



GOVERNMENT OF WEST BENGAL

OFFICE OF THE MEDICAL SUPERINTENDENT, DURGAPUR ESI HOSPITAL

Bidhan Nagar, Durgapur-713206, Dist: Paschim Barddhaman

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MEMO NO. : ESI/DGP/NIT-20/STATIONARY/18-20/...1167

Date: 07/09/2018

**SUB : INVITATION TO E-TENDER (TWO BID SYSTEM) :**  
**"SUPPLY OF STATIONARY ARTICLES" AT E.S.I. HOSPITAL, DURGAPUR"**

(Note: All communications must be addressed to the officer named below by title only and not by name)

From : THE MEDICAL SUPERINTENDENT  
ESI HOSPITAL, DURGAPUR

To: \_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir(S),

E-tenders are invited (under Two Bid System – "TECHNICAL BID" & "PRICE BID") from eligible & qualified bidders for "SUPPLY OF STATIONARY ARTICLES" at ESI Hospital, Durgapur as given below:

The "E-Tender Documents" comprising of *Terms and Conditions*, which will govern any contract made, along with the *E-Tender Application Form* and other relevant documents are enclosed herewith. If you are in a position to quote for the contract in accordance with the requirement stated in the attached schedule as per the terms and conditions stated, please submit your quotation by e-tendering.

The "E-tender documents" can be downloaded from the website of The West Bengal Government e-Procurement System (<https://wbtenders.gov.in>) and in such case the same may be signed and submitted as per the E-tender procedures mentioned hereinafter.

Bidders are requested that, before quoting their rates or uploading tender, the tender forms may please be read out thoroughly (line by line) so as to have a clear knowledge of the requirement contained therein.

Otherwise the hospital authority will not be held responsible for any error / oversight of his own and the penalties shall be levied for not complying with the requirements stated herein or supply of the required item/services.

The form is Standard Form of Tender. Certain clause/clauses may not be applicable in some cases. So, Tenderers are requested to ignore such clause / clauses, which are not applicable in the instant case.

Applicants are directed to submit the desired documents in chronological manner as per (A) E-Tender Application Form (B) Eligibility Criteria ; (C) Terms & Conditions; (E) Undertaking (F) Checklist. It is also advised to upload only the desired and necessary documents.

Continued....

In the event of the space on the Schedule of contract / Specifications of items / Proforma being insufficient for the required purpose, additional pages may be added.


**PARTICULARS :**

Period of submission of e-tender form	<b>From 22.08.2018 to 06.09.2018 upto 4.00 pm</b>
Due Date & Time for downloading Tender Documents from website.	<b>From 20.08.2018 at 10am</b>
Pre-Bid Meeting	<b>21.08.2018 at 2 pm.</b>
Due Date & Time of submission of completed E-Tender Document	<b>06.09.2018 upto 4.00 pm.</b>
Date & Time of Opening of Technical bid of e-tender	<b>07.09.2018 at 2.30 pm</b>
Date & Time of Opening of Financial bid of e-tender	<b>To be notified later</b>
Bid Security / Earnest Money	Rupees Five Thousand Only (Rs. 5,000/-) as EMD Amount to be submitted online. The online submission process may be followed as per memorandum of the Finance Department Audit Branch bearing Memo No 3975-F{Y) dated 28th July 2016.
Performance guarantee / Security	According to number of items selection and its average consumption throughout contract period. Will be notified later.

The Medical Superintendent, ESI Hospital, Durgapur does not pledge himself to accept the lowest bidder of any tender and reserves the right of accepting or rejecting the whole or any part of the tender without assigning any reason thereof. Canvassing in any form by the tenderer or his representative with any of the officials of ESI Hospital, Durgapur shall render the tender liable to be rejected. Acceptance by the hospital authority shall be communicated in due course. You are requested that the instructions contained in the said communication should be acted upon immediately as asked for.

**THE BID CAN BE UPLOADED UPTO 06.09.2018 up to 4 pm. ANY BID UPLOADED AFTER THE PRESCRIBED TIME SHALL NOT BE CONSIDERED IRRESPECTIVE OF RATES. THE BID WILL BE OPENED ON 07.09.2018 (Technical) at 2.30 pm**

The bidder should carefully read, understand and seek clarifications, if any, before uploading the bid; no claim, whatsoever, will be entertained for any alleged ignorance thereof.

  
07/08/18

MEDICAL SUPERINTENDENT  
E.S.I. Hospital, Durgapur