



Government Of West Bengal

OFFICE OF THE
CHIEF MEDICAL OFFICER OF HEALTH

PURBA MEDINIPUR
P.O. - TAMLUK ★ DIST- PURBA MEDINIPUR

269595 (O)
~~269602 (R)~~
266530 (F)
STD - 03228

Ref. No. CMOH/Pr.Mid/753

Memo No.
Dated 06/3/18

To
The Joint Secretary (IT),
Deptt. Of Health & Family Welfare,
Govt. of West Bengal,
Swasthya Bhawan, GN-29, Sector-V,
Salt Lake City, Kolkata-91.

Sub: Uploading of Notice Inviting Tender in State Website.

You are requested to upload the Notice Inviting Tender for supply of stationery items for the Office of the Chief Medical Officer of Health Purba Medinipur from 07.03.2018 to 14.03.2018.

The Notice Inviting Tender No: Memo No. CMOH/Pr.Mid/748 Dated 06.03.2018 are enclosed along with (05 Pages).

Memo No: CMOH/Pr. Mid/ 753/4 (2)
Copy forwarded for information to:

- 01) Sourav Ghosh, IT Consultant, Deptt of Health & Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt Lake City, Kolkata-91.
- 02) The Dy. CMOH-I, Purba Medinipur.

Chief Medical Officer of Health
Purba Medinipur.

Dated: 06/3/2018.

Chief Medical Officer of Health
Purba Medinipur.

TERMS & CONDITIONS

Sealed Tenders are invited from competent & bonafide Person/Firms/Agencies/Organization experienced with good reputation for supply of Stationary articles for the office of the Chief Medical officer of Health, Purba Medinipur. Tender should be addressed to the Chief Medical Officer of Health, Purba Medinipur. The sealed envelope should bear the following superscription "**Tender for Stationery** "in response to the Tender Notice memo no – **CMOH/Pr.Mid/748 DATE - 06.03.2018**.

1. The unit rates should be quoted both in figures and words and including GST and other charges (if any) in official letter head of the Agency.
2. Photo copy of following documents should be furnished along with bid document.
 - a) Valid Trade License (for F.Y. 2017-18) inscribing business type of Stationery goods Supplier / General Order Supplier
 - b) Valid 15 digits GSTIN.
 - c) I. Tax return for last two F.Y. (2015-16 & 2016-17)
 - d) Audited balance sheet and profit & loss a/c for last two F. Y. 2015-16 & 2016-17.
 - e) Copy of valid PAN card (either of proprietor [in case of proprietorship business] or of company/firm)
 - f) P. Tax returns wherever applicable.
3. Credential Certificate amounting at least to 40% of bid price against a single order (Preferably from Govt. or large corporate sector) along with its completion/satisfactory certificate during the period between 01st April, 2015 and 28th February, 2018. Bid should be signed by the authorized signatory with rubber stamp.
4. The intending tenderers will have to deposit earnest money of Rs. 4000.00 (four thousand only) in the form of D/D or Pay Order (Not cheque) drawn in favour of **Chief Medical Officer Of Health, Purba Medinipur** Payable at Tamluk .
5. **The earnest money will be forfeited if the Tenderer (s) withdraw (s) the Tender after acceptance of rate / issue of order or falsification of documents.**
6. **The tender of stationary article is combination of technical bid and financial bid. The bidder are requested to submit the tender document of technical bid and financial bid separately and in separate sealed envelope. Otherwise it will be treated as rejected.**
7. Each bidder should submit all documents in sealed envelopes to the drop box at the office of the CMOH Purba Medinipur from 07.03.2018 to 14.03.2018 at 11 a.m. in office time excluding holidays.
8. Technical bid of stationary articles will be opened on 14.03.2018 at 12.30 p.m. in the office of the undersigned and financial bid of stationary articles will be opened on 16.03.2018 at 12.30 p.m. at the same venue.
9. **All the bidders have to produce the sample of all items as per specification of the tender before opening of financial bid of the tender.**
10. The quantity is tentative and the Tender Committee reserves the right to increase or Decrease the quantity of any product mentioned in the tender notice.
11. The rate should be quoted as per proforma given in the bid document. Bidders should follow the said proforma; otherwise it will be treated as cancelled.
12. If the specific date is declared a holiday, tenders shall be received up to the appointed time on next day and accordingly opening of the tender will be done at the appointed time in the next day . The authority will not take any liabilities in this regard.
13. Delivery should be done through bidder's own network to the office of the Chief Medical Officer of Health, Purba Medinipur District. Delivery challans to be submitted by the successful bidder after satisfactory delivery of articles to the authority. No extra charges will be given for delivery. Payment will be made after satisfactory stock entry reports from the

respective stores as well as successful installation report from respective authority if applicable.

14. The successful bidder will be bound to supply the items on accepted fixed contract basis irrespective of any change in price or quality. Any willful delay on the part of the supplier in supplying articles over expiry of the stipulated period will be liable to any liquidated damages.
15. The tender will be opened at the Office of the undersigned before the tender selection committee in presence of the tenderer or their authorized representatives who choose to attend on the date and time as specified.
16. The articles are to be submitted by the selected bidder within 7 (seven) days from date of issue of the work order. No escalation will be considered in any cases.
17. Item whereas a minimum guarantee/warranty period is applicable from date of receipt should be provided by the supplier himself on spot. Failing which may subject to deduction from bill.
18. The rate & specification and vendor selected through this tender will be valid for 2(Two) year from Date of finalization of bid.
19. The authority reserves the right to accept or reject any tender and to cancel the bidding process and reject all the tenders at any time to award to contract without assigning any reason thereof.
20. All terms & Conditions as mentioned above will have to be accepted by the tender(s) and no condition stipulated by the tenderer will be accepted.

Date: 06 /03/2018


Chief Medical Officer of Health
Purba Medinipur

DECLARATION

The above terms & conditions are read carefully and accepted by me / our Firm to the best of my knowledge.

Signature of Bidder with rubber stamp (Designation)

Date:

Application of Tender

Bidders Details

1. Name of the bidder / agency :
(BLOCK LETTERS)
2. Address :
3. Name of the Contact person :
4. Mobile No. :
5. E-mail address(If any) :
6. Necessary supporting documents (enclosed)
 - a. Valid Trade License (for F. Y. 2017-18) inscribing business type of IT Goods Supplier / General Order Supplier.
 - b. Valid 15 digits GSTIN.
 - c. I. Tax return for last two F.Y. (2015-16 & 2016-17)
 - d. Audited balance sheet and profit & loss a/c for last two F. Y. 2015-16 & 2016-17.
 - e. Copy of valid PAN card (either of proprietor [in case of proprietorship business] or of company/firm)
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