

# 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.

#### NOTICE INVITING QUOTATION DOCUMENTS FOR

EXPRESSION OF INTEREST CUM BID DOCUMENT FOR "SELECTION OF SPECIALITY CONSULTANT FOR COMPLETE SIGNAGE AND WAYFINDING SOLUTION INCLUDING DETAILED STUDY PLANNING SIGNAGE STRATEGY SUPPLY AND INSTALLATION OF CAMPUS SIGNAGES (EXTERNAL, INTERNAL & FIRE) OF DIFFERENT MEDICAL COLLEGES AND HOSPITAL"

NIQ Reference Number- WBMSCL/NIQ-90/2019 Date- 25.09.2019

#### <u>Issued By</u>

Sd/-Managing Director, West Bengal Medical Services Corporation limited, Swasthya Sathi Building, Swasthya Bhawan, GN-29, Salt Lake Sector-V,Kolkata-91

## PART - 1: Technical Part

#### SECTION-1

#### **NOTICE INVITING OFFERS**

Managing Director, WBMSCL, is inviting Expression of Interest (EOI) from reputed and Bonafide Consultants/ Designers/ Manufacturers and authorized dealers/ distributors/ for providing a complete solution for establishing a system for interior and exterior signages including Supply and Installation of Signage System/ Boards in different materials for all the buildings of entire 05(five) Medical College & Hospital and 01(one) Hospital at Kolkata.

#### List of Medical Colleges and Hospital

- 1. Calcutta National Medical College & Hospital
- 2. Medical College Kolkata
- 3. R. G. Kar Medical College and Hospital
- 4. IPGME&R and SSKM Hospital, Kolkata
- 5. Nil Ratan Sircar Medical College & Hospital
- 6. MR Bangur Hospital & MR Bangur SSH, Govt of West Bengal
- Interested Consultants/ Architects/ Professional agencies are invited to submit their Expression of Interest along with details of materials/models and details of similar works carried out by the firm giving a complete signage design solution and implementation blueprint. A simulated Working Presentation has to be made for short listing and empanelment of Consultants/ Professional agencies for issue of price bid document with full terms & Conditions.
- A complete design solution for the entire Campus of 05(five) Medical College & Hospital and 01(one) Hospital at Kolkata and Supply and installation of signage/Boards/Materials" at Kolkata, mentioned.
- The Detailed Technical Specifications of the Materials/Models to be supplied under this EOI is to be submitted by the bidder.

## **Project Details**

Client	WEST BENGAL MEDICAL SERVICES CORPORATION LTD.	
Stipulated period of completion of services	06 (Six) Months (counting seven days after from the date of issue of Work order)	
Phase 1 :- 1st Month	Detailed Project report with Material Specification, Work timelines and material manual	
	( timeline excluding period of evaluation and approval by authority)	
Phase 2:- 2 <sup>nd</sup> Month to 6 <sup>th</sup> Month	Material Procurement, Site preparations, executions, testing and commission	
	(timeline excluding period of evaluation and approval by authority)	
Validity of Bid	120 days from the last date of receipt of Bid	
Bid Security/EMD	The successful bidder will have to deposit earnest money @ 2% of his quoted amount in the form of Bank Guarantee	
Last date of Submission of Expression of Interest	18/10/2019 up to 12:00 PM	
Place of submission of Bid	West Bengal Medical Services Corporation Limited, 2 <sup>nd</sup> Floor "Swasthya Sathi" Building	
Date of Presentation of Expression of Interest	To be notified separately to technically qualified parties.	

## **Eligibility Criteria:**

#### A - Pre-Qualification

Bidders Complying Below Pre-Qualification Criteria Will Be Only Allowed To Present The Expression Of Interest Before The Selection Committee Of West Bengal Medical Services Corporation Ltd

Bidder must provide necessary supporting documents as proof in respect of the eligibility criteria mentioned below:

Table 1:

Document to submit present	
Valid Constitutional certificate - ROC, MOAA	
,	
Valid Certificate	
Turnover Certificate  The total billing from services rendered/capitalized billing either from Audited Statement of Accounts or Certificate from Chartered Accountants shall be taken as the turn over.	
(Please submit copy (ies) of completion certificates / Letter of Award/ Payment certificate or any other relevant document from client mentioning the nature of work, value of work and time period.)	
Please submit copy (ies) of completion certificates / Letter of Award / Payment certificate or any other relevant document from client mentioning the nature of work, value of work and time period.)	

for public information Signage/ panels and way finding works for a large buildings / commercial / public complex project".	
The Bidder (Lead or Consortium) should have experience in running the Digital Signage Operating system having ability to broadcast synchronized and programmable messaging system using cloud server from Remote location.	Valid work order / experience proofs
Bidder should not be blacklisted / debarred by any Government / Semi Government Department / PSU as on date of the submission of this EOI.	Please attach an undertaking (Notary on Court Paper) that the bidder is not blacklisted by any Government Department / PSU).
The prove the adequate financial stability the bidder should provide the latest credit rating secured from the reputed agencies approved by SEBI, India.	Valid Certificate of Credit ratings
For quality and safety standards the Bidder (Lead or Consortium) must submit the ISO certification for quality process.	ISO Certificate
Bidder must have full-fledged office at Kolkata	Valid Document as proof of office
Bidder must be capable to provide the required resources i.e. experienced manpower, computer peripherals, applications software etc required for proper completion of work.  Must provide the dedicated team of designers, Technicians, Architects, Engineers (Civil / Structural / Electronic), Software experts.	A list of available resource shall be submitted with the CV's

**Table 2: Technical Presentation** 

Criteria	Document to submit present
Prior Experience	The Short Profile of Previous experience with Designs, Execution and innovative approach
Understanding of the Project need and Proposed concept designs	Presentations
Methodology, practices and execution approach	Presentations
Ability of integration of New Technology available in market	Presentations

#### **Bid Evaluation:**

Two-Stage selection bid system shall be adopted i.e.

#### Stage one: Shortlisting of Bidders for Technical presentation Round

In part one the evaluation will be done in following manners

- 1. The submitted EOI will be evaluated
- 2. Eligible bidders will be called to present the EOI with the presentation consisting elements mentioned in the Documents in table 1 & Table 2

Three bidders only will be selected to participate in the Part two of the pre-qualification evaluation of bid will be done on the basis of document submitted and presented by the bidders as per eligibility criteria mentioned above.

#### Stage Two: Shortlisting the Consultant cum service provider for the Project

- 1. The Selected Bidders will be given permission to conduct a joint Site visit with Authority of all 6 Medical Colleges.
- 2. The Proposal with Concept design, detailed material specification and execution schedules will be submitted and presented before the selection committee
- 3. The Proposed design and materials will be also submitted along with the Rate for each element and total cost of the project including following
- Design cost
- Material specification with cost
- Execution and Management cost
- Monitoring and maintenance plan with cost

Note: The Technical offer and Price bids of only technically qualified bidders shall be opened at time and date to be notified separately.

Authority reserves the right to accept or reject any or all the tenders without assigning any reason.

Date 25.09.2019

#### **INSTRUCTIONS TO BIDDERS**

#### 2.1 Bid "expression of Interest" and "Technical offer"

The **West Bengal Medical Services Corporation Ltd.**, hereinafter referred to as the Authority, invites Bids for Services as defined in these documents and referred to as" the services".

The Selected bidders in stage one is expected Submit the Concept design, and Technical cum commercial offer to Authority and The **Selected Consultant** to complete the Services within the stipulated period of completion of the Services, reckoned after considering the mobilization period as mentioned in the referenced clause.

Throughout these bidding documents, the terms "Bid" and "Tender" and their derivatives (Bid / tender, bidder / tenderer, bidding/tendering, etc) are Synonymous.

#### 2.2 Cost of Submitting the Expression of Interest and Technical Offer "Bids"

The bidder shall bear all costs associated with the preparation and submission of his Bid, and the Authority will in no case be responsible and liable for those costs regardless of the conduct or outcome of the bidding process.

#### 2.3 Site Visit

The Bidder, at his own cost, responsibility and risk, is encouraged to visit, examine and familiarize himself with the Project Site and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for taking up the referenced job. The costs of visiting the Site shall be at the Bidder's own expense. He may contact the person whose contact details are given in the annexure-1.

**2.4** The bidder is expected to examine carefully the contents of all the above documents. Failure to comply with the requirements of Bid submission will be at the bidder's own risk. Bids, which are not complete as per the requirements of the bidding documents, will be rejected.

#### 2.5 Clarification of Bidding Documents

A prospective bidder requiring any clarification of the bidding documents may notify the Authority in writing or by fax to the Authority through its authorized representative as indicated in the annexure- 1. The Authority will respond to any request for clarification, which he receives at least five working days prior to the deadline for submission of Bids.

Copies of the Authority's response will be forwarded to all the bidders, including a description of the enquiry, but without identifying its source.

#### 2.6 Amendment of Bidding Documents

At any time prior to the deadline for submission of Bids, the Authority may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issuing Addenda.

To give prospective bidders reasonable time in which to take Addenda into account in Preparing their Bids, the Authority shall extend if necessary the deadline for submission of Bids.

#### 2.7 Language of Bid

All documents relating to the Bid shall be in English language only.

#### 2.8 Documents Comprising the Bid

The Bid submitted by the bidder shall comprise the following:

- Bid Stage 1- Expression of Interest = For all interested bidder
- Bid Stage 2 Technical offer = Only for selected Bidders qualifying stage I
- Any other document required to be submitted by the bidders in accordance with these Instructions to bidders.

#### 2.9 Technical Offers - BID PRICES

The Bidder shall be required to quote a fixed amount in INR as consultancy fee inclusive of all levies, site expenses, travelling and staying charges, stationary charges etc whatsoever required for proper completion of work in a composite manner. Tax shall be paid extra as applicable.

Any alteration in any of the clauses/drawings/documents forming part of the tender shall make the tenderer disqualified.

The rates and prices quoted by the Bidder shall be fixed for the Duration of the Contract and shall not be subject to adjustment.

Conditional tenders shall be summarily rejected.

#### 2.10 Bid Validity

Bids shall remain valid for a period of 120 days (one hundred twenty days)) after the deadline for Bid submission as specified in Annexure-I. Bid valid for a shorter period may be rejected by the Authority as non-responsive.

In exceptional circumstances, prior to the expiry of the original time limit, the Authority may request the bidders to extend the period of validity for a specified additional period.

The request and the bidder's responses shall be made in writing. A bidder agreeing to the request will not be required or permitted to modify his bid.

#### 2.11 Format and Signing of Bid

The bidder shall submit original copy of the documents comprising the Bid as described. Each page of the documents being submitted should be duly stamped and signed by the authorised person. A notarised power of attorney shall be required to be submitted along with the technical bid in favour of the authorised signatory, in case of bidder be a legal entity other than a sole propriety firm.

The Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorised to sign on behalf of the bidder.

#### 2.12 Sealing and Marking of Bids

The bidder shall seal the Expression of Interest in stage- I & financial bid in separate envelopes if qualified in stage- II .

#### **Expression of Interest**

The EOI will comprise the following:

Criteria	Document to submit present	Marks ( 40)
Tender Documents	With signature on each page	NA
The bidder Should be a registered Indian Company under "The Company Act, 1956" / Partnership firm / Proprietorship firm / LLP.	Valid Constitutional certificate  ROC, MOAA	NA
The Bidder should have GST Registration	Valid Certificate	NA

Average Annual Financial Turnover during last 3 years ending 31st March 2019 should not be less than Rs. 10 Crore only	Turnover Certificate  The total billing from services rendered/capitalized billing either from Audited Statement of Accounts or Certificate from Chartered Accountants shall be taken as the turn over.	5
Experience of having successfully completed similar works during last 3 financial years ending March 2019:	(Please submit copy (ies) of completion certificates / Letter of Award/ Payment certificate or any other relevant document from client mentioning the nature of work, value of work and time period.)	5
a) 1 (One) similar works scope of work including providing designing work including Signages, Branding services, Way finding signages etc to Government / semi government / state government / municipal corporation / leading corporate for the public premises/ commercial or industrial plants  Or  b) 2 (Two) works for providing public information panels including digital signages for publishing public information each work amounting not less than Rs.2.0 lacs.  Similar work means "Consultancy services for public information Signage/ panels and way finding works for a large buildings / commercial / public complex project".	Please submit copy (ies) of completion certificates / Letter of Award / Payment certificate or any other relevant document from client mentioning the nature of work, value of work and time period.)	5

The Bidder (Lead or Consortium) should have experience in running the Digital Signage Operating system having ability to broadcast synchronized and programmable messaging system using cloud server from Remote location.	Valid work order / experience proofs	5
Bidder should not be blacklisted / debarred by any Government / Semi Government Department / PSU as on date of the submission of this EOI.	Please attach an undertaking (self-certification on bidders letter head) that the bidder is not blacklisted by any Government Department / PSU).	NA
The prove the adequate financial stability the bidder should provide the latest credit rating secured from the reputed agencies approved by SEBI, India.	Valid Certificate of Credit ratings	5
For quality and safety standards the Bidder (Lead or Consortium) must submit the ISO certification for quality process.	ISO Certificate	5
Bidder must have full-fledged office at Kolkata	Valid Document as proof of office	5
Bidder must be capable to provide the required resources i.e. experienced manpower, computer peripherals, applications software etc required for proper completion of work.  &  Must provide the dedicated team of designers, Technicians, Architects, Engineers (Civil / Structural / Electronic), Software experts.	A list of available resource shall be submitted with the CV's	5

**Table 2: Technical Presentation** 

Criteria	Document to submit present	Marks (60)
Prior Experience	The Short Profile of Previous experience with Designs, Execution and innovative approach	10
Understanding of the Project need and Proposed concept designs	Presentations	20
Methodology, practices and execution approach	Presentations	20
Ability of integration of New Technology available in market	Presentations	10

#### 2.13 Deadline for Submission of the Bid

Bids will be received at the address and before the last date and time of the receipt of bid mentioned in Section-I of this bid document. In the event of the specified date for the submission of Bids being declared a holiday, the Bids will be received up to the appointed time on the next working day.

The Authority may extend the deadline for submission of Bids by issuing an amendment, in which case all rights and obligations of the Authority and the bidders previously subject to the original deadline will then be subjected to the new deadline.

#### 2.14 Late Bids

Any Bid received after the deadline prescribed for what so ever reason will be summarily rejected and returned unopened to the bidder.

#### 2.15 Bid Opening

All technical bids including modification made shall be opened in the presence of the bidders or their representatives who choose to attend at the time given in Section-I of this document. In the event of the specified date for the opening of Bids being declared a holiday, the Bids will be opened at the appointed time and location on the next working day.

On the basis of submitted credentials/ documents/ information, technical bid will be evaluated in accordance to the minimum eligible criteria and will select technically qualified bidders.

The price bids of the technically qualified bidders shall be opened at a later date, to be notified separately to only technically qualified bidders.

#### 2.16 Process to be Confidential

Information relating to the examination, clarification, evaluation, and comparison of Bid

and recommendations for the award of Contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful bidder has been announced. Any effort by bidder to influence the processing of Bids or award decisions may result in the rejection of his Bid.

#### 2.17 Clarification of Bids

To assist in the examination, evaluation and comparison of Bids, the **Authority** may, at his discretion, ask any bidder for clarification of bidder's Bid, including breakdown of unit rates. The request for clarification and the response shall be in writing but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Authority in the evaluation of the Bids.

#### 2.18 Examination of Bids and Determination of Responsiveness

Complete Bid is one, which conforms to all the terms, conditions and specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Services; (b) which limits in any substantial way, inconsistent with bidding documents, the Authority's rights or the bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive Bids.

If a bid is not complete, it will be rejected and may not subsequently be made responsive/complete by correction or withdrawal of the non-conforming deviation or reservation.

#### 2.19 Correction of Errors

Where there is a discrepancy between the amounts in figures and in words the amount in words will govern.

#### 2.20 Evaluation and Comparison of Bids and Award of Contract

The Authority shall evaluate and compare the Bids which are determined to be substantially responsive.

#### 2.21 Bid process

Two-Stage selection bid system shall be adopted i.e.

#### Stage one: Short listing of Bidders for Technical presentation Round

In part one the evaluation will be done in following manners

- 1. The submitted EOI will be evaluated
- 2. Eligible bidders will be called to present the EOI with the presentation consisting

Maximum Three bidders will be selected to participate in the Part two of the prequalification evaluation of bid will be done on the basis of document submitted and presented by the bidders as per eligibility criteria mentioned above.

#### Stage Two: Shortlisting the Consultant cum service provider for the Project

- 1. The Selected Bidders will be given permission to conduct a joint Site visit of 05(five) Medical College & Hospital and 01(one) Hospital at Kolkata.
- 2. The Proposal with Concept design, detailed material specification and execution schedules will be submitted and presented before the selection committee
- 3. The Proposed design and materials will be also submitted along with the Rate for each element and total cost of the project including following
- 4. Design cost
- 5. Material specification with cost
- 6. Execution and Management cost
- 7. Monitoring and maintenance plan with cost
- 8. Price Offer.

Note: The Technical offer and Price bids of only technically qualified bidders shall be opened at time and date to be notified separately.

Authority reserves the right to accept or reject any or all the tenders without assigning any reason.

The selected Bidder will be awarded the work for 6(six) Medical Colleges & Hospital with the price offered by the Bidder and approved by the Authority to execute the following scope of work

#### 2.22 Bid Evaluation

The bidder will be given marks on evaluation of the technical bid as per the above which shall be the "Technical Score" (Ts). The Bidder who had secured 60% marks in the Technical Score will be considered qualified for further process of opening of Financial Bids. Bids securing less than 60% marks in technical evaluation will be considered as non-responsive to the terms & conditions of the tender reference and financial proposals of the same will be returned non-opened.

The Bidder Securing the Highest Technical Marks will be given Technical Score (Ts) of 100 Points the Technical Score of other Bidders will be computed as indicated below The formula for determining the technical scores is the following: [Ts= 100 x Tb/Tm, in

which Ts is the Technical score, Tm is the highest marks, and Tb the marks obtained by the bidder of the proposal under consideration] the weights given to the Technical and Financial Proposals are: T= 0.80, and P= 0.20.

The Financial Proposal (Fm) (*i.e;* the minimum rate quoted by the bidder L1) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in below para. Proposals will be ranked according to their combined technical (Ts) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; <math>T = the weight given to the Financial Proposal; <math>T = the weight given to the Financial Proposal; T = the weight given to the Financial Proposal; <math>T = the weight given to the Financial Proposal; T = the weight given to the Financial Proposal Pro

The formula for determining the financial scores is the following: [Sf =  $100 \times F/Fm$ , in which Sf is the financial score, Fm is the highest percentage quote, and F the percentage of the proposal under consideration] the weights given to the Technical and Financial Proposals are: T= 0.80, and P= 0.20.

Total Combined Composite Score (C S) =  $(Ts \times T\%)$  +  $(Sf \times P\%)$ . The Agencies achieving the highest combined composite technical/ financial score will be awarded the package.

#### 2.23 Notification of Award and Signing of Agreement

The bidder whose Bid has been accepted will be notified of the award by the Authority, prior to expiry of the Bid Validity period by facsimile, confirmed by registered letter. This letter (hereinafter and in the General Conditions of Contract called the "Letter of Acceptance") will specify the sum that the Authority will pay for the completion of the Services by the Consultant as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price").

The notification of award will constitute the formation of the Contract.

On acceptance of the tender, the successful tenderer shall inform the Engineer-in-Charge/Authority, the name of the person/representative responsible for taking the instructions from the Engineer-in-Charge or his authorized representative.

The Agreement will incorporate all agreements between the Authority and the successful bidder. It will be signed by the Authority and sent to the successful bidder within 10 days (ten) but not later than release on any payment following the notification of award along with the Letter of Acceptance. Within 10 days (ten) of receipt, the successful bidder will sign the Agreement and complete all the related formalities & deliver it to the Authority.

#### -END OF SECTION 2-

#### SECTION - 3

#### **GENERAL CONDITIONS OF THE CONTRACT**

#### 3.1 Definitions and Interpretations

#### **Definitions**

In the Contract (as hereinafter defined) the following words and expressions shall have the meanings hereby assigned to them except where the Contract otherwise requires:

- (a) "Consultant / Agency" shall mean the tenderer selected by the Authority for the performance of the work and shall include the successors and permitted assigns of the Consultant.
- (b) "Contract" means the Conditions i.e General and special conditions, the Drawings, , the Bid, the Letter of Acceptance, the Contract Agreement and such further documents as may be expressly incorporated in the Letter of Acceptance or Contract Agreement.
- (c) "Specifications" means the relevant specification of the Services included in the Contract and any modification thereof or addition thereto as approved by the Authority on behalf of owner.
- (d) "Drawings" means all Drawings, calculations and technical information provided by the Authority to the Consultant under the Contract and all Drawings, calculations, samples, patterns, models, operation and maintenance manuals and other technical information of a like nature submitted by the consultant and approved by the Authority on behalf of the Owner.
- (e) "Tender offer / Bid" means the Consultant's priced offer to the Authority for the performance and completion of the Services and remedying of any defects therein in accordance with the provisions of the Contract, as accepted by the Letter of Acceptance. The word Tender is synonymous with "Bid" and the words "Tender Documents" with "Bidding Documents".
- (f) "Letter of Intent" shall mean intimation by a letter/email of intent that the tender has been accepted in accordance with the provisions contained in the said letter/email.
- (g) "Letter of Acceptance" means the formal acceptance by the Authority.

- (h) "Contract Price" means the sum stated in the Letter of Acceptance as payable to the Consultant for performance and completion of the Services and remedying of any defects therein in accordance with the provision of the Contract.
- (i) "Writing" means any hand written, or printed / typed communication, including fax.
- (j) "Headings" in the clauses/conditions of tender document is for the convenience only and shall not be used for interpretation of the clause/condition.

Language for all the Drawings, titles, notes, communications, instructions, dimensions etc. shall be English only.

#### 3.2 Notices, Consents, Approvals, Certificates and Determinations

Wherever in the Contract, provision is made for giving or issue of any notice, consent, certificate or determination by any person, unless otherwise specified such notice, consent, approval, certificate or determination shall be in writing and the words 'notify', 'certify' or 'determine' shall be construed accordingly.

#### 3.3 Scope of Work:

Scope of Work of the Consultant shall be to provide consultancy services for Signage and way finding for 05(five) Medical College & Hospital and 01(one) Hospital at Kolkata mentioned below and site layout drawing also attached with the Bid.

- 1. Calcutta National Medical College & Hospital
- 2. Medical College Kolkata
- 3. R. G. Kar Medical College and Hospital
- 4. IPGME&R and SSKM Hospital, Kolkata
- 5. Nil Ratan Sircar Medical College & Hospital
- 6. MR Bangur Hospital & MR Bangur SSH, Govt of West Bengal

#### 3.4 Expected Signages

#### A. External Signage:

- a) Roof Top Signage
- b) Gate Signage
- c) Building Façade Signage
- d) Directional Signage
- e) Parking Signage
- f) Park/Playground Signage

- g) Toilet Signage
- h) Other(s)

#### B. Internal Signage:

- a) Directory (Main) Signage
- b) Directory (Floor) Signage
- c) Directional Signage
- d) Departmental Signage / OPD Signage
- e) Room Identification
- f) Wash Room
- g) Bed Number
- h) Floor Number (Staircase)
- i) Floor Number (Lift)
- j) Service Signage (Battery Room, Electrical Room, Service Room, Sub-Station Room and Fire Control Panel etc.)
- k) Other(s)

#### C. Fire Evacuation Signage:

- a) Fire Exit (each floor)
- b) Fire Exit (Directional)
- c) Evacuation Plan
- d) Caution Signage
- e) Signage for emergency escape route
- f) Other (s) (Fire Fighting Signage e.g Fire extinguisher, MCP etc)

#### 3.5 Basis of Design:

- a. All signage covered under this specification shall be good for installation and operation in Hospitals / educational institutions in India.
- b. All outdoor signage shall be good for outdoor installation with "SS 304 or 316 grade- corrosion free" preferably in SS blocks, without any shade/cover/protection. The vendor may also come up with the idea of any other kind of signage, best suited for installation and operation in educational institutions in India depending on the climatic conditions, environmental conditions of the area, i.e. 05(five) Medical College & Hospital and 01(one) Hospital at Kolkata campus. The vendor shall submit and present
  - i. All illuminated signs, glow sign boards shall be suitable for operation from dusk to dawn everyday throughout the year.

- ii. All outdoor signage should be designed to withstand all climatic conditions.
- iii. The design of signage shall facilitate easy maintenance.

#### 3.6 The Scope of work will involve:

- 1. Detailed survey of all 05(five) Medical College & Hospital and 01(one) Hospital
- 2. Submission of Detailed project report including the requirement of locations feasibility study of signages
- 3. Concept designs, drawings, specification and layouts
- 4. Preparing the Manual of execution with Design of each signage type, and sub types, parameters, shape, size, colours, materials, Graphics, Information, Directional markings, separators etc.
- 5. Colour Coding and/or assigning names/codes/logos to each building block and resolving its implications on the Signage.
- 6. Supervision of installation work at site to check adherence to specifications and quality.
- 7. Preparation of detailed material specification of Signage.
- 8. Procedure of installation.
- 9. Final testing and commissioning of signage system and report
- 10. Note: All works shall be provided in AutoCAD/ REVIT/ Excel/ 3D Files/ Digital files as required for professional work to share with other consultants.
- 11. Design Based Report, Final Design Based Report, BOQ, Detailed Technical Specifications

#### 3.4.1 Commencement of Services

The Consultant shall commence the Services within the period specified in the tender after the receipt by him of an order in writing to this effect from the Engineer-in-Charge and shall proceed with the Services with due expedition and without delay except as may be expressly sanctioned or ordered by the Engineer- in-Charge or be wholly beyond the Consultant's control.

#### **3.4.2** Time for Completion

The whole of the Services and, if applicable, any Section required to be completed within a particular time as stated in the Bid, shall be completed within the time stated for

completion of the whole of the Services or the Section, calculated from the Commencement Date, or such extended time as may be allowed.

#### 3.4.3 Extension of Time for Completion In the event of

- (a) the amount or nature of extra or additional work, or
- (b) any cause of delay referred to in these Conditions, or
- (c) exceptionally adverse climatic conditions, or
- (d) any delay, impediment or prevention by the Authority, or
- (e) other special circumstances which may occur, other than through a default of or breach of Contract by the Consultant or for which he is responsible,

being such as fairly to entitle the Consultant to extension of time for completion of the Services or any Section or part thereof, the Engineer-in-Charge shall after due approval of the Authority, determine the period of such extension and shall notify the Consultant in writing accordingly.

Provided further that the Engineer-in-Charge is not bound to make any determination unless the Consultant has

- (a) within 7 days after such event has arisen notified the Engineer-in-Charge, and
- (b) within 7 days, or such other reasonable time as may be agreed by the Engineer-in-Charge, after such notification submitted to the Engineer-in- Charge detailed particulars of any extension of time to which he may consider himself entitled in order that such submission may be investigated at the time. The consultant may be given provisional time of extension till the time extension case is finally approved.

#### 3.4.4 Payments

S1.	Service Level	Percentage	Payment Period
No			•
1.	Approval of Concept Planning in the form of DPR	5% of the Total work order value	
2.	Supply and Procurement of Materials	25% of the Total work order value	Within 10 working days after the day of
3.	Installation , Fitting and Fixing	35% of the Total work order value	submission.

4.	Commissioning	25% of the Total work order value
4.	Maintenance	10% of the Total work order value

#### 3.4.5 TAX Deductions

All statutory deduction shall be made from all the payments made to Consultant as per the prevalent rate in accordance to the provisions made by Government of India.

- END OF SECTION 3

## STAGE 1 - EOI

## SECTION-4

## Annexure 1

## **Details of the Applicant**

1	Name and address of applicant	
2	Telephone No./Fax No./E-mail/Telex No.	
3	Legal status of the applicant:	
	{Whether the applicant is an individual or a Proprietary Firm or a firm in Partnership or limited Company (Private or Public) or Corporation}	
4	Particulars of Registration with various Government bodies/Organization(if any). (attach attested photocopy)	
5	Name of Directors/Partners with their addresses, Telephone numbers, Fax, Email	
6	Designation of individuals authorized to act for the organization	
7	Has the applicant or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?	
	If so, give name of the project and reasons for abandonment.	
8	Has the applicant or any constituent partner in case of partnership firm, ever been debarred/black listed for tendering in any organization at any time?	
- 0	If so, give details.	
9	Has the applicant or any constituent partner in case of partnership firm, ever been convicted by a court of law?	
	If so, give details.	

10	Whether the applicant has attached the copy of the	
	followings:	
	a) Copy of PAN	
	b) Copy Service Tax registration No	
	c) Copies of Financial Reports/Results for last	
	three years.	
11	Any other information considered necessary but not	
	included above.	
	Seal of the Applicant Sig	gnature of Applicant

#### STAGE 1 - EOI

Annexure -2

## **Financial Information**

Financial Analysis: Details to be furnished duly supported by figures in Financial report/results for the last three years, as submitted by the applicant to the Income Tax Department (duly signed by the bidder)

		2018-	2017-	2016-	Average annual
		2019	2018	2017	turnover
		a	b	С	(a+b+c)/3
(i)	Gross Annual				
	turnover on				
	consultancy				
	services				

Seal and Signature of Applicant

## STAGE 1 - EOI Annexure-3

## **Details of Similar Services Completed During Last four Years**

S1. N O.	Name of work/ Project & Location	Organization	Value of work in lakhs at completion

Signature of Applicant

## STAGE 1 - EOI

## Annexure-4

## **Projects / Work under Execution**

Sl. No.	Name of work/ Project & Location	Organization	Roles and Responsibility

Signature of Applicant

## STAGE 1 - EOI

## Annexure -5

## **Details of Man Power available**

Name	Designation	Qualification	Experience (Nature and no. of years)
	Name	Name Designation	Name Designation Qualification

Signature of Applicant

#### STAGE 2 - EOI

## PART- 2: Financial. Part

(To be submitted by only the selected bidder)

## **CONSULTANT'S TECHNICAL OFFER**

(This Covering Letter To Be On The Bidder's Letter Head)

To,
We thank the Authority for our selection as the elected bidder to study and propose the technical offer for the BID NO:
We hereby submit our Technical offer including the Concept design and the Manual of the proposed elements as described in the Tender No
The Manual and Technical detailed are submitted herewith this letter as "Annexure – T" and we hereby offer to perform the works described above in accordance with the Conditions of Contract accompanying this Bid at a cost of Contract as Rs(In figures) and(In words).
The Bifurcation of the amount mentioned above is given in the Annexure "T- 1 with calculation of each element proposed"
This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Bid you receive.
We hereby confirm that this Bid complies with the Bid Validity and other conditions as required by bidding documents.
Yours faithfully,
Authorised Signatory
Name and Title of Signatory
Address:
Date:

## Annexure T

## TECHNICAL OFFER

Sr.	Element code	Specification	Cost each element

Detailed presentation of each element to be presented

NIQ Ref. No.-WBMSCL/NIQ-90/2019

Date 25.09.2019

## **Price Offer**

**Name of Work:** EXPRESSION OF INTEREST CUM BID DOCUMENT FOR "SELECTION OF SPECIALITY CONSULTANT FOR COMPLETE SIGNAGE AND WAYFINDING SOLUTION INCLUDING DETAILED STUDY PLANNING SIGNAGE STRATEGY SUPPLY AND INSTALLATION OF CAMPUS SIGNAGES (EXTERNAL, INTERNAL & FIRE) OF DIFFERENT MEDICAL COLLEGES AND HOSPITAL"

S1.	Description of Item	Offered Cost in INR	
No.		In figure	In words
1.			

The cost offered by us is inclusive of all taxes, levies, charges for visits/ presentations/ stationary, manpower, office equipments and consumables etc as required for proper completion of works in accordance to the scope of services mentioned in this document. Service tax shall be payable extra as applicable.

Signature of Consultant with sea
Date:

Place:











