



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

Memo No-2046/MLDMCH

Dated, Malda, the 23/04/2025

**NOTICE INVITING QUOTATION**

Sealed quotations are invited from reputed firms for preparation & filling to NSDL & submission of GST return (GSTR-7) of Account Section & RKS Section for period of 2025-2026, which are urgently required for office of the MSVP, MMC&H, Malda.

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

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

**2. Terms & Conditions of The Quotation:-**

**Date of submission of Quotation:-23/04/2025 during office hours to 02/05/2025 till 2pm. Quotation will be opened on 02/05/2025 at 2 pm at the office of the undersigned.**

• **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 .
6. GST

• **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 reserves the right of cancellation, adding, reducing or ~~deferring~~ the Quotation in total or in partial without assigning any reason thereof.
  - 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.

- Bidders may visit the websites <https://www.malda.gov.in> & [www.wbhealth.gov.in](http://www.wbhealth.gov.in)
- Documents will be procured from MSVP office, MMC&H, Malda. Any subsequent notice regarding this Quotation shall be uploaded on the website only.
  - . Quotation will be in two parts- i) Technical & ii) Financial. Only qualified technical bid will be considered for opening of financial bid
- Rate offered by the bidders must be at par with the prevailing market rate.

Essential articles:-

Sl No.	Item Name	Unit
1	Preparation & filling to NSDL & submission of GST return (GSTR-7) of RKS Section for period of 2025-2026.	Contract for legal advice up to one year.
2	Preparation & filling to NSDL & submission of GST return (GSTR-7) of Account Section.	Contract for legal advice up to one year.

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.

*Handwritten signature*  
MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL  
MALDA MEDICAL COLLEGE & HOSPITAL  
MALDA

Memo No- 2046/MLDMCH/1(13)  
Copy Forwarded to :-

Dated, Malda, the 23/04/2025

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 Deputy Superintendent (N/M), MMC&H, Malda.
8. The Nursing Superintendent, MMC&H, Malda.
9. Assistant Superintendent (NM), MMC&H, Malda
10. Pharmacist (Equipment + Medicine), MMC&H, Malda.
11. The DIO NIC, with request to upload the same in the district website.
12. 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.
13. Guard file.

*Handwritten signature*  
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:-

SL NO	NAME OF ITEM	Unit	Rate should be quoted including all charges
1	Preparation & filling to NSDL & submission of GST return (GSTR-7) of RKS Section for period of 2025-2026.	Contract for legal advice up to one year.	
2	Preparation & filling to NSDL & submission of GST return (GSTR-7) of Account Section period of 2025-2026.	Contract for legal advice up to one year.	

Thanking You  
Respectfully