



Government of West Bengal
Office of the MSVP, Malda Medical College & Hospital
PS- English Bazar, Malda - 732101
E_mail: msvpmlmch@gmail.com

Memo No- 4487/MLDMCH

Dated, Malda, the 28.072023

NOTICE INVITING QUOTATION

Sealed Quotations invited for Supply essential printing articles are urgently of the office of the MSVP, MMC&H, Malda.

2. General Information about the Quotation:

- (g) Office of Issue : Office of the MSVP, MMC&H, Malda.
(h) Place of Opening the Quotation : Office of the MSVP, MMC&H, Malda.
(i) Address for communication : Same as above (a)

Terms & Conditions of The Quotation:-

Date of submission of Quotation:-28/07/2023 during office hours to 07/08/2023 till 1 pm. Quotation will be opened on 07/08/2023 at 1 pm at the office of the undersigned.

a. Technical Bid :

b. Minimum Eligibility Criteria :

1. Trade license up to date.
2. GST.
3. P. Tax certificate & Paid Challan up to date.
4. PAN Card.
5. Income Tax Return of last three (3) years.
6. Credential Certificate of similar experience from any reputed organization at least 3 years.

C. Financial Bid :

1. Rates should be quoted neatly typed in figures per unit with delivery & all charges including GST. Any deviation of Proforma will be treated as cancelled.
2. Validity of **Quotation** : - one year from the date of award of **Quotation** in case of no abnormal price fluctuations. The procurement will be made in phased manner or at a time as per requirement during validity.
3. The **Quotation** Committee has reserves the right of cancellation, adding, reducing or deferring the tender in total or in partial without assigning any reason thereof.
4. Items to be supplied must confirm to the specification as shown above. If any deviation found, the department reserves the right to reject the materials at its sole discretion.
5. Payment shall be made after receiving the goods in good condition and with requisition quality.
6. Printing must be from CTP/CTCP/CTP violet plate through offset machine. No polymer plate allowed for Durability of printing.
7. All papers should have ISI marked of reputed manufacturer .Authority may be asked for before payment the supporting purchase Documents from purchaser in respect of ISI marked paper.
8. Paper preferably ANDHRA/JK/BALLARPUR PAPER MILLS or its equivalent manufacture. No substandard paper will be allowed for such type printing.GSM of paper will be tested
9. Bidders may see in the website [_https://www.malda.gov.in](https://www.malda.gov.in) & www.wbhealth.gov.in any subsequent notice regarding this tender shall be uploaded on the website only.
10. Only qualified technical bid will be considered for opening of financial bid.
11. For any query the interested bidders may contact the office of the undersigned on all working days from 11:00 a.m. to 4:00 p.m.
12. Sample of the matter is available in the office of the undersigned on all working days from 11 am to 4 pm.
13. Rate offered by the bidders must be at par with the prevailing market rate

14. **Quotation** will be in two parts- i) Technical & ii) Financial. Only qualified technical bid will be considered for opening of financial bid

Essential printing articles:-

Sl No.	Item Name	Unit
1	OPD MEDICINE SHORT SLIP: 1 Leafs / singlecolour single sided Print/65 GSM, Size : 14cm X 11cm (100 pcs/ pad)	2000 Pad Approx
2	TREATMENT SHEET: 1 Leafs / singlecolour single sided Print/70 GSM, Size :A4, (100 pcs/ pad)	300 Pad Approx
3	TRIPLET BOOK (FOR XRAY,MRI,CT SCAN): Triplicate copy, 1 Leafs / Multicolour, single sided Print/65 GSM, Size : 22cm X 13cm, (150 page per Pad). Serial No. required.	300 Book Approx
4	XRAY, ECG, USG REQUISITION FORM : 1 Leafs / singlecolour single sided Print/65 GSM, Size : 21cm X 14cm, (100 page/ pad)	400 Pad Approx
5	CONSENT FORM FOR SURGERY: : 1 Leafs / singlecolour both sided Print/65 GSM, Size : A4 Paper, (100 page / pad).	150 Pad Approx
6	EBMS REPORT FORM: 1 Leafs / singlecolour single sided Print/65 GSM, Size : A4 paper (100 page / pad)	150 Pad Approx
7	PATHOLOGY FORM FOR HEMATOLOGY: 1 Leafs / singlecolour single sided Print/65 GSM, Size : 27cm X 14cm(100 pcs/ pad)	150 Pad Approx
8	PATHOLOGY FORM FOR SEROLOGY : 1 Leafs / singlecolour single sided Print/65 GSM, Size : A4, (100 pcs/ pad)	150 Pads Approx
9	PATHOLOGY FORM FOR HISTOPATHOLOGY : 1 Leafs / singlecolour single sided Print/65 GSM, Size : A4, (100 pcs/ pad)	100 Pads Approx
10	PATHOLOGY FORM FOR FNAC : 1 Leafs / singlecolour single sided Print/65 GSM, Size : A4, (100 pcs/ pad)	100 Pads Approx
11	DONER SCREENING & REGISTRATION CARD: 1 Leafs / Multicolour both sided Print/75 GSM, Size : 23cm X 2228cm, 100 page per Pad, Note: Front side English Version and back side Bengoli version	200 Pads Approx
12	PATIENT SATISFACTION SURVEY FORM (OPD): 2 Leafs / singlecolour both sided Print/65 GSM, Size : A4,	2000 Pcs Approx

If the last day for receiving quotation is declared a holiday, the next working day at the same time will be the last date & time for the receipt of quotation.

P.M. 28.07.2023
 MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL
 MALDA MEDICAL COLLEGE & HOSPITAL, MALDA

Dated, Malda, the 28.07.2023

Memo No- 4487 /MLDMCH

Copy Forwarded to :-

1. The D.H.S, West Bengal, Swasthya Bhvan, Saltlake City, Kol-91.
2. The District Magistrate, Malda
3. The Principal, MMC, Malda
4. The ADM(G), Malda.
5. The Additional Medical Superintendent, MMC&H, Malda.
6. The Accounts Officer, MMC&H, Malda.
7. The All Assisatn Superintendent(NM), MMC&H, Malda
8. The DIO NIC, with request to upload the same in the district website.
9. The In-Charge, IT Cell, Department of Health & Family Welfare, Swasthya Bhawan, GN- 29, Sector-V, Salt lake City, Kolkata-700091 With request to upload the same in the department's website.
10. Guard file.

P.M. 28.07.2023
 MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL
 MALDA MEDICAL COLLEGE & HOSPITAL, MALDA

(QUOTATION APPLICATION FORM)

To
The M.S.V.P
MMC&H,
Malda

Sub:- Submission or rate your invited Memo No- 4487

Sir, As per your invited Memo No- 4487
submitting our best possible rate.

Dated- 28.07.23 we are

Essential printing articles

Sl No.	Item Name	Unit	Rate should be quoted including all charges
1	OPD MEDICINE SHORT SLIP: 1 Leafs / singlecolour single sided Print/65 GSM, Size : 14cm X 11cm (100 pcs/ pad)	Per Pad	Rs.
2	TREATMENT SHEET: 1 Leafs / singlecolour single sided Print/70 GSM, Size :A4, (100 pcs/ pad)	Per Pad	Rs
3	TRIPLET BOOK (FOR XRAY,MRI,CT SCAN): Triplicate copy, 1 Leafs / Multicolour, single sided Print/65 GSM, Size : 22cm X 13cm, (150 page per Pad). Serial No. required.	Per Book	Rs
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10	PATHOLOGY FORM FOR FNAC : 1 Leafs / singlecolour single sided Print/65 GSM, Size : A4, (100 pcs/ pad)	Per Pad	Rs
11	DONER SCREENING & REGISTRATION CARD: 1 Leafs / Multicolour both sided Print/75 GSM, Size : 23cm X 2228cm, 100 page per Pad, Note: Front side English Version and back side Bengoli version	Per Pad	Rs
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Thanking You

Respectfully

