



Government of West Bengal

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Office of the Chief Medical Officer of Health, Jalpaiguri  
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Jalpaiguri-735101

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Memo No. CMOH/Tender/2241

Dated, Jalpaiguri 05/07/2021

### 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/Press/ Retailer/ Contractors/ Suppliers with previous experience. The rate of item and taxes/charges if any must be shown separately beside the rate of item before quoting the rate 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 (Lite Pink Coloured & 68 GSM Paper)	Quantity Required	Quoted Rates (Inclusive of all taxes)
		Printing Details		
1	Annexure -15 A	70 GSM, Single A4Sheet Both Side printing pad binding, Size 21cm X 29.5	700 Books(100 pages)	Rates to be given in Annexure – I
2	OSE(Annexure-A)	60 GSM Demy, Set of 4sheets(3 sheet both side and one sheet single side print) Size 21.5cm X 27.5 cm	1000 Set	
3	Annexure –B	60GSM Demy paper, one side print & pad binding, Size 21cm X 27.5 cm	20 Books(100 Pages)	
4	Annexure- C	60GSM Demy paper, one side print & pad binding, Size-21cm X 27cm	50 Books(100 Pages)	
5	Treatment Card	Century Board 165 GSM, Both side print, Size-27.5cm X 23cm	5000 Nos.	
6	Bio-Hazard Label (Sticker)	Sticker (coloured) with Plastic coated, Size-7cm X 8.5cm,	1000 nos.	
7	Label of Address (Sticker)	Sticker (coloured) with Plastic coated, Size-7cm X 8.5cm,	1000 nos.	
8	DMC Stock Register	DFC Conquest 70GSM, Cover- hard board 32 ounce, Size-21cm X 33cm, 50 Sheets both side print with page no	80 Books(100 Pages)	
9	TU Medicine Stock Register	DFC Conquest, 70GSM, Cover hard board 32 ounce, 100 Sheets both side print, Size-21cm X 33cm,	30 Books (200 pages)	
10	TB Clinic Register	DFC conquest, 70GSM, yellow Cover 165 MG Board, 20 Sheets, 29cmX22cm	700 Books (30 pages)	
11	PMDT Treatment Card	300GSM IVORY board, set of 4 pages, Size- 23cm X 28cm Both side print	200 Sets.	
12	PMDT I Card	70 GSM Double Demy paper , cover 130 GSM Art paper both side printing, 21.5 cm X 14cm,10 sheets center stitching binding	200 Nos.	

**1) 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 strong and must abide to keep uninterrupted supply of printing forms.
- 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 in Govt. Hospitals and sufficient credential in this respect is 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.

**2) EARNEST MONEY**

- a) The amount of Earnest money is Rs. 2,000/- (Two 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 "printing forms" in due course.

**3) 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 after selection of L1 bidder & finalization of the tender.

**4) FORFEITURE OF EARNEST MONEY**

- a) If the firm/Tenderer withdraws his/her offer after accepting the Tender.
- b) If the firm fails to execute the work order 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.

**5) 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 Assessment Year 2020-2021.
- e) Credential of the bidder/publisher in supply to other Govt. offices.
- f) Demand Draft or Bankers Cheque of Rs.2,000/-

**6) 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 taxes 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 lowest rate per item wise by Tender Committee.
- 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:

MICR no:

IFSC Code:

Mobile No:

- 10) All sealed tenders along with necessary documents and enclosures are to be dropped in the designated box by **2:00 pm on 14/07/2021**. The received **Tenders will be opened on 14/07/2021 at 4:00 pm** 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 FORMS & REGISTER" VIDE MEMO NO. 2241 DATED. 05/07/2021**

*[Signature]* 05/07/2021

Chief Medical Officer Of Health  
Jalpaiguri

**Memo No. CMOH/Tender/2241/1(11)**

**Dated, Jalpaiguri 05/07/2021**

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 DPM, NHM with a request for wide publicity of this notice.
19. Notice Board of the undersigned office.

*[Signature]* 05/07/2021

Chief Medical Officer Of Health  
Jalpaiguri

*[Stamp]*  
5/7/21

APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no etc)

To  
The Chief Medical Officer Of Health  
Jalpaiguri

Sub: Submission of Tender for supplying Medical Instruments  
Vide Tender No. CMOH/Tender/2241 dated. 05/07/2021

Sir,

We have thoroughly read all the terms and conditions of this tender guideline and are ready to execute the said work/works in accordance with that.

We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred tender enquiry.

We also understand that the tender selection committee reserves right to accept or reject any bid without assigning any reason thereof.

We confirm that we do not stand deregistered/banned/blacklisted by any Government Authorities/Organization/Institution etc.

Brief of court/legal pending, if any, are following:

We would authorize and request any Bank, Person, Firm or Corporation to furnish pertinent information as deemed necessary and/ or as requested by you to verify this statement.

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Signature of the Bidder/Authorized person with seal