

Government of West Bengal
Office of the Principal
Nil Ratan Sircar Medical College
Kolkata – 700014; Phone: 033-2286-0033
Website: www.nrsmc.edu.in; e-mail: principalnrsmc@gmail.com

Memo No. NMC/STORE/ 199

Dated: 13.01.2025

Notice Inviting E-Tender for Operation and Maintenance of Night Shelter (Ratri Nivas) in the premises of NRS Medical College Kolkata-700014 .
(Through Pre-qualification)
NIT No: 56/24-25
(Submission of Bid through NIC e- tender portal)

The Principal, Nil Ratan Sircar Medical College, Kolkata – 700014, is going for e-Tender on behalf of the Health & Family Welfare Department, Government of West Bengal for selection of agency for Operation and Maintenance_of Night Shelter(Ratri Nivas) in the premises of NRS Medical College Kolkata-700014 . Necessary earnest money to be submitted for participation in the Tender is appended in the table below. Exemption of EMD is applicable to agencies having valid, item specific certificate issued by appropriate authority of Govt. of West Bengal.

1)

Sl. No	Name of service	Earnest Money
1	Operation and Maintenance of Night Shelter (Ratri Nivas)	Rs. 10000.00

1. Term & Condition

- i. The minimum quarterly fees are being fixed to (other than rent and electric charge) Rs. 2,00,000/- . The selection will be done on the basis of the highest rate mentioned in BOQ. The quarterly fees will be deposited on quarterly basis to the account section of the Hospital
- ii. The Service Provider must agree to pay the electric charges separately as per actual consumption as per reading displayed on sub meter. It is also to be mentioned here that the present electric consumption charge is Rs. 30000/- per month.
- iii. The agency has to keep open the facility for 24 hrs. X 7 days a week with manning by at least one male & one Female attendant per shifts (in the female section , posting of one female attendant & in the male section , posting of one male attendant need to be deployed) in each floor. Simultaneously a male sweeper and a Female sweeper must be deployed in each shift. This is a mandatory precondition.
- iv. The authority will have the sole absolute control of such let out facilities during the tendered period in all respect and the concerned agency has to inform and seek permission from the authority in case of any alteration , addition and omission of duties , service , place , timing etc.
- v. This tender for Operation and Maintenance of Night Shelter (Ratri Nivas) is valid for three years subject to satisfactory of each year. The validity may be extended for another maximum two years with an increase of 10% of the bid value subject to satisfactory service.
- vi. The bidder must have an experience of at least 5 years to run the same type of unit (70 bedded) in Central Govt./State Govt. /Autonomous Institution
- vii. The selected agency may collect the charge of Rs. 90/- per candidate for staying at night shelter for 24 hours.

1A. General Instructions:

In the event of e-filing, intending bidder may download the tender documents free of cost from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate or from the Health & Family Welfare Department's website www.wbhealth.gov.in.

2. Submission of Bids:

Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed, in the website <http://wbtenders.gov.in>. All papers must be submitted in English language.

3. Time Schedules:

The time schedule for obtaining the bid documents, pre bid meetings, registration with the tendering authorities, the submission of bids and other documents etc. will be as per **the list provided in clause no 21** as given below. Bidder are instructed to wait for uploading any corrigendum arising during pre bid meeting, before submitting their bid online

4. ELIGIBLE BIDDERS.

Tenderer must have minimum experience of 1 year in Govt./Semi Govt./Private organization for such type of work (dormitory) or self-owned valid business.

4A. VISIT TO DEPARTMENT:-

The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor (supplier) has undertaken a visit to this office and is aware of the operational conditions prior to the submission of the quotation documents.

5. Submission of Tender:

The tender is to be submitted in Two Bid System (Technical Bid or Bid A & Financial Bid or Bid B).

(A) Technical Bid or Bid A:

"BID A": PART I

File containing Technical Bid only - single file with multiple scanned pages containing Statutory and My documents separately.

(a) STATUTORY Cover containing the following documents:

(SINGLE FILE MULTIPLE PAGE SCANNED)

Essential Requirements of the Tendering Firm for participation" shall contain all papers related to the essential requirements of the Renderer for participation in the tender viz.

Sl. No.		Page no
1	Duly filled in CHECK LIST in the prescribed format. Page number of documents must be mentioned in the check list before uploading the same.	
2	Application in the prescribed format given in Annexure I	
5	No conviction certificate in the form of an Affidavit as per Annexure-II	
6	A Proof of submission of applicable EMD	

(b) NON STATUTORY/MY DOCUMENTS Cover Containing the following documents:
Essential Requirements of the Tendering Firm for participation” shall contain all papers related to the essential requirements of the Renderer for participation in the tender viz.

Sl. No.	Category	Sub Category	Sub Category Description	Page No
A	Certificates	A1. Certificates	PAN Card of the authorized signatory	
			Professional Tax Registration certificate	
			GST Registration certificate	
B		C2 : CREDENTIAL 2	Food License	
C.	FINANCIAL INFO	PAYMENT CERTIFICATE 1	Income Tax Returns submitted for the last three years	
		Audited P/L & BALANCE SHEET		
			P/L & Balance sheet of the last three years	

BID A”: PART II

Technical specifications of Instrument (in PDF/Excel format. Must mention Make, Model, exact features of the offered item against each point given in the specification chart). **Improper filling &/or suppression of facts/false statement will lead to disqualification and penalty in the form of permanent black listing.**

(B) Financial Bid B

COVER “B”: Separate file containing financial document only.

(a) Financial Bid: BOQ in INR (in excel sheet)

The folder marked as “Financial Bid” shall contain all inclusive price in INR only and should include base price along with the cost of allied works and services which are to be undertaken.

The Tenderers are not required to submit the hard copies of Cover A (Transaction document of EMD , General Documents and Technical Specifications) .

6. Evaluation of Tender:

During tender evaluation process, "Bid A" will be opened first. Those tenderers who would qualify the Statutory & Non-Statutory requirements on the basis of technical and commercial documents will be identified and "Bid B" i.e. financial bid of only those qualified bidders will be opened. Verification of hard copies of the audited balance sheet and Profit & Loss Accounts of the Tenderers for the last three years will be made if deemed necessary before opening the Financial Bid (Bid B) of the technically qualified bidders. If found suitable on the basis of above pre-qualification, the tenderer quoting the lowest rate, will be considered as successful.

7. Earnest Money:

The earnest money of the tenderer is liable to be forfeited if the tenderer withdraws his tender as a whole or for any particular item or items at any stage after opening of the tender or fails/refuses to enter into written agreement for any or all of the items of his accepted bid within the time specified when requested to do so or fails to furnish Performance Bank Guarantee within the stipulated time. **EMD should be deposited online in the Pooling Account of Government of West Bengal maintained at ICICI Bank, RN Mukherjee Road Branch in the manner as prescribed in Government Order no. 3975-F(Y) dated 28/07/2016. (Order copy is available at the site-www.wbfin.nic.in)** Hard copy of Bid A should reach the office on or before the stipulated date as mentioned in clause 23.

8. Rate:

The price is to be quoted in INR only including cost of insurance, entry tax, packaging, forwarding, delivery charges, clearing charges and installation of the new instrument. The basic rate should be furnished inclusive of Transportation Cost, Insurance, Testing Charges, Incidental Charges etc. but excluding GST and any other applicable taxes etc. which should be quoted separately in the template for Bill of Quantities (BOQ).

9. Appeal:

Appeal against the decision of the Principal, Nil Ratan Sircar Medical College, Kolkata and then to impose such a penalty will lie with Tender Selection Committee. Review against the decision of the Tender Selection Committee (TSC) will lie with Health & F.W. Dept. of the Govt. of W.B. The Special Secretary/Secretary/Principal Secretary will be the appellate authority within the Department of Health & Family Welfare, Government of West Bengal. Before imposing any penalty as per clauses 20, 21 and 22 the concerned supplier may appeal to the authority citing the proper reasons for non- imposing the penalty as stated.

10.A) Validity Period of Bid:

Bids shall remain valid for a period of 03 (three) years from the date of online submission of bid.

10.B) Validity Period of Bid price:

The bid price shall remain valid for a period of 3 (three) years from the date of signing of the contract.

11. Dates & Information:

S. No	Items	Dates
1	Date of uploading of N.I.T. Documents (online) from this end.	17.01.2025, 5.00 P.M.
2	Documents download start date (Online)	17.01.2025, 5.00 P.M.
3	Date of hoisting of documents at Departmental Website (www.wbhealth.gov.in)	17.01.2025, 5.00 P.M.
4	Date of Pre Bid Meeting and workshop with the intending bidders at the office of the Principal of NRS Medical College	21.01.2025, 12.30 P.M.
5	Bid Submission starting (On line)	22.01.2025, 4.00 P.M. onwards
6	Bid Submission closing (On line)	6.02.2025, 4.00 P.M.
7	Bid opening technical bid(online) (Bid A)	8.02.2025, 4.00 P.M.
8	Date of uploading list for Technically Qualified Bidder (online)(Bid A)	10.02.2025 10 A.M. onwards.
9	Date & for opening of Financial Proposal (Bid B) (Online)	To be declared later
10	Date of uploading of list of bidders along with the approved rate	To be declared later

Principal, Nil Ratan Sircar Medical College, Kolkata, reserves the right to change the above schedule in case of any exigencies after putting up a notice in the departmental website and Notice Board of N R S Medical College, Kolkata.

12. Validity of Tender:

- i. The tender will remain valid up to ~~3 (Three)~~ year from the date of opening of the financial bid of tender **which can be extended for a period of 6 months**. Any objection raised by any bidder in this respect will not be entertained. No informal tenderer will be entertained in the bid further.
- ii. During the scrutiny, if it comes to the notice of tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.
- iii. Prospective bidders must take training from authorized agencies before submission of their bids.
- iv. The Tender Selection Committee reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

19. NO- CONVICTION CERTIFICATE:

No conviction certificate in the form of An Affidavit is to be submitted in the prescribed Pro-forma as Annexure-IV attached herewith from Notary Public/ Judicial Magistrate/Executive Magistrate.

by
13/01/25

MSVP
NRS Medical College & Hospital
Kolkata-14

Pr
13.01.25

Principal
NRS Medical College
Kolkata-14
A

CHECK LIST (MUST BE PROPERLY FILLED)

NOTE: For Non applicability for some documents please mention "NA" in the check list. Must be mention page number in the check list.

S. No	Item	PI put tick or NA	Page No.
1	Application submitted in Annexure I		
3	No conviction certificate in the form of an Affidavit as per Annexure-II.		
4	Income Tax Returns submitted for the last Assessment years		
5	GST Registration certificate(not provisional)		
6	PAN Card of the organization and authorized signatory.		
7	P/L & Balance sheet of last years		
10	The Service Provider must agree to pay rent for Kitchen and service area is Rs.30 /- Per month per sq ft. (Declaration)		
11	The Service Provider must agree to pay rent for specified space per month on or before 10th of ensuing month from the date of signing of the agreement. (Declaration)		
12	The Service Provider must agree to pay the electric charges separately as per actual consumption(Declaration)		
12	A Proof of submission of applicable EMD		

ANNEXURE-I

APPLICATION FORMAT

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

To The Principal, Nil Ratan Sircar Medical College, Kolkata-700014.

Sub: Tender No.-----Dt.------(Name of the work)----- Nil Ratan Sircar Medical College, Kolkata-700014.

Ref:-

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.....

In the capacity of.....duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.

2. We accept the terms and conditions as laid down in the NIT mentioned above and declare that we shall abide by it for throughout the tender period and its extensions, if any.

3. We are offering rate for the following item /items and assured supply to the Health & Family Welfare Department, Government of West Bengal as per Table-1 (Instrument Specification)

4. a. We propose that the order and bill should be raised in our name.

For liasoning, we have appointed M/S having its office at (Address, contact no and e mail address) as C&F agent /Liasoner /Contact person/..... Others (strike out whichever is not applicable) as per clause of the NIT

b. The agreement between ourselves and the distributor/C&F/Liasoner & other documents as prescribed is attached in annexure III

5. In the event of being selected, supply will be made within the stipulated period excepting the condition which is beyond our control.

6. We understand that:

(a) Tender Selection Committee/ H&FW Dept can amend the scope & value of the contract bid under this project.

(b) Tender Selection Committee/ H&FW Dept reserves the right to reject any application without assigning any reason.

Date :-

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

Contact details -

Mobile:

E mail ID:

ANNEXURE-II

Draft Affidavit Proforma
(Notarized on Rs. 100 Stamp Duty)

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:

- a. That I am not under conviction of any offence making myself liable to be disqualified to supply of Surgical Equipments/Instruments etc. to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
- b. My Firm has not been blacklisted at present as a whole or for any item/ items as quoted in this tender by any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States in India.
- c. That no case is pending against me or against my Firm in any criminal court of law in connection with the supply of Surgical/hospital equipment/Instruments to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, pl state the details).
- d. *That, I declare that the item or items quoted by me confirms the specification given in the NIT document or higher standard relating to the specification is provided.*
- e. The duly authenticated Technical Data Sheet is uploaded conforming to the prescribed standard.
- f. 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.
- g. 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

Principal
NRS Medical College
Kolkata-14