

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL, MIDNAPORE MEDICAL COLLEGE
PASCHIM MEDINIPUR**

Memo No.: 2914

Dated: 30/10/2018

TENDER NOTICE

Sealed Tender is invited from competent & bonafide Person / Firms Agencies/Organization experienced with good reputation for Supply of Books & Journal for the office of **the Principal, Midnapore Medical College, Paschim Medinipur**. The sealed envelope should bear the following superscription "**Tender for supply of books & Journal Central Library Midnapore Medical College**" in response to the Tender Notice issued vide memo no - MMC/2914 DATE - 30.10.2018

TERMS & CONDITIONS

1. The unit rates should be quoted both in figures and words and including GST and other charges (if any) in official letter head of the Agency.
2. Photo copy of following documents should be furnished along with bid document.
 - a) Valid Trade License (for F. Y. 2018-19) inscribing business type of Supply of books and Journals / General Order Supplier.
 - b) Valid 15 digits GSTIN.
 - c) Latest I. Tax return.(F.Y. 2016-17 or F.Y. 17-18)
 - d) Latest Audited balance sheet and profit & loss a/c certified by C.A.(F.Y. 2016-17 or F.Y. 17-18)
 - e) Copy of valid PAN card (either of proprietor [in case of proprietorship business] or of company/firm)
 - f) P. Tax returns wherever applicable (not mandatory).
3. Credential Certificate amounting at least Rs. 200000 (Rupees Two lakh Only) against a single order (Preferably from Govt. or organization or semi Govt. organization or local body's) along with its completion/satisfactory certificate during the period between 01st April, 2015 and 31st August, 2018. Bid should be signed by the authorized signatory with rubber stamp.
4. The intending bidders will have to deposit earnest money of Rs. 9800/- (Nine thousand eight hundred only) in the form of D/D or Pay Order (Not cheque) drawn in favour of **the Principal, Midnapore Medical College, Paschim Medinipur** Payable at Medinipur.
5. **The earnest money will be forfeited if the bidder (s) withdraws (s) the Tender after acceptance of rate / issue of order or falsification of documents.**

6. **The tender of books & journals is the combination of technical bid and financial bid. The bidder are requested to submit the tender document of technical bid and financial bid separately and in separate sealed envelope. Otherwise it will be treated as rejected.**
7. Each bidder should submit all documents in sealed envelopes to the drop box at the office of the **Principal, Midnapore Medical College, Paschim Medinipur** from 02.11.2018 to 15.11.2018 between 11 a.m. to 5 p.m. in office time excluding holidays.
8. Technical bid and financial bid of books & journal will be opened on 19.11.2018 at 12.30 p.m. in the office of the undersigned.
9. **The supply of the books and journal should be good condition and latest edition as per our list, any type of falsification/ plagiarism found in the supply of books the supplier will be held responsible.**
10. The quantity is tentative and the Tender Committee reserves the right to increase or decrease the quantity of any product mentioned in the tender notice.
11. The rate should be quoted as per proforma given in the bid document. Bidders should follow the said proforma; otherwise it will be treated as cancelled.
12. The ordered books should be supplied within 20 (twenty) days along with necessary bills and challans in triplicate copies. The books having more than one volume will be treated as one set. The ordered books should be supplied at Midnapore Medical College, Central library, Paschim Medinipur,
13. If the specific date is declared a holiday, re-tenders shall be received up to the appointed time on next day and accordingly opening of the re-tender will be done at the appointed time in the next day. The authority will not take any liabilities in this regard.
14. Delivery should be done through bidder's own network to office of **the Principal, Midnapore Medical College, Paschim Medinipur**. Delivery challans to be submitted by the successful bidder after satisfactory delivery of articles to the authority. No extra charges will be given for delivery. Payment will be made after satisfactory delivery & stock entry reports from the respective stores as well as successful installation report from respective authority if applicable.
15. The successful bidder will be bound to supply the items on accepted fixed contract basis irrespective of any change in price or quality. Any willful delay on the part of the supplier in supplying articles over expiry of the stipulated period will be liable to any liquidated damages.
16. The tender will be opened at the Office of the undersigned before the tender selection committee in presence of the bidders or their authorized representatives who choose to attend on the date and time as specified.

17. The articles are to be submitted by the selected bidder within 7 (seven) days from date of issue of the work order. No escalation will be considered in any cases.
18. Item whereas a minimum guarantee/warranty period is applicable from date of receipt should be provided by the supplier himself on spot. Failing which may subject to deduction from bill.
19. The rate & specification and vendor selected through this tender will be valid for 1 (one) year from Date of finalization of bid.
20. The authority reserves the right to accept or reject any tender and to cancel the bidding process and reject all the tenders at any time to award to contract without assigning any reason thereof.
21. All terms & Conditions as mentioned above will have to be accepted by the tender(s) and no condition stipulated by the bidders will be accepted.

Date: 30/10/2018

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30.10.2018
Principal,

Midnapore Medical College,

Paschim Medinipur

Principal
Midnapur Medical College
Paschim Medinipur

DECLARATION

The above terms & conditions are read carefully and accepted by me / our Firm to the best of my knowledge.

Signature of Bidder with rubber stamp (Designation)

Date:

29/11/14
Memo No MMC..... Dated.....

Copy forwarded for information to :-

1. The Director, Medical Education and Ex- Officio Secretary, government Of West Bengal, Swasthya Bhaban, GN-29 Sector-V Salt Lake City, Kolkata-700091.
2. The Addl. Director of Health service (AA & V), Government Of West Bengal, Swasthya Bhaban, GN-29 Sector-V Salt Lake City, Kolkata-700091.
3. The Director, Information and Cultural affairs Department, government Of West Bengal, with request to publish the tender notice in the leading news paper for wide surculation at an early date.

P.T.O

4. The Joint Secretary (IT), Deptt. of the Health & Family Welfare, Government Of West Bengal Swasthya Bhaban, GN-29 Sector-V Salt Lake City, Kolkata-700091.
- 5. The Hon'ble Savadhipati paschim Medinipur Zilla Parisad, Paschim Medinipur
- 6. The District Magistrate, Paschim Medinipur
- 7. The ADM (D), Paschim Medinipur
- 8. MSVP, Midnapore Medical College & Hospital, Paschim Medinipur
- 9. Deen Midnapore Medical College, Paschim Medinipur
- 10. The Account Officer MMC, Paschim Medinipur
- 11. The Account Officer Medical College & Hospital, Paschim Medinipur
- 12. Chairmen Medinipur Municipality, Paschim Medinipur
13. The District Information and Cultural Officer, Paschim Midnapore with request to publish the tender notice in the leading news paper for wide surculation at an early date.
- 14. Notice Board Midnapore Medical College, Paschim Medinipur

Prin
30-10-2018
Principal

Midnapore Medical College
Paschim Midnapur

Principal
Midnapur Medical College
Paschim Medinipur

