



Government of West Bengal
Department of Health & Family Welfare
Office of the Principal

Midnapore Medical College, Paschim Medinipur

Phone:- 03222-222400 Fax:-03222-274321 E-Mail:- prin_midmch@wbhealth.gov.in

No. - MMC/ 311

Date- 29.01.2025

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited from bonafide bidder for supply of the following Stationery items for use at the various Section of this institution, MMC, & must reach Office of the undersigned on **12.02.2025** with in 12.30 pm and the same will be opened on **12.02.2025** at 1.00 pm.

SL. NO	NAME OF THE ITEM	REQUIRED QUANTITY	REMARKS
1.	Favi stick 8gm	100 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
2.	Rubber Stamp ink 100gm	05 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
3.	Stamp pad 11cm X 6.9 cm	20 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
4.	Room freshener 220ml.	15 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
5.	Computer Cartridge 12 A	30 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
6.	Stapler pin no 10	100 Small box	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
7.	Toilet brush	50 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
8.	Pencil battery	20 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
9.	Remote battery (AAA)	20 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
10.	Gum bottle 200 ml	20 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
11.	Stapler machine no 10	20 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
12.	Highlighter pen	50 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
13.	Odonil 48 gm	50 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
14.	Bucket with lid 20 lit.	20 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
15.	Paddle system dustbin 20 lit.	20 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
16.	OHP Marker Bold Tip	100 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
17.	Student Attendance Register part 2	20 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
18.	White board marker	50 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
19.	Calculator 12 Digit	10 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
20.	Scissor	20 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
21.	Knife	20 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
22.	Sticky note	30 Pads.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
23.	Whitener Pen	30 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
24.	Detergent Powder 500 gm	50 Pkt.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
25.	Gum Tube 50 ml.	50 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
26.	Wooden Pencil	50 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
27.	Sealing Wax	24 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
28.	Notice Board (2ft. X 3 Ft.)	10 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
29.	Lock and Key System wall mounted key holder with glass door (Capacity – 20 Keys)	1 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
30.	Peon Book 100 Pages	10 Pcs.	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
31.	Chalk Colour (50Pcs/ Box)	30 Box	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION
32.	Chalk White (50Pcs/ Box)	30 Box	FOR USE IN VERIOUS SECTION OF THIS INSTITUTION



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The contractors/agencies should have to abide by the following terms & condition:-

1. Rate must be quoted only in the original letter head of the bidder mentioning in figure and words categorically, as per proforma enclosed herewith this quotation Notice.
2. Quotation for the supply of above mentioned items must be accompanied with updated Trade license in related field, PAN Card, GSTIN, P. Tax.
3. The quantity is tentative and the undersigned reserves the right to increase or decrease the quantity of any product mentioned in the Quotation Notice.
4. Reputed firms must supply the articles within 15 days from the date of work order awarded.
5. Items with shorter expiry date will not accepted.
6. Payment will be made by this office after satisfactory receiving of article by the store of this office on duly certified by the HOD/ In-charge of concern dept. after receiving of bill subsequently.
7. All the terms and condition is mentioned will have to be accepted by bidders, condition stipulated by the bidders will not accepted.
8. Rate should be quoted inclusive of all taxes and charges.
9. Bidder should deliver items/articles to the office of the principal at their own cost.
10. The undersigned reserves all the right to cancel/reject any or all quotation without citing any reason whatever.
11. The Sample of non – branded item should be submitted in a separate sealed Cartoon/Box by the Firm with the rate quotation on same date.


Principal
Midnapore Medical College
Paschim Medinipur

Copy forwarded for information and necessary action to.-

1. The CA to the Hon`ble Savadhipathy , Zelaparisad , Paschim Medinipur,
2. The CA to the Hon`ble District Magistrate, Paschim Medinipur,
3. All The members of the Purchase Committee , MMC , PaschimMedinipur,
4. The Sub –Divisional Officer , Midnapore Sadar , Paschim Medinipur
5. The Executive Officer , Midnapore Sader Panchayet Samity, Paschim Medinipur
6. The Chairman/Administrator , Midnapore Municipality , Paschim Medinipur
7. The CMOH , Paschim Medinipur, Paschim Medinipur
8. The M.S.V.P., MMCH, Paschim Medinipur,
9. IT Cell , Dept of H&FW, Swasthya Bhavan , - for favour of posting this in the departmental website,



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No. - MMC/ 311/1(14)

Date- 29.01.2025

10. The Accounts Officer, MMC, Paschim Medinipur
11. The Store Officer, MMC, Paschim Medinipur,
12. The Head Clerk, MMC, Paschim Medinipur,
13. The Store keeper ,MMC, Paschim Medinipur
14. Notice board , MMC, Paschim Medinipur,

29/1/25

Principal

Midnapore Medical College
Paschim Medinipur

Proforma for Rate Quote:

Sl.No.	NAME OF THE ITEM	Make	Sample (Yes/ No)	Qty.	Rate (Rs.) Exclusi ve GST	GST	Total (Rs.)	Remarks
1.	Favi stick 8gm			Each Pcs.				
2.	Rubber Stamp ink 100gm			Each Pcs.				
3.	Stamp pad 11cm X 6.9 cm			Each Pcs.				
4.	Room freshener 220ml.			Each Pcs.				
5.	Computer Cartridge 12 A			Each Pcs.				
6.	Stapler pin no 10			Each Small box				
7.	Toilet brush			Each Pcs.				
8.	Pencil battery			Each Pcs.				
9.	Remote battery (AAA)			Each Pcs.				
10.	Gum bottle 200 ml			Each Pcs.				
11.	Stapler machine no 10			Each Pcs.				
12.	Highlighter pen			Each Pcs.				
13.	Odonil 48 gm			Each Pcs.				
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15.	Paddle system dustbin 20 lit.			Each Pcs.				
16.	OHP Marker Bold Tip			Each Pcs.				
17.	Student Attendance Register part 2			Each Pcs.				
18.	White board marker			Each Pcs.				
19.	Calculator 12 Digit			Each Pcs.				
20.	Scissor			Each Pcs.				
21.	Knife			Each Pcs.				
22.	Sticky note			Each Pads.				
23.	Whitener Pen			Each Pcs.				
24.	Detergent Powder 500 gm			Each Pkt.				
25.	Gum Tube 50 ml.			Each Pcs.				
26.	Wooden Pencil			Each Pcs.				
27.	Sealing Wax			Each Pcs.				
28.	Notice Board (2ft. X 3 Ft.)			Each Pcs.				
29.	Lock and Key System wall mounted key holder with glass door (Capacity – 20 Keys)			Each Pcs.				
30.	Peon Book 100 Pages			Each Pcs.				
31.	Chalk Colour (50Pcs/ Box)			Each Box				
32.	Chalk white (50 Pcs/Box)			Each Box				

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