



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

Memo No. MJNMC/PRIN/650/2022

Date: 09/04/2022

NOTICE INVITING E-TENDER (2nd Call) FOR THE “SUPPLY OF MEDICAL BOOKS & JOURNALS FOR CENTRAL LIBRARY, MJN MEDICAL COLLEGE & HOSPITAL, COOCH BEHAR”.

Notice Inviting E-Tender No.MJNMC/Prin/650/2021of the Principal, MJN Medical College & Hospital, Cooch Behar - 736101, for the works detailed in the table below.

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

Principal of MJN Medical College & Hospital, Cooch Beharinvitesbids through e-tenders in two bid systems (**Technical and Financial**) on behalf of the Health & Family Welfare Department, Government of West Bengal for obtaining the rate as per the annexed list from the bonafidePublisher/ authorized Vender/ authorized Distributor. Necessary earnest money is to be submitted for participation in the Tender through the process may be followed as per memorandum of the Finance Department Audit Branch bearing Memo No-3975-F(Y) dated: 28thJuly, 2016 (GRIPS):-

Sl No	Name of the Instrument	Qty.	EMD
1	MEDICAL BOOKS, JOURNALS	1600	Rs. 50,000 (Rupees Fifty thousand only)

Sl. No.	e-NIT No.	Name of the Work	Target date of Completion
01.	MJNMC/Prin/650/2021	“SUPPLY OF MEDICAL BOOK & JOURNALS FOR CENTRAL LIBRARY, MJN MEDICAL COLLEGE & HOSPITAL, COOCH BEHAR”	21 days from the date of Final Work Order.

General Instructions:-

In the event of e-filing, intending bidder may download the tender documents free of cost from the website: <https://www.wbtenders.gov.in> directly with the help of Digital Signature Certificate or from the Health & Family welfare Department’s website www.wbhealth.gov.in & www.mjnmch.ac.in and necessary earnest money may be remitted to the office of the Principal of MJN Medical College, MJN through **the process as indicated in the memorandum of the FinanceDepartment Audit Branch bearing Memo No-3975-F(Y) dated: 28thJuly, 2016 (GRIPS)** in favour of the Principal, MJN Medical College, MJN and also to be documented through e-filing in the website <https://wbtenders.gov.in> only.

1. Submission of bids:-

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>. All papers must be submitted in English language.

- Technical Cover – As per NIT
- Financial Cover – In the Financial Bid both BOQ and the PDF of SOQ are to be uploaded.

2. Time Schedules for the E-tender:-

THE TIME SCHEDULE FOR OBTAINING THE BID DOCUMENTS, PRE BID MEETINGS, REGISTRATION WITH THE TENDERING AUTHORITIES, THE SUBMISSION OF BIDS AND OTHER DOCUMENTS ETC. WILL BE AS PER THE LIST PROVIDED IN CLAUSE NO 24 AS GIVEN BELOW.

3. SUBMISSION OF THE TENDERS:-

The tender is to be submitted in a two Bid System.

[A] Technical Bid:

[B] Financial Bid

COVER "A":-

(a). Statutory Cover containing the following documents:

[A] BID A:-

PART - I

One folder for earnest money deposit with copy of the Pay Receipt should be uploaded. Local SSI(s) should upload certificate of registration/ EM II for claiming EMD exemption.

(Single File multiple pages to be scanned)

Essential Requirements of the Tendering Firm for participation shall contain all papers related to the essential requirements of the Tenderer for participation in the tender viz.:-

PART - II

TECHNICAL SPECIFICATIONS OF INSTRUMENTS (PROVIDE IN PDF FORMAT)

NON-STATUTORY/ MY DOCUMENTS containing the following documents:-

The Technical Bid must accompany the following documents:-

1. Self-attested copy of certificate of valid membership of any recognized Publishers' Association.
2. Copy of verified Income Tax Return for last THREE years along with P/L and Balance Sheet and audited report if done.
3. Self-attested copy of valid Pan Card.
4. Self-attested copy of valid Trade License.
5. GST Registration.
6. 2(Two) years Credential Certificate of supplying books at reputed institutions.
7. The Bidder should submit a self-declaration that latest edition of the book will be supplied.
8. Bank solvency certificate at least for Rupees 5 (Five) lakh(**up to date**).

COVER "B":-

FINANCIAL BID:-

BID B:-

BOQ in INR (in excel sheet):

The folder as "Financial Bid" shall contain base price in Indian Rupee and the portion of the allied works and services which are to be undertaken in India (commissioning of books or PC etc.) are to be quoted in Indian currency including cost of packing, forwarding, freight charges of the new book to be purchased. Agency commission, if any payable in Indian Rupee should also be included within base price.

Submission of hard copy of Bid B is totally prohibited and only be submitted through on line through NIC portal.

SOQ (in PDF Format):-

A field up SOQ should be uploaded in PDF format along with BOQ.

Evaluation of the tenders:-

During the tender evaluation process, the "Bid A" will be opened first. Those Tenderer who have qualified the essential & other requirements will be identified and only their "Bid B" i.e. Financial Bid will be opened. The "Bid B" of those Tenderer failing to meet the technical & other requirements of participating in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as being as per the tender specifications will only be selected. Clear photocopy of document are to be submitted. Any document found illegible will summarily be cancelled. Decision of Tender selection Committee in this regard will be final.

The Tenderer who have been so identified to have been technically suitable in the context of above will be deemed to have passed the test of essential and other requirement of the quoted item or items.

The “Bid B” (Financial Bids) of only those bidders passing the essential and other requirement test will be opened subject to verification of copies of the audited balance sheet and Profit & Loss Accounts of the tenderer for the last three years i.e. for the year 2018-19, 2019-20& 2020-21. If found suitable in the context of above pre-qualification etc., the tenderer quoting the lowest rate will be considered as successful. This should include Basic Price, GST (If applicable).

4. Cost of Earnest Money:-

Each bidder has to submit, unless exempted under the existing orders of the West Bengal Govt. Earnest Money in the form of **Earnest Money Deposit (EMD)**. Registered SSI units participating in Govt. tenders are eligible for exemptions from payment of earnest money and (EMSD) under Rules 47(A) (1) and 47(B)(7) of WBFR, vol.-I, read with Finance Dept. notification No. 10500-F Dt. 19.11.2004 and its clarification Vide memo. No. 4245-F (Y) dated 20.05.2013.

4.1 The amount of Earnest Money Rs. 50000.00 (Fifty thousand) to be submitted through online.

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

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:

Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway.

Payment procedure:

Payment by Net Banking (any enlisted bank) through ICICI Bank Payment Gateway

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.

* Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.

* Bidder will receive a confirmation message regarding success / failure of the transaction.

If the transaction is successful, the account 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.

* If the transactions failure, the bidder will again try for payment by going back to the first step.

Payment through RTGS/NEFT

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.

The bidder will print the challan and use the prefilled information to make RTGS/NEFT payment using his bank account.

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.

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.

Hereafter, the bidder will go to e-Procurement Portal for submission of the bid.

* But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

Refund/ Settlement Process:-

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.

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.

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.

If the L1 bidder accept 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 the tender inviting authority.

As soon as the L1 bidder is awarded the contract (AOC), and the same is processed electronically in the e-procurement portal –

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. 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.

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

Once the EMD of L 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.

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

5. RATE:

The price is to be quoted in Indian Rupees for foreign items including cost of insurance, custom duty, packing, forwarding, freight charges, clearing charges.

The Books is to be transported in such packaging so that there is no damage to the primary packaging during the transportation process.

The basic rate should be furnished inclusive of Transportation Cost, which shall be quoted separately in the template for Bill of Quantities (BOQ) in figure in appropriate column.

6. ORDER & SUPPLY:

Orders for the supply of the approved products will be placed with the successful tenderers after the execution of the agreements, and such supply shall have to be made in such Books as may be fixed or spread over the period to be specified in the supply orders to be made in pursuance of the agreements. The successful tenderer will have to supply within the specified time schedule that had been assured at the time of selection as supplier.

7. WITHDRAWAL / CANCELLATION & PURCHASE POLICY OF TENDERING AUTHORITY:

The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favour of any Tenderer, shall be treated as cancelled.

The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason thereof. Withdrawal of tender or any revision after submission of tender by the Tenderer will not be allowed.

The tendering authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason thereof.

Purchase will, however be made following the existing purchase policy of the Govt of West Bengal and its amendment(s) made from time to time. The purchase policy of the State Government as provided in the West Bengal Financial Rules, the policy of price preference in particular incorporated under Notification No. 10500-F dated 19.11.04 should be observed in considering the tenders.

8. Important Instruction with regard to submission of tender:

The rate should be quoted in Indian Rupees (both in figure and words) for a Book of the offered item only as mentioned in the appropriate column of the 'Tender Form'.

(Alternative offer will not be accepted). The tender shall be cancelled for the quotation of book without its Book Title, Author name etc. The detail information regarding the book quoted in the 'Tender Form' shall be furnished.

9. Delivery :-

Delivery of the goods at the purchaser's premises shall be completed by the Supplier in accordance with the terms specified by the purchaser.

12. TERMS & CONDITION:

1. The books are to be supplied at the Central Library of MJN Medical College & Hospital, Cooch Behar.
2. Books should be supplied within 21 (twenty one) days from the placement of orders failing which orders are liable to be cancelled and EMD will be forfeited.
3. Latest edition of books already published as on date of supply are to be provided irrespective of the edition mentioned in the booklist.
4. Validity period of must be mentioned.
5. The payment will be made through e-payment after deducting security deposit.
6. Supplier must supply four copies of challan& bill with books supplied.
7. The undersigned reserves the right to accept or reject any tender without assigning any reason.
8. Punitive action will be taken against those who fail to supply at least **60%** of ordered books within the stipulated time.
9. Number of copies to be ordered will finally be decided by members of Library Committee and will depend on availability of fund.
10. Bidder will be required to deposit Rs. 50,000/- (Rupees fifty thousand) only as EMD(Earnest Money Deposit).
11. The unsuccessful Tenderer(s) will receive their earnest money back in time. The earnest money will be refunded after the deposit of full amount of the Security Money for successful Tenderer(s).
12. The Earnest money will be forfeited if the tenderer(s) withdraw(s) the tender after opening of bids.
13. EMD exemption is allowed for those having SSI (MSME) Part II or NSIC certificate.
14. Documents required for Technical Bids are mentioned in specimen Form of Technical Bid.
15. Rate (s) to be quoted against each specified item in specified unit as mentioned in Financial Bid (BOQ) Form. (Exclusive of all taxes)
 - a. The deliveries of ordered items as per the accepted samples have to be made within the stipulated time. Any delay will attract a penalty @ 0.5% of the total order amount for each day of delay upto 15 days.
 - b. The Security deposit of the successful selected tenderer may be forfeited for failure to supply within specified time and/or, for supplying unsatisfactory articles in quantity and quality.
 - c. The order will stand automatically cancelled after a delay period equivalent to double the stipulated period.
 - d. Penalty will be recovered from the outstanding bill if any, L1 bidder fails to supply the required item within the stipulated date & time the purchasing authority may procure such item from the L2 bidder (negotiable rates)/L2(in the same rate)/from the market or by any such process so as not to hamper the programme concerned.
 - e. Before imposing any penalty as per the above clause, the concerned supplier will be given opportunity to give his reason but decision of the PRINCIPAL, MJN Medical College & Hospital will be final.
 - f. Chronic late suppliers will invite negative preference in subsequent tenders from this office. Habitual defaulter and/or failed bidder will be debarred from the participation in next tender process of the establishment.

16. Validity of Tender will normally be 1(one) year from the date of acceptance of tender.
17. The procurement will be made in phased manner or at a time subject to requirement during validity period.
18. Quantity will be as per requirement. Authority has no obligation to purchase all the items mentioned in the tender.
19. The Tender is valid to all The Institutions under the control of PRINCIPAL, MJN Medical College & Hospital.
20. Purchase will, however be made following the existing purchase policy of the Govt. of West Bengal and its amendment (S) made from time to time. The Purchase policy of the state Government as provided in the West Bengal Financial Rules, the policy of price preference in particular incorporate under Notification No.10500-F dated 19.11.04 should be observed in considering the tenders & 5400-F dated 25.06.2012.
21. In case of any damage of item/items the loss to be borne by the selected agency only.
 - a. The purchasing authority will not be responsible if any damage happens before receipt of the items.
 - b. Submitted false/misleading/fraudulent documents or made incorrect declarations.
 - c. The penal measure will also include forfeiture of EMD performance Bank will not be waived in any case, from accepted legally eligible bidder.
22. The Earnest Money may be kept in custody of the authority as a part of Security Deposit of the successful Bidder(S) and will be released after expiry of the tender period if bidder expresses in written.
23. Earnest Money will be refunded to the unsuccessful bidder on written request on production photocopy of demand draft. No interest will be payable on the EMD.
24. In case it is found that two or more bidders have quoted same price, the lowest bidder will be decided by draw of lots.
25. All terms and conditions as mentioned above will have to be accepted by the Tenderer(s).
26. Timelines for downloading and submission of E Tender along with other datelines has been noted below.
27. Quantity of items are subject to the Programme requirement, any item(s) may be zero in the whole tender period.
28. E- Tender should be addressed to the PRINCIPAL, MJN Medical College & Hospital. Bidders may download tender enquiry documents from the website <https://wbtenders.gov.in/www.wbhealth.gov.in>.
29. Any subsequent notice regarding this tender shall be uploaded in above website only
30. The authority reserves the right to accept or reject any tender in part or in full even the entire tender process at any time prior to the award of contract without assigning any reasons thereof.
31. Bidders will have to present original requisite documents in support of uploaded documents for verification, if asked for.

14. PENALTY CLAUSES:

PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRADULENT/ MISLEADING DOCUMENTS: If during the tender process or at any state during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenderers who have submitted false/ misleading/ fraudulent documents or made incorrect declarations. The penal measure will be Forfeiture of Earnest Money, Forfeiture of Performance Bank Guarantee/Security deposit if enlisted as a supplier.

15. APPEAL:

Appeal against the decision of the Principal of MJN Medical College & Hospital, Cooch Behar and to impose such a penalty will lie with Tender Selection Committee. Review against the decision of the T.S.C. will lie with Health & F.W. Dept. of the Govt. of West Bengal.

The Special Secretary/Secretary/Principal Secretary will be the appellate authority within the Department of Health & Family Welfare, Government of West Bengal. Before imposing any penalty as per clauses 21, 22 and 23 the concerned supplier may appeal to the authority citing the proper reasons for non- imposing the penalty as stated.

16. AGREEMENT:

On a tender being accepted, intimation of acceptance will be forwarded to the Tenderer by Principal of MJN Medical College & Hospital, Cooch Behar. After communication of the same, the Tenderer and the selected distributor (in the event of distributor to receive order and payment in his name) will have to execute agreement in the prescribed form with the Principal of MJN Medical College & Hospital, Cooch Behar on Non judicial stamp paper of Rs.100/- , the cost of which will be borne by the tenderer. This present document and the tender forms filled in by the Tenderer or copies thereof in so far as they are not inconsistent with these terms & Conditions will be incorporated as part of the agreement. Such agreement will be binding on the Tenderer and distributor.

17. VALIDITY PERIOD OF AGREEMENT:

The contract period will be for a period TWO years from the date of finalization of tender which may be extended as per the need of the institute.

18. PERFORMANCE BANK GUARANTEE:

The performance bank guarantee will be mandatory for all suppliers and will not be waived in any case. The successful tenderers shall be required to furnish the 'Performance Bank Guarantee' @ 10% (at least) of base rate per item for which the Tenderer has been selected as supplier.

23. PAYMENT TERMS:

a) Payment will be made through e payment system through ECS/ RECS/ RTGS after execution of due supply as ordered subject to submission of Performance Bank Guarantee in terms of Clause 21 and subject to penalty clause in terms of Clauses 17.

b) Supply of the materials as per specification as provided in the tender documents and the catalogue.

c) Supply of the materials within the supplied period as specified in the work orders.

d) The status of orders, Goods received note and payments will be available on-line for the vendors in the vendor's portal in the Departmental website www.wbhealth.gov.in Vendor Portal and www.CoochBehar.mch.org

e) On being selected, the successful vendors will have to submit one application to Principal of MJN Medical College and concerned procuring authorities. Stating the name of the payee/ recipient, Bank account no with MICR code, IFSC of the payee/ recipient in prescribed format for making e payment.

f) No manual payment is allowed to be made as far as practicable.

g) In case of letter of credit (LC), purchaser's bank issues Guarantee of Payment against LC opened in that bank to the Suppliers bank for payment as mutually agreed by both the purchaser and the supplier.

24. Dates & Information:

Sl. No.	Items	Date & Time
1.	Date of uploading of N.I.T. Documents (online) from this end	09.04.2022 at 17.00 Hrs.
2.	Documents download/sell start date (Online)	09.04.2022 at 17.00 Hrs.
3.	Date of Pre Bid Meeting and workshop with the intending bidders at the office of the Principal of MJN Medical College.	20.04.2022 at 14.00 Hrs.
4.	Date of hosting of documents at Departmental Website www.wbhealth.com & www.mjnmch.ac.in	09.04.2022 at 17.00 Hrs.
5.	Bid Submission starting (Online)	09.04.2022 at 17.00 Hrs.
6.	Bid Submission closing (Online)	25.04.2022 at 17.00 Hrs.
7.	Bid opening (Bid A)	28.04.2022 at 11.00 Hrs.
8.	Date of Financial Bid opening	To be notified latter on

PRINCIPAL OF MJN MEDICAL COLLEGE & HOSPITAL, COOCH BEHAR RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE IN THE DEPARTMENTAL WEBSITE AND MJN MEDICAL COLLEGE & HOSPITAL, COOCH BEHAR NOTICE BOARD.

The document containing the specification, quantity of items and the eligibility criteria of the applicants etc. may be obtained from the web site www.wbhealth.gov.in under the option '**TENDER**' & <https://wbtenders.gov.in>

Interested bidders may attend the Pre-BID meeting to be held on **20.04.2022 at 14.00 Hrs.** at the office of the Principal, MJN Medical College & Hospital, Cooch Behar.

The Tender documents in this regard will also be made available in the departmental website – www.wbhealth.gov.in (under the '**TENDER**' Section link) and www.wbtenders.gov.in

No objections in this respect will be entertained raised by any Bidder who will present during opening of bid, or from any Bidder who will absent at the time of opening of Financial Bid. No informal tenderer will be entertained in the Bid further.

During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

Principal,
MJN Medical College & Hospital
Cooch Behar

Memo No. MJNMC/Prin/650/2022

Date: 09/04/2022

Copy forwarded for necessary information and necessary action to:-

- 1) The DME, Govt. of West Bengal, SwasthyaBhawan, Kolkata - 700091
- 2) The DHS, Govt. of West Bengal, SwasthyaBhawan, Kolkata – 700091
- 3) The District Magistrate, Cooch Behar
- 4) The Jt.DHS,SPSRC(PPP Cell), Govt. of West Bengal, SwasthyaBhawan, Kolkata - 700091
- 5) The MSVP, MJN Medical College & Hospital, Cooch Behar
- 6) The Chief Medical Officer of Health, Cooch Behar
- 7) The Savadhipati, Zilla Parishad, Cooch Behar
- 8) The Sub-Divisional Officer, Cooch Behar
- 9) The Accounts Officer, MJN Medical College & Hospital, Cooch Behar
- 10) Librarian, MJN Medical College & Hospital, Cooch Behar
- 11) The Technical Officer, SPRC(PPP Cell), SwasthyaBhawan, Kolkata - 700091
- 12) The IT Co-ordinator, IT Cell, SwasthyaBhawan, Kolkata – 700091
- 13) The IT Cell, MJNMCH, Cooch Behar with request to upload on our official website
- 14) The Publishers & Book Sellers Guild, 2B, Jhamapukur Lane, Kol-9, with request to supply the enclosed book list to the agents.
- 15) The Publishers & Book Sellers Association of Bengal, 93 M.G Rd., with request to supply the enclosed book list to the agents.
- 16) The Guard File.

Principal,
MJN Medical College & Hospital

Cooch Behar

Annexure I

APPLICATION FORMAT

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

To
Principal,
MJN Medical College &Hospital,
Cooch Behar

Sub: NIT FOR E-TENDER FOR **SUPPLY OF BOOKS FOR MBBS STUDENTS** etc. **BY THE PRINCIPAL,**
MJN Medical College &Hospital, Cooch Behar

Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me / us on behalf of..... In the capacity.....duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.

2. We accept the terms and conditions as laid down in the NIT mentioned above and declare that we shall abide by it for throughout the tender period.

3. We are offering rate for the following item /items with manufacturing capacity* and assured supply to the **PRINCIPAL,** MJN Medical College &Hospital, Cooch Behar.

4. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

5. We understand that:

(a) Tender Selection Committee/ Principal, MJN Medical College &Hospital, Cooch Behar can amend the scope & value of the contract bid under this project.

(b) Tender Selection Committee Principal, MJN Medical College &Hospital, Cooch Beha reserves the right to reject any application without assigning any reason.

Date:

**Signature of applicant including title
and capacity in which application is made.**

Contact no:

Tele:

Mobile:

Annexure II

(Authorization letter From Company for authorized signatory)

Annexure III

(Copy of Agreement signed between the Tenderer and the Distributor etc.)

Principal
MJN Medical College & Hospital
Cooch Behar

N.B.:- Specifications of items mentioned separately

Annexure IV

AFFIDAVIT – “Y”

(To be furnished in Non-judicial Stamp Paper of appropriate value duly notarized in respect of this particular NIT - P/ MLD-MC/NIT 1/2019-20 with Name of Work :)

1. I, the undersigned do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection / claim will be raised by the undersigned.
2. The undersigned also hereby certifies that neither our firm M/S.nor any of constituent partner had been debarred to participate in tender by this Department during the last 05 (Five) years prior to the date of this NIT.
3. The undersigned would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and / or as requested by the Department to verify this statement.
4. The undersigned understand that further qualifying information may be requested and agrees to furnish any such information at the request of the department.
5. Certified that, I have applied in the tender in the capacity of individual / as a partner of a firm or Owner & I have not applied severally for the same tender.

Signed by an authorized officer of the firm

Title of the Officer

Name of Firm with Seal

CHECK LIST

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

1. Name of the work(s)	SUPPLY OF BOOKS AND JOURNALS FOR MBBS STUDENTS.
2. Tender Notice No.	
3. On line document download ended	
4. Name of the institution tendered for	
5. Details of Earnest Money with Date	
6. Are you exempted from EMD (Y/N)	
7. Name of the bidder in block letter	
8. Full address	E-Mail:
	Telephone No/ Mobile No :
	Fax :
Local Address, if any	
9. Legal entity of the bidder whether Firm/ Society/ Company/ other entity	
10. Registration No Authority with whom registered	
11. License No..... for the purpose of.....	
12. Name & address of the banker of the bidders	
13. a) PAN No./TAN No. b) GST Registration No. c) Valid Trade license d) Bank Solvency certificate up to date e) P/L A/c & Balance sheet f) IT return (Last Three years)	

14. Black Listed by any Govt. Authority / Govt.undertaking at any time. If yes, provide details	Yes No
15. Has the firm or Principal employees convicted in or have pending in any court any vigilance matter. If yes, provide details.	Yes No
16. Any litigation against the Firm or its proprietors or its PRINCIPALS? If yes, provide details	Yes No
17. Any other relevant information wish to submit	
I have gone through the eligibility criteria for participating in the tender and certify that all the conditions have been fulfilled.	
I have read the General & Special Terms & Conditions, including the penal provision, as given in the tender documents as per tender notice quoted above. I have accepted them and agree to abide them. I have also read the Memorandum of agreement and do agree to abide by it if declared successful in my bid.	

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

Date:

Full Signature of the bidder/ Authorized person & Seal