

**Bid Documents including Terms and Conditions  
of e-Tender for organising CME Teachers Training  
Programme in the subject of Panchakarma  
at  
J. B. ROY STATE AYURVEDIC MEDICAL COLLEGE & HOSPITAL  
170-172, Raja Dinendra Street, Kolkata-700004**

2024-2025

E-NIT No.- WBHF/JBR/e-NIT-06/2024-2025 Dated: 12.02.2025

**Government of West Bengal  
Department of Health & Family Welfare**

Government of West Bengal  
Office of the Principal-Superintendent  
J. B. Roy State Ayurvedic Medical College & Hospital  
170-172, Raja Dinendra Street, Kolkata-700004

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e-NIT NO. -WBHF/JBR/e-NIT-06/2024-2025

DATED: 11.02.2025

**Section I:****BID DOCUMENTS INCLUDING TERMS AND CONDITIONS**

(Submission of Bid through NIC e-tender portal)

In pursuant to the F. No. 65-267/RAV/2022-23/CME(CNA) of the Deputy Director, Ministry of AYUSH, Govt. of India, the Principal-Superintendent, J. B. Roy State Ayurvedic Medical College & Hospital hereby invites e-tender for organising CME Teachers Training Programme in the subject Panchakarma which will be held between **03.03.2025 to 08.03.2025 (6 days)** at J. B. Roy State Ayurvedic Medical College & Hospital, 170-172, Raja Dinendra Street, Kolkata-700004 from competent, experienced, bonafide Event Management Firms/Agencies.

The Tender Committee reserves the right of cancellation, adding, reducing or deferring the tender in total or in partial without assigning any reason thereof.

1. In the event of e-filling, intending bidder may download the tender documents from the website: <http://www.wbtenders.gov.in> directly with the help of Digital Signature Certificate and also to be documented through e-filling.
2. Technical Bid 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://www.wbtenders.gov.in>.
3. 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 J. B. Roy State Ayurvedic Medical College & Hospital, Kolkata. The decision of the Technical Committee will be the final and absolute in this respect. The list of the qualified Bidders will be displayed in the website and schedule date & time for opening of Financial Bid also be displayed in the website.
4. Contract period shall commence from the date of notification of award of contract to the selected bidder in this e-tender & will valid up to **31<sup>st</sup> March 2025**.
5. **Date and Time Schedule of e-Tender:**

SL.	Particulars	Date & Time
1	Date of publishing N.I.T.& other Documents online	12.02.2025 after 11.00 Hrs
2	Online documents download start date	12.02.2025 after 11.00 Hrs
3	Online documents download end date	18.02.2025 up to 17.00Hrs
4	Online Bid submission start date	12.02.2025 after 11.00 Hrs
5	Online Bid Submission closing date and time	18.02.2025 up to 17.00Hrs
6	Online Bid opening date for Technical Bids	20.02.2025 after 12.00 Hrs
7	Pre-Bid meeting	13.02.2025 at 14.00 Hrs
8	Date of online uploading list for Technically Qualified	TO BE NOTIFIED LATER
9	Date of online opening of Financial Bids	TO BE NOTIFIED LATER



6. 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.
7. The authority preserves all rights to accept or reject any tender without showing any reason.

*AC*  
11.02.2025

Principal-Superintendent

J. B. Roy State Ayurvedic Medical College & Hospital

Principal-Superintendent  
J.B. Roy S.Ay.M.C & Hospital  
Dept. of H & F.W., Govt. of W.B.  
Kolkata-700004

e-NIT NO. -WBHF/JBR/e-NIT-06/2024-2025

DATED: 11.02.2025

Copy Forwarded for information to:-

1. The Joint Secretary, Government of West Bengal, Department of Health & Family Welfare, Swasthya Bhavan.
2. The Director of Ayurveda, Government of West Bengal, Department of Health & Family Welfare, Swasthya Bhavan, SaltLake, Kolkata-700091.
3. The Commissioner, IT Cell, Govt. of West Bengal, Health & Family Welfare Department, Swastha Bhawan, SaltLake, Kolkata-700091 publish this tender notice on the Government website i.e. [www.wbhealth.gov.in](http://www.wbhealth.gov.in).

*AC*  
11.02.2025

Principal-Superintendent

J. B. Roy State Ayurvedic Medical College & Hospital

Principal-Superintendent  
J.B. Roy S.Ay.M.C & Hospital  
Dept. of H & F.W., Govt. of W.B.  
Kolkata-700004

**1. A: Abbreviations:**

- "TE Document" means e-Tender Enquiry Document;  
"NIT" means Notice inviting e-Tender;  
"GIB" means General Instructions to Bidders;  
"GCC" means General Conditions of Contract  
"VAT" means Value Added Tax  
"CST" means Central Sales Tax  
"BMW" means Bio-Medical Waste  
"DSC" means Digital Signature Certificate  
"BOQ" means Bill of Quantity or the Price Schedule in which rates for the e-tender should be quoted and uploaded online on the e-tender

## Section II: Requirements: As per Annexure-A

Annexure-A

Particulars	Details of the Requirement	Required Rooms
Boarding Lodging & Fooding charges including transportation for Trainees	AC Double Bed Room with Breakfast, Lunch, Evening Snacks & Dinner along with to & fro transportation from Hotel to Training Institute i.e. J. B. Roy State Ayurvedic Medical College & Hospital. (Lunch to be supplied at Institute during Training).	15 (Fifteen) rooms per day for 7 days (Between 2 <sup>nd</sup> March 2025 to 9 <sup>th</sup> March 2025)
Boarding Lodging Fooding charges including transportation for Experts	AC Single Bed Room with Breakfast, Lunch, Evening Snacks & Dinner along with transportation from Dum Dum Airport to Hotel, Hotel to Training Institute & back i.e. J. B. Roy State Ayurvedic Medical College & Hospital and Hotel to Airport (Lunch & Evening Snacks to be provided at Institute during Training).	Maximum 16 rooms in single occupancy for Experts for 2 days only (Between 2 <sup>nd</sup> March 2025 to 9 <sup>th</sup> March 2025)

Details of room requirement shall be provided to the agency after going through the arrival & departure schedule of Experts & Trainees.

Particulars	Details of the Meal	Required Quantity (Maximum) per day
Breakfast	1.Puri (4 pcs) & Sabji / Upma / Idli / Poha / Butter Toast (4 pcs) 2. Sweet (1 pc) 3. Tea	32 (Thirty Two)
Lunch	Rice (150gm)/Roti (5pcs), Veg Dal(100 gm), Bhaja (1pc), Mixed Sabji (100 gm), Paneer item (100gm),Salad, Curd/Raita, Chatni, Papad, Sweet (2pc)	32 (Thirty Two)
Evening Snacks	1. Panner Pokora/Veg Pokora /Paneer Roll 2. Coffee/Tea	32 (Thirty Two)

(Breakfast/Lunch/Evening Snacks are to be provided in buffet to the participants.)

(Desired details may be collected from the Office on Pre Bid Meeting or from administrative office on any working days)

Estimated Cost:

Total estimated cost the entire 6 days training programme is Rs.-5, 00,000/- (Rupees five lakh) only including GST (As applicable).



Cost to be quoted:

Bidders are requested to put their bid below the estimated Cost.

**Section III: General Instructions to Bidders (GIB):**

**1. Document downloading:**

Intending bidder may download the tender documents free of cost from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Tender documents may also be downloaded from the Health & Family Welfare Department's website [www.wbhealth.gov.in](http://www.wbhealth.gov.in).

**2. Earnest Money Deposit (EMD)**

Each tender to be submitted under the existing orders of the West Bengal Govt., must deposit Earnest Money of **Rs. 10,000/- (Rupees Ten Thousand Only)** electronically (**ONLINE MODE**) only as detailed in Government of West Bengal, Finance (Audit) Department Memorandum No.3975-F(Y) dated 28<sup>th</sup> July 2016. The earnest money of the Bidder will be liable to forfeiture if the Bidder withdraws from the tender process as a whole or for any particular item or items at any stage after the opening of the tender, or fails / refuses to enter into written agreement for any of all of the items of his accepted tender within the time specified when requested to do so or fails to furnish necessary Security Deposit within the stipulated time

**3. Submission of Bid:**

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

**4. Time Schedule for e-tender**

Time schedule for obtaining the bid documents, registration with the tendering authority, the submission of bids and other documents etc. will be as per the list provided.

**5. Eligibility:**

Competent, experienced, bonafide Event Management Firms Agencies are **eligible for quoting**. The price is to be quoted in Indian Rupees including cost of packing, serving & service charges, clearing charges and other taxes **including GST**. Agency commission is not permissible.

**6. Submission of the tender:**

The tender is to be submitted in Two Bid System (Technical Bid or Bid A & Financial Bid or Bid B).

(A) Technical Bid or Bid A:

**TECHNICAL PROPOSAL BID: STATUTORY FOLDER CONTAINING THE FOLLOWING DOCUMENTS:****" BID A" : PART- I (SINGLE FILE MULTIPLE PAGES SCANNED)****FORMAT FOR CHECK LIST (MUST BE UPLOADED)****NOTE: For Non applicability for some documents please mention "NA" in the check list.**

SN	ITEMS	PL MARK		PAGE No.
		Yes	No	
1.	A Proof of submission of applicable EMD.	Yes	No	
2.	Trade License in the name of participating bidder	Yes	No	
3.	Copy of PAN Card of the authorized signatory of participating bidder.	Yes	No	
4.	G.S.T. Registration Certificate	Yes	No	
5.	IT Return of last Financial Year	Yes	No	
6.	Credentials if any	Yes	No	

**BID A": PART II****NON-STATUTORY DOCUMENTS/ OTHER IMPORTANT DOCUMENTS TECHNICAL SPECIFICATIONS OF SPECIAL TYPE EQUIPMENTS.**

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

**BID A: - My Space documents which has to attached with Bid A / Technical Bid. NON-STATUTORY/MY DOCUMENTS Containing the following documents:****Improper filling &/or suppression of facts/false statement will lead to disqualification and penalty in the form of permanent black listing.****MY DOCUMENTS Containing the following documents:**

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

Sl. No.	Category	Sub Category	Sub Category Description
A	Certificates	Certificates	PAN Card of the authorized signatory
			Trade License in the name of participating firm
			GST Registration certificate
			IT Return of Last Financial Year (2023-24)



B.	DOCUMENTS	DOCUMENTS	Duly filled in CHECK LIST in the prescribed format. Page number of documents must be mentioned in the check list before uploading the same.
			Credentials or work order for similar work

**(B) Financial Bid Bid B**

**COVER "B":** Separate file containing financial document only.

(a) Financial Bid: BOQ in INR (in excel sheet)

The folder marked as "Financial Bid" shall contain ALL INCLUSIVE PRICE in INR only for entire 6 days training programme should including whole management fees and service charges including GST.

**Evaluation of Tender:**

During the tender evaluation process, the Technical Bid will be opened first. Technical Bid will be identified will be evaluated by the Tender Committee and only the Financial Bids of those qualified in Technical Bid will be opened. The Financial Bids of those Bidders failing in Technical Bid will not be opened and shall be rejected. The Bidder offering the specified item(s) at the lowest rates of will only be selected as per rules.

**7. Rate:**

The price is to be quoted in Indian Rupees including all event management charges and service charges etc including GST.

**8. Order & Supply:**

The tendering authority has the liberty to ask for quarry of any item during any stage of the tender process, before placing order for supply. In case of dissatisfaction, the authority will have the right to disapprove the offer of L1 bidder and go for the next bidder. Orders for supply of the approved products will be placed with the successful tenderers after execution of agreements and such supply shall have to be made in such installments as may be fixed or spread over the period to be specified in the supply orders to be made in pursuance of the agreements. **Withdrawal /Cancellation & Purchase Policy of Tendering Authority:**

Purchase will, however be made following the existing purchase policy of the Govt of West Bengal and its amendment(s) made from time to time. The purchase policy of the State Government as provided in the West Bengal Financial Rules, the policy of price preference in particular incorporated under Notification No. 10500-F dated 19.11.04, 5400-F(Y) Dated 25/06/2012 and subsequent relevant orders should be observed in considering the tenders.



**9. Special terms and conditions for tender submission:**

The tenderer has to give a certificate that the firm has not been blacklisted in the past by any Institution Government/Private or convicted in any criminal case.

If the tenderer gives a false statement on any of the above information, the firm will not be considered and their quotation/tender shall be rejected and the EMD shall be forfeited.

**10. Penalty Clauses:**

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

**11. Appeal:**

Appeal against the decision of the Principal Superintendent, J. B. Roy State Ayurvedic Medical College & Hospital, Kolkata, West Bengal and to impose such a penalty will lie with Tender Selection Committee. Review against the decision of the T.S.C. will lie with Health & F.W. Department of the Government of West Bengal.

The DG (Ayush) /Jt. Secretary/Principal Secretary will be the appellate authority within the Department of Health & Family Welfare, Government of West Bengal. Before any penalty is imposed, the concerned supplier may appeal to the authority citing the proper reasons for non- imposing the penalty as stated.

**12. Inspection:**

Before submitting the tender, the intending tenderers should thoroughly acquaint themselves with the proposed supply by local inspection of site and make into consideration the site condition and other criterion for effecting smooth supply. No claim whatsoever will be entertained afterwards.

**13. Payment:**

Payment will be made through e payment system through ECS/RECS/RTGS after execution of due supply and installation thereof as ordered subject to:

- a) Supply of the items as per specification as provided in the tender documents and the catalogue;
- b) Supply of the items within the time period as specified in the work order;
- c) Availability of fund from the Government.

On being selected, the successful vendors will have to submit details, to the Principal

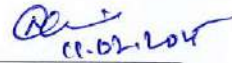


Superintendent, J. B. Roy State Ayurvedic Medical College & Hospital, Kolkata, of the Bank account No. with MICR/IFSC code for making e payment. No other mode of payment will be allowed to be made as far as practicable.

Payment will be made after completion of the entire training programme & submission of proper GST invoice.

Price Schedule

SL. No.	Particulars of the Food Items	Required Service	All Inclusive cost of entire event/ training programme with GST (Rs.)
1	Organising CME Teachers Training Programme in the subject Panchakarma which will be held between 03.03.2025 to 08.03.2025 (6 days) at J. B. Roy State Ayurvedic Medical College & Hospital,, 170-172, Raja Dinendra Street, Kolkata-700004.	As specified in Annexure-A	

  
11.02.2025

Principal-Superintendent

J. B. Roy State Ayurvedic Medical College & Hospital

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J.B. Roy S.Ay.M.C & Hospital  
Dept. of H & F.W., Govt. of W.B.  
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