



Sarva Shiksha Mission, Cooch Behar

Notice Inviting Quotation

NIT NO. 611/SSM/COB/11-12

Date: 16.12.2011

Sealed tenders are invited from the reputed Organization/Association for conducting the **Health Check up Programme 2011-12** under the scheme of Sarva Shiksha Mission of Cooch Behar district.

The organizations/association which are Registered under Society / Charitable Company / Public Trust / Co-operative Professional body having basic infrastructure and Stable Organization structure, active participation in the welfare of community development , a fresh and fair track record in terms of financial side, sufficient experience in the similar field of work are eligible to apply.

The tender documents containing prescribed formats, terms and conditions and further details on the nature of work to be done may be obtained from the office of District Project Officer (DPO) Sarva Shiksha Mission (SSM), Jnanankur Bhawan, (2nd floor), Harendra Narayan Raod, P.O. & Dist. Cooch Behar, Pin no.-736101 during office hours. Tender documents can also be seen on District's website www.coochbehar.nic.in.

1. Cost Of bid Document is Rs. 200/- (Rupees Two hundred) only (non-refundable) in the form of a bank draft/ on a schedule commercial bank in favour of the District Project Officer, Sarva Shiksha Mission, Cooch Behar.
2. Tender Security Money/ EMD amount is Rs. 15000/- (Rupees Fifteen Thousand) only (refundable without any interest) in the form of a demand draft on a scheduled commercial bank in favour of District Project Officer, Sarva Shiksha Mission, Cooch Behar.
3. **Date of issue of Tender: 22/12/2011 to 03/01/2012 during office hour.**
4. **Last Date of submission of Tender : 03/01/2012**
5. **Date & Time and place of opening Tender: 04/01/2012 at 2 p.m at the office of District Project Officer in presence of the willing tenderers/ bidders.**
6. The tender should be submitted in two parts namely (1) Technical Tender and (2) Financial Tender. The tender submitted should be sealed by the bidder properly and they should super scribe on the two envelops separately such as "Technical Tender for Health Cheque up Programme 2011-12 under the Sarva Shiksha Abhiyan scheme, Cooch Behar" and "Financial

Tender for Health Cheque up Programme 2011-1 under the Sarva Shiksha Abhiyan scheme, Cooch Behar” addressing to the **District Project Officer, Sarva Shiksha Mission, Jnanakur Bhawan (2nd Floor), Harendra Narayan Road, P.O & Dist. Cooch Behar, Pin no.-736101.** The bidder will put his/her Signature in original with seal on every page of the Tender document.

7. Estimated value of the work is Rs. 1700000.00/- (Rupees seventeen lac) only.

DETAILED SPECIFICATION, TERMS AND CONDITIONS MUST BE FOLLOWED IN SUBMISSION OF THE TENDER

8. **Scope of the work:** The Organisation will have to render the medical services like Haemoglobin Test, Blood group Test, Height & Weight, General Health Check Up, Health Card distribution and Health Awareness programme among students & parents covering approximately 85643 enrolment of students under 4 blocks of cooch behar district covering 9 CLRC (Circle Resource Centre) of Sarva Shiksha Mission, cooch Behar in the following manner.

Sl. no.	Name of block	Name of CLRC	No. Of upper pry. Schools	No. of Girls student Enrolment	No. of Boys student Enrolment	Total (approx)
01.	COOCH BEHAR-I	SADAR-III	23	5435	5371	10806
		SADAR-IV	22	5120	5086	10206
		SATMILE	22	5196	5278	10474
02.	COOCH BEHAR-II	KHAGRABARI	17	4515	4407	9922
		PUNDIBARY	13	4272	4095	8367
		BANESWAR	10	3375	3322	6697
03.	TUFANGANJ-I	TUFANGANJ-I	17	4123	4056	8179
		TUFANGANJ-II	27	6928	7052	13980
04.	SITAI	SITAI	25	4109	3903	8012
TOTAL			176	43073	42570	85643

9. The interested Organisation must submit following documents along with the Technical Tender.

- (a) Attested photocopy of Society Registration Certificate.
- (b) PAN (Income Tax No.) in the name of the organization.
- (c) Audited financial report of the last year (Income & Expenditure Statement and Balance Sheet).
- (d) Attested photocopy of professional tax clearance certificate with challan copy.
- (e) Self assessment report of the Organisation.

- (f) Credential acquired by the Organisation so far minimum of Rs 5 lacs (Rupees Five Lacs) in a single bill value. Accordingly, Credentials (Completion Certificate)/ Documentary proof of the same have to be attached.
- (g) Details list of Doctors/medical team including technical personnel available with the applicant.

10. Financial Tender should accompany the following:

- i. Schedule of Price
- ii. Undertaking

11. Tender may be sent by Registered Post / Speed Post / Courier or delivered in person on above mentioned address and should reach the District Project Officer within **03/01/2012** by **4 p.m.**

12. The tender is liable to be rejected or the Firm disqualified at any stage if misleading or false statements/ representations are made in the tender requirement.

13. The financial bids of unsuccessful bidders in respect of Technical Bid would not be opened.

14. Unsealed Tender shall be summarily rejected.

15. There should not be any overwriting /cutting in the rates tendered. If there is any cutting, then the same should be attested by the bidder.

16. Security Money /EMD of Rs.15,000.00 (Rupees Fifteen thousand) only in the form of Bank Draft on any commercial schedule bank in favour of the District Project Officer, Sarva Shiksha Mission, Cooch Behar should be submitted along with the Technical bid.

17. All duties, taxes and other cost (conveyance cost, sound arrangement etc) payable by the organization shall be included in the total price quoted by the organization.

18. Rates quoted are to be specific and unconditional.

19. The tender shall remain valid 90 days after the date of award of the tender.

20. The Evaluation Committee of Sarva Shiksha Mission, Cooch Behar reserves the right to inspect the infrastructure of the medical team and supported appliance at any of the specified location at any point of time.

21. The Evaluation Committee will take Feed Back from any of the selected schools after completion of the programme. If the feedback is not satisfactory, the organisation will have to conduct a repeat Health Check Up programme at no additional cost.

22. Terms of payment-

- a. No advance payment will be made towards the organisation. The first running bill shall be entertained only when the organisation has covered 50% of the total quantum of specified schools within stipulated time. Payment will be made only

through account payee cheque after completion of the programme with due diligence and efficiency and depending on feed back obtained from the school

- b. For clearance of bill(s) the organization should submit Invoice duly signed by the authorized signatory of the organization specifying the Summary sheet of Health Check Up programme showing block wise details i.e. name of block, name of School, no. of student benefited, remarks etc. duly signed by the authorized signatory of the organization as well as head of the academic cell which shall be compared to the authenticated attendance register of the date of programme of the school..
- c. .The organization must furnish an Audited Certificate on overall expenditure incurred by the same from an authorized chartered accountancy firm along with the self attested photocopy of the original vouchers of actual expenditure incurred by the organization at the time of final claim.
- d. Income Tax will be deducted at source from the bills payable as per the IT Act.

23. Acceptance of the lower rate is not obligatory and the undersigned reserves the right to reject any tender paper without assigning any reason whatsoever at any point of time and without thereby incurring any liability to the affected bidder(s) on the ground of DPO, SSM's action.

24. The organisation is required to quote their rates in the prescribed format of price schedule.

25. No change shall be permitted after opening of bids.

26. Canvassing in connection with Tender is strictly prohibited.

27. The District Project Officer (DPO), Sarva Shiksha Mission, Cooch Behar also reserves the right to terminate the services of the successful Bidders or to forfeiture of the security money deposited or the amount so deemed by District Project Officer, Sarva shiksha Mission, Cooch Behar if the services are found to be unsatisfactory or the organization/agency fails to comply any or all of the provisions of the tender or on account of any other administrative reason.

28. The District Project Officer (DPO), Sarva Shiksha Mission, Cooch Behar reserves the right to negotiate with the Tenderer whose offer is the lowest evaluated price for further reduction of price. The same also reserves the right to negotiate with other Tenderers to match the negotiated L1 price.

District Project Officer
Sarva Shiksha Mission, Cooch Behar

APPLICATION FORM

[TO BE SUBMITTED IN THE TECHNICAL BID ENVELOP]

(Vide memo no.....Dated.....)

1. Name of the Organisation

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2. Postal Address of the Organisation

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Pin.....

4. Contact Person: (name)

5. Telephone Mobile, Fax No.

6. Nature of Organisation [please put tick mark]

Charitable Company / Public Trust / Co-operative Professional body /NGO / Other

7. PAN of the Organisation

8. Society Registration No.

9. (a) Does the organization have any previous experience in the similar field of work like Health Checkup Programme?

(b) If yes, give details as shown below:

SL. NO.	Name of the Offices/clients	No. of beneficiary covered	Period of the work	Value of the work (Rs.)

11. List of documents to be attached:

- i. Credential*/Experience document.
- ii. Attested photocopy of Society Registration Certificate.
- iii. Attested photocopy of PAN Card.
- iv. Attested photocopy of professional tax clearance certificate with challan copy.

- v. Attested photocopy of receipt of Demand Draft of RS. 200/- (non-refundable) on account of cost of Bid documents.
- vi. Bank Demand Draft on account of Security Money /EMD of RS. 15000/- (refundable) in original.
- vii. Attested photocopy of Audited financial report of the last year (Income & Expenditure Statement and Balance Sheet).
- viii. Details list of Doctors/medical team including technical personnel available with the applicant.
- ix. Self assessment report of the Organization.
- x. Check list

12. Additional papers/information, if any.

* **Credential** means completion certificate. In other words work order shall not be treated as **Credential**.

CERTIFICATE

Certified that information furnished is correct to the best of my knowledge and belief.

Signature of the Authorised Signatory of the Agency with Seal

Place

Date

SCHEDULE OF PRICE

[TO BE SUBMITTED IN THE FINANCIAL BID ENVELOP)

Vide Memo No. Date..... Of SSM, Cooch Behar

Sl. No.	List of Services to be rendered	Rate (including all cost and taxes) per School in figure (Rs.)	Rate in words.
1.	Hemoglobin Test		
2.	Blood group Test		
3.	Height & Weight		
4.	General Health Check Up		
5.	Health Card distribution		
6.	Health Awareness programme among students & parents		
<i>TOTAL COST</i>			

Signature of the Authorised Signatory of the organisation with Seal

UNDERTAKING

(To be submitted in the Financial Bid Envelop)

To
The District Project Officer,
Sarva Shiksha Mission,
Jnanakur Bhawan (2nd Floor),
Harendra Narayan Road,
P.O & Dist. Cooch Behar.
Pin no.-736101

Ref: Your NIT memo. No.....Date..... Of SSM, Cooch Behar

Dear Sir,

Having examined the conditions for conducting Health Check up Programme 2011-12 under the Sarva Shiksha Abhiyan scheme, Cooch Behar and specifications thereof the receipt of which is hereby duly acknowledged, I/we, undersigned, offer to perform the works in conformity with said security money/ EMD, conditions and specifications at the rate in accordance with the schedule of prices offered.

I/We undertake, if my/our Bid/ Quotation is accepted, to commence services within 7 (seven) days calculated from the date of issuance of your work order.

I/We admit all the terms and condition of the bid/ quotation.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

I/We hereby declare that my/our organization has not been debarred / accused by any Government / Semi Government organizations. I/We further certify that I/We am/are the competent authority in my/our organization authorized to make this declaration.

I/We understand that acceptance of the lower rate is not obligatory and the SSM Authority, Cooch Behar reserves the right to reject any tender paper without assigning any reason whatsoever at any point of time and without incurring any liability.

Yours Faithfully,

Signature of the Authorised Signatory of the Organisation with seal

Enclosure: Price schedule in prescribed format

Place

Date

CHECK LIST

[TO BE SUBMITTED IN THE TECHNICAL BID ENVELOP)

Vide Memo No. Date..... Of SSM, Cooch Behar

SL. NO	DOCUMENTS	Whether annexed*
1.	Application Form in original	YES/ NO
2.	Security Money/EMD of Rs.15000/- in the form of Bank Demand Draft.	YES/ NO
3.	Attested photocopy of receipt of Demand Draft of Rs.200.00/-	YES/ NO
4.	Attested photocopy of Society Registration Certificate	YES/ NO
5.	Attested photocopy of PAN Card.	YES/ NO
6.	Attested photocopy of professional tax clearance certificate with challan copy	YES/ NO
7.	Credential Certificates (Duly attested in case of photocopy)	YES/ NO
8	Attested photocopy of Audited financial report of the last year (Income & Expenditure Statement and Balance Sheet)	YES/ NO
9	Details list of Doctors/medical team including technical personnel available with the applicant	YES/ NO
10	Self assessment report of the Organization.	YES/ NO

*** Put "Tick" mark whichever is applicable.**

Signature of the Authorised Signatory of the
Agency with seal

Place

Date