



Office of the Principal
College Of Medicine & JNM Hospital
West Bengal University of Health Sciences
Kalyani, Nadia, West Bengal. Pin- 741235
E-Mail: principal.comjnmh.kalyani@gmail.com

Memo No.: COMJNMH/PR/2025/ 3832

Date: 18/08/2025

Q U O T A T I O N N O T I C E

Seal Quotation from the bonafide suppliers/ agencies having experience & credentials to supply similar type of articles as per specification notified at, the Office of the Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia.

**Name of the Work: "Supply & Install New External Hard Disk Drive at Central Store
of College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia."**

Sl. No.	Item Description	Capacity	Qty.
1.	External Hard Disk Drive (Branded)	2 TB	01 Nos
2.	External Hard Disk Drive (Branded)	10 TB	01 Nos

1. Eligibility Criteria:

- Bidder having valid PAN Card, issued by Income Tax Department, Government of India.
- Bidder must be a Register Organization.
- Bidder having valid Trade Licence.
- Bidder having valid GST Registration.
- Credential for supply of such types of work at Government/ Semi-Government/ Public Sector Unit/ Autonomous Bodies (Supply Order & Payment Certificate from the Competent Authority).
- Income Tax Return Last One Year.

2. Date & Time Schedule for Quotation:

- Date of Publication of Quotation: - 18/08/2025 at 14:00 hrs.
- Date of Submission of Quotation: - 19/08/2025 at 11:00 hrs. To 26/08/2025 up to 15:00 hrs.
- Date of Scrutiny & Selection of L1 Bidder: - 27/08/2025 at the Office of the Principal, COM & JNMH from 12:00 hrs.
- Supply Order will be issued after scrutinization of all quotations and finalization of L1 Bidder.

3. General Guidelines & Information:

- Supply should be completed within 07 (Seven) working days after receipt of Supply Order issued by Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia.
- Utmost important should be given quality of the product; it should be strictly as per specification & standard.
- Any substandard quality should be replaced by the selected L1 vendor according approved specification otherwise Supply Order should be reject.
- The intending suppliers are requested to drop their quotation along with the proper documents as mentioned above in the Drop Box of College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia in sealed cover within above mentioned Date & Time Schedule, Superscripting the word "Quotation for Supply & Install New External Hard Disk Drive at Central Store of College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia" on the top of the sealed cover.
- Rate should be quoted inclusive of all taxes, freight excise & other charges if applicable for this supply. No other charges shall be entertained by the quotation inviting authority other than quoted rate.

Quotation should be valid up to March, 2026.

No sub-letting will be entertained.

The Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia has every right to cancel any or all quotations without assigning any reason and also to split Supply Order among lowest L1 Bidders if such situation arise after opening of quotation, following credential & turnover of the bidders [Memo No.: 2320-F(Y), Dated: 07th June, 2022 of Finance Department (Audit Branch), Government of West Bengal].





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4. Payment of Bill:

- a. *No advance will be made.*
- b. The bidder should submit bill(s) mentioning IGST/CGST & SGST (as applicable) separately. Payments against the bill will be made subject to verification by the competent authority according to availability of fund and no financial claim in case of any delay in payment will be entertained.
- c. *No bidder can disrupt/ hamper the supply of item(s) as requisitioned on the basis of non- payment of bills/ delayed payment of bills.*
- d. Payment will be made on production of bill. This is only a tentative schedule 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 deduction of TDS, GST as per existing/ applicable rates, rules.
- e. Payment shall be made in Indian Rupees by RTGS/ NEFT to the account provided by the supplier (L1 Bidder).
- f. In case of any defective supply, the cost of replacement shall be deducted from the immediate payment due, if not replaced by the supplier with stipulated time.

[Signature]
18.8.25

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Copy for information and necessary action to:

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, Kolkata.
4. The Chairman, Kalyani Municipality, Kalyani, Nadia
5. The Medical Superintendent, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia.
6. The Sub- Divisional Officer, Kalyani, Nadia.
7. The Officer-in-Charge, Central Store, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia.
8. The Accounts Officer, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia (College Wing).
9. The Accounts Officer, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia (Hospital Wing).
10. The Programmer Officer, the West Bengal University of Health Sciences, Salt Lake, Kolkata please upload this Quotation Notice at the Official Website of the West Bengal University of Health Sciences.
11. Sri Nipul Mondal (DEO) / Sri Mayukh Jyoti Sen (DEO), College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia please upload this Quotation Notice at the Official Website of College.
12. Notice Board of this College & Hospital.
13. Office Copy.



[Signature]
18.8.25

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