



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

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Email: principalmjnmch@gmail.com

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Memo No: MJNMC/Prin/ 1931/2023

Date: 01/12/2023

**NOTICE INVITING E-TENDER**

E-Tender is hereby invited by the Principal of Maharaja Jitendra Narayan Medical College and Hospital (MJNMCH) from bonafide Individual/Firms/Agencies for supply of “Stationery & Contingency Articles” to the office of the undersigned. (as per Section-VII).

Intended bidders are requested to submit their bids through e-Tender Portal (<https://wbenders.gov.in>) by following the terms & conditions of this NIT and as per the date & time schedule mentioned below –

| Sl | Items   | Date & Time              |
|----|---|--------------------------|
| 1. | Publishing of N.I.T. Documents (online) from this end   | 04/12/2023 at 10:00am    |
| 2. | Documents downloading (online)  | 05/12/2023 at 10:00am    |
| 3. | Pre Bid Meeting and workshop with the intending bidders at the Office of the Principal of MJN Medical College   | 12/12/2023 at 2:00pm     |
| 4. | Hosting of documents at Departmental Website<br><a href="http://www.wbhealth.gov.in">www.wbhealth.gov.in</a> , <a href="http://www.coochbehargov.in">www.coochbehargov.in</a> &<br><a href="http://www.mjnmch.ac.in">www.mjnmch.ac.in</a> | 04/12/2023 at 10:00am    |
| 5. | Bid Submission starting (Online)  | 05/12/2023 at 10:00am    |
| 6. | Bid Submission closing (Online)   | 18/12/2023 at 5:00pm     |
| 7. | Bid opening (Bid A )  | 21/12/2023 at 10:00am    |
| 8. | Financial Bid opening (Bid B )  | To be notified latter on |

Any subsequent notices/circulars/corrigendum related to this e- tender shall be uploaded at [www.wbenders.gov.in](http://www.wbenders.gov.in), [www.wbhealth.gov.in](http://www.wbhealth.gov.in), [www.coochbehargov.in](http://www.coochbehargov.in), [www.mjnmch.ac.in](http://www.mjnmch.ac.in) websites only. Bidders are requested to check these websites regularly for this purpose.

**This e-tender document comprises of the following sections:**

Section I : Definition

Section II : Requirements

Section III : EMD

Section IV : General Instructions to Bidders (GIB)

Section V : Draft Proforma for Non-Conviction Certificate

Section VI : Tender Application Form

Section VII : Item list & Specifications

Section VIII : Eligibility Criteria & Terms & Conditions

The e-tender shall be evaluated under the two-bid system, i.e., through evaluation of technical and financial bids uploaded by the bidder online on the e-tender website of [www.wbenders.gov.in](http://www.wbenders.gov.in).

## Section I : Definition

1. "Purchaser" means the e-tender inviting authority, purchasing goods and/ or services as incorporated in this e-Tender enquiry document, either directly or on behalf of consignees. For this e-tender the purchaser is the Principal, Maharaja Jitendra Narayan Medical College and Hospital, Cooch Behar.
2. "Bid" means Proposal/ Quotation received from a Firm / Bidder against the e-Tender.
3. "Bidder" means the Individual or Firm or Agencies submitting Bids/ Quotations.
4. "Contractor" means the individual or the firm supplying the goods and/ or services as incorporated in the contract.
5. "Goods" means the articles/material required to supply to the purchaser under the contract
6. "Earnest Money Deposit" (EMD) means Bid Security/ monetary amount or financial guarantee to be furnished by a bidder along with its bid.
7. "Contract" means the written agreement entered into between the purchaser/ consignee and the contractor, together with all the documents mentioned therein and including all attachments, annexure etc. therein.
8. "Specification" means the document/ standard that prescribes the requirement with which goods and/ or service has to conform.
9. "Inspection" means activities such as measuring, examining, testing, gauging features of the goods and / or service and comparing the same with the specified requirement to determine conformity.
10. "Bill of Quantity (BOQ)" is the name for price schedule (financial bid) in e-tender software.

## Section II : Requirements

1. Supply of "Stationery & Contingency Articles", to the office of the undersigned. (AS per Section VII of this NIT).

## Section III : EMD

| Sl. No | Particulars  | EMD Amount |
|--------|--|------------|
| 1      | Supply of "Stationery & Contingency Articles", to the office of the undersigned. (AS per Section VII of this NIT). | 10000.00   |

- a) Registered SSI units participating in Govt. tenders are eligible for exemptions from payment of earnest money and security deposit (EMSD) under Rules 47(A) (1) and 47(B)(7) of WBFR, vol.-I, read with Finance Dept. notification No. 10500-F Dt. 19.11.2004 and its clarification Vide memo. No. 4245-F (Y) dated 20.05.2013.
- b) The amount of Earnest Money to be submitted shall be **Rs. 10,000/- (Rupees Ten Thousand only)**.
- c) The process may be followed as per memorandum of the Finance Department Audit Branch vide Memo No-3975-F(Y) dated: 28<sup>th</sup> July, 2016.

### 1. Login by bidder:

- a. A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- b. He will select the tender to bid and initiate payment of pre-defined EMD/Tender Fees for that tender by selecting from either of the following payments modes:-
  - i. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway.
  - ii. RTGS/NEFT in case of offline payment through bank account in any Bank.

**2. Payment procedure:**

**a. Payment by Net Banking (any enlisted bank) through ICICI Bank Payment Gateway.**

- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the account paid by the bidder will get credited in the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/P. R.Is, etc maintained with the Focal Point Branch of ICICI Bank at R. N. Mukherjee Road, Kolkata for collection of EMD/Tender fees
- v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

**b. Payment through RTGS/NEFT.**

- i. On selection of RTGS/NEFT as the payment mode, the e-Procurement Portal will show a pre- filled challan having details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the prefilled information to make RTGS/NEFT payment using his bank account.
- iii. Once payment is made, the bidder will come back to the e- procurement portal after expiry of a reasonable time to enable the NEFT/ RTGS process to complete ,in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling Account of the State Government / PSU/Autonomous Body/Local Body/ PRIs etc. Maintained with the focal point branch of ICICI Bank at R. N. Mukherjee Road, Kolkata for collection of EMD /Tender Fees.
- v. Hereafter, the bidder will go to e-Procurement Portal for submission of the bid .
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

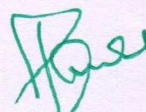
**c. Refund/ Settlement Process.**

- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-payment portal of the State Government, the tender inviting committee will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of unsuccessful bidders, to the ICICI Bank by the e procurement portal through web services.
- ii. On receipt of the information from the e procurement portal, the bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank account from which they made payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on rejection of bid is uploaded to the e procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processed in the e- procurement portal, EMD of the technically qualified bidders other than that of L1 and L2 bidders will be refunded, through an automated process, to the respective bidder's bank account from which they made the payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on rejection of bid is uploaded to the e procurement portal by the tender inviting authority. However, L2 bidder should not be rejected till the LOI process is successful.

- iv. If the L1 bidder accept the LOI and the same is processed electronically in the e-procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on Award of contract (AOC) to the L1 bidder is uploaded to the e-procurement portal the tender inviting authority.
- v. As soon as the L1 bidder is awarded the contract (AOC), and the same is processed electronically in the e-procurement portal –
  - a. EMD of the L1 Bidder of the tenders of the State Government Offices will automatically get transferred from the Pooling account to the State Government Deposit Head '8443-00-103-001-07' through GRIPS along with the bank particulars of the L1 bidder
  - b. EMD of the L1 bidder for the tenders of the State/PSU/Autonomous Bodies/ Local Bodies/ PRIs etc. will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L1 bidder. In both the above cases, such Transfer will take place within T+1 bank working days where T will mean the date on which the award of contract (AOC) is issued.
- vi. The bank will share the details of GRN No. generated on successful entry in GRIPS with the e-procurement portal for updation.
- vii. Once the EMD of L bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account of the Government Revenue Receipt Head "0070-60-800-013-27" through GRIPS for Government Tenders and to the respective linked bank accounts for State/ PSU/Autonomous Body/Local Body/ PRIs etc. Tenders.
- viii. All refunds will be made mandatorily to the bank account from which the payment of EMD and tender fees (if any) were initiated.

**d. Performance Security:**

1. Within 15 (fifteen) days from the date of issue of notification of award by the purchaser, the contractor shall furnish performance security to the College Authority for an amount equal to 3% of tendered value. The performance security shall be retained up to 6 (six) months after the date of completion of all contractual obligations by the contractor.
2. The performance security shall be deposited in Indian Rupees to the state government through TR Challan under budgetary head of account 8443-00-103-Earnest Money-01-07-Deposits. No other forms of deposit can /will be entertained by authority. In the event of any failure /default of the contractor with or without any quantifiable loss to the College Authority / purchaser/ government, the amount of the performance security is liable to be forfeited by the College Authority / purchaser/ Administrative Department. In the event of any amendment issued to the contract, the contractor shall, within 21 (twenty one) days of issue of the amendment, furnish the corresponding amendment to the performance security (as necessary), rendering the same valid in all respects in terms of the contract, as amended. In reference to above, the College Authority will release the performance security without any interest to the contractor on completion of the contractor's all contractual obligations.
3. Earnest money will be returned to the unsuccessful bidders without any interest. The earnest money of successful bidder shall be returned without any interest after completion of entire job assigned to the selected bidder on furnishing the completion certificate from the concerned authority.



#### Section IV : General Instruction to the bidders:

#### TECHNICAL PROPOSAL

1. **Statutory Cover shall contain the following documents:**

Along with the Application in the prescribed format (Section VI: Tender Application Form), the **Self Attested** copy of the following documents to be submitted.

1. PAN CARD of the Bidder
2. Copy of challan for the online submission of EMD of Rs 10,000/-
3. Up to date Trade License
4. P. Tax Registration Certificate
5. GST Registration Certificate
6. Successful supply certificates & Work Orders from any Govt. Organization.
7. Income Tax Returns submitted for the last 3 Financial Years i.e. for 2019-20, 2020-21, 2021-22.
8. Audited Balance Sheet ,Trading and Profit & Loss A/c of (Financial Years - 2019-20, 2020-21, 2021-22)
9. Bank Solvency Certificate Drawn from any Recognized Bank after the Publication of this notice of at least of Rs 5,00,000/-
10. Certificate of Incorporation/ Partnership Deed (if applicable)
11. Power of Attorney in favour of signatory of bid (if applicable)

2. **Non Statutory Cover will contain the following documents:**

| Sl | Category Name            | Details  |
|----|--------------------------|--|
| 1. | <b>Certificate(s)</b>    | <ol style="list-style-type: none"><li>1. PAN, ITR (FY 2019-20, 2020-21, 2021-22)</li><li>2. P. Tax Registration Certificate</li><li>3. GST Registration Certificate</li></ol>  |
| 2. | <b>Company Detail(s)</b> | <ol style="list-style-type: none"><li>1. Certificate of Incorporation/ Partnership Deed (if applicable)</li><li>2. Up to date Trade License</li><li>3. Power of Attorney in favour of signatory of bid (if applicable)</li><li>4. Bank Solvency Certificate Drawn from any Recognized Bank after the Publication of this notice of at least of Rs 5,00,000/-</li></ol>                                       |
| 3. | <b>Credential</b>        | <ol style="list-style-type: none"><li>1. Successful supply certificates &amp; Work Orders from any Govt. Organization</li></ol>  |
| 4. | <b>Declaration</b>       | <ol style="list-style-type: none"><li>1. Audited Balance Sheet ,Trading and Profit &amp; Loss A/c of (FY- 2019-20, 2020-21, 2021-2022)</li><li>2. Non-Conviction Certificate as per Section V. (Duly Notarized after the date of publication of this NIT)</li><li>3. Application in the letter head of the firm/company</li><li>4. Copy of challan for the online submission of EMD of Rs 10,000/-</li></ol> |
| 5. | <b>Others</b>            | <ol style="list-style-type: none"><li>1. As mentioned in Section VII</li></ol>   |

### **3. FINANCIAL PROPOSAL (SINGLE FILE) :**

The price schedule in form of BOQ (excel file) will be found under the published NIT schedule in the website (<https://wbtenders.gov.in>) and the least/ offer price must be quoted against each item(s),

#### **Opening of Tender**

The purchaser will open the bids on the specified date and time as indicated in the NIT. The Bidder / Authorized representative of the bidder may attend on the date of opening of bid as well as the pre-bid meeting as per schedule. The EMD for the said tender shall be verified first. The statutory papers will be examined and evaluated before evaluation of non-statutory documents. After this, the online price bids or financial bid of only the technically qualified bidders shall be opened for further evaluation.

#### **Opening of Technical Proposals:**

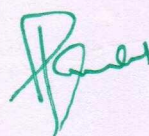
Technical proposals will be opened by members of the Tender Evaluation Committee/Purchase Committee electronically from the e-tender website using their Digital Signature Certificates (DSCs). In the Technical Proposal, the Cover (folder) for Statutory Documents will be opened first and if found in order, the cover (folder) for Non-Statutory Documents will be opened. IF ANY DOCUMENT REQUIRED TO BE SUBMITTED FOR e-TENDER BY THE BIDDER IN HIS/HER TECHNICAL /FINANCIAL PROPOSAL, BUT NOT SUBMITTED OR IS FOUND TO BE DEFICIENT IN ANY MANNER AT ANYSTAGE AFTER OPENING OF BID, THE BID MAY BE SUMMARILY REJECTED.

During evaluation, the Committee will examine the original documents as they are uploaded as e-Tender documents as per Section-IV clause 1 & 2. The date & time of such examination of documents will be notified later. If the said documents in original are not produced within the specified date & time, the bid proposals will be liable for rejection.

The e-Tender Selection Committee reserves the right to reject any application/bid without assigning any reason.

#### **Section V: Draft Proforma for Non-Conviction (In a form of affidavit in Rs.10 Non-judicial Stamp Paper)**

The bidder shall provide an undertaking that the proprietor/ promoter/ director of the firm, its employee, partner or representative are not convicted by a court of law for offence involving moral turpitude in relation to business dealings such as bribery, corruption, fraud, substitution of bids, interpolation, misrepresentation, evasion, or habitual default in payment of taxes etc. The firm does not employ a government servant, who has been dismissed or removed on account of corruption. The firm has not been de- barred, blacklisted by any government ministry/ department/ local government/ PSU etc. in the last two years from scheduled date of opening of this e-tender.



**Section VI : Tender Application Form (to be given in Official letter head with proper seal & signature)**

To,  
The Principal,  
M.J.N Medical College & Hospital,  
Cooch Behar

**Ref: Your e-Tender document No. ....**

I/We, the undersigned have examined the entire e-tender document, including amendment/corrigendum number, dated..... (if any)eligibility criteria, required documentations, terms & conditions etc. The receipt of which is hereby confirmed.

I/We now offer to supply and deliver the goods and/ or services in conformity with your above referred document for the sum, as shown in the price schedule/Bill of Quantity attached herewith and made part of this bid.

I/We hereby declare that all data and documents submitted by us in our bid in this e-tender are genuine and true, to the best of our knowledge and belief.

If my/our bid is accepted, we undertake to supply the goods or service as per the specification, in accordance with the delivery schedule and terms and conditions, including amendment/ corrigendum if any.

I/We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred tender enquiry.

I/We confirm that we do not stand deregistered/banned/blacklisted by any Government Authorities/ Organization/ Institution/ local bodies and never convicted by any Court of law for any offence.

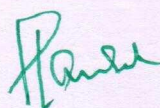
Brief of court/legal cases pending, if any, are following:

We would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by you to verify this statement.

I/We understand that the e-Tender Selection Committee/Purchase Committee reserves the right to reject any application/bid without assigning any reason.

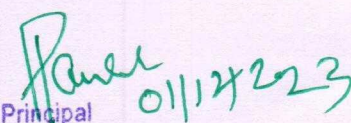
**(Signature with date)**

**(Name, designation, seal of authorized person to sign bid for and on behalf of Bidder)**

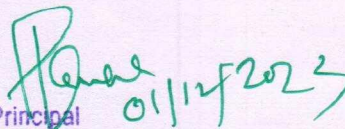


## Section VII : Products & its Specifications

| SI No. | Products Name   | SI No. | Products Name                           |
|--------|---|--------|---|
| 1      | Permanent Marker Pen                                  | 82     | Coconut Stick Broom                     |
| 2      | Stapler 24 No.  | 83     | Wiper                                   |
| 3      | Stapler 10 No.  | 84     | Hand Gloves (Pair)                      |
| 4      | Ball Pen (Blue)                                       | 85     | Toilet Brush                            |
| 5      | Ball Pen (Black)                                      | 86     | Cloth Duster                            |
| 6      | Ball Pen (Red)  | 87     | Spin Mop with bucket                    |
| 7      | Gel Pen (Green)                                       | 88     | Garbage Bag                             |
| 8      | A4 Paper 70 GSM (RIM)                                 | 89     | Soap 50 gm                              |
| 9      | A3 Paper 300 GSM (RIM)                                | 90     | Candle (600 x 6) (Per Packet)           |
| 10     | Legal Size Paper (RIM)                                | 91     | Cotton Roll (400 gm)                    |
| 11     | Executive Bond Paper A4 (RIM)                         | 92     | Tissue Roll                             |
| 12     | Register Book (12 No)                                 | 93     | Lock and Key (25mm)                     |
| 13     | Register Book (20 No)                                 | 94     | Lock and Key (50mm)                     |
| 14     | Register Book (30 No)                                 | 95     | Lock and Key (60mm)                     |
| 15     | Register Book (24 No)                                 | 96     | Lock and Key (65mm)                     |
| 16     | Board Clip (Medium)                                   | 97     | Lock and Key (75mm)                     |
| 17     | Tag (Bundle)  | 98     | Hand Sanitizer 200ml                    |
| 18     | Plastic Clear File                                    | 99     | White Board 3x4                         |
| 19     | Cover File  | 100    | White Board 4x6                         |
| 20     | Printer Cartridge 88A                                 | 101    | Door Mat (3' X 2')                      |
| 21     | Printer Cartridge (Samsung MLT-D111S) (Original)      | 102    | Belcha Plastic                          |
| 22     | Printer Cartridge (HP M202 dw) (Original)             | 103    | Mark-in Cloth                           |
| 23     | Printer Cartridge (HP M1136 MFP) (Original)           | 104    | Spray Bottle (1 Ltr)                    |
| 24     | Printer Cartridge (HP M226 dw) (Original)             | 105    | Loose Sheet (Printed)                   |
| 25     | Printer Cartridge (EPSON L 3110) (Original)           | 106    | Answer Sheet (Printed)                  |
| 26     | White Board Marker Pen (Green)                        | 107    | Tray Plastic                            |
| 27     | White Board Marker Pen (Blue)                         | 108    | Towel Big 30x60                         |
| 28     | White Board Marker Pen (Black)                        | 109    | Black Board 4ft x 6ft                   |
| 29     | White Board Marker Pen (Red)                          | 110    | White Board Stand                       |
| 30     | Envelope 10x5   | 111    | Calling Bell                            |
| 31     | Envelope 11x5   | 112    | I Card (PVC Printed with Lace & Holder) |
| 32     | Envelope A4 Plastic Coated                            | 113    | Water Bottle (1 Ltr)                    |
| 33     | Envelope A4   | 114    | Water Glass (Plastic)                   |
| 34     | Envelope Legal  | 115    | Water Glass (Glass)                     |
| 35     | Envelope Legal Plastic Coated                         | 116    | Green Cloth 1mtr.                       |
| 36     | Envelope 16/12 inch                                   | 117    | White Board duster                      |
| 37     | Envelope 10/12 inch Cloth Coated                      | 118    | Room Freshener                          |
| 38     | Envelope 15/11 inch Cloth Coated                      | 119    | Match Box                               |
| 39     | Envelope 16/12 inch Cloth Coated                      | 120    | White Sutli (Bundle)                    |
| 40     | Carbon Paper (per packet)                             | 121    | Canon Toner NPG 59                      |
| 41     | Ruler (scale) 1ft.                                    | 122    | Gum Boot - 6 No.                        |
| 42     | Cello Tape 4 inch                                     | 123    | Gum Boot - 7 No.                        |
| 43     | Cello Tape 2 inch                                     | 124    | Gum Boot - 8 No.                        |
| 44     | Gems Clip Plastic                                     | 125    | Gum Boot - 9 No.                        |
| 45     | Gems Clip Metal                                       | 126    | Punch Machine (Single Hole)             |
| 46     | Double Tape   | 127    | Punch Machine (Double Hole)             |
| 47     | Staff Attendance Register (with In/Out Time) (13"x8") | 128    | Rubber Band                             |

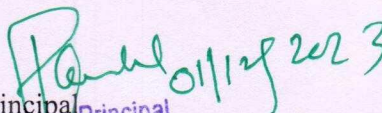
  
 Principal  
 M.J.N. Medical College & Hospital  
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| Sl No. | Products Name   | Sl No. | Products Name                 |
|--------|---|--------|-------------------------------|
| 48     | Staff Attendance Register (with In/Out Time) (9.5"x14.5") | 129    | Issue Register                |
| 49     | Staff Attendance Register (with In/Out Time) (13"x16")    | 130    | Dispatch Register             |
| 50     | Pencil  | 131    | Air Freshner                  |
| 51     | Whitener  | 132    | Hand towel white              |
| 52     | Stapler Pin 24 No   | 133    | Rope (Plastic) (Bundle)       |
| 53     | Stapler Pin 10 No   | 134    | Rope (Jute) (Bundle)          |
| 54     | CD/DVD Marker   | 135    | Pen Drive (32 GB)             |
| 55     | Eraser  | 136    | Glass Marker                  |
| 56     | Brown Paper   | 137    | USB Keyboard                  |
| 57     | Paper Weight  | 138    | USB Mouse                     |
| 58     | Gala Stick  | 139    | Wireless Mouse                |
| 59     | Service Book (Pre Printed)                                | 140    | Wireless Keyboard             |
| 60     | Battery AA  | 141    | Flex Normal (per Square Feet) |
| 61     | Battery AAA   | 142    | Flex Hot (per Square Feet)    |
| 62     | Gum 100 ml  | 143    | Index File                    |
| 63     | Stamp Pad (Size - 110mm X 69mm)                           | 144    | Spring File                   |
| 64     | Board Pin   | 145    | Meeting Pad                   |
| 65     | Student Attendance Register Book (13"x8")                 | 146    | Executive Meeting Pad         |
| 66     | Paint Brush 2 inch  | 147    | Spiral Meeting Pad            |
| 67     | Phenol 5ltr.  | 148    | Binder Clip (15mm)            |
| 68     | Lizol 1 ltr   | 149    | Binder Clip (25mm)            |
| 69     | Lizol 5ltr  | 150    | Binder Clip (55mm)            |
| 70     | Brush Basin/Floor   | 151    | Highlighter                   |
| 71     | Dustbin (20ltr) with Cover                                | 152    | Paper Knife                   |
| 72     | Dustbin (30ltr) with Cover                                | 153    | National Flag (Standard Size) |
| 73     | Dustbin (60ltr) with Cover                                | 154    | Needle (Big)                  |
| 74     | Hand wash 200ml.  | 155    | Packing Tape                  |
| 75     | Bucket 20ltr.   | 156    | Scissor 8"                    |
| 76     | Ceiling Broom   | 157    | Sticky Note (3" x 4")         |
| 77     | Mug Plastic (1 Ltr)                                       | 158    | Pre Ink Stamp (P3 & P4)       |
| 78     | Harpic 1ltr.  | 159    | Pre Ink Stamp Round (P3 & P4) |
| 79     | Harpic 500ml  | 160    | Polymer Stamp (P3 & P4)       |
| 80     | Broom Stick (Phool Jharu)                                 | 161    | Curtain for Door & Window     |
| 81     | Sharpner  | 162    | Pen Stand                     |

  
 Principal  
 M.J.N. Medical College & Hospital  
 Cooch Behar -736101

### Section VIII: Eligibility, Terms & Conditions:

1. Tender Selection Committee/Purchase Committee reserves the right to accept or reject any tender or any part of the tender without assigning any reason whatsoever
2. Incomplete or bid with insufficient documents required for this NIT will be rejected.
3. Bidders / Representative must attend the Pre-Bid meeting on specific date & time as per the date & time schedule for any queries /clarification. No queries /clarification will be entertained after opening of Technical Bid. Bidder(s) also may remain present at the time of opening of technical bid.
4. The successful bidder(s) are bound to supply the entire Stationery & Contingency Articles as per specification of Section VII. The authority will check or test the quality of the material. If any deviation found according to the specification at any stage, the authority reserves the right to cancel the total and or part of the supply order with forfeiting the security money & EMD submitted for this e-tender.
5. The Tender will be valid till **31/03/2024**.
6. Bills with challan along with Work Done Certificate (Annexure-II) from the concerned authority must be submitted to the office of the undersigned for payment.
7. The final amount reflects in the financial bid by the bidder(s) will be treated as inclusive of all taxes, GST, Delivery Cost, All direct & indirect Taxes, All Incidental charges, Installation charges etc. no further or extra charges/amount will be paid beyond the price quoted and approved in the said financial bid.
8. The applying Agency/Firm/Individuals must be registered with PAN, GST, & P. Tax of current validity
9. TIA is not bound to accept the lowest rate. Quality of above stated items will also be considered in selection of the bidder for supply of items. In case of equal rate, draw of lots will be done.
10. After evaluation of technical bids, the financial bid of technically eligible bidders will be opened and finalized.
11. Delivery must be done by selected Bidder (L1) at the Office of the Principal, MJN Medical College & Hospital, Cooch Behar within 15days from the date of issue of Supply Order, failing which the L2 Bidder will be automatically selected for supply of the mentioned items and L1 will be blacklisted for 3 (Three) months.
12. Items Rate should be quoted as per BOQ.

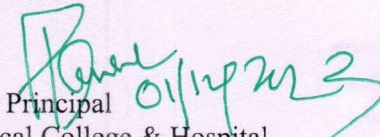
  
Principal  
M.J.N. Medical College & Hospital  
Cooch Behar - 736101

**Memo No: MJNMC/Prin/1931 /2023**

**Date: 01/12/2023**

***Copy forwarded for information and necessary action please for displaying on the notice board:***

1. The DME, Govt. of West Bengal, Swasthya Bhawan, Salt Lake, Kolkata-91
2. The District Magistrate, Cooch Behar
3. The MSVP, MJN Medical College & Hospital, Cooch Behar
4. The CMOH, Cooch Behar
5. The Sub Divisional Officer, Cooch Behar
6. The Chairman, Cooch Behar Municipality, Cooch Behar.
7. The Accounts Officer, MJN Medical College & Hospital, Cooch Behar
8. IT Cell, Department of H & F.W. Swasthya Bhawan- **with a request to upload this notice in the Health Departmental website.**
9. The D.I.O., NIC, Cooch Behar - **with a request to upload this notice in the District website**
10. The IT Cell, MJNMCH - **with a request to upload this notice in the college website.**
11. Notice Board of this Office.
12. Office copy.

  
Principal  
M.J.N. Medical College & Hospital  
Cooch Behar  
Principal  
M.J.N. Medical College & Hospital  
Cooch Behar - 736101