



OFFICE OF THE MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL

DIAMOND HARBOUR GOVERNMENT MEDICAL COLLEGE AND HOSPITAL

DEPARTMENT OF HEALTH AND FAMILY WELFARE

GOVERNMENT OF WEST BENGAL

NEW TOWN, DIAMOND HARBOUR, SOUTH 24 PARGANAS, WEST BENGAL – 743331

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E-mail: diaharmc@gmail.com

Memo No: DHGMCH/ 1021

Date 2/6/2020

TENDER NOTICE FOR STATIONERY ITEM

Sealed Tender is hereby invited from the competent authorities to supply Stationery Items at Diamond Harbour Government Medical College And Hospital. Rate should be quoted in the supplier letter pad, placed in sealed envelope along with the mentioned documents below and submitted to the office of the undersigned within due time. The undersigned has every power to accept or reject any quotation without assigning any reasons. The specification of the item is attached as Annexure – I.

Mandatory Terms and Conditions :-

- 1) During selection of bidder quality of the product will be a matter of discussion as well as price.
- 2) Participants in the tender process may also note that rate quoted for products should be of best quality. A format is with the Tender Notice.
- 3) Last Date of submitting Tender is 22/06/2020 At 12.00 pm
- 4) Opening date of Tender is 23/06/2020 At 12.00 pm
- 5) Bidder should attach photo copies of valid Trade License, Pan Card, Income Tax return, GST Registration No. All documents are mandatory.
- 6) Price should be quoted including all charges. The validity of the tender period is for 01 (one) years from the date of award of contract.
- 7) Regarding selection of bidder decision of the tender committee is final and tender committee reserves all the rights to cancel the Tender Process before selection is done.
- 8) A demand draft of Rs. 1000/- in favour of Medical Superintendent Cum Vice Principal, Diamond Harbour Government Medical College And Hospital, South 24 Pgs. should be submitted by each bidder. Selected Bidder will have to deposit a demand draft of Rs 10000/- to the office of the undersigned.

Medical Superintendent cum Vice Principal
Diamond Harbour Govt. Medical College & Hospital
South 24 Paraganas

Date 2/6/2020

Memo No : DHGMCH/ 1021/1(8)

Copy Forwarded for information with requested to display in their individual notice board :

1. The Director of Medical Education & Ex-Officio Secretary to the Govt. of West Bengal, Dept. of Health and Family Welfare, Swasthya Bhawan, GN-29, Sector-V, Salt Lake City, Kolkata-700 091.
2. The District Magistrate, South 24 pgs.
3. The Medical Superintendent-cum-Vice Principal, DHGMCH, South 24 pgs
4. The CMOH, South 24 Pgs, with a request to upload this notice in his website
5. The CMOH DHHD, South 24 Pgs
6. The Sub Divisional Officer, Diamond Harbor, South 24 Parganas
7. The Chairman, Diamond Harbour Municipality, South 24 Parganas
4. The H.O.D of Anatomy, Physiology, Biochemistry, Microbiology, Forensic Medicine, Community Medicine, Pharmacology, Physiology DHGMC, S 24 Pgs
5. The Accounts Officer, DHGMC, S 24 Pgs
6. All members of the Tender & Purchase Committee, DHGMC, S 24 Pgs
7. IT Cell, Department of Health & F.W. Swasthya Bhawan- with a request to upload this notice in the Health Departmental website.
8. The District Information Officer, NIC, South 24 pgs Collectorate Bldg., Alipore -with a request upload this notice in the Departmental website.

Medical Superintendent cum Vice Principal
Diamond Harbour Govt. Medical College & Hospital
South 24 Paraganas

Date 2/6/2020


O/C

Name of the Items	Quantity	Quality	Rate	Taxes	Total (including all taxes)	REMARKS
STAMP PAD	PC	GOOD				
DETERGENT POWDER	KG	GOOD				
GREEN PILOT PEN	PC	GOOD				
PENCIL BATTERY	PC	GOOD				
STAPLER MACHINE NO.10	PC	GOOD				
A4 PAPER	REAM	GOOD				
CUP PLATE	DOZEN	GOOD				
BROOM STICK	PC	GOOD				
RUBBER STAMP	PC	GOOD				
ROOM FRESHNER	PC	GOOD				
WOODEN PENCIL	PC	GOOD				
STAMP INK BOTTLE	PC	GOOD				
TISSUE PAPER	ROLL	GOOD				
MUSQUITO KILLING OIL	PC	GOOD				
STOCK REGISTER	300 PAGES	GOOD				MATTER GIVEN BY OFFICE
SAFETY RAZOR	PC	GOOD				
HAND WASH	LTR	GOOD				
SURF EXCEL POWDER	KG	GOOD				
MUSQUITO KILLING MACHINE	PC	GOOD				
ALPIN	BOX	GOOD				
ELECTRIC KETTLY	PC	GOOD				
AAA BATTERY	PC	GOOD				
BINDING REGISTER	PER NO.	GOOD				
EXERCISE BOOK	PER NO.	GOOD				
BAHADUR KHATA	PC	GOOD				
DIGITAL WALL CLOCK	PC	GOOD				
GALA STICK	PKT	GOOD				
T-PIN	BOX	GOOD				
CALL BOOK REGISTER	PER NO.	GOOD				
TOILET CLEANER (HARPIC)	PC	GOOD				
CARBON PAPER DOUBLE SIZE	REAM	GOOD				
USE & THROW PEN	PC	GOOD				
PEN STAND	PC	GOOD				
WALL CLOCK	PC	GOOD				
EVEREADY BATTERY(1050)	PC	GOOD				
WATER JUG	PC	GOOD				
THREAD BAL	PC	GOOD				
MEASUREMENT MUG	PC	GOOD				
CARBON PAPER	PC	GOOD				
BELCHA PLASTIC	PC	GOOD				




 Medical Superintendent Cum Vice- Principal
 Government Medical College Diamond Harbour

Name of the Items	Quantity	Quality	Rate	Taxes	Total (including all taxes)	REMARKS
CELLO TAPE 2 "	PC	GOOD				
BROWN PAPER	PC	GOOD				
WHITE PAPER	PC	GOOD				
COLOUR TAG	PC	GOOD				
CURTAIN WITH FITTING	PC	GOOD				
GURDER	PC	GOOD				
MEASUREMENT TAPE	PC	GOOD				
JIB LOCK (ZIPPER)	PC	GOOD				
PAPER WEIGHT GLOBE	PC	GOOD				
BLADE (5 in a pack)	PC	GOOD				
1 kg BATKHARA	PC	GOOD				
FLASH LIGHT	PC	GOOD				
ATTENDENCE REGISTER	PER NO.	GOOD				MATTER GIVEN BY OFFICE
SUN STAMP	PC	GOOD				
COVER FILE	PC	GOOD				MATTER GIVEN BY OFFICE
KEY HOLDING RACK	PC	GOOD				
NAME PLATE BRASS	PC	GOOD				
FEVI GUM (400 ML)	PC	GOOD				
9 VOLT DOPPLER BATTERY	PC	GOOD				
MARKER PERMANENT	PC	GOOD				
ENVELOP	PC	GOOD				
PAGE MARKER	PC	GOOD				
WHITE BOARD (3 X 2) SQ FT	PC	GOOD				
PAN BRUSH	PC	GOOD				
EXECUTIVE BOND PAPER(A4)	REAM	GOOD				
DHUL JHARU	PC	GOOD				
GLUCOMETER BATTERY	PC	GOOD				
NOTICE BOARD	SQ FT	GOOD				
WATER BOTTLE (MILTON)	PC	GOOD				
CLIP BOARD	PC	GOOD				
BILL REGISTER	PER NO.	GOOD				MATTER GIVEN BY OFFICE
GOVT . CASH BOOK	PER NO.	GOOD				MATTER GIVEN BY OFFICE
FEVI STICK	PC	GOOD				
PUNCHING MACHINE	PC	GOOD				
STELL BOWL BIG	PC	GOOD				
STELL BOWL SMALL	PC	GOOD				
ERASER	PC	GOOD				
NUMBERING DISC	PC	GOOD				
LOCK & KEY SMALL	PC	GOOD				

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Name of the Items	Quantity	Quality	Rate	Taxes	Total (including all taxes)	REMARKS
GLASS CLEANER (COLIN)	PC	GOOD				
SKOCH BITE	PC	GOOD				
MARKING INK	25 GM	GOOD				
CANDLE	BOX	GOOD				
WHITENER	PC	GOOD				
ZAMES CLIP	BOX	GOOD				
SCALE STELL 1 FT	PC	GOOD				
SCALE PLASTIC 1 FT	PC	GOOD				
BINDER CLIP FOLDING 2 "	DOZEN	GOOD				
BINDER CLIP 2 "	DOZEN	GOOD				
TABLE TOP BASKET	PC	GOOD				
WASTE PAPER BIN	PC	GOOD				
DOOR MAT SYNTHETIC	SQ FT	GOOD				
A3 PAPER	REAM	GOOD				
LEGAL PAPER	REAM	GOOD				
10X12 CONTINUE PAPER DOUBLE	REAM	GOOD				
CAMP KOT	PC	GOOD				
THERMAL	PC	GOOD				
PLASTIC COVER FILE	PC	GOOD				
DRY SWB	PC	GOOD				
WET SWAB	PC	GOOD				
COVER DUST BIN	PC	GOOD				
DRINKING WATER GLASS	6 PC	GOOD				
NYLON BUCKET	PC	GOOD				
NYLON MUG	PC	GOOD				
CALCULATOR	PC	GOOD				
PIN POT	PC	GOOD				
SCISSOR TAILOR	PC	GOOD				
HI LIGHTER	PC	GOOD				
MEDI GRIP	PC	GOOD				
MOTHLY CHECK LIST DIGITAL	PC	GOOD				MATTER GIVEN BY OFFICE
ENVELOPE LEGAL SIZE	PC	GOOD				
POLICE CASE REPORT BOOK	100 PAGE	GOOD				
LIFTER CONTAINER	PC	GOOD				
EXTENSION BOARD	PC	GOOD				
LOCK & KEY MEDIUM	PC	GOOD				
LOCK & KEY BIG	PC	GOOD				
HALOGEN LIGHT	PC	GOOD				
SIGNALOC	PC	GOOD				




 2/6/2020

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 South 24 Parganas

Name of the Items	Quantity	Quality	Rate	Taxes	Total (including all taxes)	REMARKS
OFFICE BAG	PC	GOOD				
GUM BOOT	PC	GOOD				
MEDICINE COINTAINER	PC	GOOD				
BIOMEDICAL WASTE BIN PADDLE 50 LTR BLUE	PC	GOOD				
BIOMEDICAL WASTE BIN PADDLE 50 LTR BLACK	PC	GOOD				
BIOMEDICAL WASTE BIN PADDLE 50 LTR YELLOW	PC	GOOD				
BIOMEDICAL WASTE BIN PADDLE 50 LTR BLUE	PC	GOOD				


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