

BID DOCUMENT FOR

Supply of Stationery Articles

NIT No.- 01/2021 Dated: 27-01-2021

Last Date of Submission:

08.02.2021 up to 1.30 PM

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

TIME OF OPENING OF BID - 08.02.2021 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

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

Phone : 03217 265671; Email : cmoh_bsrht@wbhealth.gov.in; basirhatcmoh2016@gmail.com

NIT No. : 01/2021

Dated: 27-01-2021

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	08-02-2021 up to 1.30 PM
2.	Tender Form	Available from office of the undersigned, during working hours from 27-01-21 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. .: 03217- 265671	


CMOH & Secretary
DH & FW Samiti, Basirhat Health District

NIT No. : 01/2021

Dated: 27-01-2021

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
DH & FW Samiti, Basirhat Health District

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 and up to date return.
 - 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. 01/2021"*** 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.- 01/2021 Dated: 27-01-2021

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	PAN No (Enclose self attested Photocopy)		
3	Trade license (Enclose self attested Photocopy)		
4	GST Registration No (Enclose self attested Photocopy)		
5	EMD		
6	Self Attested copy of Bank Accounts Details		
7	Experience of similar work if any		
8	Any other information consider necessary if any		

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



FINANCIAL BID

NIT No.- 01/2021 Dated: 27-01-2021

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 12 Pcs.	
2	Cover File	Good Quality (As per Sample)	Rate per 12 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	Plastic Folder	Good Quality 13"x9.2" Document Bags with Pockets on the front and back for extra storage of documents, Secure Button (As per Sample)	Rate per 12 Pcs	
6	Plastic File Folder with 13 Pockets	Good Quality Plastic File Folder with 13 Pockets, Handle, Index Tab, A4 Size, Blue	Rate 12 Pcs	
7	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 12 Pcs	
8	Flap	Good Quality (As per Sample)	Rate per 50 Pcs	
9	Tag	Good Quality (As per Sample)	Rate per 10 Bundle	
Paper, Register, Writing Pad, Envelope				
10	A4 Size Paper	White 75 GSM Copy Power (500 Sheet=1 RIM)	Rate per 10 RIM	
11	Legal Size Paper	Legal Size (216 x 356 mm) White, 75 Gsm (500 Sheet=1RIM)	Rate per 5 RIM	
12	Excel Bond Paper	Excel Bond Paper A4 100 GSM 500 Sheets/Pack	Rate per Pack	
13	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
14	Note Book	192 Page, 60 GSM, 21x17cm, Page(White/Rule) Pioneer	Rate per 12 Pcs	
15	Register	Good Quality 6 Nos (As per Sample)	Rate per 6 Pcs	
16	Writing Pad	Size - 5.5 x 8.75 Inch, (50 Sheets per pad) Narrow ruled white Sheets, Multicolored Glossy Cover	Rate per 12 Pcs	
17	Brown Envelope	As per Sample	Rate per 100 Pcs	
18	Big Envelope	As per sample	Rate per 50 Pcs	
19	Printed Envelope	As per Sample	Rate per 500 Pcs	
Pen, Pin, Clip, Gum, Glue etc.				
20	Use & throw Pen	Ball Pen, As per Sample	Rate per 20 Pcs.	
21	Ball Pen (Type-1)	Blue/Black/Red Ball Pen Cello Technotip	Rate per 10 Pcs	
22	Ball Pen (Type-2)	Blue Ball Pen LINC Pentonic V-RT 0.7mm	Rate per 10 Pcs	
23	Ball Pen (Type-3)	Ball Pen Pilot V5 Blue Roller	Rate per 10 Pcs	
24	CD Marker	Red/Blue/Black	Rate per 10 Pcs	
25	White Board Marker Pen	Good Quality (As per Sample)	Rate per 10 Pcs	
26	whitener pen for correction	As per Sample	Rate per 10 Pcs	
27	Highlighter	Smothline highlighter florescent highlighter	Rate per 10 Pcs	
28	Binder Clip 1.00 Inch	As per Sample One Box Contain 12 Binder Clips	Rate per 1 Box	
29	Binder Clip 1.25 Inch	As per Sample One Box Contain 12 Binder Clips	Rate per 1 Box	
30	Binder Clip 1.75 Inch	As per Sample One Box Contain 12 Binder Clips	Rate per 1 Box	
31	Binder Clip 2.25 Inch	As per Sample One Box Contain 12 Binder Clips	Rate per 1 Box	
32	James Clip	Steel, Size 26mm, Box contain 100 Clips	Rate per 10 Boxes	
33	Alpin	As per Sample Steel Body	Rate per 1 Box	
34	Gum	Fevi Gum, 22.5ml	Rate per 10 Pcs	
35	Glue Stick	Fevi Stick (As per Sample)	Rate per 10 Pcs	
36	Big Stapler PIN	Kangaro 24/6-1M, Full Box (Containing 20 Boxes)	Rate Per 1 Full Box	
37	Small Stapler PIN	Kangaro No. 10 , Full Box (Containing 20 Boxes)	Rate Per 1 Full Box	
38	Big Stapler	Kangaro (As per Sample)	Rate 1 Pcs	
39	Small Stapler	Kangaro (As per Sample)	Rate 1 Pcs	



Sl. No.	List of Items	Specification	Rate to be quoted in unit	Rate Quoted
Others items				
40	Calculator	Casio MJ-12GST GST Calculator (Black)	Rate per 1 Pcs.	
41	Paper Weight	As per Sample	Rate Per 10 Pcs.	
42	Big Towel	As per sample Size: 36 inch x 72 inch, GSM: 650	Rate per 1 Pcs	
43	Cello Tape	CLEAR TRANSPARENT CELLO TAPE 1.5 Inch - 100 Meter	Rate per Pcs	
44	Cello Tape Cutter	As per Sample	Rate per Pcs	
45	Duster	As per Sample	Rate per 12 Pcs.	
46	Hand Wash	Original Germ Protection Hand wash , 200 ml Liquid Soap with Pump	Rate per Pcs	
47	Punch Machine	Kangaro Punch DP-600	Rate per Pcs	
48	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	
49	Stamp Pad	Faber-Castell Stamp Pad, 110 x 69 mm	Rate per Pcs	
50	Stamp Pad Ink	Stamp Pad Ink for Rubber Stamp & Self Ink Stamps (Blue Colour), 25-30 ml	Rate per Pcs	
51	Rubber Band	FLEXI RUBBER BANDS - Pack of 400 Pieces (1.5-inch Diameter)	Rate per Pack	
52	Carbon Paper	Kores Pen/Pencil Carbon Paper (Sapphire Blue) -Pack of 100 Sheets	Rate per Pack	
53	CD with Sponge Pouch	Good quality CD Pack (1 Pack contains 50 nos. CD and 50 Pcs. Sponge Pouch)	Rate per Pack	
54	DVD with Sponge Pouch	Good quality CD Pack (1 Pack contains 50 nos. CD and 50 Pcs. Sponge Pouch)	Rate per Pack	
55	Soft Ball	Good Quality (As per sample)	Rate per 12 pcs	
56	Mirror	Good Quality (As per sample)	Rate per 1 pc	
57	Sun Glass	Good Quality (As per sample)	Rate per 1 pc	
58	Wash Sponge	Good Quality (As per sample)	Rate per 10 pcs	
59	Plastic Bowl	Good Quality (As per sample)	Rate per 1 pc	
IPPI Programme				
60	Chalk Pencil	1 Box = 40 Pcs Chalk, As per sample	Rate per 10 Box	
61	Saw-Vial Cutter	As per sample	Rate per 100 Pcs	
62	Safety Pin	1 Box = 1000 Pcs, As per sample	Rate per 1 Box	



Sl. No.	List of Items	Specification	Rate to be quoted in unit	Rate Quoted
63	<i>Small Poly Pack with Lock (6''x4'')</i>	As per Sample, 1 Pack = 100 Pcs As per sample	Rate per 10 Pack	
64	<i>Large Poly pack (15''x25'')</i>	As per sample, 1 Pack= 50 Pcs As per sample	Rate per 1 Pack	

Signature of Vendor/Agency

Stamp

Address