



**Government of West Bengal**  
**Office of the Chief Medical Officer of Health,**  
**Jalpaiguri District Health Administrative Building, 1<sup>st</sup> Floor, Hospital Road,**  
**Jalpaiguri-735101 Fax-03561-232001: Ph-03561-225394**  
**E-mail: cmohojal2020@gmail.com : cmohofficejalpaiguri@gmail.com**

Memo No. CMOH/Tender/2176

Dated, Jalpaiguri 29/06/2021

**TENDER NOTICE**

Sealed Tender is invited by the Chief Medical Officer Of Health, Jalpaiguri as per G.O.No.5400-F(Y). dated, Kolkata, the 25<sup>th</sup> June,2012, from financially strong, reputed and bonafide Firms/ Retailer/ Contractors/ Suppliers with previous experience. The rate of item to be quoted must be inclusive of all taxes and charges. The rate will remain valid for the year 2021-2022 for following group of item:-

Sl No.	Particulars	Specification	Quantity	Quoted Rate
1	Desktop Computer (Warranty 3 years onsite)	HP (10 <sup>th</sup> .Generation), Processor - Core i3, Ram -4GB, HDD ---1TB, Monitor --- 19.5inch,Windows -10 + Office (Original)	02 Nos.	To be given in Firm's/Agencies' official letter pad
2	Laptop	Dell Inspiron 3501 (D560424WIN9S) Core i3 11th Gen Windows 10 Notebook (8GB RAM, 1TB HDD, Intel UHD Graphics, MS Office, 39.62cm, Soft Mint)	02 Nos.	
3	Printer with Scanner	HP LaserJet M1136 MFP	01 No.	
4	UPS 600 VA	(2years warranty on both UPS & Battery)	04 Nos.	
5	External Memory	1 TB	01 No.	
6	HP Pen drive	64 GB	04 Nos.	
7	HP 12 A Compatible ink	Reputed company (ISO Certified)	30 Nos.	
8	HP 88A Compatible Ink	Reputed company (ISO Certified)	20 Nos.	
9	Epson 664 Black Cartidge	664 Black Cartidge	05 Nos.	
10	Epson 664 Cyan Cartidge	664 Cyan Cartidge	03 Nos.	
11	Epson 664 Magenta Cartidge	664 Magenta Cartidge	03 Nos.	
12	Epson 664 Yellow Cartidge	664 Yellow Cartidge	03 Nos.	

## **TERMS AND CONDITION OF TENDER**

- a) Offers received in response to this tender shall be dealt with as per Rule-47 of the West Bengal financial rule vol. 1 as amended from time to time and the Tenderer will be deemed to have been acquainted with such terms and condition.
- b) The Chief Medical Officer of Health, Jalpaiguri reserves the right to withdraw or modify the tender notice in whole or in part prior to acceptance of the tender offer without assigning any reasons thereof. He also reserves the right to accept or reject any or all Offers in whole without assigning any reasons thereof and he will not be bound to accept either the lowest tender or any of the other tenders.
- c) All tenderer shall be financially sound, and must abide to keep uninterrupted supply of articles.
- d) All Tenderer should abide by the terms and conditions of this tender.
- e) All Tenderer should preferably have experience in supplying of above mentioned items and sufficient credential in this respect are to be enclosed. The Chief Medical Officer of Health, Jalpaiguri reserves the right to reject the offers of Tenders without adequate experience even if those offers are found lowest.
- f) In the event of the tender submitted by a firm it must be signed separately by each member thereof or in the event of absence of any of the partners it must be signed by on his/her behalf by a person holding a power of attorney authorizing him/her to do so. Such power of attorney is to be produced with the tender and in case of a firm carried on by one member of a joint family, it must disclose that the firm is dully registered under the Indian Partnership act.
- g) Any person submits a tender shall fill up usual printed form; stating at the rate he / she is willing to undertake the work. Tenders which propose any alteration in the work specified in the form of invitation to tender or in the time allowed for carrying out the work or which contain any other condition of any sort, will be liable to rejection
- h) Validity of the lowest Tender along with terms and conditions shall remain valid for 2021-2022 with effect from the acceptance of the Tender.

### **1) EARNEST MONEY**

- a) The amount of Earnest money is Rs.5,000/- (Five thousand). The earnest money should be deposited by Demand Draft/Bankers Cheque in favor of The Chief Medical Officer of Health, Jalpaiguri and to be deposited along with the bid document at the time of submission of tender form in the form of Bank Draft or Bankers Cheque.
- b) Earnest money will be forfeited if a bidder after selection fails to supply the "articles" in due course.

### **2) REFUND OF EARNEST MONEY**

- a) After completion of supply earnest money will be released to the successful bidders.
- b) The earnest money deposited with the tender shall be refunded to the Unsuccessful Tenderer on application for the same to the Chief Medical Officer Of Health, Jalpaiguri after selection of L1 bidder & finalization of the tender.



### **3) FORFEITURE OF EARNEST MONEY**

- a) If the firm/Tenderer withdraws his/her offer after accepting the Tender.
- b) If the firm fails to supplying the items within stipulated day of communication regarding the acceptance of tender, written permission is to be taken from the Chief Medical Officer of Health, Jalpaiguri for extension of time if required. Allowing the further time shall be at the total discretion of undersigned and his decision in this regard is to be treated as final

### **4) ENCLOSURE**

- a) Trade License / Enlistment (F/Y 2021-2022)
- b) PAN card of the Bidder / Bidder Company.
- c) GST Registration Certificate.
- d) IT Return of Last year i.e. for the financial year 2019-2020.
- e) Credential of the bidder in supply to other Govt. offices
- f) Demand draft or Bankers Cheque of Rs. 5,000/-

### **5) SUBMISSION OF TENDERS**

- a) Tender will have to be submitted duly signed by the Tenderers /Authorized Signatory of a Firm.
- b) Spaces left blank in the form should be fixed as not applicable.
- c) All rates quoted shall be in figures as well as in words.
- d) The rates to be quoted must not exceed MRP.
- e) The quoted rate must be mentioned inclusive all the taxex as applicable.
- f) Tenderers are requested to use two separate envelop (one for Technical & another for Financial) and both are to be kept in a single envelop over which the tender ID (Memo No & Date)) have to be mentioned.

### **7) SELECTION OF OFFERS**

- a) The decision of Tender Selection-Committee in this respect will be final.
- b) The lowest tender will be accepted on the basis of item wise lowest rate.
- c) After selection, supplier if found performing the supply work inferiorly, the Earnest money will be forfeited and a Penalty will be imposed on the supplier.
- d) If, after selection of the Tender, the successful tenderer withdraws his offer/fails to deposit Security money / fails to enter in to the contract/agreement within the stipulated time, the Chief Medical Officer Of Health, Jalpaiguri reserves the right to cancel the tender and issue of fresh tender or to make another selection from the offers already received.
- e) Specification of Form's as per our below mention specification followed positively otherwise Chief Medical Officer Of Health, Jalpaiguri reserves the right to cancel the tender.

### **8) OPENING OF TENDER OFFERS**

The Tender offers shall be opened on the date and time as given in the Tender notice. Each tenderers himself or one authorized representative on his / their behalf may be present during the time of opening of the Tenders.

**9) BANK DETAILS FOR ONLINE PAYMENT**

Name of Firm:

Bank Account No:

IFSC Code:

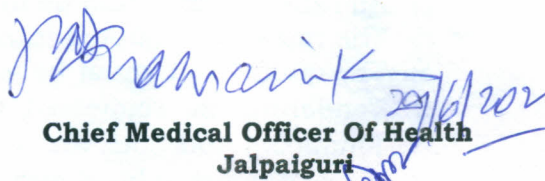
MICR no:

Mobile No:

10) All sealed tenders along with necessary documents and enclosures are to be dropped in the designated box earmarked by **2:00 pm on 10/07/2021**. The received Tenders will be **opened on 10/07/2021 at 4:00pm** in the chamber of undersigned. The Chief Medical Officer of Health, Jalpaiguri reserves the right to extend the period of submission of tender documents, the date of opening of the tender, cancel or modify this tender notice partly or in whole accept or reject in whole of any or all the tenders without assigning any reasons thereof.

11) The tender offers are to be sent in a sealed cover with superscription:-

**“TENDER FOR PURCHASE OF COMPUTER”**  
**VIDE MEMO NO. 2176 DATED. 29/06/2021**

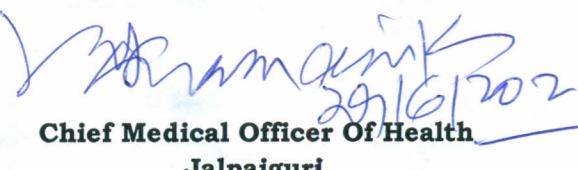
  
 Chief Medical Officer Of Health  
 Jalpaiguri

**Memo No.CMOH/Tender/2176/1(19 )**

**Dated, Jalpaiguri 29/06/2021**

Copy forwarded for information and wide circulation to:-

1. The OSD, Public Health, North Bengal
2. The District Magistrate, Jalpaiguri
3. The Dy. Chief Medical Officer Of Health-I, Jalpaiguri
4. The Dy. Chief Medical Officer Of Health-II, Jalpaiguri
5. The Dy. Chief Medical Officer Of Health-III, Jalpaiguri
6. The Superintendent, District Hospital, Jalpaiguri
7. The Superintendent Mal SD Hospital, Jalpaiguri
- 8-14. All B.M.O.H, Jalpaiguri District.
15. The Accounts Officer & Treasurer, DH & FWS, Jalpaiguri
16. The District Accounts Manager, DPMU, Jalpaiguri
17. The DSM NHM with a request to publish the matter in official website of CMOH.
18. The DPC, NHM with a request for wide publicity of this notice.
19. Notice Board of the undersigned office.

  
 Chief Medical Officer Of Health  
 Jalpaiguri