

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/1106/2026

Date:13/05/2026

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.

Sl.No.	Items	Quantity	Rate
1.	Plastic Clear File (Good quality)	1 Pc	
2.	Thread Roll	1 Pc	
3.	Green Pen (Uniball/ADD/Pilot)	1 Pc	
4.	Hand Wash 200ml	1 Pc	
5.	Gala Stick	1 Pc	
6.	A4 Size Paper 70 Gsm (2.24 Kg)	1 Pc	
7.	Cello tape 2 inch	1 Pc	
8.	Students Attendance Register	1 Pc	
9.	Binder Clip 15 mm	1 Pc	
10.	Binder Clip 32 mm	1 Pc	
11.	Binder Clip 25 mm	1 Pc	
12.	Cover File (orient/oxford/dak-pad)	1 Pc	
13.	Pencil	1 Pc	
14.	Soap 50 Gm	1 Pc	
15.	Dot Pen (Penotic/cello/parker)	1 Pc	
16.	Tissue Roll	1 Pc	
17.	Gloves	1 Pc	
18.	Sharpener	1 Pc	
19.	Envelope 10x5 without print	1 Pc	
20.	Envelope 11x5 without print	1 Pc	
21.	Envelope 11x5 with print principal name	1 Pc	
22.	Envelope 16x12 with print college name	1 Pc	
23.	Envelope A4	1 Pc	
24.	Envelope A4 Lamination	1 Pc	
25.	Envelope A4 with print college name	1 Pc	
26.	Room freshener	1 Pc	
27.	Odonil	1 Pc	
28.	Register Book No 10	1 Pc	
29.	Register Book No 12	1 Pc	
30.	Register Book No 20	1 Pc	
31.	Register Book No 24	1 Pc	
32.	Register Book No 30	1 Pc	
33.	Clip Board	1 Pc	
34.	Gum	1 Pc	
35.	Printer Cartridge 88A	1 Pc	
36.	Canon Printer Cartridge 925 Starter	1 Pc	
37.	Double Tape	1 Pc	
38.	Battery AA	1 Pc	
39.	Battery AAA	1 Pc	
40.	Scale	1 Pc	


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41.	Gems Clip Plastic	1 Pc	
42.	White Board Marker Pen	1 Pc	
43.	Brown Paper 100 Pcs	1 Pc	
44.	Pencil Colour	1 Pc	
45.	Whitener	1 Pc	

Last

of submission of quotation is 22/05/2026 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 22/05/2026 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.


 Principal
 MJN Medical College & Hospital
 Cooch Behar
 Date: 13/05/2026

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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 ZillaParishad, 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


 Principal
 MJN Medical College & Hospital
 Cooch Behar
 Date: 13/05/2026