity in which application is made.

SECTION-II

FORM -III

B.4. EXPERIENCE PROFILE.

B.4.1. Name of the Firm: _____

B.4.2. LIST OF PROJECTS COMPLETED THAT ARE SIMILAR IN NATURE TO THE WORKS HAVING MORE THAN 40% OF THE PROJECT COST EXECUTED DURING THE LAST FIVE YEARS.

Name, Location & nature of work	Deptt. Concern	Engineerin-Charge	Contract price in Indian Rs.	% of Participation of company	Original Time Schedule		Actual Time Schedule		Reasons for delay in completion (if any)
					Start Date	Completion Date	Start Date	Completion Date	

Note: a) Certificate from the Employers to be attached

b) Non-disclosure of any information in the Schedule will result in disqualification of the firm.

Date:

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

[Print out in Agency's Letter head & upload the filled proforma with digitally signed as stated below]

SECTION-II

FORM -IV

DECLARATION BY THE TENDERER

I/We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I /We have carefully gone through the Notice Inviting Tender and other tender documents mentioned therein along with the drawing attached. I/We have also carefully gone through the 'Priced schedule of Probable Items and Quantities'.

My/Our tender is offered taking due consideration of all factors regarding the local site conditions stated in this Detailed Notice Inviting Tender to complete the proposed work referred to above in all respects.

I/We promise to abide by all the stipulations of the contract documents and carry out and complete the work to the satisfaction of the department.

I/We declare that I/We in the capacity of individual/ as a partner of a firm not debarred in the last financial year.

I/We also agree to procure tools, plants and others as per requirement, at my/our cost required for the work.

Signature of

Tenderer **Date :**

Postal address of the Tenderer

Name of the Firm with Seal

SECTION-II

FORM -V

SL No	Description of Item	Quantity	Unit	Rate (Rs)	Amount (Rs.)
Annual maintenance for Sanitary & Plumbing works for all items (as per the requirement) under Govt. of West Bengal PWD schedule of rate for S & P Works (Volume-II) effective from 01/11/2017 with all latest corrigendum for Academic & Auditorium Building, Student (Girls & Boys) Hostels, Interns Hostel, Resident Doctors Hostel, Teaching Staff Quarter, Non-Teaching Staff Quarter, Nurse's Quarter, & Other service Buildings including the entire campus of Deben Mahata Government Medical College, Hatuara, Purulia					
1.1	All items under Govt. of West Bengal PWD schedule of rate for S & P Works (Volume-II) effective from 01/11/2017 with all latest corrigendum. *Payment will be made as per the site measured quantity of each executed items [A]. **Rate of each items shall be in accordance with the quoted rate i.e. % (Less/At Par/Above) of the above mentioned schedule of rate [B]. *** Bill Amount = $\sum (A \times B)$ ****Annual cumulative bill amount of executed items must be within the mentioned amount.	1	As mentioned in the PWD Schedule of Rate for each items	7,00,000.00	7,00,000.00
Total =					7,00,000.00
In Figure:					
Note: Rate should be inclusive of all taxes.					

SL No	Description of Item	Quantity	Unit	Rate (Rs)	Amount (Rs.)
Annual maintenance for Sanitary & Plumbing works for all items (as per the requirement) under Govt. of West Bengal PWD schedule of rate for S & P Works (Volume-II) effective from 01/11/2017 with all latest corrigendum for G+9 storied Super Specialty Hospital, Hatuara, Purulia and & Other service Buildings under this entity.					
1.1	All items under Govt. of West Bengal PWD schedule of rate for S & P Works (Volume-II) effective from 01/11/2017 with all latest corrigendum. *Payment will be made as per the site measured quantity of each executed items [A]. **Rate of each items shall be in accordance with the quoted rate i.e. % (Less/At Par/Above) of the above mentioned schedule of rate [B].	1	As mentioned in the PWD Schedule of Rate for each items	8,00,000.00	8,00,000.00

	*** Bill Amount = $\sum (A \times B)$ ****Annual cumulative bill amount of executed items must be within the mentioned amount..				
Total =					8,00,000.00
In Figure:					
Note: Rate should be inclusive of all taxes.					

Quoted rate in figures % (Less/At Par/Above) amounting Rs.

Quoted rate in Words percent (Less/At Par/Above) amounting

Rupees

Date:

Signature of applicant

Including title and capacity in which application is made.

Name of the Firm with Seal