

Government of West Bengal
West Bengal Nursing Council
Purta Bhavan, 3rd Floor
DF Block, Salt Lake City
Kolkata-700091

Memo No. 3703/520

Date: 21/10/19

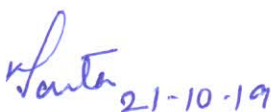
NOTICE INVITING e-TENDER No.01/WBNC/2019-2020

The Registrar, West Bengal Nursing Council invites e-tender for the work detailed in the table below.
(Submission of Bid through online)

Name of Work	Estimated Amount	Earnest Money	(Cost of Documents)	Period of Completion	Concerned Office	Eligibility of Bidder
	(In Rupees)	(In Rupees)	(In Rupees)			
Printing, Supply and Delivery of Nursing Procedure Books under West Bengal Nursing Council		55,000.00 (Rupees fifty five thousand) only	Nil	1x 15 Days	West Bengal Nursing Council Purta Bhavan, 3 rd Floor, Room No - 302 DF Block, Salt Lake City Kolkata-700091	Bonafide resourceful experience agency (Eligibility Criteria as per SI No 3 mentioned below)

(1) In the event of e-filing, intending bidder may download the tender documents from the website: - <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate & necessary cost of EMD to be remitted through demand draft/pay order issued from any RBI **scheduled bank** in favour of '**West Bengal Nursing Council**' and also to be documented through e-filing. The original part of online submission of **EMD**, should be submitted physically to the office of the Registrar, West Bengal Nursing Council by the lowest bidder after opening of the bid within the stipulated date which will be mentioned and uploaded online by the tendering authority after financial evaluation.

2) Technical Bid & Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>


21-10-19
Registrar, West Bengal Nursing Council

NOTICE INVITING e-TENDER No.01/WBNC/2019-2020

(3) Eligibility criteria for participation in the tender:-

The prospective bidders shall have satisfactorily completed as a prime agency during the last 3(three) years from the date of issue of this Notice **at least one same nature of printing and delivery work** under authority of State/ Central Govt. State /Central Govt. undertaking/ Statutory Bodies constituted under the stature of the Central / State Govt. and having a credential of amount at least Rs.10,00,000.00 (Rupees ten lakhs) only in a single work. [Non statutory Documents]

Clarification: Certificate of Work completion within India only will be considered as credential.

(iii) Valid Trade License, Pan Card , P Tax, GST Registration Certificate/ No. to be accompanied with the Technical Bid Documents, Income Tax Acknowledgement Receipt for AY2018-19 / latest assessment year to be submitted. [Non statutory Documents]

(4) No mobilization /secured advance will be allowed.

(5) **Bids shall remain valid** for a period not less than 120 days (One Hundred Twenty) from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the period of bid validity the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

(6) Connection with the work, **Arbitration** will not be allowed. Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.

(7) Important Information : - (Date & Time schedule)

Slo. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. Documents (online) (Publishing Date)	21.10.2019
2	Documents download/sale start date (Online)	21.10.2019
3	Documents download/sale end date (Online)	4.11.2019 up to 2.00 pm.
4	Bid submission start date (On line)	22.10.2019
5	Bid Submission closing (On line)	4.11.2019 up to 2.00 p.m
6	Last Date of submission of original copies for the cost of EMD (Off line) by the Lowest bidder	Inform later
7	Bid opening date for Technical Proposals (Online)	6.11.2019 at 2.30 p.m
8	Date of uploading list for Technically Qualified Bidder(online)	8.11.2019 onwards
9	Date & Place for opening of Financial Proposal (Online)	11.11.2019 onwards
10	Date of uploading of list bidders along with the offer rates through (on line).	13.11.2019 onwards

K. Santa 21.10.19
Registrar, West Bengal Nursing Council

NOTICE INVITING e-TENDER No.01/WBNC/2019-2020

(8) LOCOATION OF CRITICAL EVENT: BID OPENING PLACE

West Bengal Nursing Council
Purta Bhavan, 3rd Floor, Room No -302
DF Block, Salt Lake City
Kolkata-700091

(9) All the Prospective Bidders shall have to execute the work in such a manner so that appropriate service level of the work is kept during progress of work to the successful completion of the work to the entire satisfaction of the Officer in charge may be considered towards release of full "Security Deposit".

No interest would be paid on the Performance Security Deposit.

(10) All Bidders are requested to present in the **Office of the undersigned**, during opening the technical bid and financial bid. Registrar, West Bengal Nursing Council may call **fresh tender** after opening of the said bid to obtain the suitable rate further, if it is required. No objections in this respect will be entertained raised by any Bidder who will present during opening of bid, or from any Bidder who will absent at the time of opening of Financial Bid. No informal Bidder will be entertained in the Bid further.

(11) **Earnest Money:** - The amount of Rs. 55,000.00 (Rupees fifty five thousand) only should be remitted through Bank Draft/Pay order in favour of "West Bengal Nursing Council "against the work as earnest money. This clause is also applicable for all categories of applicants expect those are expected as per Government order no. 1110F, dated 10/02/2006 of Special Secretary Finance Department, Govt. of West Bengal.

(12) (A) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department.

(B) Registrar, West Bengal Nursing Council reserves the right to reject/cancel any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding.

(C) Registrar, West Bengal Nursing Council reserves the right to issue any corrigendum to the NIT or cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

(13) **Refund of EMD:** The Earnest Money of all the unsuccessful bidders is not necessary to deposit to the office of the undersigned. Successful bidder earnest money will be released after @90% of the final bill amount.

(14) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before tendering the bids.

(15) Conditional/ Incomplete tender will not be accepted.

(16) No price preference is allowed for the bidder and no escalation of price is allowed in any circumstances throughout the validity of the tender, execution of the work or before receiving the full payment.

(17) If any bidder withdraws his/her offer before acceptance or refuse within a reasonable time without giving any satisfactory explanation, he /she shall be disqualified for submitting tender under West Bengal Nursing Council for minimum period of 1(one) year.

Sd/- 21.10.19
Registrar, West Bengal Nursing Council

NOTICE INVITING e-TENDER No.01/WBNC/2019-2020

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

(19) Before issuance of the **WORK ORDER**, the tender inviting authority may verify the credential and other original documents of the lowest bidder if required. After verification if it is found that the documents submitted by the lowest bidder is either manufactured or false in that case work order will not be issued in favour of the said bidder under any circumstances. **The tender signing person of the agency must be physically present at the office of the undersigned at the time of make the agreement of the successful bidder as well as during the verification time of the necessary original papers.**

(20) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence

- (i) e-N.I.T
- (ii) Technical Bid.
- (iii) Financial Bid.

(21) Qualification Criteria: -

The tender inviting & Accepting Authority through an " Technical Committee" will determine the eligibility of each bidder. The financial offer of the prospective bidder will be considered only if the bidder qualifies in the Technical Bid. If any document submitted by a bidder is either manufacture or false, in such cases the eligibility of the bidder will be out rightly rejected at any stage without any prejudice. The decision of the undersigned will be final and no challenge against such decision will be entertained.


(22) Issuance of work order as well as payment will depend on availability of fund and no claim what so ever will be entertained for delay of Issuance of work order as well as payment, if any.

(23) Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall while uploading any tender for and on behalf of such company or firm, invariably upload a **copy of registered power of attorney** showing clear authorization in his favour by the rest of the directors of such company or the partners of such firm to upload such tender. The power of attorney shall have to be registered in accordance with the provisions of the Registration Act,

(24) The successful bidder has to execute an agreement in Non Judicial Stamp Paper before during the issue of the final work order.

(25) The tender inviting authority is not obligated to offer work order to the lowest bidder.


(26) Tender inviting authority at his own discretion may relax minor shortfall (if any) of the qualification criteria of the participants for the interest of Government works.


21.10.19
Registrar, West Bengal Nursing Council

NOTICE INVITING e-TENDER No.01/WBNC/2019-2020

The following quantities are requiring at present:

Name of Register	Technical Details	Quantity
NURSING Theories and Practices , (Volume – I)	(i) Size – 7.25 "x 9.5" (ii) Paper : 60 GSM, Maplitho Paper (iii) Cover (Both Front and Back): 200 GSM MG board (iv) Printing : Single colour (v) Binding: Cover – Lamination (Matt finish) and Perfecta Binding with hand sewing (vi) No of pages : 722 + annexure 20 pages approx.	8000 (Eight thousand) only
NURSING Theories and Practices , (Volume – II)	(i) Size – 7.25 "x 9.5" (ii) Paper : 60 GSM, Maplitho Paper (iii) Cover (Both Front and Back): 200 GSM MG board (iv) Printing : Single colour (v) Binding: Cover – Lamination (Matt finish) and Perfecta Binding with hand sewing (vi) No of pages : 722 + annexure 20 pages approx.	7000 (Seven thousand) only


21.10.19
Registrar, West Bengal Nursing Council

NOTICE INVITING e-TENDER No.01/WBNC/2019-2020

Terms and Condition:

Stipulated Period: 15 (Fifteen) days from date of final work order.

1. The successful agency must execute an agreement in Non Judicial Stamp Paper with Register, West Bengal Nursing Council covering all the points of terms, conditions and schedule of works at the time of issuing of final work order. Tender signed person on behalf of the successful bidder must be present personally at my office during the make the agreement paper and issuance of final work order as well as during the verification time of original papers.
2. Rates should be consolidated & comprehensive of all taxes.
3. Agency will submit the bill along with all the relevant papers
4. If any change is to be necessary during works, it must be approved by the department.
5. The material has to supply at the office of the undersigned.
6. @ 90% bill amount will be made after successful printing and delivery the materials by the agency. Balance 10% amount will be released after 6 (Six) months from completion the works if found otherwise suitable. In other cases, agency is bound to accept the decision of the Department.
7. **Hard copies / soft copies of the noted books will be provided to the successful bidder. One set copy of each manual (printing copy) should be approved from the undersigned within 7(seven) working days from issuance of provisional work order. After that final work order will be issued along with agreement paper.**

INSTRUCTION TO BIDDERS

1. General guidance for e-Tendering

Instructions/ Guidelines for tenders for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

2. Registration of Contractor

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system; through logging on to <https://etender.wb.nic.in> the contractor is to click on the link for e-Tendering site as given on the web portal.

3. Digital Signature certificate (DSC)

Each contractor 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 Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause 2 of Guideline to Tenderers DSC is given as a USB e-Token.

4. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

5. Participation in more than one work

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all of his application will be rejected for that job.

K. Saha 21.10.19.

Registrar, West Bengal Nursing Council

NOTICE INVITING e-TENDER No.01/WBNC/2019-2020

6. **Submission of Tenders.**

General process of submission, Tenders are to be submitted through online to the website in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & 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).

A. Technical proposal

The Technical proposal should contain scanned copies of the following further two covers (folders).
All statutory and non statutory documents copy should be self attested with rubber stamp before uploading.

A-1. Statutory Cover Containing

- i. Demand Draft/ bankers cheque towards earnest money (EMD) as prescribed in the NIT against each of the serial of work in favour of the **West Bengal Nursing Council**
- ii. NIT with all terms and conditioned, agenda & corrigendum (**download & upload the same digitally Signed, quoting rate will only encrypted in the B.O.Q. under Financial Bid.**)

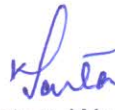
Technical Proposal:

I. "BID- A-1"

II.

(SINGLE FILE MULTIPLE PAGE SCANNED) The scanned document uploaded should be legible and readable and should not be repetitive. Uploading of illegible scanned document will not be accepted and will stand for rejection of bid

A	Copy of the Demand Draft / pay order of Rs.55,000.00 (Rs.fifty five thousand) in favour of West Bengal Nursing Council from any Nationalized bank
B	e-NIT

 21.10.19

Registrar, West Bengal Nursing Council

NOTICE INVITING e-TENDER No.01/WBNC/2019-2020

1. **A-2. NON-STATUTORY/ MY DOCUMENTS** Containing the following documents:
This folder will be named as '**My Document**'

Sl	Category	Sub Category	Sub Category Description
A	Certificates	Certificates	P Tax
			Pan Card
			Income Tax Acknowledgement Receipt for the last Assessment year / 2018-2019 / Latest
			GST Registration certificate
B.	COMPANY DETAILS	COMPANY DETAILS	Trade Licence/Enlistment
			Registered Deed of partnership Firm/ Article of Association &Memorandum
			Power of Attorney (For Partnership Firm/ Private Limited Company, if any) or as mentioned in SL No 23 of this NIT
C.	CREDENTIAL	CREDENTIAL 1	
			Requisite Completion Certificate for completion of at least one same nature of printing work having a magnitude of at amount at least Rs 10,00,000/- (Rs. ten lakhs) only in a single work order during any last three (3) years

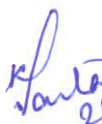
Note: -Failure of submission of any of the above mentioned documents (as stated in A1 & A2) if applicable to a bidder, will render the tender liable to summarily rejected for both statutory & non statutory cover.

B. Financial proposal

- The financial proposal should contain the following documents in one cover(folder) i.e. Bill of quantities (BOQ) the contractor is to quote the rate online through computer in the space marked for quoting rate in the BOQ.
- Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

7. Penalty for suppression / distortion of facts

Submission of false document by renderer is strictly prohibited & if found action may be referred to the appropriate authority for prosecution as per relevant IT Act with forfeiture of earnest money forthwith.


21-10-19

Registrar, West Bengal Nursing Council


NOTICE INVITING e-TENDER No.01/WBNC/2019-2020

8. REJECTION OF BID

The Employer (tender accepting authority) 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 (Final acceptance after completion of agreement in Non Judicial Stamp Paper)** without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's (tender accepting authority) action.

9. AWARD OF CONTRACT

After issuing provisional work order to the successful bidder, the bidder has to make an agreement in Non Judicial Stamp Paper for agreement with The Government. Award of Contract will be issued accordingly.



21.10.19
Registrar, West Bengal Nursing Council

Memo No: 3704-3706/520NC

Date: 21/10/19.

Copy forwarded for kind information to the:

- (1) Director of Health Services
- (2) Deputy Director, Nursing
- (3) System Coordinator, IT Cell for departmental web positing.


21.10.19.
Registrar, West Bengal Nursing Council