

**BID DOCUMENTS INCLUDING
TERMS AND CONDITIONS
FOR E-TENDER FOR
REPAIRING WORKS OF STEEL
& WOODEN HOSPITAL
FURNITURE FOR
NRS MEDICAL COLLEGE &
HOSPITAL
FOR THE PERIOD 2024-2027**

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Government of West Bengal
Health & Family Welfare Department
Office of the Medical Superintendent cum Vice Principal
N.R.S Medical College & Hospital
138, A.J.C Bose Road Kolkata-14
E-mail: msvpnrsmch@gmail.com

NOTICE INVITING E-TENDER FOR REPAIRING WORKS OF STEEL & WOODEN HOSPITAL FURNITURE AT N.R.S MEDICAL COLLEGE & HOSPITAL FOR THE PERIOD FROM 2024-2027.

(Through Pre-qualification)

(Submission of Bid through NIC e-tender portal)

NIT No: 59

Kolkata, Dated:22/02/2024

The Medical Superintendent cum vice Principal having his office at NRS Medical College & Hospital, Kolkata-14 invites E-Tender from eligible and qualified bidders for repairing works of steel and wooden hospital furniture at NRS MC&H for the period of 2024-2027 . Exemption of EMD is applicable to agencies having valid, item specific certificate issued by appropriate authority of Govt. of West Bengal.

Section – I

Date & Time schedule of Tender:

Sl. No.	Particulars	Date & Time
1	Date of Publishing NIT Document(online)from this end	07/03/2024, 5 P.M
2	Documents download starting date(Online)	07/03/2024, From 5 P.M.
3	Date of hosting of documents at Departmental Website(www.wbhealth.gov.in)	07/03/2024, 5 P.M.
4	Date of pre Bid (offline) meeting with the intending Bidders at the Chamber of MSVP, NRS MCH, Kolkata	12/03/2024, 12 Noon
5	Online Bid Submission starting date	16/03/2024
6	Online Bid Submission Closing Date	03/04/2024, upto 4 P.M.
7	Online Bid opening date for Technical proposal	05/04/2024
8	Date of uploading list for Technically Qualified Bidder(online)(Bid A)	To be declared later
9	Date and 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

General Instructions:

1. The Tender Should be addressed to the MSVP,NRSMC&H. Bidders may download tender enquiry documents form Website at free of cost:
 - a. <https://wbtenders.gov.in> (Any subsequent notice regarding this tender shall be uploaded on this website only.
 - b. https://www.wbhealth.gov.in/pages/tender_archive (for Tender Information)

2. Time Schedule:

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 Section I as given above. Bidders are instructed to follow for any corrigendum arising during pre bid meeting, before submitting their bid online.

In the event of any of the above mentioned dates being declared as a holiday for the MCH, the tenders will be opened on the next working day as per scheduled time.

3. Scope of Work:

As mentioned in Section IV:

- repairing of each hospital wooden and steel furniture as a whole with comprehensive maintenance charges;
- it will includes Painting/Polishing/lubricating of various furniture items;
- renovation /change of upholstery of tables/chairs/patient examination table or couch;
- fixing of door closures/door handles/door rings of almirah /cabinet/locker etc.;
- **repairing and warranty of repaired furniture items/articles for minimum one(1)year.**

4. **Eligibility Criteria:** Bonafied Company/Firm/Govt. Registered firms/MSME/Non MSME/LLP or like in India for repairing of works of Steel /wooden hospital furniture as stated in Section IV.

5. Submission of tender: -

The tender is to be submitted in a Two Bid System.

A. "BID A" :- Technical Proposal(Single File of Multiple Pages Scanned)

The scanned document uploaded should be legible, readable and not to be repetitive. Uploading of illegible scanned documents not be accepted and will stand for rejection of Bid.

I. Statutory Cover containing the following documents:-

Essential requirements of the tendering firm for participation shall contain all papers related to the essential requirements of the tenderer for participation on the tender viz.

Sl. No.	Essential papers	Page No.
I	Copy of EMD in favor of MSVP,NRSMC&H,	
II	Valid registration as MSME and Unit under the Govt. of WB from the competent Authority of the Govt. of WB	
III	Application in the prescribed format given in section _ V	
IV	Technical Bid in the prescribed format given in section –VI	
V	Form ‘A’ Financial information in the prescribed format given in Section –VII	
VI	Form ‘B’ from of the Solvency certificate From ‘A’ scheduled bank in section VIII	
VII	Performa for performance statement for the period of 1 year in the prescribed format given in section –IX	
VIII	Affidavit in the prescribed format given in section – X	
IX	Authorization letter in favour of the applicant in section -XI	
X	Check List in the prescribed in the format given in section –XII	

II. 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 on the tender viz.

Sl. No	Category	Sub-Category	Sub-Category Description
I	Certificates	A1. Certificates	PAN Card of the authorized signatory
			GST Registration Certificate & GST Return 2022-2023/current
			Current Professional Tax / Income tax clearance certificate has to be submitted for latest Financial Year ending 31 st March 2021-22/2022-2023/current
			E.S.I Payment receipt copies last Financial Years ending 31 st March 2023, if applicable
			E.P.F registration certificate up to date ,if applicable.
II	Company Details	B1.Company Details	Trade license / Enlistment
			Power of Attorney
III	Credential	C1. Credential 1	Financial Solvency certificate duly issued by practicing CA as on 31 st March 2023 to the bidder including Name , Address of Banker , Account Number
			Bank Statement duly certified by banker as on 31 st March 2023

			to the bidder including Name , Address of Banker , Account Number
			Credential Certificate at least for 1(one) Financial Year ending 31 st March 2023 experience on same job in Govt. Institution of repute, must be submitted. Certificate shall be issued by Head of office. No Sub-contract in any case is allowed.
IV	Financial Information	Payment Certificate 1	Income Tax Returns submitted for Financial Years ending 31 st March 2023
			Last 3 Financial Years Audit Report / certified copy of Accounts ending 31 st March 2023
		Audited P/L & Balance Sheet	P/L & Balance Sheet of the last three years ending 31 st March 2023

B. "BID B" : FINANCIAL COVER (BOQ)

Separate folder as "Financial Bid" Shall contain financial documents only. Basic rate as per accounting unit (inclusive of all taxes etc) to be quoted in excel sheet.

The tenderers are required to submit the hard copies of cover A (Transaction documents of EMD, General Documents and Technical Specifications) as per schedule described in the time line vide Section I, preferably by speed post/courier, to the office of the Medical Superintendent-cum-vice Principal, NRS Medical College, Kolkata, **is for reference only while examining the technical bid online and will not be treated as substituted for offline submission. Submission of Hard copy is totally prohibited.**

6. Evaluation of Tender:

During tender evaluation process, "Bid A" will be opened first. It will be done on two parts.

1st Part- Those tenderers who would qualify the Statutory & Non-Statutory requirements on the basis of technical and commercial documents will be identified.

2nd Part- The technically qualified tenderers will call for demonstration in front of selection committee.

"Bid B" i.e. financial bid will be opened only after qualifying both Part of Technical Bid A .

Verification 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 including GST, will be considered as successful.

7. Rate:

The rate should be quoted in INR only including delivery charges, clearing charges, transportation cost, 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).

The Lowest Bidder(L1) will be selected on the basis of Sum total of unit price as detailed in Section IV.

Work order will be placed on actual basis.

Section – II

Earnest Money Deposit (EMD) & Security Deposit

Category	Name of Work	Estimated Amount	EMD Amount to be paid(2 % of Estimated Amount)
A	REPARING WORKS OF STEEL HOSPITAL FURNITURE	Rs.43,35,231/-	Rs. 86,705/-
B	REPARING WORKS OF WOODEN HOSPITAL FURNITURE	Rs.18,30,126/-	Rs.36,603/-

1. Earnest money deposit (EMD) is to be made through online process in favor of MSVP, NRSMC&H and Kolkata-14. The onus of providing that a tender is exempted from EMD will be on the Tendered and must be supported by submission of valid appropriate documents.
2. Registration as MSME unit after the submission of the tender will not entitle one to get the exemption from payments of EMD. Registered MSME Units claiming exemptions of payments of EMD are required to submit self declaration for exemption as “MSME” with proper documents, failing which the tender may be treated as “Non MSME”.

As local MSME units WB/ Govt. Undertakings / Co-operative Societies seeking exemption in this regards is to furnish attested Xerox Copies of certificates. (If G.O / by law provide repairing works / Job Works) in their favor for grant of such exemption. Original copies of relevant documents need to be produce to the undersigned within 2 days of demand for necessary verification, as and when required.

3. On-line payment procedure : Login by the Bidder:

- a. An intending bidder shall login to the e procurement portal of the Government of West Bengal at <https://wbtenders.gov.in> using his login ID and Password.

b. The bidder will have to select the particular tender and arrange payment of the required EMD amounting by selecting from either of the following payment modes:

I. 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)

Net banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway. On selection of net banking as the payment mode, the bidder will be redirected to the webpage of ICICI Bank Payment Gateway (along with a string containing a Unique ID) from which the Bank through which the transaction is intended will have to be selected. The bidder will then received a confirmation message confirming success of the transaction. If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government maintained at the R N Mukherjee Road Branch of ICICI Bank at Kolkata towards collection of EMD. If the transaction fails, the bidder will have to try for payment again by going back to the first step.

II. RTGS/NEFT- In case of offline payment through bank account in any bank: On selection of RTGS/NEFT as the payment mode, the e- procurement portal will show a pre-filled Challan and the details required to process RTGS/NEFT transaction. The bidder will have to print the Challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account. Once payment is made, the bidder will have to come back to the e-procurement portal after expiry of a reasonable time (T+2 days) to enable the NEFT/RTGS process to complete, in order to confirm the payment and continue the bidding process. If the transaction is successful, the amount paid by the bidder will get credited in the44, R N Mukherjee Road Branch of ICICI Bank at Kolkata towards collection of EMD. If the payment verification is unsuccessful, the amount will be returned to the bidder's account. The bidder will have to try again for payment by going back to the first step.

III. For RTGS/NEFT, the bidders are requested to process the uploading of the bid document well in advance, and sufficiently prior to closing of the bid of the particular group to avoid the risk of transaction failure.

4. EMD would be refunded to unsuccessful bidders after completion of the Tender process. EMD of Successful Bidders would be adjusted towards Security deposit which shall be liable to forfeiture in the events of failure or refusal to undertake Repairing works at contracted rates and within the specified period and / unsatisfactory standard of job would be refundable to performance.

5. Withdrawal of tender or any revision of any part of it after submission of tender by the bidders will not be allowed. EMD of the Bidders will be liable to forfeiture upon withdrawal of one or more items or even full by any bidders at any stage subsequent to the opening of the tender. EMD or Security Deposit will be forfeited without prejudice to any others action in the events of

failure or refusal to supply any of the item at contracted rates or within 10(ten) days the days of the order for supply and according to contracted specification / quantities.

6. The security deposit will be released after six months form the expiry of the contract period on satisfactory completion of the supply.
7. If the validity of MSME Registration is going to expire within Tender / Contract period, the bidder should produce a revalidation Certificate to the satisfaction of the Hospital Authority in due time.
8. Earnest Money deposited by unsuccessful Bidders or by any others intending Bidders who may have so deposited the said amount with a view to participate in the said tender but failed to submit their tender within the stipulated time for any reason what so ever would be entitled to claim release of such earnest money in due course subsequent to finalization of the tender process.

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Medical Superintendent cum Vice Principal
NRS Medical College & Hospital, Kolkata-14

Section -III

Terms & Conditions

1. All Papers submitted due within the tender & the tender from itself must be legible written in ink or typed. Rates are to be quoted in Indian currency both in fig. and words in the tender from for the period 2024-2027. Interpolation, insertion, inscriptions etc if any, should be signed by the bidders with date. Erasing or overwriting is strictly prohibited and these will make tenders liable to rejection.
2. The purchase will be made following the existing policy of the Govt. Of WB (Vide WB financial rules, Vol-1 specially its rules -47(1), 47-A as amended from time to time & Price preference policy as stated in Notification No: 10500-F dated 19-11-2004), 5400-F(Y),dated 25/06/2012 and subsequent relevant orders should be observed in considering the tenders. Bidders shall be deemed to have acquainted themselves with this existing Govt. Orders/ Rules.
3. All Rates quoted should be inclusive of all Leviable charges (Including delivery Charges to the Linen Store).
4. All papers forming part of the Tender should bear serial pagination mark should be signed by the Bidder. Non-compliance of this directive shall make tender liable to cancellation. Rates shall be valid throughout the period from 2024-2027. In case exigency, the contract period may be extended up to 6(Six) months with the prior approval of the Medical Superintendent-cum-vice Principal,NRSMCH and up to 1 (One) year with the prior approval of the Director of Medical Education,H&FW,WB.
5. The tendering authority reserves the right to withdraw any item form the tender at any stage. In such contingency the selection of such item, if already made in favor of any Bidders shall be treated cancelled. The Tendering Authority also reserves the right to accept / reject at any stage without assigning any reason whatsoever, and also not be accept the lowest Tender offer. The Tendering Authority reserves the right to repair any items at the approved rate from any outsider (Non Bidders)during the tender period in case of emergency, or if the Bidders fails to repair such items on a notice of ten days. The hospital authority reserves the right to repair any item of the tender directly from the state Govt. Undertaking even if a Tender for the same has been accepted.
6. The Tenderer shall be bound to totally replace the repaired quantity with a fresh repair of equivalent quantity if the item(s) are found to be defective. In case of repair of substandard and spurious items, the defective materials as determine by the appropriate authority will not be returned to the Tenderer for replacement but if it will be destroyed in the presence of the vendor, and the payment of the defective batch will not be made to the vendor if the

equivalent quantity if the item(s) is/ are not replace . **Appeal** against such decision of the Hospital Authority imposing such penalty may be made to the Director of Medical Education, review of any decision of DME; W.B. in this matter may be done by the Health & Family Welfare Department of the Govt. of West Bengal.

7. On a tender being accepted, intimation of acceptance will be forwarded to the tenderer by the Medical Superintendent-cum-vice Principal, NRSMC&H,Kolkata either in one lot or different lots. After communication of the same , the tenderer will have to execute **agreement** in the prescribed form with the Medical Superintendent-cum-vice Principal, NRSMC&H,Kolkata. This present document and the tender forms filled in by the tenderer or copies thereof in so far as they are not inconsistent with these terms and conditions will be incorporated as part of the agreement. Such agreement will be binding on the tenderer. Any objection raised by any bidder in this respect will not be entertained. No informal tenderer will be entertained in the bid further.
8. The contract period will be for a period of 03 (three) years from the date of finalization of tender subjected to submission of satisfactory certification from competent authority after completion of each year and which can be extended for a further period of six months after completion of tender period.
9. Payment will be made on quarterly basis only after delivery of repaired item and getting satisfactory certification by an Authority fixed by the Hospital Administration regarding the functioning of that particular item. No request for advance payment will be considered.
10. In case of rejection of any repaired item on quality grounds of failure or refusal to replace the contracted items within the specified time or according to specifications / quality, the Hospital Authority will have the Authority to recover the loss if any by making deductions from any pending claim of the vendor.
11. Any monetary loss accruing to the Hospital Authority for failure to repair the Tender articles (s) as per the order of the Hospital Authority within 10 days from the date of demand (i.e. as caused due to placing order to another supplier with higher rates of offer) shall be recovered from any pending bill(s) with this office.
12. Intending Tenderer may get in touch with the Office of the MSVP, NRSMC&H to have an idea as to the quantity of different items that were repaired by this Hospital in the last financial year. However, quantities of the present demand may be increased or decreased during the period of validity of the present Tender
13. Any Notice intended to be served to the Tenderer will be deemed to have been duly served if sent by registered post to the address mentioned in the Tender and / or displayed on the Notice Board of this office for at least 6(six) consecutive working days.
14. In case of any dispute involving the Tender or the subsequent services from the successful Tenderer the matter may be referred to the Director of Medical Education, W.B. and his/ her decision on the matter shall be final and binding on all.
15. Rate to be quoted in Indian currency both in figures & in words, minimum in rupee, as per prescribed form of different types of repairing jobs earmarked to be undertaken. All rates tendered for various types of repairing works should be inclusive of all costs & destination.

16. Payment claims in Terms of repairing jobs undertaken by approved Tenderer(s) would strictly be subject to awarding of certificate of satisfactory job execution by empowered hospital authority in respect of all such services rendered by the contractor.
17. The repaired items should be covered by free onsite comprehensive warranty for minimum three months after successful repair works. It should be mentioned on each item of repairing.
18. All faults appearing and their rectification shall be periodically advised to the institute, the period being not more than two weeks.
19. Any lacuna or lacunae noticed in the functioning of the repaired works as a result of any design or other features shall be rectified by the contractor free of cost within 48 hours of call log. It is desirable to have a fully equipped repairing unit in or around Kolkata.
20. The Original Certificates/ Documents need to be produce within 3(three) days of demand by the Hospital Authority for verification. Failure to comply with such directive will amount to cancellation of the Tender offer.
21. Sub Contractor authorization by the contractor will not be accepted at all.
22. PENALTY for formation of cartel or furnishing of fraudulent /misleading documents: If during the tender process or at any stage during the validity of the tender period, it is found that a tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar, penal measures shall also be initiated against those tenderers who have submitted false/ misleading fraudulent documents or made incorrect declarations. The penal measures will be forfeiture of Earnest Money, forfeiture of Performance bank Guarantee if enlisted as a Supplier/contractor/vendor in addition to any other legal action against the firm.
23. **The Performance Bank Guarantee** will be mandatory for all vendors and will not be waived in any case. The successful tenderers shall be required to furnish the **Performance Bank Guarantee** from any Nationalized/ Scheduled Bank acceptable to Govt. of West Bengal for 1 (one)Year @3 % of quoted base rate per item for which the tenderer has been selected as a contractor of Repair works. The Performance Bank Guarantee will have to renewed after completion of each year mentioning of West Bengal Government Pooling Account for Performance Bank Guarantee No. 000605030134 IFS Code ICC0000006 MICR 70229002 at ICICI Bank, RN Mukherjee Road Branch, Kolkata on the body of Performance Bank Gurantee is made mandatory vide Finance Department GO No. 2691-F(Y) dated 02/05/2017.
24. Before submitting the tender, the intending tenderers should thoroughly get acquainted themselves with the proposed work by local inspection of site and take into consideration the site condition and other criteria for smooth repair works. No claim whatsoever will be entertained afterwards.
25. Payment will be made electronically by Govt. of West Bangal approved system or any futher government rules and regulations and like after satisfactory execution of due repair works as ordered.
26. During the Scrutiny, if it comes to 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.

27. No conviction certificate in the form of An Affidavit is to be submitted in the prescribed Proforma as Section X.
28. Contractor shall maintain an active telephone where he/she may be contacted for round the clock (24 hours) from Sunday to Saturday . It is contractor's responsibility to respond to calls within twenty four (24) hours from the time the call was made or as and when required on the basis of urgency for uninterrupted patient care service.
29. Delivery works of the articles to be completed within three days from the receipt of the order for uninterrupted Patient care service with work done certification from respective wards/depts./units and copy of the same to be deposited in the Linen Store, otherwise the existing agency may be penalized as per decision taken by the authority.
30. To maintain quality of work the payment of repaired works will be done after three month without having any break down report of said repairing work. In case of any breakdown during the said three months the period of three months & warranty period will be counted again from the repairing work done.
31. Medical Superintendent-cum-vice Principal ,NRSMCH, Kolkata , reserves the right to change the Date and Time Schedule of Tender in case of any exigencies after putting up a notice in the departmental website and Notice board and website of NRSMC&H, Kolkata.
32. 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.
33. All the Terms & Condition prescribed/ detailed above shall have to accept by the Tenderer and no representation will be entertained to modification of such Terms & Conditions outlined here in.

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**Medical Superintendent cum Vice Principal
NRS Medical College & Hospital, Kolkata-14**

Section – IV

Items to be quoted

A. Steel furniture:

Sl No.	Items Name	Accounting unit for each including initial Repairing Cost with annual comprehensive repairing charges (in Rs.)
1	BED CUM TROLLY (FIXED TROLLEY)	
2	STEEL ALMIRAH / FILING CABINET/BOOK SHELF/SIX OR TWELVE CHAMBER ALMIRAH	
3	LOCK BREAKING OF STEEL ALMIRAH /CABINET AND RING(BRASS) FIXING FOR LOCK & KEY	
4	MEDICINE CARRYING TROLLEY	
5	WHEEL CHAIR	
6	SCREEN STAND	
7	STEEL RACK	
8	STEEL LOCKER/ BED SIDE LOCKER	
9	STEEL CHAIR /IRON(3/4/5/6/8 SEATER)	
10	BABY COT	

11	BED STEAD (FOWLER)	
12	PIPE FIXING FOR SCREEN ON WINDOW/DOOR	
13	WHEEL BARROW (SINGLE/DOUBLE)	
14	BED STEAD ADULT/ CHILD/ RAIL COT	
15	FOWLER BED WITH AVS PANEL	
16	SPECIAL TYPE REVOLVING CHAIR	
17	OXYGEN CYLINDER STAND/TROLLY	
18	BACK REST STEEL	
19	SALINE STAND	
20	FOOT STEP	
21	RICE STAINER	
22	FOLDING COT	
23	STEEL/TUBULAR CHAIR	
24	SIDE RAIL	
25	STEEL STOOL	
26	STEEL TABLE	
27	HEAVY DUTY GOODS CARRING TROLLY	
28	STEEL REVOLBING STOOL	

B. Wooden Furniture:

Sl No.	Items Name	Accounting unit for each including initial Repairing Cost with annual comprehensive repairing charges (in Rs.)
1	WOODEN WHAT NOT/WOODEN RACK	
2	LOCK BREAKING OF WOODEN ALMIRAH/DOOR/ CABINET AND RING(BRASS) FIXING FOR LOCK & KEY	
3	EXAMINATION COUCH	
4	WOODEN LOCKER	
5	WOODEN TABLE/ SECRETERIATE TABLE/WOODEN DESK	
6	WOODEN CHAIR/CUSHION CHAIR	
7	SOFA SET (2/3/4/5/6 SEATER)	
8	WOODEN BENCH (WITH/WITHOUT ARMS)	
9	SOIL LINEN BOX	
10	WOODEN ALMIRAH	
11	WOODEN STOOL	
12	WALL CABINET LOCKER (WALL & FLOOR)	
13	OVER BED TABLE	

14	DEAD BODY CARRYING STRETCHER TROLLEY	
15	BED STEAD FITTING	

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**Medical Superintendent cum Vice Principal
NRS Medical College & Hospital, Kolkata-14**

Section –V

APPLICATION FORM FOR BIDDERS FOR REPAIRING WORKS OF STEEL & WOODEN HOSPITAL FURNITURE]
(To be furnished in the Company's official letter pad with full address and contact no. etc.)

..... (Name of Work).....

To

**The Medical Superintendent cum Vice Principal,
NRS Medical College & Hospital
138, AJC Bose Road, Kolkata-700014.**

Ref: -Your' Notice Inviting Tender No: NH/_____ Dated, __ / __ / _____.

Sir,

In reference to the above, wish to offer our Tender for repair of..... (Name of Work)....
..... to your Hospital for the year of _____ .

I/We hereby submit all the necessary information and relevant documents for evaluation.

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.

I/We assure you that I/ We have the necessary skill, expertise and financial capability to carry out your
order under the contract if awarded.

The Bids are made in two Parts: Technical and Financial.

I/We accept to all the Terms and Conditions as laid down in NIT of the Tender and declare that shall
abide by it for throughout the tender period and its extension, if any.

Thanking You, Yours' Sincerely.

Dated:- __ / __ / _____

(Name of Tenderer with Seal)

Section – VI

Technical Bid

All Points are to be filled up places are to be kept vacant.

Name of The Work	
Tender Notice Number	NH/_____ Dated: __/__/____
Due Date of the Submission of the Tender :	Date : __/__/____ ,Time : __:__ AM/PM.
Ref. No. for EMD Amount , Date and drawn at :	
Name / Title of the Bidder	
Full Address :	
	Email ID :
	Tel. No : Mob No:
	Fax No:

<p>Legal entity of the Bidder whether Proprietorship/Partnership/Firm / Society / Company /LLP :</p>	
<p>(a) Registration No : _____</p>	<p>(b) Authority with whom registered</p>
<p>(c) Trade License No : _____</p> <p>Granted by : _____</p> <p>For the Purpose of : _____</p>	
<p>Name & Address of the Bankers of the Bidders:</p> <p>Account No :</p> <p>Branch IFSC Code :</p> <p>Branch MICR No :</p> <p>Account Type (Savings / Current / Cash Credit):</p>	
<p>PAN No :</p>	
<p>GST No :</p>	
<p>Solvency Certificate duly issued by CA to the Bidder</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Experience of the Bidder in dealing with the Tendered services (attach copies of work order)</p>	
<p>Whether provide services to the Hospital Tendered for in past , if yes indicate the work order No : & Date</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Details (If Yes) : _____</p> <p>_____</p> <p>_____.</p>

<p>Blacklisted by any Govt. Authority at any time , If yes provide details</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Details (If Yes): _____ _____ _____.</p>
<p>Has the firm or its principals been convicted in any criminal case or case involving moral turpitude by any court, if yes provide details</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Details (If Yes): _____ _____ _____.</p>
<p>Any criminal case pr case involving moiré turpitude pending in any court against the firm or its principals. If yes provide details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Details (If Yes): _____ _____ _____.</p>
<p>Any allegation against the firm or its "Principals"? If Yes provide details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Details (If Yes): _____ _____ _____.</p>
<p>Income Tax clearance for the last three years attached.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>GST Returns up to Last financial year</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Any others relevant information wish to submit.</p>	
<p>I have gone through the eligibility criteria for participating the tender and certify that all the conditions have been fulfilled</p>	

I have read the general and special Terms & Conditions, including the penal provisions, as given in the tender documents as per the Tender notice quoted above. I have accepted them and agree to abide by them. I have also read the memorandum of agreement and do agree by it if due learned successful in my Bid.

Certified that the above information is correct and true on the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case information found incorrect. I the undersigned will be personally responsible for the same.

(Signature of the Tenderer with seal)

Section –VII

Form – “A”

Financial Information

Financial analysis-Details to be furnished duly supported by figures in balance sheet / profit & loss account for the last 1 (one) year duly certified by the chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

Sl. No	Financial Statement.	FY: 20__ to 20__
a.	Gross Annual turnover	
b.	Profit / Loss after Tax.	

Signature of Bidder (S)

(Signature of Chartered Account With Full Name ,Mob No, CA No and seal.)

Section- VIII

Form- "B"

Solvency Certificate

(in a Letter Head of Bank)

(It should be as on 31st March 2023 certified by Statutory Auditor or a practicing Chartered Accountant)

TO WHOM IT MAY CONCERN

This is to certify that to the best of our knowledge and information that(Name of the Company/Firm/Partner/Propitiatory/LLP or like),bearing CIN:.....having its registered office at.....is a customer of our bank having Current Account number.....and are/is respectable and solvent to the extent of Rs.....(Rupees.....only)as disclosed by the records and documents produced before us.

It is further notified that this certificate is being issued without any guarantee or responsibility on any of the officers.

(Signature)

For the Bank

Stamp

Date

Certified By CA

Note: In case of partnership firm, certificate to include names of all partners .

Section – IX

PERFORMANCE STATEMENT FOR THE PERIOD OF 1 YEAR

(Submit with documentary Evidence)

*** The documentary evidence will be a certificate with bill paid by the Purchase / Consignee / end user with cross reference of Order No: & date, preferably with a notarized certification authenticating the correctness of the information furnished.

Dated:

Signature with seal of the Bidder.

Section –X

Draft Affidavit Proforma

(Notorised on Rs.100 Stamp Duty)

I Sri / Smt. _____

The managing Director / Proprietor (etc) of the firm.

_____ (Name of the Firm)

At (address) _____

P.S _____ , Dist _____

Do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply / Service of _____ to any Govt. Govt. undertaking Organization / Institution in the state of WB or Other State or States.
2. 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/Institute in the state of West Bengal or other State or States in India.
3. That no case is pending against me or against my firm in any criminal court of law to supply / service of _____ to any the Govt. Govt. undertaking organization / institution in the state of west Bengal or other state or states(if any case pending , provide details.)
4. That, I declare that the item/items quoted by me confirms the specification given in NIT documents.
5. 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.
6. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine &Correct.

Deponent (S).

Section –XI

Authorization letter in favour of the applicant

(Other than Managing Director/Proprietor/Partner from the Competent Authority)

FORMAT

(To be furnished in the Company’s Official letter pad with full address and contact no. E-mail Address etc.

TO WHOM IT MAY CONCERN

This is to certify that Mr./Mrs.(Name), an employee of this Organisation as.....(Official Designation) is hereby authorized to submit tender online, vide NIT No.....,Dated.....on behalf of the organisation.

Signature of the

Competent Authority with Seal

.....

(Signature of the Authorised Person)

Signature of Mr./Mrs.....

.....is hereby attested.

Section –XII

CHECK LIST FOR BIDDERS

Sl. No	Check List	Page No	Yes /No
1.	Copy of EMD in favor of MSVP,NRSMC&H/ SSI Certificate		
2.	Application in the prescribed format given in Section –V		
3.	Technical Bid in the prescribed format given in Section- VI		
4.	From “A” Financial information in the prescribed format given in section- VII		
5.	From “B” From of Solvency certificate in Section-VIII		
6.	Proforma for performance statement for the period of 1(one) year in the prescribed format given in Section –IX		
7.	Affidavit in the prescribed format given in section – X		
8.	Authorization letter in favour of the applicant in section -XI		
9.	Check List in the prescribed format in the prescribed format given in section-XII		
10.	PAN Card		
11.	GST Registration Certificate, GST returns		
12.	Trade License / Enlistment		
13.	Power of Attorney		
14.	Solvency : Name, Address of Banker, Account number		
15.	Income Tax Returns submitted for last year		
16.	P/L & Balance sheet for last year		
17.	ESI Certificate, if applicable		
18.	EPFO		