



Government of West Bengal
District Health & Family Welfare Samiti
Office of the Chief Medical Officer of Health
Basirhat Health District,
Badartala, District Hospital Campus, Basirhat-743292



Phone : 03217 265673; Email : cmoh_bsrht@wbhealth.gov.in; basirhatcmoh2016@gmail.com

NIT No. 03/2022

Dated : 28/01/2022

NOTICE INVITING TENDER
(Supply of Stationery Articles)

Sealed Tender are invited from the Bonafide, resourceful, and reputed owners/Suppliers for supply of different stationery articles.

1.	Last Date of Dropping tender	08-02-2022 up to 1.30 PM
2.	Tender Form	Available from office of the undersigned, during working hours from 28-01-22 to 08-02-2021 up to 1:30 PM and also available in the in the website : http://basirhathealthdistrict.in
3.	Date of Opening Tender	08-02-2021 at 02:30 PM at the office of the undersigned.
4.	Earnest Money	An DD or A/c payee cheque amounting Rs. 3000/- (three thousand) in favour of "District Health & Family Welfare Samiti, Basirhat Health District" is to be submitted for each bid as refundable Earnest Money
5.	For details information may contact to the office of the undersigned only working day during office hours.	

CMOH & Secretary

g 28/01/22 DH & FW Samiti, Basirhat Health District

NIT No. : 03/2022

Dated: 28-01-2022

Copy forwarded for publication on Notice Board to-

- 1) District Magistrate , N-24 Paragans
- 2) Sub-Divisional Officer, Basirhat
- 3) Dy. CMOH-I/III, Basirhat Health District
- 4) DTO, Basirhat Health District
- 5) Accounts Officer, Basirhat Health District
- 6) DSM, DPMU, Basirhat for arrange to for upload the notice in the www.wbhealth.gov.in
- 7) DPMU, Basirhat Health District
- 8) Notice Board of this office.
- 9) Office copy.

CMOH & Secretary

g 28/01/22 DH & FW Samiti, Basirhat Health District

BID DOCUMENT FOR

Supply of Stationery Articles

NIT No.- 03/2022 Dated: 28-01-2022

Last Date of Submission:

08.02.2022 up to 1.30 PM

(Tender Box will be kept in the office of the CMOH, Basirhat Health District)

TIME OF OPENING OF BID - **08.02.2022 up to 2.30 PM**

VENUE - OFFICE CHAMBER OF CMOH, BASIRHAT HEALTH DISTRICT

District Health & Family Welfare Samiti, Basirhat Health District
Office of the Chief Medical Officer of Health
Basirhat Health District
Badartala, District Hospital Campus, Basirhat-743292

General Terms and Conditions

1. The quantity of the articles may be changed.
2. Tenderers should quote their rate including GST, Transportation, Handling charges etc.
3. The rate should be quoted in word and figure inclusive of all taxes, delivery and other charges. The rate in word will be final in case of discrepancy.
4. The tender must be accompanied by (In Technical Bid)
 - EMD of Rs 3000/- in the form A/c Payee Cheque/DD
 - Attested Photocopy of Pan Card.
 - Attested photocopy of GST Registration certificate
 - Attested photocopy Trade license.
 - Self Attested copy of Bank Accounts Details.
5. EMD of unsuccessful tenderers will be returned after finalization of tender.
6. Stationery Items are to be supplied as per specifications.
7. If any Tenderer withdraws his bid before finalization his EMD will be forfeited.
8. Tender to be dropped in the drop box within stipulated time.
9. The top of the envelope must be super scribed with word ***"Supply of Stationery Articlevide NIT No. 03/2022"*** containing two sub-envelope one for ***"Technical Bid"*** and other for ***"Financial Bid"***.

Tender should be dropped in the tender box kept in the office of the undersigned only within schedule date and time. The undersigned reserves the right to accept or reject any or all the tender assigning any reasons for so ever.

DECLARATION

I do hereby declare that I/we will abide by all terms and conditions mentioned above accordingly.

Signature of the Bidder

Supplier/Owners Name :

Stamp :



TECHNICAL BID

NIT No.- 03/2022 Dated: 28-01-2022

A	Name of Firm		
B	Full Address		
C	Contact No		
D	E Mail Id		
SL NO	Document/ Statement	Submitted/not Submitted	Remarks
1	Copy of General Terms and Conditions (Page of 3 of Tender Documents) with signature & Stamp*		
2	Self Attested Photocopy of PAN Card*		
3	Self Attested of photocopy Trade License (for the Year 2020-21)*		
4	GST Registration Certificate*		
5	EMD of Amounting Rs. 3000/-*		
6	Experience of similar work (if any)		
7	Any other information consider necessary if any		

*Mandatory

N. B. :

1. Self attested photocopy of the above documents/statement to be attached with this Technical Bid whatever applicable.

Signature of Vendor/Agency

Address

P/S

FINANCIAL BID

NIT No.- 03/2022 Dated: 28-01-2022

A	Name of Firm	
B	Full Address	
C	Contact No	
D	E Mail Id	

Offered rate:

Sl. No.	List of Items	Specification	Rate to be quoted in unit	Rate Quoted
Different Type of Files & Folder etc.				
1	Arch File	Good Quality (As per Sample)	Rate per 1 Pcs.	
2	Cover File	Good Quality (As per Sample)	Rate per 1 Pcs	
3	Printed Flat File	Good Quality (As per Sample)	Rate per 200 Pcs	
4	Chanel File	Good Quality (As per Sample)	Rate per 10 Pcs	
5	Training Kit : Plastic Folder, Pen , Folder for Training	Folder : A4 Document File Bag, Transparent Envelope Holder Storage Case, Snap Button Organizer, Plastic Container for Papers Pad : Size - 5.5 x 8.75 Inch, (50 leaf per pad) Narrow ruled white Sheets, Multicolored Glossy Cover Pen : Linc Glycer A1 Ball Point Pen	Rate per 1 Set (1 Folder, 1 Pad and 1 Pen)	
6	Flap	Good Quality (As per Sample)	Rate per 50 Pcs	
7	Tag	Good Quality (As per Sample)	Rate per 10 Bundle	
8	Handcraft Jute File Folder (A4 Size)	Jute Conference Document file, Compatible Paper Size: A4 2 Inner Pockets in two sides, 1 Pen holder, Button Closure	Rate per 1 Pcs	
9	Paper Soft Cello Gold Pen	Papersoft Cello Gold Pen	Rate per 1 Pcs.	
10	Printed Pad	Size : 5 inch x 9.5 inch Inner Page: 50 Leaf, 75 GSM Cover 250 GSM Cover with both Side multicolor Print (As per Sample)	Rate per 1 Pcs	
Paper, Register, Writing Pad, Envelope				
11	A4 Size Paper	White 75 GSM Copy Power (500 Sheet=1 RIM)	Rate per 1 Rim	
12	Legal Size Paper	Legal Size (216 x 356 mm) White, 75 Gsm (500 Sheet=1RIM)	Rate per 1 RIM	
13	Excel Bond Paper	Excel Bond Paper A4 100 GSM (100 Sheets/Pack)	Rate per 1 Pack	
14	Color A4 Paper	A4 Size Light Colors Quality 72 GSM Guaranteed Aqua Blue, Citrus Yellow, Florid Pink & Apple Green (One Pack contains 100 Sheets, 25 Sheets Each, 4 Colors)	Rate per Pack (100 Sheet)	

Sl. No.	List of Items	Specification	Rate to be quoted in unit	Rate Quoted
15	Note Book	192 Page, 60 GSM, 21x17cm, Page(White/Rule) Pioneer	Rate per 10 Pcs	
16	Register	Good Quality 6 Nos (As per Sample)	Rate per 10 Pcs	
17	Cash Book (100 Pages)	As per Sample (With Printing)	Rate per 1 Pcs	
18	MB Book (100 Leaf both side print)	As per Sample	Rate per 1 Pcs	
19	Brown Envelope	As per Sample	Rate per 100 Pcs	
20	Big Envelope	As per sample	Rate per 50 Pcs	
21	Printed Envelope	As per Sample	Rate per 500 Pcs	
Pen, Pin, Clip, Gum, Glue etc.				
22	Use & throw Pen	Ball Pen, As per Sample	Rate per 20 Pcs.	
23	Ball Pen (Type-1)	Blue/Black/Red Ball Pen Cello Technotip	Rate per 1 Pcs	
24	Ball Pen (Type-2)	Blue Ball Pen LINC Pentonic V-RT 0.7mm	Rate per 1 Pcs	
25	Ball Pen (Type-3)	Ball Pen Pilot V5 Blue Roller	Rate per 1 Pcs	
26	CD Marker	Red/Blue/Black	Rate per 1 Pcs	
27	White Board Marker Pen	Good Quality (As per Sample)	Rate per 1 Pcs	
28	whitener pen for correction	As per Sample	Rate per 1 Pcs	
29	Highlighter	Smothline highlighter florescent highlighter	Rate per 1 Pcs	
30	Binder Clip 1.00 Inch	As per Sample One Box Contain 12 Binder Clips	Rate per 1 Box	
31	Binder Clip 1.25 Inch	As per Sample One Box Contain 12 Binder Clips	Rate per 1 Box	
32	Binder Clip 1.75 Inch	As per Sample One Box Contain 12 Binder Clips	Rate per 1 Box	
33	Binder Clip 2.25 Inch	As per Sample One Box Contain 12 Binder Clips	Rate per 1 Box	
34	James Clip	Steel, Size 26mm, Box contain 100 Clips	Rate per 10 Boxes	
35	Alpin	As per Sample Steel Body	Rate per 1 Box	
36	Gum	Fevi Gum, 22.5ml	Rate per 10 Pcs	
37	Glue Stick	Fevi Stick (As per Sample)	Rate per 10 Pcs	
38	Big Stapler PIN (Steel)	Kangaro 24/6-1M, Full Box (Containing 20 Boxes)	Rate Per 1 Full Box	
39	Small Stapler PIN (Steel)	Kangaro No. 10 , Full Box (Containing 20 Boxes)	Rate Per 1 Full Box	
40	Big Stapler	Kangaro (As per Sample)	Rate 1 Pcs	
41	Small Stapler	Kangaro (As per Sample)	Rate 1 Pcs	

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Sl. No.	List of Items	Specification	Rate to be quoted in unit	Rate Quoted
Others items				
42	Calculator	Casio MJ-12GST GST Calculator (Black)	Rate per 1 Pcs.	
43	Paper Weight	As per Sample	Rate Per 10 Pcs.	
44	Big Towel	As per sample Size: 36 inch x 72 inch, GSM: 650	Rate per 1 Pcs	
45	Cello Tape	CLEAR TRANSPARENT CELLO TAPE 1.5 Inch - 100 Meter	Rate per Pcs	
46	Cello Tape Cutter	As per Sample	Rate per Pcs	
47	Duster	As per Sample	Rate per 12 Pcs.	
48	Hand Wash	Original Germ Protection Hand wash , 200 ml Liquid Soap with Pump	Rate per Pcs	
49	Punch Machine	Kangaro Punch DP-600	Rate per Pcs	
50	Heavy Duty Punch Machine	Kangaro Heavy Duty Metal Punches & Punching Machines (Type : Manual Number of Holes : Minimum Number of Holes - 2 Punching Capacity : 290 Sheets Hole Diameter : 6 mm Build Material : Metal)	Rate per Pcs	
51	Stamp Pad	Faber-Castell Stamp Pad, 110 x 69 mm	Rate per Pcs	
52	Stamp Pad Ink	Stamp Pad Ink for Rubber Stamp & Self Ink Stamps (Blue Colour), 25-30 ml	Rate per Pcs	
53	Rubber Band	FLEXI RUBBER BANDS - Pack of 400 Pieces (1.5-inch Diameter)	Rate per Pack	
54	Carbon Paper	Kores Pen/Pencil Carbon Paper (Sapphire Blue) -Pack of 100 Sheets	Rate per Pack	
55	CD with Sponge Pouch	Good quality CD Pack (1 Pack contains 50 nos. CD and 50 Pcs. Sponge Pouch)	Rate per Pack	
56	DVD with Sponge Pouch	Good quality CD Pack (1 Pack contains 50 nos. CD and 50 Pcs. Sponge Pouch)	Rate per Pack	
57	Attendance Register	14 inch x 20'' Page 100 Page Good Quality (As per sample)	Rate per 1 pc	
IPPI Programme				
58	Chalk Pencil	1 Box = 40 Pcs Chalk, As per sample	Rate per 10 Box	
59	Saw-Vial Cutter	As per sample	Rate per 100 Pcs	
60	Safety Pin	1 Box = 1000 Pcs, As per sample	Rate per 1 Box	
61	Small Poly Pack with Lock (6''x4'')	As per Sample, 1 Pack = 100 Pcs	Rate per 1 Pack (=100 Pcs)	
62	Large Poly pack (15''x 25'')	As per sample	Rate per 1 Pack	
NLEP Programme				
63	Plastic Bowl	Good Quality (As per sample)	Rate per 1 pc	
64	Bag with Slider	Zip and Lock Code : Medium (10x15)		

Signature of Vendor/Agency

Stamp

Address

Raj