

GOVERNMENT OF WEST BENGAL
Office of the Chief Medical Officer of Health
North 24 Parganas



No.

Dated

2nd TENDER NOTICE

Sealed tenders are invited from the bonafide Agencies/ Firms/ individuals for supply of **Stationery Articles and computer accessories**, to the office of the undersigned for one year. The bidder should have at least two years experience in the same field. Proof, like **Trade License** of current validity, **PAN, Vat Registration** and up-to-date **IT returns** should be annexed with bid document. List of articles in Annexure-I is enclosed.

The applications to be submitted in the letter-head of the Agency/ Firm/ Individuals, to the "**Chief Medical Officer of Health, North 24 Parganas** and to be dropped in the **Tender Box** within the office hours.

Last date of receiving tenders : 13.03.2012
Opening of tenders : at 4 PM on the same day.

An amount of **Rs.100/-** (One hundred) only (Non-refundable) as **processing fee** and an amount of **Rs.1000/-**(One thousand) only as **Earnest Money**, through Bank Draft, drawn in favour of "**District Health & Family Welfare Samiti**", are to be submitted with bid document.

sd/2
Chief Medical Officer of Health
North 24 Parganas

No.

856/1(1)

Dated 02.03.2012

Copy forwarded for information to the **DIO, NIC, North 24 Parganas**, with the request to please arrange for publication the tender notice in the official website of this district

Chief Medical Officer of Health
North 24 Parganas

No.

Dated

Copy forwarded for information to :-

- 1) Director of Health Services, Govt of West Bengal
- 2) Jt. Secretary to the Govt. of West Bengal, Deptt. of H & FW (MS Branch)
- 3) Jt. Director of Health Services (P & D), West Bengal
- 4-6) Dy. CMOH-I / II / III, North 24 Pgs.
- 7) DMCHO, North 24 Pgs.
- 8-9) ZLO / DTO, North 24 Pgs
- 10) Accounts Officer of this office.
- 11) Office Notice Board

Chief Medical Officer of Health
North 24 Parganas



ANNEXURE - A

LIST OF STATIONARY ARTICLES & COMPUTER ACCESSORIES, 2011 - 2012

Sl. No.	Name of the Items	Brand Name	Rate @ Rs.
1	Full Scape Paper White (17 X 27)	Supreme	Per Ream
2	Full Scape Ruled (17 X 27)	Supreme	Per Ream
3	Double Fool's cap Paper (54" * 24")	Supreme	Per Rim
4	Executive Bond Paper A4 size	100 GSM bilt	Per ream
5	Xerox Paper A4 size	80 GSM Copy Power	Per Ream
6	Xerox Paper A4 size	70 GSM Copy Power	Per Ream
7	Xerox Paper Legal Size	80 GSM Copy Power	Per Ream
8	Xerox Paper Legal Size	70 GSM Copy Power	Per Ream
9	Alpin (100gm)	King	Per box
10	James Clip (50gm)	King	Per box
11	Stapler Machine (Jumbo)	Kangaro	Per piece
12	Stapler Machine (small)	Kangaro	Per piece
13	Stapler Pin (big)	Kores	Per Packet
14	Stapler Pin (small)	Kores	Per Packet
15*	Ball Pen, Blue (use & throw)	Linc, Best quality	Per doz.
16*	Ball Pen, Black (use & throw)	Linc, Best quality	Per doz.
17*	Ball Pen, Red (use & throw)	Linc, Best quality	Per doz.
18*	Ball Pen, Green (use & throw)	Linc, Best quality	Per doz.
19*	Gel Pen (Blue)	Linc, Best quality	Per Piece
20*	Gel Pen (Green)	Linc, Best quality	Per Piece
21*	Gel Pen (Black)	Linc, Best quality	Per Piece
22*	Board File	Best Quality	Per Piece
23*	Pin Cushion (Mgnet)	Best Quality	Per Piece
24*	Cover File (Four Fold) Big	Best Quality	Per dozen
25*	Folder File (Two Fold)	Best Quality	Per dozen
26*	File Flap	Best Quality	Per 100Peces
27*	Rubber Stamp, wooden	Best Quality	Per Piece
28*	Rubber Stamp (Self Ink)	Best Quality	Per Piece
29	Rubber Stamp (Pesto) Polymer	Pesto	Per Piece
30	Stamp Pad Ink (110) ml	Eureka	Per Piece
31	Stamp Pad Ink (700) ml	Eureka	Per Piece
32	Envelope (6"x4")	Brown Craft paper of 20 Kg.	Per 1000 Pieces
33	Envelop (9" x 4")	Brown Craft paper of 27 Kg.	Per 1000 Pieces
34	Envelop (11" x 5")	Brown Craft paper of 27 Kg.	Per 1000 Piece
35*	Cloth envelope (12" x 6")	White, Best Quality	Per 1000 Piece
36*	Envelop for Service Book (18.5" x 11.5")	White, Best Quality	Per 100 Piece
37*	Tag (big size)	Best Quality	Per 100 Piece
38	Ledger Book (500 Page)	Tuktuki	Per Piece
39	Ledger Book (No.20) (Leather Binding)	Tuktuki	Per Piece
40	Ledger Book (No.16) (Leather Binding)	Tuktuki	Per Piece
41	Ledger Book (No.12) (Leather Binding)	Tuktuki	Per Piece
42	Bound Register (No. 20)	Tuktuki	Per Piece



Sl. No.	Name of the Items	Brand Name	Rate @ Rs.
43	Bound Register (No. 18)	Tuktuki	Per Piece
44	Bound Register (No. 16)	Tuktuki	Per Piece
45	Bound Register (No. 14)	Tuktuki	Per Piece
46	Bound Register (No. 12)	Tuktuki	Per Piece
47	Bound Register (No.10)	Tuktuki	Per Piece
48	Bound Register (No.8)	Tuktuki	Per Piece
49	Bound Register (No.6)	Tuktuki	Per Piece
50	Bound Register (No.4)	Tuktuki	Per Piece
51	Register Non-Binding	Tuktuki	Per Piece
52*	Paper Weight	Best Quality	Per Dozen
53	Exercise Book (No.8)	Classmate	Per Piece
54	Exercise Book (No.6)	Classmate	Per Piece
55	Exercise Book (No.4)	Classmate	Per Piece
56	Gum (150)ml	Eureka	Per Piece
57	Gum (700)ml	Eureka	Per Piece
58	Stamp Pad (Big)	Faber Castle	Per Piece
59	Stamp Pad (Small)	Faber Castle	Per Piece
60	Torch Light (2 Cell)	Eveready	Per Piece
61	Torch Light (3 Cell)	Eveready	Per Piece
62	Torch Light Battery (1050 Cell)	Eveready	Per Piece
63	Torch Light Battery (950 Cell)	Eveready	Per Piece
64	Pencil Battery	Eveready	Per Piece
65*	Duster (Big size)	Best Quality	Per Piece
66*	Towel (Big size)	Best Quality	Per Piece
67	Lock & Key (7 Lever)	Godrej	Per Piece
68	Lock & Key (6 Lever)	Godrej	Per Piece
69	Lock & Key (6 Lever) (Ordinary)	Biki	Per Piece
70	Lock & Key (7 Lever) (Ordinary)	Biki	Per Piece
71	Candle (Big) (6 Pc packet)	Cycle	Per Packet
72	Calculator (10) digit)	Casio/Orpat	Per Piece
73*	Peon Book (No. 6)	Best Quality	Per Piece
74*	Vehicle Log Book (No. 6)	Best Quality	Per Piece
75*	Service Book	Best Quality	Per Piece
76*	Attendance Register (24 page)	Best Quality	Per Piece
77*	Attendance Register (12 page)	Best Quality	Per Piece
78*	Drinking Water Glass	Best Quality	Per Piece
79*	Pay Bill Outer Sheet	Best Quality	Per Piece
80*	Pay Bill Inner Sheet	Best Quality	Per Piece
81*	T.A.Bill Form	Best Quality	Per Piece
82	Pencil Carbon (single) (100 pc box)	Kores	Per Box
83	Pencil Carbon (double) (100 pc box)	Kores	Per Box
84*	Soap Case	Best Quality	Per Piece
85*	Water Mug (Plastic) One Liter	Best Quality	Per Piece
86	Naphthalene Ball (200 gm Packet)	Bengal Chemicals	Per Pkt.
87	Eraser (White) Pen type	Kores	Per Piece
88*	Key Bag (Leather)	Best Quality	Per Piece



Sl. No.	Name of the Items	Brand Name	Rate @ Rs.
89*	Key Bag (Ring)	Best Quality	Per Piece
90	Pardah with Fitting (Door)	Synthetic (117 X 180 Cm.)	Per Door
91	Pardah with Fitting (Window)	Synthetic(117 X 125 Cm.)	Per Window
92	Dendrite Tube (50gm)	Dendrite	Per tube
93*	Register Binding Charges	Best Quality Paper	Per 100 Page
94*	Printing Charges (One side) (Full Scape Size)	On Standard quality paper	Per 100 Page
95*	Printing Charges (Both side) (Full Scape Size)	On Standard quality paper	Per 100 Page
96*	Printing Charges (One side) (7"x 8")	On Standard quality paper	Per 100 Page
97*	Printing Charges (Both side) ((7"x 8")	On Standard quality paper	Per 100 Page
98*	Printing Charges (One side) (5"x 7 1/2")	On Standard quality paper	Per 100 Page
99*	Printing Charges (Both side) ((7"x 8")	On Standard quality paper	Per 100 Page
100*	Printing Charges (One side) (5"x 7 1/2")	On Standard quality paper	Per 100 Page
101*	Cash Book (18" x 24")	Best Quality Paper	Per book
102*	Candle 9" size (6pc. Pkt.)	Best Quality	Per packet.
103	Mosquito Coil (Box of 10 Pices)	Good Night	Per Box
104	All Out Machine	All Out	Per Piece
105	All Out Liquid _____ ml	All Out	Per Bottle
106*	Hand Towel (18" X 24")	Best Quality	Per Piece
107*	Plastic Bucket (15 Lts.)	Best Quality	Per Piece
108	GI Bucket (18")	Tata	Per Piece
109	Eraser (Pencil)	Nataraj	Per Piece
110	Stock Ledger (Leather Binding) No.20	Tuktuki	Per Piece
111	Stock Ledger (Leather Binding) No.16	Tuktuki	Per Piece
112	Stock Ledger (Leather Binding) No.12	Tuktuki	Per Piece
113	Bound Register (No. 40)	Tuktuki	Per Piece
114*	Scale (Wooden) (12")	Best Quality	Per Piece
115*	Scale (Plastic) (12")	Best Quality	Per Piece
116*	Scale (Wooden) (24")	Best Quality	Per Piece
117*	Vim Powder (500gm) Packet	Best Quality	Per Paket
118	Detergent Powder (1Kg.) Packet	Surf Excel	Per Packet
119*	Chair Cushion	Best Quality	Per Piece
120*	Cutting Plus (Cash Pin Cutter)	Best Quality	Per Piece
121	HIT with a spray (Mosquito)	HIT	Per Piece
122*	Room Freshner	Best Quality	Per Piece
123*	Muriatic Acid (500 ml bottle)	Best Quality	Per bottle
124*	Waste Paper Basket Plastic	Best Quality	Per Piece
125*	Table Paper Tray Plastic	Best Quality	Per Piece
126*	Broom Jharu	Best Quality	Per Piece
127*	Phool Jharu	Best Quality	Per Piece
128*	Jhul Jharu	Best Quality	Per Piece
129	Baygone with Spray (500gm)	Baygon	Per Piece
130	Soap (.75gm)	Life Buoy	Per Piece
131*	Knife (Steel) 6" Blade	Best Quality	Per Piece
132*	Table Glass (6 mm)	Best Quality	Per Sqr.feet
133	Emergency Light	Eveready	Per Piece

For the Sl. No. 94 to 100, at least 3 (three) rates to be quoted for three types of quality of the paper,



Sl. No.	Name of the Items	Brand Name	Rate @ Rs.
134*	Plastic Table Cover	Best Quality	Per Piece
135*	Rubber Band (500 gm Packet)	Best Quality	Per Piece
136	Calling Bell (Electric)	Anchor	Per Piece
137*	Paposh (Standard Size)	Best Quality	Per Piece
138*	Water Sponge	Best Quality	Per Dozen
139*	Paper Clip (Plastic)	Best Quality	Per Dozen
140	Wooden Pencil (10 piece box)	Aprasa HB	Per box
141	Bill Register (250 pages)	Bond Paper	Per Piece
142*	Seal Wax (8 Piece Packet)	Best Quality	Per Packet
143*	Phore	Best Quality	Per Piece
144*	Short Hand Book	Best Quality	Per Piece
145*	Note Sheet Pad (100 pages pad)	Best Quality	Per Pad
146*	Tea Set	Best Quality	Per Set
147*	Water Jug (Plastic)	Best Quality	Per Piece
148	Torch Light Bulb	Everady	Per Piece
149*	Plastic Belcha	Best Quality	Per Piece
150	Wax Match Box (10 Pc Box)	Cats	Per Box
151	Punching Machine	Max	Per Piece
152*	Gamla Plastic (16")	Best Quality	Per Piece
153	Glycerin	2 (ounce)	Per Piece
154*	Channel file	Best Quality	Per Piece
155*	Plastic cover for computer accessories	Best Quality	Per Piece
156*	Swap floor (Jute)	Best Quality	Per Piece
157*	Parda fitting door	Best Quality	Per Piece
158*	Parda fitting window	Best Quality	Per Piece
159	H.P. Laser Jet Printer Cartridge 12A - 1020	HP	Per Piece
160	Canon Cartidge FX9	Canon	Per Piece
161	Toner for Canon Xerox (NPG 28)	Canon	Per Piece
162	Drum for Canon Xerox (HPG 37)	Canon	Per Piece
163	Re writable D.V.D with casing 4 G.B.	Moser Bear	Per Piece
164	Re writable CD with casing	Sony	Per Piece
165	Writable CD with cover	Sony	Per Piece
166*	CD cover	Best quality	Per 100 Pieces
167	CD writing pen (.5)	Luxor	Per Piece
168	Pen Drive 8GB	San Disk	Per Piece
169	Pen Drive 16 GB	San Disk	Per Piece
170	External Hard Disc 1 TB	Seagate	Per Piece
171	TVS ribbon with ink bank	TVS	Per piece
172	Fevi Glue Stick 08 gms.		Per piece
173*	Computer paper (perforated) 15x12 Inches 80 gaze three part	Best Quality	Per Ream
174*	Computer paper (perforated) 06x12 Inches 80 gaze one part	Best Quality	Per Ream
175*	Computer paper (perforated) pay slip -80 gaze one part	Best Quality	Per Ream
176*	Computer paper file 15x12	Best Quality	Per Ream

ANNEXURE-B



: Terms & Conditions :

- 1) The bid documents will be received , addressed to the **Chief Medical Officer of Health, North 24 Parganas, Kolkata-700124.**
- 2) The bid documents to be submitted under sealed cover and to be super scribed on the envelope, as "**Tender for Stationery Articles and computer accessories**".
- 3) The bidder must have a valid Trade License, PAN and at least two years experience in this field. Copy of License, PAN, upto date IT returns should be enclosed.
- 4) Samples should be submitted alongwith bid documents for the (*) marked articles.
- 5) The rates should be written clearly on the attached list (Annexure-A). Use of eraser (white ink) should be avoided and any overwriting should be signed (full signature) by the bidder.
- 6) The price will be inclusive of all taxes and all other charges, like loading-unloading charges, freight etc.
- 7) The Selection Committee has every right to accept or reject any tender without showing any cause thereof.
- 8) The selected bidder(s) will have to sign an agreement and the earnest money may be kept in this office as a part of Security Deposits.
- 9) The articles should be supplied as per specifications within three days from issue of the Order, failing which the order should be treated as cancelled and the 2nd lowest bidder may be asked to supply those articles.
- 10) The Proprietor of the firm should sign on every page of the bid documents.

Processing Fee & Earnest Money

- i) **Rs.100.00** (Rupees One hundred) only to be submitted along with the bid documents as **Processing Fees (Non refundable)** through Bank Draft, drawn in favour of the "**District Health & Family Welfare Samiti, North 24 Parganas**".
- ii) **Rs.1000.00** (Rupees One thousand) **only** to be submitted along with the bid documents as Earnest Money through Bank Draft, drawn in favour of the "**District Health & Family Welfare Samiti, North 24 Parganas**", which will be refunded to the unsuccessful bidder (s) soon after the completion of the tender process.
- iii) The Earnest Money will be kept in custody of the authority as a part of Security Deposit for the successful bidder (s).

**Chief Medical Officer of Health
North 24 Parganas**

[Handwritten Signature]
02/03/12