

No. HAD/12M- 61 -2021/A5601

Date : 03 /12/2021

**TENDER NOTICE**

Sealed tender/quotation for the period from **January,2022 to December,2022** is invited from the authorized Distributors /Suppliers, on behalf of the Directorate of Health Services, Government of West Bengal, Swasthya Bhawan, GN-29, Sector-V, Salt Lake City, Kolkata-700091 for supply of stationery articles/items as furnished at ANNEXURE-III to the DHS Store, WB. It was approved by the Tender Selection Committee meeting held on 29/11 /2021.

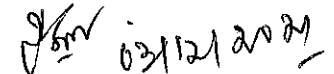
The sealed envelope containing 02(two) copies of quotations mentioning one copy as original and other copy as duplicate duly signed by the respective C.E.O./ E.O. of the said concern under their office seal accompanied with a forwarding letter addressed to the Additional Director of Health Services (Administration), West Bengal, Swasthya Bhawan, 2nd floor,GN-29.Sector-V,Salt Lake City, Kolkata- 700091 **has to be dropped in the Tender Box kept in the office chamber of Addl. DHS (Admn.), W.B. Swasthya Bhawan, 2nd floor, A-Wing on and from 06<sup>th</sup> December,2021 to 20<sup>th</sup> December,2021 up to 2:00 P.M.** The date of opening of tender documents on **20<sup>th</sup> December,2021 at 2:30 P.M.** at the office chamber of Addl. DHS(Admn), West Bengal.

The representatives of concern Distributors/Suppliers submitting tender documents are requested to remain present at the office chamber of Addl. DHS(Admn), West Bengal on **20<sup>th</sup> December,2021 at 2: 30 PM.**

Sample of Tender/Quotation Form is given hereunder at ANNEXURE-I for participation in the tender.

(Bidders will have to add additional page(s) of the Tender/Quotation Form , if required)

All other "ANNEXURES" required for the bidders for submission of bid-documents are also given hereunder.

  
f Addl. Director of Health Services (Admn.)  
West Bengal.

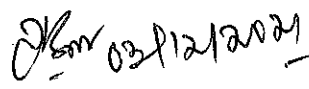
  
03/12/21

Date : 03 /12/2021

No. HAD/12M- 61 -2021/ A 5601/1 (1)

Copy forwarded to-

- ✓ 1 The IT Co-ordinator, Swasthya Bhawan Campus, Salt Lake, Sector-V, Kolkata-91 with the request for web posting of this "TENDER NOTICE" along with its 05 (five) ANNEXURES.

  
f Addl. Director of Health Services (Admn.)  
West Bengal.

  
03/12/21



## ANNEXURE-II

Government of West Bengal  
Directorate of Health Services: Store  
Swasthya Bhavan, GN-29, Sector-V Salt Lake City, Kolkata-700 091

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Terms & Conditions of the Tender/Quotation Notice No. HAD/12M-61-2021/A 5601 Date : 03/12/2021

1. Each of the bidders will have to deposit **Rs.2,000/-** (Rupees Two thousand only) as Earnest Money for participation in the tender for all the items.

Exemption from depositing Earnest Money will be given to those suppliers/vendors as per existing West Bengal Govt. rules, subject to validity of the documents to be produced with bid-documents. The Earnest Money is to be deposited by Demand Draft or Net Banking.

Earnest Money is payable in favour of Jt. Director of Health Services (Accounts), West Bengal in the following A/c.

Name of the Bank & Branch : **State Bank of India, Swasthya Bhawan Branch**  
**A/c No. 63022063445, IFSC : SBIN0010043**

### 2. Refund of Earnest Money :

- (i) Earnest Money will be refunded to the unsuccessful bidders on demand by submission of application with Bank A/c in details including IFSC.
- (ii) Earnest Money will be refunded to the successful bidders on demand by submission of application with Bank A/c in details including IFSC after full supply of all the items concerned maintaining standard quality as per work order.

### 3. Forfeiture of Earnest Money :

In case of failure of **full-supply of all the articles/items** on the part of the successful bidders, the deposited Earnest Money will be totally forfeited.

4. Rates of the articles are to be quoted including all taxes and charges along with transportation & delivery charges at the intimated destination of the articles i.e. DHS Store, Swasthya Bhawan, Salt Lake, Sector-V, Kolkata-700 091. Rates of GST against each of the items are also to be mentioned separately.
5. Selection of bidders as **L<sub>1</sub>, L<sub>2</sub>, L<sub>3</sub>** etc will be made as per existing Govt. rules & regulations.
6. In case of failure to supply the articles by the **L<sub>1</sub>** bidder, procurement will be made from **L<sub>2</sub>** bidder, subject to the condition that **L<sub>2</sub>** bidder will supply at the rate of **L<sub>1</sub>** bidder.
7. Tender Selection Committee possesses discretionary power to offer the Award of Contract to any bidder for supplying articles considering pros and cons of the prevailing situation in the interest of fair and smooth supply of the articles to the DHS Store.
8. Experience of the bidders in regard to supplying items of similar nature to the office of State Govt./Central Govt./ State or Central Govt. undertaking office, is desirable.
9. Attested photo-copies of valid Trade Licence, P.A.N. Card, P. Tax, GST Registration No. and latest "Return" of GST and Income Tax are to be accompanied with the bid documents.
10. No advance will be provided to the selected vendor prior to supply of the articles.

11. Payment will be made directly through the Bank Account of the approved vendor maintaining official procedure as per existing Govt. rules & regulations after full supply of the ordered quantity by the vendor. Part supply of the total ordered quantity will not be entertained.
12. In case of Co-operative Society, only **Parent Body** is eligible for applying to participate in the tender.
13. The tender authority reserves the right to reject/cancel any order without assigning any reason whatsoever it may be and will not be liable for any cost that might have incurred by any bidder at the bidding-stage.
14. Tender form(s) filled-up **incompletely** by the bidder(s) will not be accepted.
15. No escalation of price will be entertained in any circumstances throughout the validity of the tender period.
16. During scrutiny, if any of the papers/documents submitted by the bidder is found incorrect/fabricated/fraudulent, that bidder's application for participation in the tender will instantly be rejected.
17. The successful bidder has to execute an agreement in Non-Judicial stamp paper of Rs.100/- (Rupees One hundred) only before final acceptance of Award of Contract.
18. Initially the selection will be made for the period from 01.01.2022 to 31.12.2022 which may be further extended under the accepted rate and terms & conditions, subject to satisfactory performance on part of the bidder and approval of the higher authority concerned.
19. Approved bidders for the concerned articles will have to supply the same within 15(fifteen) days from the date of order placed.
20. (i) Quality of the articles to be supplied by the approved bidders must be standard.  
(iii) The bidders may come beforehand to the office of the undersigned for inspecting quality/standard of the articles/items concerned.
21. If L<sub>1</sub> bidder fails to supply the materials, it will not be allowed to participate in the tender to be floated in future for purchasing articles for DHS store in the next consecutive 03 (three) years.

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Addl. DHS (Admn.)  
West Bengal

03/12/21

## ANNEXURE-III

(Tender Notice No.HAD/12M-61-2021/A5601 dated 03/12/2021)

Sl. No.	Name of the Items	Total requirement
1	Register containing 100 pages	30 Pc.
2	Peon Book containing 100 pages	50 Pc.
3	Note Sheet Book containing 100 pages	30 Pc.
4	File cover 2 folder (Brown colour)	500 Pc.
5	File Flap (for binding of file)	500 Pc.
6	File Cover (4 Folder)	30 Pc.
7	File Flag/Sticker (3x3) Tri Colour	5 packets x 30 units
8	Lifebuoy soap of weight 65 gm	144 Pc.
9	VIP towel (72x 148 cm)	50 Pc.
10	Stapler No.10 (Kangaro Brand)	50 Pc.
11	Binder Clip (32mm)	6 Gross
12	Spong with plastic container	36 Pc.
13	Napthalin ball having 12 (approx) balls in a packet	30 Packet
14	Fevi Stick- of weight 15 gms	200 Pc.
15	Pencil Battery-Eveready Brand	120 Pc.
16	Alpin (of weight 100 gm box)	100 Box (5Pckt)
17	Refill- small size (blue colour)	200 Pc.
18	Refill- big size (blue colour)	100 Pc.
19	Duster-2 ft x 2 ft	300 Pc.
20	Plastic Scale (1foot length)	50 Pc.
21	Jettra Classic Pen (Rorito Model)	20 Pc.
22	Both side Dot Pen	100 Pc.
23	Dot Pen (Blue ink)	200 Pc.
24	Dot Pen (Red ink)	100 Pc.
25	Dot Pen (Black ink)	100 Pc.
26	Gel Pen- (Green ink)	50 Pc.
27	Liquid soap	50 vial (100ml each)
28	Paper weight	50 Pc.
29	Needle (Phore)/Pooker	48 Pc.
30	Punching Machine one hole	30 Pc.
31	Highlighter Pen (yellow and blue)	50 Pc.
32	Marker Pen (white Board)	50 Pc.
33	Lock & Key	5 Pc. (6 Lever each)
34	Wall Clock	3 Pc.
35	Stamp Pad (Small)	50 Pc.
36	Ink (For stamp pad)	48 vial (60 ml each)
37	Ordinary Rubber Stamp	6 Pc.
38	Self-inking stamp	10 Pc.
39	Name Plate (Fibre Board- 30cmx12 cm)	21 Pc.
40	Conference Kit (Plastic Folder)	50 Pc.

  
 Addl. Director of Health Services (Admn.)  
 West Bengal

  
 03/12/21

**ANNEXURE-IV**

( Tender Notice No. HAD/12M-61-2021/A 5601

Date : 03/12/2021)

**PARTICULARS OF BIDDERS**

1.	Name of the Bidder	
2.	Tendering as	Direct supplier/Distributorship/ Parent Co-operative Society/Others
3.	Name of the authorised person to submit the Bid	
4.	Telephone/Mobile No.	
5.	E mail ID of Bidder	
6.	Address of Bidder for correspondence	

Signature of Bidder (Authorised person)  
with date & office seal

**ANNEXURE-V**

(Tender Notice No. HAD/12M-61-2021/A5601 Date : 03/12/2021)

**DECLARATION**

I do hereby declare that-

1. There is, at present, no charge of criminal case against me as well as my firm.
2. There is, at present, no case of blacklisting against my firm.
3. I firmly assure the authority concerned that I shall supply the articles in full quantity as per requirement, if the items/articles quoted by me are approved in the tender.

Place :

Date :

Signature of Bidder (Authorised person)  
with date & office seal