



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL  
MALDA MEDICAL COLLEGE & HOSPITAL  
MALDA

Memo No-2848 /MLDMCH

Dated, Malda, the 10/06/ 2022

**Section I : NOTICE INVITING QUOTATION (NIT)**

Sealed Quotation are invited for Supply essential contingency item at MMC&H, Malda.

**General Information about the Quotation:**

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

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.

**1. Date and Time Schedule of Quotation:**

Sl. No.	Particulars	Date & Time
1	Date of publishing N.I.T. & other Documents	13/06/2022, 10 am
2	Bid documents purchase start date	13/06/2022, 10 am
3	Bid documents purchase Last date	20/06/2022, 3 pm
4	Bid documents submission start date	13/06/2022, 10 am
5	Bid documents submission last date	20/06/2022, 3 pm
6	Bid opening date for Technical Proposals	20/06/2022, 3 pm
7	Date of opening of Financial Proposal	20/06/2022 To be notified latter

**Quotation should be submitted along with the following documents.**

1. Trade license up to date, 2. GST & up to date return, 4. Income Tax (last 3 years) 5. P. Tax clearance certificate up to date, 6. Credential Certificate ( If Any)

**Terms & Conditions**

- 1) Rate of the item should be quoted as per proforma and should not exceed the prevailing market Rate (MRP).
- 2) Contingency item have to be supplied to the office of the undersigned, emergency basis the date of issue of Order at their own cost by the approved vender & No transport and other charges will be allowed.
- 3) Three copies of both challan & Bill should be submitted and one extra copy of each "marked Not for bill" to be submitted at the time of supply.
- 4) All Quotation forms will be available from the O/o the MSVP Office, MMC&H, Malda from 10- AM to 5 PM. In all working days with effect from 13/06/2022 to 20/06/2022.
- 5) Intending bidder may submit bid against each item in two separate envelope for Technical & financial bid.
- 6) Only qualified technical bid will be considered for opening of financial bid.

8) For detailed query, if any, intending bidders are requested to contact with MSVP Office, MMC&H, Malda on any working day at any time during office hours.

9) Bidders may see in the websites <https://www.malda.gov.in> & [www.wbhealth.gov.in](http://www.wbhealth.gov.in) Bid Documents will be procured from MSVP office, MMC&H, Malda. Any subsequent notice. Regarding this Quotation shall be uploaded on the website only.

10. In the event of any of the above mentioned dates being declared as a holiday for the MSVP, MMC&H, Malda, the tenders will be opened on the next working day at the Appointed time.

11. Quotation will be in two parts- i) Technical & ii) Financial. Only qualified technical bid will be considered for opening of financial bid.

12. Distributorship certificate & authorization from the parent company/manufacture to participated in BID.

13. Sub Standard / Spirituous / Delayed Apply / Non-exception of supply may lead to Black listed / Cancel of order forfeiture of the performance guarantee / Lodging FIR.

**Cost of the specified essential Contingency article as an when required office of the undersigned**

Essential contingency Article:-

Sl No.	Item Name	Unit
1.	BINDING NOTE BOOK NO - 8, ( 200page/ Book)	200 pcs
2	BINDING PEON BOOK, Size: 20cm X 16cm. 200page/ Book	20 pcs
3	LOOSE WHITE PAGE . STANDARD QUALITY SIZE: 30cm X 21cm	200 pcs
4	STEPLER SMALL	50 pcs
5	FULL JHARU	100 pcs
6	BROOM STICK	100 pcs
7	ROOM FRESHNER (180ml to 200ml per bottle) Mfg. Date should be 2022	200 pcs
8	PRINTER INK REFILLS ORIGINAL EPSON 003 ( Black 10 Bottle, Magenta 02 Bottle. Cyan 02 Bottle. Yellow 02 Bottle )	20 pcs
9	PRINTER INK REFILLS ORIGINAL EPSON 001( Black 10 Bottle, Magenta 02 Bottle. Cyan 02 Bottle. Yellow 02 Bottle )	20 pcs
10	PRINTER INK REFILLS ORIGINAL EPSON 774	20 pcs
11	LOCK & KEY 7 LEVER	100 pcs
12	UTILITY GLOVES	05 pcs
13	SCALE STEEL	20 pcs
14	MEDIUM BATTERY	200 pcs
15	LARYNGOSCOPE BULB	10 pcs
16	PIN BOX	200 pcs
17	PLASTIC FOOD DUSTBIN 20 LITER	10 pcs.
18	TURICATE	100 pcs
19	SCOTCH BRITE	100 pcs
20	TAG WITH PIN	50 pcs
21	BLACK COMPATIBLE LASERJET TONER CARTRIDGE -925	20 pcs
22	BLACK COMPATIBLE LASERJET TONER CARTRIDGE NPG-84	05 pcs
23	BLACK COMPATIBLE LASERJET TONER CARTRIDGE NPG-51	05 pcs
24	BLACK COMPATIBLE LASERJET TONER CARTRIDGE - 051 STARTER	02 pcs
25	BLACK COMPATIBLE LASERJET TONER CARTRIDGE 05A/280A	02 pcs
26	RIBBON CARTRIDGE EPSON LQ 310	100 pcs

Sealed **Quotation** will be opened on 20/06/2022 at 3 pm at the office of the undersigned. The selection committee members & Bidders are hereby requested to be present at 3 pm at the office of the undersigned.

*P.M. 10.06.2022*  
Medical Superintendent cum Vice Principal  
Malda Medical College & Hospital, Malda

Memo No- *2848*/MLDMCH / *1(10)*

Dated, Malda, the *10/06/22* 2022

Copy forwarded for information & necessary actions please :-

- 1) The D.H.S, West Bengal, Swasthya Bhvan, Saltlake City, Kol-91.
- 2) The District Magistrate, Malda
- 3) The Principal, MMC, Malda
- 4) The ADM(G), Malda.
- 5) The Dy. Superintendent, MMC&H, Malda.
- 6) The Accounts Officer, MMC&H, Malda.
- 7) The All Assisatn Superintendent(NM), MMC&H, Malda
- 8) The DIQ NIC, With request to upload the same in the district website.
- 9) 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.
- 10) Guard file.

*P.M. 10.06.2022*  
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-**                      **Dated-**                      **we are submitting**  
**our best possible rate.**

SL No	Name of the Vendor	Items	Discount Rate of Medicine
			GST as applicable form time to time shall be paid extra. No additional charges, taxes etc. will be paid
1	BINDING NOTE BOOK NO – 8, ( 200page/ Book)	Per pcs	
2	BINDING PEON BOOK. Size: 20cm X 16cm. 200page/ Book	Per pcs	
3	LOOSE WHITE PAGE , STANDARD QUALITY SIZE: 30cm X 21cm	Per pcs	
4	STEPLER SMALL	Per pcs	
5	FULL JHARU	Per pcs	
6	BROOM STICK	Per pcs	
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12	UTILITY GLOVES	Per pcs	
13	SCALE STEEL	Per pcs	
14	MEDIUM BATTERY	Per pcs	
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26	RIBBON CARTRIDGE EPSON LQ 310	Per pcs	

**Thanking you**

**Respectfully**