



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
MAHARAJA JITENDRA NARAYAN MEDICAL COLLEGE & HOSPITAL
(Previously Cooch Behar Govt. Medical College & Hospital)
Vivekananda Street, Pilkhana, Cooch Behar -736101

Tel: 75010 37888

Email: principalmjnmch@gmail.com

Web: www.mjnmch.ac.in

e-NIT Memo No: MJNMC/Prin/1785/2022

Date: 03/12/2022

SECTION I:

NOTICE INVITING E-TENDER
(Submission of Bid through NIC e-Tender portal)

1. Pursuant to No. 255-MS/HF/O/MS/S-12/2017, Dated 18/09/2018 and No. 106-HS(MS)/HF/O/HS(MS)/S-12/2017, Dated 19/02/2019 of Joint Secretary to the Government of West Bengal and approval of e-File No. HFW-46031(99)/47/2022-MC SEC-Dept. of H&FW, Dated 20/07/2022 regarding selection of Agency for filling up of the General Duty Attendant (GDA) / Peon post at “Maharaja Jitendra Narayan Medical College & Hospital”, Cooch Behar on purely contractual basis, e-tender is invited from resourceful, bonafide, eligible & qualified agencies for providing services (mentioned below) by deploying such Personnel (Un-skilled category) at “Maharaja Jitendra Narayan Medical College & Hospital”, Cooch Behar for a period of **3 (Three) years**, renewable at the end of each financial year subject to satisfactory performance of the selected agency and at the sole discretion of the inviting authority as per approval of the appropriate authority of the Government of West Bengal or till the recruitment on regular post of the Government of West Bengal is made, whichever is earlier with effect from their date of joining subject to observance of extent rules for recruitment. The financial bid is to be submitted for Administrative charges as percentage basis on the total monthly wages bill of the bidder (**Maximum 10%**). The bidder shall have to comply the terms and conditions.
2. The e-tender has been floated in compliance to order vide e-File No. HFW-46031(99)/47/2022-MC SEC-Dept. of H&FW, Dated 20/07/2022 of Department of Health & Family Welfare.

3. Date and Time Schedule of Tender:

Sl. No.	Particulars	Date & Time
1.	Publishing of N.I.T. & other Documents online	05.12.2022 at 5.00 P.M.
2.	Online documents download start	06.12.2022 at 10.00 A.M.
3.	Online documents download end.	21.12.2022 up to 05.00 P.M.
4.	Pre-Bid meeting	13.12.2022 at 02.30 P.M.
5.	Online Bid submission start	06.12.2022 at 10.00 A.M.
6.	Online Bid Submission closing	21.12.2022 up to 05.00 P.M.
7.	Online Bid opening date for Technical Proposals	22.12.2022 after 11.00 A.M.
8.	Date of online uploading list for Technically Qualified Bidder	TO BE NOTIFIED LATER
9.	Date of online opening of Financial Proposal	TO BE NOTIFIED LATER

[Handwritten Signature]

4. Intending bidder may download the tender documents free of cost from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Tender documents may also be downloaded from the Health & Family Welfare Department's website www.wbhealth.gov.in, www.wbtenders.gov.in, www.coochbehar.gov.in, www.mjnmch.ac.in
5. In the event of any of the above mentioned dates being declared as a holiday, the tenders will be opened on the next working day at the appointed time.
6. For detailed query, if any, intending bidders are requested to attend the pre-bid meeting or contact with office on any working day at anytime during office hours.
7. Terms and conditions noted in Bid documents which are not applicable for this tender will be ignored.

Tender documents include:

- Section I : Notice inviting e-Tender (NIT)
- Section II : Definitions and abbreviations
- Section III : Requirements and EMD Section
- Section IV : Specifications
- Section V : General Instructions to Bidders (GIB)
- Section VI : General Conditions of Contract (GCC)
- Section VII : Tender Application Form
- Section VIII : Price Schedule/Bill of Quantity
- Section IX : Checklist for the Bidders

Any subsequent notice regarding this tender shall be uploaded on the website only.

The tender committee reserves the right of cancellation adding, reducing or deferring the tender in total or in partial without assigning any reason thereof.

Principal
MJN Medical College and Hospital
Cooch Behar- 736101 (W.B.)

e-NIT Memo No: MJNMC/Prin/1785/2022

Date: 03/12/2022

Copy to forward for Information & Necessary action please-

1. The DME, Govt. of West Bengal, Swasthya Bhawan, Salt Lake, Kolkata- 91
2. The DHS, Govt. of West Bengal, Swasthya Bhawan, Salt Lake, Kolkata- 91
3. The District Magistrate, Cooch Behar
4. The MSVP, MJN Medical College & Hospital, Cooch Behar
5. The CMOH, Cooch Behar.
6. The Chairman, Cooch Behar Municipality, Cooch Behar
7. The Sub Divisional Officer, Cooch Behar (Sadar)
8. The Accounts Officer, MJN Medical College & Hospital (College side), Cooch Behar
9. IT Cell, Department of H & F.W. Swasthya Bhawan- **with a request to upload this notice in the Health Departmental website.**
10. The DIO, NIC, Cooch Behar - **with a request to upload this notice in the District website.**
11. The IT Cell, MJNMCH - **with a request to upload this notice in the college website.**
12. Office copy.

Principal
MJN Medical College and Hospital
Cooch Behar
Principal
M.J.N. Medical College & Hospital
Cooch Behar- 736101 (W.B.)

SECTION II: DEFINITIONS and ABBREVIATIONS

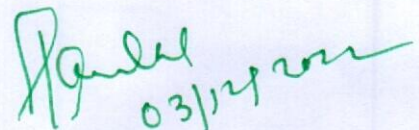
The following definitions and abbreviations which have been used in these documents shall have the meanings as indicated below:

1.1. Definitions:

- "Employer" means **Maharaja Jitendra Narayan Medical College & Hospital, Vivekananda Street, Pilkhana, Cooch Behar-736101** proposed to receive **General Duty Attendant (GDA) / Peon (Male/Female)** as incorporated in the Tender document.
- "Bid" means Proposal received online from a Firm/Bidder against this tender.
- "Bidder" means the Individual or Firm submitting Bids.
- "Agency" means the individual or the firm providing General Duty Attendant (GDA) / Peon services by deploying General Duty Attendant (GDA) / Peon personnel as incorporated in the contract.
- "Services" means the scope of work, together with services allied and incidental to the deployment of General Duty Attendant (GDA) / Peon personnel and other such obligations of the Agency covered under the contract.
- "Earnest Money Deposit" (EMD) means Bid General Duty Attendant (GDA) / Peon to be furnished by bidder along with its bid.
- "Contract" means the written agreement entered into between the Employer and the Agency, together with all the documents mentioned therein and including all attachments, annexure etc. therein.
- "Security Deposit" means deposit of specified sum to be furnished by the successful bidder for due performance of the contract placed on it.
- "Specification" means the document/standard that prescribes the requirement with which service has to conform.
- "Day" means calendar day.
- "Bill of Quantity" is the name for price schedule in e-tender software.

1.2 Abbreviations:

- "NIT" means Notice Inviting e-Tender.
- "GIB" means General Instructions to Bidders.
- "GCC" means General Conditions of Contract.
- "ESIC" means Employees' State Insurance Corporation.
- "EPFO" means Employees' Provident Fund Organization.
- "DSC" means Digital Signature Certificate


03/12/2020

SECTION III: REQUIREMENTS and EMD

Requirements:

Deployment of trained Personnel, total Sixteen (16) in numbers in unskilled category with uniform, I-Card. The number of personnel to be deployed may be reduced or enhanced depending on the requirement and subject to approval of administrative department.

Detailed Requirements:

Sl No.	Name of the Post / Worker	Category of Workers	No. of Posts/Workers
1.	General Duty Attendant (GDA) / Peon (Male/Female)	Un-skilled	16 (Sixteen)

Table of Requirements:

Sl. No.	Goods and services	No.	EMD Rs.
1.	2 (two) sets of uniforms per year, I-Cards to all workers. Quality and colour code of such shall be as approved by competent authority of MCH/ hospital. All charges for these items of attire shall be borne by the bidder.		
2.	Administrative, management, incidental services to conduct the job		

EMD:

Each tender to be submitted, unless exempted under the existing orders of the West Bengal Govt., must deposit Earnest Money of **Rs. 5,000/- (Rupees Five Thousand Only)** electronically (ONLINE MODE) only as detailed in Government of West Bengal, Finance (Audit) Department Memorandum No. 3975-F(Y) dated 28th July, 2016. Scanned copy of EMD or documents in support of exemption/relaxation claimed for EMD.

The earnest money of the Bidder will be liable to forfeiture if the Bidder withdraws from the tender process as a whole or for any particular item or items at any stage after the opening of the tender, or fails / refuses to enter into written agreement for any of all of the items of his accepted tender within the time specified when requested to do so or fails to furnish necessary Performance Bank Guarantee within the stipulated time.

CONSIGNEE LIST

Principal

MJN Medical College & Hospital,
Vivekananda Street, Pilkhana,
Cooch Behar-736101

Email - mjnmch@gmail.com Ph. 75010 37888

SECTION IV: SPECIFICATIONS

1. Minimum Norms of service

- a. Every worker will be expected to work daily in each shift (Each shift implies 8 (eight) hours of continuous duty with 1 /2 an hour break in between).
- b. Total Working days **26** (Twenty six)

2. Terms and conditions of the Services.

Schedule of work for General Duty Attendant (GDA) / Peon Special Terms and Conditions.

Norms of Services to be provided:-

A. For General duty Attendant under unskilled category (General Duty Attendant (GDA) / Peon)

1. General Duty Attendant (GDA) / Peon has to work daily in three shifts (morning, evening & night shift). Each shift implies 8 (eight) hours of continuous duty with 30 minutes lunch break.
2. Cleaning doors, windows and ceilings, dusting and cleaning rooms and furniture.
3. Cleaning of utensils if required.
4. To Supply drinking water in pitches, drums etc.
5. To carry various items from the stores.
6. To carry call books from officials.
7. To work in kitchen, Stores, Laboratories to work as Night-Guards, Peons, Messengers etc.
8. To assist the institutional office as Peon or bearer.
9. All works relevant to garden.
10. To assists in various Departmental activities.
11. In additions to these General Duty Attendant (GDA) / Peon will perform General Duty as per the instruction of the College Authority.

3. PROVISION OF MATERIALS

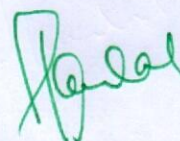
a. The College Authorities will provide the contractor's workers with all materials and consumables required for the cleaning and disinfection of the College. At the start of the contract, the supervisor shall make out and handover to the Principal or his designated representative, A list of quarterly requirements of materials and consumables. The College Authorities shall provide to the supervisor, on time to time, the materials and consumables based on an objective assessment of the indent. The workers should ensure that the supplied materials and consumables are used judiciously without wastage or pilferage.

b. The responsibility of maintenance of cleaning aids, items in the toilets, and waste trolleys shall lie with the contractor. Whenever the Hospital authorities provide any cleaning aids, items in the toilets, and waste trolleys or any such other equipment, the contractor shall prior to taking the mover, prep area list indicating the actual present condition of the item sand on termination of the period of contract hand the mover in same condition. During period of use, necessary care to prevent damage shall be take not her wise the damaged goods have to be replaced with similar items at contractor's own cost.

SECTION V: GENERAL INSTRUCTIONS TO BIDDERS

1. Introduction:

Before formulating the bid and submitting the same to the Employer, the bidder should read and examine all the terms, conditions, instructions, checklist etc. contained in the Bid documents. Failure to provide and / or comply with the required information, instructions etc. incorporated in Bid documents may result in rejection of its bid.



2. Corrupt or Fraudulent Practices:

It is required by all concerned namely the Bidders/Agency to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Employer:-

(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 processor in contract execution; and

(ii) "Fraudulent practice" mean Sam is representation of facts in order to influence procurement process or the execution of a contract to the detriment of the Employer, and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid price artificial non-competitive level sand to deprive the Employer of the benefits of free and open competition;

(b) will reject a proposal for award I fit determines that the Bidder recommended for award, has been 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 Employer if it at any time determines that the firm has engaged incorrupt to r fraudulent practices in competing for or in executing the contract.

3. Availability of Funds:

Expenditure to be incurred for the proposed purchase will be met from the funds made available to the Employer by Government of West Bengal.

4. Eligible and Qualified Bidders:

The bidder should have supplied in any 3 (three) years from the date of tender opening, at least 100% of the quoted quantity of the similar goods and / or services meeting major specification parameters, which has/ is functioning, preferably, in a Government Medical College / Hospital or establishments of similar size in India.

5. Expenses:

The bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its bid including preparation, mailing and submission of its bid including stationery and printing, and arranging performance General Duty Attendant (GDA) / Peon and preparation of contract document, if awarded and for subsequent processing the same. The Employer will, in no case be responsible or liable for any such cost, expenditure etc. regardless so the conductor outcome of the tendering process.

6. Assignment:

The Agency shall not assign, either in whole or in part, its contractual duties, responsibilities and obligations to perform the contract to another agency.

7. Clarification on Tender documents:

A bidder requiring any clarification or elucidation on any issue of the Tender documents may take up the same with the Employer in the pre-bid meeting.

8. Registration of Bidder:

A bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government eProcurement System, by logging onto **www.wbtenders.gov.in**.

9. Digital Signature Certificate (DSC) and download of Tender documents:

Each bidder is required to obtain a 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 Web Site **<https://wbtenders.gov.in>**. The bidder can search and download Notice inviting e-Tender (NIT) & Tender Document (s) electronically from computer once he logs on to the website **<https://wbtenders.gov.in>** using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

10. Submission of Bids

Bids are to be submitted online the website <https://wbtenders.gov.in> in two folders within the prescribed date and time using Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copies, duly Digitally Signed.

The two folders are:

1) Technical Proposal: As per following details

Sl. No.	Category Name	Sub-category Description	Detail(s)
1	Application	Application	Application to participate in tender as per Section VII: Tender Application Form
2	NIT	NIT	Notice Inviting e-Tender
3	EMD	EMD	Documents in support of exemption claimed for EMD, if any
4	Certificate(s)	Certificate(s)	i. PAN of the Firm. ii. ITR of last 3 years (2019-20, 2020- 21 & 2021-22). iii. Professional Tax Registration Certificate with recent challan. iv. GST Registration Certificate/Letter. v. ESIC Code Number-Certificate/Allotment Letter. vi. EPFO Registration No-Certificate. vii. Contract Labour (Regulation & Abolition) Act Registration.
5	Firm/Owner Detail(s)	Company Detail	i. Certificate of Incorporation, if company. ii. Valid Trade License up to date. iii. Power of Attorney/Board Resolution (if Company) to sign and submit bid. iv. Name(s) and address(es) with contact details (Phone No/ and e-mail ID) of all Proprietors/partners/directors of the bidding firm and also of the Firm.
6	Credential	Credential	Performance Statement along with documentary with Completion Certificate. Credential of Providing General Duty Attendant (GDA) / Peon at least of 16 persons in any Government Medical College and Hospital/ District Hospital/ SDH for last 3 (Three) Years . Work orders without proper payment certificate will not be treated as Credential.
7.	Documents	Documents	i. Audited Balance sheet & Profit & Loss A/C of last 3 years (2019-20, 2020- 21 & 2021-22) with due Certification of CA Firm containing membership No. and UDIN. ii. Name, address of banker, account number, IFSC Code iii. Bank Solvency Certificate Drawn from any Recognized Bank after the Publication of this notice, at least of Rs 10,00,000/-

8.	Documents	Documents	Bidder's Undertaking [An Affidavit regarding non conviction/non Black listing in the past by any Institution, Government/Private from Notary Public/Judicial Magistrate/Executive Magistrate furnished after 01/11/2022 (should be furnished in Judicial Stamp Paper of Rs. 50/-)].
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Submission of all documents shall be necessary and non-submission of any of the same shall lead to treatment of bid as non-responsive and same will be summarily rejected.

2) Financial Proposal: containing Bill of Quantities.

The financial proposal should be uploaded on line through the Bill of Quantities (BOQs). The bidders shall quote the price/rate (in %) online in the space marked for quoting prices in the BOQ. The bidder may quote management fees (in %) as Service Charge. Bid may be rejected in spite bidder qualifies the technical bids if the above condition is not fulfilled in the BOQ/financial bid. The service charge shall be quoted as a percentage (up to two decimal) of the total Statutory Monthly Emoluments payable to the total number of Personnel deployed.

• EARNEST MONEY DEPOSIT (EMD)

The amount of Earnest Money to be deposited shall be **Rs. 5, 000/- (Rupees Five thousand)** only.

The process may be followed as per memorandum of the Finance Department Audit Branch Memo No- 3975- F(Y) dated: 28th July, 2016 (GRIPS)

1) LOGIN BY BIDDER:

- a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/ Autonomous Body/Local Body/ PRIs, etc. shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:
 - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
 - ii) RTGS/NEFT in case of offline payment through bank account in any Bank

2. PAYMENT PROCEDURE:

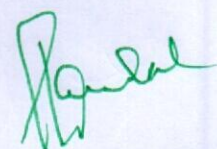
- a) Payment by Net Banking (any enlisted bank) through ICICI Bank Payment Gateway
- i) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii) Bidder will receive a confirmation message regarding success /failure of the transaction.
- iv) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/P, R.Is, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v) If the transaction is a failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT

- I) On selection of RTGS/NEFT as the payment mode, the e-Procurement Portal will show a pre-filled challan having details to process RTGS/NEFT transaction.
- II) The bidder will print the challan and use the prefilled information to make RTGS/NEFT payment using his bank account.
- III) Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/ RTGS process to complete, in order to verify the payment made and continue the bidding process.
- IV) If verification is successful, the fund will get credited to the respective Pooling Account of the State Government /PSU/Autonomous Body/Local Body/ PRIs etc. Maintained with the focal point branch of ICICI Bank at R. N. Mukherjee Road, Kolkata for collection of EMD /Tender Fees.
- V) Hereafter, the bidder will go to e-Procurement Portal for submission of the bid.
- VI) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

3. Refund/ Settlement Process

- i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-payment portal of the State Government, the tender inviting committee will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of unsuccessful bidders, to the ICICI Bank by the e-procurement portal through web services.
- ii) On receipt of the information from the e-procurement portal, the bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank account from which they made payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority.
- iii) Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of L1 and L2 bidders will be refunded, through an automated process, to the respective bidder's bank account from which they made the payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on rejection of bid is uploaded to the e-procurement portal by the tender inviting authority. However, L2 bidder should not be rejected till the LOI process is successful.
- iv) If the L1 bidder accepts the LOI and the same is processed electronically in the e-procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on Award of contract (AOC) to the L1 bidder is uploaded to the e-procurement portal by the tender inviting authority.
- v) As soon as the L1 bidder is awarded the contract (AOC), and the same is processed electronically in the e-procurement portal
 - a) EMD of the L1 Bidder of the tenders of the State Government Offices will automatically get transferred from the Pooling account to the State Government Deposit Head **'8443-00-103-001-07'** through GRIPS along with the bank particulars of the L1 bidder.
 - b) EMD of the L1 bidder for the tenders of the State/PSU/Autonomous Bodies/ Local Bodies/ PRIs etc. will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L1 bidder.



In both the above cases, such Transfer will take place within T+1 bank working days where T will mean the date on which the award of contract (AOC) is issued.

vi) The bank will share the details of GRN No. generated on successful entry in GRIPS with the e-procurement portal for updation.

vii) Once the EMD of L 1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account of the Government Revenue Receipt Head "0070-60-800-013-27" through GRIPS for Government Tenders and to the respective linked bank accounts for State/ PSU/Autonomous Body/Local Body/ PRIs etc. Tenders.

viii) All refunds will be made mandatorily to the bank account from which the payment of EMD and tender fees (if any) were initiated

12. Additional Information on Technical Proposal/Bid

Tender Application Form as per Section VII should not disclose any rate quoted in price bid.

Any mention of price at this stage may lead to summary rejection of bid

Power of Attorney/Board Resolution in favour of signatory of Tender documents.

Bidder's Undertaking:

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 following prosecution for offence involving moral turpitude in relation to business dealings including malpractices such as bribery, corruption, fraud, substitution of bids, interpolation, misrepresentation, evasion or habitual default in payment of tax levied by law; etc. Also, the firm does not employ a government servant, who has been dismissed or removed on account of corruption. The Bidder shall disclose all instances of its past performance during last 3 (three) years, when any adverse action against it or its Proprietors/Promoters/Partners/Directors or any firm in which its Proprietors/Promoters/Partners/Directors have substantial interest have been initiated/taken by any Government/PSU/Local Body/Employer etc. for failure to comply with the provisions of PF/ESI/Minimum Wages Act or any other act. Submission of false undertaking shall lead to disqualification of the bidder in the technical bid and make liable the firm or its owners for legal action for misrepresentation.

An Affidavit regarding undertaking/non conviction/non Black listing in the past by any Institution, Government/Private from Notary Public/Judicial Magistrate/Executive Magistrate furnished after 01.08.2022 (should be furnished in Judicial Stamp Paper of Rs. 50/-).

Bank Solvency Certificate of the bidder shall be for any date within last 3 (three) months from date of issue of this tender. **The Bank Solvency Certificate must be for an amount equal to 3 (three) months' total statutory monthly emoluments as per applicable rates of that date, payable to the total number of Personnel proposed to be deployed plus the Service Charges payable & applicable taxes.** Here Statutory Monthly Emoluments' shall mean amount payable as per Row 10 of Schedule of Payment under Section XII: Billing. No additional charges, taxes, lavies etc. shall be considered for purpose of calculation of 'Statutory Monthly Emoluments' as mentioned in this clause.

13. Preparation of Bid Documents

The bid shall either be typed or written in deliable ink and the same shall be signed/digitally signed by the bidder or by a person (s) who has been duly authorized to bind the bidder to the contract. The letter of authorization shall be by a written power of attorney/true copy of board resolution, which shall also be furnished along with the bid.

All the documents of the bid shall be duly signed/digitally signed at the appropriate places as indicated in the Tender documents and allot her pages of the bid including printed literature, if any shall be initialed by the same person (s) signing the bid. The bid 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.

It is the responsibility of bidder to go through the Tender document to ensure furnishing all required documents in addition to above, if any. Wherever necessary and applicable, the bidder shall enclose certified copy as documentary evidence to substantiate the corresponding statement.

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

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

14. Tender Prices

The bidder shall quote a Service Charge for providing Gr.-D Personnel, as applicable in the tender **The bidder may quote in % as Service Charge. Bid may be rejected in spite bidder qualifies the technical bids if the above condition is not fulfilled in the BOQ/financial bid. The service charge shall be quoted as a percentage (up to two decimal) of the total Statutory Monthly Emoluments payable to the total number of Personnel deployed.** Here' Statutory Monthly Emoluments' shall mean amount pay able as per Row 10 of Schedule of Payment under Section XIII: Billing.. No additional charges, service charges taxes, lavies etc. will be paid.

The bidder shall arrange the uniforms, I-Cards, shoes etc. to all the Personnel deployed.

The bidder shall pay all the personnel deployed, at least the minimum wages as fixed by the state government, bonus, dues, and entitlements as per the relevant statutes in vogue as devised from time to time. These Statutory Charges claimed by the bidder shall be reimbursed by the Employer on basis of submission of documentary evidence of actual payment made by the bidder to Housekeeping & Cleaning personnel deployed.

The bidder shall quote the prices online through the Bill of Quantities (BOQs) in the space marked for quoting price in the BOQ.

15. Firm Rate

The rate of Service Charge quoted by the bidder shall remain firm and fixed during the currency of the contract. Tax, if any applicable shall be paid for by the Employer as applicable, from time to time. Minimum wages, bonus, entitlement, dues etc. as per the relevant statutes in vogue shall be paid for by the Employer as revised from time to time.

16. Alternative Bids

Alternative Bids are not permitted.

17. Bid Validity

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 Tender document. Any bid valid for a shorter period shall be treated as unresponsive and shall be rejected.

In exceptional cases, the bidders may be requested by the Employer to extend the validity of their bids up to a specified period.

The bidders, who agree to extend the bid validity, are to extend the same without any change or modification of their original bid. 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 Employer, the bid validity shall automatically be extended up to the next working day.

18. OPENING OF TENDER

The Employer will open the bids after the specified date and time as indicated in the NIT.

The Online Technical bids shall be opened and evaluated with reference to parameters prescribed in the Tender document.

Opening of Technical Proposals: Technical proposals will be opened by members of the Tender Evaluation Committee electronically from the website using their Digital Signature Certificate (DSC).

If any document is required to be submitted for tender by the bidder in his technical proposal are 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

Bids will be evaluated on the basis of the terms & conditions already incorporated in the 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.

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

Prior to the detailed evaluation of Price Bids, the Employer will determine the substantial responsiveness of each Bid to the Tender Document. For purposes of this clause, as substantially responsive Bid is one, which conforms to all the terms and conditions of the Tender Documents without material deviations from, or objections or reservations to critical provisions such as those concerning Performance Housekeeping & Cleaning, Terms and mode of payment, Force Majeure and Applicable law will be deemed to be a material deviation. The Employer's determination of a Bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

If a Bid is not substantially responsive, it will be rejected by the Employer.

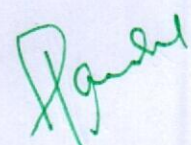
During evaluation the Committee may summon the bidders & seek clarification / information or additional documents or original hard copies of documents submitted online. If the same are not produced within specified time, the bid proposals will be liable for rejection.

The result of evaluation of technical bids, along with information regarding further steps in evaluation of the tender shall be uploaded online.

20. Bidder's capability to perform the contract

The Employer, 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.

The above-mentioned determination will inter-alia, take into account the bidder's financial, technical and production capabilities for satisfying all the requirements of the Employer as incorporated in the 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 Employer.



AWARD OF CONTRACT

Employer's Right to accept any bid and to reject any or all bids

The Employer reserves the right to accepting part or in full any bid or reject any or more bid (s) at any stage 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).

Award Criteria

Subject to qualification in technical bid, the contract will be awarded to the lowest evaluated responsive bidder decided by the Employer. The list of successful bidder(s) shall be uploaded online.

In case of tie, Tenderer will be selected by draw of lots.

Variation of Quantities at the Time of Award, Currency of Contract

At the time of awarding the contract, the Employer reserves the right to increase or decrease the quantity of services mentioned in the relevant section(s) in tender without any change in rate and other terms and conditions.

The contract may be extended/renewed by another month/year or more on same terms and conditions and rates at the end of contract period at the sole discretion of Employer (subject to approval of appropriate authority of H& FW Department of Government of West Bengal).

Notification of Award

List of successful bidder(s) will be notified online. The successful bidder must furnish to the Employer the required Performance Bank Guarantee or Security deposit within fifteen (15) days from the date of issue of this notification, failing which the EMD may be forfeited and the award cancelled.

Issue of Contract

Within 7 (seven) days of furnishing Performance Bank Guarantee or Security deposit, the successful bidder will enter into the contract with the Employer.

Non-receipt of Security Deposit and non-execution of Contract.

Failure of the successful bidder in providing Security Deposit and / or signing contract will make the bidder liable for forfeiture of its EMD and also, for further actions by the Employer as per rules of Government of West Bengal.

Publication of Tender Result

The name and address of the successful bidder(s) receiving the award will be published in the websites <https://wbtenders.gov.in>.

SECTION VI: GENERAL CONDITIONS OF CONTRACT

1. Use of Contract documents and information

The agency shall not, without the Employer'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 Employer in connection therewith, to any person other than the person(s) employed by the Agency in the performance of the contract emanating from this Tender document.

Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for the purposes of such performance for this contract. Further, the Agency shall not, without the Employer's prior written consent, make use of any document or information except for the sole purpose of performing this contract. Except the contract issued to the Agency, each and every other document shall remain the property of the Employer and, if advised by the Employer, all copies of all such documents shall be returned to the Employer on completion of the Agency's performance and obligations under this contract.

2. Patent Rights

The agency shall, at all times, indemnify and keep indemnified the Employer, against all claims which may arise in respect of services to be provided by the agency under the contract. In the event of any such claim being made against the Employer, the Employer shall notify the Agency of the same and the Agency shall, at his own expenses take care of the same for settlement without any liability to the Employer.

3. Performance Security

Within 15 (fifteen) days from the date of issue of notification of award by the purchaser, the contractor shall furnish Performance Security or Security Deposit of **Rs. 2, 00,000/-** (Rupees Two lakh) only.

4. Within 15 (fifteen) days from date of the issue of notification of award by the Health Facility/Unit, the Contractor, shall furnish performance security to the Health Facility/Unit for an amount equal to 1 (One) Months' Gross Amount Payable to Contractor as per applicable rates on date of commencement of contract. The Performance Security shall be retained up to ninety (90) days after the date of completion of all contractual obligations by the Contractor.

The Security Deposit shall be deposited in Indian Rupees to the state government through TR Challan under budgetary head of account 8443-00-103-Earnest Money-001-07-Deposits. No other forms of deposit can /will be entertained by the hospital authority.

In the event of any failure /default of the contractor with or without any quantifiable loss to the health facilities/ purchaser/ government, the amount of the Security Deposit is liable to be forfeited by the health facilities/ purchaser/ Administrative Department.

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 Security Deposit (as necessary), rendering the same valid in all respects in terms of the contract, as amended.

Subject to GCC sub – clauses 5.1 and 5.3 above, the health facilities will release the Security Deposit without any interest to the contractor on completion of the contractor's all contractual obligations.

5. All the Personnel to be deployed by Bidder

The agency shall employ adult labour only. Employment of child labour shall render the agency liable to termination of the contract.

Termination for Default. The agency shall engage only such workers, whose antecedents have been thoroughly verified, including character and police verification and other formalities.

The agency at all times should indemnify the Employer against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936, Minimum Wages Act, 1948, Employer's Liability Act, 1938, The Workmen Compensation Act, 1923, Industrial Disputes Act, 1947, Maternity Benefit Act, 1961 or any other law relating thereof and rules made here under from time to time. The Employer shall not own any responsibility in this regard.

The agency shall pay the Personnel deployed, at least the minimum wages as fixed by the state government, bonus as per Payment of Bonus act, any other dues, and entitlements etc. as per the relevant statutes in vogue and revised from time to time.

The personnel deployed by agency shall not claim any benefit, compensation, absorption nor regularization of their services in the establishment of the Employer under the provision of Industrial Disputes Act, 1947 or Contract Labour (Regulation & Abolition) Act, 1970 or any other law in vogue and revised from time to time. The agency shall obtain an undertaking from the deployed persons to the effect that the deployed persons are the employees of the agency. The Agency shall submit the said undertaking to the Employer.

In the event of any litigation on the status of the deployed staff, the Employer shall not be a necessary party. However, in any event, either by the deployed persons or on order of a Court of Law, if the Employer is/ are made necessary parties in dispute to adjudicate the matter, the agency shall reimburse the expenditure borne by the Employer for such. The agency shall be fully responsible for the conduct of his staff.

The Personnel deployed should be disciplined, entailed on enforcing prohibition of alcoholic drinks, paan, smoking, loitering without work, gambling etc. any illegal, disruptive, immoral act.

The agency and his staff shall take proper and reasonable care and precautions to prevent loss, destruction, waste or misuse in any area within its scope of responsibilities and shall not knowingly lend to any person or identity any of the effects, assets or resources of the Employer, under its control.

Any misconduct/misbehavior by any GDA/Peon Personnel deployed by the Agency shall be promptly dealt with by the Agency. If competent authority of the EMPLOYER so desires, such staff shall be immediately replaced by the agency at his own risk, cost and responsibilities, with written intimation to the competent authority about such move.

Appropriate measures for the health and safety of the GDA/Peon Personnel deployed at the EMPLOYER should be undertaken by the Agency regularly. A report regarding the same shall be submitted by the agency to the EMPLOYER half-yearly.

The attendance sheet in respect of GDA/Peon Personnel deployed at EMPLOYER shall be authenticated daily by an appropriate authority of EMPLOYER. The attendance sheet shall be submitted by agency along with the monthly bill payable to him by EMPLOYER.

5. Suggestion Book

The agency shall meet the competent authority of EMPLOYER at mutually agreed intervals to take feedback on the GDA/Peon services being provided by it and rectify deficiencies accordingly.

The Agency shall maintain a Suggestion book for comments on the services rendered by it and submit an 'Action Taken Report' on it to the competent authority of the EMPLOYER half-yearly.

6. Modification of Contract

If necessary, the Employer may, by a written order given to the Agency at any time during the currency of the contract, amend the contract by making alterations and modifications within the general scope of contract in any one or more of the following:

- a) Requirements and Specifications of the service.
- b) Any other area(s) of the contract, as felt necessary by the Employer depending on the merits of the case.

If the Agency doesn't agree to the alteration/amendment proposal made by the Employer, the Agency shall convey its views to the Employer within 15(fifteen) days from the date of the Agency's receipt of the Employer's proposal for amendment/ modification of the contract.

7. Terms and Mode of Billing/Payment

The Contractor shall raise bills in Proforma as per **Section XII: Billing**, for all payments due to him at the end of each month. He shall submit the bills, along with necessary supporting documents in triplicate to the Employer.

The bidder should have a cash reserve equivalent to 3 months of total services bills of the College for which the bid is being made.

Along with the above bill, the Agency shall certify and submit supporting documents for the following:

- a. The attendance sheet in respect of the GDA/Peon Personnel shall be authenticated daily and countersigned by an appropriate authority of EMPLOYER.
- b. Date on which wages of the workers were credited to their bank accounts in the preceding month. (The bank statement showing monthly salary paid through NEFT to the GDA/Peon Personnel deployed at the EMPLOYER in the preceding month shall be submitted for verification).
- c. The ESI Contribution relating to workers (copies of ESI Cards of workers, copy of ESI deposit challan shall be enclosed) of the preceding month.
- d. EPF Contribution relating to workers (copies of ECR shall be enclosed) of the preceding month.
- e. Self declaration, "We are complying with all statutory Labour laws in vogue and as amended up to date, including the Minimum Wages Act".

For the GDA/Peon Personnel, payment shall be made for only those employees, who were on duty during the month. The payment shall be restricted to the salary paid to them by the agency as per the statutory requirements. No payment shall be made for absentee employees.

Payment shall be made after the 'Work Done Satisfactorily' Certificate is issued against the bill by the competent authority of the EMPLOYER.

The agency shall be absolutely and exclusively responsible for the payment of salary for the GDA/Peon wages to personnel deployed at the EMPLOYER on or before the 7th of each succeeding month to protect the interest of GDA/Peon personnel and ensure proper services to EMPLOYER, irrespective of whether or not it may be able to raise and submit bills or receive payments from EMPLOYER by that time.

The agency shall provide the mandate form for ECS payment to its GDA/Peon personnel.

8. Variation, Delay in the Agency's performance

The Agency shall perform the services under the contract as per quality, quantity and within the stipulated time specified by the Employer in the relevant clauses of the contract.

Any unexcused variation in quality, quantity and delay by the Agency in maintaining its contractual obligations towards performance of services shall render the Agency liable to any or all of the following sanctions:

- i) Imposition of liquidated damages.
- ii) Forfeiture of its Performance GDA/Peon.
- iii) Termination of the Contract for default.

If at any time during the contract period, the Agency encounters conditions hindering timely performance of services, the Agency shall promptly inform the Employer in writing about the same and its likely duration.

9. Liquidated damages

If the Agency fails to perform the services within the time frame and other clauses incorporated in the contract, the Employer shall, without prejudice to other rights and remedies available to the Employer under the contract, deduct from the Service Charge, as liquidated damages, a sum equivalent to **10% (Ten percent)** of the Monthly Service Charge per occasion of default/ per week or part thereof of delay until the completion of performance, subject to a maximum of 30% (thirty percent) of the Monthly Service Charge) in any calendar month. Once the maximum is reached Employer may consider termination of the contract.

10. Termination for default

The Employer, without prejudice to any other contractual rights and remedies available to it (the Employer), may, by written notice of default sent to the Agency, terminate the contract in whole or in part, if the Agency fails to 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 Employer. In the event the Employer terminates the contract in whole or in part, the Employer may obtain services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the Agency shall be liable to the Employer for the extra expenditure, if any, incurred by the Employer for arranging such services. Unless otherwise instructed by the Employer, the Agency shall continue to perform the contract to the extent not terminated.

11. Termination for insolvency

If the Agency becomes bankrupt or otherwise insolvent, the Employer reserves the right to terminate the contract at anytime, by serving written notice to the Contract or without any compensation, whatsoever, to the Agency, 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 Employer.

12. Force Majeure

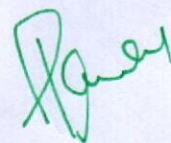
The Agency shall not be liable for imposition of any such sanction so long the delay and/or failure of the Agency in fulfilling its obligations under the contract is the result of an event of Force Majeure. For purposes of this clause, Force Majeure means an event beyond the control of the Agency and not involving the Agency's fault or negligence and which is not foreseeable and not brought about at the instance of, the party claiming to be affected by such event and which has caused the non-performance or delay in performance. Such events may include, but are not restricted to, acts of the Employer either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes. If a Force Majeure situation arises, the Agency shall promptly notify the Employer in writing of such conditions and the cause thereof within 7(seven) days of occurrence of such event. Unless otherwise directed by the Employer in writing, the Agency shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

If the performance in whole or in part or any obligation under this contract is prevented delayed by any reason of Force Majeure for a period exceeding thirty days, either party may at its option terminate the contract without any financial repercussion on either side.

In case due to a Force Majeure event the Employer is unable to fulfill its contractual commitment and responsibility, the Employer will notify the Agency accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

13. Termination for convenience

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



14. Governing Language

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.

15. Notices

Notice, if any, relating to the contract given by one party to the other, shall be sent in writing or by facsimile or e-mail and confirmed in writing. The procedure will also provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporate in the contract.

The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.

16. Resolution of disputes

If dispute or difference of any kind shall arise between the Employer 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.

If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the Employer or the Agency 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 Employer and Agency 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 Principal Secretary to that Department.

The award of the arbitrator shall be final and binding on the parties to the contract subject to the provision that the Arbitrator shall give reasoned award in case the value of claim in reference exceeds Rupees Fifty thousand (Rs.50,000/-).

The venue of arbitration shall be the place from where the contract has been issued, i.e., Cooch Behar, India.

17. Applicable Law and Legal Suits

The contract 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 Cooch Behar jurisdiction.

18. General / Miscellaneous Clauses

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

Any failure on the part of any Party to exercise right or power under this Contract shall not operate as waiver thereof. The Agency shall notify the Employer of any material change that would impact on performance of its obligations under this Contract.

Each member/constituent of the Agency, in case of consortium shall be jointly and severally liable to and responsible for all obligations towards the Employer for performance of contract/ services including that of its Associates under the Contract.

The Agency shall, at all times, indemnify and keep indemnified the Employer 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 Agency.

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

SECTION VII: TENDER APPLICATION FORM

To,
The Principal,
MJN Medical College & Hospital,
Vivekananda Street, Pilkhana,
Cooch Behar-736101
Email - mjmch@gmail.com, Ph. 75010 37888

Ref: Your Notice Inviting e-Tender No.

I/We, the under signed have examined the above Tender Document, including amendment/corrigendum number dated (*if any*), the receipt of which is hereby confirmed. We now offer to provide the *services* in conformity with your above referred document for the sum, as shown in the Price Schedule/ Bill of Quantity attached herewith and made part of this bid.

If our bid is accepted, we undertake to perform the services as mentioned above, in accordance with the schedule specified in the List of Requirements. We further confirm that, if our bid is accepted, we shall provide you with a Security Deposit of required amount for due performance of the contract.

I/We agree to keep our bid valid for acceptance as required in the GIB clause 17, or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this bid up to the aforesaid period and this bid may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any bid you may receive against your above- referred tender enquiry.

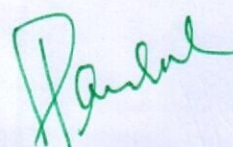
I/We confirm that I/we do not stand deregistered/ banned/ black listed by any Government Authorities/ Organization
/Institution etc.

Brief of court/ legal cases pending, if any, are following:

We would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Employer to verify this statement.

We confirm that we fully agree to the terms and conditions specified in above mentioned Tender document, including amendment/ corrigendum if any.

(Signature with date)



SECTION VIII: Price Schedule / Bill of Quantity

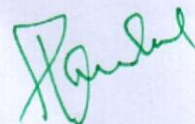
(Print copy of BOQ)

[Directions to bidders for quoting prices online: The online Bill of Quantities (BOQ) will contain many columns. Please consider only the following columns in BOQ and **quote your Rate of Service Charge, (excluding Service Tax) in Column titled as Basic Price (in `)' of the BOQ.** Tax, as applicable, shall be paid for by the Employer as applicable. Minimum wages, bonus, entitlement, dues etc. as per the relevant statutes in vogue shall be paid for by the Employer as revised from time to time.

Item Description	Service Charge (in %)
Service Charge Note - 1) The bidder shall quote a 'Service Charge' for providing services, as applicable in the tender. The Service Charge shall be quoted as a percentage of the total Statutory Monthly Emoluments payable to the total number of (unskilled) Personnel proposed to be deployed. Here 'Statutory Monthly Emoluments' shall mean amount payable as per Bill for Reimbursement of Wages and Other Statutory Payment. Billing, Tax as applicable from time to time, shall be paid extra. No additional charges, taxes etc. will be paid. Bid may be rejected in spite bidder qualifies the technical bids if the above condition is not fulfilled in the BOQ/financial bid. [For example: If you quote the figure '5.15', it means that you will charge 5.15% of total Statutory Monthly Emolument payable to the total number of (unskilled) GDA/ Peon deployed as Service Charge per month. 2) Bidder shall need to quote service Charge in Percentage up to Two Decimal Place (example - 5.15% or 5.22% as such)	[Quote Figure]

Upload with digital signature of authorized personnel of Bidder

Service Taxes (@1% or 2% as applicable) on total payable amount have to be paid by the bidders as per Treasury Order.



SECTION IX: CHECKLIST FOR BIDDERS

SL. No.	Checklist	Submitted Yes/No	Page No
1	Documents in support of EMD		
2	Tender Application Form		
3	Notice Inviting e-Tender (entire Bid Document)		
5	GST Registration Certificate/Letter		
6	PAN of the Firm		
7	ITR for last 3 years		
8	Professional Tax Registration Certificate & Latest Challan		
9	ESIC Code Number Allotment Certificate/Letter		
10	EPFO Registration Certificate/Letter		
11	Contract Labour (Registration & Abolition) Act Registration		
12	Certificate of Incorporation (if Company)		
13	Updated Valid Trade License		
14	Power of Attorney/Board Resolution (if Company)		
15	Performance Statement and credential as per format duly signed by the appropriate authority.		
15	Audited Balance Sheet & Profit / Loss A/c for last 3 years		
16	Name, address of banker, account number, IFSC Code		
17	Bank solvency Certificate (Rs. 10,00,000/-) after date of publication of this NIT		
18	Bidder's Undertaking [An Affidavit regarding non conviction/non Black listing in the past by any Institution, Government/Private from Notary Public/Judicial Magistrate/Executive Magistrate furnished after 01/11/2022 (should be furnished in Judicial Stamp Paper of Rs. 50/-)].		

N.B. It is the responsibility of bidder to go through the Bid document to ensure furnishing of all required documents in addition to above, if any. **Bidders should submit the filled checklist with the technical bids.**