

Memo No: TEN/HUG/ 5057

Date - 30/08/17

TENDER NOTICE

Sealed tenders are hereby invited by the Member Secretary cum CMOH District Health & Family Welfare Samity, Hooghly from reputed firms/persons for supplying Stationery Items in different offices under control of the CMOH, Hooghly, the tender is valid for the financial year 2017-18 /one year. It may be extended for further period if considered necessary. for the next one year, (MOU).

Bid document will be available from the office of the Chief Medical Officer of Health, Hooghly between 12 Noon to 3 PM on all working days from 01/09/2017 to 15/09/2017 at a cost of Rs. 500/- (Rupees Five hundred only) per bid document, which is to be submitted in form of Bank draft in favour of 'District Health and Family Welfare Samity, A/c Non- NHM, Hooghly' and the photocopy of the counterfoil shall have to be produced with the application addressed to the undersigned before collecting the bid document.

The last date of submission of sealed tender with full name and address with contract no. of the firm/company at the office of the Chief Medical Officer of Health, Hooghly 15/09/2017 up to 12 noon. The envelope containing the tender papers shall be super scribed "TENDER FOR Stationery ITEM will be open on 20.09.2017 at 12.00 noon in the presence of tenderness or their representatives and members of the purchase committee at the office of Chief Medical Officer of Health, Meeting Hall, 2nd Floor, Hooghly.

Renderers shall have to furnish the following documents along with the original tender papers: -

1. Attested copy of latest clearance certificate of G.S.T, P.TAX, IT return and valid PAN Card.
2. Attested copy of valid Trade Licenses for current year.
3. Earnest Money for only Stationery Item has been decided about Rs 1,500/- (Rupees One Thousand Five Hundred Only).
4. FASSI Registration Certificate from the component authority must be submitted.
5. of Refreshment Item.
6. 5 % of value of purchase of order or maximum Rs.5,000/- of purchased of each item of previous year to be submitted as Security money after selection and before the signing agreement inform of Bank Draft in favour of "District Health and Family Welfare Samity" A/c Non- NHM, Hooghly and will be released after end of the contract period.
7. The Tender Committee take the decision of any problem of the Tender.
8. The vendors must submit of Audited Balance Sheet for last financial year.

Rule 47 of WB financial rule, Vol-1 read with GO No. 10500-F dated 19.11.2004 will be observed in the process of procurement. All disputes will be settled under the jurisdiction of West Bengal.

Rate should be quoted in respect of each item both in words and figures including of all taxes and charges to the office of the CMOH, Hooghly.

Selected renderers will have to execute a contract bond as specified by the member Secretary, District Health & Family Welfare Samity cum CMOH, Hooghly before supplying the articles.

Any figure in the Tender paper having over writing will be treated as cancelled for that item. The Purchase Committee will reserve the right of acceptance or cancellations of any tender even the lowest without assigning any reason thereof.

Each item as a sample submitted to A/c Officer/CMOH, Hooghly before the supply the order

Rwd 29.8.17

Member Treasurer cum Account Officer
CMOH, Hooghly

Rwd 29/8/17
Member Secretary, DH-FW Samity cum
Chief Medical Officer of Health
Hooghly

Memo No: 5057/1 (9)

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Copy forwarded for information & necessary action with the request to display the tender notice at the notice board of their offices for wide circulation to:-

1. The Sabhadhipati, Hooghly Zilla Parisad.
2. The District Magistrate, Hooghly
3. The DICO, Hooghly.
5. The Dy CMOH- I/II/III, ZLO,
6. DTO, Hooghly
7. The District Informatics Officer, NIC, Hooghly with a request to publish this notice at the District Official Website
8. Notice board of the CMOH office, Hooghly.
9. Guard File.

Rwd 29.8.17
Member Treasurer cum Account Officer
CMOH, Hooghly

Rwd 29/8/17
Member Secretary, DH-FW Samity cum
Chief Medical Officer of Health
Hooghly


Government of West Bengal
Chief Medical Officer of Health,
Administrative Building
D.R.S. Campus, Hooghly

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(Before Quoted the rate against each item please read the instruction carefully).

1. The tender should be addressed to the member secretary District Health & Family Welfare Samity & CMOH, Hooghly.
2. Bidding will be done on a two bid method. The bidder should ensure that the Technical Bids complete in all respect and containing The required enclosures each sealed in a separate cover and commercial/ price bid is sealed in a separate cover and both the envelopes are kept and sealed in a suitable size cover.
3. The rates should be quoted both in figures and words including GST and charges. The brand name including manufacturer or company name must be mentioned for each item.
4. Bid documents will be available from the office of the Chief Medical Officer of Health, Hooghly between 11Am to 2 PM on all working days from 01.09.2017 to 15.09.2017 at a cost of Rs.500/- (Rupees Five Hundred Only) per bid document, which is to be submitted in form by bank draft in favour of District Health & Family Welfare Samity, Non NHM, Hooghly and the photocopy of the counterfoil shall have to be produced with the application addressed to the undersigned before collecting the bid documents.
5. Attested copy of last clearance certificate GST/P.Tax/last IT return should be attached with Tender Paper.
6. Earnest Money for Stationery Item Rs. 1500/- (Rupees One Thousand & Five Hundred Only).
7. Security Money for Stationery Item has been decided about Rs. 5000/- (Rupees Five Thousand Only).
8. The earnest money will be forfeited if the tenderer withdraw the tender after acceptance the tender or falsification of tender.
9. Earnest Money & Security Money must be submitted Bank Draft in favour of " District Health and Family Welfare Samity, Non-NHM", Hooghly.
10. **Each Bidder shall submit one bid & bidders who submit more than one bid for similar supply will be disqualified and each item should be quoted single rate in figure and words.**
11. The successful bidders will have to sign agreement form in a India non-judicial stamp paper worth Rs. 50/- (Fifty) or higher value within 7 (Seven) days of receiving the letter of acceptance.
12. The tender must be received in the office of the undersigned not later than the date and time.
13. If the specified date is declared as holiday, opening of the tender will be done at the appointed time on the next working day. The authority will not take any liability for postal delay or irregularities in this regards.
14. Bidder may be black listed if the quality of article is below the specific standard.
15. A tender received after the deadline will be rejected.
16. The sealed tender will be opened at the office of the undersigned before the purchase committee in presence of tendered or their authorised representative who may attend on the date and time as specified.
17. The Successful bidder will be bound to supply the items for next one year i.e from the date of memorandum of upstanding (MOU) On fixed rate contract basis irrespective of any charge in price or quality. Any willful delay on the part of the supplier in supplying Articles within the stipulated period will be liable to pay liquidated damage.
18. The authority reserves the right to accept or reject any tender and to cancel the bidding process and reject all tender at any time prior to the award of contract without showing any reason thereof.
19. Supply of items are to be ensured by the contractor on requisition from the purchaser in the fashion that the expiry date of items will not be (A) less than 2 (TWO) years from the date of supply where the expiry of item is fixed more than two years from the date of Manufacturing, (B) At least one year from the date of supply where the expiry date of items is fixed more than one year but less than two years from the date of manufacturing, (C) At least nine to ten months where the expiry dates is fixed only for one year from the date of manufacturing.
20. The selected bidder should supply the items as and when required to the Authority in his own expenses. Transport cost or unloading charges will not be borne by Authority.
21. All terms and conditions as mentioned above will have to be accepted by the tenderer and no condition stipulated by the tenderer will be accepted. The work order will be issue on the basis of requirements of articles. The purchase committee will have reserve the right to accept or reject any bid document or rate given against the articles without assigning any reason whatsoever.
22. The selected bidder should supply the items as and when required to the authority in his own expenses. Transport cost or unloading Charge will not be borne by Authority.
23. All terms and conditions as mentioned above will have to be accepted by the tendered and no condition stipulated by the tendered Will be accepted. The work order will be issue on the basis of requirement of articles. The purchased Committee will have reserve the right to accept or reject any bid documents or rate given against the articles without assigning any reason whatsoever.
24. All required documents for the tender should be enclosed and a list of enclosures with page numbers should be made which be mentioned in a separate sheet.


Member Secretary, DH-FW Samity cum
Chief Medical Officer of Health,
Hooghly.