

Bid Documents Including Terms and  
conditions For E-Tender for Hepatitis  
Screening Kit in the District of Malda.  
For the year 2022-23

Department of Health & Family Welfare  
Government of West Bengal  
Office of the Secretary D.H & F.W.S, and Chief  
Medical Officer of Health, Malda



Government of West Bengal  
Secretary D.H & F.W.S, and Chief Medical Officer of Health,  
Jhaljhalia, Malda, Pin-732102  
Phone No-(03512)-264057  
[Email-cmohmaldaestb@gmail.com](mailto:Email-cmohmaldaestb@gmail.com) & [cmohmld.dpmu@gmail.com](mailto:cmohmld.dpmu@gmail.com)

NIT No. HFWD/CMOH-MLD/NIT-06/2022-2023

Dated : 01/02/2023

### **NOTICE INVITING TENDER(N.I.T)**

1. Online tender is invited through E-procurement platform <https://wbtenders.gov.in> & <https://wbhealth.gov.in> for supply of Hepatitis Screening Kit (ELISA Kits) of Health Department of this district for the year 2022-23. Tender has been called for following said Kit in this district.

#### **2. General Information about the Tender :**

- (a) Office of Issue : Chief Medical Officer of Health & District Health & Family Welfare Samity, Malda, Jhaljhalia, Pin-732102.
- (b) Place of Opening the Tender : Chief Medical Officer of Health, Jhaljhalia, Malda, Pin-732102
- (c) Address for communication : Same as above (a)

#### **3. Date and Time Schedule of Tender :**

Sl. No.	Particulars	Date & Time
1	Date of publishing N.I.T. & other Documents online	02/02/2023, 10 am
2	Online documents download start date	02/02/2023, 10 am
3	Online documents download end date	18/02/2023, 5 pm
4	Online Bid submission start date	02/02/2023, 10 am
5	Online Bid submission closing date	18/02/2023, 5 pm
6	Online Bid opening date for Technical Proposals	21/02/2023, 10am
7	Date of online uploading list for Technically Qualified Bidders	To be notified later
8	Date of online opening of Financial Proposal	To be notified later
9	Tender validity period	One year from date of award of tender.

Sd/  
Secretary D.H. & FWS & C.M.O.H  
Malda

**Memo No. HFWD/CMOH-MLD/NIT-06/2022-2023/1(31) Dated, Malda, the 01/02/23**

Copy forwarded for information and necessary action for wide circulation:

1. The Hon'ble Sabhadhipati, Malda Zilla Parisad, Malda.
2. The Chairman, English Bazar Municipality, Malda.
3. The Chairman, Old Malda Municipality, Malda.
4. The District Magistrate, Malda.
5. The Principal, Malda Medical College & Hospital, Malda.
6. The M.S.V.P., Malda Medical College & Hospital, Malda.
7. 09) The Dy. Chief Medical Officer of Health, I /II /III, Malda.
- 10-11) The Asstt. Chief Medical Of Health, Sadar/ Chanchal Sub Division, Malda.
- 12-26) The Block Medical Officer of Health of All R.H./ BPHC.
27. The Dy.CMOH-IV, Malda.
28. The District Tuberculosis Officer, Malda.
29. The District Information & Cultural Officer, Malda.
30. The Accounts Officer, CMOH's office, Malda.
31. The Accounts Officer, Office of the M.S.V.P., Malda Medical College & Hospital, Malda.

Sd/  
**Secretary D.H. & FWS &C.M.O.H**  
**Malda**

**Memo No. HFWD/CMOH-MLD/NIT-06/2022-2023/1(31)/2(3) Dated, Malda, the 01/02/23**

**Copy forwarded to:**

1. The Director of Health Services, West Bengal, for favour of his kind information please., Swasthya Bhawan, Kolkata- 91.
2. The Addl. Director of Health Services, West Bengal, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kolkata- 91 for favour of his kind information please.
3. The Deputy Director of Health Services (Hospital Admn.), West Bengal, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kolkata- 91 for favour of his kind information please.

Sd/  
**Secretary D.H. & FWS &C.M.O.H**  
**Malda**

**Memo No. HFWD/CMOH-MLD/NIT-06/2022-2023/1(31)/2(3)/3(2) Dated, Malda, the 01/02/23**

**Copy forwarded for information with a request for wide circulation through Website, to**

1. **The District Informatics Officer, NIC, Malda at Collectorate Building.**
2. **The System Coordinator, IT Cell, Dept. of Health & Family Welfare, Swasthya Bhawan, Kolkata**

Sd/  
**Secretary D.H. & FWS &C.M.O.H**  
**Malda**

**4. Specification of supply of the ELISA Kits as per Part -A (Annexure -I)**

**PART-A : ANNEXTURE -I**

**TECHNICAL SPECIFICATION AND APPROXIMATE REQUIRMENT OF THE ARTICLES**

Sl. No.	Items	Specification	Estimated Quantity	Manufacturer / Brand
1	HBc IgM	<p>1. "Capture" Enzyme ImmunoAssay (ELISA) of 96 wells for the quantitative determination IgM class antibody to Hepatitis B Virus core Antigen in human plasma and sera and must be CE-IVD.</p> <p>2. Should have minimum 6 calibrators. It should be ready to use</p> <p>3. Diagnostic specificity &gt; 98%</p> <p>4. Diagnostic Sensitivity &gt; 98%</p> <p>5. EACH KIT CONTAINS SUFFICIENT REAGENTS TO PERFORM 96 TEST.</p> <p>a)MICROPLATE,CALIBRATIONCURVE,ENZYME CONJUGATE,SPECIMEN DILUENT,ECT</p> <p>6. 40x wash buffer( 2*60ml )with EIA grade distilled,</p> <p>7. Control- 1 vial. Lyophilize.</p> <p>Contains fetal bovine serum proteins human anti HBsAg antibodies calibrated at 50+, - 10% WHO mLU/ml.0.3 mg/ml gentamicin sulphate and 0.1% kathon GC as preservatives.</p>	136 boxes	Reputed company
2	HBcAb	<p>1. Competitive Enzyme Immunoassay for the qualitative determination of antibodies to Hepatitis B core Antigen in human serum and plasma and must be CE-IVD</p> <p>2. Should provide positive control, negative control and calibrator within the kit.</p> <p>3. Limit of detection of 1.25 PEI U/ml</p> <p>4. Diagnostic specificity 100%</p> <p>5. Diagnostic Sensitivity 100%</p> <p>6. EACH KIT CONTAINS SUFFICIENT REAGENTS TO PERFORM 96 TEST.</p> <p>7. MICROPLATE,CALIBRATIONCURVE,ENZYME CONJUGATE,SPECIMEN DILUENT,NEGATIVE CONTROL,POSITIVE CONTROL,ECT</p> <p>8. 40x wash buffer (2*60ml)with EIA grade distilled water</p>	131 boxes	Reputed company
3	HBsAb	<p>1. Enzyme Immunoassay for quantitative determination of antibodies to Hepatitis B surface Antigen in human serum and plasma and must be CE-IVD</p> <p>2. Should have minimum 5 calibrators. It should be ready to use</p> <p>3. The kit must be calibrated against WHO controls</p> <p>4. Diagnostic specificity &gt; 98.5%</p> <p>5. Diagnostic Sensitivity &gt;99%</p> <p>6. EACH KIT CONTAINS SUFFICIENT REAGENTS TO PERFORM 96 TEST.</p> <p>7. MICROPLATE,CALIBRATIONCURVE,ENZYME CONJUGATE,SPECIMEN DILUENT,ECT</p> <p>8. 40x wash buffer(2*60ml) with EIA grade distilled water</p> <p>9. The amount of antibodies may be quantitated by means of a standard curve calibrated against the WHO reference preparation.</p>	136 boxes	Reputed company

Sd/  
**Secretary D.H. & FWS & C.M.O.H**  
**Malda**

## **5. Terms & Conditions of The Tender**

### **i) Technical Bid :**

- a. Trade license up to date.
- b. GST.
- c. P. Tax Paid Challan up to date.
- d. PAN Card
- e. Income Tax last three (3) years.
- f. Credential Certificate along with respective order copy.
- g. Bank Solvency Certificate **Rs. 5,00,000** (Rupees five lakh only)
- h. Audited Balance Sheet & Profit & Loss A/c of last 3 years.

### **ii) Financial Bid :**

**Through on line submit the rates should be quoted neatly typed in figures per unit with delivery & all charges excluding GST** .Any deviation of Proforma will be treated as cancelled.

### **iii) Minimum Eligibility Criteria :**

- (a) Only those **Supplier/ Firms /Agencies** ( as furnished in the Trade License) who have experienced in such types of Supply of at least three years.
- (c) Credential (satisfactory performance) Certificate(s) are to be submitted from the respective work order issuing authority. Issuing authority should be Govt./ Semi Govt./Govt. Undertaking organization only. Photo copy of Work order in support of credential certificate(s) should be submitted.

iv) The Successful Tenderer(s) will have to deposit Security money @ 8% of the total value in the form of Pay order/Bank Draft/RIP within 7 days after acceptance of the offer.

v) The Security deposit of the successful selected Tenderer may be forfeited for supplying unsatisfactory articles or irregular supply.

vi) Validity of Tender : one year from the date of opening of tender in case of no abnormal price fluctuations. The procurement will be made in phased manner or at a time as per requirement during validity.

vii) Items to be supplied must confirm to the specification as shown above. If any deviation is found, the department reserves the right to reject the materials at its sole discretion.

viii) Payment shall be made after receiving the goods in good condition & with requisite quality.

## **6) PREPARATION OF BIDS :**

- a) The tender is to be submitted electronically on E-Tendering portal of <https://wbtenders.gov.in>
- b) Details of the tender can be seen on the website and forms download free of charge Bidding shall be through two bid system consisting of Technical bid and financial bid.
- c) All documents required in the tender should be serially numbered and duly signed by the bidder, with the stamp of the firm on each page before scanning and uploading.
- d) EMD is to be submitted through online.
- e) Intending bidders may submit bid for all items or any one of the all items.
- f) Only qualified technical bid, will be considered for opening of financial bid.

- g) For detailed query, if any, intending bidders are requested to contact with office on any working day at any time during office hours.
- h) No additional document shall be accepted after last date of submission of the bid but the purchaser may demand to see the original document or submission of attested/certified copy of any document which has been submitted earlier through online.
- i) The bids shall be submitted as per the given format and should be devoid of any cutting, alteration and ambiguity. Tender form and undertaking should be filled and signed properly. It should be neatly typed without the use of eraser/white fluid etc. The documents/certificates by using eraser/white fluid etc shall not be entertained.
- j) Submission of the tender is deemed to be agreeing to the terms and conditions of this tender and shall act, if approved, as a contract or supply as per the terms and conditions of the tender and according to the given schedule or on subsequent orders of the Secretary District Health & Family Welfare Samity & C.M.O.H Malda or his authorized representative.
- k) Financial bid is to be submitted online.
- l) The bidder shall quote firm price neatly typed in number & words also. No alteration/change in offer will be accepted.
- m) If the last day for receiving tenders is declared a holiday, the next working day at the same time will be the last date & time for the receipt of tenders.
- n) Each bidder shall submit only one tender either by himself or as partner.
- o) The bidder shall bear all costs associated with the preparation and submission of his bid and the Department will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
- p) The tender is bound to submit an undertaking as per **proforma attached in Annexure-II**.
- q) The tenderer has to submit a certificate stating that firm has not been blacklisted in the past by any Govt./semi Govt institution.
- r) The bidder is expected to examine all Elisa Kits terms and conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his bid.
- s) Tender submitted through E-Procurement platform will only be considered. To avoid any complication with regard to late receipt/non-receipt of tenders, it may please be noted that responsibility rests with the vendor to ensure that tenders reach before due date and time.
- t) Purchase assigned the right to accept or reject any bid without assigning any reason thereof.
- u) Rate of the article should be quoted as per pro forma and should not exceed the prevailing market rate (MRP).
- v) Item should be marked as " Govt. Supply Not for Sale"

## **7. Earnest Money Deposit (EMD)**

1 The amount of Earnest Money **Rs.60000/-(Rupees sixty thousand only)**.

2 The earnest money shall be denominated in Indian Rupees

3 Deposition of earnest money:

Net Banking (any of the banks listed in the ICICI Bank gateway) in case of payment through ICICI bank Payment Gateway.

RTGS/NEFT in case of offline payment through bank account in any bank.

#### 4. Payment by Net Banking:

a) On selection of net banking as payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a UNIQUE ID) where he will select the bank through which he/ she wants to do the transaction.

b) Bidder will make payment after entering his/her Unique ID and password of the bank to process the transaction.

c) Bidder will receive a confirmation message regarding success / failure of the transaction.

d) If the transaction is successful , the amount paid by the bidder will get credited in the respective pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R N Mukherjee Road , Kolkata for collection of EMD / Tender fees.

e) If the transaction is failure, the bidder will again try for payment by going back to the first step.

#### 5. Payment through RTGS/ NEFT:

a) On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having details to process RTGS/NEFT transaction.

b) The bidder will print the challan and use the pre-filled information to make RTGS / NEFT payment using his bank account.

c) Once payment is made , the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT / RTGS process to complete , in order to verify the payment made and continue the bidding process.

d) Hereafter, the bidder will go to e-Procurement portal for submission of his bid.

e) But if the payment verification is unsuccessful, the amount will be returned to bidder's account.

#### 6. Refund / Settlement Process:

a) After opening of the bids and technical evaluation of the same by the tender inviting authority (TIA) through electronic processing in the e-Procurement portal of the State Government, the TIA will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web service.

b) On receipt of the information through e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidder's bank account from which transaction was made. Such refund will take place within T+2 Bank Working Days (Where T means the date on which information on rejection of bid is uploaded to e-Portal by the TIA.)

c) Once the Financial bid evaluation is electronically processed in the e-Procurement Portal, EMD of the technically qualified bidders other than that of L1 & L2 bidders will be refunded, through an automated process, to the respective bidders' bank account from which payment was made. Such refund will take place within T+2 Bank working days. However, the L2 bidder should NOT BE REJECTED till the LOI (Letter of Intent) process is successful.

d) If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement Portal , EMD of the L2 bidder will be refunded through an automated process ,to the his bank account from which payment was made . Such refund will take place within T+2 Bank working days. (Here T means the date on which information on Award of Contract to the L1 bidder is uploaded in the e-Procurement Portal by the TIA)

e) As soon as the L1 bidder is awarded the contract and the same is processed electronically in the e-Procurement Portal:-

i) EMD of the L1 bidder for tenders of the State Government Offices will automatically get transferred from the pooling account to the State Govt. Deposit Head "8443-00-103-001-07" through GRIPS along with the bank particulars of L1 bidder.

ii) Such transfer will take place within T+1 Bank working Days (Here T means the date on which Award of Contract is issued )

iii) All refunds will be made mandatorily to the Bank A/C from which payment of EMD was initiated.

7. The TIA of the government offices will be using their respective e-Procurement User ID and password to view the EMD deposited by the bidders in the pooling accounts.

## **8. QUOTATION OF RATES :-**

Please note that Price BID is to be submitted online only. The price/rate shall be quoted by the bidder in INR(Indian Rupees) and shall remain firm till the completion of the contract. It shall be inclusive of all charges and including cess, loading unloading, carriage, etc, excluding GST, and nothing more shall be added to the quoted price at the time of billing.

## **9. TERMS OF SUPPLY & PAYMENT:-**

The payment will be made within 30 days of the receipt of the items and after completion of all formalities. No advance payment will be made.

a) The firm will be bound to supply the items within stipulated period, falling which action will be taken to debar the firm from taking part in future purchases of Secretary Dist. Health & F.W. Samity & CMOH, Malda and proceedings will be constituted against the firm to black list them.

b) Articles have to be supplied to DFWB Store, Medical College campus, Malda within 20 days from the date of issue of order at their own cost by the approved vender & No transport and other charges will be allowed.

## **10. PENALTIES :-**

If a bidder withdraws from the bid or fails to submit the required security deposit within the specified time or owing to any other reason, he is unable to undertake the contract, his contract will be cancelled and he shall forfeit the earnest money deposit or the security deposit submitted by him. He will also be liable for all damages sustained by the purchaser including the liability to pay any difference between the prices accepted by him and those ultimately paid for the procurement of the articles concerned. Such damages shall be assessed by the CMOH, Malda whose decision shall be final in the matter.

a) If any information furnished by the bidder/supplier is found to be incorrect at any time, the tender/contract/ agreement /supply order is liable to be terminated/cancelled and CMOH, Malda may forfeit Earnest Money Deposit and or security deposit as the case may be.

The above terms & conditions are read carefully and accepted by **Suppliers/ Firms /Agencies** to the best of their knowledge.



**PART- B : ANNEXURE - II : UNDERTAKING**

To  
The  
Secretary District Health & Family Welfare Samity  
& Chief Medical Officer of Health  
Malda

Tender No- \_\_\_\_\_ dt- \_\_\_\_\_ for the year 2022-23

Sir,

1. The undersigned certify that I have gone through the terms and conditions mentioned for the above and undertake to comply with them. 2. I/We undersigned hereby bind myself/ourselves to the Secretary District Health & Family Welfare Samity & CMOH, Malda to supply the various items for Secretary District Health & Family Welfare Samity & CMOH, Malda during the period under contract. It is certified that rate quoted are lowest quoted for any institution in India.
3. The article shall be of the best quality and kind as per requirement of the institution. The decision of the Secretary District Health & Family Welfare Samity & CMOH, Malda as regards to the quality and kind of article shall be final and binding on me/us. 4. Earnest money deposited by me/us viz. Rs. \_\_\_\_\_ in the form of Bank Draft in the name of Secretary District Health & Family Welfare Samity & CMOH, Malda attached herewith and shall remain in custody of the Secretary District Health & Family Welfare Samity & CMOH, Malda till the successful completion of the rate contract.
5. I/We shall forfeit the earnest money deposited by me/us if any delay occur on my part/agent or failed to supply the article at the appointed place and time of the items of the desired quality. The Secretary District Health & Family Welfare Samity & CMOH, Malda in that case may purchase them from any other source and deduct the extra amount if any paid in connection therewith from the bill submitted by me/us or from the performance security money deposited by me. In case where such liability is more than the performance security money deposited by me. In case where such liability is more than the performance security money me/us undertake to pay the amount which is admissible.
6. There is no vigilance/CBI case or court case pending against the firm/ supplier and firm in not blacklisted debarred by any Govt. Department.
7. Should the said officer deem it necessary to change any article on it being found of inferior quality it shall be replaced by me/us in time to prevent inconvenience I/we also agree to supply any article specified in the enclosure up to 25 % above the quantity specified if required.
8. I hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period.
9. I hereby undertake to pay penalty as per terms & conditions for delayed supplies.
10. If I/we fail to supply Secretary District Health & Family Welfare Samity & CMOH, Malda shall have full power to impound or forfeit the security / earnest money.
11. The firm will be required to submit sample (s) as and when asked for and in the event of non-supply of samples by stipulated date the earnest money may be forfeited.
12. The Secretary District Health & Family Welfare Samity & CMOH, Malda Has the right to accept or reject any or all the tenders without assigning any reason.
13. I/we understand all the terms & condition of rate contract and bind myself/ ourselves to abide by them.
14. It is certified that the rate quoted by me are not higher than the M.R.P/ Prevailing market rate.

Authorized Signatory  
Designation

(Seal of the Firm)

**PART- D : APPLICATION FOR TENDER FORM - TECHNICAL SCHEDULE**

1. Name of Firm : \_\_\_\_\_  
2. a) Address : \_\_\_\_\_  
\_\_\_\_\_  
b) Tel No \_\_\_\_\_ Mob. No. \_\_\_\_\_  
c) Fax No. \_\_\_\_\_ E.mail: \_\_\_\_\_  
3. Sales Tax registration No/ TIN No. Of Firm: \_\_\_\_\_ (Attach proof)  
4. PAN Number : \_\_\_\_\_  
5. Earnest Money Details: \_\_\_\_\_  
Validity period of EMD (Draft) \_\_\_\_\_  
6. Whether Price schedule filled : YES/NO

I, \_\_\_\_\_ Prop/Partner/Director of  
M/S. \_\_\_\_\_ hereby declare that the  
information given in this form is true & correct to the best of my knowledge & belief. I offer  
to supply the items mentioned in the schedule (enclosed in price bid) at the rates quoted  
therein. I agree to hold this offer for year after initialization of rate contract.

Yours Faithfully  
Dated Signature \_\_\_\_\_  
Name of Tenderer \_\_\_\_\_  
Address \_\_\_\_\_  
Tel. No \_\_\_\_\_

WARNING :- Subsequently, if information furnished in this form is found incorrect, the  
tender will be rejected and further tenderer will be black listed.

I do hereby declare that I shall abide by all the terms conditions and the above particulars are  
true. In case of any lapses, my tender will be treated as cancelled.

Dated :-

Authorized Signatory  
Designation  
(Seal of the Firm)

Non Statutory Cover will contain following documents

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	i. Income Tax PAN ii. GST iii. Professional Tax Registration/any Challan deposited in last six months from scheduled date of e-tender opening iv. Service Tax Registration along with copy of last return filed
B.	Company Detail(s)	Company Detail	i. Certificate of Incorporation/Partnership Deed ii. Updated Trade License iii. Power of Attorney in favour of signatory of bid
C.	Credential	Credential-1	Conditions of Contract with supporting documents
D.	Documents	Documents	i. Audited Balance Sheet & Profit & Loss A/c of last 3 years ii. Name, address of banker, account number iii. Bank Solvency Certificate on any date after publishing of this e-tender for an amount <b>Rs. 500000/- (Rupees five lakh only)</b> iv. Address proof for registered and/or branch office of bidder, preferably in district of health facility v. Bidder's Undertaking as per General Instructions to Bidders, Part- E, Annexure- II.

## SECTION XII: CHECKLIST FOR BIDDERS

Sl no	Checklist
1	Tender Application Form
2	Notice Inviting Tender
3	Income Tax
4	Professional Tax Registration/any Challan deposited in last six months from scheduled date of e-tender opening
5	Certificate of Incorporation/ Partnership Deed
6	Trade Licence
7	Power of Attorney in favour of signatory of bid
8	Performance Statement as per format prescribed in GCC Clause 3, with supporting documents
9	Audited Balance Sheet & Profit/Loss A/c for last 3 years
10	Name, address of banker, account number
11	Bank Solvency Certificate on any date after publishing of this e-tender for an amount <b>Rs. Amount Rs. 500000/- (Rupees five lakh only)</b>
12	Address proof for registered and/or branch office of bidder, preferably in district of health facility
13	Bidder's Undertaking as per General Instructions to Bidders
14	Price Schedule

N.B. It is the responsibility of bidder to go through the e-tender document to ensure furnishing of all required documents in addition to above, if any.