

Government of West Bengal
Office of the Chief Medical Officer of Health, Jalpaiguri
District Health Administrative Building, 1st Floor, Hospital Road,
Post & Dist- Jalpaiguri : Telephone- 03561225394
e-mail : cmohojal2020@gmail.com : cmohofficejalpaiguri@gmail.com

Memo No. CMOH/Tender/157

Dated, Jalpaiguri 14/01/2022

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 25th 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 2021-2021 and any further extension thereto for following group of item:-

Sl no	Particulars	Specification (Printing Details)	Quantity	Quoted Rates (inclusive of all taxes as applicable)
1	Form -S	White Demy 58 GSM paper, one side Printing, Size 20.5cm X 28 cm, 60 pages book with lite cover	Per Book	Rate to be given in Annexure - I
2	Form- P	White Demy 58 GSM paper, one side Printing, Size 20.5cm X 28 cm, 60 pages book with lite cover	Per Book	
3	Form - L	White Demy 58 GSM paper, one side Printing, Size 20.5cm X 28 cm, 60 pages book with lite cover	Per Book	
4	Vinyl Board	Size 24" X 30", Sun board 3.88 mm without lamination, Thickness 120 micron, single side multi colour printing with picture	Per Board	
5	Family Register	Demy 55 GSM, 102 Sheet (100 Sheets both side print & 2 sheets one side print), light Sky Cover by 165 MG Board, Size 21.5cm X 27.5 cm	Bengali 900 Hindi 300 Total 1200 Books	
6	Referral Slip (Yellow)	Light Yellow Colour Demy 55 GSM, 50 Sheets both side print, perforated with binding Book and thin cover, Size 21.5cm X 27.5 cm	Bengali 800 Hindi 200 Total 1000 Books	
7	Missing Member Slip	Demy 55 GSM, 100 Sheets one side print, perforated with binding Book and thin cover, Size 21.5cm X 27.5 cm	English 200 Pads	

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) After scrutiny of the relevant papers (Enclosure 06 items) mentioned in the 3rd page (Sl no.5) of the tender paper will be accepted.
- i) 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. 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 "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 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) P. Tax registration certificate.
- e) IT Return of last year i.e. for the Financial year 2020-2021.
- f) Demand draft or Bankers Cheque of Rs.5,000/-

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 quoted rate must be mentioned inclusive all the taxes as applicable.
- e) For Printing tender, sample of paper must be submitted with the tender.
- 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 reserving the rights to reject the same by Tender Committee.
- c) After selection, if found the supplier 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.

7) 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:

- 10) All sealed tenders along with necessary documents and enclosures will have to be sent by Registered post/Speed post/Currier /Physically by hand only so as to reach to the office of the undersigned latest by 2:00 pm 25/01/2022.**

Postal delay will not be excused so intending Tenderers are requested to be aware on this event. The received Tenders will be **opened on 25/01/2022 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 PRINTING FORMS" VIDE MEMO NO. DATED.**

18/14/11/2022
Chief Medical Officer Of Health
Jalpaiguri

Memo No. CMOH/Tender/ 157 /1(11)

Dated, Jalpaiguri the 14/01/2022

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 Accounts Officer & Treasurer, DH&FWS, Jalpaiguri
7. The District Accounts Manager, DPMU, Jalpaiguri
8. The DSM NHM with a request to publish the matter in official website of CMOH.
9. The DPC, NHM with a request for wide publicity of this notice.
10. Notice Board of the undersigned office.

18/14/11/2022
Chief Medical Officer Of Health
Jalpaiguri

APPLICATION FORMAT

(To be furnished in the Company's official full address, email & contact no etc)

To
The Chief Medical Officer Of Health
Jalpaiguri

Sub: Submission of Tender for Printing Forms Vide Tender No.
CMOH/Tender/157 dated 14/1/2022

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.

Annexure A- Rate quote format

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Signature of the bidder/authorized
Representative with Seal & Date