

Government of West Bengal
Office of the Chief Medical Officer of Health
5 D. L. Roy Road, Krishnanagar, Nadia

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Email ID: cmoh_nad@wbhealth.gov.in/cmohnadia@gmail.com

Memo No. CMOH-Nad/ 581

Dated. Krishnanagar the 02.02.2023

Online tenders are hereby invited in two bid systems from bona-fide suppliers/vendors/ distributors/ agencies for the procurement of **Laboratory Consumables for NTEP of Nadia**.

Properly filled up tender forms along with detailed terms and conditions must be uploaded on the state Government e-tender portal <https://wbtenders.gov.in> before the last date & time of submission of tender.

The item will be procured as per our requirement periodically.

Schedule for e-tender for procurement of **Laboratory Consumables for NTEP of Nadia** for the year 2022-23 is as follows:

Date & time & place of pre-bid meeting	: 10/02/2023 at 03.00 PM at CMOH Office, Nadia
Date of online release of NIT & other documents	: 06/02/2023 at 10.00 A.M.
Online documents download start time	: 06/02/2023 at 10.00 A.M.
Online documents download end time	: 20/02/2023 at 05.00 P.M.
Online bid submission start time	: 06/02/2023 at 10.00 A.M.
Last date & time of online submission of tender	: 20/02/2023 at 05.00 P.M.
Date of online opening of technical bid	: 23/02/2023 at 10.00 A.M.
Date of financial bid opening will be notified later.	


Chief Medical Officer of Health
Nadia

Memo No. CMOH-Nad/ 581/1(14)

Dated. Krishnanagar the

02.02.2023

Copy forwarded for information & taking necessary action to:

- 1) The Sabhadhipati, Nadia Zilla Parishad
- 2) The District Magistrate, Nadia
- 3-7) The Dy.CMOH-I/II/III/ZLO/DTO, Nadia
- 8) The District Information & Cultural Officer, Nadia
- 9) The Sub-divisional Officer, Sadar Sub-division, Nadia
- 10) The D.I.O.N.I.C, Nadia with the request to upload this on www.nadia.nic.in
- 11) The A.O, Office of the CMOH, Nadia
- 12) The Chairman, Krishnanagar Municipality
- 13) The IT-Coordinator, Swasthya Bhawan with the request to upload this on www.wbhealth.gov.in
- 14) This Office Notice board


Chief Medical Officer of Health
Nadia

Online tenders item wise in two bid systems (Technical and Financial) are invited for procurement of **Laboratory Consumables for NTEP of Nadia** for the year 2022-23, Nadia. **The tender must be submitted online on the State Government e-tender portal <https://wbtenders.gov.in> before last date & time of submission of tender i.e. on 20/02/2023 at 5.00 P.M.**

1. Procurement:

The Chief Medical Officer of Health (NTEP Wing), Nadia procurement of **Laboratory Consumables for NTEP of Nadia** for the year 2022-23, Nadia.

2. Terms and Conditions:

A bidder is to quote rates for the procurement of Laboratory Consumables for NTEP of Nadia. However, the final decision regarding acceptance is reserved with tender selection committee to make this process successful in public interest.

The rates must be quoted for items including all applicable charges and taxes otherwise this will be cancelled. The rates quoted should not be more than MRP in any case. Decision regarding acceptance is reserved with the tender selection committee.

The Tenderer must submit online Technical bid and Financial Bid.

3. EMD:

The earnest money of Rs. 36,000/- (Thirty Six thousand) is to be deposited online by the bidder in the way as described in Memorandum No.-3975-F(Y), dt. -28/7/16 of Finance Department, Audit Branch, Government of West Bengal. In case of successful bidder, the earnest money will be converted into the performance security.

4. The tenderer should submit the tender in following two bids:

A) Technical Proposal: containing Statutory Cover and Non-statutory Cover: -

Statutory cover:

- i) Application to participate in e-tender as per annexed proforma.
- ii) Scanned copy of proof of submission of EMD in the way as described in Memorandum No.-3975-F(Y), dt. -28/7/16 of Finance Department, Audit Branch, Government of West Bengal /valid order from competent authority in support of exemption or relaxation claimed for EMD, if any.
- iii) NIT

Non-statutory cover: will contain the following documents:

- A: Certificate(s):**
- i) Income Tax return (Financial year 2019-20/ 2020-21/ 2021-22, Assessment year 2020-21/ 2021-22/ 2022-23),
 - ii) PAN card of proprietor/company whichever is available
 - iii) Professional Tax challan (Valid for the F.Y. 2022-23)
 - iv) GST registration certificate

B: Company : i) Updated Trade license of allied services (Valid for the F.Y. 2022-23)

Details (final decision reserved by the tender selection committee)

- ii) Power of Attorney in favour of signatory of bid if needed

C. Documents: i) Audited Profit & Loss Account and Balance Sheet for F.Y. 2019-20/ 2020-21/ 2021-22

ii) Bidders' non-conviction certificate as per enclosed proforma

iii) Material Safety Datasheet and/or product specification documents supporting each item from production company to be submitted, wherever it is applicable.

- iv) Experience certificates in the same kind of job in the Govt./PSU sector.
- v) Credential (documentary evidence) from various agency/Govt. for successful supply of good quality material for last 3 (three) years. The minimum value of completed job should be within the limit of Rs. 5,00,000/- (Five lakhs) during last 3 (three) financial years.
- vi) Non conviction certificate should be authorized by First Class Judicial Magistrate/Notarized.
- vii) Partnership Deed for partnership company / Memorandum of association/ Certificate of incorporation/Articles of association for Pvt. Ltd company / Registration certificate in case of Co-operative Society.

B) Financial proposal: Rate:

The basic or unit rate per accounting unit will be quoted inclusive of all applicable taxes and charges such as delivery charges. Financial bid of the tenderer will be opened only if he is found qualified in technical bid.

5. The tenderer should quote only one rate per item for the procurement of **Laboratory Consumables for NTEP of Nadia**. Here during financial evaluation, each item will be evaluated separately. Letter of acceptance/supply order shall be issued on the basis of lowest rate of individual item. In case of massive problem with quality, the committee deserves the right to issue supply order to the next successful bidder (as applicable in each case) as per discretion of the tender selection committee

6. The rates tendered must remain valid for a period of one year with effect from the date of acceptance of the tender. However, the contract may be extended up to maximum 1 year breaking in two successive 6 months duration subjects to satisfactory performance & necessary approval of the DH&FWS, Nadia

7. The tenderer should give warranty against any item supplied by them and replace the defective item at their own cost.

8. The tender selection committee nominated by the Competent Authority to assess eligibility shall carry out the evaluation of bids.

9. Within 3 (three) working days of issuance of letter of acceptance, the successful bidder(s) must submit to this office an additional amount of Rs. 54,000/- (Fifty four thousand), as the performance security in the form of a demand draft drawn from any scheduled nationalized bank in favour of '*The Secretary, District Health & Family Welfare Samity*' payable at Krishnagar, Nadia. Non-deposition of submission of performance security within specified time period will lead to forfeiture of earnest money of the concerned bidder. The performance security may be retained till the validity of contract exists. Supply/procurement order will be issued to the concerned bidder only after successful deposition of performance security by the said bidder.

o Additional performance security @ 10% of the tender amount shall be obtained for the successful bidder of the accepted bid value is 80% or less than the estimate put to tender.

10. Liquidated damage: In the event of breach/violation or contravention of any terms and conditions contained herein by the selected vendor, the security deposit shall be forfeited and the firm/company shall be blacklisted in addition to termination of contract.

11. Schedule of required items are given later.

12. Orders will be placed with the selected bidders as per requirement (as deemed fit by the authority) of this office and supply is to be made within fifteen days from the date of the order. In case of non-compliance, 2% of bill value for the said item may be deducted for each day's delay as per discretion of the tender selection committee and/or the next successful bidder (as applicable in each case) may be awarded the contract .

13. The selected vendor who will supply the items, should strictly confirm the procurement of **Laboratory Consumables for NTEP of Nadia** as mentioned.

14. The decision of the 'Tender Selection Committee' is final and binding in the matter of selection of tender. The Chief Medical Officer of Health & Secretary, District Health & Family Welfare Samity, Nadia reserves right to accept or cancel/reject any or all of the tenders wholly or in part without assigning any reason whatsoever. The Tender Selection Committee reserves the right of cancellation, adding, reducing or deferring the tender in total or in partial without assigning any reason thereof. After evaluation of technical proposal submitted by the bidders, the tender selection committee may call the required number of successful bidders selected at technical bid for the test of their samples. However, it is to be noted that samples test report may be of prime importance for awarding the contract irrespective of the financial bid to be opened later on as quality matters for utilization in public interest. The decision of the committee will be binding in all aspects. The committee will have no obligation to award the contract to the bidder with L1 status after commercial bid evaluation, if found unsuitable due to any valid reason (technical or financial)

15. Any dispute arising out of this contract will be settled amicably. All disputes are subject to jurisdiction in the courts of Krishnagar, Waste Bengal.

16. In case of any valid complain regarding quality, authority reserves the right to cancel the contract/supply order/bill processing at any time, if needed.

17. **In case of a tie in rate offered-** the successful bidder will be decided in compliance with Memorandum No. 2320-F(Y), dt- 07.06.2022 issued by the Finance Department (Audit Branch).

Section –A **Instruction to Bidders**

General guidance for e-tendering:

Instructions /Guidelines for electronic submission of the tenders have been annexed for assisting the prospective bidders to participate in e-tendering.

i) Registration of bidder:

Any bidder willing to take part in the process of e-tendering will have to be enrolled & registered with the Government e-procurement system by logging on to State Government e-tender portal <https://wbtenders.gov.in>, the contractor is to click on the link for e-tendering site as given on the web portal.

ii) Digital Signature Certificate (DSC):

Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available on www.wbtenders.gov.in. DSC is given as a USB e-token.

iii) The supplier can search and download N.I.T & B.O.Q and tender documents electronically from computer once he logs on to the web portal using the Digital Signature Certificate. This is the only mode of collection of Tender documents.

iv) A prospective bidder may participate in the tender provided the bidder deposits requisite EMD of Rs.36,000/- (Thirty Six thousand) for e-tender for procurement of **Laboratory Consumables for NTEP of Nadia** and has requisite technical background.

v) Submission of Tenders:

Tenders are to be submitted through online to the website stated above in two folders- in one the Technical Proposal before the prescribed date and 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) on uploading. The two folders are:

A) Technical proposal: Containing Statutory Cover and Non-statutory Cover: -

Statutory cover:

- i) Application to participate in e-tender as per annexed proforma
- ii) Scanned copy of proof of submission of EMD in the way as described in Memorandum No.-3975-F(Y), dt.-28/7/16 of Finance Department, Audit Branch, Government of West Bengal /valid order from competent authority in support of exemption or relaxation claimed for EMD, if any.
- iii) NIT

Non-statutory Cover:

Will contain the following documents:

- A: Certificate(s):**
- i) Income Tax return (Financial year 2019-20/ 2020-21/ 2021-22, Assessment year 2020-21/ 2021-22/ 2022-23),
 - ii) PAN card of proprietor/company whichever is available
 - iii) Professional Tax challan (Valid for the F.Y. 2022-23)
 - iv) GST registration certificate

- B: Company:**
- i) Updated Trade license of allied services (Valid for the F.Y. 2022-23) (final decision reserved by the tender selection committee) Details
 - ii) Power of Attorney in favour of signatory of bid if needed

- C. Documents:**
- i) Audited Profit & Loss Account and Balance Sheet for F.Y. 2019-20/ 2020-21/ 2021-22
 - ii) Bidders' non-conviction certificate as per enclosed proforma
 - iii) Material Safety Datasheet and/or product specification documents supporting each item from production company to be submitted, wherever it is applicable.
 - iv) Experience certificates in the same kind of job in the Govt./PSU sector.
 - v) Credential (documentary evidence) from various agency/Govt. for successful supply of good quality material for last 3 (three) years. The minimum value of completed job should be within the limit of Rs. 3,00,000/- (Three lakhs) during last 3 (three) financial years.
 - vi) Non conviction certificate should be authorized by First Class Judicial Magistrate/Notarized.

vii) Partnership Deed for partnership company / Memorandum of association/ Certificate of incorporation/Articles of association for Pvt. Ltd company / Registration certificate in case of Co-operative Society.

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

THE ABOVE STATED NON-STATUTORY /TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLIWING 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 using a) multiple scan, b) Black and white scan, c) scan resolution should be within 250 dpi.

B. Financial Proposal: Bill of quantity

1) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The bidder is to quote the rate 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 virus scanned and Digitally Signed by the bidder.

Financial capacity of a bidder will be judged on the basis of information furnished in Annexure.

a) Penalty for suppression/discretion of facts:

If any tenderer fails to produce the original hard copies of the documents on demand of the Tender Inviting Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tender and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

b) Rejection of Bid:

The Tender Selection Committee reserves the right to accept or reject any bid and to cancel the bidding processes and reject all bids at any time prior to the award of contract without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of such action.

c) Award of Contract

The Tender Selection Committee reserves the right of cancellation, adding, reducing or deferring the tender in total or in partial without assigning any reason thereof. After evaluation of technical proposal

submitted by the bidders, the tender selection committee may call the required number off successful bidders selected at technical bid for test of their samples. However, it is to be noted that samples test report may be of prime importance for awarding the contract, irrespective of the financial bid to be opened later on as quality matters for utilization in public interest. The decision of the committee will be binding in all aspects. The committee will have no obligation to award the contract to the bidder with L1 status after commercial bid evaluation, if found unsuitable due to any valid reason (technical or financial)

The bidder, whose bid has been accepted will be notified by the Tender Inviting and Accepting Authority through Letter of Acceptance.

The notification of award will constitute the formation of the Contract

Delivery period: Fifteen days from the date of award of contract/supply order

Procurement will be made as per the requirement from our end periodically in time to time. Determination of quantity will depend on actual requirement from our end.

C) Scope of Work: The service shall be meant to supply the **Laboratory Consumables for NTEP of Nadia.**

- a) **Specification of Materials:** The contractor shall ensure and confirm that only good quality laboratory consumables shall be supplied by him.

Description of procurement of Laboratory Consumables for NTEP of Nadia:

Sl.	Name of the consumables	Required Specifications	Required Quantity (Tentative)
1	Adhesive level	Size 2.5 cm X 1.5 cm, 1000 pieces packet	400 pcs.
2	Amber Reagent bottle	1000 ml	40 pcs.
3	Auramine 'O'	25 Gms, C17H22CIN3, mol wt: 303.84	20 pcs.
4	Breaker (Glass)	Size: 2 Ltrs. Borosil	10 pcs.
5	Broom Stick	Wooden Stick Hard, Long, Straight & Fine (100 pcs bundle)	5000 pcs.
6	Brown Bottle (Glass)	Size: 1000ml	10 pcs.
7	Coupling Jar	Plastic made, Standard Size (9 x 5 cm.)	15 pcs.
8	Diamond Marker pencil	6" (15.24 cm.) holder with artificial diamond (hard stone) embedded at one end with screw cap, to mark on microscope glass slides	300 pcs.

9	Digital Balance	General purpose table top laboratory balance, Stainless Steel, 220-230 V, stainless steel platform, keypad auto calibration function, auto off, battery life of at least three months after installation, overload and under load, low battery LCD/LED indicator. Range: Wide range: 0.001 – 120 gms, (three-digit decimal), Resolution: 0.001 gms, Accuracy 0.001 gm, Repeatability (SD): 0.01 gm., pan diameter 80 mm., weighing pan enclosed in glass shield, with full range tare, AC adapter.	10 pcs.
10	Dropping Bottle	250 ml capacity built-in stem all polypropylene; leak proof screw cap made of polypropylene.	300 pcs.
11	Falcon Tube	1)Falcon-Tube (Sterile) Material: 2) Polypropylen Capacity: 50ml 3)Tube Style: Centrifuge 4)Bottom Style: Conical 5)Neck Style: Wide 6)Top Style: Threaded 7)Max RCF: 15500 xg 8)Graduations: Yes 9)Graduation Range: 5-50 ml 10)Graduation Interval: 2.5ml 11)Color: Clear 12)Cap style: Plug Seal 13)Cap material: High Density Polyethylene 14)Cap Diameter: 35.2 mm (approx.) 15)Sterile: Yes 16)Self-standing: No 17)Outer Diameter: 29.1 mm (approx.) 18)Length: 114.4 mm (approx.) 19)Feature: Disposable 20)Rack: No 21)Sterile Tube 22)Falcon-Tube should be able to withstand a temperature of 121 degree Celsius at 15 Lbs per inch square for 15 minutes.	60,000 pcs.
12	Filter Paper (110 mm)	Filter paper No. 1, diameter: - 12.5 cms for filtering carbol fuchsin using a small funnel of 10cm maximum diameter, Smooth on one side and rough on the other side, water permeable	200 pckt.
13	Filter Paper (125 mm)	Filter paper No. 1, diameter: - 12.5 cms for filtering carbol fuchsin using a small funnel of 10cm maximum diameter, Smooth on one side and rough on the other side, water permeable	200 pckt.
14	Foot Operated Paddle bucket	Size: 12 Lt. Plastic	120 pcs.
15	Glass Rod	2-3 mm dia x12" length	150 pcs.
16	Iec gel pack	300 gms	1000 pcs.
17	Lens Cleaning Paper	Soft microscope lens cleaning tissue, 4" x 6" booklet, each booklet containing 100 sheets.	200 pcs.

18	Methylated Sprit	Chemical Name: Ethanol denatured + 5% Isopropyl alcohol + 5% Methanol, Molecular structure: C ₂ H ₅ OH, Molecular wt: 46.07, Purity: 90%	100 pcs.
19	Parafilm M Laboratory film (4-inch-wide 125 ft. long roll)	Refractive index of 1.48. It should be colourless, odour less, transparent, free from fluorescence in day light with relative density of 0.827 to 0.890, viscosity of 110 to 230 m Pa s., specific gravity of 0.76-0.78 at 15.5°C	60 pcs.
20	Poly pouch	Size: 7x5 inch, 100 pcs/bag	1000 pcs.
21	Slide Holder Tray	Steel Made	300 pcs.
22	Slide Preserve Box	For storing 100 Slides, Plastic storage boxes, approximate dimensions: 8.75" (22.2 cm) x 6.75" (17.15 cm) x 1.3" (3.3 cm).	1000 pcs.
23	Sprit lamp	Stainless Steel	200 pcs.
24	Sputum Containers	Cups made of Special Medical Grade Polypropylene, thin plastic, translucent, Diameter - 4cm, Capacity - 30 ml, Screwable Cap should also be made of Special Medical Grade Polypropylene and should be air tight. Leak proof	3,50,000 pcs.
25	Thermacol Transport box	Size: Thickness of box 2.5 cm, Outer dimension: 18.5 cm length x 13 cm breadth x 14 cm height (with lid), Inner dimension: 14.5 cm length x 8 cm breadth x 13 cm height (with inner part of lid)	500 pcs.
26	Tissue Roll	Non-dotted, 60 mtrs length, 2 ply	1000 pcs.
27	Wash Bottle (Plastic)	500ml	100 pcs.
28	Zipper pouch	Size: 10x12 inch, 100 pcs/ bag	300 pcs.
29	Zipper pouch	Size: 7x5 inch, 100 pcs/bag	1500 pcs.

Price Schedule/Bill of Quantity

Tender Inviting Authority: The Chief Medical Officer of Health & Secretary, District Health & Family Welfare Samity, Nadia

Name of Work: procurement of **Laboratory Consumables for NTEP of Nadia**

Contract No:

Bidder Name							
	<u>PRICE Schedule</u> (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only. A tenderer is to preferbaly quote rates for the procurement of Laboratory Consumables for NTEP of Nadia)						
NUMBER#	TEXT #	TEXT#	NUMBER#	TEXT#	NUMBER	NUMBER#	TEXT#
Sl. No.	Item description	Item Code/Make	Quantity	Units	BASIC/unit RATE (including all applicable taxes and charges) in Figures to be entered by the bidder Rs. P	TOTAL AMOUNT (total amount=basic/unit rate x Quantity) with all applicable taxes and charges Rs. P	TOTAL AMOUNT in Words
1	2	3	4	5	13	54	55
1	ITEM 1	1		0.00	INR Zero only

.....
To be uploaded online with digital signature certificate of authorized personnel of bidder

ANNEXURE I
Application Format

(To be furnished in the official letter pad with full address, contact no & Email id)

To
The Chief Medical Officer of Health &
Member Secretary DH&FWS, Nadia

Sub: **NIT for procurement of Laboratory Consumables for NTEP of Nadia.**

Ref: - Memo No. CMOH-Nad/

,Dated. Krishnanagar the

2023

Sir,

Having examined the pre-qualification & other documents published in the NIT, 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 _____ duly authorized to submit the offer.

2. We accept the terms and conditions as lay down in the NIT mentioned above and declare that we shall abide by it for throughout the tender period.

3. We are offering rate for the items specified and assured supply to the CMOH, Nadia (Public Health wing, Matrisadan, Krishnagar).

4. a) We propose that the order and bill should be raised in our name. We have appointed M/S _____ having its office at _____ Mobile _____ No _____ Email address _____

(Address, contact no. & e-mail address)

OR

b) We propose that order and bill should be raised in favour of our authorized distributor. For that purpose, we have appointed M/S.....having its office at.....Mobile _____ No.....E-mail address.....

(Address with contact no. and e-mail address) as authorized Distributor who will receive order and payment in his name on our behalf.

5. We are the existing vendors/not the existing vendor (strike out whichever is not applicable) in the Nadia District.

6. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

7. We understand that:

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

(b) Tender Selection Committee reserves the right to reject any application without assigning any reason.

Date:

**Signature of applicant
with stamp**

ANNEXURE II

Draft Affidavit Proforma for non conviction

I, Sri/Smt. _____ MD/Proprietor/Partner of the firm
_____ (Name of the firm) having office at
_____ contact
no _____ email id _____ 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 of items to any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply of items to the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
3. 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.
4. 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.

**Signature of Applicant
with stamp**

N. B. For technical compulsion of online uploading at www.wbtenders.gov.in, although the choice of EMD through BG/ST or EMD exemption is given but as a matter of fact only EMD exemption (with valid order from the competent authority in support of exemption or relaxation claimed for EMD) is allowed, not EMD through BG/ST is allowed. However, EMD is to be submitted online in the way as described in Memorandum No.-3975-F(Y), dt. -28/07/2016 of Finance Department, Audit Branch, Government of West Bengal, wherever applicable.


21/2/23
Chief Medical Officer of Health
Nadia