



GOVERNMENT OF WEST BENGAL  
JHARGRAM GOVERNMENT MEDICAL COLLEGE AND HOSPITAL  
JHARGRAM, PIN: 721507  
*E-MAIL:* principal.jhargramgmch@gmail.com  
NOTICE INVITING E-TENDER

Memo No.: JGMCH / 2024 / P-167

Dated : 20.02.2024

Tender reference No. : JGMCH / eNIT - 09 / 2023-24

**Bid Documents Including Terms and  
Conditions of Quotation  
For  
Stationary Items Cheap Store Service  
At The JHARGRAM  
GOVERNMENT MEDICAL COLLEGE AND  
HOSPITAL (College Side)  
Jhargram, Dist-Jhargram-721507, W.B.**

**Department of Health and Family  
Welfare  
Government of West Bengal**





**GOVERNMENT OF WEST BENGAL**  
**Department of Health & Family Welfare**  
**Office of the Principal,**  
**Jhargram Govt. Medical College & Hospital**  
**Jhargram, Dist Jhargram**  
Email : [principal.Jhargramgmch@gmail.com](mailto:principal.Jhargramgmch@gmail.com)

Memo. No: JGMCH/2024/ P-167

Date.:20.02.2024

**NOTICE INVITING ONLINE QUOTATION (e - QUOTATION)**

Principal, Jhargram Govt. Medical College & Hospital, Jhargram, Dist. Jhargram, invites quotation (Technical & Financial) from eligible and qualified bidders for Stationary Items Cheap Store Service for 1 (one) year. The 1(one) year contract period shall commence from the date of notification of award of contract for this tender. It Can be renewable Up to Maximum of Three Year Depending onto the satisfactory level of service and written Permission of Competent Authority.

Name of Work: Stationary Items Cheap Store Service.

Institution wise detailed requirement is noted below:-

Name of the Institution	Name of the work	EMD
JGMCH	Stationary Items Cheap Store Service	Rs. 20,000/-

The Tender Committee reserves the right of cancellation, adding, reducing or deferring the tender in total or in partial without assigning any reason thereof.

In the event of e-Filling, intending bidder may download the tender document from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate & earnest money may be submitted either by Net Banking or NEFT/ RTGS By Generating Bank Challan From eTender Portal.

Tender document may be downloaded from website & submission of Technical Bid/Financial Bid as per Tender time schedule stated in e - Tender details at Page No3.

**The documents submitted by the bidders should be indexed and also should be according to his / their Firm name.**

Earnest Money: Amount of ₹ .20,000/- (Twenty Thousand) only of Earnest Money is to be submitted online through the <https://wbtenders.gov.in> portal.

At the time of uploading the tender / quotation, the intending tenderer, / quotationer should select the tender to bid and initiate payment of pre-defined EMD for that tender by selecting from either of the following payment modes:

- Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway.
- RTGS/NEFT in case of offline payment through bank account in any Bank with his / her tender / quotation as per Memorandum No. 3975-F(Y) dated: - 28.07.2016 of Secretary to the Government of West Bengal, Finance Department. The L1 bidder shall make the Formal Agreement after getting the

Letter of Acceptance (LOA) issued by the Tender Inviting Authority. Failure to make the Formal Agreement within the time period as to be prescribed in the Letter of Acceptance (LOA) for the purpose, may be construed as an attempt to disturb the tendering process and will be dealt with accordingly in a legal manner as deemed fit including blacklisting the bidder.

**Refund of EMD:** The EMD of the unsuccessful Tenderer deposited shall be automatically refunded through online process. The refund of EMDs will be paid to the bidders to the account from which the EMD transaction got initiated by the bidder. Accordingly, for internet banking transactions, the EMD will be refunded back to the internet banking account from which the bidder initiated the transaction. If the bidder has made EMD payment through RTGS/NEFT mode, the refund will go back to the account from which the RTGS/NEFT transaction got initiated.

**Date and time Schedule of Quotation:**

<b>Publishing Date</b>	21/02/2024 From : 18 :00 hrs
<b>Document Sale Start Date</b>	21/02/2024 From : 18 :00 hrs
<b>Document Sale End Date</b>	02/03/2024 To : 16:00 hrs
<b>Bid Submission Start Date</b>	21/02/2024 From : 18 :00 hrs
<b>Bid Submission End Date</b>	02/03/2024 To : 16:00 hrs
<b>Technical Bid Opening Date</b>	04/03/2024 At : 16:00 hrs
<b>Financial Bid Opening Date</b>	Will Be Declared On Line After Technical Evaluation

1. The Tender should be addressed to Principal, JGMCH, Jhargram, Dist-Jhargram. [Tender documents will be available at www.wbhealth.gov.in](http://www.wbhealth.gov.in) , [www.wbtenders.gov.in](http://www.wbtenders.gov.in) and www.JGMCH.ac.in. Any subsequent notice regarding this tender shall be uploaded on the website only.
2. In the event of any of the above-mentioned dates being declared as a holiday for JGMCH the tender will be opened on the next working day at the appointed time.
3. Only qualified technical bid will be considered for opening of financial bid.
4. For detailed query, if any, intending bidders are requested to contact with office on any working day at anytime during office hours.
5. Terms and conditions noted in Bid documents which are not applicable for this tender will be ignored.
6. The selected bidder will also be eligible for work order for any subsequent additional Scavenging personnel and/or 'Dome' sanctioned by state for JGMCH, Jhargram in the contract period.
7. In case it is found that two or more bidders' rate-quote is same, the lowest bidder will be decided by draw of lots.



**Principal**  
**Jhargram Govt. Medical College & Hospital**  
**Jhargram**

**Date.: 20.02.2024.**

**Memo. No.: JGMCH/2024/P-167 (1/10)**

**Copy forwarded for information to :-**

1. The Director of Medical Education, Swasthya Bhawan, Kolkata, Govt. of West Bengal.
2. The District Magistrate, Jhargram.  
The MSVP, Jhargram Govt. Medical College & Hospital. (With a request to display on notice board for wide circulation)
3. The S.D.O., Jhargram.
4. The E.O., Jhargram Municipality.
5. The C.M.O.H., Jhargram.(With a request to display on notice board for wide circulation)
6. The Nodal Officer, Health & Family Welfare Department, Swasthya Bhawan, for publication in daily news papers.
7. The Post Master, Jhargram for Display in Notice Board.
8. The In-charge, I.T. Cell, Swasthya Bhawan, Kolkata. (with a request to publish on the Departmental Website Of [www.wbhealth.gov.in](http://www.wbhealth.gov.in)).
9. The DIC, Jhargram. (with a request to publish on the Website )
10. Notice Board, JGMCH.



**Principal**  
**Jhargram Govt. Medical College & Hospital**  
**Jhargram**

❖ **ALL THE REQUIRED TECHNICAL DOCUMENTS NEEDED SHOULD BE ARRANGED IN THE FOLLOWING MANNER:**

Sl. No .	Category	Sub Category ( Folder )	Sub Category Description
1	CERTIFICATES	CERTIFICATES	Latest Trade Licence, PAN, 3 Years Consecutive IT Including 2023-24 IT ACKNOWLEDGEMENT, PTAX, VALID & UP TO DATE IT,GST AND PROFESSIONAL TAX CLEARANCE, CURRENT GSTR3B Return MUST BE Uploaded.
2	CERTIFICATES	PAN CARD	PAN CARD
3	CERTIFICATES	GST REGISTRATION CERTIFICATE	GST REGISTRATION CERTIFICATE
4	COMPANY DETAILS	COMPANY DETAILS 1	PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BY LAW, MOA,TRADE LICENCE,COMPANY REGISTRATION CERTIFICATE , POA
5	CREDENTIAL	CREDENTIAL 1	RESOURCEFUL, BONAFIDE & EXPERIENCED CONTRACTORS HAVING AT LEAST 2.5 lakh CREDENTIAL CERTIFICATE IN A SINGLE WORK ORDER OF SINGLE WORK OF SIMILAR NATURE DURING ANY ONE FINANCIAL YEAR FROM 2020-21 TO TILL DATE <b>(Stationary Items Handling Credential Completion Certificate, WORK ORDER, SCHEDULE OF WORKS / BOQ (AS PER CREDENTIAL CERTIFICATE) )</b>
6	DECLARATION	DECLARATION FILE 1	Application, EMD Payment Challan, AFFIDAVIT (MENTIONING Tender reference No. )
7	DECLARATION	DECLARATION FILE 2	
<p><b>*** Only the required paper and documents as mentioned in above list should be uploaded, extra paper or redundant papers and documents may be the cause of cancellation of the concern bid.</b></p> <p><b>*** Credentials Certificate Before 2020-21 should not be uploaded, it may cause of Cancellation of the concern bid.</b></p> <p><b>*** All the data should be uploaded in PDF format only.</b></p> <p><b>*** For Multiple H1 Bidder, Decision Will be made on the basis of GO No. 2320-F(Y) Dated 7<sup>th</sup> June 2022 or as Latest Govt. Order available on the decision making Day.</b></p> <p><b>*** Bidder Have To Bid Maximum Discount Percentage On The MRP Of The Stationary Items In BOQ. Bidder Whose Discount Percentage Will Be Highest(H1), Will Be Awarded The Contract. ( Here instead of L1 Bidder, H1 Bidder Will be Considered as Successful )</b></p> <p><b>Selected Bidder Will have to make an agreement with JGMCH Authority in non judicial Stamp paper of Rs.100.00 and have to take Item rate Authorization from Cheap Store Managing Authority Of JGMCH Rate Should Be Verified in Every 3 Months and The Permitted Rate Should Be Displayed In Store.</b></p>			

**ALL THE CERTIFICATES SHOULD BE IN PROPER FOLDER AND SCANNED IN PROPER VISIBLE STATUS AS MENTIONED, e-Tender Notice Cannot be change Or Edited in any manner, It should be downloaded and uploaded without any change with digitally Signed, Change in any manner into the e-Tender Notice File May Cancel The Bid . The Tender Evaluation Committee Of Jhargram Medical College And Hospital, JHARGRAM MAY CANCEL THE BID IN ANY STAGE OF THE BIDDING PROCESS . The Tender Evaluation Committees Decision Is Final.**

1. The bidder or the Principals of the firm must not have been black listed by any hospital or any Government authority. A declaration must be uploaded in Affidavit format in Non Judicial Stamp paper.
2. The bidder must not have been convicted in any criminal case or have any pending proceeding in any vigilance commission or any criminal case pending against it or its proprietors or principal employees in any court. A declaration must be uploaded in Affidavit format in Non Judicial Stamp paper.

**SECTION VIII: TENDER APPLICATION FORM:**

To,  
The Principal, Jhargram Govt. Medical College & Hospital ..... Teaching  
Hospital.....District, On behalf of.....  
Address.....

Ref: Your TE document No.....dated .....We, the undersigned have examined the  
above TE document, including amendment/corrigendum number.....dated ..... (if  
any), the receipt of which is confirmed.

- 1) We now offer to supply and deliver .....(Description of goods and/or service) in conformity with your above referred document for the sum, as shown in the price schedule/Bill of Quantity attached herewith and made part of this bid.
- 2) If our bid is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements and Consignee list.
- 3) We further confirm that, if our bid is accepted, we shall provide you a performance security of required amount in terms of GCC clause, for due performance of the contract.
- 4) We agree to keep our bid valid for acceptance as required in the GIB clause, or for subsequently extended period, if any, agreed to by us.
- 5) We also accordingly confirm to abide by this bid up to the aforesaid period and this bid may be accepted any time before the expiry of the aforesaid period.
- 6) We further confirm that, until a formal contract is executed, this bid read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.
- 7) We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred tender enquiry.
- 8) We confirm that we do not stand deregistered/banned/blacklisted by any government Authorities /Organization/Institution etc.
- 9) Brief of court/legal pending, if any, are following:
- 10) We would authorize and request any Bank, Person, Firm or Corporation to furnish Pertinent information as deemed necessary and/or as requested by the.....MCH/Principal, JGMCH to verify this statement.
- 11) We confirm that we have cash reserve for at least four(4) months' bill.
- 12) We also confirm that if our bid is accepted, we shall provide house-keeping equipments as to be required from time to time as specified.
- 13) We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/corrigendum if any.

**(Signature with Date)**

**(Name and designation) Duly authorized to sign bid for and on behalf of Bidder:**

**PRE QUALIFICATION APPLICATION**

TO  
THE Principal  
Jhargram Government Medical College And Hospital  
Jhargram

REF: **TENDER NO. : JGMCH / eNIT – 09 / 2023-24 Serial No.: 1**

Name Of The Work: Stationary Items Cheap Store Service for 1 (one) year At The JHARGRAM  
GOVERNMENT MEDICAL COLLEGE AND HOSPITAL (College Side)

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SIR / MADAM,

HAVING EXAMINED THE STATUTORY, NON STATUTORY & NIT DOCUMENTS, I / WE HEREBY SUBMIT ALL THE NECESSARY INFORMATION AND RELEVANT DOCUMENTS FOR EVALUATION.

I / WE ARE AGREED WITH ALL THE CONDITION OF THIS NOTICE AND INTERESTED IN BIDDING FOR THE WORK(S) GIVEN IN ENCLOSURE TO THIS LETTER.

WE UNDERSTAND THAT-

- (A) TENDER INVITING & ACCEPTING AUTHORITY/ Principal Jhargram Govt. Medical College And Hospital - Jhargram CAN AMEND THE SCOPE & VALUE OF THE CONTRACT BID UNDER THIS PROJECT.
- (B) TENDER INVITING & ACCEPTING AUTHORITY / Principal Jhargram Govt. Medical College And Hospital – Jhargram RESERVE THE RIGHT TO REJECT APPLICATION WITHOUT ASSIGNING ANY REASON.

**BIDDER's INFORMATION (All fields are required):**

NAME OF THE BIDDER	▪ _____
MOBILE NO	▪ _____
e-MAIL ADDRESS	▪ _____
OFFICE ADDRESS	▪ _____
	▪ _____
GSTIN NO	▪ _____
PAN NO	▪ _____

- ENCLOSED (E-FILLING):**
- 1. STATUTORY DOCUMENTS.
  - 2. NON STATUTORY DOCUMENTS.
  - 3. FINANCIAL DOCUMENT.

PLACE: \_\_\_\_\_  
DATE:     /     /

\_\_\_\_\_  
**SIGNATURE OF THE APPLICANT**

**ITEM LIST ( To Be Kept In Stores), Item Can Be Included Depending On The Situation With The Written Permission From The Competent Authority.**



**CHEAP STORE ITEMS LIST**

SL NO	DESCRIPTION	DISCOUNT FROM MRP(%)
1.	A4 pages	
2.	Wooden pencil	
3.	Pencil eraser	
4.	Pencil sharpener	
5.	Duracel pencil battery(AA)	
6.	Duracel Pencil battery ( AAA)	
7.	Calculator 12 digit	
8.	Candle	
9.	Cello tap(big)	
10.	Cello tap(small)	
11.	CD marker pen/ permanent marker pen(fine tip)	
12.	Envelope brown colour ( 10 * 5)	
13.	Envelope brown colour (A 4 size)	
14.	Envelope cloth for service book	
15.	Hand wash (200 ml)	
16.	Hand towel(ordinary)	
17.	Fevi stick	
18.	James clip( plastic)	
19.	James clip( steel)	
20.	Normal size scissors	
21.	Normal size knife	
22.	Highlighter pen	
23.	Plastic scale ( 30 cm)	
24.	Steel scale(30 cm )	
25.	Bucket(S,M,L)	

Srijan Soren  
Principal  
13/01/2024

Rs  
13/1/2024

Abhinav  
Principal  
22/01/2024  
Jhargram Govt. Medical College & Hospital  
Jhargram-721507



SL NO	DESCRIPTION	DISCOUNT FROM MRP(%)
26.	Use & throw pen (Blue,Black,Red)	
27.	Alpin	
28.	Glass marking pencil	
29.	Gudder(1")	
30.	Sutli	
31.	Lock and key	
32.	Waste paper bucket (jail)	
33.	Soap	
34.	Detergent powder (1 kg)	
35.	Room freshner	
36.	Stamp pad (big)	
37.	Stamp pad (small )	
38.	Stapler ( small) H D 10	
39.	Stapler pin (small)	
40.	Stapler ( big ) HP 45	
41.	Stapler Pin (Big)	
42.	Whitener	
43.	Printing paper ( legal)	
44.	A 3 paper	
45.	Fevi gum	
46.	Match box	
47.	Fevi kwik	
48.	Green gel pen( Executive SL – 500 )	
49.	White board marker pen	

Srijan Soren  
13/01/24

13/01/24

13/1/2024

AB Bhalacharya  
22/01/24

Principal  
Jhargram Govt. Medical College & Hospital  
Jhargram-721507





SL NO	DESCRIPTION	DISCOUNT FROM MRP (%)
50.	Mosquito oil machine	
51.	Mosquito oil	
52.	Hand sanitizer	
53.	White chalk	
54.	Coloured chalk	
55.	Binder clip( medium)	
56.	Binder clip(big)	
57.	Ring binder clip( A 4 size)	
58.	Brown cello tape(big size)	
59.	White board duster	
60.	Duster for cleaning	
61.	Paper cup for tea	
62.	Sliding cutter	
63.	Water bottle( Milton)	
64.	Extension chord	
65.	T pin	
66.	Colin	
67.	Pen drive	
68.	Colour Pencil	
69.	Board pin	
70.	White ribbon for tying loose sheets.	
71.	Punching Machine	
72.	Art Paper	
73.	Exam Board	
74.	Practical Khata	

Sojan Soren  
13/01/24

13/01/24

R  
13/1/24

Abhatooray  
22/01/24  
Principal  
Govt. Medical College & Hos  
721507



SL NO	DESCRIPTION	DISCOUNT FROM MRP (%)
75.	Practical Pages	
76.	Kg Khata (Good Quality)	
77.	Exercise Book (Different Size)	
78.	Diary	

Sojan Sam  
13/01/24

13/01/24

Rx  
13/1/2024

22/01/2024

Principal  
Jhargram Govt. Medical College & Hospital  
Jhargram-721507