

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/465

Dated, Jalpaiguri 09/02/2022

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.	Item	Quantity	Quoted Rates
1	ULF 01 -Yellow MG board, 170 GSM, 1 sheet both side printing, Size 42.5 cm X29.5 cm	500 pcs	To be given in Firm's/Agencies' Official letter pad
2	Patient Treatment Card Yellow - Yellow MG board, 170 GSM, Both side printing, Size 19.5 cm X 13 cm	200 pcs	
3	MDT Drug Stock - (Book of 20 Sheet both side printing) with Demy 70 GSM & Cover, Size 28 cm X 22 cm	200 books	
4	Disability Register- (40 Sheets) with Ledger 70 gsm paper, Cover MG Board 210 GSM, size 28 cm X 22 cm	400 books	
5	SC Case register- (10 Sheets with 70 gsm maplitho paper, cover 210 GSM MG Board, Size 18.5 cm X 22.5	100 books	
6	Reaction Register- 10 Sheets both side printing, 70 gsm maplitho paper, cover 210 GSM MG Board, Size 28 cm X 22 cm	400 books	
7	Referral Register- (50 Sheets Both side printing)) 70 gsm maplitho paper, Hard board binding 32 ounce, Size 28 cm X 22 cm	400 books	
8	Contact Survey Register- (20 Sheet both side printing) 70 gsm maplitho paper, Cover 210 GSM MG Board, Size 28 cm X 22 cm	400 books	
9	PEP Register- (40 Sheets both side printing) 70 gsm maplitho paper, cover 210 GSM MG Board, Size 28 cm X 22 cm	400 books	
10	Training Book- (Multi coloured),26 Sheets, inner page Art paper 130 gsm, cover 170 GSM art paper multi coloured, Size 15.5 X 23.5 cm	30 books	
11	Training Book- (Multi coloured),22 Sheets both side printing, inner page Art paper 130 gsm, cover 170 GSM art paper multi coloured, Size 15cm X 22 cm	60 Books	
12	Other Case Register- (10 Sheets both side printing) 70 gsm maplitho paper, Cover 210 GSM MG Board, Size 28 cm X 22 cm	400 Books	
13	JSY Card - Yellow coloured, Century Board, 165 GSM, Size 28 X 24 cm	40000Nos.	
14	Form 1A- (Set of 3 sheets both side printing, 70 gsm maplitho paper, Size 20.5 cm X 29 cm	20000 Nos.	

Sl. No.	Item	Quantity	Quoted Rates
15	Form 1B - 70 gsm maplitho paper Both side printing, Size 20.5 cm X 29 cm	20000 Nos.	To be given in Firm's/Agencies' Official letter pad
16	Form 1C - 70 gsm maplitho paper, Both side printing, Size 20.5 cm X 29 cm	20000 Nos.	
17	Field Activity Report - 70 gsm maplitho paper, 50 sheet pad binding, Size 28 cm X 22 cm	8000 Sheets	
18	Tally Sheet for Field Visit - 70 gsm maplitho paper, 50 sheet, One side printing pad binding Size	3000 Sheet	
19	Activity Case Finding Report (PHI) - 70 gsm maplitho paper, One side printing, Size 28 cm X 22 cm	1000 Sheets	
20	PMDT Treatment Card - 300GSM IVORY board, set of 4 pages, Size- 23cm X 28cm Both side print	1000 Nos	
21	Treatment Card - Century Board 165 GSM, Both side print, Size-27.5cm X 23.5 cm	15000 Nos.	
22	PMTPT I Card - Century Board, 165 GSM, Both Side printing, Size 27.5 cm X 23.5cm	20000 Nos.	
23	OSE(Annexure-A) - 70 GSM, Set of 4sheets(3 sheet both side and one sheet single side print) Size 21.5cm X 27.5 cm	1000 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) 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. 8,000/- (Eight 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) 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.8,000/-

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:

MICR no:

IFSC Code:

- 10) All sealed tenders along with necessary documents and enclosures will have to be sent by Registered post/Speed post/Courier /Physically by hand only so as to reach to the office of the undersigned latest by **2:00 pm 21/02/2022.** Postal delay will not be excused so intending Tenderers are requested to be aware on this event. The received Tenders will be **opened on 21/02/2022 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.

18/02/2022
Chief Medical Officer Of Health
Jalpaiguri

Am
7/02/2022

Memo No. CMOH/Tender/465/1(11)

Dated, Jalpaiguri the 09/02/2022

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.


Chief Medical Officer Of Health
Jalpaiguri


9/2/2022

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/ dated.

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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4	Disability Register- (40 Sheets) with Ledger 70 gsm paper, Cover MG Board 210 GSM0, size 28 cm X 22 cm	400 books	
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21	Treatment Card - Century Board 165 GSM, Both side print, Size-27.5cm X 23.5 cm	15000 Nos.	
22	PMTPT I Card - Century Board, 165 GSM, Both Side printing, Size 27.5 cm X 23.5cm	20000 Nos.	
23	OSE(Annexure-A) - 70 GSM, Set of 4 sheets (3 sheet both side and one sheet single side print) Size 21.5cm X 27.5 cm	1000 Nos.	

**Signature of the bidder/authorized
Representative with Seal & Date**