



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL
MAHARAJA JITENDRA NARAYAN MEDICAL COLLEGE & HOSPITAL
(Previously Cooch Behar Govt. Medical College & Hospital)
Vivekananda Street, Pilkhana, Cooch Behar-736101



Tel: 75010 37888

Email: principalmjnmch@gmail.com

Web: www.mjnmch.ac.in

Memo No: MJNMC/Prin/2134/2025

Date: 08/09/2025

QUOTATION NOTICE

Quotation is hereby invited from reputed firm/agency for supply of below mentioned items for Maharaja Jitendra Narayan Medical College, Cooch Behar. Interested parties are requested to submit their quotation addressing to the Principal, Maharaja Jitendra Narayan Medical College, Cooch Behar.

• **Detailed List is attached in separate Annexure-I**

Last date of submission of quotation is 16/09/2025 before 2:00 PM. Photocopy of Updated Trade License, PAN Card, GST Certificate, Last year Income tax return & Credential must be submitted with the quotation document. Quotation will be opened on 16/09/2025 at 03:00 PM in the chamber of the undersigned.

Terms & Conditions: -

1. The Intending Bidder shall have to quote the offer rate of the item in figure and words clearly on an official pad, addressing to the Principal, M.J.N. Medical College, Cooch Behar.
2. Rate should be quoted, inclusive of all type of charges/GST etc. per unit.
3. The Intending Bidder should mention the warranty period of the product separately in the quotation.
4. The supply order will be given to the successful bidder as selected by the selection committee and supply should be made within 7 days from the date of issue of the supply order.
5. The selected party/Firm will be fully responsible for supply and installation of the items to MJN Medical College.
6. It may also be noted that in case the quality of items to be supplied is not up to the mark in the opinion of the College authority, the supplier will be bound to take back the same without any claim and dispute etc. and the decision taken by the College Authority shall be final and binding on the supplier.
7. The selection committee has the right to accept or reject any quotation without arising any reason.
8. Intending Bidder may please note that no change in the quotation, once submitted, shall be entertained and quotations found incomplete, incorrect, erased, overwritten, tampered will be summarily rejected.

[Handwritten Signature]
08/09/2025
Principal
M.J.N. Medical College & Hospital
Cooch Behar-736101, W.B.

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Copy forwarded for information and with the request to hanging the same in the notice board: -

1. The Sabhadhipati, Cooch Behar Zilla Parishad, Cooch Behar.
2. The District Magistrate, Cooch Behar.
3. The MSVP, MJNMCH, Cooch Behar.
4. The Chairman, Cooch Behar Municipality, Cooch Behar.
5. The DIO, NIC, Cooch Behar with request to upload in the website.
6. The Accounts Officer, MJNMCH, Cooch Behar.
7. The IT Cell, MJNMCH, Cooch Behar with request to upload in the website.
8. The Notice Board of this office.
9. Office file

[Handwritten Signature]
08/09/2025
Principal
M.J.N. Medical College & Hospital
Cooch Behar-736101, W.B.



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Annexure-I

SL	Name of the Items	Quantity	Rate Per Unit
1.	Floor Cleaner 5 Ltr (Branded)	1 Pc	
2.	White Phenyl 5Ltr (Branded)	1 Pc	
3.	Toilet Cleaner 1 Ltr (Branded)	1 Pc	
4.	Mop	1 Pc	
5.	Wiper	1 Pc	
6.	Chamok Powder 1 kg	1 Pc	
7.	Coconut Broom stick	1 Pc	
8.	Broom stick	1 Pc	
9.	Basin Brush	1 Pc	
10.	Toilet Brush	1 Pc	
11.	Plastic Belcha	1 Pc	
12.	Jhul Jharu	1 Pc	
13.	Cover File (Good Quality)	1 Pc	
14.	Cloth duster	1 Pc	
15.	Dot Pen (Blue, Black)	1 Pc	
16.	Soap 50gm	1 Pc	
17.	Hand Wash 1Ltr	1 Pc	
18.	A4 size Paper 70 gsm	1 Rim	
19.	Register Book No- 20	1 Pc	
20.	Register Book No- 12	1 Pc	
21.	Register Book No-24	1 Pc	
22.	Register Book No- 10	1 Pc	
23.	Plastic Clear File (Good Quality)	1 Pc	
24.	Battery AA	1 Pc	
25.	Battery AAA	1 Pc	
26.	Cello Tape 2inch	1 Pc	
27.	Students Attendance Register	1 Pc	
28.	Gel Pen Green (Good Quality)	1 Pc	
29.	Staff Attendance Register Big Size (Good Quality)	1 Pc	
30.	Eraser	1 Pc	
31.	Stamp Pad	1 Pc	
32.	Air Freshener	1 Pc	
33.	Room Freshener	1 Pc	
34.	Printed Answer Sheet with 85 GSM Paper	1 Pc	
35.	Printed Loose Sheet with 85 GSM Paper	1 Pc	
36.	Envelope (10.5"X4.5")	1 Pc	
37.	Dustbin 60Ltr	1 Pc	
38.	Dustbin 40Ltr	1 Pc	
39.	Dustbin 30Ltr	1 Pc	
40.	Dustbin 20 Ltr	1 Pc	
41.	Pencil	1 Pc	
42.	Whitener	1 Pc	

[Signature]
Principal
M.J.N. Medical College & Hospital
Cooch Behar- 736101 (WB)