



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
DEBEN MAHATA GOVERNMENT MEDICAL COLLEGE & HOSPITAL

Vill.: Hatuara, P.O.: Vivekananda Nagar, P.S.: Purulia Muffasil, PIN: 723 147
[dmgmch.edu.in: prinpuruliagmch@gmail.com](mailto:dmgmch.edu.in:prinpuruliagmch@gmail.com)

Memo No: DMGMCH/PRL/

Dated: January , 2024

**NOTICE INVITING E-TENDER FOR PROCUREMENT OF INDIAN & FOREIGN JOURNALS FOR
CENTRAL LIBRARY FOR THE YEAR 2023-2024 BY THE PRINCIPAL, DEBEN MAHATA
GOVERNMENT MEDICAL COLLEGE & HOSPITAL**

(Submission of Bid through NIC e - tender portal)

The Principal having his office at Deben Mahata Government Medical College & Hospital, Hatuara, 723147 is inviting e-tender on behalf of the Health & Family Welfare Department, Government of West Bengal for preparing of Rate Schedule of Indian & Foreign Journals for the years 2023- 2024 from the Publishers / Direct Importers / Authorised Distributor / Reputed Suppliers for supply to the Central Library, DMGMCH, Purulia. Necessary earnest money to be submitted for participation in the e-Tender for Procurement of Indian & Foreign Journals through GRIPS Portal is Rs. 80000/- (Rupees Eighty Thousand only). Scan copy of the same to be uploaded along with technical bid.

General Instructions:

In the event of e-filing, intending bidder company may download the tender documents free of cost from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. The tender documents may also be downloaded from the Health & Family Welfare Department's website www.wbhealth.gov.in : Tender URL for perusal & necessary earnest money may be remitted through GRIPS Portal amounting Rs. 80000/- (Rupees Eighty Thousand only) and is also to be documented through e-filing.

For details of the e-tender please visit- www.wbtenders.gov.in and the office of the undersigned. For corrigendum/addendum regarding e-tender, the concerned are requested to visit www.wbhealth.gov.in & www.dmgmch.edu.in time to time.

Withdrawal of Bid: A bid once submitted shall not be withdrawn within the validity period. If any Bidder/Bidders withdraw his /their Bid(s) within the validity period then Earnest Money as deposited by him/them will be forfeited.

Acceptance of Bid: The Principal of DMGMCH will accept the Bid. He does not bind himself to accept otherwise the lowest Bid and reserves to himself the right to reject any or all of the Bids received without assigning any reason thereof.

2. Date and Time Schedule of e - Tender:

| Sl. No. | Particulars | Date & Time |
|---------|---|------------------------------|
| 1 | Date of publishing NIT & other Documents online | 30.01.2024 at 5 pm |
| 2 | Online documents download start date | 30.01.2024 from 6 pm onwards |
| 3 | Online documents download end date | 24.02.2024 till 5 pm |
| 4 | Online Bid submission start date | 08.02.2024 at 12 pm |
| 5 | Pre-bid meeting to be held at office of Tender Inviting Authority | 06.02.2024 at 12 pm |
| 6 | Online Bid Submission closing date & time | 24.02.2024 till 12 pm |
| 7 | Online Bid opening date for Technical Proposals | 24.02.2024 at 3 pm |
| 8 | Date of online uploading list for Technically Qualified Bidders | 28.02.2024 at 12 pm |
| 9 | Date of online opening of Financial Proposal | 29.02.2024 at 12 pm |

In the event of any of the above-mentioned dates being declared as a holiday for the e-tender inviting authority, the bids shall be opened on the next working day at the scheduled time. The bid submitted should be addressed to the tender inviting authority, i.e. to the Principal, DMGMCH, Purulia.

The e-tender shall be evaluated under the two-bid system, i.e. through evaluation of technical and financial bids uploaded by the bidder online on the e-tender website of <https://wbtenders.gov.in>.

Sd
Principal
Deben Mahata Government Medical College & Hospital
Purulia

Memo No: DMGMCH/PRL/ 106/1 (")

Dated: January 30, 2024

Copy forwarded for information & necessary action to:

1. The Director of Medical Education, Department of Health & Family Welfare, Government of West Bengal, Swasthya Bhawan, Salt Lake City, Kolkata - 91
2. The District Magistrate, Purulia
3. The MSVP, DMGMCH, Purulia
4. The Chief Medical Officer of Health, Purulia
5. DICO, Purulia
6. The IT Cell, Swasthya Bhawan, Kol-91 for uploading this tender notice in the official website of Dept. of Health & Family Welfare
7. District Information Officer, NIC, Purulia with request to publish the NIT through official website of Purulia District
8. The Accounts Officer, DMGMCH
9. Notice Board of DMGMCH
10. DMGMCH Website
11. Office copy

Sd
Principal
Deben Mahata Government Medical College & Hospital
Purulia
30/01/24
Debenmahata Govt Medical College & Hospital
Hatuara, Purulia

Terms & Conditions:

1. The tenderer must have minimum of 5 years supply record of books & journals to leading academic, education/research institutes/National Level Institutes - Central universities/other UGC recognized universities and Medical Colleges.
 - a) Intending Tenderer should produce credentials of at least three similar nature of completed work of the minimum value of 80% of the estimated amount put to tender (in a single order) during the last 2 years prior to the date of issue of the tender notice; or,
 - b) Intending Tenderer should produce credentials of at least one single running work of similar nature which has been completed to the extent of 60% or more and value of which is not less than 80% of the amount put to tender in this notice.
 - c) In case of running works, only those tenderers who will submit the certificate of satisfactory running work from the concerned authorities of such institutes, or equivalent competent authority will be eligible for the tender. In the required certificate it should be clearly stated that the work is in progress satisfactorily and also that no penal action has been initiated against the executed agency, i.e., the tenderer.
2. The annual turnover of the firm should be more than 10 crores during past 5 years or more continuously.
3. Discount should be quoted only for the printed price or catalogue price of the Journals. The bidder offering the highest discount (in percentage) (H1) will be selected for award of contract.
4. The bidders should quote for the latest edition (to be checked by the Library Committee, DMGMCH) & original copy of Journals.
5. Discount Rates of all Journals should be quoted inclusive of all taxes, incidental charges and free delivery to the Central Library, Deben Mahata Government Medical College, Hatuara, Purulia, West Bengal. No transport cost will be borne by our institution on any account or under any circumstances.
6. Orders for the estimated requirements will be placed to the successful tenderer(s) and supplies thereof will have to be made within the date as specified in the order(s), otherwise the order will be cancelled. If any further Journals are required in this period then only quotation will be invited from the tenderers.
7. Rates must hold good throughout the financial years or for such extended time as the Principal, DMGMCH, Hatuara may direct. Only due to change in printed price of any journal from the publishers or change in edition of the Journals the price of the Journals may be increased /decreased subject to submission of proper price proofs from the publishers. A corrigendum order will be issued in this regard. However the rate of discount must be constant and other terms and conditions will remain the same as quoted by the bidder (H1) at the time of submission of bids.
8. Persons and firms, who have adverse reports from the Police or other Govt. authority and who are debarred from making business with any State or Central Government in their own names shall not be approved if they set up new firm / company subsequently under different names to avoid the existing bar or their original firms.
9. The payment will be made after supply of Journals and on availability of funds. No advance payment will be done from this end.
10. Any duplicate copy, back edition or damaged copy of Journals will not be accepted and in this regard the opinion of the Librarian will be final.
11. Deliveries of Indian & Foreign Journals must be by hand by the special messenger of the company or only through company's representatives.
12. The company's executive should visit our institute to reconcile supply status.
13. Order may be placed for multiple copy or single copy of each title. It is not necessary to order the whole list at a time, partial order may also be done.

14. The bidder must have the ability to participate for & quote for 100% of total title list of the Journals, otherwise the bid will be treated technically cancelled. A declaration need to be submitted in this regard.
15. The Principal, Deben Mahata Government Medical College & Hospital, Purulia reserves the right to accept any offer not necessarily the lower one and reject any offer of the firm or party without assigning any reason thereof. He also reserves the right to increase/decrease the quantum of journals.
16. The rate of conversion of foreign currencies will be as fixed by the Good Offices Committee (GOC) prevailing on the date of remittance of the amount to the foreign publisher/Distributors or any other bidder by the supplier.
17. If the bidder fails to supply in due time the ordered Journals, the agency will be blacklisted & the security deposit will be forfeited.
18. The firm should provide online claim management system of journals so that live status and tracking can be obtained for each and every Journal.
19. It is essential to submit name of the edition, year, rate of the journal, discount of the journal, final price in INR by the successful bidder after AOC.
20. The companies which are registered under DPIIT are exempted from submission of Experience Certificates, Turnover Certificates, Balance Sheets, Income Tax returns, GSTIN returns. IEC, EMD, GSTIN registration and current year FPBAI and GOC certificate submission is mandatory.

The process may be followed as per memorandum of the Finance Department Audit Branch bearing Memo No.-3975-F(Y) dated: 28 th. 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:
 - 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 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.
 - v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

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 H1 and H2 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.
- iv) If the H1 bidder accept the AOC and the same is processed electronically in the e- procurement portal, EMD of the H2 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 H1 bidder is uploaded to the e-procurement portal the tender inviting authority.
- v) As soon as the H1 bidder is awarded the contract (AOC), and the same is processed electronically in the e- procurement portal -
- a) EMD of the H1 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 H1 bidder.
- b) EMD of the H1 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 H1 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 H1 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.

Performance Security

1. Within 15 (fifteen) days from the date of issue of notification of award by the purchaser, the contractor shall furnish performance security to the institution for an amount equal to 3% of total value of the Journals for which Work Order/Purchase Order had been issued. The performance security shall be retained up to 6 (six) months after the date of completion of all contractual obligations by the contractor.
2. The performance security shall be deposited in Indian Rupees to the state government through TR Challan under budgetary head of account 8443-00-103-Earnest Money-01-07-Deposits. No other forms of deposit can /will be entertained by the college authority.
3. In the event of any failure/default of the contractor with or without any quantifiable loss to the health facility/ purchaser/ government, the amount of the performance security is liable to be forfeited by the health facility/ purchaser/ Administrative Department.
4. 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 performance security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.
5. The College will release the performance security without any interest to the contractor on completion of the contractor's all contractual obligations.

Resolution of disputes

1. If dispute or difference of any kind shall arise between the Purchaser 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.
2. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, either the Purchaser or the Contractor may give notice to the other party of its intention to commence arbitration, as here in after 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 Purchaser and Contractor 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.
 3. The venue of arbitration shall be the district from where the contract has been issued or Kolkata, as deemed appropriate by the arbitrator.

Applicable Law and Legal Suits

1. The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.
2. All disputes would be decided at the Purulia jurisdiction.

General/Miscellaneous Clauses

1. Nothing contained in this Contract shall be constructed as establishing or creating between the parties, i.e. the Supplier on the one side and the Purchaser on the other side, a relationship of master and servant or principal and agent.
2. Any failure on the part of any Party to exercise right or power under this Contract shall not operate as waiver thereof.
3. The Supplier shall notify the Purchaser of any material change that would impact on performance of its obligations under this Contract.
4. Each member/constituent of the Contractor, in case of consortium shall be jointly and severally liable to and responsible for all obligations towards the Purchaser for performance of contract/services including that of its Associates/Sub Contractors under the Contract.
5. The Supplier shall, at all times, indemnify and keep indemnified the Purchaser 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 Contractor/its associate/affiliate etc.
6. All claims regarding indemnity shall survive the termination or expiry of the contract.

Governing language

1. 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.
2. Before formulating the bid and submitting the same to the purchaser, the bidder should read and examine all the terms, conditions, instructions, checklist etc. contained in the e-tender document. Failure to provide and/or comply with the required information, instructions etc. incorporated in this document may result in rejection of its bid.
3. Expenditure to be incurred for the proposed purchase will be met from the funds available with the purchaser/ consignee. The procurement will be in terms of procurement rules of the Government of West Bengal.

Corrupt or Fraudulent Practices

1. It is required by all concerned, namely the Consignee/Bidders/Contractors/others to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser:
 - (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 process or in contract execution; and
 - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process

- or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition;
- (b) Will reject a proposal for award if it determines that the Bidder recommended for award has 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 purchaser if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract. Before declaring a firm ineligible a show cause notice to be issued followed by reasoned hearing.

Clarification on e-Tender Document

1. A bidder requiring any clarification or elucidation on any issue of the e-tender documents may take up the same with the purchaser in the pre-bid meeting.
2. The bidder may also take up the same in writing before the date of start of online submission of bids.

Alternative Bids

1. Alternative Bids are not permitted.

Bid Validity

1. 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 e-tender document. Any bid valid for a shorter period shall be treated as unresponsive and rejected.
2. In exceptional cases, the bidders may be requested by the purchaser to extend the validity of their bids up to a specified period. Such request(s) and responses thereto shall be conveyed in writing. The bidders, who agree to extend the bid validity, are to extend the same without any change or modification of their original bid and they are also to extend the validity period of the EMD accordingly. A bidder, however, may not agree to extend its bid validity without forfeiting its EMD.
3. 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 purchaser, the bid validity shall automatically be extended up to the next working day.

Preparation of Bid Documents

1. The bid documents shall either be typed or written in indelible ink and the same shall be signed/ digitally signed by the bidder or by a person who has been duly authorized to bind the bidder to the contract. The letter of authorization shall be by a written power of attorney, which shall also be furnished along with the bid.
2. The bid documents 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.
3. It is the responsibility of bidder to go through the e-tender document to ensure furnishing all required documents. Wherever necessary and applicable, the bidder shall enclose certified copy as documentary evidence to substantiate the corresponding statement.
4. A bid, which does not fulfil any of the above requirements and/or gives evasive information/ reply against any such requirement, shall be liable to be ignored and rejected.
5. Bid sent by paper/fax/telex/cable/email etc shall be ignored.

Preparation of Bids for e-tender

Registration of Bidder: A bidder willing to take part in the process of e-tendering will have to be enrolled and registered with the Government e-Procurement System, by logging on to website <https://wbtenders.gov.in>. The bidder is to click on the link for e-tendering site as given on the web portal.

Digital Signature Certificate (DSC)

1. Each bidder is required to obtain a Class-II or Class-III 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 Website <https://wbtenders.gov.in>. DSC is issued as a USB e-Token.

2. The bidder can search and download Notice Inviting Tender (NIT) and tender document electronically from computer once he logs on to the website <https://wbtenders.gov.in> using the Digital Signature Certificate.

Submission of Bids:

The tender is to be submitted in a 2(Two) Bid System - (Technical Bid as BID A & Financial Bid as BID B). Bids are to be submitted online to the website <https://wbtenders.gov.in> in two folders before the prescribed date and time using Digital Signature Certificate (DSC). The documents to be uploaded should be virus scanned copies, duly digitally signed. The documents will get encrypted (transformed into non readable formats) on uploading. The two folders are:

Technical Proposal: containing Statutory Cover and Non-statutory cover
 Financial Proposal: containing Bill of Quantity

Technical Proposal:

1. "BID A": Company Specific Technical Documents:

STATUTORY COVER, containing the following documents:

| | |
|---|---|
| A | Scan copy of Demand Draft of Rs. 80000/- (Rupees Eighty Thousand only) in favour of DEBEN MAHATA GOVERNMENT MEDICAL COLLEGE & HOSPITAL, PURULIA as Earnest Money for the whole tender or EMD Exemption NSIC Certificate /SSI (MSME) (for firms registered in the State of West Bengal only) ACKNOWLEDGEMENT MUST be submitted |
| B | Application in the prescribed format given in Annexure I |
| C | Bidders' details in Annexure I (a) |
| D | Contract Form in the prescribed format given in Annexure II |
| E | CHECK LIST in the prescribed format given in Annexure III |
| F | Form - A |
| G | Form - B |

NON- STATUTORY containing the following documents:

| Sl. No. | Category Name | Sub-Category Description | Detail(s) |
|---------|-------------------|----------------------------------|--|
| A. | Certificate(s) | Certificate(s) | PAN CARD Professional Tax Registration GST Registration along with copy of last return filed (if applicable) |
| B. | Company Detail(s) | Company Detail | Certificate of Incorporation/ Partnership Deed Updated Trade License Power of Attorney in favour of signatory of bid |
| C. | Credential | Credential - 1 Credential - 2 | As mentioned in NIT |
| D. | Other Documents | Other Documents | i. Audited Balance Sheet & Profit & Loss A/c of last 3 years ii. Name, address of banker, account number iii. Address proof for registered and/or branch office of bidder. iv. Bidder's undertaking |

Please Note,

A. The documents are to be submitted with self attestation and seal.

B. Bidders are also requested to check the quality of the scanned documents before uploading. Any documents or its part, found illegible will be treated as blank document and will not be reckoned as valid document.

2. "BID B ": FINANCIAL COVER: BOQ (Bill of Quantity)

The folder as "Financial Bid" shall contain: The bidder shall quote the price in the space marked for quoting prices in the BOQ. Base Rate per Accounting Unit should be quoted inclusive of GST.

Bid sent by paper/ Fax/ Telex/ Cable/ E mail etc. shall be ignored.

The financial proposal (cover) or prices quoted should be uploaded online through the Bill of Quantity (BOQ). The bidder shall quote the price online in the space marked for quoting prices in the BOQ. Only downloaded copies of the BOQ are to be uploaded, virus scanned and digitally signed by the bidder.

Bidder's undertaking:

1. 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 for offence involving moral turpitude in relation to business dealings such as bribery, corruption, fraud, substitution of bids, interpolation, misrepresentation, evasion, or habitual default in payment of taxes etc. The firm does not employ a government servant, who has been dismissed or removed on account of corruption. The firm has not been de-barred, blacklisted by any government ministry/ department/ local government/ PSU etc. in the last two years from scheduled date of opening of this e-tender.

2. Bid sent by paper/ Fax/ Telex/ Cable/ E mail etc. shall be ignored.

The financial proposal (cover) or prices quoted should be uploaded online through the Bill of Quantity (BOQ). The bidder shall quote the price online in the space marked for quoting prices in the BOQ. Only downloaded copies of the BOQ are to be uploaded, virus scanned and digitally signed by the bidder.

Opening of e- tender

1. The purchaser will open the bids after the specified date and time as indicated in the NIT.
2. Authorized representatives of the bidders may attend the tender opening.
3. This e-tender shall be evaluated as follows. The EMD of goods/ services to be supplied shall be evaluated first. Then the online technical bids of EMD-qualified bidders shall be opened and evaluated with reference to parameters prescribed in the e-tender document. After this, the online price bids of only the technically qualified bidders shall be opened for further evaluation.

OPENING OF TECHNICAL PROPOSALS:

1. Technical proposals will be opened by members of the Tender Evaluation Committee electronically from the e-tender website using their Digital Signature Certificates (DSCs).
2. In the Technical Proposal, the Cover (folder) for Statutory Documents will be opened first and if found in order, the cover (folder) for Non-Statutory Documents will be opened.
3. IF ANY DOCUMENT REQUIRED TO BE SUBMITTED FOR e-TENDER BY THE BIDDER IN HIS TECHNICAL PROPOSAL IS 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

Basic Principle

1. Bids will be evaluated on the basis of the terms and conditions already incorporated in the e-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.

2. The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, stamped and whether the bids are generally in order. The bids, which do not meet the basic requirements, are liable to be treated as non - responsive and will be summarily ignored.
3. Prior to the detailed evaluation of price bids, the Purchaser will determine the substantial responsiveness of each bid to the e-tender document. For purpose of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the e-tender document without material deviations. Deviations from, or objections or reservations to critical provisions such as those concerning Performance Security, Terms and Mode of Payment; Variation, Delay in the Contractor's Performance, Liquidated Damages, Termination of Contract, Force Majeure, Resolution of Disputes, Applicable law etc. will be deemed to be material deviations. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
4. If a Bid is not substantially responsive, it will be rejected by the Purchaser.
5. Decrypted (transformed into readable format) documents of the non-statutory cover will be downloaded and handed over to the Tender Evaluation Committee. The Committee will evaluate technical proposals as per terms laid down in this e-tender document.
6. During evaluation the Committee may summon bidders and seek clarification /information or additional documents or original hard copies of documents submitted online. If these are not produced within specified time, the bid proposals will be liable for rejection.
7. The result of evaluation of technical bids, along with information regarding further steps in evaluation of the tender shall be uploaded online on e-tender website.

Bidder's Capability to Perform the Contract

1. The purchaser, 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.
2. The above-mentioned determination will interlaid, take into account the bidder's financial, technical and production/ service capabilities for satisfying all the requirements of the purchaser as incorporated in the e-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 purchaser, including inspection of warehouse/ registered or branch office/ site visit of any current project(s) etc. of the bidder at cost and arrangement of bidder by authorized representative(s) of purchaser.

Award of Contract

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

1. The purchaser reserves the right to accept in part or in full any bid or reject any or more bid(s) without assigning any reason or to cancel the 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

The contract will be awarded to the lowest evaluated responsive bidder.

The list of successful bidder(s) shall be uploaded online.

Notification of Award

1. Before expiry of the tender validity period, the purchaser will notify the list of successful bidder(s) per health facility online on websites, <https://wbtenders.gov.in> and www.wbhealth.gov.in. In addition, each successful bidder shall be notified in writing that its bid for goods and/ or services, which have been selected by the purchaser, has been accepted, also briefly indicating therein the essential details like description, specification and quantity of the goods and/ or services and corresponding prices accepted. The successful bidder must furnish to the health facility the required performance security within 15 (fifteen) days from the date of issue of this notification, failing which the EMD will be forfeited and the award will be cancelled. Relevant details about the performance

- security have been provided under GCC Clause 5.
2. The successful Bidder shall also physically submit original documents/ duly attested photocopies of all documents uploaded by him online at the time of bidding.

Non-receipt of Performance Security and Contract by the Purchaser/ Consignee

1. Failure of the successful bidder in providing performance security and/ or signing contract shall make the bidder liable for forfeiture of its EMD and also, for further actions by the bidder against:
Termination for default.

SECTION I: TENDER APPLICATION FORM

To,
The Tender Inviting Authority.....
.....
.....

Dated:

Ref: Your e-tender document No:

We, the undersigned have examined the above e-tender document, including amendment/corrigendum number _____, dated _____ (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver the Indian & Foreign Journals 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.

We hereby declare that all data and documents submitted by us in our bid in this e-tender are genuine and true, to the best of our knowledge and belief.

If our bid is accepted, we undertake to supply the Indian & Foreign Journals as mentioned above, in accordance with the delivery schedule and terms and conditions as specified in the e-tender document, including amendment/ corrigendum if any.

We further confirm that, if our bid is accepted, we shall provide you with a performance security of required amount, for due performance of the contract.

We agree to keep our bid valid for acceptance as required, 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 afore said 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/highest or any bid you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Government Authorities/ Organization/ Institution/ local bodies etc in last two years.

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 you to verify this statement.

I declare that I have participated in 100% Journals of the total list, otherwise the bid will be treated cancelled technically.

(Signature with date)

(Name, designation, seal of authorized person to sign bid for and on behalf of Bidder)

Annexure1 (a)
Particulars of Bidder

| | | |
|----|---|--|
| 1 | Name of the Bidder Company | |
| 2 | Tendering as: | |
| 3 | Name of the authorized person to submit the Bid (Who holds DSC) | |
| 4 | Telephone No. of authorized person | |
| 5 | Mobile No. of the authorized person | |
| 6 | Fax No. of Bidder | |
| 7 | Email ID of Bidder | |
| 8 | Type of Legal Entity | |
| 9 | Year of Incorporation/registration | |
| 10 | Registered Address | |
| 11 | Correspondence Address of Head Office | |
| 12 | Telephone No. of Head office | |
| 13 | Fax No. of Head office | |
| 14 | Email ID of Head office | |
| 15 | Correspondence Address of local office, if any: | |
| 16 | Telephone No. of local office | |
| 17 | Fax No. of local office | |
| 18 | Email ID of local office | |
| 19 | Name of The authorized Agent, if any | |
| 20 | Telephone No. of authorized Agent, if any | |
| 21 | Fax No. of authorized Agent | |
| 22 | Email ID of authorized Agent | |

Signature of the authorized person

Annexure - II
Contract Form

[To be signed on a stamp paper of denomination of Rs.10/- (ten only) or above]

Name and address of the health facility issuing the contract.....
.....
.....

Contract No.....dated.....

1. This is in continuation to Notification of Award of Contract No.....dated..... against e-tender no.....dated.....and subsequent amendment No....., dated.....(if any), issued by the purchaser.

2. Name and address of the contractor:
.....
.....
.....

3. Contractor's Bid No datedand subsequent communication(s) No.....dated.....(if any), exchanged between the contractor and the purchaser in connection with this e-tender.

4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned above, shall also be deemed to form and be read and construed as integral part of this contract:

- a) The e-tender document no..... dt.....
- b) Tender Application Form furnished by the contractor
- c) Technical and Financial Bid submitted by the contractor
- d) Purchaser's Notification of Award of Contract

5. The brief particulars of the Journals which shall be supplied/ provided by the contractor should be submitted as under:

| Sl. No. | Title of the Journal | Author/ Editor | Publisher | Edition /Year | Catalogue / Printed Price | Rate of Discount | Net price in Rupees |
|---------|----------------------|----------------|-----------|---------------|---------------------------|------------------|---------------------|
|---------|----------------------|----------------|-----------|---------------|---------------------------|------------------|---------------------|

5.2 Financial limit to this contract is Rs..... (Contract price)

5.3 Annexure: Documents listed in Clauses 4(a) to 4(d) above.

(Signature, seal, name and address of the bidder's authorized official)

Received and accepted this contract

(Signature, seal, name and address of the contractor's executive duly authorized to sign on behalf of the contractor)

Annexure - III
Checklist for Bidders

| Sl. No. | Checklist |
|---------|---|
| 1 | EMD or documents in support of EMD exemption |
| 2 | Tender Application Form |
| 3 | Notice Inviting Tender |
| 4 | PAN CARD |
| 5 | Professional Tax Registration |
| 6 | GSTIN Registration (if applicable) |
| 7 | Certificate of Incorporation/ Partnership Deed |
| 8 | Trade License |
| 9 | Power of Attorney in favour of signatory of bid |
| 10 | Credentials as mentioned in NIT |
| 11 | Performance Statement with supporting documents |
| 12 | Audited Balance Sheet & Profit/ Loss A/c for last 3 years |
| 13 | Name, address of banker, account number |
| 14 | Bank Solvency Certificate on any date after publishing of this e-tender |
| 15 | Address proof for registered and/or branch office of bidder |
| 16 | Bidder's undertaking as per General Instructions to Bidders |
| 17 | Price Schedule/ Bill of Quantity (BOQ) |
| 18 | IT return of the last three financial years |
| 19 | Declaration of 100% participation |
| 20 | Book sellers & publishers association certificate |

N.B. It is the responsibility of bidder to go through the e-tender document to ensure furnishing of all required documents in addition to above, if any.
Enclosed list of the Journals.

FORM "A"
Financial Information

- i. Financial Analysis-Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

| Sl. No. | Financial Statement | YEAR | YEAR | YEAR |
|---------|--------------------------------------|-----------|-----------|-----------|
| | | 2020-2021 | 2021-2022 | 2022-2023 |
| A | Gross Annual Turn over of the bidder | | | |

Signature of Chartered Accountant with Seal

Signature of Bidder(s)

FORM "B"

Form of Banker's Certificate from a Bank

[Letter Head of Bank]

This is to certify that to the best of our knowledge and information M/s.....

..... of

(address) , customers of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs.....(Rupees.....)

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

Seal of the Bank

(Signature) For the Bank

NOTE:

(1) Bankers certificates should be on letter head of the Bank.

(2) In case of partnership firm, certificate should include names of all partners as recorded with the bank.

List of Indian & Foreign Journals for Central Library, DMGMCH

Indian Journals for the Year 2023 - 2024

| Sl. No. | Name of Journals | Period | Quantity | Department | Database (s) |
|---------|--|--------------|----------|--------------------------|--------------|
| 1. | Indian pacing and electrophysiology journal | Quarterly | 4 | Physiology | PMC |
| 2. | Indian Journal of Clinical Biochemistry | Quarterly | 4 | Biochemistry | PMC |
| 3. | Indian Journal of Microbiology | Quarterly | 4 | Microbiology | PMC |
| 4. | Indian journal of pharmacology | By Two Month | 6 | Pharmacology | PMC |
| 5. | Indian Journal of Ophthalmology | Monthly | 12 | Ophthalmology | PMC |
| 6. | Indian journal of otolaryngology and head & neck surgery | Quarterly | 4 | ENT | PMC |
| 7. | Journal of family & community medicine | Quarterly | 4 | Community Medicine | PMC |
| 8. | Journal of family medicine and primary care. | Monthly | 12 | Community Medicine | PMC |
| 9. | Journal of Forensic Dental Sciences | Half yearly | 2 | FMT | PMC |
| 10. | The Indian Journal of Medical Research | Monthly | 12 | General Medicine | PMC |
| 11. | Medical journal, Armed Forces India. | Quarterly | 4 | General Medicine | PMC |
| 12. | Journal of Minimal access surgery | Quarterly | 4 | Surgery | PMC |
| 13. | Annals of Maxillofacial surgery | Half yearly | 2 | Surgery | PMC |
| 14. | Journal of obstetrics and gynaecology of India | Quarterly | 4 | Obstetrics & Gynaecology | PMC |
| 15. | Indian Journal of Dermatology | By Two month | 6 | Dermatology | PMC |
| 16. | Indian Journal of Psychiatry | By Two Month | 6 | Psychiatry | PMC |
| 17. | Indian Journal of Psychological Medicine | By two Month | 6 | Psychiatry | PMC |
| 18. | Lung India : Official Organ of Indian Chest Society | By Two Month | 6 | Respiratory Medicine | PMC |
| 19. | Indian journal of orthopedics. | By two Month | 6 | Orthopedics | PMC |
| 20. | Journal of clinical orthopedics and trauma | Half yearly | 2 | Orthopedics | PMC |
| 21. | Indian journal of clinical anesthesia | Yearly | 1 | Anesthesiology | PMC |
| 22. | Indian journal of critical care medicine | Quarterly | 4 | Anesthesiology | PMC |

| | | | | | |
|-----|--|--------------|---|----------------------------|-----|
| 23. | Indian Journal of Radiology & Imaging | Quarterly | 4 | Radiology | PMC |
| 24. | International journal of clinical pediatric dentistry | Quarterly | 4 | Dentistry | PMC |
| 25. | Journal of International Society of Preventive & Community Dentistry | By Two Month | 6 | Dentistry | PMC |
| 26. | Indian journal of endocrinology and metabolism | Quarterly, | 4 | Medicine | PMC |
| 27. | Indian journal of urology : IJU : journal of the Urological Society of India | Quarterly | 4 | Urology | PMC |
| 28. | Annals of Indian Academy of Neurology. | By Two Month | 6 | Neurology | PMC |
| 29. | Indian journal of nephrology | By Two Month | 6 | Nephrology | PMC |
| 30. | Indian journal of hematology & blood transfusion | Quarterly | 4 | Hematology | PMC |
| 31. | Journal of Indian Association of Pediatric Surgeons | Quarterly | 4 | Pediatric | PMC |
| 32. | Indian journal of surgical oncology | Quarterly | 4 | Surgical oncology | PMC |
| 33. | Annals of pediatric cardiology | By Two Month | 6 | pediatric | PMC |
| 34. | Neurology India | By two Month | 6 | neurology | PMC |
| 35. | Urology annals | Quarterly | 4 | Urology | PMC |
| 36. | Indian heart journal. | By Two Month | 6 | Cardiology | PMC |
| 37. | Viros Disease | Half yearly | 2 | Microbiology | PMC |
| 38. | Indian journal of sexually transmitted diseases and AIDS | Half yearly | 2 | Microbiology / Dermatology | PMC |
| 39. | Advanced Biomedical Research | Yearly | 1 | Biochemistry | PMC |
| 40. | Anesthesia, essays and researches. | Quarterly | 4 | Anesthesiology | PMC |
| 41. | Journal of anesthesiology, clinical pharmacology | Quarterly | 4 | Anesthesiology | PMC |
| 42. | Indian Journal of Forensic Medicine and Toxicology | Quarterly | 4 | FMT | PMC |

Foreign Journals for the Year 2023 - 2024

| Sl. No. | Name of Journals | Period/ Vol. & No. | Quantity | Department | Database (s) |
|---------|---|-----------------------|----------|--------------------------|--------------|
| 1. | Journal of anatomy | Monthly | 12 | Anatomy | PMC |
| 2. | Journal of medical biochemistry | Quarterly | 4 | Biochemistry | PMC |
| 3. | | | | Physiology | PMC |
| | International Journal of Physiology, Pathophysiology and Pharmacology | By two Month | 6 | | |
| 4. | The American journal of pathology | Monthly | 12 | Pathology | PMC |
| 5. | International journal of microbiology | Annually | 1 | Microbiology | PMC |
| 6. | | Monthly | | Pharmacology | PMC |
| | Current neuropharmacology | | 12 | | |
| 7. | American journal of ophthalmology | Monthly | 12 | Ophthalmology | PMC |
| 8. | International journal of otolaryngology | Annual | 1 | ENT | PMC |
| 9. | BMC public health | Annually | 1 | Community Medicine | PMC |
| 10. | Journal of general internal medicine | Monthly | 12 | General Medicine | PMC |
| 11. | British Journal of Surgery | Yearly | 1 | Surgery | PMC |
| 12. | Infectious diseases in obstetrics and gynecology | Quarterly | 4 | Obstetrics & Gynaecology | PMC |
| 13. | | Annually | 1 | Pediatrics | PMC |
| | BMC pediatrics | | | | |
| 14. | | Annually | | | PMC |
| | Dermatology Research is an International Journal | | 1 | Dermatology | |
| 15. | International Journal of Psychiatry Research | By two Month | 6 | Psychiatry | PMC |
| 16. | Chest. | Monthly | 12 | Respiratory Medicine | PMC |
| 17. | Clinical orthopedics and related research | Monthly | 12 | Orthopedics | PMC |
| 18. | The British journal of radiology | Monthly | 12 | Radiology | PMC |