

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

Memo No. CMOH/Tender/1999

Dated, Jalpaiguri 26/05/2022

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/ Retailers/ Contractors/ Suppliers with previous experience for supplying Stationery & Contingency items to CMOH Office, Jalpaiguri. The rate of item to be quoted must be inclusive of all taxes and charges. The rate will remain valid for the year 2022-2023 for following group of items:-

Sl no.	Particulars	Quantity	Quoted Rate
1	A4 paper (Copy power 75 GSM)	Per Pkt	
2	Four Folder file (Oxford)	Per Dozen	
3	Two folder file(Oxford)	Per Dozen	
4	Arch File (Big size & Good Quality)	Per Dozen	
5	Inditrust Heavy Duty Stapler Staple Gun Nailer Tacker (Silver Stapler with 4000 pins)	Per no	
6	Kangaro DP-800 Punches	Per no.	
7	Stapler (Kangaro HD-45)	Per no.	
8	Stapler Pin (Kangaro no.10) 20Pack per Box	Per Box	
9	Stapler Pin (Kangaro no.24/6)20Pack per Box	Per Box	
10	Stapler (Kangaro no.10)	Per no.	
11	Stamp Pad(Camlin 15.7cm X 9.6 cm)	Per no.	
12	Plastic Folder File	Per Dozen	
13	Correction Pen (Camlin)	Per pc	
14	High Light Pen(Luxor)	Per pc	
15	Marker Pen(Camlin Small nip)	Per pc	
16	Use & Throw pen (Agni) Blue,Black & Red	Per pc	
17	Pentonic LINC Ball Point Pen (Blue,Black & Red)	Per pc	
18	Pilot High Techpoint 0.5mm	Per pc	
19	Pencil (Natraj 621 BE, 20 pcs Packet)	Per Pkt	
20	Sharpner	Per Pc	
21	Flag Sticky Notes 15 X 76 mm(12 pkt Box)	Per Box	
22	Essay push T pin	Per Box	
23	Gems Clip	Per Box	
24	Scale(Plastic 30 mm)	Per Pc	
25	Fevi stick (8grm)	Per Pc	
26	Service Book	Per Pc	
27	Peon Book	Per Pc	
28	Oxford Exercise Book No-6 (8 ich X 6 inch)	Per Pc	
29	Measurement Book (M.B.Engineering Note Book)	Per Pc	
30	Photopaper A4 size (20 pages/pack)	Per Pkt	
31	Black Hit Spray 700 ml.	Per Pc	
32	Godrej Room Freshener Godrej 300ml	Per Pc	

Sl no.	Particulars	Quantity	Quoted Rate
33	Link Locks Round 65MM_Double Locking Padlock	Per Pc	
34	Plastic Balti 20 Ltrs	Per pc	
35	Plastic Dustbin (Black 20Ltrs)	Per Pc	
36	Cello Classic Plastic Pedal Dustbin, 12 Liters	Per Pc	
37	Cotton Towel (Big 470GSM, 36X72 inches, Blue)	Per Pc	
38	Surf (500 Gram Pack)	Per Pkt	
39	Duracell Battery AA	Per Pc	
40	Duracell Battery AAA	Per Pc	
41	Orpat Calculator 12 Digit (Model -OT-512GT)	Per Pc	
42	Brown Envelope (9.5cm X 4.5 cm, 50 pc Pkt)	Per Pkt	
43	Thread Ball	Per Pc	
44	Rubber Gurder Big Size(Reputed 250gram pack)	Per Pkt	
45	Dettol Soap 75 gram	Per Pc	
46	Floor Swab	Per Pc	
47	Binder Clip(51mm, Brand- Saya)	Per Dozen	
48	Binder Clip(32mm, Brand- Saya)	Per Dozen	
49	Plastic Grass Mat	Per Sq Ft	
50	Table Glass 6mm	Per Sq. Ft	
51	Key Bag	Per Pc	
52	Table Cloth (Velvet)	Per Mtr	
53	Naphtholin Ball (100 Grm Pkt)	Per Pkt	
54	Cloth Duster	Per pc	
55	Plastic Box 10 inch X 7inch	Per Box	
56	Plastic Mug	Per Pc	
57	Toilet Cleaning Brush	Per Pc	
58	Tea Coaster (6 Pcs Set)	Per Set	
59	La Opala Tea Cup Set (6 pcs Set)	Per Set	
60	Forani	Per Pc	
61	Broom Stick Jharu	Per Pc	
62	Full Jharu	Per Pc	
63	Knife for paper cutting (good Quality)	Per pc	
64	Harpic Blue (500 ml)	Per Pc	
65	Colin Big	Per Pc	
66	Scassor 21cm	Per Pc	

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 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 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 2022-2023 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 "articles" 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) Valid Trade License / Enlistment
- b) PAN card of the Bidder / Bidder Company.
- c) GST Registration Certificate.
- d) IT Return for the financial year 2020-2021.
- e) Credential of the bidder/publisher in supply to other Govt. offices.
- 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 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 envelopes (one for Technical & another for Financial) and both are to be kept in a single envelope 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, 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 earmarked by **2:00 pm on 09/06/2022**. The received Tenders will be **opened on 09/06/2022 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 STATIONERY AND CONTINGENCY" VIDE
MEMO NO.1999 DATED.26/5/2022**

26/5/2022
Chief Medical Officer Of Health
Jalpaiguri

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 District Maternal & Child Health Officer, Jalpaiguri
7. The Accounts Officer & Treasurer, DH & FWS, Jalpaiguri
8. The Administrative Officer, CMOH Office, Jalpaiguri
9. The DSM NHM with a request to publish the matter in official website of CMOH.
10. Notice Board of the undersigned office.

26/5/22
**Chief Medical Officer Of Health
Jalpaiguri**

ANNEXURE – I
APPLICATION FORMAT

(To be furnished with Company's full address, Seal and Contact no etc)

To
The Chief Medical Officer Of Health
Jalpaiguri

Sub: Submission of Tender for supplying stationery & Contingency
Vide Tender No. CMOH/Tender/1999 dated 26/05/2022

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.

(Rate Quote Format)

Sl no.	Particulars	Quantity	Quoted Rate
1	A4 paper (Copy power 75 GSM)	Per Pkt	
2	Four Folder file (Oxford)	Per Dozen	
3	Two folder file(Oxford)	Per Dozen	
4	Arch File (Big size & Good Quality)	Per Dozen	
5	Inditrust Heavy Duty Stapler Staple Gun Nailer Tacker (Silver Stapler with 4000 pins)	Per no	
6	Kangaro DP-800 Punches	Per no.	
7	Stapler (Kangaro HD-45)	Per no.	
8	Stapler Pin (Kangaro no.10) 20Pack per Box	Per Box	
9	Stapler Pin (Kangaro no.24/6)20Pack per Box	Per Box	
10	Stapler (Kangaro no.10)	Per no.	
11	Stamp Pad(Camlin 15.7cm X 9.6 cm)	Per no.	
12	Plastic Folder File	Per Dozen	
13	Correction Pen (Camlin)	Per pc	
14	High Light Pen(Luxor)	Per pc	
15	Marker Pen(Camlin Small nip)	Per pc	
16	Use & Throw pen (Agni) Blue,Black & Red	Per pc	

Sl no.	Particulars	Quantity	Quoted Rate
17	Pentonic LINC Ball Point Pen (Blue, Black & Red)	Per pc	
18	Pilot High Techpoint 0.5mm	Per pc	
19	Pencil (Natraj 621 BE, 20 pcs Packet)	Per Pkt	
20	Sharpner	Per Pc	
21	Flag Sticky Notes 15 X 76 mm(12 pkt Box)	Per Box	
22	Esay push T pin	Per Box	
23	Gems Clip	Per Box	
24	Scale(Plastic 30 mm)	Per Pc	
25	Fevi stick (8grm)	Per Pc	
26	Service Book	Per Pc	
27	Peon Book	Per Pc	
28	Oxford Exercise Book No-6 (8 ich X 6 inch)	Per Pc	
29	Measurement Book (M.B.Engineering Note Book)	Per Pc	
30	Photopaper A4 size (20 pages/pack)	Per Pkt	
31	Black Hit Spray 700 ml.	Per Pc	
32	Godrej Room Freshener Godrej 300ml	Per Pc	
33	Link Locks Round 65MM_Double Locking Padlock (Brand LINK)	Per Pc	
34	Plastic Balti 20 Ltrs	Per pc	
35	Plastic Dustbin (Black 20Ltrs)	Per Pc	
36	Cello Classic Plastic Pedal Dustbin, 12 Liters	Per Pc	
37	Cotton Towel (Big 470GSM, 36X72 inches, Blue)	Per Pc	
38	Surf (500 Gram Pack)	Per Pkt	
39	Duracell Battery AA	Per Pc	
40	Duracell Battery AAA	Per Pc	
41	Orpat Calculator 12 Digit (Model -OT-512GT)	Per Pc	
42	Brown Envelope (9.5cm X 4.5 cm, 50 pc Pkt)	Per Pkt	
43	Thread Ball	Per Pc	
44	Rubber Gurder Big Size(Reputed 250grm pack)	Per Pkt	
45	Dettol Soap 75 grm	Per Pc	
46	Floor Swab	Per Pc	
47	Binder Clip(51mm, Brand- Saya)	Per Dozen	
48	Binder Clip(32mm, Brand- Saya)	Per Dozen	

Sl no.	Particulars	Quantity	Quoted Rate
49	Plastic Grass Mat	Per Sq Ft	
50	Table Glass 6mm	Per Sq. Ft	
51	Key Bag	Per Pc	
52	Table Cloth (Velvet)	Per Mtr	
53	Naptholin Ball (100 Grm Pkt)	Per Pkt	
54	Cloth Duster	Per pc	
55	Plastic Box 10 inch X 7inch	Per Box	
56	Plastic Mug	Per Pc	
57	Toilet Cleaning Brush	Per Pc	
58	Tea Coaster (6 Pcs Set)	Per Set	
59	La Opala Tea Cup Set (6 pcs Set)	Per Set	
60	Forani	Per Pc	
61	Broom Stick Jharu	Per Pc	
62	Full Jharu	Per Pc	
63	Knife for paper cutting (good Quality)	Per pc	
64	Harpic Blue (500 ml)	Per Pc	
65	Colin Big	Per Pc	
66	Scissor 21cm	Per Pc	

Signature of the Bidder/authorized
Representative with Seal & Date