

## Government of West Bengal

Office of the Deputy Director (E& S)  
C.M.S. E.S.I.(M.B.)Scheme W.B P-233 CIT Scheme Bagmari Road Kol-700054  
☎ (033) 23558201, E-Mail: [ddens-esis.wb@esic.in](mailto:ddens-esis.wb@esic.in)

MEMO NO.: DESI / CS/1199

Date: 27/04/2018

Sub: Invitation to E-tender (Two Bid system): E-Tendering for selection of Carrying Contractor for carrying of Medicines, Equipments, other articles etc to and from ESI Central Medical Stores and ESI Hospitals / ESI RBOs / ESI SDs etc.

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

From : The Deputy Director  
C.M.S. E.S.I. (M.B.) Scheme W.B.  
P-233 CIT Scheme, VII-M Bagmari Road, Kol-54

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

Sir,

E-tenders are invited (under Two Bid System – "TECHNICAL BID" & "PRICE BID") from reputed organizations/agencies for selection of carrying contractor for carrying of medicines, equipments, other articles etc. to and from ESI Central Medical Stores and ESI Hospitals / ESI RBOs / ESI SDs etc.

The "Tender Documents" comprising of *Terms and Conditions of Contract*, which will govern any contract made, along with the *Tender Application Form-I* 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 "tender documents" can be downloaded from the web site of The West Bengal Government e-Procurement System (<https://wbtdenders.gov.in>) and in such case the same may be signed and submitted as per the e-tender procedures mentioned hereinafter.

Tenderers are requested that, before quoting their rates or sending 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 C.M.S. 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) qualifying Condition; (B) Essential Qualification (under heading of Technical Bid), as mentioned in the Terms & Conditions; (C) Checklist for proposal. It is also advised to upload only the desired and necessary documents.

The Tender forms containing the Terms and Conditions, Applicant and contract information, and other relevant information. Declaration (on Rs. 100/- non judicial stamp paper) should be submitted in e-tender along with the technical bid and financial bid document, intact, after filling up the same and failing to which the tender shall be liable for rejection. Tenderers must comply with the Check list for proposal provided with the tender form.

{1}

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**

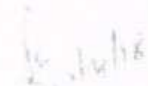
Period of submission of e-tender form	From 4:00 pm 08/05/2018 to 30/05/2018 up to 4.00 pm
Pre Bid Meeting	07/05/2018 at 1.00 pm (At DD's Office of C.M.S. ESI (M.B.) Scheme), WB.
Due Date & Time of submission of completed E-Tender Document	30/05/2018 Up to 1.00 pm.
Date & Time of Opening of Technical bid of e-tender	01/06/2018 at 1.00 pm
Date & Time of Opening of Financial bid of e-tender	<b>TO BE NOTIFIED LATER</b>
Bid Security / Earnest Money	<p>Amount of Rs.1,00,000.00 (Rupees one lakh only) as EMD to be sent by registered post/Speed post/by hand in form Demand draft drawn on any nationalized Bank in favour of <i>The Deputy Director, C.M.S. ESI(M.B.) Scheme W.B.</i> payable at KOLKATA, to be submitted to this office on or before the date and time of the closing of the e-tender to the following address :</p> <p><b>Office of the Deputy Director (E&amp;S)</b>  <b>C.M.S. E.S.I.(M.B.) Scheme W.B.</b>  <b>P-233, CIT Scheme, VII-M, Bagmari Road</b>  <b>Kolkata-700054</b></p> <p>On the top of the cover following must be written in bold letter:  <b>"E-tender (Two Bid System) for Carrying of medicines, equipments, other articles etc. to and from ESI Central Medical Stores and ESI Hospitals / ESI RBOs / ESI SDs etc."</b></p> <p><b>Latest EMD Exemption certificate is to be provided if the bidder is exempted from submission of EMD.</b></p>
Performance guarantee / Security	<b>Rs. 2,00,000.00 (5% of last year's turnover, rounded to nearest thousand)</b>

*The Deputy Director, C.M.S. ESI(M.B.) Scheme, WB* does not pledge himself to accept the highest discount 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 C.M.S shall render the tender liable to be rejected. Acceptance by the 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 30/05/2018 up to 1.00 pm. ANY BID UPLOADED AFTER THE PRESCRIBED TIME SHALL NOT BE CONSIDERED IRRESPECTIVE OF RATES. THE BID WILL BE OPENED ON 01/06/2018 (Technical) at 1.00 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.

(2)

  
 The Deputy Director  
 C.M.S. E.S.I. (M.B.) Scheme W.B.  
 Deputy Director (E&S)  
 C.M.S., E.S.I., (MB) Scheme, W.B.

**TERMS & CONDITIONS OF CARRYING CONTRACT (BY ROAD)  
FOR THE PERIOD FROM 1<sup>ST</sup> JULY, 2018 TO 30<sup>TH</sup> JUNE, 2020**

[ REF: TENDER NOTICE NO. DESI/CS/1199. Date: 27-04-2018 ]

1. **Articles to be Carried :**

Drugs & Dressings, Store items, Equipments, Stationeries, other articles etc. as per Schedule as well as on requirement basis to and from ESI Central Medical Stores and ESI Hospitals / ESI RBOs / ESI SDs etc.

2. **Deed of Agreement :**

Selected Agency will execute a Deed of Agreement (Annexure-I) before issuing appointment letter in this regard.

3. **Period of Contract :**

Two (2) years effective from 1<sup>st</sup> July, 2018 to 30<sup>th</sup> June, 2020 extendable periodically by one (1) year hereafter on the basis of Terms & Conditions of the present contract, on mutual agreement between the selected agency and the Deputy Director (E & S), CMS, ESI (MB) Scheme, W.B.

4. Bidder will have to produce Essential qualification:-

- a) GST Registration Certificate with updated acknowledgement
- b) Professional Tax Clearance Certificate
- c) Licensed Transport Certificate from Competent Authority /Trade License
- d) PAN/TAN Card issued by the competent authority
- e) Document of proof of address (one of the following- Electric bill/Telephone bill/Voter ID/Aadhaar card/Deed of House)
- f) Income Tax Return for last 3 three years.
- g) Declaration by the Tenderer over Rs. 100/- non-judicial stamp paper
- h) Registration /Blue Books of the transport Vehicles proposed to be used.
- i) Credentials

5. Each and every sheet of tender paper should be signed with date by the Tenderer with rubber stamp and there should be **No Over - Writing, corrections** etc. and if any, should be authenticated by the Tenderer himself/herself.
6. **No Condition** stipulated by the Tenderer shall be acceptable and the tender will be considered assuming that no condition has been imposed by the Tenderer.
7. Any material information provided by the Tenderer, if found to be incorrect / false / misleading, at any stage, will make the tender liable to be **Rejected / Cancelled**.

8. Intending Tenderer will have to quote Rate per Kilo meter (to & fro) in respective BOQ (bill of Quantities) to cover all the units of the Cluster **including loading & unloading charges**. Clusters mentioned in Annexure 'A' are indicative. Authority has the right to include / exclude any unit from any cluster as and when required. The Kilometres (to & fro) specified in Annexure 'A' for the clusters are the permissible distances for billing. No extra distance (to & fro) will be accepted in any circumstances.
9. **Time of arrival of vehicle (s) at ESI, CMS :**
- (a) Ordinarily vehicle (s) should be placed by 08 - 00 a.m. at CMS, ESI (MB) Scheme, WB on each day of supply. If earlier timings are specifically mentioned in the demand then vehicle (s) will have to be placed by the specified time.
  - (b) After the vehicle (s) is loaded, it should leave for destination/destination (s) and should reach there without halting at any place in the mid - way and deliver the articles to the named officials at the respective destination against proper receipt which should be submitted to the Office of Deputy Director (E&S), CMS, ESI (MB) Scheme, WB during the first half of the next working day.
  - (c) The loading and unloading of the vehicles shall be done by the contractor's employee. No extra cost will be claimed for labour charges, Road Toll Tax etc.
10. In case of failure of the Contractor to provide vehicle (s) as per demand, the Deputy Director (E&S) may arrange vehicle (s) from alternative source at the **sole risk and cost of the selected Contractor** and extra expenditure will be at the Risk of the Contract and the extra expenditure will be recovered from any claim from the Contractor.
11. Normally Drugs & Dressings, Equipments, Stationeries, other articles etc. need be carried from CMS, ESI (MB) Scheme, WB to different ESI Hospitals / ESI RBOs / ESI SDs etc.

12. **Security Money Deposit :**

- (a) The successful Tenderer will be required to execute a deed of Agreement with the Government of West Bengal and furnish a interest free **Security Money Deposit of Rs.2,00,000.00 (Rupees Two Lakh)** only in the form of NSC / Post Office Savings Bank A/c to be pledged in favour of the Deputy Director (E&S), CMS, ESI (MB) Scheme, WB or in receipted Challan of RBI, Kolkata only showing deposition in favour of Deputy Director (E&S), CMS, ESI (MB) Scheme, WB in TR Form No.7 under the DP Code No. "8443 - 00 - 103 - SD - 001 - EM / SD - 10 - Deposit (Non - interest bearing)". The original document should be produced within the stipulated period, prior to execution of agreement. In case of NSC / Post Office Savings A/c arrangement for pledging will have to be done by the selected contractor within Fifteen days.

- (b) Failure on the part of the successful Tenderer to execute the **Deed of Agreement** by furnishing the prescribed Security Money Deposit will lead to forfeiture of the **Earnest Money Deposit / Security Money Deposit** and also such other action (s) as may be deemed necessary without prejudice to the right to take other action as may be deemed fit by the Government for failure or unwillingness to carry articles by the contractor at the approved rate (s) already contracted upon.

### **13. Liability:**

- (a) The Bidders would be held fully responsible for carrying goods to the desired destinations including the loading and unloading of such goods and for the security of all goods in that process. For the purpose, it is mandatory to take charge of the stores i.e. Drugs & Dressings, Equipments, Stationeries, other articles etc, as the case may be, on the date of supply that will be intimated from time to time. Stores will be handed over to contractor or his authorized representative on the date of supply with a view to carrying those to respective place (s) of destination on the following day; under normal circumstances, deferment of date of carrying will not be entertained and if it is required at all, prior permission from the Deputy Director (E&S), CMS, ESI (MB) Scheme, WB need be sought for.
  - (b) In case of any breakage, shortage, misappropriation, loss, missing, pilferage or any other loss / damage of the goods due to any other cause the contractor would remain fully responsible and would legally bound to compensate for the loss to the Government.
  - (c) Tonnage capacity of the vehicle (s) will have to be determined in such a way so that all the goods for which demand would be placed, are carried in a single trip to place (s) of destinations. For the purpose, each and every Tenderer may contact the Store Section of the CMS, ESI (MB) Scheme, WB with a view to ascertaining the usual volume/weight of supply need be carried at a time. No question / grumbling in the matter will be entertained.
14. In case of any dispute in any way arising out of this tender or the resultant contract the dispute will be referred to the Director, ESI (MB) Scheme, WB for arbitration and his decision would be final and binding upon the contractor (s).
15. Successful Tenderer shall have to execute a bond on non – judicial Stamp Paper valued not less than of Rs.10/- (Rupees Ten) only to abide by the terms and conditions of the tender.
16. All the terms and conditions as laid down here shall have to be accepted by the Tenderer (s) and no condition stipulated by him / them in lieu of or, in addition will be acceptable. Conditional tenders are liable to be rejected.

To be printed on Rs. 100/- non judicial stamp paper

**DECLARATION BY THE TENDERER**

"e" Tender NIT. No. \_\_\_\_\_ dt. \_\_\_\_\_

I/We have carefully gone through the Notice Inviting Tenders and other tender documents mentioned therein. I/We have also carefully gone through the Bill of Quantities (BOQ), Terms and Conditions, Technical Specifications and all other documents, Corrigendum's uploaded before the last date of submission which will be part & parcel of the Contract Document. I/We shall be bound to sign all hard copies of uploaded documents under the NIT, during execution of formal agreement. My / our tender is offered taking due consideration of all factors, and if the same be accepted I / We promise to abide by the stipulation of the contracts Documents and carry out the job to the entire satisfaction of the Hospital Authority.

\_\_\_\_\_  
Name of the Tenderer

\_\_\_\_\_  
Signature of the Tenderer

Postal Address:

Vill / Town:

P.O.:

P.S.:

Dist:

Pin code:

Mobile No.:

PAN No. :

GST No.:

\_\_\_\_\_  
Signature of tenderer with seal

FORM-I

TENDER PARTICIPATING APPLICATION

To  
The Deputy Director  
C.M.S. E.S.I. (M.B.) Scheme W.B.  
P-233 CIT Scheme, VII-M, Bagmari Road, Kol-54

Ref: - Tender for \_\_\_\_\_  
\_\_\_\_\_

e-NIT. NO. \_\_\_\_\_

Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of \_\_\_\_\_  
\_\_\_\_\_

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are hereby bidding carrying of Medicines, Equipments, other articles etc to and from ESI Central Medical Stores and ESI Hospitals / ESI RBOs / ESI SDs etc. given in Enclosure to this letter

We understand that:

1. Tender Inviting & Accepting Authority reserves the right to reject any application without assigning any reason.
2. That the rate to be quoted in the BOQ in INR.
3. Out of the successful tenderers qualified in the Technical Bid, the lowest questioner offered by any bidder in the Financial Bid will be treated as the L-1 Bidder and so on.

Enclosure: - e-filing of tender.

Signature & Seal of applicant  
(Including title and capacity in which application is made)





## CHECKLIST

e-NIT. NO. \_\_\_\_\_

Sl. No.	Documents	Tick mark
1)	Deposition of Earnest Money receipt	
2)	GST Registration Certificate with updated acknowledgement	
3)	Professional Tax Clearance Certificate	
4)	Licensed Transport Certificate from Competent Authority /Trade License	
5)	PAN/TAN Card issued by the competent authority	
6)	Document of proof of address	
7)	Income Tax Return for last 3 three years.	
8)	Declaration by the Tenderer over Rs. 100/- non-judicial stamp paper	
9)	Registration /Blue Books of the transport Vehicles proposed to be used.	
10)	Credentials	

Signature with date & Seal