



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

Memo No-5124/MLDMCH

Dated, Malda, the 31/08/2023

**NOTICE INVITING QUOTATION**

Sealed quotations are invited from reputed firms for supply of Digital Signature Certificate with registration & installation with technical support articles which are urgently required for office of the MSVP, MMC&H, Malda.

**2. General Information about the Quotation:**

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| 1. Office of Issue                | : Office of the MSVP, MMC&H, Malda. |
| 2. Place of Opening the Quotation | : Office of the MSVP, MMC&H, Malda. |
| 3. Address for communication      | : Same as above (a)                 |

**Terms & Conditions of The Quotation**

**Date of submission of Quotation:-31/08/2023 during office hours to 05/09/2023 till 12pm. Quotation will be opened on 05/09/2023 at 12 pm at the office of the undersigned.**

**a. Technical Bid :**

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


**b. 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 years 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 reserves the right of cancellation, adding, reducing or ~~deleting~~ the Quotation in total or in partial without assigning any reason thereof.
4. Total rate quoted for all one items together will be considered for evaluation. Purchase order may be placed to any type of menu as per requirement.
5. Bidders may visit the websites <https://www.malda.gov.in> & [www.wbhealth.gov.in](http://www.wbhealth.gov.in) Bid
6. Documents will be procured from MSVP office, MMC&H, Malda. Any subsequent notice regarding this Quotation shall be uploaded on the website only.
7. **Quotation** will be in two parts- i) Technical & ii) Financial. Only qualified technical bid will be considered for opening of financial bid
8. Rate offered by the bidders must be at par with the prevailing market rate.

Essential articles:-

SI No.	Item Name	Unit
01	Digital Signature Certificate with registration & installation with technical support for two years.	35 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.

  
31/8/23  
MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL  
MALDA MEDICAL COLLEGE & HOSPITAL  
MALDA

Memo No- 5124 /MLDMCH /1 (10)

Dated, Malda, the 31/08/2023

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. Assistant 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.

  
31/8/23  
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**

Sir,

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

Dated-

we are

**ESSENTIAL ITEM:-**

<b>SL NO</b>	<b>NAME OF ITEM</b>	<b>Unit</b>	<b>Rate should be quoted including all charges</b>
01	Digital Signature Certificate with registration & installation with technical support for two years.	Per Pcs	

Thanking You  
Respectfully