



Tender Reference No. : COMJNMH/PR/2025/ 786

Date: 16.04.2025

**NOTICE INVITING E-TENDER FOR SUPPLY OF STATIONERY & OTHER CONSUMABLE ARTICLES**

**E-NIT No.: 06 of 2025**

(Through Pre-qualification)

(Submission of Bid through NIC e-tender portal)

The Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia having its office at Kalyani, Nadia, PIN - 741235 invites e-tender in the NIC Portal for “**Supply of Stationery & Other Consumable Articles**” for its office. The Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia invites Bids through e-Tender in Two Bids System (Technical & Financial Bid). For Details and Downloading the tender details, interested resourceful, bona-fide and experienced sole proprietor/ firms/ companies/ agency/ co-operative societies having requisite financial capability and sufficient relevant experience may please visit website: <https://wbtenders.gov.in> & <https://wbuhs.ac.in>, for any further assistance, please visits office of the Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia.

**General Information, Credentials, Terms and Conditions for Submitting Tenders:**

**1. Documents Downloading:**

Intending Bidder(s) may download the tender documents free of cost from the website: <https://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC). The tender Documents may also be downloaded from the <https://wbuhs.ac.in> website.

**2. Earnest Money Deposit (EMD):**

i) The tender will have to be submitted under the existing orders of the Government of the West Bengal, must deposit earnest money of ₹ 30,000 (Rupees Thirty Thousand Only) Electronically (ONLINE MODE) only as detailed in Government of West Bengal, Finance (Audit) Department Memo No. 3975-F(Y) Dated: 28<sup>th</sup> July, 2016.

ii) The earnest money of the Bidder/ Bidders will be liable to forfeiture if the bidder withdraws from the tender process as a whole or for any particular item or items at any stage after the opening of the tender, for fails/ refuses to enter into written agreement for any of all the items of his accepted tender with in the time specified when requested to do so or face to furnish necessary Security Deposit with in the stipulated time, if any.

iii) Registered SSI units participating in Govt. tenders are eligible for exemptions for payment of EMD and Security Deposit under Rules 47(A)(1) and 47(B)(7) of WBFR, Vol-I, read with Finance Dept. Notification No. 10500-F dated 19.11.2004 and its clarification vide memo no. 4245-F(Y) dated 20.05.2013

iv) EMD will be refunded to the Unsuccessful Bidder through Online Mode. No interest will be paid on the EMD. For successful bidder it will be released after expiry of the tender period. It means EMD will be treated as Security Deposit. In case of failure in supply or withdrawn the bid after submission of tender, entire EMD (Earnest Money Deposit) will be forfeited without taken any consent from Bidder.

v) Any Co-operative without having proper permission (from Competent Authority for such job) of concerned business will not be entitled to get exemption of EMD security deposit and/or any rate preference.

**3. Submission of Bids:**

Both Technical and Financial bids are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>. All papers must be submitted in English Language.

**4. Time Schedule for e-tender:**

Time schedule for obtaining the bid documents, registration with the tendering authority, the submission of bids and other documents etc. will be as per the list provided.

**5. Eligibility:**

Resourceful, bona-fide and experienced sole proprietor/ firms/ companies/ agency/ co-operative societies having requisite financial capability and sufficient relevant experience are eligible. Work order in support of supply of stationary and miscellaneous articles in Government Office/ PSU/ Semi-Government Office/ Autonomous bodies will have to be submitted. Payment certificate against supply order from the appropriate authority for Financial Year 2022-23 and 2023-24. The Bidder should have achieved a minimum turnover ₹ 4,00,000/- (Rupees Four Lakh Only) in financial year 2022-23 and 2023-24 for same nature of work.

**6. Submission of the Tender:**

The tender is to be submitted in two Bid System (Technical Bid or Bid A & Financial Bid or Bid B). *The scanned document(s) uploaded should be legible, readable & should not be repetitive.* Uploading of illegible document(s), incomplete or bid with insufficient documents required for this NIT will not be accepted and will stand for rejection of bid.

**(A) Technical Bid or Bid A: Part- I**

**i) TECHNICAL PROPOSAL BID: STATUTORY FOLDER CONTAINING THE FOLLOWING DOCUMENTS (Single File, Multiple Pages Scanned in PDF Format):**

<b>A</b>	Proof of submission of EMD amount.
<b>B</b>	Checklist in the prescribed format in Annexure- III.
<b>C</b>	Application in the prescribed format in the Annexure- I.
<b>D</b>	NIT document with duly signed

**ii) Non-Statutory Document/ Other Important Documents (OID).**

**Company Specific Technical Documents (Single File, Multiple Pages Scanned)**

Sl. No.	Category	Sub Category	Sub Category Description
<b>A</b>	Certificates	Certificates	Valid PAN Card of the Bidder Company.
			Valid GST Registration Certificate.
<b>B</b>	Company Details	Company Details	Valid Trade License or Enlistment Certificate.
<b>C</b>	Credential	Credential 1	Payment order in support of supply of <b>Supply of Stationery &amp; Other Consumable Articles</b> in Government Office/ PSU/ Semi-Government Office/ Autonomous bodies. Payment certificate against supply order from the appropriate authority for Financial Year among 2022-23 and 2023-24 & The Bidder should have achieved a minimum turnover ₹4,00,000/- (Rupees Four Lakh Only) of same nature of work of the Financial Year of 2022-23, and 2023-24).
		Credential 2	Credit Facilities Bank Certificate as per the format given in the NIT at the Letter Head of the concern bank in Annexure- II <b>or</b> Bank Solvency certificate (Current Financial year 2025-26)
<b>D</b>	Financial Information	Payment Certificate 1	Income Tax Return Submitted for the Financial Year 2022-23 and 2023-24.
			GST Return for the Financial Year and 2023-24 (Last Quarter).
		Payment Certificate 2	Profit and Loss (PL) Account and Balance Sheet for the Year 2022-23, and 2023-24 (With Auditor Signature).



E	Documents	Document 1	Bidder's Undertaking (Affidavit on non-judicial paper worth Rs. 50/- of non-conviction affirmed before a Notary Public/ First Class Judicial Magistrate/ Executive Magistrate, Furnished after date of Publication of Tender) in Annexure- V.
		Document 2	Bidder declaration in Annexure-IV (Affidavit on non-judicial paper worth Rs.100/- sworn before the Notary Public/ Judicial magistrate /Executive Magistrate on or after the date of publication of the Tender Notice)
		Document 3	Duly filled in CHECKLIST in the prescribe format (Annexure- III). Page no. of Documents must be mentioned in the checklist before uploading the same.

**Bid A: Part- II**

The list of items is attached with this bid documents in Annexure:- A

**B) "BID B": Financial Cover: - BOQ**

The folder as "Financial Bid" shall contain in Excel File. The Rate per Accounting Unit excluding of GST will have to be quoted in INR (Indian Rupees) only (GST will be calculated at the time of issuance of work order). Financial bid must be uploaded at the [www.wbtenders.gov.in](http://www.wbtenders.gov.in).

Directions to bidders for quoting price online. Consider only the following column in BOQ and quote your rate.

**7. Evaluation of Tender:**

During the tender evaluation process, the Technical Bid will be opened first. Technical Bid will be evaluated by the **Tender Evaluation Committee**. The Financial Bids of those qualified in Technical Bid will be opened only. The Financial Bids of those bidders failing in Technical Bid will not be opened and shall be rejected. The Bidder offering the specified item(s) at the lowest rates will only be selected as L1bidder(s).

**8. Terms and Conditions of the Tender:**

**a. Rate:**

- i. **Rate of item(s) shall be quoted in Item Wise BOQ.** All rates should be quoted inclusive of all Taxes including all other incidental charges therein. No other charges will be allowed beyond the quoted rate(s).
- ii. Rates quoted shall be valid for entire period of the contract and no revision of rate will be allowed.
- iii. In no cases Tender Inviting Authority (TIA) shall pay the higher rate than printed rate(s) irrespective of quoted/agreed rates.
- iv. If rate of any item is in fraction then it will be nearest rounded figure, that is 0.50 or above will be calculated to next rupee and bellow 0.50 will be ignored.

**b. Selection of Bidder:**

- i. Supply order will be issued to L1 Bidder (s). L1 Bidder(s) will be selected on the basis of **lowest amount offered against** item(s) mentioned in BOQ on the basis of Item Wise tender. Financial Bid note may be looked into.
- ii. Rate of BOQ is in INR (Indian Rupees) only.
- iii. Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia will not take any responsibility for the delay in submission of bid caused due to non-availability of Internet Connection, Traffic Jam etc. for the Online Bid(s).
- iv. The attempt on the part of the vendor to influence the Authority to whom the tender is being submitted or the **Tender Accepting Authority** will make the vendor liable for exclusion from the consideration of his tender.
- v. The pre-qualification documents (Technical Bid) will be opened by the Tender Inviting Committee in presence of the Bidders available and present at as per time scheduled.
- vi. Financial Bids will be opened only after the formalities of opening of **Technical Bids** are completed and will be notified latter.

- vii. Bidders will have to present original requisite documents in support of uploaded documents for verification, if asked for.
- viii. In case it is found that two or more bidders have quoted same price for any item, the lowest bidder will be selected by the procedure adopted under ***Memo No. 2320-F(Y) Dated: 07.06.2022 of Finance Department (Audit Branch)***.
- ix. Timelines for downloading and submission of e- tender along with other deadlines has been noted below.
- x. Any subsequent notice regarding this tender shall be uploaded in above websites only

**c. Agreement:**

- i. The successful Bidder(s), will have to execute an “Agreement” on non-judicial stamp paper worth ₹ 100 (Rupees One Hundred Only) within 7 (Seven) working days from and after receiving the “***Letter of Acceptance***” and will purchase one set of Tender Document @ ₹ 1,000 (Rupees One Thousand Only) per set from the Accounts Section of these Office, duly signed and submit to this institute which will be treated as part of “***Agreement***”. Payment for documents shall be made through ONLINE MODE only.
- ii. All terms and conditions as mentioned above will have to be accepted by the bidder(s).

**d. Performance Security:**

i) Successful contractor will have to deposit Security Money @ 10% of the value of contract as per ***Memo No. 796-F(Y) dated: 25.02.2022 of Finance Department (Audit Branch)*** [Read with Memo No. 5696-F(Y) dated 01.10.2019 of Finance Department (Audit Branch)] as advance in the form of Demand Draft in favour of the “Principal and Medical Superintendent, College of Medicine & JNM Hospital, WBUHS” or online mode to be retained during the contract period, no interest will be paid against this Security Deposit money. The security money deposit mentioned above will be returned after the contract period.

ii) Within 15(fifteen) days from the date of issue of notification of award by the purchaser, the successful bidder shall furnish performance security for an amount equal to 10% of the tender value.

iii) The performance security shall be deposited in Indian rupees.

iv) In the event of any failure/default of the bidder with or without any quantifiable loss to the purchaser, the amount of the performance security is liable to be forfeited by the purchaser.

**e. Period of Contract:**

- i. The E-Tender will be valid till upto 01(one) year (from the date of AOC)
- ii. There will be no sub-letting of the contract.

**f. Delivery Schedule:**

i. Sample of the items shall be produced if the Authority may desire before finalization of Financial Bid. **Sample may be retained in the custody of College authority for future reference.**

ii. **Supply order will be issued time to time as per requirement and supply should be made as per specification of item shown in Supply Order (As per sample provided to the Authority).**

iii. Authority may impose penalty for delay supply as well as supply of **Poor Quality of Items**. Any **damage/distorted** article(s)/item(s) must be **replaced** by the supplier(s) within stipulated time or as per direction of the authority (TIA).

iv. Any delay must be communicated to the Authority in advance. If the suppliers fail to supply the requisite item(s) on time or dishonors the contract in any way, the ***contract awarded shall be liable for outright cancellation/ termination***, without assigning any reason thereof, and the security deposit and



the payment due, if any shall also be forfeited. The authority is free to entrust the job to any other firm or party as the risk and expense of the defaulting supplier. The decision of the **“Tender Inviting Authority”** will be final and binding on the defaulting supplier.

- v. Delivery must be done in the Central Store (College wing) within 07(seven) days (in case of official urgency, agencies must have the capacity to supply items within 01day prior intimation) from the date of issue of supply order, failing which the e-tender agreement will be liable to cancel.
- vi. Quantity of articles may vary (More or Less).
- vii. The contractor will be required to contact the “Central Store” of this institute for supply of Stationary & Other Consumable Articles.

**g. Payment of Bill:**

- i. **No advance payment shall be paid.**
- ii. The selected bidder(s) should submit bill(s) mentioning IGST/CGST & SGST (as applicable) separately indicating HSN/SAC number against each item where applicable. Payments against the bill claim subject to verification by the competent authority will be made according to availability of fund and no financial claim in case of any delay in payment will be entertained. **No bidder can disrupt/ hamper the supply of item(s) as requisitioned on the basis of non- payment of bills/ delayed payment of bills.**
- iii. Payment will be made monthly after completion of each month on production of bill. This is only a tentative scheduled of payment and does not confer any legal or other right on the firm to proceed against the office in the event of payment gets delayed due to any reason. The payment will be made after proper deduction of TDS, GST as per existing/ applicable rates, rules.
- iv. Payment shall be made in Indian Rupees by RTGS/ NEFT to the account provided by the supplier [L1 Bidder(s)].
- v. In case of any defective supply(s), the cost of replacement shall be deducted from the immediate payment due, if not replaced by the supplier with stipulated time.

**h. Termination:**

- i. The Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia reserves the right to cancel/ terminate the contract at any time if the supplier adheres to the terms and conditions stated herein if the work is not satisfactory, don't meet the specified requirements and complaints received regarding quality during the contract, without assigning any reasons thereof.
- ii. The successful bidder(s) are bound to complete the entire work/supply items as per specification of Annexure- A. The authority will check or test the quality of the material of each part of entire work to ensure the quality of work as per the specification given herewith. If any deviation found according to the specification at any state, the authority reserve the right to cancel the total and or part of the work with forfeiting the Security Money and EMD submitted for this e-tender.
- iii. Any misbehavior from the delivery person(s) or authorized person of the supplier(s) during service shall be viewed seriously and may cause Termination of Agreement.

**i. All terms and conditions as mentioned above will have to be accepted by the bidder(s).**

**j.** The Tender Inviting Authority reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.

**k. Legal Jurisdiction:**

The **Legal Jurisdiction** of this contract shall be restricted within judicial jurisdiction of the Sub-Divisional Court, Kalyani, Nadia, if first attempt to resolve any dispute through good faith negotiations fails.

9. Dates & Time Schedule of e-tender Flow:

S. N.	Items	Publishing Date(s)
01.	Date of Publish of Tender (Online)	17.04.2025 at 13:00 Hrs.
02.	Document Download Start Date (Online)	17.04.2025 at 15:00 Hrs.
03.	Date of Pre-Bid Meeting	N.A.
04.	Bid submission start Date (Online)	18.04.2025 at 13:00 Hrs.
05.	Bid Submission End Date (Online)	03.05.2025 at 15:00 Hrs.
06.	Date of Opening for Technical Bid (Online)	06.05.2025 at 14:00 Hrs.
07.	Date of Opening of Financial Bid (Online)	<b>To be notified later</b>

10. The Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia reserves the right to change the above schedule in case of any exigencies after putting up a notice in the Departmental website and Office notice board.

*Jam*  
16.4.25  
Principal

College of Medicine & JNM Hospital  
WBUHS, Kalyani, Nadia  
Date: 16.04.2025  
College of Medicine & JNM Hospital  
WBUHS, Kalyani, Nadia

**Memo No.: COMJNMH/PR/2025/ 786/ 1(14)**

Copy forwarded for information: -

1. The Registrar, the West Bengal University of Health Sciences, Salt Lake, Kolkata.
2. The Finance Officer, the West Bengal University of Health Sciences, Salt Lake, Kolkata.
3. The Assistant Finance Officer, the West Bengal University of Health Sciences, Salt Lake,
4. The P.A. to the Hon'ble Vice -Chancellor, the West Bengal University of Health Sciences, Kolkata.
5. The Sub Divisional Officer, Kalyani, Nadia.
6. The Medical Superintendent, College of Medicine & J.N.M. Hospital, Kalyani, Nadia.
7. The Additional Medical Superintendent, College of Medicine & J.N.M. Hospital, Kalyani, Nadia.
8. Prof. & HOD, Dept. of Biochemistry, College of Medicine & JNM Hospital, Kalyani, Nadia.
9. Prof. & HOD Dept. of Pharmacology, College of Medicine & J.N.M. Hospital, Kalyani, Nadia.
10. Nursing Superintendent, College of Medicine & J.N.M. Hospital, Kalyani, Nadia.
11. The Accounts Officer, College of Medicine & J.N.M. Hospital, Kalyani, Nadia (College side).
12. The Accounts Officer, College of Medicine & J.N.M. Hospital, Kalyani, Nadia (Hospital side).
13. The Programme Officer, the West Bengal University of Health Sciences, Kolkata – to upload the matter at the Official Website of the West Bengal University of Health Sciences.
14. Office Copy.

*Jam*  
16.4.25  
Principal

College of Medicine & J.N.M. Hospital  
WBUHS, Kalyani, Nadia  
Principal  
College of Medicine & JNM Hospital  
WBUHS, Kalyani, Nadia



*I have seen*  
*16.4.25*



Annexure-I

**APPLICATION FORMAT**

(To be furnished in the Company's official letter pad with full address and contact no etc., otherwise it will be treated as cancelled)

To  
Principal  
College of Medicine & JNM Hospital, WBUHS,  
Kalyani, Nadia.

**Sub:- E-Tender for "SUPPLY OF STATIONERY & OTHER CONSUMABLE ARTICLES" for The Year 2025-2026, under the control of The Principal, College of Medicine & JNM Hospital, Kalyani, Nadia.**

Ref:- Your Tender Reference No.

Having examined the Pre-qualification & other documents published in the N.I.T., I/we hereby submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf of .....  
in the capacity..... duly authorized to submit for offer. The Authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the NIT mentioned above and declare that we shall abide by it through out contract period.
3. We are offering rate for the BOQ item/items to the best of our knowledge and assured to supply to the Principal, College of Medicine & JNM Hospital, Kalyani, Nadia.
4. In the event of being selected, I/we will make the supply within the stipulated period excepting the condition which is beyond our control.
5. We propose that Order & Bill should be raised in our name.
6. We understand that:
  - a. Tender Selection Committee can amend the scope & value of the contract bid under this project.
  - b. Tender Selection Committee reserves the right to reject any application without assigning any reason.
  - c. The undersigned agrees to authorize the authority to seek references from the Bankers of the undersigned.

Date:

Signature of applicant including title and  
Capacity in which application in made.

Contact No.  
Tele

Mobile:-

**Annexure- II**

**(Format for Evidence of access to or availability of credit facilities bank certificate)**

This is to certify that M/s \_\_\_\_\_ is a reputed company with a good financial standing. If the contract for the work, namely, \_\_\_\_\_ is awarded to the above firm, we shall be able to provide overdraft/credit facilities to the extent of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) to meet their working capital requirements for executing the above contract.

Signature of Senior Bank Manager \_\_\_\_\_

Name of the Senior Bank Manager \_\_\_\_\_

Address of the Bank \_\_\_\_\_

Stamp of the Bank \_\_\_\_\_

**Note: Certificate should be on the letter head of the bank.**



**Annexure- III**

**Format for checklist (Must be uploaded)**

**Note- For Non-applicability for some documents please mention "NA" in the check list.**

NIT Memo No. \_\_\_\_\_

Date: \_\_\_\_\_

Name of the Bidder: \_\_\_\_\_

Full Office Address: \_\_\_\_\_

SI No.	Items	PL Mark		Page No.
		Yes	No	
1	Application in the prescribed format given in Annexure-I	Yes	No	
2	A Proof of submission of EMD payment	Yes	No	
3	Valid Trade License in the name of participating bidder	Yes	No	
4	Copy of PAN Card of the authorized signatory	Yes	No	
5	GST Registration Certificate	Yes	No	
6	Credential Certificate with Supporting Documents as per Clause No 5 (Eligibility)	Yes	No	
7	Credit Facilities Bank Certificate as per the format given in the NIT at the Letter Head of the concern bank in Annexure- II or Bank Solvency certificate (Current Financial year 2025-26)	Yes	No	
8	Last 2 (Two) financial years" returns of Income Tax (2022-23 & 2023-24)	Yes	No	
9	Profit and Loss (PL) Account and Balance Sheet for the Year 2022-23, and 2023-24 with Auditor Signature.	Yes	No	
10	GST Return for the Financial Year and 2023-24 (Last Quarter).			
11	Bidder declaration in Annexure-IV (Affidavit on non-judicial paper worth Rs.100/- sworn before the Notary Public/ Judicial magistrate /Executive Magistrate on or after the date of publication of the Tender Notice)	Yes	No	
12	Bidder's Undertaking (Affidavit on non-judicial paper worth Rs. 50/- of non-conviction affirmed before a Notary Public/ First Class Judicial Magistrate/ Executive Magistrate, Furnished after date of Publication of Tender) in Annexure- V.	Yes	No	

Certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case of information found incorrect later on, I the under signatory will be personally responsible for the same.

Full Signature of the bidder/ Authorized person & Seal

**Annexure-IV**  
**Format for Declaration**

I, Sri \_\_\_\_\_ S/D/W/o Sri \_\_\_\_\_,  
aged \_\_\_\_\_ years, Residing at \_\_\_\_\_ Proprietor/Partner/Director of  
\_\_\_\_\_, do hereby solemnly affirm and declare in connection with \_\_\_\_\_  
\_\_\_\_\_ as follows:-

The undersign certify that I have gone through the terms and conditions mention for the above and undertake to comply with them and with all the norms of Government of West Bengal as may be directed in this regards form time to time.

That, I, the undersigned, do certify that all the information furnished and statements made in the bid documents are true and correct to the best of my knowledge and belief.

The articles shall be of the best quality and kind as per requirement of the institution the decision of the Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia as regards to quality and kind of article shall be final and binding to me/ us.

If it is necessary to change any article on it being found of inferior quality it shall be replaced by me/ us in time to prevent in convenience. **I hereby undertake to pay penalty as per terms & condition for delayed supplies.**

That the undersigned also hereby certifies that neither any near relations of employees of the College of Medicine & JNM Hospital nor any retired gazetted officers are in our Employment.

The undersigned would authorize and request any bank, person, firm or corporation to furnish pertinent information as deemed necessary and so as requested by the authority to verify this statement.

I hereby undertake to supply for the items during the validity of the tender as per direction given in supply order with in the stipulated period.

The undersigned agrees to authorize the authority to seek references from the Bankers of the undersigned.

Any departure whatsoever in any form will be considered as breach of contract. **In such situation the College at his liberty may forfeit our security deposit** till we rectify the defects or fulfil our contractual obligations. In this connection, College authority's decision(s) will be final and binding.

The undersigned also certifies that neither we have abandoned any service awarded to us, nor any penal action was taken against us by any department/Medical College/service provider. The undersigned also declares that we do not have any running litigation with any department.

It is certified that the rate quoted by me/ us are not higher than the **MRP/ Prevailing Market Rate.**

**Note-** Affidavit on non-judicial paper worth Rs.100/- sworn before the Notary Public/ Judicial magistrate /Executive Magistrate on or after the date of or after the date of publication of the Tender Notice in Annexure-IV.

(Tender No. and Date should be mentioned in Annexure-IV)



**Annexure- V**

**Affidavit of non-conviction affirmed before a Notary Public/ First Class Judicial Magistrate/ Executive Magistrate,  
Furnished after date of Publication of Tender.**

Affidavit Proforma

(On Non Judicial Paper worth Rs.50.00)

(Sworn before the Notary/Judicial Magistrate/Executive Magistrate on or after the date of publication of the Tender Notice)

(Sworn before the Notary Public/Judicial Magistrate/Executive Magistrate on or after the date of publication of the Tender Notice)

I, Sri/Smt \_\_\_\_\_ The Managing Director/Proprietor (etc.) of the Firm  
\_\_\_\_\_(Name of the firm) At (address) \_\_\_\_\_  
PO \_\_\_\_\_ P.S. \_\_\_\_\_  
Dist \_\_\_\_\_ PIN \_\_\_\_\_ do hereby solemnly affirm and  
declare as follows:

- 1) That I, including my partner or representative are not convicted by a court of law for offence involving moral turpitude in relation to business dealing such as bribery, corruption, fraud, substitution of bids, interpolation, misrepresentation, evasion or habitual default in payment of taxes etc. .
- 2) The firm does not employ a government servant, who has been dismissed or removed on account of corruption.
- 3) The firm has not been debarred, blacklisted by any government ministry/Medical College/ Local government/PSU/ Pvt Institution etc. in the last two years from scheduled date of opening of this e-tender in the state of West Bengal or other state or states of India.
- 4) That no case is pending against me or against my firm in any criminal court of law to supply of stationary item(s).
- 5) That, I also declare that the rate offered of the item(s) quoted is in conformity with the GOI norms wherever applicable relating to MRP. I also declare that the quoted rate of the item(s) is less than rate available in the market.
- 6) That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
- 7) That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine and correct.

Signature of the Deponent(s)

Name in Block Letter:

Designation:

**Annexure-A****Items whose rates have to be provide in BOQ**

Sl. No.	Items name with specification	Quantity	Unit
1	A4 Paper, 75 GSM (Good quality)	1	Per Ream
2	A4 Paper, 100 GSM (Good quality)	1	Per Ream
3	Legal White Paper, 80 GSM, (Good Quality)	1	Per Ream
4	Brown Paper (Malat Paper) (50 pcs/Packet)	1	Per Packet
5	Carbon Paper (210mm x 330 mm, blue, Packet of 50 pcs, good quality)	1	Per Packet
6	Carbon Paper (420 mm x 330 mm) (50 pcs/ Packet)	1	Per Packet
7	Note Sheet (Good quality, 100pcs/Packet, Printed with as per sample)	1	Per Packet
8	Notebook, 25 pages/pcs, 85 gsm paper with cover	1	Per Piece
9	Notebook, 50 pages, 85 gsm paper with cover	1	Per Piece
10	White paper Dista	1	Per Dista
11	Arch File (2D Lever Arch File-Foolscap size (216mm x 343mm) (8.5 inch x 13.5 inch)- 70 mm (2.75 inch) Nickel Plate Clip- Vinyl Coated Cover Material & Redo Lock)	1	Per Piece
12	Box file (Plastic)	1	Per Piece
13	Channel File (Transparent, high-quality Plastic)	1	Per dozen
14	Cover File (2-fold, 9 x 15-inch, strong pasting, best quality board paper, Printed office name)	1	Per dozen
15	Cover File (4-fold, 9 x 15-inch, strong pasting, best quality board paper, Printed Institute name)	1	Per dozen
16	Cover File (4-fold, 9 x 15-inch, best quality board paper)	1	Per dozen
17	Plastic Tap File-white (Good Quality)	1	Per Piece
18	Plastic Zip File Folder-White (Good Quality)	1	Per Piece
19	Ball Pen (Branded) (10 pcs/Packet) (Good Quality)	1	Per Packet
20	Gel Pen (Blue, Red, Green, 10 pcs/Packet) (Good Quality)	1	Per Packet
21	Pen (use & throw, Red, Blue, black) (20 pcs/packet) (Good Quality)	1	Per Packet
22	Pen Stand (Plastic, Height-4 inch) (Good Quality)	1	Per piece
23	Pen stand (wooden Pen stand , Hight- 4 inch) (Good Quality)	1	Per Piece
24	Pen stand (5 compartment, size- 20 x 14x 14 cm) (Good Quality)	1	Per Piece
25	Pencil (wooden) (10 pcs/box) (Good Quality)	1	Per box
26	Pencil Sharpener (Box of 20 pieces) (Good Quality)	1	Per box
27	Eraser (20 Pcs/box, good quality)	1	Per Box
28	White Board Marker Pen (10 pcs/packet)	1	Per Packet
29	Correction Pen/whitener (9 ml) (10pcs/packet, Good quality)	1	Per Packet
30	High Lighter Pen (Assorted colour) (10pcs/packet)	1	Per Packet
31	Permanent Marker Pen (Blue & Black) (10 Piece/packet)	1	Per Packet
32	Binder Clip (metal 19 mm, Box of 12 pcs) (Good quality)	1	Per box
33	Binder Clip (metal 31 mm, Box of 12 pcs) (Good quality)	1	Per box
34	Binder Clip (metal 41 mm, Box of 12 pcs) (Good quality)	1	Per box
35	Binder Clip (metal 51mm, Box of 12 pcs) (Good quality)	1	Per box
36	Gems Clip (Steel, 100pcs/box) (Good quality)	1	Per box
37	Gems Clip (Plastic Coated, 100 pcs/box) (Good quality)	1	Per box
38	Clip Board /Exam Board (PVC, mechanical clip) (Good quality)	1	Per piece
39	Paper Tray (Plastic) (WITH CLIP) (Good quality)	1	Per piece
40	Cello Tape ½" (TRANSPARENT, 24pcs/box)	1	Per box
41	Cello Tape 1" (TRANSPARENT, 12pcs/box)	1	Per box
42	Cello Tape 2" (TRANSPARENT, 6pcs/box)	1	Per box
43	Cello Tape 3" (TRANSPARENT, 4pcs/box)	1	Per box
44	Cello Tape (Brown -3", 4pcs/box)	1	Per box
45	Glue Stick (8gm) (10 pcs/box)	1	Per box
46	Glue Stick (15gm, 10 pcs/box)	1	Per box
47	Envelop (22 cm x 11 cm, 80 GSM, packet of 50 pcs)	1	Per Packet
48	Envelop (27cm x 13 cm, Cotton binding, packet of 50 pcs)	1	Per Packet



49	Envelop (27cm x 13cm, Brown colour, packet of 50 pcs)		Per Packet
50	Envelop (27cm x 13cm, Brown colour, Printed with Institute name, packet of 50 pcs)	1	Per Packet
51	Envelop (40 cm x 30 cm, Cotton binding,85 GSM, packet of 50 pcs)	1	Per Packet
52	Envelop (45.8cm x 64.8 cm, 80 GSM, packet of 50 pcs)	1	Per Packet
53	Cloth Envelope (A4 SIZE, 50 pcs/packet)	1	Per Packet
54	Service Book Envelop (Cloth Binding) (50pcs/packet) (25 cm x 40 cm)	1	Per Packet
55	Stamp Pad (110 mm x 80 mm) (Good quality)	1	Per piece
56	Stamp Pad (Big Size) (Good quality)	1	Per piece
57	Stapler (10 NO.) (Good Quality)	1	Per piece
58	Stapler (24 NO.) (Good Quality)	1	Per piece
59	Stapler (JUMBO) (Good Quality)	1	Per piece
60	Stapler Pin (10 No.) (Good Quality)	1	Per piece
61	Stapler Pin (24 No.) (Good Quality)	1	Per piece
62	Stapler Pin (JUMBO) (Good Quality)	1	Per piece
63	Lock & Key 5 Lever (BRANDED) (Small)	1	Per piece
64	Lock & Key 6 Lever (BRANDED) (Medium)	1	Per piece
65	Lock & Key 7 Lever (BRANDED) (Big)	1	Per piece
66	Notice Board (4" x 7", with glass cover)	1	Per piece
67	Notice board (Board with frame and hanging facility. Soft cousin board. Size- 3 ft x 5 ft)	1	Per piece
68	Black Board (6" x 4") (Good Quality)	1	Per Piece
69	White Board (6" x 4") (Good Quality)	1	Per Piece
70	Name Plate (Standard brass with letters, 30cm x 15 cm)	1	Per piece
71	Name Plate (Standard fibre with letters, 30cm x 15 cm)	1	Per piece
72	Scissor, (Standard, 15 cm)	1	Per piece
73	Scissor (Standard, 20 cm)	1	Per piece
74	Scissor (small Size)	1	Per piece
75	Scale (Plastic) 12-inch, (Good Quality)	1	Per piece
76	Scale (Steel) 12-inch, (Good Quality)	1	Per piece
77	Scale (Plastic) 24-inch, (Good Quality)	1	Per piece
78	ALPIN (100gm/Box)	1	Per box
79	Alpin (T-Shape) (100gm/Box)	1	Per box
80	Board Pin (for notice board, small size)	1	Per Box
81	Pin Cusion (Small size)	1	Per piece
82	Battery (AA) (Branded)	1	Per Piece
83	Battery (AAA) (Branded)	1	Per Piece
84	Punching Machine (ONE HOLE) (Good Quality)	1	Per piece
85	Punching Machine (Two HOLE) (Good quality)	1	Per piece
86	Sponge Damper Pad (for counting paper)	1	Per piece
87	Big Stand Candle (10 pcs/Packet)	1	Per Packet
88	CANDLE, 6 inch (10 PCS/Packet)	1	Per Packet
89	Calulator (12-digit with warranty, dual power, Branded)	1	Per piece
90	Water Bottle (1 ltr capacity, branded quality)	1	Per Piece
91	Calling bell (Standard battery operated with warranty & good quality)	1	Per piece
92	Colour Chalk (Good quality)	1	Per box
93	White Chalk (Good Quality)	1	Per box
94	Duster Cloth (55cm x 55 cm)	1	Per dozen
95	Black Board Duster (small)	1	Per dozen
96	Blade (Shaving) (10 pcs/box)	1	Per box
97	Cotton Tag (9 Inch long, packet of 100 pcs)	1	Per Packet
98	File Flap (100 pcs/packet)	1	Per packet
99	Door Mat (3 x 2 feet) (Good quality)	1	Per piece
100	Match Box (10 pcs/box)	1	Per box
101	Flask (1.5 Ltr) Branded	1	Per piece
102	Induction Oven (Branded quality, with warranty period)	1	Per piece



103	Saucepan (Stainless Stell, Flat Base Saucepan, 1 Ltr with lid)	1	Per Piece
104	Electric kettle (1.5 LITRE capacity, Steel Body, Branded with warranty)	1	Per piece
105	Saucepan (Stainless Stell, 2 Ltr with lid)	1	Per piece
106	Wall Clock (Branded, Analog) (12-inch x 12 inch)	1	Per piece
107	Wall Clock (Branded, Digital) (12-inch x 12 inch)	1	Per piece
108	Extension Cord with Board (6amp socket for computer)	1	Per piece
109	Favicol Liquid (100gm/bottle)	1	Per bottle
110	Liquid Gum (150ml/bottle)	1	Per bottle
111	Gala (10 pcs/box) (Dia.15mm) (Len. 6")	1	Per box
112	Ink for Stamp Pad (100ml/bottle)	1	Per bottle
113	Torch light (3 pencil Battery, Branded)	1	Per piece
114	Knife, 8 inch , steel(Good Quality)	1	Per piece
115	Knife, 6 inch, steel(Good Quality)	1	Per piece
116	Knife, 4 inch, steel(Good Quality)	1	Per piece
117	Phore (page perforation needle, 10pcs/packet)	1	Per packet
118	Rubber band (Garder) (50 gm /packet)	1	Per Packet
119	Tissue Paper (Standard, Per 50 pieces/packet)	1	Per packet
120	Tissue paper roll (Best quality)	1	Per Roll
121	Iron Chain 2.5 ft (for collapsible Gate)	1	Per piece
122	Key Bag (Good Quality)	1	Per piece
123	Colin (250 ml/bottle)	1	Per bottle
124	Sticky Notes, (200 sheets regular, 4 colour, set of 4) (Colourful) (100 sheet/packet)	1	Per Set
125	Tap Measure (5 feet)	1	Per piece
126	Tea Cup (6 pcs/box)	1	Per box
127	Thread 555	1	Per Roll
128	Thread Ball (1kg/Packet)	1	Per packet
129	Jug (Plastic water Jug, 2ltr capacity, multicolor)	1	Per piece
130	Rubber Stamp (Four line) standard on polymer	1	Per Piece
131	Drinking Glass (Packet of 6) (Glass set, transparent, 320ml)	1	Per packet
132	BOUND REGISTER, No. 4, Ruled 80 GSM, hard binding with page number)	1	Per Piece
133	BOUND REGISTER; No.-6 (140pages) Ruled 80 GSM 1 conquest paper, canvas binding with page number)	1	Per Piece
134	BOUND REGISTER; No.-8 (160 pages) Ruled 80 GSM conquest paper, canvas binding with page number)	1	Per Piece
135	BOUND REGISTER; No.-10 (196 pages) Ruled 80 GSM conquest paper, canvas binding with number)	1	Per Piece
136	BOUND REGISTER; No.-12 (224 pages) Ruled 80 GSM conquest paper, canvas binding with page number)	1	Per Piece
137	BOUND REGISTER; No.-16 (312 pages) Ruled 80 GSM conquest paper, canvas binding with page number)	1	Per Piece
138	BOUND REGISTER; No.-20 (392 pages) Ruled 80 GSM conquest pape, canvas binding with page number)	1	Per Piece
139	BOUND REGISTER; No.-24 (472pages) Ruled 80 GSM conquest paper, canvas binding with number)	1	Per Piece
140	Dustbin (Foot Press type, Plastic built, 7 ltr Capacity, small size) (Good quality)	1	Per Piece
141	Dustbin with Lid (10 Ltr capacity) (Good quality)	1	Per Piece
142	Dustbin with Lid (20 Ltr capacity) (Good quality)	1	Per Piece
143	Dustbin with Lid (50 Litre capacity) (Good quality)	1	Per Piece
144	Plastic Gamla (Big)	1	Per piece
145	Plastic Gamla (Medium)	1	Per piece
146	Waste paper bin/Basket (Plastic, 15 ltr) (Best Quality, non- Ventilated)	1	Per piece
147	Mug (Plastic, small size)	1	Per piece
148	SOAP (50 gram)	1	Per piece
149	Hand Wash (BRANDED)- 200 ml.	1	Per piece
150	Hand Wash Liquid (1 litre) (branded)	1	Per piece



151	Washing Powder Liquid (BRANDED)- 1 litre.	1	Per piece
152	Washing Powder Liquid (BRANDED)- 500 ml	1	Per piece
153	Attendance Register (50 pages-Hard binding, 33cm x 21 cm)	1	Per piece
154	Bank/Cheque Register (200 pages, 15 inch x 15 inch, Canvas binding with page number, print as per sample)	1	Per piece
155	Bill Register (150 pages, 8 inch x13 inch, Canvas binding with page number, print as per sample)	1	Per piece
156	Cash Book Register (400 pages, 14 inch x 17 inch, Canvas binding with page number, print as per sample)	1	Per piece
157	Daily Transection Register (320 pages,15 inch x 15 inch, Canvas binding with page number, print as per sample)	1	Per piece
158	DNB Student Register (100 pages, 16 inch x 13 inch, Canvas binding with page no., print as per sample)	1	Per piece
159	Fund Allotment Register (200 pages, 13 inch x 17 inch, Canvas binding with page number, print as per sample)	1	Per piece
160	Ledger Book (300 pages, 8 inch x 13 inch, Canvas binding with page number, print as per sample)	1	Per piece
161	Stock Register (300 pages, 15 inch x 15 inch, Canvas binding with page number, print as per sample)	1	Per piece
162	TDS/GST Register (200 pages, 10 inch x 15 inch, Canvas binding with page number, print as per sample)	1	Per piece
163	Office Memo Register (200 pages, 10 inch x 15 inch, Canvas binding with page number, print as per sample)	1	Per piece
164	MBBS Student Register (225 pages, 14 inch x 10 inch, Canvas binding with page number, print as per sample)	1	Per piece
165	MD/MS Student Register (100 pages, 16 inch x 13 inch, Canvas binding with page no., print as per sample)	1	Per piece
166	Provident Fund Register (200 pages, 12 inch x 10 inch, Canvas binding with page number, print as per sample)	1	Per piece
167	Leave Register (250 pages, 15 inch x 9 inch, Canvas binding with page number, print as per sample)	1	Per piece
168	Office Memo Register (200 pages, 15 inch x 9 inch, Canvas binding with page number, print as per sample)	1	Per piece
169	Docket Register (400 pages , hard Binding with page no, print as per sample)	1	Per piece
170	Cash Received Register (300 pages, 15 inch x 15 inch, Hard Binding with page number, print as per sample)	1	Per pieces
171	Money Receipt Register (150 pages, 12 inch x 10 inch, Original, Duplicate & Triplicate, Normal binding with page no., print as per sample)	1	Per piece
172	Contra Entry Voucher (Print with, print as per sample)	1	Per piece
173	Indent Book (100 pages, print as per sample)	1	Per piece
174	Peon Book (100 pages, 7 inch x 7 inch, print as per sample)	1	Per Piece
175	Received Voucher Book (100 pages, print as per sample)	1	Per Piece
176	Service Book (50 pcs/packet)	1	Per packet
177	Check Duster (for Scavenging)	1	Per dozen
178	Floor Cleaner, R7 , 1 ltr (Good quality) (for Scavenging)	1	Per ltr
179	Room Freshener (250ml/bottle) (Good Quality)	1	Per bottle
180	Liquid Soap , 1 ltr (for Scavenging)	1	Per ltr
181	Stick Broom (for Scavenging)	1	Per Piece
182	Dry Mop Set (for Scavenging, 24 inch)	1	Per Piece
183	Dry Mop Set (for Scavenging, 18 inch)	1	Per Piece
184	Dry Mop Refill (for Scavenging, 18 inch)	1	Per Piece
185	Wet Mop Refill (for Scavenging, 1ft)	1	Per piece
186	Napthalene Balls (200 gm/packet ) (for Scavenging)	1	Per Pkt
187	Napthalene Balls (1 kg/packet ) (for Scavenging)	1	Per Pkt
188	Scented Phenyl (1 ltr/bottle)(for Scavenging)	1	Per Bottle
189	Sented Phynyl (5 Ltr/Jar) (for Scavenging)	1	Per Jar



190	Nylone Scrubber, (6pcs/packet) (for Scavenging)	1	Per Packet
191	Brasso, 100 ml/bottle (Good quality) (for Scavenging)	1	Per bottle
192	Bucket (18 ltr, Plastic) (for Scavenging)	1	Per piece
193	Bucket (10 ltr, Plastic) (for Scavenging)	1	Per piece
194	Spray Gun (for Scavenging)	1	Per piece
195	Bleaching Powder (1 kg/pkt) (for Scavenging)	1	Per pkt
196	Yellow Duster, (65cm x 65 cm) (for Scavenging)	1	Per dozen
197	Toilet Cleaner, R6, 1ltr, (for Scavenging)	1	Per Ltr
198	Glass Cleaner, R3, 1ltr, (for Scavenging)	1	Per ltr
199	Soft Broom (for Scavenging)	1	Per Piece
200	Scotch Brite, Big Size (for Scavenging)	1	Per dozen
201	Wet Mop Set (for Scavenging, 1 Ft, Metal)	1	Per piece
202	Wiper (12 Inch, for Scavenging)	1	Per piece
203	Wiper (24 Inch, for Scavenging)	1	Per piece
204	Wiper (18 Inch, for Scavenging)	1	Per piece
205	Jhul Jharu (Plastic handle, 5 feet)	1	Per piece
206	Handle Scotch Brite (for Scavenging)	1	Per piece
207	Toilet Brush (for Scavenging)	1	Per piece
208	Fittings Cleaner, R9, 1Ltr, (for Scavenging)	1	Per Ltr
209	Dust Bin, 50 Ltr capacity with lid (for Scavenging)	1	Per piece
210	Dust Bin, 25 Ltr capacity with lid (for Scavenging)		Per Piece
211	Plastic Belcha (for Scavenging)	1	Per piece
212	Muriatic Acid (1 Ltr/bottle)	1	Per bottle
213	Dustbin Bag (Red, Yellow, Black & Blue) (100 pcs / Roll)	1	Per Roll
214	Examination Sheet (Per sheet contain 12 pages) (100 pcs/pkt) (Printed with as per sample given)	1	Per packet
215	Examination Loose sheet (Per sheet contain 8 pages) (100 pcs/pkt) (Printed with as per sample given)	1	Per packet
216	Desktop Ram (DDR2 2GB 667 to 800 Mhz)	1	Per Piece
217	Desktop Ram (DDR3 4GB 1333 to 1600 Mhz)	1	Per Piece
218	Desktop Ram (DDR3 8GB 1333 to 1600 Mhz)	1	Per Piece
219	Desktop Ram (DDR4 4GB 2400 to 3200Mhz)	1	Per Piece
220	Desktop Ram (DDR4 8GB 2400 to 3200Mhz)	1	Per Piece
221	Laptop Ram (DDR3 4GB 1333 to 1600 Mhz)	1	Per Piece
222	Laptop Ram (DDR3 8GB 2400 to 3200Mhz)	1	Per Piece
223	Laptop Ram (DDR4 4GB 2400 to 3200Mhz)	1	Per Piece
224	Laptop Ram (DDR4 8GB 2400 to 3200Mhz)	1	Per Piece
225	SSD (256 GB (SATA 6.35 cm 2.5-Inch Internal SSD)	1	Per Piece
226	SSD (512 GB (SATA 6.35 cm 2.5-Inch Internal SSD)	1	Per Piece
227	SSD (1TB (SATA 6.35 cm 2.5-Inch Internal SSD)	1	Per Piece
228	SSD (256 GB NVME.M.2 2280 Up to 6,600MB/s –)	1	Per Piece
229	SSD (512 GB NVME.M.2 2280 Up to 6,600MB/s –)	1	Per Piece
230	SSD (1TB NVME.M.2 2280 Up to 6,600MB/s –)	1	Per Piece
231	Pendrive (16 GB (Metal Body) , USB 2.0 / 3.0 Compatible)	1	Per Piece
232	Pendrive (32 GB (Metal Body), USB 2.0 / 3.0 Compatible)	1	Per Piece
233	Pendrive (64 GB (Metal Body), USB 2.0 / 3.0 Compatible)	1	Per Piece
234	Pendrive (128 GB (Metal Body), USB 2.0 / 3.0 Compatible)	1	Per Piece