



**Government of West Bengal**  
**Department of Health & Family Welfare**  
**Office of the Chief Medical Officer of Health, Cooch Behar**  
**& District Health & Family Welfare Samity, Cooch Behar**  
**Tele-fax: No. 03582 228 874**

Memo No.: DH&FWS/3904

Dated: 03/10/2016

The Secretary, District Health and Family Welfare Samity, Cooch Behar, invites e-tender for the work detailed in the table below ( Submission of Bid through *online*).

1.

S l. No.	Nle-T No.	Name of work	Estimated amount	Earnest Money	Cost of documents	Completion of time from the date of Work Order	Eligibility of Bidder
			(In Rs.)	(In Rs.)	(In Rs.)		
1.	DHFWS/C BR/Const/ NleT/01	Repair & Renovation of Staff Quarters at Sitalkuchi Block Primary Health Centre under Sitalkuchi block of Cooch Behar	3086033.59	61721.00	NIL	75 days	Intending Tenderers having Credential in similar nature of works in Government / Semi-Government Dept. during last 5 years with successfully executed a single work having value not less than 40% of tender amount or executed two work having value of each work not less than 35% of tender amount or executed three work having value of each work not less than 30% of tender amount in a single contract.
2.	DHFWS/C BR/Const/ NleT/02	Repair & Renovation of Staff Quarters at Baxirhat Block Primary Health Centre under Tufanganj-II block of Cooch Behar	2381332.21	47627.00	NIL	60 days	
3.	DHFWS/C BR/Const/ NleT/03	Repair & Renovation of Staff Quarters at Bamanhat Block Primary Health Centre under Dinjata-II block of Cooch Behar	1921743.20	38435.00	NIL	75 days	
4.	DHFWS/C BR/Const/ NleT/04	Repair & Renovation of Staff Quarters at Pundibari Block Primary Health Centre under Cooch Behar-II block of Cooch Behar district	1439985.06	28800.00	NIL	60 days	
5.	DHFWS/C BR/Const/ NleT/05	Repair & Renovation of Staff Quarters at Deocharai Primary Health Centre under Tufanganj-I block of Cooch Behar	2079487.90	41590.00	NIL	60 days	
6.	DHFWS/C BR/Const/ NleT/06	Repair & Renovation of Khetifulbari Primary Health Centre under Mathabhanga-II block of Cooch Behar	1462082.35	29242.00	NIL	60 days	
7.	DHFWS/C BR/Const/ NleT/07	Repair & Renovation of Nishiganj Primary Health Centre under Mathabhanga-II block of Cooch Behar	1479144.61	29583.00	NIL	60 days	
8.	DHFWS/C BR/Const/ NleT/08	Repair & Renovation of Panaguri Primary Health Centre under Mathabhanga-I block of Cooch Behar	1356184.11	27124.00	NIL	60 days	
9.	DHFWS/C BR/Const/ NleT/09	Repair & Renovation of Staff Quarters at Panaguri Primary Health Centre under Mathabhanga-I block of Cooch Behar	1043322.75	20866.00	NIL	45 days	
10.	DHFWS/C BR/Const/ NleT/10	Setting up of Common Collection Site at M.J.N. District Hospital of Cooch Behar district.	679711.00	13594.00	NIL	60 days	

2. In the event of e-Filing intending bidder may download the Tender Document from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate.

3. **Date & Time Schedule:-**

Sl. No.	Particulars	Date & Time
1.	Date of publishing NIT	03-10-2016 at 10.00 A.M.
2.	Document download start date	04-10-2016 at 10.00 A.M.
3.	Bid submission start date	04-10-2016 at 10.00 A.M.
4.	Online bid documents download end date	18-10-2016 up to 05.00 P.M.
5.	Online bid submission end date	18-10-2016 up to 05.00 P.M.
6.	Last date of submission of original copy of Demand Draft	19-10-2016 up to 12.00 Noon
7.	Date of opening of Technical Bid	19-10-2016 at 01.00 P.M.
8.	Date of opening of the Financial Bid to be notify later	

4. The Earnest Money Deposit (DCR) in form of “Demand Draft” of not below the amount as mentioned in tender notice of any Nationalized Bank drawn in favour of “The District Health & Family Welfare Samity, Cooch Behar” or “The DH&FWS, Cooch Behar” payable at Cooch Behar against the work must be uploaded for Technical Bid.

**NOTE:** It is mandatory to mention the name of the district (Cooch Behar).

The EMD (Demand Draft) in original should be submitted into the box kept in the office of the “CMOH & Secretary, District Health and Family Welfare Samity, Cooch Behar” in a sealed cover superscripting the NIT No. and the name of the work within the due date & time specified in Sl. No. 3. Technical Bid (Statutory & Non Statutory Cover) and Financial Bid both will be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>

5. **Eligibility criteria for participation in tender:**

The Application must be accompanied with the following documents.

a) Bonafide resourceful outsider contractor who have satisfactorily completed at least one similar nature of work (**only on building works only**) as a prime agency in Government/ Semi-Government Dept. having value of work not less than 40% of tender amount or executed two similar nature of work having value of each work not less than 35% of tender amount or executed three similar nature of work having value of each work not less than 30% of tender amount in a single contract during the last 5(Five) years from the date of issue of this N.I.T.

**N.B:-** No credential will be considered unless it is supported by Completion Certificate clearly mentioning the estimated amount, final billing amount, date of completion of work and details communicational address of the issuing Officer not below the rank of Executive Engineer or similar rank have the concerned department or any officer equivalent to the Engineer-in-charge of the work.

b) Up to date Trade License.

c) Registration Certificate under Company Act. (If any).

d) Registered Notary Deed of partnership Firm/ Article of Association & Memorandum (if any).

e) Power of Attorney for Partnership Firm/ Private Limited Company (if any).

f) A Registered Engineers or Labour Co-Operative Societies Ltd. is required to furnish valid Bye Law, Current Audit Report duly certified by ARCS along with other relevant supporting papers.

g) Declaration regarding Structure and Organization duly signed by the applicant.

h) Joint Ventures will not be allowed.

i) Valid up-to-date (**Assessment year 2015-16**) clearance of Income Tax Return / Professional Tax Clearance Certificate / P.T. (Deposit Challan) / Pan Card / Vat Registration Certificate / VAT return up to June, 16/ Voter ID Card for self identification to be accompanied with Technical Bid documents, Income Tax Acknowledgement Receipt for latest assessment year to be submitted [Non-statutory Documents].

6. Constructional Labour Welfare Cess @ 1 (one) % of cost of construction will be deducted from every Bill of the selected agency, Vat & all other Statutory levy/ Cess will have to be borne by the contractor & the rate in the schedule of rates inclusive of all the taxes & cess stated above.

7. The Agency will be liable to maintain the work at working portion at the appropriate service level to the satisfaction of the Engineer-in-Charge at his own cost for a period of 6 (Six) months from the date of completion of the work, if any defect / damaged to found during the period as mentioned above Contractor shall make the same good at his own cost expense to the specification as per with instant Project work. Failure to do so, penal action against the Agency will be imposed by the Department as deem fit. The Agency will have to quote his rate considering the above aspect.

8. 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, the cost of visiting the site shall be at the bidder's own expense.
9. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in "Instructions to Bidders" before bidding.
10. The Security deposit for the work shall be 10% of the Contact Value. This is in addition to the performance guarantee. The Earnest money deposited shall from the part of the security deposit. The rate of recovery shall be 8% of the bill amount till the full security deposit has been recovered; Security Deposit shall be refunded after six month of successful completion of work to the satisfaction of Engineer-in-Charge.
11. In case of Ascertaining Authority at any stage of application or execution of work necessary registered power of Attorney is to be produced.
12. NO CONDITIONAL/ INCOMPLETE TENDER will be accepted under any circumstances.
13. The Secretary of DHFWS, Cooch Behar reserves the right to cancel the NIE-T due to unavoidable Circumstances and no claim in this respect will be entertained.
14. During scrutiny, if it comes to the notice to Tender Inviting Authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and that Application will be out rightly rejected without any prejudice.
15. 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) N.I. e T., Special Terms & Condition & all Corrigendum & Addendum
  - b) Form No. 2911(ii)
  - c) Financial bid

The eligibility of a bidder will be ascertained on the basis of the digitally signed in support of the minimum criteria as mentioned in (Cl. No. 5) mentioned above. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder/ tenderer will be out rightly rejected at any stage without any prejudice and the E.M.D. along with security money will stand forfeited without any reference to the bidder and in addition the tenderer will be suspended from participating in any tender invited by the DH&FWS, Cooch Behar for 5 (Five) years.

#### SPECIAL TERMS AND CONDITIONS:-

1. The specifications for the works, mode of execution of measurement will be governed by the specification laid down in current schedule and relevant provision of I.S. Code and as per base practice according, to the direction of Engineer-in-Charge.
2. The work should be carried out strictly according to schedule of work and should follow the stipulated technical specification. No extra or supplementary work should be undertaken nor should any deviation from specification and drawing be made without written permission of the Engineer-in-Charge.
3. The rate shall be inclusive of all incidental charge and fees i.e. Royalties, Octoroi, Tax on materials, electricity and other charges of Municipalities or Statutory bodies, Sales Tax, Income Tax etc. inclusive of all necessary expenditure as well as cover all incidental factors like location, condition, approachability of site and no extra claim on any account ;will be entertained. No claim for idle labour would be entertained under any circumstances.
4. Water for construction in purpose, use of labour should be arranged by the contractor and no claim on this regard will be entertained. The contractor shall arrange for transport of tools and plants implements and material etc. at his own cost.
5. All provision of labour laws including any amendment thereof should be followed by the contractor strictly. No child labour should be engaged. Proper working condition for the labour should be maintained and minimum stipulated facilities to the labourers should be arranged by the contractor. Local labourers should be engaged and minimum wages should be paid to them accordingly.
6. No departmental materials like cement/steel will be supplied. Cement and steel required for the work should be procured by the contractor and should be got approved by the Engineer-in-Charge before use. Cement should be of good quality, fresh and free from clod. M.S. rod required for the work should be free from rust and should be uniform in size. Preferably Portland Slag cement is to be used for the works.

7. All materials to be supplied by the contractor should be got approved by the Engineer-in-Charge or his authorized representative before use. Rejected materials should be cleared from the site within 48 hours of rejection.

**If any material supplied by the department**

- a) All departmentally supplied materials should be stored properly at the site of work and any damage or loss of any materials already issued shall be the contractor's liability. The cost of such materials will be deducted against any R.A. or final bill of same item.
  - b) Any loss or damage of man and materials either at the time of construction at the site shall be contractor's risk and responsibility.
  - c) The contractor shall keep an accurate record of the use of Govt. materials used on the work in a prescribed manner.
  - d) The departmental materials other than cement once issued will be taken back, if not fully consumed in work, and provided the materials are found in good condition and contractor shall return such surplus materials to the go down as directed by the department at his own cost. If the contractor fails to return the surplus materials in good condition after completion of work, the Engineer-in-Charge may charge him for such surplus materials not returned at double the issue rate.
8. The contractor shall make their own arrangement for storage of materials at go down for their tools and plants, material including departmentally supplied materials. All shed, vats, platforms etc. constructed by the contractor for structural purpose shall have to be removed by them on completion of works at their own cost and ground restored to its original condition to the satisfaction of the Engineer-in-Charge. Before using any Govt. land for the purpose, prior approval of the Engineer-in-Charge is to be obtained.
9. The contractor shall remove all unserviceable materials at the place as directed. He should level and dress up the work site after completion of work as per direction of Engineer-in-Charge. No extra payment will be paid on this account unless specially provided in the priced schedule.
10. Site order book with machine numbered pages in triplicate should have to be maintained in the site by the contractor at his own cost. Direction or instruction from departmental officers to be issued time to time at site to the contractor will be entered (in triplicate) in the site order book. The contractor or his authorized representative shall regularly note the entries in the site order book and also record therein, the action taken or being taken by him complying with the said direction.
11. **MATERIALS:-**
- a) All stone materials and stone chips shall be black in colour; trap in quality, free from any yellow surge, stones shall be hard, coarse grain and rough. Material shall be free from clay, dust, dirt or any foreign matter.
  - b) Gravel should be free from any dead stone, clean and washed of uniform size.
  - c) All jhama metal shall be free from dirt, obtained by breaking good quality of well burnt, through and heavy kiln burnt brick, burnt from clayey soil and of dark red colour. Any spongy or under burnt metal shall not be accepted.
  - d) Bricks shall be of approved quality well burnt kiln, sound, hard true to shape and of the standard dimension.
  - e) All sand shall be clean sharp and free from clay, lean, organic or any other foreign matter and shall be obtained from approved sources. The contractor shall get the samples of sand to be used in different kinds of work approved by the Engineer-in-Charge before using the same in work.  
Cube Test of concrete used at the site is to be done as per I.S. Specification and the test results are to be submitted under the supervision of Engineer – in- Charge or Departmental authorized officials. Cube test cost will have to be borne by the respective agency

**Instruction to Bidders**

- A. **General guidance for e-Tendering:**  
Instructions/ Guidelines for tenders for electronic submission of the tenders have been annexed or 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 web portal of North Bengal Development Department) the contractor is to click on the link for e-Tendering site as given on the web portal.
  2. **Digital-Token:**  
Each contractor is required to obtain an e-Token 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 Tenderer as a USB e-Token.

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

4. **Submission of Tenders:**

Tenders are to be submitted through online in two folders at a time for the work, one in Application with Supporting Paper & the other is Financial Proposal before the prescribed date & time through the e-Token the documents are to be uploaded through scanned copy duly e-Token Signed. The documents will get encrypted (transformed into non readable formats). Hard copy for uploaded document should be submitted physically to this Department.

5. **Technical proposal:**

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

A-1 **Statutory Cover Containing:**

1. Tender form (Properly downloads & uploads the same Digitally Signed).  
(Except quoting rate, quoting rate will only be encrypted in the B.O.Q. under Financial Bid. In case of quoting any rate in 2911(ii) the tender liable to summarily rejected)

A-2 **Non statutory Cover Containing:**

1. Scanned Copy of Demand Draft towards cost of Earnest Money (EMD) as prescribed in the Nle-T, against each serial of work in favour of "The District Health and Family Welfare Samity, Cooch Behar" or "The DH&FWS, Cooch Behar" payable at Cooch Behar.

**NOTE:** It is mandatory to mention the name of the district (Cooch Behar)

2. Up to date Trade License.
3. Registration Certificate under Company Act. (If any).
4. Registered Notary Deed of partnership Firm/ Article of Association & Memorandum (if any).
5. Power of Attorney for Partnership Firm/ Private Limited Company (if any).
6. A Registered Engineers or Labour Co-Operative Societies Ltd. is required to furnish valid Bye Law, Current Audit Report duly certified by ARCS along with other relevant supporting papers.
7. Declaration regarding Structure and Organization duly signed by the applicant.
8. Valid up-to-date (Assessment year 2015-16) clearance of Income Tax Return / Professional Tax Clearance Certificate / P.T. (Deposit Challan) / Pan Card / Vat Registration Certificate / VAT return up to June, 16/ Voter ID Card for self identification to be accompanied with Technical Bid documents, Income Tax Acknowledgement Receipt for latest assessment year to be submitted [Non-statutory Documents].
9. Scanned copy of Original Credential Certificate as stated in Nle-T.
10. Intending Tenderers having good Credential in similar nature of work (On building works only) in Government/Semi- Government Department during the last 5 years, having successfully executed at least one single project at least 40% of tender amount or executed two projects having value of each project at least 35% of tender amount or executed three projects having value of each project at least 30% of tender amount.

**Note:** -Failure of submission of any of the above mentioned documents (as stated in A1 & A2) will render the Tender liable to summarily rejected for both statutory & non statutory Cover. Tender Documents will be opened by the Secretary of District Health and Family Welfare Samity, Cooch Behar or his authorized representative electronically from the web site stated in Cl. No. 2 using their Digital Signature Certificate.

- a) Cover (folder) statutory documents (vide Cl. No. 5.A-1) should be open first & if found in order, cover (Folder) for non- statutory documents (vide Cl. No. - 5.A-2) will be opened. If there is any deficiency in the statutory documents the tender will summarily be rejected.
- b) Uploading of summary list of qualified tenderers.
- c) Pursuant to scrutiny & decision of the Secretary District Health and Family Welfare Samity, Cooch Behar the summary list of eligible tenders & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

B. **Financial proposal:**

1. 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 Presenting Above (+)/ below (-)/ AT PAR (+0.00)) online through computer in the space marked for quoting rate in the BOQ

2. Only downloaded copies of the above documents are to be uploaded through scanned copy digitally signed by the contractor.

### PENALTY FOR SUPPRESSION / DISTORTION OF FACTS

If any tenderer fails to produce the original hard copies of any documents on demand of the Tender Inviting Authority i.e. Secretary of District Health and Family Welfare Samity, Cooch Behar within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of documents, the tenderer will be suspended from participating in the tenders on e-Tender platform for 5 (Five) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. Besides, the Department may take appropriate legal action against such defaulting tenderer.

### REJECTION OF BID

The Tender Inviting Authority i.e. Secretary of District Health and Family Welfare Samity, Cooch Behar reserve the right to accept or reject any bid or cancel bidding processes and reject all bids at any time prior to the award of Contract without assigning any reason thereof. No claim in this regard by the bidder(s) for such action will be entertained by the Tender Inviting Authority i.e. Secretary of District Health and Family Welfare Samity, Cooch Behar or the Tender Inviting Authority will have no liability for the same.

### AWARD OF CONTRACT

The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter. The notification of award will constitute the formation of the Contract. The Agreement in W.B.F.No.-2911(ii) will incorporate all agreements between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT will be the part of the Contract Document. Successful bidder should have execute agreement in WBF Form No. 2911(i) as stipulated in clause of the tender from the respective office within the period mention in the Work Order failing which the tender shall stand liable for termination with forfeiture of the Earnest Money.

*Sd/-*

Secretary of D.H. & F.W. Samity  
& Chief Medical Officer of Health, Cooch Behar

Memo No.: DH&FWS/3904 ..

Dated: 03/10/2016 ..

Copy forwarded for Information & with the request to hanging the same in the Notice Board:-

1. The District Magistrate, Cooch Behar.
2. The Swasthya Karmadhyaksa, Janaswastha-o-Paribesh Sthayee Samity, Zilla Parisad, Cooch Behar
3. The District Informatics & Cultural Officer, Cooch Behar
4. The Dy. CMOH-I, CMOH Office, Cooch Behar
5. The Dy. CMOH-III, CMOH Office, Cooch Behar
6. The Executive Engineer, PWD (Civil), Cooch Behar Division
7. The Superintendent of M.J.N. District Hospital, Cooch Behar.
8. The Account Office, CMOH Office, Cooch Behar.
9. The ACMOH, Tufanganj Sub-division, Cooch Behar
10. The ACMOH, Sadar Sub-division, Cooch Behar
11. The ACMOH, Dinhata Sub-division, Cooch Behar
12. The ACMOH, Mathabhanga Sub-division, Cooch Behar
13. The BMOH of Tufanganj-I block, Cooch Behar.
14. The BMOH of Tufanganj-II block, Cooch Behar.
15. The BMOH of Cooch Behar-II block, Cooch Behar.
16. The BMOH of Dinhata-II block, Cooch Behar.
17. The BMOH of Sitai block, Cooch Behar.
18. The BMOH of Mathabhanga-I block, Cooch Behar.
19. The BMOH of Mathabhanga-II block, Cooch Behar.
20. The BMOH of Sitalkuchi block, Cooch Behar.
21. The I.T. Coordinator, Swasthya Bhawan, GN-29 Sector-V, Salt Lake and Kol-91. He is requested to publish the above notice on the official Website: [www.wbhealth.gov.in](http://www.wbhealth.gov.in) .
22. The District Informatics Officer, N.I.C., D.M. Office, Cooch Behar with request to publish the above notice on the Website: [www.coochbehar.gov.in](http://www.coochbehar.gov.in) .
23. Office Copy/Guard File.

*Sd/-*

Chief Medical Officer of Health  
Cooch Behar