

Memo No: CMOH(Ndgw)/Estb.-27/2601

Date: 27-09-2018

**NOTICE INVITING Quotation  
(For Stationary articles)**

Sealed quotations are invited from reputed / bonafide suppliers having legal papers for supply of different Stationary articles for official use of CMOH establishment .The last date for receiving quotation is 10-10-2018 by 2 P.M.

The quotation will be opened on 10-10-2018 at 4.00 PM by the CMOH in his chamber. The participants or their authorized representative may remain present at the time of opening the bids. The authority reserves the right to accept or reject any quotation without causing any reasons thereof. The quotation is invited in the following proforma for the following articles.

**Terms and condition**

1. Rate for each items shall be quoted on letter head as prescribed format in both figure and words. Rate must be strictly quoted in terms of unit to reduce the ambiguity of rate for example unit specified in terms of piece should be rated in terms of piece but not in terms of boxes/ any other units.
2. The price quoted in the list of the articles shall be inclusive of all charges including delivery.

The bidder should sign at each page of the quotation document and all its annexure.

3. Quotation is valid up to 31.03. 2019 from the date of work order subject to extension at the direction the authority.

4. Conditional quotation will not be accepted.

5. Earnest money of Rs. 2000/- in the form of DD on nationalised /commercial Bank required to be submitted in favour of Chief Medical Officer of Health , Nandigram Health District payable at Nandigram only. The quotation without earnest money deposited will be similarly be rejected.

6. The supply of stationeries items shall have to be delivered within seven days from the date of issue of supply order (time to time) as per specification.

7. Invoice shall be raised by the supplier/agency only after supply of stationeries/articles/ items as per satisfaction of the authority. The authority after through scrutiny shall release payment if found appropriate. In case the amount/quantity/specifications etc. stated in the invoice found to be inappropriate, the authority reserves the right to rectify the same and release payment accordingly.

8. The intending participants will furnish current PAN Card, GST Registration no. & P. Tax payment certificate, credential certificate with proof of payment & deposit earnest money amounting to Rs. 2000.00 (Rupees two Thousand) only by bank draft in favour of Secretary, Chief Medical Officer of Health, Nandigram Health District should be enclosed with the bid.


The earnest money will be released one month after the expiry of the agreement period

9. The rate quoted shall remain valid for the financial year 2018-19 & may be extended for a further period of time if authority so desires and upon the successful bidder being agreed to.

11. The supply should be completed within the scheduled time as will be mentioned in supply order.

10. Usual taxes will be deducted from payments made. All relevant rules of the Govt. in this regard will be applicable and payment will be made as per usual govt. norms.

11. The Authority reserves the right to accept or reject any or all bids in full or in part whatsoever without assigning any reason thereof.

  
Chief Medical Officer of Health  
Nandigram Health District  
Nandigram, Purba Medinipur

Memo no. CMOH (Ndgum)/Estb.-27/2601/1(13) Dated: 27-09-2018

Copy forwarded for information & necessary action to:

1. The Savadhhipati, Purba Medinipur ZP
2. The District Magistrate, Purba Medinipur
3. The Chief Medical Officer of Health, Purba Medinipur
4. The Superintendent of Police, Purba Medinipur
5. The Karmadhakshya, JSS, Zilla Parishad, Purba Medinipur
6. The SDO, Haldia/Tamluk/Contai sub Division
7. The Dy.CMOH-I/II/III/DTO, Nandigram HD
8. The Superintendent, Contai SDH/Nandigram SSh/Digha SGH for wide publication.
9. The BMOH(all) under this Health District for wide publication.
10. The District Information and Cultural Officer, Purba Medinipur
11. District Informatic Officer, NIC, Purba Medinipur with a request to publish in the District website
12. Notice Board of the office
13. Guard File

*T. Acharyya* 27/9/18  
Chief Medical Officer of Health  
Nandigram Health District  
Nandigram, Purba Medinipur

Memo no. CMOH (Ndgum)/Estb.-27/2601/2(6)

Date. 27-09-2018

Copy forwarded for information and necessary action:-

1. The Director of Health Services and E.O. Secretary, Department of Health & Family Welfare, Govt. of West Bengal
2. The Jt. Secretary (TDE Br.), Govt. of West Bengal, Department of Health & Family Welfare, Govt. of West Bengal, Swasthya Bhavan, GN-29, Sector-V, salt Lake, 700091
3. The Jt. DHS(P&D) Govt. of West Bengal, Department of Health & Family Welfare, Govt. of West Bengal, Swasthya Bhavan, GN-29, Sector-V, salt Lake, 700091
4. The Jt. DHS(Transport), Govt. of West Bengal, Department of Health & Family Welfare, Govt. of West Bengal, 142, A.P.C. Road, Kol-14
5. The Dy.DHS(Admin), Govt. of West Bengal, Department of Health & Family Welfare, Govt. of West Bengal, Swasthya Bhavan, GN-29, Sector-V, salt Lake, 700091
6. IT Co-Ordinator, IT Cell, Awasthya Bhavan with a request to publish in departmental website.

*T. Acharyya* 27/9/18  
Chief Medical Officer of Health  
Nandigram Health District  
Nandigram, Purba Medinipur



Memo No. CMOH ( Ndgm) / Estb.-27/.....2601.....

Dated .....27-09-2018.....

Specification: "OFFICE STATIONARIES AND OTHER CONSUMABLES"

SI No	Description of Item	Accounting Unit	Rate( Rs.)per unit	Taxes ( GST and Etc,)
1	Battery AA size Nippo gold	pc		
2	Binder clip 19 mm Sigma	box (12 pc per box)		
3	Binder clip 32 mm Sigma	box (12 pc per box)		
4	Binder clip 51 mm Sigma	box (12 pc per box)		
5	BLADE_10 Pieces in a tuck Zorik Saloon Pack	Tuck		
6	Broom (JhulJharu) [Sample may be seen at store]	Pc		
7	Broom Stick_-Loose_ Best quality and 4' long	Kg		
8	Brush	pc		
9	Brush Pan cleaning Brush Plastic	Pc		
10	Brush(Big)	pc		
11	Bucket (10 lt) with lid	pc		
12	Bucket (10 lt) without lid	pc		
13	Bucket (20 lt) with lid	pc		
14	Bucket (20 lt) without lid	pc		
15	Calulator 12 digit CT 512 Citizen	Pc.		
16	Candle Stick[Sample may be seen at store]A	Pkt.		
17	Cartridge 12 A for HP laser jet 1020 printer Refilling	pc		
18	Cartridge 28 A for HP laser jet Pro M403dn printer Refilling	pc		
19	Cartridge 18 A for HP laser jet Pro M104W printer Refilling	pc		
20	Cartridge 19 A for HP laser jet Pro M104W printer Refilling	pc		
21	Cartridge 88 A for HP laser jet Pro M202n printer Refilling	pc		
22	Cartridge 79 A for HP laser jet Pro MFP M26a printer Refilling	pc		
23	Cartridge 12 A for HP laser jet 1020 printer	pc		
24	Cartridge 28 A for HP laser jet Pro M403dn printer	pc		
25	Cartridge 18 A for HP laser jet Pro M104W printer	pc		
26	Cartridge 19 A for HP laser jet Pro M104W printer	pc		
27	Cartridge 88 A for HP laser jet Pro M202n printer	pc		
28	Cartridge 79 A for HP laser jet Pro MFP M26a	pc		

SI No	Description of Item	Accounting Unit	Rate( Rs.)per unit	Taxes ( GST and Etc,)
	printer			
29	Cash Book (W.B. Form No. 376A)	pc		
30	Cello tape Brown 2" A wonder	Roll		
31	Cello tape Transparent 1" A wonder	pc		
32	Channel & Poly Cover	pc		
33	Channel & Poly Cover	pc		
34	Correction Fluid_7ml. Pen Type camlin	Pc		
35	Crochet thread_555 brand	pack		
36	Drivers Log Book	pc		
37	Duster (Cleaning cloth)	pc		
38	Duster for White Board	pc		
39	Emergency Lights	pc		
40	Envelop (White paper window envelop sleeves for CD storage) 100 pc in a pack	Pack		
41	Envelop cloth big 16 x 12	pc		
42	Envelop cloth small 12 x 6	pc		
43	Envelope 10" x 4.5" Brown_100 Gsm paper	1000 Pcs.		
44	Envelope PVC with button Envelope type_ my clear bag_best_10" x 14"	Pc		
45	ErazerApsara small	pc		
46	Exam Pad (Clip Board) "Best of Luck" 9" x 13" B. Dayal 5 pc in a box	Box		
47	Exercise book Ruled 200 pages or 100 Leafs PAPER_58 GSM 7.5" x 6.25"	Doz.		
48	Exercise book Ruled 400 pages or 200 Leafs PAPER_58 GSM 7.5" x 6.25"	Doz.		
49	File ((2 Fold Folder File)	pc		
50	File (LEVER Arch File polycoted) Mahavir Code FM308	pc		
51	File Cover-File (4 Fold) Semi coated Capacity 400 A4 pages GRSR	Doz.		
52	File tag bundle	bundle		
53	Gala Stick 6" long_100gms Royal round sealing wax 8 sticks in a box	Box		
54	Gems Clips ( Metal) 50 Grams Novex	Box		
55	Glass marking Pencil Camel	Pc.		
56	Gum Fevicol Tube_30 Grams	Tube		
57	Gum Fevistik_Glue_20Grams	stick		
58	Gum of 150 ml. in bottle Eureka	bottle		
59	Gum of 400 ml. in bottle Eureka	Bottle		
60	Gum tube of 20ml	tube		
61	Issue Register	pc		
62	Landline phone receiver corded Beetel C11	pc		
63	Ledger Book	pc		

