



**GOVERNMENT OF WEST BENGAL
BY THE OFFICE OF THE MSVP,
SCHOOL OF TROPICAL MEDICINE, KOLKATA-700073
Email- msvp.stm@gmail.com, Phone: 033-22123697/98**

NIT No: STM/DT/01/E-TENDER-13/432/2022

Dated: 18.11.2022

**NOTICE INVITING E TENDER FOR REPAIRING STEEL, WOODEN FURNITURE & OTHER ITEMS FOR 1
(ONE) YEAR**

(Through Pre-qualification)

(Submission of Bid through NIC e-tender portal)

The Medical superintendent cum vice Principal, School of Tropical Medicine, Kolkata invites e-tender from reputed organization/firm/experienced Agency for **one year from the date of contract** and its extension, for a **further period of 6 (Six) months** or the completion of next tender whichever is earlier as per annexed list. The one-year contract period shall commence from the date of award of contract for this tender of School of Tropical Medicine, Kolkata.

In the event of e-filling, intending bidder may download the tender documents from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate and must make Payment of earnest money through online portal mentioned in NIT. Technical Bid in Technical (Statutory & Non- Statutory) folder and Financial Bid in Financial folder both duly digitally signed are to be submitted concurrently in the website <https://wbtenders.gov.in>.

MSMEs registered in West Bengal are exempted from submission of EMD as per Finance Department, Go WB Notification 10500-F dated 19/11/2004, but their selection would be subject to the provisions of Notification No. 6142-F(Y) dated 10/10/2017 of the Finance Department, Government of West Bengal.

The Financial Bid of the prospective Bidder will be considered only if the Technical Documents (Statutory & Non-Statutory) of the Bidder found qualified by the Tender Selection Committee of School of Tropical Medicine, Kolkata.

The decision of the Tender Selection Committee will be the final and absolute in this respect.

1. Important information

DATE & TIME SCHEDULE OF IMPORTANT EVENTS

Sl. No.	Particulars	Date & Time (on working days only excluding Sundays and Holidays)
1	Date of publishing N.I.T. & other Documents online	24/11/2022, 10 am
2	Online documents download start date	24/11/2022, 10 am
3	Online documents download end date	9/12/2022, 6 pm
4	Online Bid submission start date	24/11/2022, 10 am
5	Dates for submission of Earnest Money Deposit on line.	24/11/2022 onwards
6	Online Bid Submission closing date	9/12/2022, 6 pm
7	Online Bid opening date for Technical Proposals	12/12/2022, 10 am onwards
8	Date of online uploading list for Technically Qualified Bidders	To be notified later
9	Date of online opening of Financial Proposal	To be notified later

Any subsequent notice regarding this tender shall be uploaded on the website only.

2. In the event of any of the above mentioned dates being declared as a holiday for the STM, Kolkata, the tender will be opened on the next working day at the appointed time.

**Medical Superintendent Cum Vice Principal
School of Tropical Medicine, Kolkata**

Introduction

Before formulating the bid and submitting the same to the purchaser, the bidder should read and examine all the terms, conditions, instructions, checklist etc. contained in the TE documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these TE documents may result in rejection of its bid.

General Guidance for e-Tendering:-

Instruction /Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participating in e-Tendering.

1. Registration of Bidder:-

Any Bidder willing to take part in the process of e-Tendering will have to enroll and register with the Government e-procurement system and they can do so by visiting <https://wbtenders.gov.in> (herein after mentioned as the 'prescribed website' and following link on e-tendering site (herein mentioned as 'the prescribed web portal 'or 'web portal' or 'e-tender web portal').

2. Digital Signature Certificate (DSC):-

Each bidder is required to obtain Class – II or Class – III Digital Signature Certificate (DSC) for submission of tenders from the approved service providers of the National Informatics Centre (NIC) on payment of requisite amount; the details of which are available at the web site as stated above. The DSC is given as a USB e-Token.

3. The bidder can search and download NIT & Bid Document electronically from the above website once he/she/they log(s) on to the website mentioned in clause using the Digital signature Certificate. This is the only mode of collection of Tender/Bid Document.

4. Submission of bids.

Both Technical bid and Financial Bid, duly signed digitally signed, are to be submitted in the 'prescribed website'. All the documents, to be scanned and uploaded in the web portal must be in English language.

The Bids are to be submitted online in the website/web portal in two folders at a time, one each for Technical Bid and for Financial Bid, before the prescribed date & time using the Digital Signature Certificate (DSC). The documents to be uploaded are to be scanned for viruses and are to be duly **Digitally Signed**. The documents will get encrypted(transformed into non readable formats). The Technical proposal should contain scanned documents uploaded in the following further two covers (folders)

5. Statutory Cover: -

Document supporting payment of **Earnest Money (EMD)** only through NET BANKING/RTGS/NEFT Tender items should be uploaded. Properly filled up schedule must be uploaded and Digitally Signed except quoting rate. Quoting rate will only be encrypted in the B.O.Q. under Financial Bid. In case, there is quoting of any rate in other documents except the BOQ, the bid is liable to be summarily rejected.

SUBMISSION OF THE TENDERS: The tender is to be submitted in a two Bid System.

Technical Proposal:

(A). Statutory Cover Containing the following documents:

“BID A”: PART- I (SINGLE FILE MULTIPLE PAGES SCANNED)

A	CHECK LIST in the prescribed format
B	Scanned copy of EMD amounting to Rs.10,000.00/- (Rupees Ten Thousand only) OR Documents in support of exemption/relaxation claimed for EMD for the whole tender.
C	Application in the prescribed format given in Annexure I
D	No Conviction Certificate in the prescribed format given in Annexure II
E	Copies of documentary evidence of experience of similar work having successfully completed should be submitted.
F	Quoted Item List as per specification

(B) Non-Statutory Cover:

1. 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.
2. 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.

6. Non Statutory Cover will contain following documents:

Sn	Category	Sub Category	Sub Category Description
A	Certificates	Certificates	PAN Card of the Bidder/Authorized Signatory (who will upload the BID) GST Registration certificate
B	Company Details	Company Details	Valid and recent Trade License/Enlistment (Specific Nature of Business) Registration with Registrar of Companies (If APPLICABLE) Power of Attorney (if applicable)
C	Credential	Credential	Affidavit About No Conviction from Notary Public/Judicial Magistrate/Executive Magistrate. Copies of documentary evidence of experience of similar work having successfully completed should be submitted.

E	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Assessment year 2021-22 or 2022-23
			Copy of latest GST Returns for the year 2022-23 [of any one month] to be submitted.
		Payment Certificate 2	Audited Balance Sheet & Profit & Loss A/c of the year 2021-22 with due certification of a CA firm containing Membership No. and UDIN

7. FINANCIAL COVER

The folder as “Financial Bid” shall contain:

Base Rate per accounting unit inclusive of Entry Tax, Customs Duty (if applicable), Transportation Charges, Insurance, Delivery Charges, Incidental Charges, Freight Charges, etc. and exclusive of GST (wherever applicable) to be quoted.

8. PROCEDURE FOR DEPOSIT OF EMD/BID SECURITY RELATED TO e- PROCUREMENT OF THE STATE GOVERNMENT DEPARTMENTS:

1) Login by bidder:

- a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous body/Local Body/PRIs, etc shall login to the e-Procurement portal of the Government of West Bengal <http://wbtenders.gov.in> using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD/Tender Fees for that tender by selecting from either of the following payments mode:-
 - i) Net banking (any of the banks listed in the ICICI Bank payment gateway) in case of payment through ICICI Bank payment Gateway;
 - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

9. PAYMENT PROCEDURE:

- a) Payment by net Banking (any listed bank) through ICICI Bank payment Gate way:
 - i) On selection of net banking as the pay as the 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 wants to do the transaction.
 - ii) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
 - iii) Bidder will receive a confirmation message regarding success/failure of the transaction.

- iv) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government office/PSU/Autonomous body/Local Body/PRIs, etc maintained with the focal point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v) If the transaction fails, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT:

- i) On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii) 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.
- iv) If verification is successful, the fund will get credited to the respective Pooling account of the State Government office/PSU/Autonomous body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v) Hereafter, the bidder will go to e-procurement portal for submission of his bid.
- vi) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

3) Refund /Settlement Process:-

- i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority 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 services.
- ii) On receipt of the information from the 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 accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority.
- iii) Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L 1 and L 2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they

made the payment transaction .Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority. However, the L 2 bidder should not be rejected till the LOI Process is successful

iv)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 his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract(AOC) to the L1 bidder is uploaded to the e-procurement portal by the tender inviting authority.

v) As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-procurement portal -

- a) EMD of the L1 bidder for tender of State Government offices will automatically get transferred from the pooling account to the State Government deposit head "8443-00-103-001-07" through GRIPS along with the bank particulars of the L1 bidder.
- b) EMD of the L1 bidder for tenders of the State PSU/Autonomous body/Local Body/PRI; etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L1 bidder.

In both the above cases, such transfer will take place within T+1 bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.

- vi) The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the e-Procurement portal for updation.
- vii) Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees ,if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head "0070-60-800-013-27"through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous body/Local Body/PRI, etc tenders
- viii) All refunds will be made mandatorily to the Bank A/c from which the payments of EMD were initiated.

10. Refund of EMD:

The EMD will be returned after expiry of contract period on satisfactory completion of the job/contract. No interest is payable on EMD.

11. RATE:

- a. Rates must be quoted in respect of repairing steel & wooden furniture (All items). Successful bidder will be needed to provide details rate of particular items prescribed in catalogue before signing of contract.

b. THE BASIC RATE PER ACCOUNTING UNIT should be furnished inclusive of Entry Tax, Customs Duty (if applicable), Transportation Cost, Insurance, Freight, Incidental Charges etc. but excluding of GST which shall be quoted separately in the template for Bill of Quantities .

c. Percentage of GST to be mentioned in the appropriate Column of the template for Bill of Quantities (BOQ).

12. OPENING OF TENDER

a) The Tender selection committee will open the bids after the specified date and time as indicated in the NIT.

b) Authorized representatives of the bidders may attend the tender opening.

c) The EMD of goods to be supplied shall be evaluated first. Then the Online Technical bids of EMD-qualified bidders shall be opened and evaluated with reference to parameters prescribed in the TE document. After this, the Online Price Bids of only the technically qualified bidders shall be opened for further evaluation.

d) Opening of Technical Proposals: Technical proposals will be opened by members of the Tender Selection Committee electronically from the website using their Digital Signature Certificate (DSC).

e) In the Technical Proposal, the Cover (folder) for Statutory Documents will be opened first and if found in order, the cover (folder) for Non-Statutory Documents will be opened.

f) IF ANY DOCUMENT REQUIRED TO BE SUBMITTED FOR TENDER BY THE BIDDER IN HIS TECHNICAL PROPOSAL IS NOT SUBMITTED OR IS FOUND TO BE DEFICIENT IN ANY MANNER AT ANY STAGE AFTER OPENING OF BID, THE BID MAY BE SUMMARILY REJECTED.

13. Evaluation of the tenders

During the tender evaluation process, Technical Bid will be opened first and Financial Bid will be opened subsequently. Those Bidders who have qualified in respect of the essential & other requirements in Technical Bid will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements of participating in the tender will not be opened and be rejected. Final selection of the lowest bidders in respect of Financial Bid is subject to further verification. **The Tenderer quoting the lowest rate will be considered as successful.**

THE DECISION OF TENDER SELECTION COMMITTEE WILL BE FINAL AND BINDING IN THIS MATTER.

14. Warranty:

All works for repair only will be executed by the successful bidder on issue of work order from the end of the STM authority and should be completed within the stipulated time. The repairing work is to be done by the successful bidder in the earmarked hospital premises. **Each repair job shall have**

to carry a warranty period of six months from the date of completion work. It is to be kept in mind that the STM authority will bear no extra cost for re-repairing of such items before six months.

15. Before submission of the Tender, Tenderer shall sign each page of all of its relevant papers mentioned in check list with date. The additional alternative and or subtractive clause (if any) shall also to be signed by the tenderer. Otherwise, Tender will be rejected.

16. **Period of Contract: - The Contract shall start from the day of the award of the contract and will be continued for (one) year.** If felt necessary by the hospital authority, Contract Period may be extended every six months for a period of maximum one year on mutual consent at the same terms and condition on issuing proper Notification. In that event the contractor has to accept the said Extension of Contract.

17. **Place and Mode of repair:**

- a) After getting information from the General Store, STM, KOL regarding repairing works, the contractor shall furnish repairing estimate in prescribed form stating details of repairing & replacement jobs and individual charges of the same as per approved rate. If the estimate is approved by the hospital authority, Work Order will be issued in favour of the contractor.
- b) The Work Order should be executed within 24 hours from the date receiving the same.
- c) Repairing jobs should be done in the hospital premises. The bidders are requested to make an onsite assessment of the repairing job in the STM, Kolkata before quoting rates for this tender.
- d) In case any repair has to be done outside the Hospital Campus, the contractor has to obtain prior written permission from the M.S.V.P., STM, Kolkata.
- e) If any question arises regarding problem of repairing quality and duration of repairing works, the matter will be referred to the Tender selection committee, STM, Kolkata whose decision will be final and binding upon the contractor.
- f) The contractor shall execute the emergency works within 12 hours from the time of receiving the intimation.
- g) The contractor will furnish the list of employees who will be deputed to this hospital for repairing works.
- h) The Contractor will provide Identity Cards (charges shall be borne by the bidder) to their employees who will be deputed to this hospital for repairing works failing which the repairing personnel will not be allowed in Hospital premises for such repairing jobs.
- i) Contractor will depute sufficient Repairing personnel for smooth functioning of the day to day emergency services of the hospital. Contractor will depute their Repairing personnel at

the Hospital Premises from 09.00 A.M. to 4.00 P.M daily for the interest of the patient service, if necessary the Hospital Authority may extend this period.

- j) Contractor will keep close contact with Store, STM, Kolkata from 09.00 A.M. to 04.00P.M. for smooth running of day to day repairing works.

18. WITHDRAWAL /CANCELLATION & PURCHASE POLICY OF TENDERING AUTHORITY:

- i) The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favour of any Tenderer, shall be treated as cancelled.
- ii) The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason. Withdrawal of tender or any revision after submission of tender by the Tenderer will not be allowed.
- iii) The tendering authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason.
- iv) The tendering authority reserves the right to repairing any item of the Catalogue at the approved rate from any outsider (Non- Tenderer) during the tender period in case of emergency, if the Tenderer fails to repair such items on short notice.
- v) The tendering authority or the Contracting Officer shall be at liberty to terminate contract issuing 7(seven) days' notice if the contractor assigns, sublets either in whole or in part of the contract or in the opinion of the tendering authority or the Contracting Officer, any contractor found guilty of misconduct or found any dissatisfactory execution of the contract. The contractor shall not be entitled to claim damage whatsoever due to such termination of the contract.

19. NO- CONVICTION CERTIFICATE:

The Tenderer will also submit an affidavit on a **Non Judicial Stamp worth Rs.50.00** (Rupees Fifty only) in the prescribed Pro-forma attached herewith from Notary/ first class Judicial Magistrate /Executive Magistrate (**Annexure II**).

20. PENALTY CLAUSES:

The tender selection committee reserves the right to declare a Firm /Experienced Agency blacklisted for three (03) years due to the following reasons:

- i) If the approved tenderer withdraws from agreement after achieving the title "Lowest Quoted Tenderer".
- ii) In consequence of submission of false or fabricated documents by any Firm/Experienced Agency for participating in the tender, if proved later on.
- iii) If the approved tenderer fails to perform his/her duty citing any reason thereof later on and abstains from the stipulated job

Financial Penalties for deficiencies in services/supplies during the period of the tender and its subsequent extensions:

- i) In the event of failure to repair the steel & wooden furniture as per Work Order within stipulated period, the EMD may be forfeited.
- ii) In that event, the said steel & wooden furniture may be repaired from the next lowest bidder(L2) vide the same Work Order at contractors risk and cost without any further reference, so that the loss incurred would be recoverable from the EMD of the said contractor or from any sum due of which may become due to the contractors.
- iii) If any steel & wooden furniture is damaged by the approved firm, cost of the same will be deducted from the deposited EMD of the contractor.

21. The Tender, submitted by the firm who have already been declared as Black Listed or whose contract was terminated for dissatisfactory repairing works or who was unable to execute any repairing order in this hospital or in any other Hospital run by The Govt. of West Bengal, will not be considered even his being the lowest rate.

22. Regarding Cost of Replacement and Charges for repairing, Abnormal Low Rate/Zero or Abnormal High Rate (in comparison to the market Rate) will not be considered, subsequently leading to termination of the bid.

23. The approved firm, after repairing the steel & wooden furniture, have to deposit the replaced spares (if any) to the store keeper which should be shown clearly in the Service Reports duplicate copy of which must be furnished to the Store. The repairing bill may be submitted after execution of the work order satisfactorily along with the Service Report.

24 a) In case of SSI unit, current SSI certificate (Acknowledgement Part – II) must be deposited by the bidder along with his Tender which is issued in favour of the bidder for this type of jobs.

25. Power of Attorney:

In the event of the tender being submitted by a firm, it must be signed separately by each member thereof, or in the event of absence of any partners, it must be signed on his behalf by a person holding "Power of Attorney" authorizing him to do so. Such "Power of Attorney" is to be produced with the Tender and in the case of the firm, carried on by one member of Joint Family, it must be disclosed that the firm is duly registered under the 'Indian Partnership Act'.

26. PENALTY FORFORMATION OF CARTEL OR FURNISHING OF FRADULENT/ MISLEADING DOCUMENTS:

If during the tender process or at any state 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 Tenderer who have submitted false/ misleading/ fraudulent documents or made incorrect declarations.

The penal measure will be-

- i) Forfeiture of Earnest Money
- ii) Cancellation from the approved list of suppliers

27. Notification of Award

- a) The Tender Selection Committee may be notifying the list of successful bidder(s) online. In addition, each successful bidder shall be notified in writing, by registered/ speed post or by fax/ telex/ cable/ email (to be confirmed by registered / speed post) that its bid have been selected by the Tender Selection Committee.
- b) The Notification of Award shall constitute the conclusion of the Contract and the 2 (two)year contract period shall commence from this date of contract.
- c) The successful Bidder shall also physically submit original documents (uploaded by him online at the time of bidding) for verification before issue of contract.

28. Issue of Contract

Within 7 (seven) days of notification of award, the successful bidder will sign the contract form.

29. Terms and Mode of Payment

- a) Payment shall be made in Indian Rupees subject to recoveries, if any, by way of liquidated damages or any other charges as per terms and conditions of contract.
- b) The Contractor shall raise bills for all payments due to him at the end of each month. He shall submit the bills, along with necessary supporting documents to STM authority.
- c) Along with the above bill the Contractor shall certify and submit supporting documents for the following:
 - i) Copy of last return GST to be submitted for the month of bills.

30. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

31. The Tender Selection Committee reserves to right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

Sd/-

Medical Superintendent Cum Vice Principal
School of Tropical Medicine, Kolkata

Annexure I
APPLICATION FORMAT

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

To
Medical Superintendent Cum Vice Principal,
School of Tropical Medicine,
108, Chittaranjan Avenue, Kolkata – 700 073

Sub: NIT for repairing steel & wooden furniture etc. for the School of Tropical Medicine, Kolkata for the period of one year

Ref: - STM, N.I.T. Nodated

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of.....In the capacity.....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 following item /items and assured repair steel & wooden furniture to the School of Tropical Medicine, Kolkata.

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 E mail address (Address, contact no and 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 noE 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 in the STM / we are not the existing vendor in the STM (strike out whichever is not applicable).

6. In the event of being selected, I will make the repair 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.

Signature of applicant

Date: -

Contact no :

ANNEXURE II

Draft Affidavit Proforma

I, Sri/Smt.

The Managing Director /Proprietor (etc.) of the Firm.

,..... (Name of the firm) At

(address)..... P.O.

P.S.....Dist..... do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to business ofto 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 business ofto 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.

Deponent (s).

FORMAT FOR CHECK LIST

Name of the Tenderer: -

Full Address of the Tenderer:

E-Mail: -

Contact person relating to vendor & Mob. No.:-

Tendering as: Firm /Experienced Agency (Strike out which is not applicable)

Sl.No	Items	Pl mark✓		Remarks
		Yes	No	
1	CHECK LIST in the prescribed format	Yes	No	
2	Application in the prescribed format given in Annexure I	Yes	No	
3	No Conviction Certificate in the prescribed format given in Annexure II	Yes	No	
4	Copies of documentary evidence of experience having successfully completed similar works should be submitted.	Yes	No	
5	Quoted Item List as per specification			
6	PAN Card of the Bidder/Authorized Signatory (who will upload the BID)	Yes	No	
7	GST Registration certificate	Yes	No	
8	Valid Trade License/Enlistment (Specific Nature of Business)	Yes	No	
9	Registration with Registrar of Companies (If APPLICABLE)	Yes	No	
10	Power of Attorney (if applicable)	Yes	No	
11	Affidavit About No Conviction from Notary Public/Judicial Magistrate/Executive Magistrate.	Yes	No	
12	Order copies of documentary evidence of experience having successfully completed similar works should be submitted	Yes	No	
13	Income Tax Returns submitted for the Assessment year 2021-22	Yes	No	
15	Copy of latest GST Returns for the year 2022-23 [any one month] to be submitted.	Yes	No	
16	Audited Balance Sheet & Profit & Loss A/c of 2021-2022, with due certification of a CA firm containing Membership No. and UDIN	Yes	No	

Specification for Repair of Wooden and Iron/Steel Furniture

SI No.	Details of Wooden and Iron/Steel Furniture for Repairing	Unit
1	Bedstead (SS) (Grade-304)	
1.1	Repair of Bedstead Support (Type of Leg)	Each
1.2	Change of sheet (1.2mm)	Sq Feet
1.3	Full Painting (Enamel Colour) (ISI Marked)	
2	Ward Locker (MS)	
2.1	Repair of Pole (Type of Leg)	Each
2.2	Change of sheet(1.2mm)	5q Feet
2.3	Repair of Door with lock	Each
2.4	Repair of Door without lock	Each
3	Wooden Almirrah	
3.1	Repair of Pole (Type of Leg)	Each
3.2	Change of shelve(Water Proof, Hard Pressed Ply Wood 15mm)	Each
3.3	Change of door with lock(Water Proof, Hard Pressed Ply Wood 15mm)	Each
3.4	Full Polishing (Wooden Varnish)(ISI Marked)	Each
4	Examination Table (Wooden)	
4.1	Change of Cushion with cover(As Previous Table)	Each
4.2	Change of Cushion without cover(Water Proof, Hard Pressed Ply Wood 15mm)	Each
4.3	Repair of Body (Water Proof, Hard Pressed Ply Wood 15mm)	Sq. Feet
4.4	Full Polishing(Wooden Varnish)(ISI Marked)	Each
5	Instrument trolley (SS)(Grade-304)	
5.1	Repair of Pole(Type of Leg)	Each
5.2	Change of sheet(1.2mm)	Sq. Feet
5.3	Change of wheel castor(4 inch Dia) (Fibre)	Each
5.4	Full Painting (Enamel Colour)(ISI Market)	Each
6	Bowl Stand (MS)	
6.1	Repair of Pole (Type of Leg)	Each
6.2	Change of wheel castor (2inch Dia)	Each
6.3	Full Painting (Enamel Colour) (ISI Market)	Each
7	Ward Screen	
7.1	Repair of Pole (Type of Leg)	Each
7.2	Change of wheel castor (2 inch)	Each
7.3	Full Painting (Enamel Colour) (ISI Market)	Each
8	Wooden Chair	
8.1	Repair of Pole (Type of Leg)	Each
8.2	Change of Seat (Water Proof, Hard Pressed Ply Wood 15mm)	Sq Feet
8.3	Full Polishing (Wooden Varnish)(ISI Marked)	Each
9	Wooden Table	
9.1	Repair of Pole (Type of Leg)	Each
9.2	Repair of Table(Water Proof, Hard Pressed Ply Wood 19.05mm)	Each
9.3	Full Polishing(Wooden Varnish) (ISI Market)	Each

<u>10</u>	<u>Fowler Bed (Powder Coated MS)</u>	
10.1	Repair of Flower Bed Leg	Each
10.2	Change of sheet (1.2 mm)	Sq. Feet
10.3	Change of wheel (4 inch Dia) (Fibre)	Each
10.4	Change of Castor(with Break) (4 inch)	Each
10.5	Change of Castor (without Break) (4 inch)	Each
10.6	Repair of hydraulic system	Each
10.7	Full Painting (Enamel Colour) (ISI Marked)	Each
<u>11</u>	<u>Goods Carrying Trolley(MS)</u>	
11.1	Change of Sheet (1.2 mm)	Sq. Feet
11.2	Change of Wheel (6 inch)	Each
11.3	Change of Castor (6 inch)	Each
11.4	Full Painting(Enamel Colour) (ISI Marked)	Each
<u>12</u>	<u>Long Bench(Wooden)</u>	
12.1	Repair of Pole (Type of Leg)	Each
12.2	Repair of Top (Water Proof, Hard Pressed Ply Wood 15mm)	Each
12.3	Full Polishing (Wooden Varnish) (ISI Marked)	Each
<u>13</u>	<u>Instrument Cabinet (MS)</u>	
13.1	Repair of Pole(Type of Leg)	Each
13.2	Change of sheet (1.2mm)	Sq. Feet
13.3	Change of Glass	Sq. Feet
13.4	Full Painting(Enamel Colour) (ISI Market)	Each
<u>14</u>	<u>Steel Almirrah</u>	
14.1	Repair of Body Stand	Each
14.2	Repair of Shelve(1.2mm)	Sq. Feet
14.3`	Repair of Door (1.2mm)	Sq. Feet
14.4	Repair of Body(1.2 mm)	Sq. Feet
14.5	Repair of Lock(5 Lever)	Each
14.6	Full Painting(Enamel Colour) (ISI Market)	Each
<u>15</u>	<u>Secretariat Table (Wooden)</u>	
15.1	Repair of Pole (Type of Leg)	Each
15.2	Repair of Shelve(1.2mm) (Water Proof, Hard Pressed Ply Wood 15mm)	Sq. Feet
15.3	Repair of Door(Water Proof, Hard Pressed Ply Wood 15mm)	Sq. Feet
15.4	Repair of body(Water Proof, Hard Pressed Ply Wood 15mm)	Sq. Feet
15.5	Change of Lock	Each
15.6	Full Polishing(Enamel Colour) (ISI Market)	Each
<u>16</u>	<u>Stool (Wooden)</u>	
16.1	Repair of Stool leg	Each
16.2	Repair of Stool Top (Water Proof, Hard Pressed Ply Wood 15mm)	Sq. Feet`
16.3	Full Polishing (Enamel Colour) (ISI Market)	Each
<u>17</u>	<u>Wooden Bench</u>	
17.1	Repair of Bench Leg	Each
17.2	Repair of Bench(Water Proof, Hard Pressed Ply Wood 15mm)	Sq. Feet
17.3	Full Polishing (Wooden Varnish) (ISI Market)	Each
18	Saline Stand (MS)	
18.1	Repair of Leg Stand	Each

18.2	Repair of Key	Each
18.3	Full Painting (Enamel Colour) (ISI Market)	Each
19	<u>Wheel Chair (MS)</u>	
19.1	Repair of Leg Stand	Each
19.2	Change of sheet(1.2mm)	Sq. Feet
19.3	Change of rim	Each
19.4	Change of Solid Wheel (52 inch)	Each
19.5	Change of Hub	Each
19.6	Change of Castor Wheel(6 inch)	Each
19.7	Full Painting (Enamel Colour) (ISI Marked)	Each
20	<u>Patient Trolley (MS)</u>	
20.1	Repair of Trolley leg	Each
20.2	Change of Wheel(6 inch)	Each
20.3	Change of castor(with break) (4 inch)	Each
20.4	Change of castor(without break) (4 inch)	Each
20.5	Change of Sheet (1.2mm)	Each
20.6	Repair of Body	Each
20.7	Full Painting (Enamel Colour) (ISI Marked)	Each
21	<u>Steel Rack(Grade-304)</u>	
21.1	Repair of stand	Each
21.2	Change of Shelve	Sq. Feet
21.3	Full Painting (Enamel Colour) (ISI Market)	Each
22	<u>Oxygen Stand (MS)</u>	
22.1	Repair of leg Stand	Each
22.2	Change of Castor wheel (4inch)	Each
22.3	Change of castor(with break) (4 inch)	Each
22.4	Change of castor(without break) (4 inch)	Each
22.5	Full Painting (Enamel Colour) (ISI Marked)	Each
23	<u>Bed Side Railing (MS)</u>	
23.1	Change of ms rod (16 mm)	Feet
23.2	Change of Pipe (28mm)	Feet
23.3	Full Painting (Enamel Colour) (ISI Marked)	Each
24	<u>Deluxe Locker (MS)</u>	
24.1	Repair of Stand	Each
24.2	Change of Castor wheel (4 inch)	Each
24.3	Change of Body (1.2 mm)	Sq. Feet
24.4	Full Painting (Enamel Colour) (ISI Marked)	Each
25	<u>Foot Step(MS)</u>	
25.1	Repair of Pole(Type of Leg)	Each
25.2	Change of Body	Sq. Feet
25.3	Full Painting (Enamel Colour) (ISI Marked)	Each
25	Long table (Wooden)	
25.1	Repair of Table Leg	Each
25.2	Change of Table Top(Water Proof, Hard Pressed Ply Wood 15mm)	Sq. Feet
25.3	Full Painting (Enamel Colour) (ISI Marked)	Each
26	<u>Semi Fowler Bed (MS)</u>	

26.1	Repair of Bed Leg	Each
26.2	Change of Body (1.2 mm)	Sq. Feet
26.3	Change of wheel (4 inch)	Each
26.4	Change of Castor (4 inch)	Each
26.5	Change of sheet (1.2mm)	Sq. Feet
26.6	Change of Side Rail	Feet
26.7	Full Painting (Enamel Colour) (ISI Marked)	Each
	<u>Android BP</u>	
2.1	Cotton Bag	Each
27.2	Arm Bag	Each
27.3	Pressure Gauge Repair	Each
<u>28</u>	<u>Digital BP</u>	Each
28.1	Arm Bag	Each
28.2	Connector	Each
28.3	Battery	Each
28.4	Battery Re-Chargeable	Each
28.5	Power Supply	Each
<u>29</u>	<u>Glucometer Machine</u>	Each
29.1	Battery	Each
<u>30</u>	<u>Sanitizer Spray machine</u>	Each
30.1	Motor	Each
30.2	Compressor	Each
30.3	Battery	Each
30.4	Battery Charger	Each
<u>31</u>	<u>Microphone</u>	Each
31.1	Box	Each
31.2	Mouth Speaker	Each
31.3	Audio Box	Each
31.4	Servicing	Each
<u>32</u>	<u>Wheel Chair</u>	
32.1	4 inch Custer	Each
32.3	4 inch Wheel	Each

32.4	Big Wheel	Each
32.5	Wheel Thayer	Each
32.6	Foot Rest`	Each
32.8	Painting	Each
32.9	Seat/Piece	Each
<u>33</u>	<u>Patient Trolley</u>	
33.1	Wheel 4 inch	Each
33.2	Wheel 6 inch	Each
33.3	Wheel 4 inch	Each
33.4	Wheel 6 inch	Each
33.5	Sheet change/Feet	Each
33.6	Pipe change/Sheet	Each
33.7	Servicing	Each
33.8	Painting	Each
<u>34</u>	<u>Suction Machine</u>	
34.1	Motor repair	Each
34.2	Compressor Repair	Each
34.3	Indicator Lamp	Each
34.4	Off/On Switch	Each
34.5	Oil	Each
34.6	Servicing	Each
<u>35</u>	<u>Syringe Pump</u>	
35.1	Power Supply	Each
35.2	Sensor	Each
35.3	Mother Board	Each
35.4	LCD Board	Each
35.5	Drop Sensor	Each
<u>36</u>	<u>Infusion Pump</u>	
36.1	Power Supply	Each

36.2	Mother Board	Each
36.3	Drop Sensor	Each
36.7	Sensor	Each
<u>37</u>	<u>Syringe Cutter</u>	
37.1	Transformer(Copper)	Each
37.2	Transformer (Aluminium)	Each
37.3	Copper Plate	Each
37.4	ON/OFF Switch	Each
<u>38</u>	<u>Multi Channel Monitor</u>	
38.1	Power Supply Board	Each
38.2	Mother Board	Each
38.3	LCD Board	Each
38.4	ECG Board	Each
38.5	SPO2 Probe	Each
38.6	Temperature Probe	Each
38.7	CO2 Probe	Each
<u>39</u>	<u>Refrigerator</u>	
39.1	Compressor	Each
39.2	Cooling Coli	Each
39.3	Condenser	Each
39.4	Gas Charge	Each
<u>40</u>	<u>ILR</u>	Each
40.1	Compressor	Each
40.2	Condenser	Each
40.3	Fan Motor	Each
40.4	Digital Temp Control	Each
40.5	Thermostat	Each
40.6	Gas Charge	Each
<u>41</u>	<u>Sterilizer</u>	Each

41.1	Heating Element (1Kw)	Each
41.2	Heating Element (2Kw)	Each
41.3	Main Cable/Meter	Metre
41.4	Plug Top	Each
<u>42</u>	<u>Weighing Machine</u>	
42.1	Battery	Each
42.3	Charger	Each
<u>43</u>	<u>X-Ray View Box</u>	Each
43.1	Tube Light	Each
43.2	Holder	Each
43.3	Starter	Each
43.4	PVC Plate/Square inch	Each
<u>44</u>	<u>Centrifuge Machine</u>	
44.1	Speed Control	Each
44.2	RPM Meter	Each
44.3	Timer	Each
<u>45</u>	<u>Incubator</u>	
45.1	Thermostat switch	Each
45.2	Heating Element/Each	Each
45.3	Display	Each
45.4	Fan Motor	Each
<u>46</u>	<u>Ventilator</u>	
46.1	Digital Display	Each
46.2	Pneumatic	Each
46.3	Air Plus O2 Mixture	Each
46.4	Air Compressor	Each
46.5	O2 Sensor	Each
46.6	Mother Board	Each
46.7	Power Supply Board	Each
46.8	O ₂ Control	Each
<u>47</u>	<u>Insect flasher</u>	

47.1	High voltage transformer	Each
47.2	Circuit	Each
47.3	Choke	Each
47.4	Starter	Each
47.5	Tube/PL Light (Blue)	Each
47.6	Holder	Each
48	Scanner Machine Repair	Each
49	Public Addressing System	Each
50	Printing machine System	Each
51	Calling Bell	Each