



**Government of West Bengal**  
**Office of the Medical Superintendent cum Vice Principal**  
**Malda Medical College & Hospital**  
PS-English Bazar, Dist- Malda, Pin-732101  
Tele\_Fax-03512-252480 ❖ E\_mail-[msvpmlmch@gmail.com](mailto:msvpmlmch@gmail.com)

Memo No: 992/MLDMCH.

Dated: Malda, the 19/02/2018.

### Quotation Notice

Sealed Quotation (Technical & Financial Bid) is hereby invited by the Medical Superintendent cum Vice Principal, Malda Medical College & Hospital, PS: English Bazar, PO & Dist: Malda from the reputed company / authorized distributor firms for supply of the following items as mentioned below

Sl.	Name of the item with specification	Tentative requirement	Department for use
1	Havells or Crompton or Orient and Bajaj (GEYSER) (Including installation)	03 (One)	Upper OT, Lower OT & Gynae OT.

For obtaining the Forms, Terms & Conditions the interested bidders are requested to collect from the Accounts Personnel, RKS at Office of the MSVP, Malda Medical College & Hospital during between below mentioned time .

Bid shall be opened on date and place specified below in presence of bidders. Under any circumstances no bidder will be allowed to collect and submit form beyond the above mentioned time limit. The undersigned reserves the right to accept/reject any bid, including lowest bid.

- ❖ Collection & Submission of Forms: From **20.02.2018 to 05.03.2018** between 11.00 AM to 2.00 PM in all working days.
- ❖ Date of Opening of Quotation: **06.03.2018** at 2.30 PM at Chamber of the MSVP, Malda Medical College & Hospital.

The order is issued for the interest of patient care benefits.

Medical Superintendent cum Vice -Principal  
Malda Medical College & Hospital, Malda

Memo No: 992/MLDMCH.

Dated: Malda, the 19/02/2018.

**Copy forwarded for kind information and necessary action please to the:**

1. Principal , Malda Medical College
2. Deputy Superintendent, Malda Medical College & Hospital, Malda
3. Treasury Officer , Treasury -II , Malda
4. Accounts Officer, Malda Medical College & Hospital, Malda.
5. All Asst. Superintendents, Malda Medical College & Hospital, Malda.
6. Store Keeper (Equipment), Malda Medical College & Hospital, Malda.
7. Accounts Personnel, RKS, Malda Medical College & Hospital, Malda with request to issue form as per notification.
8. Mr. Sourav Ghosh , IT Co-ordinator , Dept. of Health & Family Welfare with request to upload the quotation notice to the website.
9. Mr . Arijit Chatterjee , Malda MCH, with direction to upload the quotation notice to the website.
10. Miss. Priya Singh, DEO, Malda MCH, is directed to be present along with broad sheet
11. Notice Board, Principal / MSVP / District Magistrate / SDO / English Bazar Municipality / Post Office, Malda for display
12. Office Copy.



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**Quotation Notice**

<b>Invitation</b>	❖ Sealed Quotation is hereby invited by the Medical Superintendent cum Vice Principal, Malda Medical College & Hospital, PS: English Bazar, PO & Dist: Malda from the reputed company/authorized distributor firms for Supply of Geysers at OT attached to Malda MCH.
<b>Special Attention</b>	<ul style="list-style-type: none"> <li>❖ All bidders are to be noted that quotation is liable to be rejected if there is any deviation from the terms and conditions or other requirement.</li> <li>❖ Inviting authority reserves all rights to accept the quotation in whole or part or to reject any or all quotation without assigning any reason thereof.</li> <li>❖ Invitation of the quotation shall under no circumstances create any legal right or otherwise in favor of the bidders in case the quotation is closed, withdrawn or cancelled before issuance of order nor shall the inviting authority be liable to explain the reason of such closure, withdrawal or cancellation of the quotation.</li> </ul>
<b>Availability of Quotation Document</b>	❖ Quotation Form including General Terms and Conditions will be available from the Accounts Personnel, RKS at the office of the MSVP, Malda MCH from <b>20.02.2018 to 05.03.2018</b> between 11.00 AM to 2.00 PM in all working days.
<b>Quotation Documents</b>	<ul style="list-style-type: none"> <li>❖ Self attested copy of valid Trade License/Enlistment in General Order Supplier from appropriate authority</li> <li>❖ Self attested copy of PAN card of the Bidder/Bidder Company.</li> <li>❖ GST Registration Certificate &amp; Up to date GST returns if available.</li> <li>❖ Last Quarter's VAT return i.e. for the quarter ending on March /June 2017</li> <li>❖ IT Return of Last Year i. e for the 2017-18/2016-17.</li> <li>❖ Up to Date Professional tax certificate</li> <li>❖ Credential of the Bidder in Supply to any Govt. Hospitals /Govt .Organization.</li> </ul>
<b>Language Of Quotation</b>	❖ The quotation shall be submitted in the prescribed form in English. All papers and correspondences in connection with the bidders shall be in English.
<b>Address of Quotation</b>	❖ Quotation should be addressed to the Medical Superintendent cum Vice Principal, Malda Medical College & Hospital, Englishbazar, Malda
<b>Submission of Quotation</b>	<ul style="list-style-type: none"> <li>❖ The intending bidders should submit Quotation as follows :                             <ol style="list-style-type: none"> <li>1) Envelope B : Separate "Technical Bid" in a sealed envelope containing all required documents as stated in "Annexure I" All submitted documents should be serially numbered.</li> <li>2) Envelope C: Separate "Financial Bid" in sealed envelope containing the rate quoted.</li> </ol> </li> </ul>

	<p>3) Envelope A: Outer sealed cover superscripted “<b>QUOTATION FOR SUPPLY OF GEYSER AT OT , MALDA MCH, QUOTATION NOTICE NO. ....&amp; DATE .....</b>” In bold capital letters. The name full address and phone no. of the bidder must be written on the cover in bold letters.</p> <ul style="list-style-type: none"> <li>• Quotation must be dropped in the Quotation Box placed inside the chamber of the Medical Superintendent cum Vice Principal, Malda Medical College and Hospital, PS: English Bazar, Dist: Malda from <b>20.02.2018 to 05.03.2018</b> between 11.00 AM to 4.00 PM in all working days (On Saturday up to 2.00 PM) .</li> <li>❖ Quotations submitted are to be written clearly. Correction if any must be signed by the person signing the quotation documents.</li> </ul>
<b>Price</b>	<ul style="list-style-type: none"> <li>❖ A single rate shall be quoted both figure &amp; word.</li> <li>❖ The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subjected to adjustment on any account.</li> </ul>
<b>Opening Of Quotation</b>	<ul style="list-style-type: none"> <li>❖ Quotation will be opened on <b>06.03.2018</b> at 2.00 PM in the chamber of the Medical Superintendent cum Vice Principal, Malda Medical College &amp; Hospital, English Bazar, Malda in the presence of the intending bidders/ their representative, if any.</li> <li>❖ If for any administrative reason the date of the opening of the quotation be a declared holiday, the quotation will be opened on the next working day at the same time and place.</li> </ul>
<b>Evaluation Of Quotation</b>	<ul style="list-style-type: none"> <li>❖ Evaluation of the bidders will be done on the basis of lowest price quoted.</li> </ul>
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>❖ Warranty period of each item should be mention. No advance payments for items will be made. The Items should be supplied within 21(twenty one) days from the placement of orders failing which orders are liable to be cancelled and will be given to the next lowest bidder. Validity period of quotation must be mentioned. The suppliers will remain bound to replace items at their own cost, within a specified period if items are found torn, broken &amp; non-functioning, defective or mutilated after unpacking the Materials. The items are to be supplied to the Store Keeper (E &amp; C) of the Malda Medical College &amp; Hospital, Malda. Supplier must supply four copies of challan &amp; bill after installation of the items. The undersigned reserves the right to accept or reject any quotation without assigning any reason.</li> </ul>
<b>Payment</b>	<ul style="list-style-type: none"> <li>❖ Selected bidder who has delivered the items to the Store Keeper (E &amp; C) and will produce the bills along with copy of acknowledge challan (duly counter signed by the In-charge of the respective wards as installation done successfully) and work order issued by the MSVP, Malda Medical College &amp; Hospital, Malda for release of payment.</li> <li>❖ No additional charges will be paid other than the rate quoted.</li> <li>❖ GST charges will be paid separately if applicable.</li> </ul>

**Any deviation from the terms and condition of the quotation by the quotator may result cancellation of the quotation by the Quotation Selection Committee.**



Medical Superintendent cum Vice Principal  
Malda Medical College & Hospital, Malda

**TECHNICAL BID**

<b>Sl No</b>	<b>Statement/Document</b>	<b>Submitted/Not Submitted (with Number of Certificate)</b>
1.	Name of the Company/Firm	
2.	Name of Proprietor/Managing Director	
3	Full Address	
4.	Contact No	
5.	Email ID	
6.	Valid Trade License in General Order Supplier from appropriate authority	
7.	GST Registration Certificate/Up to date GST returns if available.	
8.	PAN card of the Bidder/Bidder's Company.	
9.	Up to date Professional Tax Certificate	
10.	Last Quarter's VAT return i.e. for the quarter ending on September 2016	
11.	IT Return of Last Year i.e for the 2017-18 / 2016-17	
12.	Credential of the Bidder in Supply to other Govt. Hospitals.	

**All photocopies should be duly attested.**

**Signature of Bidder with Official Seal**

**FINANCIAL BID**

To,

The Medical Superintendent Cum Vice-Principal  
Malda Medical College & Hospital  
PS: Englishbazar, Dist: Malda, Pin: 732101.

Dear Sir,

I/We do hereby agree to undertake to for supplying items as per the rate quoted below abiding by the Terms and Condition of the Quotation Notice No \_\_\_\_\_

Dated \_\_\_\_\_/\_\_\_\_\_/2018.

Sl. No	Description of Items	Quantity	Rate	Total. Rs
1	Havells 15 Ltr Puro 15 Storage Geysers (Including installation)	1 (One)	Figure:	Word:
2	Orient 10 Ltr Ltr WF1001M Storage Geysers White (Including installation)	1 (One)	Figure:	Word:
3	Crompton Solarium DLX SWH815 15-Litre Storage Water Heater (Ivory) (Including installation)	1 (One)	Figure:	Word:
4	Bajaj Caldia 10-Litre Storage Water Heater (Including installation)	1 (One)	Figure:	Word:

Yours faithfully

Full Signature and Designation  
of the Bidder with Official Seal