

**Bid Documents Including Terms and
conditions For Tender for Contingency
article office of the undersigned
For the year 2019-20**

**Department of Health and Family Welfare
Government of West Bengal
Chief Medical Officer of Health
Malda
Pin-732102, Email :- cmohmld.dpmu@gmail.com
Phone No-03512-236457**

Government of West Bengal
Office of the Chief Medical Officer of Health
Malda

Section I : NOTICE INVITING TENDER (NIT)

Memo No. 973

Dated : 31/05/2019

Tender is invited for Contingency article office of the Combined establishment under CMOH office, Malda for the year 2019-20.

General Information about the Tender :

- (a) Office of Issue : Chief Medical Officer of Health, Malda,
Jhaljhalia, Pin-732102.
- (b) Place of Opening the Tender : Chief Medical Officer of Health, Jhaljhalia,
Malda, Pin-732102
- (c) Address for communication : Same as above (a)

The Tender Committee has reserves the right of cancellation, adding, reducing or deferring the tender in total or in partial without assigning any reason thereof.

1. Date and Time Schedule of Tender :

Sl. No.	Particulars	Date & Time
1	Date of publishing N.I.T. & other Documents	03/06/2019, 10 am
2	Bid documents purchase start date	03/06/2019, 10 am
3	Bid documents purchase Last date	14/06/2019, 5 pm
4	Bid documents submission start date	03/06/2019, 10 am
5	Bid documents submission last date	17/06/2019, 3 pm
6	Bid opening date for Technical Proposals	17/06/2019, 4 pm
7	Date of opening of Financial Proposal	To be notified latter

Tender should be submitted along with the following documents.

1. Trade license up to date, 3.PAN Card, 4. GST & up to date return, 5. Income Tax (last 3 years) 6. P.Tax clearance certificate up to date, 7.Credential. 8.Audit Report (last 3 Years),

Terms & Conditions

- 1) Rate of the item should be quoted as per pro forma and should not exceed the prevailing market Rate (MRP).
- 2) Articles have to be supplied to the office of the undersigned, within 15 days from the date of issue of order at their own cost by the approved vender & No transport and other charges will be allowed.
- 3) Earnest money of Rs.5000/-(five thousand) only in the form of Bank Draft payable at Malda drawn in favour of the **District Health & Family Welfare Samity, Malda** ,should be enclosed with tender which will be released after completion of tender process.
- 4) Three copies of both challan & Bill should be submitted and one extra copy of each "marked Not for bill" to be submitted at the time of supply.
- 5) Cost of Tender forms for above article is Rs.100/- (rupees one hundred) only the amount to be deposited by Bank Draft at Malda drawn in favour of the **District Health & Family Welfare Samity, Malda** (deposit the said amount will not be refunded)
- 6) All Tender forms will be available from the O/o the CMOH Office, Jhaljhalia, Malda from 10-30 Am to 5 Pm. In all working days with effect from 03-06-2019 to 14-06-19.
- 7) Intending bidder may submit bid against each item in two separate envelope for Technical & Financial bid.
- 8) Only qualified technical bid, will be considered for opening of financial bid.
- 9) For detailed query, if any, intending bidders are requested to contact with CMOH office on any working day at any time during office hours.

- 10) Bidders may see in the websites <https://www.malda.gov.in> & www.wbhealth.gov.in Bid documents will be procured from CMOH office, Malda. **Any subsequent notice regarding this tender shall be uploaded on the website only.**
- 11) In the event of any of the above mentioned dates being declared as a holiday for the Secretary & CMOH, the tenders will be opened on the next working day at the appointed time.
- 12) Tender will be in two parts- i) Technical & ii) Financial. Only qualified technical bid will be considered for opening of financial bid.

Specification of supply of the items as per Part -A (Annexure -I)

PART-A : ANNEXTURE -I

TECHNICAL SPECIFICATION AND APPROXIMATE REQUIREMENT OF THE CONTINGENCY ARTICLES

Sl. No.	Name of the Articles	Approx requirement
1	Folder File (two fold)	200 pieces
2	Sealing Wax	10 pkt
3	Stamp Pad (medium)	20 pcs
4	Peon Book (Small)	50 pcs
5	Lock & Key 7 lever	20 pcs
6	Register No. 20	100 pcs
7	Register No. 10	100 pcs
8	Cover File (four fold)	200 pcs
9	Flap	200 pcs
10	Battery (big)	50 pcs
11	Alpin	50 boxes
12	Gems Clip	50 boxes
13	Marker Pen (colour Black)	50 pcs
14	Thread Ball	100 pcs
15	Issue & Received Register	100 pcs
16	Cello Tape (2 inch)	20 pcs
17	Brush (for toilet cleaning)	10 pcs
18	Attendants Register (large)	10 pcs
19	Highlight Pen	50 pcs
20	Cup & Plate	20 pcs
21	Gel Pen (Black , Red, Blue, Green)	100 pcs
22	Pencil Battery	100 pcs
23	Water Bottle	50 pcs
24	One time Pen (Black , Red, Blue, Green)	100 pcs
25	A4 Paper, 75 GSM	200 rims
26	Forna	20 pcs
27	Ex. Book No-12	20 pcs
28	Gel Refill (Black , Red, Blue, Green)	150 pcs
29	Whitener	100 pcs
30	Rubber Stamp (per line)	50 pcs
31	Blank DVD Casset with cover	50 pcs
32	Arch File	20 pcs
33	Stapler Small	20 pcs
34	Stapler Big	20 pcs
35	Mosquito Spray 400 ml	10 pcs
36	Room Freshener 300 ml	50 pcs
37	Seizure (Medium)	50 pcs
38	Duster	50 pcs
39	Phuljharu	20 pcs
40	Broom Stick (jhanta)	20 pcs
41	Candle (medium)	20 pkt
42	Liquide Shop 200 ml	50 pcs
43	Pen Drive 16 GB	20 pcs

