



Government of West Bengal
Office of the Principal
Medical College, Kolkata
88, College Street, Kolkata-700073
Phone No (033) 2255-3633
Email: principalmck1835@gmail.com

NOTICE INVITING E-TENDER FOR SUPPLY OF STATIONERIES, MISCELLANEOUS & CONSUMABLES ITEMS FOR THE YEAR 2022-2024 F.Y. BY THE PRINCIPAL, MEDICAL COLLEGE, KOLKATA

(Through Pre-qualification)
(Submission of Bid through NIC e- tender portal)

Memo No: MC/PRIN/ 2017 /2022

Dated: 11/05/2022

ICA – T 7876 (3) 2022

Dated: 06/05/2022

The Principal, Medical College, Kolkata having its office at 88, College Street, Kolkata-700073 is going to invite E-tender from reputed Concern/Co-operative Societies/Companies/Firms/General suppliers for supply of Stationary, Miscellaneous & Consumable Items at Medical College, Kolkata as per annexed list for the financial year 2022-2024. Earnest money of Rs. 20,000/- to be submitted through online for participation in the Tender.

PROCEDURE FOR DEPOSIT OF EMD/BID SECURITY RELATED TO e-PROCUREMENT OF THE STATE GOVT. DEPARTMENTS (Through NET BANKING /RTGS/NEFT): - Earnest of Rs. 20,000 /- (Rupees Twenty Thousands) only.

In the event of e-filling, intending bidder may download the tender documents free of from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate & to make Payment earnest money through online and hard copy of Technical Documents (Statutory & Non-Statutory) should be submitted physically under sealed cover before the date & time mentioned in NIT. Technical Bid in Technical (Statutory & Non-Statutory) folder and Financial Bid in Financial folder both duly digitally signed are to be submitted concurrently in the website <https://wbtenders.gov.in>.

The Technical documents and Financial Bid should be submitted online on or before **06/06/2022 up to 4.00 P.M**

The Financial Bid of the prospective Bidder will be considered only if the Technical Documents (Statutory & Non-Statutory) of the Bidder found qualified by the Tender Selection Committee of Medical College, Kolkata-73.

Earnest money is payable in favour of the Principal, Medical College, Kolkata-73 as on-line deposit through the Government Pooling account of the ICICI Bank. The procedure for online submission of EMD is more clearly described in clause no 7.

MSMEs registered in West Bengal are exempted from submission of EMD as per Finance Department, Go WB Notification 10500-F dated 19/11/2004, but their selection would be subject to the provisions of Notification No. 6142-F(Y) dated 10/10/2017 of the Finance Department, Government of West Bengal.

The decision of the Tender Selection Committee will be the final and absolute in this respect.

Introduction

Before formulating the bid and submitting the same to the purchaser, the bidder should read and examine all the terms, conditions, instructions, checklist etc. contained in the TE documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these TE documents may result in rejection of its bid.

General Guidance for e-Tendering:-

Instruction /Guidelines for tenders for electronic submission of the tenders online have been annexed for assisting the contractors to participating in e-Tendering.

1. Registration of Bidder:-

Any Bidder willing to take part in the process of e-Tendering will have to enrolled and Register with the Government e-procurement system and they can do so by visiting <https://wbtenders.gov.in> (herein after mentioned as the 'prescribed website' or 'website' or 'e-tender website') and following link on e-tendering site (herein mentioned as 'the Prescribed web portal 'or 'web portal' or 'e-tender web portal').

2. Digital Signature Certificate (DSC):-

Each bidder is required to obtain Class –II or Class – III Digital Signature Certificate (DSC) for submission of tenders from the approved service providers of the National Informatics Centre (NIC) on payment of requisite amount; the details of which are available at the web site as stated above. The DSC is given as a USB e-Token.

3. The bidder can search and download NIT & Bid Document electronically from the above website once he/she/they log(s) on to the website mentioned in clause using the Digital signature Certificate. This is the only mode of collection of Tender/Bid Document.

4. Important information

DATE & TIME SCHEDULE:

Sl No.	Particulars	Date & Time
1.	Date of uploading of N.I.T. Documents (online) from this end	12/05/2022
2.	Documents download start date (online)	13/05/2022
3.	Date of Pre Bid Meeting (offline) at the Academy Building, Office of the Principal, MC , Kol-73	17/05/2022 at 14:30 p.m.
4.	Date of hoisting of documents at dept. website: www.wbhealth.gov.in	17/05/2022
5.	Bid submission Starting date (online)	24/05/2022
6.	Bid submission closing date (online)	06/06/2022
7.	Date of Opening Technical Bids (online)	10/06/2022
8.	Date of uploading list for Technically Qualified Bidder (online)(Bid A)	17/06/2022
9.	Date of Opening of Financial Bids (online)	To be notified later
10.	Date of uploading of list of bidders along with the approved rate	To be notified later

Any subsequent notice regarding this tender shall be uploaded on the website only.

5. In the event of any of the above mentioned dates being declared as a holiday for the MC, Kol, the tenders will be opened on the next working day at the appointed time.

6. Submission of bids.

Both Technical bid and Financial Bid, duly signed digitally signed, are to be submitted concurrently in the 'prescribed website'. All the documents, to be scanned and uploaded in the web portal must be in English language. The Bids are to be submitted online in the website/web portal in two folders at a time, one each for Technical Bid and for Financial Bid, before the prescribed date & time using the

Digital Signature Certificate (DSC) .The documents to be uploaded are to be scanned for viruses and are to be duly Digitally Signed. The documents will get encrypted (transformed into non readable formats). The Technical proposal should contain scanned of the following further two covers (folders)

7. Procedure for deposit of EMD/bid security related to e- procurement of the state government departments:

- The bidder will have to select the particular tender and arrange payment of the required EMD amounting to Rs 20,000/- (Twenty thousand only)

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 <http://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 mode:-

c) Net banking (any of the banks listed in the ICICI Bank payment gateway) in case of payment through ICICI Bank payment Gateway;

d) RTGS/NEFT in case of offline payment through bank account in any Bank.

2) PAYMENT PROCEDURE:

a) Payment by net Banking (any listed bank) through ICICI Bank payment Gate way:

i) On selection of net banking as the pay 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 amount paid by the bidder will get credited in the respective Pooling account of the State Government office/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) 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 the details to process RTGS/NEFT transaction.

ii) The bidder will print the challan and use the pre-filled 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 office/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 his bid.

vi) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

3) 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-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to 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 bidder's bank accounts 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.

iii) Once the financial bid evaluation is electronically processed in the e-procurement portal, EMD of the technically qualified bidders other than that of the L 1 and L 2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts 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, the L 2 bidder should not be rejected till the LOI Process is successful.

iv) If the L1 bidder accepts 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 by 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 for tender of 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 tenders of the State PSU/Autonomous body/Local Body/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 the GRN No. generated on successful entry in GRIPS with the e-Procurement portal for updation.

vii) Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to 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 A/c from which the payments of EMD were initiated.

8. Refund of EMD:

After declaration of Award of Contract (AOC) through the e-procurement portal, the EMD will be automatically refunded to the unsuccessful bidder (s) in the same route to the account from where the transaction was processed within a reasonable time. The EMD will be returned of successful bidder after expiry of contract period on satisfactory completion of the job/contract. No interest is payable on EMD.

9. ELIGIBILITY FOR QUOTING:

a) The Firm/Experienced Agency/ Co-operative Societies of the item or items who are able to supply the assured quantities as per requirement of the MCH,KOL are only eligible for quoting. Failure of submission of declaration of full assured supply to the Government of West Bengal will lead to cancellation of tender. The Vendors who have been black listed by any Govt. Concern/health Institutions in the Country for particular item(s) are also not eligible for apply.

b) The Firm/ Agency/ Co-operative Societies must have capability to control his appointed manpower and the M.C.H authority in no circumstances will bear the responsibilities of the manpower to be engaged for this purpose.

c) The Firm/Experienced Agency/ Co-operative Societies should be competent enough to deal with the business of Stationary & Miscellaneous Items etc.

10. The bids of the following bidders will not be accepted:

The Bidders who were declared debarred/blacklisted by any Govt. Concern/Govt. Health Institution in the Country as a whole or, for any item / items (quoted in this tender) are not eligible to participate in the current tender as a whole or, for that item or items. This clause will be applied on the basis of the Affidavit in Annexure-III, made by the bidder.

11. Statutory Cover:-

An Earnest Money (EMD) amounting to Rs. 20,000.00 (Rupees Twenty thousand) only Payment through BANKING/RTGS/NEFT

Tender items Schedule Properly Filled & uploaded the same Digitally Signed except quoting rate, quoting rate will only Encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in others paper the Bid liable to summarily rejected.

SUBMISSION OF THE TENDERS: The tender is to be submitted in a two Bid System.

Technical Proposal:

(A). Statutory Cover Containing the following documents:

“BID A”: (SINGLE FILE MULTIPLE PAGES SCANNED)

A	CHECK LIST in the prescribed format
B	Application in the prescribed format given in Annexure I
C	No Conviction Certificate in the prescribed format given in Annexure II
D	Tenderer Letter Head Annexure III
E	The Tenderer must have working experience of minimum two years in any Medical Colleges & Hospitals/W.B.Govt. Offices/Institutes of similar type of business. Copies of documentary evidence of experience of similar works should be submitted.(Form –A)

(B) Non-Statutory Cover:

1. Click the check boxes beside the necessary documents in the My Document list and then click the tab “Submit Non Statutory Documents’ to send the selected documents to Non-Statutory folder.

2.Next Click the tab “Click to Encrypt and upload” and then click the “Technical” Folder to upload the Technical Documents using: (a) multiple scan (b) black and white scan (c) scan resolution should be within 250.

12. Non Statutory Cover will contain following documents:

Sn	Category	Sub Category	Sub Category Description
A	Certificates	A1. Certificates	PAN Card of the Bidder/Authorized Signatory (who will upload the BID)
			Professional Tax Registration certificate.
			GST Registration certificate.
A	Certificates	A1. Certificates	
B	Company Details	B1: Company Details	Valid Trade License/Enlistment
			Registration with Registrar of Companies (if applicable)
			Power of Attorney (if applicable)
C	Credential	C1: Credential	Affidavit About No Conviction From Notary Public/Judicial Magistrate /Executive Magistrate.
D	Financial Information	D1: Payment Certificate	Latest GST Returns submitted
			Income Tax Returns submitted for the Current Year

13 “BID B”: FINANCIAL COVER (BOQ)

The folder as “Financial Bid” shall contain:

Base Rate per accounting unit repeat per accounting unit Supply of stationary & miscellaneous items inclusive of Entry Tax, Customs Duty (if applicable), Transportation Charges, Insurance, Delivery Charges, Incidental Charges, Freight Charges, etc. which shall be quoted separately in the template for **Bill of Quantities (BOQ)** and exclusive of GST However, L1 will be determined on base price only without GST.

The bidders are not required to submit hard copies of Bid A or My documents. Submission of hard copy of Financial Bid is totally prohibited and only be submitted on- line through NIC portal

14. RATE:

a. Rates quoted in respect of items shall not exceed the controlled price and/or M.R.P.(maximum retail price) fixed by GOI wherever it is applicable.

b. THE BASIC RATE PER ACCOUNTING UNIT should be furnished inclusive of Entry Tax, Customs Duty (if applicable), Transportation Cost, Insurance, Freight, Incidental Charges etc. but excluding of GST. which shall be quoted separately in the template for Bill of Quantities.

c. Percentage of GST to be mentioned in the appropriate Column of the template for Bill of Quantities.

15. OPENING OF TENDER

a) The Tender selection committee will open the bids after the specified date and time as indicated in the NIT.

b) Authorized representatives of the bidders may attend the tender opening.

c) The EMD of goods to be supplied shall be evaluated first. Then the Online Technical bids of EMD- qualified bidders shall be opened and evaluated with reference to parameters prescribed in the TE document. After this, the Online Price Bids of only the technically qualified bidders shall be opened for further evaluation.

d) Opening of Technical Proposals: Technical proposals will be opened by members of the Tender Selection Committee electronically from the website using their Digital Signature Certificate (DSC).

e) 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.

f) IF ANY DOCUMENT REQUIRED TO BE SUBMITTED FOR TENDER BY THE BIDDER IN HIS TECHNICAL PROPOSAL IS NOT SUBMITTED OR IS FOUND TO BE DEFICIENT IN ANY MANNER AT ANY STAGE AFTER OPENING OF BID, THE BID MAY BE SUMMARILY REJECTED.

16. Evaluation of the tenders

(a) At the level of technical evaluation of technical bids, the bidders who have qualified in respect of the essential & other requirements in Technical Bid will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements of participating in the tender, financial bid will not be opened and be rejected. Final selection of the lowest bidders in respect of Financial Bid is subject to further verification. The Tenderer quoting the lowest rate will be considered as successful.

(b) Acceptance of the lowest tender is not obligatory.

THE DECISION OF TENDER SELECTION COMMITTEE WILL BE FINAL AND BINDING IN THIS MATTER.

17. Before submission of the Tender, Tenderer shall sign each page of all of its relevant papers mentioned in check list with date. The additional alternative and or subtractive clause (if any) shall also to be signed by the tenderer.

18. ORDER & SUPPLY:

I. Orders for the supply of the approved products will be placed with the successful Tenderer after the execution of the agreements in phases as and when required by the procuring authorities. The successful Tenderer will have to supply within the specified time schedule that had been assured as prescribed.

II. No delivery will be taken of any goods if the date of manufacture and the date of expiry are not written on each and every unit supplied (if applicable).

19. AGREEMENT:

The successful tenderer shall sign an agreement within 14 days from date of "acceptance of the tender" by the Tender selection committee MC, KOL-73 in the prescribed form on a non judicial stamp paper. All legal expenses, incidental thereto shall be borne by the contractor. If the tenderer fails to sign the agreement within the stipulated time. Tender selection committee reserves the right to forfeit the Earnest money deposit submitted by the contractor.

20. VALIDITY OF CONTRACT:

The period of contract shall be for a period of 2 (Two years) from the date of start of contract. However, the contract may be extended every Six months for a period of maximum one year on mutual consent. Tender selection committee reserves the right to terminate the contract by giving 15 days notice and without assigning any reason thereof.

21. The work should commence within a week from the date of receipt of our order, or as intimated to Tenderer.

22. PAYMENT TERMS:

Payment will be made through e payment system, subject to:

- a) Supply of the materials as per specification as provided in the tender documents and the catalogue.
- b). Supply of the materials within the supplied period as specified in the work orders
- c) On being selected, the successful vendors will have to submit one application stating the name of the payee/ recipient, Bank account no with MICR code, IFSC of the payee/recipient to the procuring authorities for making e payment. No manual payment will be made.

23. WITHDRAWAL / CANCELLATION & PURCHASE POLICY OF TENDERING AUTHORITY:

- i) The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favour of any Tenderer, shall be treated as cancelled.
- ii) The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason. Withdrawal of tender or any revision after submission of tender by the Tenderer will not be allowed.
- iii) The tendering authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason.
- iv) The tendering authority reserves the right to purchase any item of the Catalogue at the approved rate from any outsider (Non- Tenderer) during the tender period in case of emergency, if the Tenderer fails to supply such items on short notice.

24. NO- CONVICTION CERTIFICATE:

The Tenderer will also submit an affidavit in the prescribed Pro-forma attached herewith from Notary/ first class Judicial Magistrate/Executive Magistrate (Annexure II).

25. PENALTY CLAUSES:

- A) In case of supply of defective item found in respect of packaging or labelling, Tenderer will be asked to replace the same.
- B) The tender selection committee reserves the right to declare a reputed companies / Co-operative Societies /Authorized distributors /firm blacklisted for three (03) years due to the following reasons:
 - i) If the supplier withdraws from agreement after achieving the “Lowest Quoted Tenderer”
 - ii) In consequence of submission of false or fabricated documents by any Firm/Co-Operative Societies /Experienced Agency for participating in the tender, if proved later on.
- C) Financial Penalties for deficiencies in services/supplies during the period of the tender and its subsequent extensions:
 - a. For delay in the supply of items ordered beyond the stipulated date. Part supply will not be considered.
 - b. If the supplies are not made within the stipulated period of placing the order, 0.5% of the basic cost of the materials not supplied will be deducted from the existing / pending bills of the supplier per day's delay up to 30 days.
 - c. For delays beyond 30(Thirty) days, the work order for the non- supplied portion will be considered as cancelled straightaway.
 - d. However, if the stipulated period ends on Saturday, Sunday or Govt holidays, Supply should be made on the next working day and in that case, no penalty would be chargeable.
 - e. The provision of penalty is system generated and cannot be waived in any case except on natural disturbance.

26. PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRADULENT/ MISLEADING DOCUMENTS:

If during the tender process or at any state during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those Tenderer who have submitted false/ misleading/ fraudulent documents or made incorrect declarations.

The penal measure will be

- i) Forfeiture of Earnest Money
- iii) Cancellation from the approved list of suppliers.

27. Cost of bidding

The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process. The **Institution** will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

28. Power of Attorney:

In the event of the tender being submitted by a firm, it must be signed separately by each member thereof, or in the event of absence of any partners, it must be signed on his behalf by a person holding "Power of Attorney" authorizing him to do so. Such "Power of Attorney" is to be produced with the Tender and in the case of the firm, carried on by one member of Joint Family, it must be disclosed that the firm is duly registered under the 'Indian Partnership Act'.

29. Notification of Award

a) The Tender Selection Committee may be notifying the list of successful bidder(s) online. In addition, each successful bidder shall be notified in writing, by registered/ speed post or by fax/ telex/ cable/ email (to be confirmed by registered / speed post) that its bid have been selected by the Tender Selection Committee.

b) The successful Bidder shall also physically submit original documents (uploaded by him online at the time of bidding) for verification before issue of contract.

30. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ fabricated, that bidder would not allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

31. AMENDMENT OF THE TENDER/BID DOCUMENT

31.1 At any time prior to the deadline for submission of Bids, the **Institution** may, for any reason, whether at its own initiative, or in response to clarifications, requested by a Bidder, modify this Tender/Bid Document by the issuance of Addenda.

31.2 Any Addendum thus issued, will be uploaded in the website of the Department of Health & Family Welfare, Government of West Bengal [www.wbhealth.gov.in] and wbtenders.gov.in

31.3 In order to afford the Bidders a reasonable time for taking an Addendum into account, or for any other reason, the **Institution** may, at its own discretion, extend Due Dates of Bid.

32. Regarding Cost of stationary items, Abnormal Low Rate or Abnormal High Rate (In Comparison to the market Rate) will not be considered.

33. Physical verification of samples and /or Physical demonstration may be done at the discretion of the authority by a team of expert to adjudge the applicability or suitability of the product or products and the technical evaluation will be done accordingly in close observation of the product or products.

34. The Tender Selection Committee reserves to right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

**Principal
Medical College, Kolkata**

Annexure I
APPLICATION FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, E mail address etc)

To
Principal,
Medical College,
88, College Street,
Kolkata – 700 073.

Sub: NIT for Supply of Stationary & General Consumable's items etc for the Medical College for the year 2022-24

Ref: - MC, N.I.T. Nodated

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf of.....In the capacity.....duly authorized to submit the offer.

2. We accept the terms and conditions as lay down in the NIT mentioned above and declare that we shall abide by it for throughout the tender period.

3. We are offering rate for the following item /items and assured supply to the Medical College, Kolkata.

4. a. We propose that the order and bill should be raised in our name. We have appointed M/S Having its office at, Mobile No E mail address (Address, contact no and e mail address)

OR

b. We propose that order and bill should be raised in favour of our authorized distributor. For that purpose, we have appointed M/S having its office at Mobile no E mail address

(Address with contact no and e mail address) as authorized Distributor who will receive order and payment in his name on our behalf.

5. We are the existing vendors in the MC / we are not the existing vendor in the MC (strike out whichever is not applicable).

6. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

7. We understand that:

(a) Tender Selection Committee can amend the scope & value of the contract bid under this project.

(b) Tender Selection Committee reserves the right to reject any application without assigning any reason.

Date: -

Signature of applicant
Contact no:

ANNEXURE II

Draft Affidavit Proforma

I, Sri/Smt.The Managing Director /Proprietor (etc.) of the Firm ,.....
(Name of the firm)

At (address).....P.O.....
P.S.....Dist..... do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply ofto any Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply ofto the Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
3. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent (s).

Annexure III

ON TENDERER'S LETTER HEAD

C E R T I F I C A T E

To,
The Principal
Medical College,
88, College Street
Kolkata -73

Sir,

It is certified that I/we have studied and understood the terms and conditions of the tender for supply of stationary, Miscellaneous & general consumables items at Medical College, 88, College Street, Kolkata-700073 and hereby agree to abide by the said conditions. I / We will be liable for forfeiture of my / our "EMD "to Medical College, 88, College Street, Kolkata-700073, in case I/ We could not execute the awarded work. I / We will execute the work as per the rates quoted in the attached schedule for the entire period of contract and are bound to undertake work within 1 week from the date of issue of letter of award.

AUTHORISED
SIGNATORY
COMPANY SEAL

FORM `A`

**PERFORMANCE STATEMENT
(Submit with documentary evidence)**

Tender Reference No : _____

Date of opening : _____

Time : _____

Name of the Bidder : _____

Address of the Bidder : _____

Order placed by (full address of Purchaser)	Order No. and date	Ordered For	Period of Contract	Value of order (Rs.)	Was the Contract performed Satisfactorily (attach documentary evidence)**
1	2	3	4	5	6

**The documentary evidence will be a certificate or bill paid by the purchaser/consignee/end user preferably with a notarized certification authenticating the correctness of the information furnished.

**Dated:
the Bidder**

Signature and seal of

**FORMAT FOR CHECK LIST in respect of
‘E- TENDER FOR SUPPLY OF STATIONARY, MISC. & GENERAL
CONSUMABLES ITEMS FOR THE YEAR 2022-24’**

NIT No.

Date

Name of the Tenderer: - _____

Full Address of the Tenderer: _____

E-Mail: - _____

Contact person relating to vendor & Mob. No. :- _____

Tendering as: reputed companies / Co-operative Societies /Authorized distributors /firm (Strike out which is not applicable)

Average Annual Turn Over: Rs.....

Sl.No	Items	Pl mark		Page no.	Remarks (for office use only)
		Yes	No		
1	Application submitted in Annexure I	Yes	No		
2	Affidavit of non conviction affirmed before a First Class Judicial Magistrate/Executive Magistrate or Notary Public (Annexure II)	Yes	No		
3	On Tenderer Letter Head (Annexure III)	Yes	No		
4	Uploading EMD of Rs. 20,000/-(Twenty thousand) only	Yes	No		
5	Copy of PAN Card of the authorised signatory	Yes	No		
6	Income Tax Returns submitted for the Current Year.	Yes	No		
7	Valid Trade License/ Enlistment Certificate	Yes	No		
8	GST Registration certificate.	Yes	No		
9	Power of Attorney (if applicable)	Yes	No		
10	Performance Statement (Form –A)	Yes	No		
11	Latest GST Returns submitted	Yes	No		
12	Professional Tax Registration certificate.	Yes	No		


LIST OF STATIONARY, MISCELLANEOUS & CONSUMABLE ITEMS

SL NI	NAME OF ARTICLES	UNITS	Quality
1	Alpine Packet 100 Grams	Per pkt.	Best quality
2	Binding Register 100 pages	Per pc.	Best quality
3	Binding Register 200 pages	Per pc.	Best quality
4	Binding Register 500 pages	Per pc.	Best quality
5	Broom stick	Per K.G.	Best quality
6	Board Duster	Per Doz.	Best quality
7	Big size clip	Per Doz.	Best quality
8	Bleaching powder	Per 25 k.g.	Best quality
9	Bucket polythene 12 inch	Per pieces.	Best quality
10	Battery pencil (clock)	Per Doz.	Best quality
11	Belcha with handle (iron)	Per pics.	Best quality
12	Candle pkt of 6 pic	Per pkt.	Best quality
13	Correction pen(white)	Per pic.	Best quality
14	Computer A4 Paper (80 GSM)	Per rim.	Best quality
15	Computer A4 Paper (75 GSM)	Per rim.	Best quality
16	Calculator 12 digit	Per pic.	Best quality
17	Cello tape 2 inch	Per roll	Best quality
18	Cello tape 1 inch	Per roll	Best quality
19	Cover file (4 fold)	Per doz.	Best quality
20	Cover file (2 fold)	Per doz.	Best quality
21	Cloth duster (24X24 inch)	Per pc.	Best quality
22	Exercise book no 6	Per doz.	Best quality
23	Exercise book no 8	Per doz.	Best quality
24	Folder file (Plastic)	Per doz.	Best quality
25	Envelope cloth pasting 16x12 inch	50 pcs.	Best quality
26	Envelope 11x5 inch	50 pcs.	Best quality
27	Jems clip big	Per packet	Best quality
28	Jems clip big	Per packet	Best quality
29	Hose pipe pvc ¾ diameter	Per 50 meter	Best quality
30	Jhul jharu	Per doz.	Best quality
31	White paper/Dista	Per dista	Best quality
32	Lifebuoy soap (Small)	Per pc.	Best quality
33	Dettol soap (Small)	Per pc.	Best quality
34	Liquid soap (Best Quality)	Per 5 lit jar	Best quality
35	Lock & Key (Branded) 7 liv.	Per pc.	Best quality
36	Lock & Key (Branded) 7 liv.	Per pc.	Best quality
37	Match Box(Per 10 Pc.)	Per box.	Best quality
38	Mug (Plastic) big	Per pc.	Best quality
39	Naphthalene ball(pak of 200g.m.)	Per k.g.	Best quality

40	Lamp oil (per 5 Lit)	Per jar	Best quality
41	Distilled water(per 5 Lit)	Per jar	Best quality
42	Phul jharu stick20 feet	Per doz	Best quality
43	Pen gel (Add Gel) Green,Blue,cyan	Per pc.	Best quality
44	Marker pen	Per pc.	Best quality
45	use &through pen	20 pcs Box	Best quality
46	Fancy paper weight	Per pc.	Best quality
47	P.V.C.Drum 90 lit Big bin	Per pc.	Best quality
48	Stapler Machine H.D.10	Per pc.	Best quality
49	Stapler Machine H.D.45	Per pc.	Best quality
50	Stapler Pin No10	Per box	Best quality
51	Stapler pin 24/6	Per box	Best quality
52	Stamp pad (Big)	Per pc.	Best quality
53	Stamp pad (Medium)	Per pc.	Best quality
54	Stamp pad ink. 60 ml.	Per pc.	Best quality
55	Plastic scale 12 inch	10 pcs.	Best quality
56	Steel scale 12 inch	10 pcs.	Best quality
57	Crochet Ball	10 pcs.	Best quality
58	Tag	100 pcs.	Best quality
59	Towel (Color) V.I.P.	Per pc.	Best quality
60	Hand towel 28x18 inch	Per pc.	Best quality
61	Toilet brush	10 pc	Best quality
62	Table glass	Sq, ft.	Best quality
63	Table cloth (VIP)	Per pcs	Best quality
64	Waste paper basket	Per pc.	Best quality
65	Tape cotton	8 pcs.(Per pkt)	Best quality
66	White Board With Aluminum border .size 6ft/ 4 ft, 8ft/4ft.	per pcs	Best quality
67	Attendance registerd,16x13 inch, 24 pages.	Per pc.	Best quality
68	Indent Record book 100 pages.	Per pc.	Best quality
69	Letter of issue Register 13x9 (500pages)	Per pc.	Best quality
70	Letter of Received Register 13x9 (500 pages)	Per pc.	Best quality
71	General stock ledger(500 pages)	Per pc.	Best quality
72	Pen drive 16 G.B.	Per pc.	Best quality
73	Pen drive 32 G.B.	Per pc.	Best quality
74	Fevicol 100 gram.	Per pc.	Best quality
75	Feviquick 22.50 g,m,	Per pc.	Best quality
76	Scissor Medium	Per pc.	Best quality
77	Scissor Small	Per pc.	Best quality
78	Plastic folder file	Per dozes.	Best quality
79	Box file	Per pc.	Best quality
80	High light pen	per pc.	Best quality

81	Wooden pencil	10 pcs.	Best quality
82	Floor Mop with handle 6 ft. Rubber	Per pc.	Best quality
83	Cotton swap with handle 6 ft.	Per pc	Best quality
84	Desk knife	Per pc.	Best quality
85	Scotch brite	Per pc	Best quality
86	Plastic file with button	Per pc.	Best quality
87	Mosquito machine	Per pc.	Best quality
88	Mosquito oil	Per pc.	Best quality
89	Room freshener 225 gm.	Per pc.	Best quality
90	Colin	Per pc.	Best quality
91	Disposable musk	Per pc.	Best quality
92	Hit spray	Per pc.	Best quality
93	Detergent powder 400 gram.	Per pkt.	Best quality
94	Duster cotton	Per pc	Best quality
95	Hand wash 200ml	Per pc.	Best quality
96	Drain brush with handle 8 ft.	Per pc.	Best quality
97	Eraser rubber	Per pc.	Best quality
98	Examination khata (16 pages)	Per pc.	Best quality
99	Loose sheet(Two Fold)	Per pc.	Best quality
100	Wall clock Medium	Per pc.	Best quality
101	Wall clock big	Per pc.	Best quality
102	Water jug	Per pc.	Best quality
103	Identity card with holder ,plastic cover With ribbon	Per pc.	Best quality
104	Kick bucket 10 inch.	Per pc.	Best quality
105	Odonil	Per pc.	Best quality
106	Pin cushion	Per pc.	Best quality
107	Door mat 10ft x 6 ft.	Per pc.	Best quality
108	Hand belcha plastic	Per pc.	Best quality
109	pencil shapner	Per pc.	Best quality
110	Scented phenol 5 lit. jar	Per jar	Best quality
111	Wooden stick 12 ft.	Per pc.	Best quality
112	Wire cutter	Per pc.	Best quality
113	Board clip file	Per pc.	Best quality
114	Battery small(Clock)	Per pc.	Best quality
115	Attendance Register Student	Per pc.	Best quality
116	Attendance Register Staff	Per pc.	Best quality
117	White board marker pen	Per pc.	Best quality
118	Polymer rubber stamp	Per pc.	Best quality
119	Date stamp	Per pc.	Best quality

120	Cup (Tee)6 pcs set	Per set	Best quality
121	Plate 6 pcs. Set	Per set	Best quality
122	pals	Per pc.	Best quality
123	Flap paper	Per set	Best quality
124	Screw driver set (Tester)	Per pc.	Best quality
125	Remote battery	Per pc.	Best quality
126	Iron war 200 gm.	Per kg	Best quality
127	Spike Buster(Extension Board 6 point)	Per pc.	Best quality
128	Pasto rubber stamp	Per pc.	Best quality


 Sr. In-charge
 Medical College
 K. Itara

12/05/2022


 12/05/2022

Medical College, Kolkata

Medical College, Kolkata