



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE SUPERINTENDENT, KHATRA S.D. HOSPITAL.  
P.O. – KHATRA, DIST. – BANKURA, PIN-722140  
EMAIL: [khatrasdh2021@gmail.com](mailto:khatrasdh2021@gmail.com)

Memo.No-KhatraSDH/1042

Date:- 23.11.2022

**Notice Inviting Quotations for Printing items**

Sealed quotation (S) are hereby invited from the agency/contractor(s) that are registered to Government to sale and supply the desired Items to the Khatra SD Hospital as stated in enclosure, this quotation notice has been issued after observing the all formalities as per G.O. No.5400-F(Y) dt.25.06.2012.

1. The rate so quoted should be inclusive of all tax, delivery charges & all other Exp etc.
2. The Quotation/Tender Selection Committee reserves the right to accept or reject any quotation without stating the reason what so ever and the quotations will be kept at the custody of the Accountant, RKS/Head Clerk of this Office.
3. The list of articles and its specification to be supplied are available in the annexure of this notice.
4. At the time of delivery of the articles, the same will be shown to the respective Unit of this hospital and in case of defective or non-equivalent (if any) that will have to be replaced by tghair/his own cost.
5. Al the articles to be delivered must be according to the sample. The representatives are advised to visit this office/ the store under this office to inspect the sample. The intending agencies/contractors are expected to examine all instructions, forms, terms and specifications samples. Failure to furnish all information required or submission of quotation not substantially responsive to the desired documents in every respect will be at the Bidder's risk and may result in rejection of its bid.
6. In the evnt of any of the below mentioned dates being declared as Holiday by Government of West Bengal, the Quotation will be opened on the next working day at the appointed time.
7. Absorbed rates will be strictly prohibited. Decimel part of the rate not accepted.
8. The Quotation shall be evaluated under the two-bid system, i.e. through evaluation of technical and financial bids. Failure in technical Bid will disqualified the bidder for participating in financial Bid.
9. The agency/contractor concerned whose quotation will be accepeted must supply the articles within 7(seven) days from the date of issuance the Purchase order, failing which their order will be rejected without further notice and they will be blacklisted for any subsequent purchase of articles from this office.
10. The Quotation must be sealed and the Name and address of the quotationer must be superscripted on the cover. The memo number and the date of the 'Notice Inviting Quotations' must be mentioned clearly over the envelop.
11. Intending agencies/contarctors are asked to drop their Quotation in the "drop box" at Office of the Superintendent, Khatra S.D.Hospital, P.O. – Khatra, Dist – Bankura, Pin – 722140 or else quotations received within stipulated time schedule through Speed post/Registered post/Curier services/by hand at docket section of this office hours (excluding holidays)

  
Superintendent  
Khatra S.D. Hospital  
Bankura



12. Interested agency has to make an payment by bank draft, online payment (as Operational cost) of Rs. 1000/- (Rupees one thousand Only) payable in favour of the Superintendent, Khatra SD Hospital, Bankura, at the following account, as operational cost. A print copy of successful transfer must be attached with technical BID documents and it will be treated as essential.

**Account Details**

**ACCOUNT HOLDER: SUPERINTENDENT, SD HOSPITAL, ACCOUNT NUMBER: 0197010261968, BRANCH NAME: KHATRA (0197), IFSC: PUNB0019720, MICR CODE: 722027102**

Bidder/ Contractor are request to enclose the following statutory document/s:

In Technical BID documents:-

- Self attested photocopy of PAN
- Self attested photocopy of Income tax return of FY 2019- 2020 (AY 2020-2021)
- Self attested photocopy of Valid updated Trade License,
- Self-attested photocopy of up-to-date payment of Professional tax Paid challan FY-2020-21
- Sample Picture for all items should be attached with BID documents. (Mandatory).

In Financial BID documents:-

- Financial Offer/ Offered Rate of the article per Unit.

Date & Time Schedule of the Notice Inviting Quotations:

Sl No	Date of Time Schedule of Notice Inviting Quotations	Particulars Date & Time (on working days only excluding Sundays and Holidays)
1.	Date of Publication of Notice Inviting Quotations & Other documents	23.11.2022
2.	Last date of submission of Quotation	30.11.2022 at 1 P.M.
3.	Date of opening Technical Proposals	30.11.2022
4.	Date of opening Financial Proposals	30.11.2022

*23/11/2022*  
 Superintendent  
 Khatra S.D. Hospital  
 Khatra, Bankura  
 Date:- 23.11.2022

Memo.No- KhatraSDH/ 1042/(9)/1

Copy forwarded for information and with the request to display this notice at office notice board to:-

- The District Magistrate, Bankura.
- The Chief Medical Officer of Health, Bankura.
- The Sub-Divisional Officer, Khatra, Bankura.
- The Assistant Chief Medical Officer, Khatra, Bankura.
- The Block Development Officer, Khatra, Bankura.
- The Tender/Purchase Committee, Khatra S.D. Hospital, Khatra,
- The Sub Division Information & Cultural Officer, Khatra.
- In-Charge, information & Technology Cell, Department of H & F W. Govt. of WB, Swasthya Bhawan.
- Office Copy.


With request to post at official website for wide circulation.  
*23/11/2022*  
 Superintendent  
 Khatra S.D. Hospital  
 Khatra :: Bankura  
*23/11/22*

**ANNEXURE – Notice Inviting Quotations, Memo No. KhatraSDH/1042 Dt.23.11.2022**

**Items under the Notice Inviting Quotations:**

Sl No	NAME OF Printing Items	Rate
1	Admission Reg. (Indoor)	Per 100 pg register/book
2	Admission Reg. (ER)	Per 100 pg register/book
3	Mother Discharge Reg.	Per 100 pg register/book
4	Paediatric Discharge Reg.	Per 100 pg register/book
5	Gate Pass (thickness large)	Per pc
6	Stationary Stock Reg.	Per 100 pg book/register
7	Treatment Conent Reg.	Per 100 pg book/register
8	Pathology Report Books	Per 100 pg register/book
9	Tamparature Chart	Per 100 pg register/book
10	Fluid Chart	Per 100 pg register/book
11	Dental Sammatipatra	Per 100 pg register/book
12	RSBY Investigation Slip Book	Per 100 pg register/book
13	RSBY Medicine Slip Book	Per 100 pg register/book
14	Travelling Expence Receipt	Per 100 pg register/book
15	Emergency Slip Reg.	Per 100 pg register/book
16	Indent Book	Per 100 pg register/book

\* Speciment copy enclosed.

  
23/11/2022  
Superintendent  
Khatra S.D. Hospital  
Khatra :: Bankura  
23/11/22