



WEST BENGAL MEDICAL SERVICES CORPORATION LTD.
(Wholly owned by the Government of West Bengal)

Swasthya Sathi, GN-29, Sector-V, Salt Lake, Kolkata-700 091.

**REQUEST FOR PROPOSAL (RFP)/
BIDDING DOCUMENTS**

FOR

Procurement Cell Services

Bid Reference No: WBMSCL/NIT-21/2019
Dated: 20.02.2019

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SECTION – I**NOTICE INVITING e-TENDER**

from eligible bidders for providing Procurement Cell Services of

West Bengal Medical Services Corporation Ltd.

Issued by:

**West Bengal Medical Services Corporation Ltd.
(Wholly owned by the Government of West Bengal) CIN:
U85110WB2008SGC126373**

Regd. Off.: Swasthya Sathi, GN-29, Sector-V, Salt Lake, Kolkata-700 091



033-4044 0300,



033-4044 0400 Email ID – info@wbmsc.gov.in

Bid Reference No.: WBMSCL/NIT-21/2019

Dated – 20.02.2019

Introduction: -

1. The West Bengal Medical Services Corporation Ltd., (WBMSCL) (hereinafter referred to as “Corporation”) Government of West Bengal, has taken an initiative to make positive change in the health sector in West Bengal. Apart from providing best-in-class healthcare infrastructure services in the State, WBMSCL is mandated for procuring and installation of High End Diagnostic Equipments like MRI Machines, CT Scan Units, Digital Radiography Machines and also sophisticated machineries and equipments required for setting the Critical Care Units and Sick New Born Care Units. Highly sophisticated Linear Accelerator Machines for treatment of cancer patients are also being procured by WBMSCL and installed in the Medical Colleges in Kolkata.
2. To cope up with the increasing procurement activities being undertaken by WBMSCL, it wishes to set up a separate **Procurement Cell** at Swasthya Sathi, GN - 29, Sector – V, Salt Lake, Kolkata- 700091, and it has been decided to engage a competent **Agency** to be selected through a tendering process, for providing the Procurement Cell Services of WBMSCL.
3. The Corporation thus hereby invites bids from eligible and qualified Indian agencies through ‘e-tendering’ for providing Procurement Cell Services, as described in detail in the Scope of Services in the Schedule of Requirements.

3. Intending bidders may download the Bidding Documents from the websites www.wbmsc.gov.in and <https://wbtenders.gov.in>.
4. Technical Bid and Financial Bid must be submitted concurrently within the date and time stated in Sl. No. 13 of the e-NIT. All documents submitted by bidders should be properly indexed and digitally signed. Both Technical Bid and Financial Bid, duly digitally signed are to be uploaded in their respective folders viz., technical (statutory & non-statutory) folder and financial folder simultaneously in the website <https://wbtenders.gov.in>.
5. Financial Bids will be considered only if the Technical Bid (both statutory and non-statutory) of a bidder is found qualified by the Tender Evaluation Committee. The decision of the Tender Evaluation Committee will be final and binding in this respect. The list of responsive / technically qualified and non-responsive bidders will be uploaded in the website <https://wbtenders.gov.in>.
6. Eligibility criteria for participation
 - (i) All bidders shall have to meet the minimum eligibility criteria in respect of both of the following:
 - (a) Financial Capacity;
 - (b) Technical Capability including Experience/Credentials.
 - (ii) The eligibility of a bidder will be ascertained on the basis of the digitally signed documents submitted in support of the eligibility criteria as mentioned in (a) and (b) above. If any document submitted by a bidder is found at any stage to be manufactured, false or untrue in any material respect, the bid of such bidder will be rejected outright without any prejudice to any right of WBMSCL, including to forfeit the EMD/ Bid Security or invoke the Performance Security.
 - (iii) Financial capacity requirement is as follows: -
 - (a) Bidder shall have secured Total Work of Rs 100 lakhs and above in 2018-19 till 31 January 2019, out of which 25% must be towards providing procurement services.
 - (b) Bidder shall have turnover more than Rs 50 lakhs in 2017-18
 - (iv) Technical capacity requirements are as follows: -

- (a) Bidder may be a Company / Partnership Firm/ Sole Proprietorship firm/ Limited Liability partnership firm/ Any other type of organization registered under any Act in India / Global Laws
- (b) Bidder shall be in operations for a period of at least One (1) year from the date of Company Incorporation/ Registration as on Date of Tender Closing/Last Date of Bid Submission
- (c) Bidder shall furnish an undertaking that the bidder has not been barred/ blacklisted by the Government of India or any State Government or any of its Departments, authorities or bodies corporate under the Government of India or any State Government from participating in any project which continues as on the date of bid submission.
- (d) Bidder shall have a office in Kolkata.
- (e) Bidder should have successfully Completed/ or Presently have ongoing engagement(s) for at least 3 Consulting/ Advisory work with the State Government/ Corporate Organisation/Work sourced through consortium partner
- (f) A write-up of the Approach & Methodology for providing the proposed Procurement Cell Services
- (g) Bidder shall have a valid PAN and TAN.
- (h) Bidder shall have valid GST certificate/ letter recording GST identification number.
- (i) Bidder should have resources in the Organisation with more than 50 man-years of experience to client organisations in India and abroad in the areas of Procurement & Management
- (j) The Proposed Project Leader cum Procurement Specialist profile should meet the following requirements:

- Should have a work experience of minimum 25 years with a Post Graduate qualification in Management from a reputed Institution in India
 - Should have experience in Leading Program Management Consulting projects for clients across Govt./ Public Sector/ Corporate clients involving the areas of As-Is/ To-Be study/ Business Process Reengineering/ Preparation of RFPs/ Tenders/ Vendor Selection/ Establishing the Program Management Unit/ Program/ Project Reporting & Governance
 - Should have worked in the State of West Bengal for at least 15 years
 - Should have worked for at least 5 years in a Govt. Organisation/ Public Sector Organisation in India during his career
 - Should have been associated with the Bidder at least 3 months prior to the issue of Tender Notice
 - Should have the experience in projects in the areas of Healthcare related Process/ IT/ Quality Management/ Operations in India/ other countries
8. Consortium bids will be entertained.
9. The tender inviting and accepting authority will determine the eligibility of each bidder on the basis of the Technical Bid submitted by the bidder.
10. Bids are to remain valid for a period not less than 60 days after the last date for bid submission as specified in Sl. No. 13 of this e-NIT. Bids valid for a shorter period shall be rejected as non-responsive.
11. Financial Bid will be the sum total of rates quoted by the bidder (in INR) for providing the Services mentioned in the Scope of Services of the Schedule of Requirements, for 1 calendar years (12 months) which shall be exclusive of all rates, levies and taxes. There shall be no other sum payable on any head to the bidder other than the bills based on the rates quoted in the Financial Bid, subject to the provisions of Sl. 12 of the e-NIT.
12. Fee payable to the Selected Bidder/ Agency shall be made by the Corporation, after making appropriate deduction such as TDS and other statutory deductions. GST and other applicable rates and cesses, will be claimed in its bill / invoice by the Agency and will be disbursed accordingly by the Corporation.

13. Bidding Schedule

Sl. No	Particulars	Date & Time
1	Publication of Bidding Documents	20/02/2019
4	Bid submission start date (online)	22/02/2019
5	Bid submission closing (online)	06/03/2019 upto 5:00 PM
7	Date & time of opening of Technical Bids	08/03/2019 after 5:00PM
8	Technical Bid evaluation	After opening of Technical bids
9	Uploading list of responsive / non responsive bidders	To be notified later
10	Financial Bid opening	To be notified later
11	Issue of Notification of Award	To be notified later

14. In the event, any of the specified dates as above being declared a holiday or if the office of the Corporation being closed on such date, the event of the specified date will be taken up on the next working day at the same time.
15. The Corporation reserves the right to reject any or all bids and to accept or reject any or all offers without assigning any reason whatsoever and would not be liable for any cost that might have incurred by any bidder for bidding.
16. Conditional/incomplete bids will not be accepted under any circumstances.
17. Bidders shall in addition have to comply with all extant laws, regulations, practices and procedures of the Government of West Bengal in connection with public tenders or the proposed service.
18. During tender evaluation or even during performance of the Agreement, if any record submitted by any bidder is found to be incorrect, manufactured or fabricated, the bid of such bidder will be rejected and the Agreement will be cancelled (after giving an opportunity of hearing to the Selected Bidder), without any prejudice to any rights of the Corporation.
19. The Corporation reserves the right to cancel the tender process at any time without assigning any reason whatsoever, and without entertaining any claim in this respect. At any time prior to the deadline for submission of bids, or extension, if any, the Corporation may amend the Bidding Documents by issuing addenda/ corrigenda. In order to give prospective

bidders reasonable time in which to take an addendum/ corrigendum into account in preparing their bids or for other causes and considerations, the Corporation may also, at its discretion, extend the time for the submission of bids.

20. Where an individual holds a Digital Signature Certificate in his own name duly issued to him in respect of a bidder of which he is a director/ principal officer, such person shall, while uploading any bid for and on behalf of the bidder, upload a copy of the Power of Attorney/ Board Resolution authorizing him to act on behalf of the bidder.
21. Bidders must upload all records, data and documents on which they wish to rely in support of their Technical Bid. Unless for reasons to the satisfaction of the Corporation, bidders will not be allowed to supplement data and documents submitted online, with additional data and documents, during tender evaluation.

SECTION – II**INSTRUCTIONS TO BIDDERS (ITB)****A. General**

1. Scope of Bid
 - 1.1 In connection with the Notice Inviting e-Tender from eligible bidders for providing Procurement Cell Services of the Corporation (WBMSCL) having its office at Swasthya Sathi, GN – 29, Sector-V, Bidhan Nagar, Kolkata – 700 064, issues the Bidding Documents for selection of the Service Provider.
The tender is invited online for submission of bids
 - 1.2 Throughout the Bidding Documents:
 - (a) the term "in writing" means communicated in written form and delivered against receipt;
 - (b) the terms 'bid/proposal' and 'tender' and their derivatives (bidder/tender, bid/proposal/tender, bidding/tendering, etc.) are synonymous.
 - (c) except where the context requires otherwise, words indicating the singular also include the plural and words indicating the plural also include the singular; and
 - (d) "day" means calendar day.
2. General guidance for
 - 2.1 Registration of bidder

e-tendering

Any bidder willing to take part in the process of e-tendering will have to be enrolled and registered with the State Government e-procurement system at <https://wbtenders.gov.in>. The bidder is to click on the link for e-tendering as given on the web portal and if required, may contact e-procurement Help Desk at Jalasampad Bhavan, 7th Floor, DVC Cell, Salt Lake, Kolkata, Phone: (033)2334-6098.

2.2 Digital Signature Certificate (DSC)

Each bidder is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Informatics Centre (NIC). Details are available on the website <https://wbtenders.gov.in>. The DSC is given as a USB e-token.

Bidders can search and download the e-NIT and Bidding Documents electronically once it logs on to the website mentioned in Sl. No. 3 of the e-NIT. This is the only mode of collection of Bidding Documents.

Bidders are also advised to upload relevant documents well in advance under the "My Documents" Tab at <https://wbtenders.gov.in> so that those can later be selected and attached during bid submission. This is likely to ensure hassle free upload of bid documents. The speed of upload is dependent on the memory available in the system as well as the network bandwidth used. In case there are space constraints, bidders are advised to scan the documents in 75-100

DPI so that optimal clarity is maintained.

The Corporation will not be responsible for any delay

or difficulties faced during the submission of bids online by the bidders due to connectivity or other issues.

3. Corrupt Practices

3.1 The Corporation requires that bidders observe the highest standard of ethics during the bidding process and during execution of such services. In pursuance of this policy, the Corporation:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) "corrupt practice"/"bribery" means the offering, giving receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party or influencing the process procuring goods or services or executing contracts;

(ii) "fraudulent practice"/"fraud" means any act or omission, including a misrepresentation of information or facts, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation or to influence the process procuring goods or services or executing contracts, to the detriment of the Corporation or other participants;

(iii) "coercive practice" means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

- (iv) "collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party or designed to result in bids at artificial prices that are not competitive;
- (v) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among bidders with the objective of restricting or manipulating a full and fair competition in the bidding process.
- (b) will reject a proposal to award a contract if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or restrictive practices in competing for the contract in question; and
- (c) will sanction a party or its successor, including declaring ineligible, either indefinitely or for a stated period of time, to participate in any tender/bidding process of the Corporation if it at any time determines that the party has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or restrictive practices in competing for, or in executing, a contract of the Corporation.
- (d) will cancel or terminate a contract if it determines that a bidder /party has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or restrictive

practices in competing for, or in executing, a contract with the Corporation.

- (e) will normally require an agent of the Corporation to allow the Corporation or any person that the Corporation may designate, to inspect or carry out audits of the bidder's accounting records and financial statements in connection with the Agreement.

- 4. Eligible Bidders
 - 4.1 Bidders shall have to meet the eligibility criteria as per Clause No. 6 in Notice Inviting Tender (e-NIT).
 - 4.2 A Bidder shall have to furnish the following documents:
 - (a) Copy of PAN Card;
 - (b) Copy of Latest Income Tax Returns
 - (d) Copy of documents of incorporation (i.e. Certificate of Incorporation/ Memorandum and Articles of Association for companies/ Partnership Deed for partnership firms);
 - (e) Latest Audited Annual Accounts

- (g) Statement of Annual Turnover during the financial years 2017-18 and 2018-19 (till January 2019) certified by a Chartered Accountant (CA);
- (h) Copy of GST certificate/ letter recording GST identification number;
- (i) Work order/ LoI Client for Ongoing / Partial work completion or Invoice raised meeting the criteria

4.3 Joint bids or consortium bids will be entertained.

5. Requirements 5.1 Bidders are cautioned to read the Schedule of Requirements carefully, as there may be special requirements.

The requirements outlined are the minimum requirements for the services sought. The number of persons deployed and the services offered by them must meet the requirements mentioned in the Schedule of Requirements.

B. Contents of Bidding Documents

6. Sections of Bidding Documents 6.1 The Bidding Documents consists of Parts I, II, and III, which include all the Sections indicated below, and should be read in conjunction with any Addenda/ Corrigenda issued in accordance with ITB 8.

PART I Bidding Procedures

Section I – Notice Inviting e-Tender (e-NIT)

Section II – Instructions to Bidders (ITB)

PART II Requirements

Section III – Schedule of Requirements (SoR)

Section IV – Bidding Forms (BDF)

- 6.2 The Corporation is not responsible for the completeness of the Bidding Documents and their Addenda/ Corrigenda, if they were not obtained directly from the source stated by the Corporation in the e-NIT.
- 6.3 The bidder is expected to examine all instructions, forms, terms, and requirements in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.
- 6.4 All the Sections forming part of the Bidding Documents including any amendment/ corrigendum to the RFP/ Bidding Documents will form the Agreement

7. Amendment of Bidding Documents/
Extension of deadlines
- 7.1 Any addendum/ corrigendum issued shall be part of the Bidding Documents and shall be uploaded in the e-tender portal i.e. <https://wbtenders.gov.in> and also at www.wbmisc.gov.in.

C. Preparation of Bids

9. Costs of Bidding
- 9.1 The bidder shall bear all costs associated with the preparation and submission of its bid, and the Corporation shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
10. Language of Bid
- 10.1 The bid, as well as all correspondence and documents relating to the bid exchanged by the bidder and the Corporation, shall be written in English only. Supporting documents and printed literature that are part of the bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the bid, such translation shall be relied on.
11. Documents comprising the Bid
- 11.1 Tenders are to be submitted online following the process mentioned in Sl. Nos. 5 of the e-NIT in two folders, one being the Technical Bid and the other being the Financial Bid before the prescribed date and time. The documents are to be uploaded scanned for viruses and duly digitally signed so that the documents will get encrypted (transformed into non readable formats).
- 11.2 The Technical Bid shall comprise of the scanned copies of the following documents in one folder :

Statutory cover of Technical Bid containing:**To be filled in FORM folder:**

- (i) Covering Letter (duly filled in) as per format given in Form- 1 of Section – IV (Bidding Forms)
- (ii) Qualification Information (duly filled in by the bidder), as per format given in Form – 2 of Section - IV (Bidding Forms)
- (iii) Letter of Financial Bid, as per format given in Form– 3 of Section - IV (Bidding Forms)

To be filled in NIT folder:

- (i) e-NIT (Section - I) and Instructions to Bidders (Section - II) (uploaded with digital signature) (ii) Schedule of Requirements (Section - III)

Non-statutory (My Documents) Cover containing**To be filled in CERTIFICATES folder:**

- (a) Copy of PAN Card
- (b) Copy of GST certificate/ letter recording GST identification number

To be filled in COMPANY DETAILS folder:

Copy of documents of incorporation (i.e. Memorandum and Articles of Association and Certificate of Incorporation for companies and Partnership Deed for partnership firms)

To be filled in FINANCIAL INFO folder:

Form - 4 with Latest Audited Balance Sheet

To be filled in CREDENTIAL 1 folder:

- (a) Documents showing extract of Work Orders/ LOIs/ Client Communication towards Total Work secured of Rs 100 lakhs and above in 2018-19 till 31 January 2019, out of which 25% must be towards providing procurement services.
- (b) Completion Certificate or Work order/ Lol + Satisfactory Letter from Client for Ongoing / Partial work completion

/ Invoice raised meeting the criteria of successfully Completed/ or Presently ongoing engagement(s) for at least 3 Consulting/ Advisory work with the State Government/ Corporate Organisation/Work sourced through consortium partner

- (c) Profile of Key resources in the Organisation having consulting experience (with more than 50 man-years of experience to client organisations in India and abroad in the areas of Procurement & Management)
- (d) Profile of the Proposed Project Leader cum Procurement Specialist meeting the requirements in the Eligibility criteria
- (e) Approach & Methodology write-up for providing Procurement Cell Services

In case of failure to submit any of the above mentioned documents (for both statutory and non statutory cover) in respective folders, the Corporation may summarily reject the bid.

- 11.3 The Financial Bid shall comprise of the BoQ which is to be filled in the following manner:

To be filled in BoQ folder:

Bill of Quantity (BoQ) in the specified format given in Annexure

(1) The bidder is to quote the rate online in the space marked for quoting rate in the BoQ. Only the sum total of the BoQ rates for one calendar year (12 months) will be considered for evaluation of Financial Bid.

(2) Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the bidder.

12. Letters of Bid and Schedules 12.1 The Letters of Technical Bid shall be prepared using the relevant forms furnished in Section - IV (Bidding Forms). The forms must be completed without any

alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

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| 13. | Bid Prices | 13.1 | The prices quoted by the bidder in the Financial Bid shall conform to the requirements specified below. |
| | | 13.2 | The price to be quoted in the Financial Bid, in accordance with the BoQ, shall be the rate for one calendar year to be charged by the bidder for providing Procurement Cell Services as per the Schedule of Requirements, which shall be exclusive of all levies and taxes. Only a fixed rate (up to two decimal places) for one calendar year can be quoted by the bidder irrespective of the number of the personnel to be deployed from time to time. GST and other applicable rates and cesses, will be claimed in the bill/ invoice, which shall be disbursed by the Corporation. Outstation travel of the Procurement Cell will be arranged by WBMSCL as per WBMSCL procedures. Outstation travel expenses along with other incidental expenses related to Procurement Cell services, if borne by the Procurement Cell upon approval by WBMSCL will be reimbursed by WBMSCL as per procedures. |
| 14. | Currencies of Bid and Payment | 14.1 | The rate shall be quoted by the bidder entirely in Indian National Rupees (INR) only. The Corporation shall be entitled to reject any bid, if the same has been submitted in any other currency. |
| 15. | Documents Establishing the Qualifications of the Bidder | 15.1 | To establish its qualifications to perform the obligations under the Agreement, the bidder shall provide the information requested in the corresponding information sheets included in Section - |

IV (Bidding Forms).

16. Period of Validity of bids

16.1 Bids shall remain valid for a period of 60 days after the bid submission deadline date prescribed by the Corporation. A bid valid for a shorter period shall be rejected by the Corporation as non responsive.

16.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Corporation may request bidders to extend the period of validity of their bids. The request and the response shall be in writing. A bidder may refuse the request without forfeiting its Bid Security. A bidder accepting the request shall not be required or permitted to modify its bid.

17. Format and Signing of Bid

17.1 The bid shall be digitally signed by a person or persons duly authorized to sign on behalf of the Bidder.

D. Submission and Opening of Bids

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| 18. Submission of Tenders | of | 18.1 | Tenders are to be submitted online as stated in Sl. Nos. 3 and 4 of the e-NIT in two folders at a time, one being Technical Bid and the other being Financial Bid within the prescribed date and time. The documents are to be uploaded after being scanned for viruses and duly digitally signed, so that the documents will get encrypted (transformed into non readable formats). |
| 19. Deadline for Submission of Bids | for | 19.1 | Complete bids (including Technical and Financial) must be uploaded in the e-tender website i.e. https://wbtenders.gov.in not later than the date and time as mentioned in the e-NIT in Sl. 13. |
| | | 19.2 | The Corporation may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB 8, in which case all rights and obligations of the Corporation and bidders previously subject to the deadline shall thereafter be subject to the deadline as extended. |
| 20. Bid Opening | | 20.1 | The Technical Bid will be opened online by the authority receiving tenders or by its authorized representative at time, date and the place specified in the e-NIT in Sl. 13 in the manner specified in the e- NIT. The authority receiving tenders or its authorized representative shall decrypt all Technical Bids submitted by the bidders and copy its contents |

any storage device such as a compact disc, pen drive or hard drive. The authority receiving tenders or its authorized representative may take print outs of all Technical Bids. The date and time for online opening of Financial Bid will be as per Sl. 13 of the e-NIT. The manner of online opening of Financial Bid will be same as Technical Bid opening and the authorized representatives of the technically qualified bidders will be required to attend the opening of Technical Bid.

- 20.2 All folders containing the Technical Bids shall be opened one at a time, and the following recorded:
- (a) the name of the bidder;
 - (b) any other details as the Corporation may consider appropriate.

Only those documents forming part of Technical Bids recorded at bid opening shall be considered for evaluation, subject to what is contained in Sl. 6 of the e-NIT.

- 20.3 The Corporation shall prepare a record of the opening of Technical Bids. A copy of the record may be uploaded on the website <https://wbtenders.gov.in> and also at www.wbmisc.gov.in.

- 20.4 At the end of the evaluation of the Technical Bids, the

Corporation will upload on <https://wbtenders.gov.in> and also at www.wbmisc.gov.in, names of the bidders who have submitted substantially responsive Technical Bids and who have been determined as being qualified for opening of Financial Bids.

20.5 The Corporation shall conduct the opening of the Financial Bid of all bidders who have submitted substantially responsive Technical Bids and who have been determined as being qualified in terms of ITB 28. All folders containing Financial Bids shall be opened one at a time and the following recorded:

- (a) the name of the bidder;
- (b) the Financial Bid; and
- (c) any other details as the Corporation may consider appropriate.

Only the BoQ shall be considered for evaluation of the Financial Bid, subject to what is contained in Sl. 6 of the e-NIT. No bid shall be rejected at the time of opening of Financial Bids except when the Financial Bid is not in accordance with the Bidding Documents.

E. Evaluation and Comparison of Bids

21. Confidentiality
- 21.1 Information relating to the examination, evaluation, comparison, and post qualification of bids and recommendation of award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information on Notification of Award of contract is communicated to all bidders.
- 21.2 Any attempt by a bidder to influence the Corporation in the evaluation of the bids or contract award decisions may result in the rejection of its bid.
22. Clarification of Bids
- 22.1 To assist in the examination, evaluation and comparison of the Technical and Financial Bids, the Corporation may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by the Corporation shall not be considered. The Corporation's request for clarification and the response shall be in writing. No change in the substance of the Technical Bid, or, prices in the Financial Bid shall be sought, offered, or permitted.
- 22.2 If a bidder does not provide clarifications of its bid by the date and time set in the Corporation's request for clarification, its bid may be rejected.
23. Deviations, Reservations, and Omissions
- 23.1 During the evaluation of bids, the following definitions apply:
- (a) "Deviation" is a departure from the requirements

specified in the Bidding Documents;

(b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Documents; and

(c) "Omission" is the failure to submit part or all of the information or documentation required in the Bidding Documents.

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| 24. | Preliminary Examination of Technical Bids | 24.1 | The Corporation shall examine the Technical Bid to confirm that all documents and technical documentation requested in ITB 11.2 have been provided, and to determine the completeness of each document submitted. If any of these documents or information is missing, the bid may be rejected. |
| 25. | Responsiveness of Technical Bid | 25.1 | The Corporation's determination of a bid's responsiveness is to be based on the contents of the bid itself, as defined in ITB 11. |
| | | 25.2 | A substantially responsive Technical Bid is one that meets the requirements of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that, <ul style="list-style-type: none"> (a) if accepted, would: <ul style="list-style-type: none"> (i) affect in any substantial way the scope, quality, or performance of the contract; or (ii) limit in any substantial way, inconsistent with the Bidding Documents, the rights of the Corporation or the Department of Health & |

Family Welfare, Government of West Bengal, or the bidder's obligations under the proposed contract; or (b) if rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

25.3 The Corporation shall examine the technical aspects of the bid submitted to confirm that all requirements have been met without any material deviation or reservation.

25.4 If a bid is not substantially responsive to the requirements of the Bidding Documents and is rejected by the Corporation, it may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

26. Nonconformities, Errors, and Omissions

26.1 The Corporation may waive any nonconformity in the bid that does not constitute a material deviation, reservation or omission.

26.2 The Corporation may request that the bidder submit information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities in the Technical Bid related to documentation requirements. Requesting information or documentation on such nonconformities shall not be related to any aspect of the Financial Bid. Failure of the bidder to comply with the request of the tendering authority may result in the rejection of its bid.

27. Qualification of the Bidder
- 27.1 The Corporation shall determine to its satisfaction during the evaluation of Technical Bids whether bidders meet the qualifying criteria as specified in the Bidding Documents.
- 27.2 The determination shall be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder, pursuant to ITB 11.2.
28. Evaluation Process
- 28.1 Selection shall be through Combined Quality cum Revenue Based System (CQCCBS) method. Preliminary examination of the bids shall be done as per Eligibility Criteria for Participation mentioned in Clause No. 6 in NIT and the bid of bidders, who do not meet the qualifying criteria prescribed in ITB 4.1 will not be opened. In first stage, Technical evaluation will be carried out of those proposals which fulfill the eligibility criteria. Only those Bidders whose Technical proposal score shall be 60% or more out of 100 marks shall qualify for further consideration. In second stage, Financial bid evaluation will be carried out. The total score of a bidder would be obtained by multiplying the Quality and Cost Scores of the bidder by the pre-defined weightage assigned, and adding them together. **The weightage assigned for Technical Score and Financial Score would be 70 and 30 respectively.** Proposals will then be ranked according to their combined technical and financial scores. The first ranked Bidder shall be selected while the second ranked will be kept in reserve.

28.2 Evaluation of Technical Bids

Technical score (ST) evaluation parameters shall be as follows:

S.No	Evaluation Parameter	Max. Marks	Details
1	Experience of implementing projects with State Government Departments/ Corporations/ Offices in Consulting/ Advisory/ Procurement Services work	15	5 Marks per scheme being supported upto maximum of 15 marks
2	Approach & Methodology for providing Procurement Cell Services	20	To be provided as a part of the Technical Proposal
3	Experience in Healthcare/ Pharma Sector	10	10 marks for experience of working in Projects in Healthcare/ Pharma sector in Consulting/ Advisory/ Program Management
4	Procurement Specialist cum Team Leader Experience of working as Project Management Consultants (PMC) for assisting clients in bid process management / RFP preparation / Vendor selection	20	10 marks for each eligible project upto maximum of 20 marks
5	Procurement Specialist cum Team Leader– MBA with minimum 10 years of experience in Consultancy/ Program Management	20	15 marks for experience in Program Management/ Procurement Advisory/ Business Process Reengineering across Clients globally 5 extra marks for projects led/ implemented in Healthcare sector in
6	Assistant Procurement Specialist – MBA / B.Tech with minimum 3 years of work experience	5	5 marks for experience in the Industry
7	Professionally qualified team at Kolkata office	10	5 marks for upto 4 members and 10 marks for more than 4 members
	Total Marks	100	

29. Preliminary Examination of Financial Bids 29.1 The Corporation shall examine the Financial Bids to confirm that all documents and schedules requested in ITB 11.3 have been provided, and to determine the completeness of each document submitted. If any of these documents or information is missing, the bid may be rejected.
30. Evaluation of Financial Bids 30.1 Financial Evaluation will be carried out and each Financial Proposal will be assigned a Financial Score (FS). For financial evaluation, the total fee excluding tax will be considered.
The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:
$$SF = 100 * FM/F \text{ (F = amount of Financial Proposal)}$$
31. Comparison of Bids and Selection 31.1 Proposals will finally be ranked accordingly to their combined technical (ST) and financial (SF) score as follows:
$$S = ST * Tw + SF * Fw$$

Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively. The selected Bidder shall be the first ranked having the highest combined score.
32. Corporation's right to accept any bid, and to reject any or all bids 32.1 The Corporation reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to Award, without thereby incurring any liability to bidders. In case of annulment, all bids submitted and specifically, bid securities, shall be promptly returned to the bidders.

F. Award of contract

33. Award Criteria 33.1 Subject to being otherwise not under any disqualification, the bidder ranked highest on the basis of Combined Quality cum Cost Based Selection (CQCCBS) shall be declared as the successful bidder and be eligible for award of contract subject to what is contained hereinafter.
34. Notification of Award 34.1 The Selected Bidder will be notified of Award by the Corporation prior to expiry of the bid validity period by uploading such information in the e- tender portal or by e-mail or facsimile confirmed by registered letter. This letter (hereinafter and in the Agreement called the “Letter of Acceptance /Notification of Award / Work Order”) will state the rate per month at which the Corporation will pay the Selected Bidder in consideration of rendering the services by the Selected Bidder. Within 15 days from the date of the Notification of Award, the Selected Bidder shall have to commence the services as may be directed by the Corporation in terms of the Bidding Documents. Until a formal Agreement is prepared and executed, the Notification of Award shall constitute a direction to commence services as may be directed by the Corporation within 60 days from the date of Notification of Award

35. Signing of Agreement
- 35.1 Corporation shall send the Selected Bidder, the Agreement to be executed. Each page of the Agreement should be signed by the Managing Director or the authorized representative of the Corporation and the Selected Bidder's authorized signatory. If there are any corrections, cuttings, omissions, over writings, insertions, etc. (after issue of Agreement) their number should be clearly mentioned on each page of the Agreement before signing.
- 35.2 Within 14 days of receipt of the Agreement, the Selected Bidder shall sign and date the Agreement and return it to the Corporation

SECTION –III**SCHEDULE OF REQUIREMENTS (SoR)****A. Scope of Services**

1. The selected Agency for providing Procurement Cell Services will deploy a minimum team of personnel comprising of :
 - a. Team Leader cum Procurement Specialist
 - b. Assistant Procurement Specialist
 - c. Two (2) support staff comprising of Consultants/ Healthcare domain specialist / Programmer/ Field Assistants/ Commercial assistants
2. The Procurement Cell Services will be provided through deploying a mix of On-site resources and Off-site resources.
 - i. Two (2) Support staff should be stationed at On-site (Swasthya Sathi Bhavan of WBMSCL) as per mutual discussion with WBMSCL.
 - ii. Remaining personnel of the team will be primarily based at the office of the Agency and interact with WBMSCL/ Other stakeholders at WBMSCL/ Medical college locations as per requirements on mutual discussion.
3. The duration of Procurement Cell Services will be for One Calendar Year (12 months) from the date of Award of contract /Notification of Award. The duration of the services could be extended by WBMSCL based on requirements.
4. The Procurement Cell will be responsible for equipment procurement at WBMSCL and coordination with Equipment Manufacturers/ Service Providers etc. engaged by WBMSCL, related to the functioning of its Procurement function.
5. The Procurement Cell will undertake an assessment of the Existing Procurement Process/ Standard Operating Procedures/ Frameworks at WBMSCL and suggest improvements/ standardizations in consultation with the WBMSCL stakeholders and its clients for whom WBMSCL undertakes procurement services, with the objective of bringing about process efficiencies in the procurement function.
6. The Procurement Cell will be responsible for developing a strategic roadmap with short, medium and long term goals aligned to the vision of WBMSCL.

7. The Procurement Cell will be responsible for updation of SOPs/Manuals/Charters/any other related documents for WBMSCL related to the Procurement function operationalisation/standardization/ improvement initiatives.
8. The Procurement Cell will facilitate interactions with stakeholders across the organizations that are serviced by WBMSCL for procurement services to identify areas of service bottlenecks/ scope for process improvements in the procurement function and take up joint process improvement initiatives in consultation with relevant stakeholders.
9. The Procurement Cell will be responsible for recommending/supervision of a Management Information system related to monitoring of status of all Tenders that are at different stages of progress at WBMSCL.
10. The Procurement Cell will evaluate technology, tools, systems that could enhance the effectiveness of the Procurement function at WBMSCL and submit it for stakeholder approvals for selection of implementation partner/ System Integrator/ Technology Provider.
11. The Procurement Cell will be responsible for conducting/ facilitating various seminars/workshops/meetings etc. with various stakeholders for dissemination of Best practices/ Processes/ Technologies/ Tools & Techniques with the approval of WBMSCL related to Procurement related function relevant for WBMSCL.
12. The Procurement Cell needs to draw up and execute a plan for capacity building and skills transfer that covers all mission-critical activities and processes required for WBMSCL Procurement function that would cover critical dependencies in the areas of Equipment specifications/ Resourcing Projections/ Collaboration with the Hospitals/ other clients etc.
13. The Procurement Cell should periodically assess key relevant procurement function related metrics and risk factors highlighting measures to mitigate risks.
14. The Procurement Cell should facilitate interactions with Domain experts across Hospitals, Original Equipment Manufacturers/ Specialists to establish a collaborative Communication mechanism in the areas of New Technologies/ Solutions.
15. The Procurement Cell will institutionalize all the necessary tools / templates and artifacts to carry out the monitoring mechanism of functioning of the Procurement Program Management Unit to ensure the same is effectively aligned to the expectation of the WBMSCL stakeholders.
16. The Procurement Cell should suggest a feedback mechanism on the Procurement services provided by WBMSCL to establish Continuous Process Improvement Roadmap.
17. The Procurement Cell should Measure and track variance on Schedule, cost and resources across key projects to help improve in performance of the Procurement related tasks.

18. The Procurement Cell will facilitate/ coordinate site visits towards Equipment Inspections/ Installation/ Commissioning at Equipment Installation sites/ Manufacturer’s facilities in consultation with WBMSCL.
19. The Procurement Cell will facilitate providing inputs to WBMSCL related to review of relevant techno-commercial aspects of procurement.
20. For procurements which will involve imports of equipments, the Procurement Cell will advise WBMSCL on procedural formalities that will need to be undertaken by WBMSCL towards compliance.

B. Broad Timeline for Key Deliverables/ Activity Milestones

Month	Key Deliverables/ Activity Milestones
1	<ul style="list-style-type: none"> • WBMSCL Procurement Cell - Kick Off Meeting • Preparation of Project Charter • Study/ Assessment of Existing Procurement Process and Practices at WBMSCL • Facilitate interactions with stakeholders across the organizations that are serviced by WBMSCL • Facilitate interactions to review the existing Equipment Procurement Plan/ Calendar and Status of Tenders • Submit Monthly Procurement Cell Status Report to WBMSCL • Review of Procurement Cell Work Plan for Month 2
2	<ul style="list-style-type: none"> • Development of Strategic Roadmap for Procurement Cell at WBMSCL - Identification of Key Improvement initiatives and stakeholder participations • Facilitate review of relevant techno- commercial aspects of procurement • Facilitate interactions to review the existing Equipment Procurement Plan/ Calendar and Status of Tenders • Facilitate review of existing metrics, dependencies and risk factors – brainstorm on relevant methods for enhanced communication & redressal of Key Dependencies/ Risks/ Issues that could result in Tender Delays • Facilitate discussion on Design/ Updation/ Launch of Templates/ Forms/ Checklists/ Guidelines aimed towards Improvement/ standardization of Procurement Cell Operations • Participate in activities related to Ongoing Tenders • Monthly Procurement Cell Status Report to WBMSCL

- Review of Procurement Cell Work Plan for Month 3
- 3
- Facilitate interactions to review the existing Equipment Procurement Plan/ Calendar and Status of Tenders
 - Updation of SOPs/Manuals/Charters/any other related documents for WBMSCL related to the Procurement function as per identified work plan
 - Facilitate interactions with Domain experts across Hospitals, Original Equipment Manufacturers/ Specialists to establish a collaborative Communication mechanism in the areas of New Equipments/ Technologies/ Solutions
 - Participate in activities related to Ongoing Tenders
 - Field visit as per Monthly Work Plan
 - Assess technology, tools, systems that could enhance the effectiveness of the Procurement function at WBMSCL and submit it for stakeholder consideration
 - Monthly Procurement Cell Status Report to WBMSCL
 - Review of Procurement Cell Work Plan for Month 4
- 4
- Facilitate interactions to review the existing Equipment Procurement Plan/ Calendar and Status of Tenders
 - Participate in activities related to Ongoing Tenders
 - Facilitate review of existing metrics, dependencies and risk factors – brainstorm on relevant methods for enhanced communication & redressal of Key Dependencies/ Risks/ Issues that could result in Tender Delays
 - Field visit as per Monthly Work Plan
 - Updation of SOPs/Manuals/Charters/any other related documents for WBMSCL related to the Procurement function as per identified work plan
 - Facilitate discussion on Design/ Updation/ Launch of Templates/ Forms/ Checklists/ Guidelines aimed towards Improvement/ Standardization of Procurement Cell Operations
 - Monthly Procurement Cell Status Report to WBMSCL
 - Review of Procurement Cell Work Plan for Month 5
- 5
- Facilitate interactions to review the existing Equipment Procurement Plan/ Calendar and Status of Tenders
 - Facilitate providing inputs to WBMSCL related to review of relevant techno-commercial aspects of procurement.
 - Participate in activities related to Ongoing Tenders

- Field visit as per Monthly Work Plan
 - Facilitate workshop/ brainstorming session etc. with various stakeholders for dissemination of Best practices/ Processes/ Technologies/ Tools & Techniques with the approval of WBMSCL
 - Updation of SOPs/Manuals/Charters/any other related documents for WBMSCL related to the Procurement function as per identified work plan
 - Monthly Procurement Cell Status Report to WBMSCL
 - Review of Procurement Cell Work Plan for Month 6
- 6
- Facilitate interactions to review the existing Equipment Procurement Plan/ Calendar and Status of Tenders
 - Participate in activities related to Ongoing Tenders
 - Field Visit as per Monthly Work Plan
 - Facilitate discussion on Design/ Updation/ Launch of Templates/ Forms/ Checklists/ Guidelines aimed towards Improvement/ Standardization of Procurement Cell Operations
 - Facilitate review of existing metrics, dependencies and risk factors – brainstorm on relevant methods for enhanced communication & redressal of Key Dependencies/ Risks/ Issues that could result in Tender Delays
 - Facilitate interactions with Domain experts across Hospitals, Original Equipment Manufacturers/ Specialists
 - Monthly Procurement Cell Status Report to WBMSCL
 - Review of Procurement Cell Work Plan for Month 7
 - Submission of 6 month Summary Report on Procurement Cell
- 7
- Facilitate interactions to review the existing Equipment Procurement Plan/ Calendar and Status of Tenders
 - Participate in activities related to Ongoing Tenders
 - Assess technology, tools, systems that could enhance the effectiveness of the Procurement function at WBMSCL and submit it for stakeholder consideration
 - Field Visit as per Monthly Work Plan
 - Facilitate interactions with Domain experts across Hospitals, Original Equipment Manufacturers/ Specialists
 - Monthly Procurement Cell Status Report to WBMSCL
 - Review of Procurement Cell Work Plan for Month 8

- 8
- Facilitate interactions to review the existing Equipment Procurement Plan/ Calendar and Status of Tenders
 - Participate in activities related to Ongoing Tenders
 - Field Visit as per Monthly Work Plan
 - Facilitate review of existing metrics, dependencies and risk factors – brainstorm on relevant methods for enhanced communication & redressal of Key Dependencies/ Risks/ Issues that could result in Tender Delays
 - Facilitate discussion on Design/ Updation/ Launch of Templates/ Forms/ Checklists/ Guidelines aimed towards Improvement/ Standardization of Procurement Cell Operations
 - Facilitate interactions with Domain experts across Hospitals, Original Equipment Manufacturers/ Specialists
 - Monthly Procurement Cell Status Report to WBMSCL
 - Review of Procurement Cell Work Plan for Month 8
- 9
- Facilitate interactions to review the existing Equipment Procurement Plan/ Calendar and Status of Tenders
 - Participate in activities related to Ongoing Tenders
 - Field Visit as per Monthly Work Plan
 - Facilitate interactions with Domain experts across Hospitals, Original Equipment Manufacturers/ Specialists
 - Facilitate workshop/ brainstorming session etc. with various stakeholders for dissemination of Best practices/ Processes/ Technologies/ Tools & Techniques with the approval of WBMSCL
 - Monthly Procurement Cell Status Report to WBMSCL
 - Review of Procurement Cell Work Plan for Month 10
- 10
- Facilitate interactions to review the existing Equipment Procurement Plan/ Calendar and Status of Tenders
 - Participate in activities related to Ongoing Tenders
 - Facilitate review of existing metrics, dependencies and risk factors – brainstorm on relevant methods for enhanced communication & redressal of Key Dependencies/ Risks/ Issues that could result in Tender Delays
 - Field Visit as per Monthly Work Plan
 - Facilitate discussion on Design/ Updation/ Launch of Templates/ Forms/

Checklists/ Guidelines aimed towards Improvement/ Standardization of
Procurement Cell Operations

- Monthly Procurement Cell Status Report to WBMSCL
- Review of Procurement Cell Work Plan for Month 11
- 11 • Facilitate interactions to review the existing Equipment Procurement Plan/ Calendar and Status of Tenders
- Participate in activities related to Ongoing Tenders
- Field Visit as per Monthly Work Plan
- Monthly Procurement Cell Status Report to WBMSCL
- Review of Procurement Cell Work Plan for Month 12
- 12 • Facilitate interactions to review the existing Equipment Procurement Plan/ Calendar and Status of Tenders
- Participate in activities related to Ongoing Tenders
- Field Visit as per Monthly Work Plan
- Facilitate interactions with Domain experts across Hospitals, Original Equipment Manufacturers/ Specialists
- Monthly Procurement Cell Status Report to WBMSCL
- Submission of 12 month Summary Report on Procurement Cell

C. Terms of Payment

Payment of fees shall be made on quarterly basis by WBMSCL on submission of invoices by the Agency along with quarterly report of the progress of services.

SECTION – IV**BIDDING FORMS****FORM – 1****COVERING LETTER**

(On the letter head of the bidder)

Managing Director,
West Bengal Medical Services Corporation Ltd.,
Swasthya Sathi, GN 29, Bidhannagar, Sector –V,
Kolkata-700 091.

Sir,

Subject: Bid in response to your e-NIT bearing Bid Reference No. WBMSCL/ NIT-___/20.... dated ___ / __/20... for **PROCUREMENT CELL Services**

With reference to your e-NIT bearing Bid Reference No. WBMSCL/ NIT-___/20.. dated ___/.. /20... for selection of Agency for the abovementioned purpose, we hereby submit our Technical Bid and Financial Bid online for your consideration.

We do hereby confirm that we have gone through and accept all the terms and conditions of the Bidding Documents and e-NIT bearing Bid Reference No. WBMSCL/ NIT-___/20.. dated ___/..../20.... for providing Procurement Cell Services

We hereby give undertaking to make available to you any additional information it may find necessary to supplement or authenticate the proposal.

We have studied all the Bidding Documents carefully. We agree that we shall not be relying solely on the information provided in the Bidding Documents for submission of our bid.

We shall have no claim arising out of the Bidding Documents or information provided to us by the Corporation or in respect of any matter arising out of or relating to the bidding process including the award of the contract.

We agree to keep this bid valid for 60 (sixty) days from the closing date of submission of the bids.

Yours faithfully,

For [Name of bidder]

Place:

Date:

[Signature]
[Name of authorized signatory]

[Designation]

[Affix rubber stamp of bidder]

FORM – 2

QUALIFICATION INFORMATION

(On the letterhead of the bidder)

1. a) Name:
b) Address of the corporate headquarters:

2. Brief description of the company / partnership including details of its main lines of business:

(Information and activities in brief of the bidder in not more than 1 page of A-4 size is required to be submitted which may be annexed to this Form)

3. Details of individual(s) who will serve as the point of contact/ communication for the bidder:
 - (a) Name:
 - (b) Designation:
 - (c) Address:
 - (d) Telephone Number:
 - (e) E.mail address:
 - (f) Fax Number:

4. Particulars of the authorised signatory of the bidder: (a)
Name:
 - (b) Designation:
 - (c) Address:
 - (d) Telephone Number:
 - (e) E-mail address:

(f) Fax Number:

5. Approach & Methodology write up

6. Key Profiles positioned for providing the Procurement Cell Services

We do confirm that all information furnished in the bid is true to the best of our knowledge.

For (name of bidder)

Date:
Place:

[Signature]
[Name of authorized signatory]
[Designation]
[Affix rubber stamp of bidder]

FORM – 3

LETTER OF FINANCIAL BID

{On the letterhead of the bidder}

Date:

Managing Director,
West Bengal Medical Services Corporation Ltd.,
Swasthya Sathi,
GN 29, Bidhannagar, Sector –V,
Kolkata-700 091.
Sir,

Subject: Bid in response to your e-NIT bearing Bid Reference No. WBMSCL/NIT-
/20... dated ____ ././20... for providing PROCUREMENT CELL Services

We, the undersigned, declare that:

- a) We have examined and have no reservations to the Bidding Documents, including addenda issued in accordance with Instruction to Bidders (ITB) 8.
- b) We offer to provide the services in accordance to the Schedule of Requirements as provided in the Bidding Documents.
- c) Apart from the Fee (upon deduction of taxes, as may be applicable), nothing extra or additional, on any head or account will be paid by you to us.
- d) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until the formal Agreement is prepared and executed.
- e) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- f) .

Yours faithfully,

[Signature]

FORM – 4

FINANCIAL CAPACITY OF BIDDER

(On the letterhead of a Chartered Accountant)

Dated: [●]

Certificate of Financial Capacity

I/We certify that M/s _____ , which is a company within the meaning of the Companies Act, 2013 / partnership firm within the meaning of Indian Partnership Act, 1932/ Limited Liability Partnership Act, 2009 as per its audited books of accounts, has the following turnover in 2017-18

I/We further certify that the said turnover have been calculated in accordance to the formula specified in the Bidding Documents.

I/ We further certify that the bidder has secured Orders to the value of INR 100 lakhs in 2018-19 till 31st January 2019.

Name of Chartered Accountant:

Seal of Chartered Accountant:

[Signature]
[Name of Chartered Accountant]
{Registration No.]

Annexure

BOQ Format of Financial Proposal/ Bid

(to be submitted online)

Name of Work:							
NIT No.:							
Date:							
Bidder Name :							
Sl. No.	Item Description	Item Code	Units	Quoted Currency in INR / Other Currency	BASIC RATE In Figures To be entered by the Bidder Rs. P	Total Amount with Taxes	Total Amount in words
1	2	3	5	6	7	8	9
1.01	Fee for providing Procurement Cell Services of WBMSCL as per Schedule of Requirements and in accordance with the RFP/ Bidding Documents for 1 (one) year	Item1	Lump Sum	INR			
Notes:							
<ol style="list-style-type: none"> 1. Outstation travel expenses along with other incidental expenses related to Procurement Cell services, if borne by the Procurement Cell upon approval by WBMSCL, will be reimbursed by WBMSCL as per procedures 2. Payment shall be made on quarterly basis on submission of bills/ invoices 							

Date:

Place:

Authorized Signatory: (Sign)

Name of Person:

Designation: