



Government of West Bengal
Office of the Chief Medical Officer of Health
North 24 Parganas, Barasat, Kolkata-700124
Phone-033-25523129, e-mail: cmohn24pgs@gmail.com

Memo. No.CMOH(NPG)/ 367

Date: 04.02.2020

TENDER NOTICE

Sealed tenders are invited from the bonafide Agencies/ Firms/ individuals, for supply of **"Stationery & Contingency Articles"**, to the office of the undersigned for one calendar year.

The applications may be received in the letter-head of the Agency/ Firm/ Individuals, addressed to the **"Chief Medical Officer of Health, North 24 Parganas."** by dropping in **the Tender Box**. The **last date** of submission of tender is **19.02.2020 upto 2.00 p.m.** and it will be opened on **the same day** at 3.00 p.m..

The rates are required for one year i.e. upto 31.12.2020 and it may be extended for further period with same terms & conditions and approved rate there to.

List of required documents:

1. Photocopy of valid Trade License (duly attested).
2. Photocopy of updated GST Registration & return (duly attested).
3. Photocopy of PAN (duly attested).
4. Photocopy of P.tax Registration and updated challan (Duly attested)
5. Photocopy of I.T Return for last 3 years. (duly attested)

Details Terms & Conditions (Annexure-I), List of Articles (Annexure-II) and Tender Application Form (Annexure-III) shall be available at www.north24parganas.gov.in on and from **04.02.2020**

The Tender Selection Committee (TSC) reserves the right to accept or reject any tender or a part of the tender without assigning any reason thereof.

Pm 4.2.2020

Chief Medical Officer of Health
North 24 Parganas
Date: 04.02.2020

A. Roy

Memo. No.CMOH(NPG)/ 367/1 (9)

Copy forwarded for information to:-

1. The Director of Health Services, Govt of West Bengal
2. The Deputy Director of Health Services, (Admin), Govt. of West Bengal.
3. The Dy. CMOH-I / II / III, DMCHO, DTO, ZLO, North 24 Pgs.
4. The Treasury Officer, Barasat, North 24 Parganas.
5. The D.I.O, North 24 Parganas for online publication.
6. The Accounts Officer of this office.
7. The Administrative Officer, O/o the CMOH, North 24 Parganas.
8. The DAM, O/o the CMOH, North 24 Parganas.
9. Office Notice Board

Pm 4.2.2020

Chief Medical Officer of Health
North 24 Parganas

A. Roy

Terms & Conditions (as per corrigendum)

- 1) The bid documents shall be received from 04.02.2020, Tender Application (Annexure-III) shall be addressed to the **Chief Medical Officer of Health, North 24 Parganas, Kolkata-700124.**
- 2) The bid documents to be submitted under sealed cover superscribing on the envelope, as **"Tender for supply of Stationery & Contingency Articles" for the year 2020 (1 calendar year) in the Office of the CMOH, North 24 Parganas**".
- 3) Exemption from EMD will be allowed only to eligible organizations /Societies, i.e. organizations/societies producing valid documents will be only exempted from EMD. No other organizations/societies will be allowed any price preference or Exemption from EMD.
- 4) The bidder must have PAN, Trade License, IT-Return (last 3 years), P.Tax registration and updated challan & GST Registration & return of current validity.
- 5) Rate of item(s) shall be inclusive of all carrying and incidental charges. GST of the items should be quoted separately. Rates quoted more than MRP shall be rejected.
- 6) Specimen of required sample(s) **(as per Annexure-II)** will be provided from the office of the undersigned on all working days on and from **04.02.2020 to 19.02.2020 upto 2.00 pm.**
- 7) The TSC has the right to accept or reject any tender without showing any cause thereof at any stage of tender process.
- 8) The article(s) should be supplied as per specifications & approved quality (determined by TSC) within 7 (seven) days from issuance of the Work Order, failing which the order shall be treated as cancelled and the 2nd lowest bidder may be entrusted to supply for those article(s).
- 9) The Proprietor of the firm should sign on every page of the bid documents.
- 10) The bidders or his/her authorized representative may be present at the time of the opening of the tender to get any clarification related to the tender. No further clarification/information will be provided after the process of finalization of the tender.
- 11) Bids shall be submitted as per the sequence of Annexure-II & Application of Annexure-III.
- 12) Draw of Lots will be done in case of equal price bids in any item(s).
- 13) Technical Bid & Finance Bid must be submitted in separate sealed envelope by following two bid systems. Earnest money deposit receipt should be enclosed in technical bid.

Earnest Money-

- i) **Rs. 10000.00** (Rupees Ten thousand **only**) to be deposited through Online / Bank Transfer as Earnest Money in account of the **District Health & Family Welfare Samiti, North 24 Parganas, Account No. 424210100036711, IFSC Code- BKID0004242, Bank of India, Barasat Branch**, which will be refunded to the unsuccessful bidder (s) soon after the completion of the tender process.
- ii) The Earnest Money will be kept in custody of the authority as a part of Security Deposit for the successful bidder (s) and will be released throughout the tender.
- iii) Unsuccessful bidders shall make application of refund of EMD addressing to the Secretary, District Health & Family Welfare Samity & Chief Medical officer of Health, North 24 Parganas.

Am 4.2.2020

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

A Roy

List of Required Articles

SL. No.	Name of the Item(s)	Specification	Rate per unit to be quoted by the bidder
01.	12 A Catridge	Original (Good Quality)	
02.	A4 size paper	Good Quality	
03.	Attendance Register	Good Quality	
04.	Add Gel Pen (Green)	Good Quality	
05.	Add Gel Pen (Black)	Good Quality	
06.	Add Gel Pen (Blue)	Good Quality	
07.	Add Gel Pen (Red)	Good Quality	
08.	Mosquito repellent Machine	Good Quality	
09.	Bound register 8 No.	Good Quality	
10.	Bound Register 16 No.	Good Quality	
11.	Bound Register 20 No.	Good Quality	
12.	Bound Register 24 No.	Good Quality	
13.	Calculator	12 Digit	
14.	Big size Candle	Good Quality	
15.	Channel File	Good Quality	
16.	Computer Executive Bond paper	Good Quality	
17.	Cello Tape	Good Quality	
18.	Black Tape	Good Quality	
19.	Dendrite Tube	Good Quality	
20.	Cover file	Good Quality	
21.	Duster	Good Quality	
22.	Envelope	9"X4"	
23.	Envelope	11"X5"	
24.	Lock & Key	6 Lever	
25.	Lock & Key	7 lever	
26.	Lock & Key	8 lever	
27.	Life Bouy Soap	Good Quality	
28.	Mosquito Coil	Good Quality	
29.	Match Box	Good Quality	
30.	Hydrochloric Acid	Good Quality	
31.	Napthalene Balls	Good Quality	
32.	Legal Size paper	Good Quality	
33.	Paper Weight	Good Quality	
34.	Phore	Good Quality	
35.	Exercise Book	Good Quality	
36.	Eraser with pen type	Good Quality	
37.	Folder File	Good Quality	
38.	Flap	Good Quality	
39.	Fevi stick	Good Quality	
40.	Liquid Gum	Good Quality	
41.	Highlighter Pen	Good Quality	
42.	Hit Spray for Mosquito	Good Quality	
43.	Gems Clip	Good Quality	
44.	Room freshner	Good Quality	
45.	Stamp Pad (Big Size)	Good Quality	

46.	Stamp Pad (Small Size)	Good Quality	
47.	Stapler (Big Size)	Good Quality	
48.	Stapler (Small Size)	Good Quality	
49.	Hand Towel	Good Quality	
50.	Big Towel	Good Quality	
51.	Sticky Notes	Good Quality	
52.	Use & Throw Pens (Black/Blue/Red)	Good Quality	
53.	Sealing Wax (Gala)	Good Quality	
54.	Knife	Good Quality	
55.	Tag	Good Quality	
56.	Paper clip (Big Size)	Good Quality	
57.	Paper Clip (Small size)	Good Quality	
58.	Mosquito Repellent Oil	Good Quality	
59.	Alpin	Good Quality	
60.	Log book for vehicles	Good Quality	
61.	Scale	Good Quality	
62.	Sponge	Good Quality	
63.	Scissors	Good Quality	
64.	Thread ball	Good Quality	
65.	Service Book	Good Quality	
66.	Harpick	Good Quality	
67.	Hand wash	Good Quality	
68.	Pencil battery	Good Quality	
69.	AAA remote battery	Good Quality	
70.	White Full Scape Paper	Good Quality	
71.	CD/DVD marker pen	Good Quality	
72.	White board marker pen	Good Quality	
73.	Wood Pencil	Good Quality	
74.	Eraser	Good Quality	
75.	Sharpner	Good Quality	
76.	Pin Cushion	Good Quality	
77.	Waste Bin	Good Quality	
78.	Punching Machine	Good Quality	
79.	Curtain	Good Quality	
80.	Cash Book	Good Quality	
81.	Office Table	Good Quality	
82.	Office Chair	Good Quality	
83.	Odonil	Good Quality	
84.	Dummy Paper	Good Quality	
85.	Mouse pad	Good Quality	
86.	Ful Jharu	Good Quality	
87.	Bathroom Cleaning Brush	Good Quality	
88.	Water bottle	Good Quality	
89.	Stapler Pin (Big Size)	Good Quality	
90.	Stapler Pin (Small size)	Good Quality	
91.	Stamp Pad Ink	Good Quality	
92.	Glass	Good Quality	
93.	Plastic Folder	Good Quality	

NB: Sample(s) of the above said articles should be collected from the office of the undersigned.

Application Form

(Supply of Stationery & Contingency Articles for the year of 2020)

Memo. No. CMOH(NPG)/

Dated:04.02.2020

1. Name of the Firm/Agency :
2. Name of the Proprietor/Partners :
3. Trade License No. :
4. Trade License Issued from :
5. Validity of Trade License :
6. PAN No. :
7. GST Registration No. :
8. P.Tax Registration No. :
9. IT Return for FY-2018-19 : Rs.
FY-2017-18 : Rs.
FY-2016-17 : Rs.
10. Date of Tender Submission :
11. Earnest Money Receipt No. :
12. Name of issuing Bank :
13. Branch:
14. Bid submitted as per list of Annexure-II:

DECLARATION: I/We declare that the above mentioned information is correct in all aspect and I/We abide by the terms & conditions of the NIT. If any information found incorrect or false at any stage of this tender, my/our candidature/Bid may be liable for rejection.

Signature of the bidder