

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

No.

Dated

SHORT 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-A and terms & conditions in Annexure-B, are 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 : upto 2 PM on 22.03.2012

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/ =
Chief Medical Officer of Health
North 24 Parganas

No.

1138/1(1)

Dated 20.3.2012

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

sd/ =
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 for 3rd tender

LIST OF STATIONARY ARTICLES & COMPUTER ACCESSORIES, 2011 - 2012

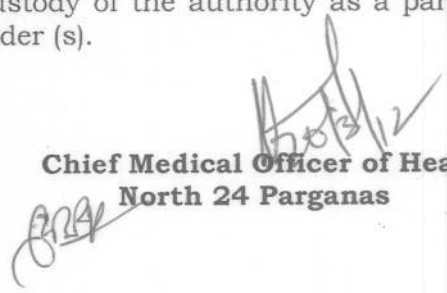
Sl. No.	List Sl. No.	Name of the Items	Brand Name	Rate @ Rs.
1	51	Register Non-Binding	Tuktuki	Per Piece
2	79*	Pay Bill Outer Sheet	Best Quality	Per Piece
3	80*	Pay Bill Inner Sheet	Best Quality	Per Piece
4	81*	T.A.Bill Form	Best Quality	Per Piece
5	93*	Register Binding Charges	Best Quality Paper	Per 100 Page
6	102*	Candle 9" size (6pc. Pkt.)	Best Quality	Per packet.
7	109	Eraser (Pencil)	Nataraj	Per Piece
8	120*	Cutting Plus (Cash Pin Cutter)	Best Quality	Per Piece
9	155*	Plastic cover for computer accessories	Best Quality	Per Piece
10	156*	Swap floor (Jute)	Best Quality	Per Piece
11	159	H.P. Laser Jet Printer Cartridge 12A - 1020	HP	Per Piece
12	160	Canon Cartidge FX9	Canon	Per Piece
13	161	Toner for Canon Xerox (NPG 28)	Canon	Per Piece
14	162	Drum for Canon Xerox (HPG 37)	Canon	Per Piece
15	163	Re writable D.V.D with casing 4 G.B.	Moser Bear	Per Piece
16	164	Re writable CD with casing	Sony	Per Piece
17	165	Writable CD with cover	Sony	Per Piece
18	166*	CD cover	Best quality	Per 100 Pieces
19	167	CD writing pen (.5)	Luxor	Per Piece
20	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