

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF HEALTH & FAMILY WELFARE**  
**West Bengal State AIDS PREVENTION & CONTROL SOCIETY**  
1<sup>st</sup> Floor, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kolkata-700091

Memo No: HFW-28012(14)/1/2023-BSD SEC-Dept. of H&FW /E-NIT- 29

DATED: 11.01.2024

**NOTICE INVITING ONLINE TENDER**

West Bengal State AIDS PREVENTION & CONTROL SOCIETY (WBSAP&CS), Department of Health & Family Welfare, Government of West Bengal invites Online tender through E-procurement platform <https://wbtenders.gov.in> for supply and printing of three (3) guidelines viz. a) EID Guideline 2023, b) NACP Handbook for Counsellors, c) Guideline of Elimination of vertical transmission of HIV and Syphilis (EVTHS) to this office:-

**1. General Information about the Tender:**

(a) Office of Issue	West Bengal State AIDS PREVENTION & CONTROL SOCIETY, 1 <sup>st</sup> Floor, Wing: B, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kolkata-700091. Phone: 033-23330-529, Email. Id: adproc.wbsapcs@gmail.com
(b) Place of Opening the Tender	Online through e-tender portal
(c) Address for communication	Same as above (a)
d) Quality of Paper	Paper sample must be as per specification.

**2. Date and Time Schedule of Tender:**

S.N	Particulars	Date & Time
1	Date of publishing N.I.T. & other Documents online	15 /01 /2024, 3 P.M.
2	Online documents download start date	15/01/2024 at 3 pm onwards
3	Online documents download end date	26/01 /2024 at 5 pm
4	<b>Pre-Bid Meeting:-</b> Interested bidder shall attend the said Pre-Bid to clarify their doubts if any. The decision taken in the meeting will be floated in the e-tender portal and the bidders are requested to bid accordingly.	18 / 01/2024 at 12.30 pm
5	Online Bid submission start date	15/01/2024 at 3 pm onwards
6	Online Bid submission closing date	26/01 /2024 at 5 pm
7	Online Bid opening date for Technical Proposals	29 /01 /2024 at 11 am
8	Date of online uploading list for Technically Qualified Bidders	To be notified later
9	Date of online opening of Financial Proposal	To be notified later
10	Tender validity period	One year from date of award of tender.
11	Online receipt of EMD Rs.10,000/- (Ten Thousand Only)	From opening to closing date of tender
12	<b>EMD exemption:</b> Bidders are requested to submit necessary documents in support of exemption/relaxation claimed for EMD. Online receipt and refund of EMD of e-procurement through State Government e- procurement portal following Finance Department. Govt. of West Bengal G.O. no. 3975-F(Y) Dated, 28th July, 2016.	
13	<b>Corrigendum(s):</b> Any subsequent notice(s)/ corrigendum(s) regarding this NIT shall be uploaded on the official website e-tender <a href="https://wbtenders.gov.in">https://wbtenders.gov.in</a> Bidders are requested to check the website regularly for this purpose.	
14	<b>Bidders are requested to verify the printing items from this office before quoting rate. In this regard bidders are requested to attend this office within floating period.</b>	

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Sd/-  
Controller of Finance

Controller of Finance

**3. Table of Requirements: (Additional specification placed as Annexure-I)**

S/N	Item	Specification (* 2 Pages = 1 leaf/sheet of paper)	Quantity to be printed (Pieces)	All- inclusive rate to be quoted in INR in per Unit price & Total amount
1	EID Guideline 2023	Print Quality - Binding: Paper Back, Paper type: Glossy & 90 GSM, Paper size: 11 inch x 8.5 inch	450	Quoted in BOQ
2	NACP Handbook for Counsellors	Print Quality - Binding: Paper Back, Paper type: Glossy & 90 GSM, Paper size: 11 inch x 8.5 inch	450	Quoted in BOQ
3	Guideliline of Elimination of vertical transmission of HIV and Syphilis (EVTHS)	Print Quality - Binding: Paper Back, Paper type: Glossy & 90 GSM, Paper size: 11 inch x 8.5 inch	450	Quoted in BOQ

**4. Delivery Location:**

S.No	Name of the District	No of SAICTC	No. of DSRC	No. of ART centres	District buffer	Total	Supply points
1	24 Paraganas North	17	5	2	1	25	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
2	24 Paraganas South	18	4	2	1	25	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
3	Alipurduar	9	1	0	1	11	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
4	Bankura	8	2	1	1	12	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
5	Birbhum	8	2	0	1	11	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
6	Coochbehar	14	5	1	1	21	Dy CMOH IV/ District Nodal Officer for NACP of the respective district



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7	Darjeeling	16	4	2	1	23	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
8	Dinajpur Dakshin	10	2	0	1	13	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
9	Dinajpur Uttar	12	2	1	1	16	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
10	Hooghly	18	4	1	1	24	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
11	Howrah	17	2	1	1	21	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
12	Jalpaiguri	8	2	0	1	11	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
13	Jhargram	3	1	0	1	5	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
14	Kalimpong	4	1	0	1	6	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
15	Kolkata	19	7	4	1	31	Central Medical store Baghbazar
16	Maldah	13	2	1	1	17	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
17	Medinipur East	8	3	1	1	13	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
18	Medinipur West	13	3	2	1	19	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
19	Murshidabad	22	5	1	1	29	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
20	Nadia	15	5	1	1	22	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
21	Paschim Bardhaman	3	2	0	1	6	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
22	Purba Bardhaman	16	3	1	1	21	Dy CMOH IV/ District Nodal Officer for NACP

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							of the respective district
23	Purulia	14	2	0	1	17	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
24	Rampurhat HD	4	1	0	1	6	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
25	Daimond Harbour HD	9	2	0	1	12	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
26	Bashirhat HD	5	1	0	1	7	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
27	Nandigram HD	7	1	0	1	9	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
28	Bishnupur HD	4	1	0	1	6	Dy CMOH IV/ District Nodal Officer for NACP of the respective district
	State buffer					11	Central Medical store Baghbazar
	West Bengal State	314	75	22	28	450	

### 5. The Printing Job

Printing job and paper/ raw material used should be as per WBSAP&CS' sample and specifications as described in table above, as well as the bid specimen submitted by bidder. Within 10 (ten) days from issue of supply order, the lowest evaluated bidder, hereinafter called Supplier; shall obtain approval of a master dummy print copy of the item to be printed from concerned Programme Officer(s) of WBSAP&CS. Then the Supplier shall print it in bulk. The approved master dummy print copy of the item shall be submitted by the Supplier to the WBSAP&CS at the time of delivery of goods for purpose of comparison of approved sample with actual consignment delivered, through sample checking method. The goods shall be delivered by Supplier within 45(Forty Five) days from the date of approval of master dummy print copy.

### 6. Terms & Conditions of the Tender

i) **Technical Bid:** containing Statutory Cover and Non-statutory cover

**Statutory Cover shall contain the following documents:**

- This NIT document as token of bidder's acceptance of all terms and conditions under this e-tender.
- EMD Rs.10,000/-

**The Non-Statutory Cover shall contain the following:**

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- a. PAN Card of Income Tax.
- b. Income Tax return last year.
- c. Trade license
- d. At least 3 experience Certificate relating to work along with respective order copy or bill.
- e. GST

**ii) Financial Bid: containing Bill of Quantity**

**(BOQ)**

**Through on line submit the all inclusive rate (Cost + GST) should be quoted neatly typed in figures per unit with delivery & other charges.**

In the event of any of the above mentioned dates being declared as a holiday, the bids will be downloaded/ opened on the next working day at the scheduled time.

**7. Minimum Eligibility Criteria:**

- a. (Only those **Supplier/ Firms /Agencies** who have experienced in such types of work with working value of Rs.1 lakh.
- b. (Self Attested Photocopy of PAN
- c. Trade license
- d. Rate should be quoted as per BOQ
- e. Past 3 Performance as per **Annexure - II**
- f. Last year IT returns copy
- g. Undertaking as per **Annexure - III**
- h. GST

**8. Preparation of Bids:**

- a. The tender is to be submitted electronically on E-Tendering portal of <https://wbtenders.gov.in>
- b. Details of the tender can be seen on the website and forms downloaded free of charge Bidding shall be through two bid system consisting of Technical bid and financial bid.
- c. All documents required in the tender should be serially numbered and duly signed by the bidder, with the stamp of the firm on each page before scanning and uploading.
- d. Intending bidders may submit bid for all items.
- e. Only qualified technical bid will be considered for opening of financial bid. Among technically qualified financial bids only lowest rate is accepted for issuing printing order.
- f. For detailed query, if any, intending bidders are requested to contact with office on any working day at any time during office hours.
- g. The documents should be neatly typed without the use of eraser/white fluid etc. The documents/certificates by using eraser/white fluid etc shall not be entertained.
- h. **Financial bid is to be submitted online. (BOQ format)**
- i. Each bidder shall submit only one tender either by himself or as partner.
- j. The bidder shall bear all costs associated with the preparation and submission of his bid and the Department will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

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- k. The bidder is expected to examine all instructions, Forms, terms and conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his bid.
- l. The WBSAP&CS 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 e-tendering process and reject all bids at any time prior to notification of award of contract, without incurring any liability, whatsoever to the affected bidder(s).
- m. Items to be supplied must conform to the specification as shown above. If any deviation is found, the department reserves the right to reject the materials at its sole discretion.

**9. Tender Form and Undertaking** should be filled and signed properly. It should be neatly typed without the use of eraser/white fluid etc. The documents/certificates by using eraser/white fluid etc shall not be entertained.

**10. The renewal of supply order and validity:** The supply order and rates quoted by the vendor shall remain valid for a period of 1(one) year w.e.f. the date of issue of the supply order. The order can be renewed under same specification, rate and same terms and conditions.

**11. Variation of Quantities:** At the time of awarding the supply order, the reserves the right to increase or decrease by up to 25%(twenty five percent), the quantity of goods listed in the Table of Requirements above (rounded off to next whole number) without any change in the unit price and other terms and conditions quoted by the bidder.

**12. Packing and Marking:** The packing for the goods to be provided by the supplier should be strong and durable enough to withstand, without limitation, the entire journey during transit including transshipment (if any), rough handling, open storage etc. without any damage, deterioration etc. As and if necessary, the size, weights and volumes of the packing cases shall also take into consideration, the remoteness of the final destination of the goods and availability or otherwise of transport and handling facilities at all points during transit up to final destination as per the supply order.

**13. Assignment:** The Supplier shall not assign, either in whole or in part, its supply obligations.

**14. Modification of supply order:** If necessary, the WBSAPCS may, by a written order issued to the supplier at any time during the currency of the supply order, amend the supply order by making alterations and modifications within the general scope of supply order in any one or more of the following, e.g., specifications, mode of packing, incidental services to be provided by the supplier, mode of dispatch, place of delivery, any other area(s) of the supply order, as felt necessary by the WBSAPCS depending on the merits of the case.

In the event of any such modification/alteration causing increase or decrease in the cost of goods and/or services to be

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supplied, or in the time required by the supplier to perform any obligation under the supply order, an equitable adjustment shall be made in the supply price and/or supply delivery schedule, as the case may be and the supply order amended accordingly. If the supplier does not agree with the adjustment made by the WBSAPCS, the supplier shall convey its views to the WBSAPCS within 7 (seven) days from the date of the supplier's receipt of the WBSAPCS'S amendment /modification of the supply order.

**15. Terms and Mode of Payment:** No advance payment shall be made to the supplier Payment shall be made after receipt of bill along with **Proforma of Stock Receipt Certificate** of this document.

**16. Delay in the supplier's performance**

Subject to Force Majeure conditions, any delay in delivery of goods and/or performance of services by the supplier shall render it liable to any or all of the following sanctions:

- i. imposition of **liquidated damages** @0.25% (Quarter percent)per week or the part thereof on delayed quantity supplied.
- ii. **termination of the supply order:** Once a maximum delay of two weeks is reached, WBSAPCS may consider termination of the supply order, without prejudice to any other rights and remedies available to it. In such case, WBSAPCS may procure goods and/or services similar to those cancelled, at such terms and conditions and in such manner as it deems fit and the supplier shall be liable to the WBSAPCS for the extra expenditure, if any, incurred by the WBSAPCS for arranging such procurement.

Unless otherwise instructed by the WBSAPCS, the supplier shall continue to perform the supply order to the extent not terminated.

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

The goods and/or services which are complete and ready in terms of the supply order for delivery and performance within 3(three) days after the supplier's receipt of notice of termination shall be accepted by the WBSAPCS following the supply order's terms, conditions and prices.

**18. Resolution of disputes:** If dispute or difference of any kind arises between the WBSAPCS and the supplier in connection with or relating to the supply order, the parties shall make every effort to resolve the same amicably by mutual consultations.

If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its

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occurrence, then, either the WBSAPCS or the supplier may give notice to the other party of its intention to commence arbitration. The applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India. 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 Principal Secretary to that Department. The award of the arbitrator shall be final and binding on the parties to the supply order. The venue of arbitration shall be Kolkata, India.

**19. Applicable Law and Legal Suits:** The supply order shall be governed by and interpreted in accordance with the laws of India for the time being in force. All disputes would be decided at the Kolkata jurisdiction only.

**20. General/ Miscellaneous Clauses:** Any failure on the part of any party to exercise right or power under this Supply order shall not operate as waiver thereof. The Supplier shall, at all times, indemnify and keep indemnified the WBSAPCS 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 supplier/its associate/affiliate etc. All claims regarding indemnity shall survive the termination or expiry of the supply order.

*CA*  
Controller of Finance

**Annexure -II (Format for submission of earlier order copy as past reference)**

S/N	ORDER NO. & DATE	ORDER VALUE	NAME OF THE ORGANISATION
1			
2			
3			

**ANNEXURE - III (UNDERTAKING )**

To  
The Project Director, WBSAPCS  
Swasthya Bhawan.  
Sir,

1. The undersigned certify that I have gone through the terms and conditions mentioned for the above tender and undertake to comply with them. 2. I/We undersigned hereby bind myself/ourselves to the Project Director, WBSAP&CS to supply the various items for the above office during the period under contract 3. The article shall be of the best quality and kind as per requirement of the Office. The decision of the Project Director, WBSAP&CS as regards to the quality and kind of article shall be final and binding on me/us. 4. The Office of WBSAP&CS in that case may purchase them from any other source and deduct the extra amount if any paid

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in connection therewith from the bill submitted by me. 5. There is no vigilance/CBI case or court case pending against the firm/ supplier and firm in not blacklisted debarred by any Govt. Department. 6. Should the said officer deem it necessary to change any article on it being found of inferior quality it shall be replaced by me/us in time to prevent inconvenience 7. I hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period. 8. If I/we fail to supply Office of WBSAPCS shall have full power to impound or forfeit the earnest money. 9. I/we understand all the terms & condition of rate contract and bind myself/ ourselves to abide by them. 10. It is certified that the rate quoted by me are not higher than the M.R.P/ Prevailing market rate. 11. Earnest money deposited online by me/us in favour of WBSAP&CS shall remain in custody of the Office of WBSAP&CS till the successful completion of the rate contract. The Office shall forfeit the earnest money deposited by me/us if any delay occur on my part/agent or failed to perform the service at the appointed place and time of the items of the desired quality.

Authorized Signatory  
Designation  
(Seal of the Firm)

**PROFORMA OF STOCK RECEIPT CERTIFICATE**

1. Contract no./ Purchase Order no. and date: .....
2. Supplier's name:.....
3. Recipient Nodal Officer/ In-charge of Programme Division of WBSAP&CS' name, designation, address, mobile phone number, email id:.....  
.....  
.....  
.....
4. Name of goods received:.....
5. Quantity received:.....
6. It is certified that:
  - i. The goods have been received in.....  
(please certify whether: in good condition/ not in good condition)  
The goods received have been entered in Stock register in page number.....
  - ii. Atleast 5 % (five percent) of the stock received has been physically verified by me and found to be of acceptable quality, to the extent detectable through prudent, careful and conscientious manual inspection.
  - iii. The stock distributed atleast 5 % (five percent) of the downstream distribution centres/ consignees have been physically verified by me, to the extent detectable through prudent, careful and conscientious manual inspection.
  - iv. The stock distributed has been utilized for the purpose it was issued for. The end-user (e.g. the Medical Technologist's) usage report is satisfactory. Atleast 5 % (five percent) of the end-user centres have been visited and end-user feedback has been

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physically verified by me.

Signature with date and stamp of  
Nodal

Officer/ In-charge of Programme Division, WBSAP&CS