



Government of West Bengal
Office of the MSVP, Malda Medical College & Hospital
PS- English Bazar, Malda - 732101
E_mail: msvpmlmch@gmail.com

Memo No-1470MLDMCH

Dated, Malda, the 13th 03 2023

NOTICE INVITING QUOTATION

Sealed quotations are invited from reputed firms for supply of essential printing articles which are urgently required for office of the MSVP, MMC&H, Malda.

A) General Information about the Quotation:

- (a) Office of Issue : Office of the MSVP, MMC&H, Malda.
(b) Place of Opening the Quotation : Office of the MSVP, MMC&H, Malda.
(c) Address for communication : Same as above (a)

Terms & Conditions of The Quotation:-

Date of submission of Quotation:-13/03/2023 during office hours to 19/03/2023 till 1pm. Quotation will be opened on 20/03/2023 at 1 pm at the office of the undersigned.

B) Technical Bid :

(ii) Minimum Eligibility Criteria :

- Trade license up to date.
- GST.
- P. Tax certificate & Paid Challan up to date.
- PAN Card.
- Income Tax Return of last three (3) years.
- Credential Certificate of similar experience from any reputed organization at least 3 years.

C) Financial Bid :

- Rates should be quoted neatly typed in figures per unit with delivery & all charges including GST. Any deviation of Proforma will be treated as cancelled.
- Validity of Quotation: - one year from the date of award of quotation in case of no abnormal price fluctuations. The procurement will be made in phased manner or at a time as per requirement during validity.
- The Quotation Committee has reserves the right of cancellation, adding, reducing or deferring the Quotation in total or in partial without assigning any reason thereof.
- Items to be supplied must confirm to the specification as shown above. If any deviation found, the department reserves the right to reject the materials at its sole discretion.
- Payment shall be made after receiving the goods in good condition and with requisitioned quality and quantity subject to availability of relevant fund.
- Printing must be from CTP/CTCP/CTP violet plate through offset machine. No polymer plate allowed for Durability of printing.
- All papers should have ISI marked of reputed manufacturer. Authority may be asked for before payment the supporting purchase Documents from purchaser in respect of ISI marked paper.

9. Subsequent notice regarding this tender shall be uploaded on the website only.
10. Paper preferably ANDHRA/JK/BALLARPUR PAPER MILLS or its equivalent manufacture. No substandard paper will be allowed for such type printing. GSM of paper will be tested
11. Intending bidder must submit bid in two separate envelope for Technical & Financial bid.
12. Rate offered by the bidders must be at par with the prevailing market rate
13. Only qualified technical bid will be considered for opening of financial bid.

Cost of the specified essential printing articles as an when required office of the undersigned

Essential printing articles :-

Sl No	Item Name	Unit
01	OPD Medicine short slip: 1 Leaf/single colour single side print 65 GSM paper.size : 14 cm x 11 cm .100 Sheet/pad	2000 Pad Approx
02	Medicin slip for indoor: 1 Leaf/single colour single side print/65 GSM paper.size : 22 cm x 14 cm .100 Sheet/pad	500 Pad Approx
03	Patient visiting card green & yellow: 1 Leaf/ Multicolour single side print 150 GSM paper.size : 10 cm x 07 cm .	400000. Pes Approx

If the last day for receiving quotation is declared a holiday, the next working day at the same time will be the last date & time for the receipt of quotation.

P.M-13.03.2023

MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL
MALDA MEDICAL COLLEGE & HOSPITAL
MALDA

Memo No- 1470/MLDMCH/12(COI)
Copy Forwarded to :-

Dated, Malda, the 13.03.2023

14. The D.H.S, West Bengal, Swasthya Bhvan, Saltlake City, Kol-91.
15. The District Magistrate, Malda
16. The Principal, MMC, Malda
17. The ADM(G), Malda.
18. The Additional Medical Superintendent, MMC&H, Malda.
19. The Accounts Officer, MMC&H, Malda.
20. The Deputy Superintendent (N/M), MMC&H, Malda.
21. The All Assistant Superintendent(NM), MMC&H, Malda
22. The DIO NIC, with request to upload the same in the district website.
23. The In-Charge, IT Cell, Department of Health & Family Welfare, Swasthya Bhawan, GN- 29, Sector-V, Salt lake City, Kolkata-700091 With request to upload the same in the department's website.
24. Guard file.

P.M-13.03.2023

MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL
MALDA MEDICAL COLLEGE & HOSPITAL
MALDA

(QUOTATION APPLICATION FORM)

To
The M.S.V.P
MMC&H, Malda

Sub:- Submission or rate your invited Memo No-

Sir,

As per your invited Memo No-
submitting our best possible rate.

Dated-

we are

Essential printing articles:-

Sl No.	Item Name	Unit	Rate should be quoted including all charges
01	OPD Medicine short slip: 1 Leaf/single colour single side print/65 GSM paper.size : 14 cm x 11 cm ,100 Sheet pad	PER PAD	Rs.
02	Medicin slip for indoor: 1 Leaf/single colour single side print/65 GSM paper.size : 22 cm x 14 cm ,100 Sheet/pad	PER PAD	Rs.
03	Patient visiting card green & yellow: 1 Leaf/ Multicolour single side print/150 GSM paper.size : 10 cm x 07 cm ,	PER PCS	Rs.

Thanking You

Respectfully