



Government of West Bengal  
Office of the Chief Medical Officer of Health  
Department of Health & Family Welfare  
South 24 Parganas

Administrative Building, M R Bangur Hospital Complex, 241, Deshapran Sashmal Road, Tollygunge, Kolkata 33.  
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Memo No: CMOH/ (SPG)/Tender/ 2458

Date: 09.03.2022

**TENDER NOTICE FOR OFFICE STATIONARIES AND OTHER CONSUMABLES**  
**CMOH OFFICE, SOUTH 24 PARGANAS**

District Health & Family Welfare Samity (DH & FWS) South 24 Parganas invites tender from reputed company/firm/agency/for supply of the items of "OFFICE STATIONARIES AND OTHER CONSUMABLES" (Annexure – & II) as per specification available CMOH office, South 24 Parganas Office on any working day (except Saturday & Sunday) during office hours.

**Terms & Conditions & Require Documents:**

1. Tender forms, Specification (Annexure – I & II) will be available from office of the CMOH, South 24 Parganas under submission of application in a letter head of the concern provider during office hours from 10.03.2022 to 15.03.2022 at 11 am to 04 pm against deposition of DD in favour of "District Health & Family Welfare Samity", Payable at Kolkata- of Rs. 500/- for forms. One bidder is eligible to submit one bid for indented item(s) only.
2. Self-attested copy (Bidder) of PAN Card, GST registration certificate with last return 2020-21, Updated Trade Licence 2021-22 Enlistment from competent authority as Such type of business, Professional Tax Enrolment with paid challan 2021-22, Credential certificate of same type of job at least one year (2020-2021) experience and Value of indent item at least Rs. 30000/- (Thirty Thousand only) from a component authority of Govt of India/ Govt of WB/ Govt undertake/local bodies are to be attached with Tender.
3. Payment shall be made after receiving the materials in good condition and within specified time period.
4. The rate should be quoted in total value excluding GST.
5. Refundable Earnest money of Rs. 8000/- (Rupees Eight Thousand) only in the form of D/D in favour of "District Health & Family Welfare Samity, South 24 Parganas" payable at Kolkata.
6. Selected L1 bidders should be submitted Rs.25000/- (Rs. Twenty Five Thousand) only as Security money, in the form of D/D in favour of District Health & Family Welfare Samity, South 24 Parganas" payable at Kolkata and if those selected suppliers are not able to supplying the indent item in timely manner there security deposit will hence forth forfeited.
7. The tender committee may seek the sample of items for verifying the standard quality of items with the price quoted.
8. The rate shall not exceed MRP Value.
9. This tender will remain valid throughout the district for all the institution under control of the undersigned.
10. The accepted rate of tender will remain valid for one year.
11. Reputed company/firm/agency may be quoted all items or Single item.
12. In case of tie or rates, draw of lots will be done.
13. The supply should be made to the CMOH Office, South 24 Parganas within 7 (Seven) days from the date of order.
14. The last date for submission of quotation paper: 16<sup>th</sup> March – 2022 upto 4 P.M at Drop Box CMOH Office, South 24 Parganas,
15. Tender will be opened on 16<sup>th</sup> March – 2022 at 5 pm at CMOH Office Chamber.
16. The Chief Medical Officer of Health, South 24 Parganas shall reserve the right of cancellation, adding reducing or deferring the tender in total or in partial without assigning any reason thereof.

5/9/3/22  
CMOH, Secretary  
District Health & Family Welfare Samity,  
South 24 Parganas