

GOVERNMENT OF WEST BENGAL
THE CALCUTTA HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL
[STATE MODEL HOMOEOPATHIC INSTITUTION]
265-266, A. P. C. ROAD, KOLKATA-700009

Memo No.- CHMCH/Estt/462/2025

Date: 14.07.2025

e-TENDER NOTICE FOR ENGAGEMENT OF SEMI-SKILLED SECURITY PERSONNEL FOR
THE CALCUTTA HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL

[STATE MODEL HOMOEOPATHIC INSTITUTION]

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

G.O. No.- HFW-31036/1/2018- HOMOEOPATHY SEC/468/2024, Dated-20.09.2024

e-Tender Ref no.:- CHMCH/Principal/e-NIT 01/2025-26

The Administrator, The Calcutta Homoeopathic Medical College & Hospital, 265-266, A.P.C. Road, Kolkata- 700009 invites tender on engagement of semi-skilled security personnel in homoeopathic medical college & hospital vide G.O. No.- HFW-31036/1/2018- HOMOEOPATHY SEC/148/2019, Dated-24.06.2024. Required personnel as per following-

Sl. No.	Category	Total
1.	Security personnel (Semi-skilled)	04 (Four)

1. In the event of E-filling intending, bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of digital signature Certificate & earnest money may be remitted to the office of The Administrator, The Calcutta Homoeopathic Medical College & Hospital, 265-266, A.P.C. Road, Kolkata - 700009, through Demand Draft payable at Kolkata drawn in favour of The Calcutta Homoeopathic Medical College & Hospital, payable at Kolkata, and also to be documented through e-filling.
2. Earnest Money: The amount of Earnest Money of Rs. 5,000/- should be paid online through NEFT/RTGS or Net Banking as per Order No -> 3975 – F(Y) Dated : 28th July, 2016 of Finance Department Government of West Bengal. Intending Bidders are requested to generate NEFT / RTGS challan from the website <https://wbtenders.gov.in> and make the EMD payment in his bank before 3 Banking Working Days earlier from the Last Date of Bid Submission.
3. Technical Bid of the prospective Bidder in technical (Statutory & Non- Statutory) folder and Financial Bid in Financial folder both duly digitally signed are to be submitted concurrently in the website <http://wbtenders.gov.in>.
4. The Technical documents and Financial Bid should be submitted online on or before the stipulated date.
5. The Financial Bid of the prospective Bidder will be considered only if the Technical Documents (Statutory & Non- Statutory) and specification of the Bidder found qualified by the technical committee of The Calcutta Homoeopathic Medical College & Hospital, 265-266, A.P. C. Road, Kolkata - 700009. The decision of the technical committee will be the


final and absolute in this respect. The list of the qualified Bidder will be displayed in the website and schedule date & time for opening of Financial Bid also be displayed in the website.

6. Bids shall be remained valid for a period not less than 365 (Three sixty five) days after opening of the date of Financial Bid.

DATE & TIME SCHEDULE OF IMPORTANT EVENTS

SL.NO.	PARTICULARS	DATE&TIME
1.	Date of uploading of Documents online (Publishing Date)	15/07/2025 5.00 P.M.
2.	Documents download start date (Online)	15/07/2025 5.00 P.M.
3.	Bid submission start date (Online)	15/07/2025 5.00 P.M.
4.	Bid submission closing date(Online)	29/07/2025 5.00 P.M.
5.	Date of Opening Technical Bids in the prescribed web portal (Online)	02/08/2025 12.00 P.M.
6	Next part	To be notify later.

7. Earnest Money: Earnest Money of Rs. 5,000/- should be paid online through NEFT/RTGS or Net Banking as per Order No → 3975 – F(Y) Dated : 28th July, 2016 of Finance Department Government of West Bengal. Earnest Money will be refunded after the bidders deposits 10% of bid amount as "Performance Security" in the form of Guarantee and signing Deed of Contract which will be kept up to the period of warranty.
8. If any of the dates in the calendar/date schedule, given above, is eventually declared by state government as a holiday, or natural calamity prevents holding of any of the events at the place mentioned above in the calendar/schedule, the scheduled event/work will automatically be deferred to the next working day.



ADMINISTRATOR
 Govt. of W.B.
 The Calcutta Homoeopathic Medical College & Hospital
 265-266, A.P.C. Road, Kolkata- 700 009

Memo No. CHMCH/Estt/462/2025

Dated, the 14th July, 2025

Copy forwarded for information & necessary action to the:-

1. The Joint Secretary, Dept. of H&FW, AYUSH, Govt. of West Bengal
2. The Director of Homoeopathy, Dept. of H&FW, AYUSH, Govt. of West Bengal
3. I.T. Cell, Dept. of H&FW, Govt. of West Bengal for publication in the official website


ADMINISTRATOR
 Govt. of W.B.
 The Calcutta Homoeopathic Medical College & Hospital
 265-266, A.P.C. Road, Kolkata- 700 009

(Dr. Rajat Chattopadhyay)
Administrator

GOVERNMENT OF WEST BENGAL
THE CALCUTTA HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL
[STATE MODEL HOMOEOPATHIC INSTITUTION]
265-266, A. P. C. ROAD, KOLKATA-700009

INSTRUCTION TO BIDDERS

General Guidance for e-Tendering:-

Instruction/Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors for participating in e-Tendering.

1. Registration of Bidder:-

Any Bidder willing to take part in the process of e-Tender will have to enroll and register with the Government e-procurement system and they can do so by visiting <http://wbtennders.gov.in> (here in after mentioned as the prescribed web portal 'or' e-tender web portal').

2. Digital Signature Certificate(DSC)

Each Bidder is required to obtain Class-II or Class-III Digital Signature Certificate (DSC) for submission of Tenders from the approved service providers of the National Information Centre (NIC) on payment of requisite amount: the details of which are available at the website as stated above. The DSC is given as USB e-token.

3. The bidder can search and download NIT & Id Document electronically from the above website once he/she/they log(S) on to the website mentioned in clause using the Digital Signature Certificate. This is the only mode of collection of Tender/Bid Document.

4. Submission of Bids

Both Technical bid and Financial Bid, digitally signed are to be submitted concurrently in the 'prescribed website'. All the documents to be scanned and uploaded in the web portal, must be in English language.

The Bids are to be submitted online in the website/web portal in two folders at a time, one each for Technical Bid and Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents to be uploaded are to be scanned for viruses and to be duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

TECHNICAL PROPOSAL BID STATUTORY COVER CONTAINING THE
FOLLOWING DOCUMENTS

"BID A" PART-I (SINGLE FILE MULTIPLE PAGES SCANNED)

1.	Earnest Money: The amount of Earnest Money of Rs. 5,000/- should be paid online through NEFT/RTGS or Net Banking as per Order No -> 3975 – F(Y) Dated : 28th July, 2016 of Finance Department Government of West Bengal
2.	Application in the prescribed format given in Annexure-I
3.	Self Declaration:- The Bidder shall submit documentary proof of eligibility criteria failing which the tender will be summarily rejected.
4.	Authorization letter of signatory from Company in Annexure- II
5.	Index of relevant documents with page number in given format in Annexure- III
6.	CHECK LIST in the prescribed format below.
7.	FORM-A
8.	FORM-B

FORMAT FOR CHECK LIST

SL.NO.	ITEMS	PL. MARK		PAGE No.
1.	Form: A- Financial Information	Yes	No	
2.	Form: B-Affidavit of non conviction affirmed before a Notary/public/First Class Judicial Magistrate/Executive Magistrate	Yes	No	
3.	Pre qualification application submitted in Annexure-I	Yes	No	
4.	Annexure-II: (Authorization letter of signatory from the Company.	Yes	No	
5.	Annexure-III; Index of relevant documents with page number in given format.	Yes	No	
6.	Copy of PAN Card of the authorized signatory.	Yes	No	
7.	Attested photo copy of Demand Draft of Rs. 5,000/- (Rupees five thousand only) in favor of The Calcutta Homoeopathic Medical College & Hospital, 265-266, A.P. C. Road, Kolkata - 700009, payable at Kolkata as Earnest Money.	Yes	No	
8.	Last 3 (Three) Financial years returns of Income Tax	Yes	No	
9.	Last quarters of last 3 financial years returns of GST.	Yes	No	

NON-STATUTORY DOCUMENTS/OTHERS IMPORTANT DOCUMENTS

TECHNICAL SPECATIONS OF SPECIAL TYPE EQUIPMENTS

(In provided PDF sheet and should be submitted in that PDF sheet, otherwise tender will be cancelled)

BID A: - My documents which has to be attached with Bid A/ Technical Bid.

NON-STATUTORY/MY DOCUMENTS containing the following documents:

SI. No.	Category	Sub Category Description
A	CERTIFICATE	PAN, GST.
		Professional Tax, Registration certificate and current year tax.
B	COMPANY DETAILS	Valid trade License/Enlistment with the State Government and /or Local Body having jurisdiction over the area of registered Office of the Bidder.
C	CREDENTIAL	List of suppliers where bidder has supplied. List of Institute (at least one) where bidder has completed such purpose.
D	DECLARATION	Income Tax Returns submitted for last 3 (Three) years.

FINANCIAL COVER: BID B

BOQ (Bills of Quantity)

BOQ-INR (in excel sheet).

The Tender Selection Committee has the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

FORM-"A"**FINANCIAL INFORMATION**

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

		YEAR	YEAR	YEAR
SL.	Financial Statement			
A	Gross Annual turnover of the Bidder			

Signature of the Chartered Accountant with seal

Signature of the Bidder(S)

FORM-"B"

Affidavit of non conviction affirmed before a Notary/public/First Class Judicial Magistrate/Executive Magistrate

One Affidavit before Notary will have to be submitted mentioning the correctness of the documents and Declaration of penalty, debarment etc. faced by the declarant under any Govt / Semi- Govt / Autonomous body / Institution / local body in hard copy along with serial no (d) above within stipulated date & time.

Points/Declaration to be furnished in the AFFIDAVIT

- i. I (Name), Son of (Father's Name), residing at (Residential Address) having office at (Business Address) do hereby solemnly affirm and declare as follows:
- ii. Partnership Details/ That I am the sole PROPRIETOR of M/S.:
- iii. Reference e- NIT No, Sl. No.-
- iv. I have submitted the tender through online with uploading all documents, Credentials etc and the requisite earnest money against the e-NIT No.....dated.....
- v. That All documents, credentials submitted by me for participate this tender are authentic, genuine, true and valid.
- vi. All information furnished are true to the best of my knowledge & behalf. Department has got full right to cancel the same with penal measure, if any, in case any of the statements is proved to be false.
- vii. Neither any penalty or debarment was made against me nor against the firm in any way at any Govt./Autonomous Body/Institution.
- viii. That I am a citizen of India.
- ix. I/We shall comply and abide by the minimum wages, PF, ESI, Bonus etc as applicable time to time as per Govt. Order during the tenure of the contract.

All above statements are true to the best of my Knowledge and belief.

Identified by me

Advocate

DEPONENT

ANNEXURE-I

PRE QUALIFICATION APPLICATION FORMAT

(To be furnished in the Company's Official letter pad with full address and contact no. etc.)

To

The Administrator,

The Calcutta Homoeopathic Medical College & Hospital,

265-266, A.P. C. Road, Kolkata - 700009

SUB:- e-TENDER NOTICE FOR ENGAGEMENT OF SEMI-SKILLED SECURITY PERSONNEL IN THE CALCUTTA HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL, 265-266, A.P. C. ROAD, KOLKATA - 700009.

G.O. No.- HFW-31036/1/2018- HOMOEOPATHY SEC/148/2019, Dated-24.06.2019

e-Tender Ref no.:- CHMCH/Principal/e-NIT 01/2025-26

Sir,

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

1. That the application is made by me /us on behalf of in the capacity of..... duly authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms & Conditions as laid down in the NIT mentioned above and declare that we shall abide by it for throughout the tender period.
3. We are offering rate for the following personnel assured supply to The Calcutta Homoeopathic Medical College & Hospital, Government of West Bengal as per equipment specification.
4. We propose that order and bill should be raised in favour of MIS having its office at.....(Address with contact no. and mail address)
5. In the event of being selected, supply will be made within the stipulated period excepting the condition which is beyond our control.
6. We understand that: Tender Selection Committee can amend the scope & value of the contract bid under this tender and Tender Selection Committee reserves the right to reject any application without assigning any reason.

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

Contact No.:

Mobile no.:

E Mail address.

ANNEXURE- II

AUTHORIZATION LETTER FROM COMPANY FOR AUTHORIZED SIGNATORY.

[Your Name]
[Your Address]
[Your Contact Information] [Date]

[Recipient Name]
[Recipient Address]

Authorization Letter for Signing of Documents

I, _____, hereby authorize Mr _____ to sign all documents related to this tender, my contract with you, my property located at, etc...] on my behalf excluding [excluded documents, specific documents or actions that you don't want to authorize] starting from [start date] till [end date or empty] .

The authorized person's identity proof details and signature are provided below for your reference and verification purposes.

Authorized Person name:
Authorized Person's Signature with seal:
PAN number:
Mobile no.:

Signature verified by:
Verified person's signature with seal:

ANNEXURE IV
**(INDEX OF RELEVANT DOCUMENT WITH PAGE NUMBER IN GIVEN
 FORMAT)**

Sl. No	Document	Page No.
1.	Earnest Money	
2.	Prequalification Application-Annexure I	
3.	Self Declaration for eligibility	
4.	Authorization letter of Signatory from Company- Annexure II	
5.	Check list	
6.	FORM-A	
7.	FORM-B	
8.	Pan Card/GST	
9.	Last three financials' returns of Income Tax	
10.	Professional Tax, Registration certificate and current year tax	
11.	Valid Trade License/Enlistment with the State Government and /or Local Body having jurisdiction over the area of registered office of the Bidder.	