

**Bid Documents**

**Including**

**Terms and conditions E-Tender**

**For**

**Printing & Supply of**

**Different Books / Publications**

**2026 - 2029**

**NIT NO. : 06/WBNC/ 2026-2029 Dated: 08.12.2025**

**Tender Id : 2025\_HFW\_970274**

**Office of West Bengal Nursing Council**  
**Purta Bhavan, Room No – 302, 3<sup>rd</sup> Floor**  
**DF Block, Salt Lake City, Sec- 1**  
**Kolkata - 700091**



## Office of the West Bengal Nursing Council

“Purta Bhawan”, Room No. 302, 3<sup>rd</sup> floor,

D.F. Block, Sector – I, Salt Lake City,

Kolkata – 700 091.  (033) 2321 2059.

Email: [wbnc\\_22302059@ymail.com](mailto:wbnc_22302059@ymail.com)

Website: [www.wbnc.in](http://www.wbnc.in)



No.

Date:.

From: Registrar, West Bengal Nursing Council.

(Through Pre-qualification) (Submission of Bid through NIC e tender Portal)

The Office of the West Bengal Nursing Council invites bid through E- tenders in two bid systems (Technical and Financial Bid) for supplying & Printing of “Printing Articles”. For details and downloading of tender, interested PRESSES may please visit website: <https://wbtenders.gov.in> . For any further assistance, please visit Office of the West Bengal Nursing Council during schedule date.

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No.

Date:.

From: Registrar, West Bengal Nursing Council.

NIT No: 06/WBNC/2026-2029

Dated: 08.12.2025

### NOTICE INVITING E-TENDER (NIT)

The undersigned invites bids from competent and experienced contractors for PRTINTING & SUPPLY OF DIFFERENT ARTICLES/FORMATS for period of 3 (three) years, renewable at end of each completed year of satisfactory service. The 3 (three) year contract period shall commence from the date of notification of award of contract to the selected bidder in this e-tender and will be valid until further order

#### 1. Date and Time Schedule of e-Tender:

Sl. No.	Particulars	Date & Time
1	Date of Publishing N.I.T & Other documents online	23.12.2025, 11.00 A.M
2	Online document download start date	23.12.2025, 12.00 P.M
3	Online document download end date	13.01.2026, 02.00 P.M
4	Online bid submission start date	23.12.2025, 12.00 P.M
5	Online bid submission closing date	13.01.2026, 02.00 P.M
6	Online Bid opening date for technical proposals	16.01.2026, 11.00 A.M
7	Date of online uploading list for Technically Qualified bidders	To be notified later
8	Date of online opening of financial proposals	To be notified later
9	Date of uploading of list bidder along with the offer rates through (online)	To be notified later

N.B: - After evaluation of technical proposals, we will inform date of list for technically qualified bidders, date of opening of financial proposals and date of uploading of list bidder along with the offer rates, please visit [wbtenders.gov.in](http://wbtenders.gov.in) regularly.



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2. In the event of any of the above-mentioned dates being declared as a holiday for the e- tender inviting authority, the bid shall be opened on the next working day at the scheduled time.
3. The bid submitted should be addressed to the tender inviting authority, i.e. to the West Bengal Nursing Council.
4. Bidders may download the e-tender enquiry document from the websites <https://wbtenders.gov.in>. Any subsequent notice regarding this e-tender shall be uploaded on these websites only. Bidders are requested to check these websites regularly for this purpose.
5. This e-tender document comprises the following sections:  
Section I: Notice inviting Tender (NIT), i.e. This document  
Section II: Preamble  
Section III: Requirements  
Section IV: General Conditions of Contract (GCC)  
Section V: General Instructions to Bidders (GIB)  
Section VI: Tender Application Form  
Section VII: Price Schedule/ Bill of Quantity  
Section VIII: Contract Form  
Section IX: Checklist for Bidders
6. The e-tender shall be evaluated under the two-bid system, i.e. through evaluation of technical and financial bids uploaded by the bidder online on the e-tender website of <https://wbtenders.gov.in>.

**Registrar**  
**West Bengal Nursing Council**



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### SECTION II: PREAMBLE

1.1. The following definitions and abbreviations, which have been used in this document shall have the meanings as indicated below:

1.2. Definitions:

i) "Purchaser" means the e-tender inviting authority, purchasing goods and/ or services as incorporated in this e-tender enquiry document, either directly or on behalf of consignees. For this e-tender the purchaser may be:

The Registrar, West Bengal Nursing Council.

i. "Bid" means Proposal/ Quotation received from a Firm / Bidder against the e-tender.

ii. "Bidder" means the Individual or Firm submitting Bids/ Quotations.

iii. "Contractor" means the individual or the firm supplying the goods and/ or services as incorporated in the contract.

iv. Formats & articles, to be supplied by contractor as per specifications, terms and conditions stipulated under the contract.

v. "Earnest Money Deposit" (EMD) means Bid Security/ monetary amount or financial guarantee to be furnished by a bidder along with its bid.

vi. "Contract" means the written agreement entered into between the purchaser/ consignee and the contractor, together with all the documents mentioned therein and including all attachments, annexure etc. therein.

vii. "Performance Security" means monetary amount or financial guarantee to be furnished by the successful bidder for due performance of the contract placed on it. Performance Security is also known as Security Deposit.

viii. "Specification" means the document/ standard that prescribes the requirement with which goods and/ or service has to conform.

ix. "Inspection" means activities such as measuring, examining, testing, gauging one or more characteristics of the goods and / or service and comparing the same with the specified requirement to determine conformity.

x. "Day" means calendar day.

xi. "Bill of Quantity" is the name for price schedule in e-tender software.



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### 1.3 Abbreviations:

- i. "TE Document" means e-Tender Enquiry Document
- ii. "NIT" means Notice Inviting e-Tender
- iii. "GIB" means General Instructions to Bidders
- iv. "GCC" means General Conditions of Contract
- v. "GST" means Goods and Service Tax.
- vi. "CST" means Central Sales Tax
- vii. "DSC" means Digital Signature Certificate
- viii. "BOQ" means Bill of Quantity or the Price Schedule in which rates for the e-tender should be quoted and uploaded online on the e-tender website.

## SECTION III: REQUIREMENTS

1. Scope of Work: The service shall be meant for Printing, Supply and Delivery of articles / books to the Office of the West Bengal Nursing Council.
2. Specification of Materials: The contractor shall ensure and confirm that the formats are clear printing formats as per specification.



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### SECTION IV: GENERAL CONDITIONS OF CONTRACT

#### GENERAL TERMS AND CONDITIONS OF THE TENDER

##### 1 Minimum Eligibility Criteria:

- a) Only those PRINTING PRESS (having Trade License for such type of business) who have experienced in such type of job of at least 3 Years will be eligible.
- b) Bidder will require to deposit Rs. 70,000/- (Rupees Seventy thousand) only as Earnest Money in the form of Demand Draft at any Nationalized Bank in the favour of “WEST BENGAL NURSING COUNCIL” Payable at KOLKATA. This clause is also applicable for all categories of applicants except those are expected as per Government Order No. 1110F, Dated 10/02/2006 of Special Secretary Finance Department, Govt. of West Bengal. **[No Photocopy of exemption instrument to be submit offline]**
2. Documents required for Technical Bids are mentioned in specimen Form of Technical Bid.
3. Rate (s) to be quoted against each specified item as mentioned in Financial Bid (BOQ) Form
4. Sample of papers etc. to be submitted by L1, L2 & L3 bidders if asked.
5. Materials are to supply as per specifications and in bundle of 1000 Sets/Sheet.
6. The rate should be quoted in word and figure inclusive of all taxes, delivery and other charges. The rate quoted in word will be final in case of discrepancy.
7. The colour of the Printing paper may be change in each year, Paper colour are to supply as per specifications or as per work order.
8. The TSC has the right to accept or reject any tender without showing any cause thereof at any stage of tender process cancelled if the bidder are to failed to supply any items as per specification then the 2nd lowest bidder may be entrusted to supply for those article(s).
9. The article(s) should be supplied as per specifications & approved quality (determined by TSC) within 7 (seven) days from issuance of the Work Order, failing which the order shall be treated as cancelled.
10. The successful tenderer (s) will have to deposit Security Money @ 5% of the total order value in the form of Pay Order /Bank Draft in favour of “WEST BENGAL NURSING COUNCIL” payable at KOLKATA within 7 (Seven) days of acceptance of the offer.



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11. The unsuccessful Tenderer (s) will receive their earnest money back in time. The earnest money will be refunded after the deposit of full amount of the Security Money for successful Tenderer(s).
12. The Earnest money will be forfeited if the tenderer(s) withdraw(s) the tender after opening of bids.
13. The Security deposit of the successful selected tenderer may be forfeited for failure to supply within specified time and/or, for supplying unsatisfactory articles in quantity and quality.
14. Printing on paper should be Multicolor Printing due to durability. No Polymer plate printing is allowed for such type printing. If such type of printing found, no payment will disburse in respect of such Invoice.
15. Physical verification of Printing Presses to be arranged by the tender selection committee if asked for. Bidders will have to present original requisite documents in support of uploaded documents for verification, if asked for.
16. Validity of Tender will normally be 01 (One) year from the date of acceptance of tender. It will be extended if situation arises. The procurement will be made in phased manner or at a time subject to requirement during validity period. This tender will be applicable to such type of printing articles, Registers, books or equivalent, in whole or in proportion thereof.
17. The successful bidder will be bound to supply the item(s) within specific dates, mention in the procurement order. The timely supply of printed articles will be the essence of contract.
18. The quantity of the items may be changed.
19. All terms and conditions as mentioned above will have to be accepted by the Tenderer(s).
20. Timelines for downloading and submission of E Tender along with other deadlines has been noted below.

**\*\*For Details Bidder can visit to the office of the Undersigned to see the sample of all working days from 11 AM to 4 PM during the tendering Period.**



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### SECTION V: GENERAL INSTRUCTIONS TO BIDDERS (GIB)

[For bidding in this e-tender]

#### **1. Introduction**

1.1 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 e-tender document. Failure to provide and/or comply with the required information, instructions etc. incorporated in this document may result in rejection of its bid.

1.2 Expenditure to be incurred for the proposed purchase will be met from the funds available with the purchaser/ consignee. The procurement will be in terms of procurement rules of the Government of West Bengal.

#### **2. Corrupt or Fraudulent Practices**

2.1 It is required by all concerned, namely the Consignee/Bidders/Contractors/others to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser:

(a) Defines, for the purposes of this provision, the terms set forth below as follows:

(i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition;

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract by the purchaser if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract. Before declaring a firm ineligible a show cause notice to be issued followed by reasoned hearing.



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### **3. Bidding, Contracting and Billing Expenses**

3.1 The bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its bid including preparation, mailing, online uploading and submission of its bid and for subsequent processing the same. The purchaser will, in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the tendering process.

3.2 The bidder shall bear all costs, including the cost of stationery and printing, for signing of the contract and submission of bills for payment.

### **4. Clarification on e-Tender Document**

4.1 A bidder requiring any clarification or elucidation on any issue of the e-tender document may take up the same with the purchaser.

4.2 The bidder may also take up the same in writing. The purchaser will respond in writing to such request provided the same is received by the purchaser not later than eight days prior to the prescribed date of submission of bid.

### **5. Alternative Bids**

5.1 Alternative Bids are not permitted.

### **6. Bid Validity**

6.1 The bids shall remain valid for acceptance for a period of 120 days (One hundred and twenty days) after the date of technical bid opening prescribed in the e - tender document. Any bid valid for a shorter period shall be treated as unresponsive and rejected.

6.2 In exceptional cases, the bidders may be requested by the purchaser to extend the validity of their bids up to a specified period. Such request(s) and responses thereto shall be conveyed in writing. The bidders, who agree to extend the bid validity, are to extend the same without any change or modification of their original bid and they are also to extend the validity period of the EMD accordingly. A bidder, however, may not agree to extend its bid validity without forfeiting its EMD.

6.3 In case the day up to which the bids are to remain valid falls on/ is subsequently declared a holiday or closed day for the purchaser, the bid validity shall automatically be extended up to the next working day.

### **7 Preparation of Bid Documents**

7.1 The bid documents shall either be typed or written in indelible ink and the same shall be signed/ digitally signed by the bidder or by a person who has been duly authorized to bind the bidder to the contract. The letter of authorization shall be by a written power of attorney, which shall also be furnished along with the bid.



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72 The bid documents shall not contain any erasure or overwriting, except as necessary to correct any error made by the bidder and, if there is any such correction; the same shall be initialed by the person(s) signing the bid.

73 It is the responsibility of bidder to go through the e-tender document to ensure furnishing all required documents. Wherever necessary and applicable, the bidder shall enclose certified copy as documentary evidence to substantiate the corresponding statement.

74 A bid, which does not fulfil any of the above requirements and/or gives evasive information/ reply against any such requirement, shall be liable to be ignored and rejected.

75 Bid sent by paper/fax/telex/cable/email etc shall be ignored.

### PREPARATION OF BIDS FOR e-TENDER

8. Registration of Bidder: A bidder willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-Procurement System, by logging on to website <https://wbtenders.gov.in>. The bidder is to click on the link for e-tendering site as given on the web portal.

### **9. Digital Signature Certificate (DSC)**

9.1. Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of bids from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Website <https://wbtenders.gov.in>. DSC is issued as a USB e-Token.

9.2. The bidder can search and download Notice Inviting Tender (NIT) and tender document electronically from computer once he logs on to the website <https://wbtenders.gov.in> using the Digital Signature Certificate.

### **10. Submission of Bids**

Bids are to be submitted online to the website <https://wbtenders.gov.in> in two folders before the prescribed date and time using Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copies, duly digitally signed. The documents will get encrypted (transformed into non readable formats) on uploading. The two folders are:

- 1) Technical Proposal: containing Statutory Cover and Non-statutory cover
- 2) Financial Proposal: containing Bill of Quantity

11. Technical Proposal: Statutory Cover



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11.1. Statutory Cover shall contain the following documents:

A) Tender Documents:

- i) Application to participate in e-tender as per Section VIII: Tender Application Form
- ii) Notice Inviting Tender: Sections 1 to XII

B) Scanned copy of EMD or documents in support of exemption/relaxation claimed for EMD (refer General Conditions of Contract, Clause 4)

12. Technical Proposal: Non-Statutory Cover

12.1 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.

12.2 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.

12.3. Non Statutory Cover will contain following documents

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	PAN CARD
			Professional Tax Registration with paid challan 2024- 2025
			GST Registration along with copy of last return filed
			Income Tax Acknowledgement Receipt for the last three year
B.	Company Detail(s)	Company Detail (s)	Certificate of Incorporation/ Partnership Deed
			Updated Trade License
			Power of Attorney in favour of signatory of bid
C.	Credential	Credential – 1 Credential – 2	Performance Statement as per format described in General Conditions of Contract, Clause 3; with supporting documents



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D.	Documents	Documents	<ul style="list-style-type: none"><li>i) Audited Balance Sheet &amp; Profit &amp; Loss A/c of last 3 years</li><li>ii) Name, address of banker, account number</li><li>iii. Address proof for registered and/or branch office of bidder, preferably in district of Office</li><li>iv. Bidder's Undertaking as per General Instructions to Bidders, Clause 13 below</li></ul>
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### **13. Bidder's undertaking:**

13.1 The bidder shall provide an undertaking that the proprietor/ promoter/ director of the firm, its employee, partner or representative are not convicted by a court of law for offence involving moral turpitude in relation to business dealings such as bribery, corruption, fraud, substitution of bids, interpolation, misrepresentation, evasion, or habitual default in payment of taxes etc. The firm does not employ a government servant, who has been dismissed or removed on account of corruption. The firm has not been de-barred, blacklisted by any government ministry/ department/ local government/ PSU etc. in the last two years from scheduled date of opening of this e-tender.

13.2 Bid sent by paper/ Fax/ Telex/ Cable/ E mail etc. shall be ignored.

### **14. Financial Proposal: Bill of Quantity**

14.1 The financial proposal (cover) or prices quoted should be uploaded online through the Bill of Quantity (BOQ). The bidder shall quote the price online in the space marked for quoting prices in the BOQ. Only downloaded copies of the BOQ are to be uploaded, virus scanned and digitally signed by the bidder. Please refer Section IX: 'Price Schedule/ Bill of Quantity' for a print copy of the BOQ.

### **OPENING OF TENDER**

15. The purchaser will open the bids after the specified date and time as indicated in the NIT.
16. Authorized representatives of the bidders may attend the tender opening.
17. This e-tender shall be evaluated as follows. The EMD of goods/ services 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 e-tender document. After this, the online price bids of only the technically qualified bidders shall be opened for further evaluation.



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### **18. Opening of Technical Proposals:**

18.1 Technical proposals will be opened by members of the Tender Evaluation Committee electronically from the e-tender website using their Digital Signature Certificates (DSCs).

18.2 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.

18.3 IF ANY DOCUMENT REQUIRED TO BE SUBMITTED FOR e-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.

### **SCRUTINY AND EVALUATION OF BIDS**

#### **19. Basic Principle**

19.1 Bids will be evaluated on the basis of the terms and conditions already incorporated in the e-tender document, based on which bids have been received and the terms, conditions etc. mentioned by the bidders in their bids. No new condition will be brought in while scrutinizing and evaluating the bids.

19.2 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, stamped and whether the bids are generally in order. The bids, which do not meet the basic requirements, are liable to be treated as non-responsive and will be summarily ignored.

19.3 Prior to the detailed evaluation of price bids, the Purchaser will determine the substantial responsiveness of each bid to the e-tender document. For purpose of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the e-tender document without material deviations. Deviations from, or objections or reservations to critical provisions such as those concerning Performance Security, Terms and Mode of Payment; Variation, Delay in the Contractor's Performance, Liquidated Damages, Termination of Contract, Force Majeure, Resolution of Disputes, Applicable law etc. will be deemed to be material deviations. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.



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20. If a Bid is not substantially responsive, it will be rejected by the Purchaser.
- 21.1 Decrypted (transformed into readable format) documents of the non-statutory cover will be downloaded and handed over to the Tender Evaluation Committee. The Committee will evaluate technical proposals as per terms laid down in this e-tender document.
- 21.2 During evaluation the Committee may summon bidders and seek clarification /information or additional documents or original hard copies of documents submitted online. If these are not produced within specified time, the bid proposals will be liable for rejection.
- 21.3 The result of evaluation of technical bids, along with information regarding further steps in evaluation of the tender shall be uploaded online on e-tender website.
22. **Comparison of Bids**  
22.1 The comparison of the responsive bids shall be carried out on Delivery Duty Paid (DDP) consignee site basis.
23. **Bidder's Capability to Perform the Contract**  
23.1 The purchaser, through the above process of bid scrutiny and bid evaluation will determine to its satisfaction whether the bidder, whose bid has been determined as the lowest evaluated responsive bid is eligible, qualified and capable in all respects to perform the contract satisfactorily.
- 23.2 The above-mentioned determination will inter alia, take into account the bidder's financial, technical and production/ service capabilities for satisfying all the requirements of the purchaser as incorporated in the e - tender document. Such determination will be based upon scrutiny and examination of all relevant data and details submitted by the bidder in its bid as well as such other allied information as deemed appropriate by the purchaser, including inspection of warehouse/ registered or branch office/ site visit of any current project(s) etc. of the bidder at cost and arrangement of bidder by authorized representative(s) of purchaser.
- 23.3 In case of a tie in rate offered- the successful bidder will be decided by DRAW OF LOTS

### AWARD OF CONTRACT

24. Purchaser's Right to accept any bid and to reject any or all bids
- 24.1 The purchaser reserves the right to accept in part or in full any bid or reject any or more bid(s) without assigning any reason or to cancel the tendering process and reject all bids at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder(s).



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### **25. Award Criteria**

25.1 Subject to GIB clause 24 above, the contract will be awarded to the lowest evaluated responsive bidder. The list of successful bidder(s) shall be uploaded online.

### **26. Variation of Quantities at the Time of Award, During Currency of Contract**

26.1 At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to twenty five (25) per cent, the quantity of goods and/ or services mentioned in the relevant section(s) in tender (rounded off to next whole number) without any change in the unit price and other terms and conditions quoted by the bidder.

26.2 The quantity of goods and/ or services mentioned in the relevant section(s) in tender to be procured may be staggered during currency of the contract.

26.3 The purchaser reserves the right to extend the 3 (three) year contract by another 3 (three) months on same terms and conditions at the end of 3 (three) year contract period. Thereafter, the contract may be extended on same terms and conditions for further periods on mutual agreement between purchaser and contractor.

### **27. Notification of Award**

27.1 Before expiry of the tender validity period, the purchaser will notify the list of successful bidder(s) online on websites, <https://wbtenders.gov.in>. In addition, each successful bidder shall be notified in writing that its bid for goods and/ or services, which have been selected by the purchaser, has been accepted, also briefly indicating therein the essential details like description, specification and quantity of the goods and/ or services and corresponding prices accepted. The successful bidder must furnish to the Office the required performance security within 15 (fifteen) days from the date of issue of this notification, failing which the EMD will be forfeited and the award will be cancelled. Relevant details about the performance security have been provided under GCC Clause 5.

27.2 The Notification of Award shall constitute the conclusion of the Contract and the 3 (three) year contract period shall commence from this date of notification.

27.3 The successful Bidder shall also physically submit original documents/ duly attested photocopies of all documents uploaded by him online at the time of bidding.

### **28. Issue of Contract**

28.1 Within 7 (seven) days of notification of award, the successful bidder will sign the contract form as per Section X with the Office.



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- 28.2 The Purchaser reserves the right to issue the Notification of Award consignee wise.
- 29. Non-receipt of Performance Security and Contract by the Purchaser/ Consignee.
- 29.1 Failure of the successful bidder in providing performance security and/ or signing contract in terms of GIB clauses 27 and 28 above shall make the bidder liable for forfeiture of its EMD and also, for further actions by the Purchaser/ Consignee against it as per the clause 10 of GCC: Termination for default.

### **1. Commencement of Service:**

- 1.1 The contractor shall commence providing his service within 15 (fifteen) days from date of notification of award of contract for this e-tender. Time is the essence of the contract and should be strictly adhered to by the contractor.

### **2. Eligible and Qualified Bidders**

- 2.1 a) The intending tenderer should produce credential of similar nature of a completed single work having minimum value of 40% (Forty percent) of the estimated amount put to tender each year during 3 (Three) years prior to the date of the issue of this e-Tender notice.

OR

- 2.1 b) The intending tenderer should produce credentials of 2 (Two) similar nature of completed works, each having a minimum value of 50 % (fifty percent) of the estimated amount put to tender any two years during 3 (Three) years prior to the date of issue of this e-Tender notice.



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(Should be provide this format in own letter head)

### **PROFORMA FOR PERFORMANCE STATEMENT**

(For the period of last three years)

(Submit with documentary evidence \*\*)

Tender No : \_\_\_\_\_

Date of Opening : \_\_\_\_\_

Name and address of the Bidder : \_\_\_\_\_

Order placed by (Full address of Purchaser)	Order No. and Date	Description & quantity	Value of Order (Rs.)	Period of Contract	Remarks on Satisfactory Performance (attach documentary evidence) **

Signature and seal of the Bidder

\*\* The documentary evidence will be a certificate or bill paid or TDS certificate issued by the purchaser/end user with cross-reference of order no. and date, with a notarized certification authenticating the correctness of the information furnished.

(Note: - No other forms of certificate other than prescribed above will be entertained.)

2.2 The bidder should preferably have the registered office or a branch office in the city/ district of West Bengal Nursing Council.

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

The amount of Rs. 70,000.00 (Rupees Seventy Thousand) only should be remitted through online. This clause is also applicable for all categories of applicants except those are excepted as per Government Order No. 1110F, Dated 10/02/2006 of Special Secretary Finance Department, Govt. of West Bengal.

#### **4. 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.



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### **5. Performance Security**

5.1 Within 15 (fifteen) days from the date of issue of notification of award by the purchaser, the contractor shall furnish performance security to the office for an amount equal to 5% of tendered value. The performance security shall be retained up to 6 (six) months after the date of completion of all contractual obligations by the contractor.

5.2 The performance security shall be deposited in Indian Rupees to the Office through Bank Draft / Pay order in favour of "West Bengal Nursing Council" Payable at KOLKATA. No other forms of deposit can/will be entertained by authority.

5.3 In the event of any failure /default of the contractor with or without any quantifiable loss to the purchaser, the amount of the performance security is liable to be forfeited by the purchaser/ Administrative Department.

5.4 In the event of any amendment issued to the contract, the contractor shall, within 21 (twenty- one) days of issue of the amendment, furnish the corresponding amendment to the performance security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.

5.5 Subject to GCC sub – clauses 5.1 and 5.3 above, the Office will release the performance security without any interest to the contractor on completion of the Contractor's all contractual obligations.

### **6. Tender Prices**

6.1 Table: Printing and Articles for Financial Year 2022-2025

## **SPECIFICATION FOR PRINTING OF DIFFERENT ITEMS**

Sl. No.	Name of the item	Specifications	Estimated Quantities in Units	Units
1.	Nursing Procedure Book Vol-1	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. (As per Sample)	10000	
2.	Nursing Procedure Book Vol-2	i. Size – 7.25" X 9.5" ii. Paper – 60 GSM, Maplitho Paper iii. Cover (Both Front and Back) – 200 GSM MG board	10000	



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		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. (As per Sample)		
3.	Record Book GNM	i. Size – 11" X 8.5" ii. Paper – 60 GSM White Maplitho Paper iii. Cover (Both Front and Back) – 80 GSM ledger paper with single colour v. Binding – Center stitch binding vi. No of Pages – 48 Pages. (As per Sample)	10000	
4.	Case Book English	i. Size – 13" X 8.2" ii. Paper – 60 GSM White Maplitho Paper iii. Cover (Both Front and Back) – 80 GSM ledger paper with single colour v. Binding – Side stitch binding vi. No of Pages – 130 Pages. (As per Sample)	8000	
5.	Answer Script	i. Size – 22.1c.m. (W) X 27.3 c.m. (H) ii. Paper – 60 GSM White Maplitho Paper iii. Cover (Front) – Printing with numbering v. Binding – Side stitch binding vi. No of Pages – 10 Pages. (As per Sample)	1,00,000	
6.	Loose Sheet	i. Size – 22.5c.m. (W) X 27.5 c.m. (H) ii. Paper – 60 GSM White Maplitho Paper iii. Cover (Front) – Printing with numbering iv. No of Pages – 2 Pages. (As per Sample)	3,00,000	

6.2 So, the price quoted by the bidder shall include all charges for providing all materials . The quoted price should be including of all charges, GST, freight, packing forwarding and insurance.

6.3 The Bidder shall bear all charges like packing and forwarding, transportation, insurance, storage, loading/ unloading; expenses of his service personnel, including their health and safety measures; all other expenses necessary in providing the service, ex-factory/ ex-warehouse/ ex- registered or branch office to the Office.

6.4 The rate quoted by the bidder shall remain valid for full period of contract i.e. for 1 year + 1 year + 1 year = full 3 years of contract period, as renewed on yearly basis of satisfactory performance, plus extension period, if any.

6.5 The bidder should quote rates online in the Bill of Quantity (BOQ) in the space marked for quoting rates against each Office in the BOQ. Downloaded copies of the BOQs are to be uploaded, virus scanned and digitally signed by the bidder.

6.6 The rate quoted by the bidder should not be higher than the rates at which it may be



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running such services at other Government Institutes/ Ministries/ Departments/ PSUs etc.

### **7. Terms and Mode of Payment**

7.1 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.

7.2 Payment shall be released to the contractor after deduction of Income Tax deductible at source and other statutory deductions.

### **8. Variation, Delay in the Contractor's Performance**

8.1 The Contractor shall deliver the goods and perform the services under the contract as per quality, quantity, time schedules, deployable staff, other terms and conditions specified by the Purchaser in the relevant clauses of the contract.

8.2 Subject to the provision under GCC clause 12, any unexcused variation in quality, quantity, delay etc. by the Contractor in maintaining its contractual obligations towards delivery of goods and/ or performance of services shall render the Contractor liable to any or all of the following sanctions:

- (i) Imposition of liquidated damages,
- (ii) Forfeiture of its performance security
- (iii) Termination of the contract for default.

8.3 If at any time during the currency of the contract, the Contractor encounters conditions hindering timely delivery of the goods and/ or performance of services, the Contractor shall promptly inform the Purchaser in writing about the same and its likely duration and make a request to the Purchaser for extension of the delivery schedule accordingly. On receiving the Contractor's communication, the Purchaser shall examine the situation as soon as possible and at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of Contractor's contractual obligations by issuing an amendment to the contract.

### **9. Termination for default**

9.1 The Purchaser, without prejudice to any other contractual rights and remedies available to it (the Purchaser), may, by written notice of default sent to the Contractor, terminate the contract in whole or in part, if the Contractor fails to deliver any or all of the goods and/ or perform the services and/ or fails to perform any other contractual obligation(s) as specified in the contract, or within any extension thereof granted by the Purchaser pursuant to GCC sub-clause 8.3.

9.2 In the event the Purchaser terminates the contract in whole or in part, pursuant to GCC sub-



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clause 10.1 below, the Purchaser may procure goods and/or services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the Contractor shall be liable to the Purchaser for the extra expenditure, if any, incurred by the Purchaser for arranging such procurement.

9.3 Unless otherwise instructed by the Purchaser, the Contractor shall continue to perform the contract to the extent not terminated.

### **10. Termination for insolvency**

10.1 If the Contractor becomes bankrupt or otherwise insolvent, the purchaser reserves the right to terminate the contract at any time, by serving written notice to the Contractor without any compensation, whatsoever, to the Contractor, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to the Purchaser.

### **11. Termination for convenience**

11.1 The Purchaser reserves the right to terminate the contract, in whole or in part for its (Purchaser's) convenience, by serving written notice on the Contractor at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of the Purchaser. The notice shall also indicate inter alia, the extent to which the Contractor's performance under the contract is terminated, and the date with effect from which such termination will become effective.

11.2 The goods and/ or services which are complete and ready in terms of the contract and delivered and performed within 45 ( forty five) days after the Contractor's receipt of the notice of termination shall be accepted by the Purchaser following the contract terms, conditions and prices.

### **12. Modification of Contract**

12.1 If necessary, the purchaser may, with due approval of the Administrative Department, issue a written order to the Contractor at any time during the currency of the contract, to amend the contract by making alterations and modifications within the general scope of contract in any one or more of the following:

- Requirements and Specifications of the goods and /or services.
- Any other area(s) of the contract, as felt necessary by the purchaser depending on the merits of the case.

12.2 In the event of any such modification/ alteration causing increase or decrease in the cost of goods and/ or services to be supplied and provided, or in the time required by the Contractor to perform any obligation under the contract, an equitable adjustment shall be made in the



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contract price and/ or contract delivery schedule, as the case may be and the contract amended accordingly. If the Contractor does not agree to the adjustment made by the Purchaser, the Contractor shall convey its views to the Purchaser within 15 (fifteen) days from the date of the Contractor's receipt of the Purchaser's amendment/ modification of the contract.

### **13. Resolution of disputes**

13.1 If dispute or difference of any kind shall arise between the Purchaser and the Contractor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.

13.2 If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the Purchaser or the Contractor may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India. In the case of a dispute or difference arising between the Purchaser and Contractor relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole arbitration of an officer in the Department of Health and Family Welfare, Government of West Bengal, appointed to be the arbitrator by the President to that Department. The award of the arbitrator shall be final and binding on the parties to the contract.

13.3 The venue of arbitration shall be the district from where the contract has been issued or Kolkata, as deemed appropriate by the arbitrator.

### **14. Applicable Law and Legal Suits**

14.1 The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

14.2 All disputes would be decided at the Kolkata jurisdiction.

### **15. General/ Miscellaneous Clauses**

15.1 Nothing contained in this Contract shall be construed as establishing or creating between the parties, i.e. the Contractor on the one side and the Purchaser on the other side, a relationship of master and servant or principal and agent.

15.2 Any failure on the part of any Party to exercise right or power under this Contract shall not operate as waiver thereof.

15.3 The Contractor shall notify the Purchaser of any material change that would impact on performance of its obligations under this Contract.

15.4 Each member/constituent of the Contractor, in case of consortium shall be jointly and severally liable to and responsible for all obligations towards the Purchaser for performance of



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contract/services including that of its Associates/Sub Contractors under the Contract.

15.5 The Contractor shall, at all times, indemnify and keep indemnified the Purchaser against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its employees or agents or by any other third party resulting from or by any action, omission or operation conducted by or on behalf of the Contractor/its associate/affiliate etc.

15.6 All claims regarding indemnity shall survive the termination or expiry of the contract.

15.7 After end of the contract, the bidders have to be handed over the soft copy of the all publications / books to the West Bengal Nursing Council.

### **16. Governing language**

16.1 The contract shall be written in English language. All correspondence and other documents pertaining to the contract, which the parties exchange, shall also be written accordingly in that language.

### **17. Use of contract documents and information**

17.1 The Contractor shall not, without the purchaser's prior written consent, disclose the contract or any provision thereof including any specification, drawing, sample or any information furnished by or on behalf of the purchaser in connection therewith, to any person other than the person(s) employed by the Contractor in the performance of the contract emanating from this e- tender document. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for the purpose of performance of this contract.



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## SECTION VI: TENDER APPLICATION FORM

### Annexure I APPLIAON FORMAT

*(To be furnished in the Company's official letter pad with full address and contact no etc., otherwise it will be treated as cancelled)*

To

**THE REGISTRAR,  
WEST BENGAL NURSING COUNCIL  
PURTA BHAVAN, 3<sup>RD</sup> FLOOR, ROOM NO-302  
DF BLOCK, SALT LAKE CITY, SEC- 1  
KOLKATA - 700091**

**Sub: NIT for E-Tender of "PRINTING & SUPPLY OF DIFFERENT ARTICLES/FORMATS" FOR THE YEAR  
BY THE REGISTRAR, WEST BENGAL NURSING COUNCIL**

Ref: -

Dated :

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. That I/We accept the terms and conditions as laid down in the NIT mentioned above and submitted with rubber stamp & signed as uploaded and declare that I/we shall abide by it throughout the tender period.
  
3. I am/We are offering rate(s) for the following item /items with manufacturing capacity\* and assured supply to the REGISTRAR, WEST BENGAL NURSING COUNCIL.
  
4. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.
  
5. We understand that:  
(a) Tender Selection Committee/ REGISTRAR, WEST BENGAL NURSING COUNCIL can amend the scope & value of the contract bid under this project.  
(b) Tender Selection Committee/ REGISTRAR, WEST BENGAL NURSING COUNCIL reserves the right to reject any application without assigning any reason.

Date :

**Signature of applicant including title**



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**and capacity in which application is made.**

## TECHNICAL BID

A	Name of Firm		
B	Full Address		
C	Contact No		
D	E Mail Id		

SL NO	Document/ Statement	Submitted/not Submitted	Remarks
1	PAN No(Enclose Xerox)		
2	Trade license(Enclose Xerox)		
3	VAT Registration No (Enclose Xerox)		
4	EMD		
5	Declaration of Non adverse report/ Black List( if Yes mention reason)		
6	Experience of similar work if any		
7	Any other information consider necessary if any		

N. B. :

1. Self attested photocopy of the above documents/statement to be attached with this Technical Bid whatever applicable.

Signature of Vendor/Agency

Address



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## FINANCIAL BID

A	Name of Firm	
B	Full Address	
C	Contact No	
D	E Mail Id	

## Offered rate:

SI No	Name of the item	Specifications	Estimated Quantities in Units	Units	Rate/Unit (Inclusive All Taxes & others charges)
1.	Nursing Procedure Book Vol-1	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. (As per sample)	10000		
2.	Nursing Procedure Book Vol-2	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. (As per Sample)	10000		
3.	Record Book GNM	i. Size – 11" X 8.5" ii. Paper – 60 GSM White Maplitho Paper iii. Cover (Both Front and Back) – 80 GSM ledger paper with single colour v. Binding – Center stitch binding vi. No of Pages – 48 Pages. (As per Sample)	10000		
4.	Case Book English	i. Size – 13" X 8.2" ii. Paper – 60 GSM White Maplitho Paper iii. Cover (Both Front and Back) – 80 GSM ledger paper with single colour v. Binding – Side stitch binding vi. No of Pages – 130 Pages. (As per Sample)	8000		



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5.	Answer Script	i. Size – 22.1c.m. (W) X 27.3 c.m. (H) ii. Paper – 60 GSM White Maplitho Paper iii. Cover (Front) – Printing with numbering v. Binding – Side stitch binding vi. No of Pages – 10 Pages. (As per Sample)	1,00,000		
6.	Loose Sheet	i. Size – 22.5c.m. (W) X 27.5 c.m. (H) ii. Paper – 60 GSM White Maplitho Paper iii. Cover (Front) – Printing with numbering iv. No of Pages – 2 Pages. (As per Sample)	3,00,000		

Signature of Vendor/Agency Stamp  
Address

N.B: The price quoted by the bidder shall include all charges for providing all materials. The quoted price should be including of all charges, GST, freight, packing forwarding and insurance.



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### SECTION VIII: CONTRACT FORM

[to be signed on a stamp paper of denomination of Rs.10/- (ten only) or above]

Name and address of the Office issuing the contract.....

.....  
.....

Contract No \_\_\_\_\_ dated \_\_\_\_\_

1. This is in continuation to Notification of Award of Contract No \_\_\_\_\_ dated \_\_\_\_\_ against e-tender no. \_\_\_\_\_ dated \_\_\_\_\_ and subsequent amendment No \_\_\_\_\_, dated \_\_\_\_\_ (if any), issued by the purchaser.

2. Name and address of the contractor: .....

.....  
.....

3. Contractor's Bid No \_\_\_\_\_ dated \_\_\_\_\_ and subsequent communication(s) No \_\_\_\_\_ dated \_\_\_\_\_ (if any), exchanged between the contractor and the purchaser in connection with this e-tender.

4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned above, shall also be deemed to form and be read and construed as integral part of this contract:

- i. The e-tender document no..... dt.....
- ii. Tender Application Form furnished by the contractor
- iii. Technical and Financial Bid submitted by the contractor
- iv. Purchaser's Notification of Award of Contract

The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under clause 1 of Section II: PREAMBLE of the e-tender document shall also apply to this contract.



Office of the West Bengal Nursing Council

"Purta Bhawan", Room No. 302, 3<sup>rd</sup> floor,

D.F. Block, Sector – I, Salt Lake City,

Kolkata – 700 091.  (033) 2321 2059.

Email: [wbnc\\_22302059@ymail.com](mailto:wbnc_22302059@ymail.com)

Website: [www.wbnc.in](http://www.wbnc.in)



No.

Date:.

From: Registrar, West Bengal Nursing Council.

5. The brief particulars of the goods and/ or services which shall be supplied/ provided by the contractor are as under:

Schedule No.	Brief description of goods/ services	Contract price

5.2 Financial limit to this contract is Rs... ..... (contract price)

5.3 Annexure: Documents listed in Clauses 4(i) to 4(iv) above.

Signature, seal, name and address of the purchaser's/ consignee's authorised official)

Received and accepted this contract

(Signature, seal, name and address of the contractor's executive duly authorised to sign on behalf of the contractor)



Website: [www.whnc.in](http://www.whnc.in)

No.

Date: ..

*From: Registrar, West Bengal Nursing Council.*

## CHECK LIST

[ All points are to be filled up; no places are to be kept vacant. For statutory clearances/registrations not applicable, mention NOT APPLICABLE instead of keeping blank.]

1. Name of the work	PRINTING ARTICLES OF ASHA FORMAT	
2. Tender Notice No		
3. On line document download ended		
4. Name of the institution tendered for	REGISTRAR, WEST BENGAL NURSING COUNCIL.	
5. EMD Money Online Transaction ID		
6. Are you exempted from EMD (Y/N)		
7. Name of the bidder in block letter		
8. Full address		
	E-Mail	
	Telephone No/ Mobile No	
Press/ Godown Address		
9. Legal entity of the bidder whether Firm/ Society/ Company/ other entity		
10. Trade License issuing		
Authority with whom registered		
11. License No.....		
for the purpose of.....		
12. Name & address of the banker of		
the bidder(s)		
13. Provisional GSTIN ID		
14. PAN No./TAN No.		
15. 3 years of Experience in supplying printed articles	Yes	No



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16. Black Listed by any Govt. Authority / Govt. undertaking at any time. If yes, provide details	Yes	No
17. Has the firm or principal employees convicted in or have pending in any court any vigilance matter. If yes, provide details.	Yes	No
18. Any litigation against the Firm or its proprietors or its principals? If yes, provide details	Yes	No
19. Any other relevant information wish to submit		
I have gone through the eligibility criteria for participating in the tender and certify that all the conditions have been fulfilled.		
I have read the General & Special Terms & Conditions, including the penal provision, as given in the e tender documents as per e tender notice quoted above. I have accepted them and agree to abide them. I have also agreed to abide by agreement as imposed by the REGISTRAR, WEST BENGAL NURSING COUNCIL if declared successful in my/our(s) bid.		

Certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case of any information found incorrect later on, I the under signatory will be personally responsible for the same.

Date:

Full Signature of the bidder/ Authorized person & Seal

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.