



OFFICE OF THE PRINCIPAL
COLLEGE OF MEDICINE & J.N.M HOSPITAL
WEST BENGAL UNIVERSITY OF HEALTH SCIENCES
KALYANI, NADIA, WEST BENGAL. PIN- 741235
Email: principal.comjnmh.kalyani@gmail.com

Memo No. : COMJNMH/PR/2026/1628

Date: 30.06.2026

NOTICE INVITING E-TENDER

E-NIT No.: 07/2026 (Stationery)

(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 **College of Medicine & JNM Hospital, Kalyani, Nadia**. The Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia invites Bids through e-Tender in Two Bids System (Technical & Financial Bid).

Timelines for downloading and submission of e-tender along with other deadlines are as appended:

Sl. No.	Description	EMD AMOUNT	Particulars of Schedule	Date & Time
1.	Supply of Stationery & Other Consumable Articles	Rs. 30,000/- (Rs. Thirty Thousand Only)	Date of Publish of Tender (Online)	03.07.2026 at 12:00 Hrs.
			Document Download Start Date (Online)	03.07.2026 from 12:00 Hrs.
			Date of Pre-Bid Meeting	15.07.2026 at 12:00 Hrs. onward.
			Bid Submission Start Date (Online)	17.07.2026 at 16:00 Hrs.
			Bid Submission End Date (Online)	29.07.2026 upto 14.00 Hrs.
			Date of Opening for Technical Bid (Online)	31.07.2026 at 14:00 Hrs. onward
			Date of Opening of Financial Bid (Online)	To be notified later

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> & <https://comjnmh.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: 28th 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:

a) Resourceful, bona-fide and experienced sole proprietor/ firms/ companies/ agency/ co-operative societies having requisite financial capability and sufficient relevant experience are eligible.

b) Work order & payment certificate in support of supply of stationery items and consumable articles in Government Office/ PSU/ Semi-Government Office/ Autonomous bodies will have to be submitted for the any 02 (two) Financial Year from 2023-24, 2024-25 & 2025-26.

c) The annual average turnover of the bidder shall be ₹4,00,000/- (Four Lakh) or more during the financial years 2023-24, 2024-25 & 2025-26, certified by a Chartered Accountant in Annexure -V, with support of Audit Reports.

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):

A	Proof of submission of EMD amount or EMD exception.
B	Application in the prescribed format in the Annexure- I.
C	Submitted all document as Per Checklist as per Annexure-IV
D	NIT with duly sign.

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
A	Certificates	Certificates	Valid PAN Card of the Bidder Company.
			Valid GST Registration Certificate.
B	Company Details	Company Details	Valid Trade License or Enlistment Certificate in similar nature of business.

C	Credential	Credential 1	Work order & payment certificate in support of supply of stationary and consumable articles in Government Office/ PSU/ Semi-Government Office/ Autonomous bodies will have to be submitted for the any 02 (two) Financial Year from 2023-24, 2024-25 & 2025-26.
D	Financial Information	Certificate 1	Income Tax Return Submitted for the Financial Year 2023-24, 2024-25 & 2025-26
			GST Return for the Financial Year and 2025-26 (Last Quarter).
		Certificate 2	Profit and Loss (PL) Account and Balance Sheet for the Year 2022-23 and 2023-24, 2024-25 & 2025-26 (With Auditor Signature).
		Certificate 3	The annual average turnover of the bidder shall be ₹4,00,000/- (Four Lakh) or more during the financial years 2023-24, 2024-25 & 2025-26, certified by a Chartered Accountant in Annexure -V, with support of Audit Reports.
E	Documents	Certificate 4	Credit Facility Bank Certificate in Annexure-III(A) or Bank Solvency Certificate in Annexure III (B) for current financial year (2025-26) only at Bank's Letter Head of minimum Rs. 1 lakh
		Document 1	Bidder's Undertaking (Affidavit on non-judicial paper worth Rs. 50/- or above of non-conviction affirmed before a Notary Public/ First Class Judicial Magistrate/ Executive Magistrate, Furnished after date of Publication of Tender) in Annexure- VII.
		Document 2	Bidder declaration in Annexure-VI (Affidavit on non-judicial paper worth Rs.50 or above 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- IV). 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:- VIII

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.

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. ny 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) or above within 10 (Ten) working days from and after receiving the “**Letter of Acceptance**” from the Accounts Section of these Office, duly signed and submit to this institute which will be treated as part of “**Agreement**”.
- 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 made 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.

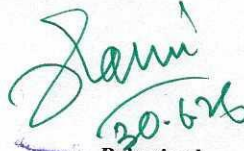
h. Termination:

- 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- VIII. 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.

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.


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

Memo No.: COMJNMH/PR/2026/ 1628/1(15)

Date: 30.06.2026

Copy forwarded for information to the: -

1. Registrar, the West Bengal University of Health Sciences, Salt Lake, Kolkata.
2. Assistant Registrar, West Bengal University of Health Sciences, Salt Lake, Kolkata
3. Finance Officer, the West Bengal University of Health Sciences, Salt Lake, Kolkata.
4. Assistant Finance Officer, the West Bengal University of Health Sciences, Salt Lake,
5. Sub Divisional Officer, Kalyani, Nadia.
6. Medical Superintendent, College of Medicine & J.N.M. Hospital, Kalyani, Nadia.
7. Additional Medical Superintendent, College of Medicine & J.N.M. Hospital, Kalyani, Nadia.
8. Members Secretary, Tender Committee, College of Medicine & JNM Hospital, Kalyani, Nadia.
9. Nursing Superintendent, College of Medicine & J.N.M. Hospital, Kalyani, Nadia.
10. Accounts Officer, College of Medicine & J.N.M. Hospital, Kalyani, Nadia (College side).
11. Accounts Officer, College of Medicine & J.N.M. Hospital, Kalyani, Nadia (Hospital side).
12. P.A. to the Hon'ble Vice -Chancellor, the West Bengal University of Health Sciences, Kolkata.
13. 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. Sri Mayukh Jyoti Sen, (DEO) & Sri Nipul Mondal (DEO) College of Medicine & JNM Hospital- to upload the matter at the official website of the College of Medicine & JNM Hospital.
15. Office Copy.


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

Dy
 DEO, Central
 Store (College)

Officer In-charge
 CENTRAL STORE
 Com & JNM Hospital
 Kalyani, Nadia

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 College of Medicine & JNM Hospital, Kalyani, Nadia.

Ref:- Tender Reference No.
Tender :-

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

Authorization letter in favour of the applicant (other than Managing Director/ Proprietor) – from the competent authority.

FORMAT

(To be furnished in the Company's official letterhead with full address and contact no., e-mail address etc.)

(TO WHOM IT MAY CONCERN)

This is to certify that Mr./Mrs. (Name), an employee of this Organization as (Official Designation) is hereby authorized to submit tender online, Vide NIT No., Dated: on behalf of the Organization.

Signature of the competent authority with Seal

(Signature of the Authorized Person)

Signature of Mr. / Mrs.

..... is hereby attested.

Annexure- III (A)

Credit facilities Bank Certificate

(Letterhead of Concerned Bank)

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.**

or

Annexure- III (B)

Bank Solvency Certificate

(Letterhead of Concerned Bank)

TO WHOM IT MAY CONCERN

This is to certify that M/S _____ is maintaining a _____ (type of A/C) account bearing No. _____ with us and have given their occupation business to the best of our belief and knowledge. M/S _____ is solvent up to Rs. _____ (Rupees _____) only.

This certificate is issued on the express condition and understanding that neither the Bank nor any of its officers undertake any responsibility or liability in respect thereof. Inter alia, it is also certified that the above-mentioned account of Company /firm is not under attachment by any court or government agency.

Annexure- IV

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: _____

Sl No.	Items	PL Mark		Page No.
1	Application in the prescribed format given in Annexure-I	Yes	No	
2	Authorization Letter in Annexure- II	Yes	No	
3	A Proof of submission of EMD payment or EMD Exemption	Yes	No	
4	Valid Trade License or Enlistment Certificate in similar nature of business.	Yes	No	
5	Copy of PAN Card of the authorized signatory	Yes	No	
6	GST Registration Certificate.	Yes	No	
7	Work order & payment certificate in support of supply of stationary and consumable articles in Government Office/ PSU/ Semi-Government Office/ Autonomous bodies will have to be submitted for the any 02 (two) Financial Year from 2023-24, 2024-25 & 2025-26.	Yes	No	
8	The annual average turnover of the bidder shall be ₹4,00,000/- (Four Lakh) or more during the financial years 2023-24, 2024-25 & 2025-26, certified by a Chartered Accountant in Annexure -V, with support of Audit Reports.	Yes	No	
9	Credit Facility Bank Certificate in Annexure-III(A) or Bank Solvency Certificate in Annexure III (B) for current financial year (2025-26) only at Bank's Letter Head of minimum Rs. 1 lakh.	Yes	No	
10	Income Tax Return Submitted for the Financial Year 2023-24, 2024-25 & 2025-26	Yes	No	
11	Profit and Loss (PL) Account and Balance Sheet for the Year 2023-24, 2024-25 & 2025-26 (With Auditor Signature).	Yes	No	
12	GST Return for the Financial Year and 2025-26 (Last Quarter).	Yes	No	
13	Bidder declaration in Annexure-VI (Affidavit on non-judicial paper worth Rs.50 or more sworn before the Notary Public/ Judicial magistrate /Executive Magistrate on or after the date of publication of the Tender Notice)	Yes	No	
14	Bidder's Undertaking (Affidavit on non-judicial paper worth Rs. 50/- or more of Non-Conviction affirmed before a Notary Public/ First Class Judicial Magistrate/ Executive Magistrate, Furnished after date of Publication of Tender) in Annexure- VII.	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- V

ANNUAL TURNOVER STATEMENT

[At the Letter Head of Chartered Accountant]

I/We have examined the books of account and other relevant records of..... (Bidding firm name), having its registered office at..... (Full address of bidding firm) and do hereby certify that:

(1) Annual gross turnover as per Annual Accounts of the firm for last three years is as under-

Sl. No.	Financial Year	Turnover (In INR)
1	2023-24	
2	2024-25	
3	2025-26	

(2) Average turnover of the firm for last three financial years is Rs.

Signature of CA (with stamp of Firm)

Name

(Registration No)
(Chartered Accountant)

UDIN No.....

Date.....

Place

Annexure-VI
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.50/- 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-VI.

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

Annexure- VII

**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-VIII**Items whose rates have to be provide in BOQ**

Sl. No.	Items name with specification	Quantity	Unit
1	A4 Paper, 75 GSM (Branded & Good quality)	1	Per Ream
2	A4 Paper, 100 GSM (Branded & Good quality)	1	Per Ream
3	Legal White Paper, 80 GSM, (Branded & Good quality)	1	Per Ream
4	File Tray Plastic (Good Quality)	1	Per Packet
5	Carbon Paper (210mm x 330 mm, blue, Packet of 50 pcs,) (Branded & Good quality)	1	Per Packet
6	Carbon Paper (420 mm x 330 mm) (50 pcs/ Packet) (Branded & Good quality)	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 (Good Quality)	1	Per Piece
9	Notebook, 50 pages, 85 gsm paper with cover (Good Quality)	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) (10 pcs/Pkt) (Good Quality)	1	Per Packet
13	Channel File (Transparent, high-quality Plastic) (10 pcs/Pkt) (Good Quality)	1	Per Packet
14	Cover File (2-fold, 9 x 15-inch, strong pasting, best quality board paper, Printed office name) (10 pcs/Pkt)	1	Per Packet
15	Cover File (4-fold, 9 x 15-inch, strong pasting, best quality board paper, Printed Institute name) (10 pcs/Pkt)	1	Per Packet
16	Cover File (4-fold, 9 x 15-inch, best quality board paper) (10 pcs/Pkt)	1	Per Packet
17	Plastic Tap File-white (Good Quality) (10 pcs/Pkt)	1	Per Packet
18	Plastic Zip File Folder-White (Good Quality) (10 pcs/Pkt)	1	Per Packet
19	Glass Ball Pen (Branded & Good quality) (10 pcs/Packet) (Good Quality)	1	Per Packet
20	Glass Gel Pen (Blue, Red, Green, 10 pcs/Packet) (Branded & Good quality)	1	Per Packet
21	Pen (use & throw, Red, Blue, black) (20 pcs/packet) (Branded & 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) (Branded & Good quality)	1	Per Box
26	Pencil Sharpener (20 pcs./box) (Branded & Good quality)	1	Per Box
27	Eraser (20 Pcs/box) (Branded & Good quality)	1	Per Box
28	White Board Marker Pen (10 pcs/packet) (Good Quality)	1	Per Packet
29	Correction Pen/whitener (9 ml) (10pcs/packet,) (Branded & Good quality)	1	Per Packet
30	High Lighter Pen (Assorted colour) (10pcs/packet) (Branded & Good quality)	1	Per Packet
31	Permanent Marker Pen (Blue & Black) (10 Piece/packet) (Branded & Good quality)	1	Per Packet
32	Binder Clip (metal 19 mm, 12 pcs/Box) (Good quality)	1	Per Box
33	Binder Clip (metal 31 mm, 12 pcs/Box) (Good quality)	1	Per Box
34	Binder Clip (metal 41 mm, 12 pcs/Box) (Good quality)	1	Per Box
35	Binder Clip (metal 51mm, 12 pcs/Box) (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

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40	Cello Tape ½" (TRANSPARENT, 24pcs/box) (Good Quality)	1	Per Box
41	Cello Tape 1" (TRANSPARENT, 12pcs/box) (Good Quality)	1	Per Box
42	Cello Tape 2" (TRANSPARENT, 6pcs/box) (Good Quality)	1	Per Box
43	Cello Tape 3" (TRANSPARENT, 4pcs/box) (Good Quality)	1	Per Box
44	Cello Tape (Brown -3", 4pcs/box) (Good Quality)	1	Per Box
45	Glue Stick (8gm) (10 pcs/box) (Good Quality)	1	Per Box
46	Glue Stick (15gm, 10 pcs/box) (Good Quality)	1	Per Box
47	Envelop (22 cm x 11 cm, 80 GSM, 50 pcs/Pkt) (Good Quality)	1	Per packet
48	Envelop Laminated (22 cm x 11 cm, 50 pcs/Pkt) (Good Quality)	1	Per packet
49	Envelop (27cm x 13 cm, Cotton binding, 50 pcs/Pkt) (Good Quality)	1	Per packet
50	Envelop (27cm x 13cm, Brown colour, 50 pcs/Pkt) (Good Quality)	1	Per packet
51	Envelop (27cm x 13cm, Brown colour, Printed with Institute name, 50 pcs/Pkt) (Good Quality)	1	Per packet
52	Envelop (40 cm x 30 cm, Cotton binding, 85 GSM, 50 pcs/Pkt) (Good Quality)	1	Per packet
53	Envelop (45.8cm x 64.8 cm, 80 GSM, 50 pcs/Pkt) (Good Quality)	1	Per packet
54	Cloth Envelope (A4 SIZE, 50 pcs/Pkt) (Good Quality)	1	Per packet
55	Service Book Envelop (Cloth Binding) (50pcs/packet) (25 cm x 40 cm) (Good Quality)	1	Per packet
56	Stamp Pad (110 mm x 80 mm) (Branded & Good quality)	1	Per piece
57	Stamp Pad (Big Size) (Branded & Good quality)	1	Per piece
58	Stapler (10 NO.) (Branded & Good quality)	1	Per piece
59	Stapler (24 NO.) (Branded & Good quality)	1	Per piece
60	Stapler (JUMBO) (Branded & Good quality)	1	Per piece
61	Stapler Pin (10 No.) (Good Quality)	1	Per piece
62	Stapler Pin (24 No.) (Good Quality)	1	Per piece
63	Stapler Pin (JUMBO) (Good Quality)	1	Per piece
64	Lock & Key 5 Lever (BRANDED) (Small)	1	Per piece
65	Lock & Key 6 Lever (BRANDED) (Medium)	1	Per piece
66	Lock & Key 7 Lever (BRANDED) (Big)	1	Per piece
67	Notice Board (4 feet x 7 feet, with glass cover)	1	Per piece
68	Notice board (Board with frame and hanging facility. Soft cousin board. Size- 3 ft x 5 ft) (Good Quality)	1	Per piece
69	Black Board (6" x 4") (Good Quality)	1	Per piece
70	White Board (6" x 4") (Good Quality)	1	Per piece
71	Name Plate (Standard brass with letters, 30cm x 15 cm) (Good Quality)	1	Per piece
72	Name Plate (Standard fibre with letters, 30cm x 15 cm) (Good Quality)	1	Per piece
73	Scissor, (Standard, 15 cm) (10 pcs/Pkt) (Good Quality)	1	Per packet
74	Scissor (Standard, 20 cm) (10 pcs/Pkt) (Good Quality)	1	Per packet
75	Scissor (small Size) (10 pcs/Pkt) (Good Quality)	1	Per packet
76	Scale (Plastic) 12-inch, (10 pcs/Pkt) (Good Quality)	1	Per packet
77	Scale (Steel) 12-inch, (10 pcs/Pkt) (Good Quality)	1	Per packet
78	Scale (Plastic) 24-inch, (10 pcs/Pkt) (Good Quality)	1	Per packet
79	ALPIN (100gm/Box) (Good Quality)	1	Per Box
80	Alpin (T-Shape) (100gm/Box) (Good Quality)	1	Per Box
81	Board Pin (for notice board, small size) (Good Quality)	1	Per piece
82	Pin Cusion (Small size) (Good Quality)	1	Per piece
83	Battery (AA) (Branded & Good quality)	1	Per piece
84	Battery (AAA) (Branded & Good quality)	1	Per piece
85	Punching Machine (ONE HOLE) (Good Quality)	1	Per piece
86	Punching Machine (Two HOLE) (Good quality)	1	Per piece
87	Sponge Damper Pad (for counting paper) (Good Quality)	1	Per piece
88	Big Stand Candle (10 pcs/Package) (Good Quality)	1	Per piece
89	CANDLE, 6 inch (10 PCS/Package) (Good Quality)	1	Per piece
90	Calculator (12-digit with warranty, dual power,) (Branded & Good quality)	1	Per piece
91	Water Bottle (1 ltr capacity, branded quality)	1	Per piece
92	Calling bell (Standard battery operated with warranty & good quality)	1	Per piece

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	paper, canvas binding with number) (Good Quality) with page No.		
141	Dustbin (Foot Press type, Plastic built, 7 ltr Capacity, small size) (Good quality)	1	Per piece
142	Dustbin with Lid (10 Ltr capacity) (Good quality)	1	Per piece
143	Dustbin with Lid (20 Ltr capacity) (Good quality)	1	Per piece
144	Dustbin with Lid (50 Litre capacity) (Good quality)	1	Per piece
145	Plastic Gamla (Big) (Good Quality)	1	Per piece
146	Plastic Gamla (Medium) (Good Quality)	1	Per piece
147	Waste paper bin/Basket (Plastic, 15 ltr) (Best Quality, non- Ventilated) (Good Quality)	1	Per piece
148	Mug (Plastic, small size) (Good Quality)	1	Per piece
149	SOAP (50 gram) (Branded & Good (Good Quality) (Good Quality)	1	Per piece
150	Hand Wash (BRANDED)- 200 ml.	1	Per piece
151	Hand Wash Liquid (1 litre) (branded)	1	Per piece
152	Washing Powder Liquid (BRANDED)- 1 litre.	1	Per piece
153	Washing Powder Liquid (BRANDED)- 500 ml	1	Per piece
154	Attendance Register (50 pages-Hard binding, 33cm x 21 cm) (Good Quality)	1	Per piece
155	Bank/Cheque Register (300 pages, 15 inch x 15 inch, Canvas binding with page number, print as per sample) (Good Quality)	1	Per piece
156	Bill Register (200 pages, 8 inch x 13 inch, Canvas binding with page number, print as per sample) (Good Quality) (2- page spread)	1	Per piece
157	Cash Book Register (400 pages, 14 inch x 17 inch, Canvas binding with page number, print as per sample) (Good Quality) (2- page spread)	1	Per piece
158	Daily Transection Register (320 pages, 15 inch x 15 inch, Canvas binding with page number, print as per sample) (Good Quality) (2- page spread)	1	Per piece
159	DNB Student Register (100 pages, 16 inch x 13 inch, Canvas binding with page no., print as per sample) (Good Quality)	1	Per piece
160	Fund Allotment Register (300 pages, 13 inch x 17 inch, Canvas binding with page number, print as per sample) (Good Quality) (2- page spread)	1	Per piece
161	Ledger Book (300 pages, 8 inch x 13 inch, Canvas binding with page number, print as per sample) (Good Quality) (2- page spread)	1	Per piece
162	Stock Register (400 pages, 15 inch x 15 inch, Canvas binding with page number, print as per sample) (Good Quality) (2- page spread)	1	Per piece
163	TDS/GST Register (200 pages, 10 inch x 15 inch, Canvas binding with page number, print as per sample) (Good Quality)	1	Per piece
164	Office Memo Register (200 pages, 10 inch x 15 inch, Canvas binding with page number, print as per sample) (Good Quality) (Landscape)	1	Per piece
165	MBBS Student Register (225 pages, 14 inch x 10 inch, Canvas binding with page number, print as per sample) (Good Quality)-With page No.	1	Per piece
166	MD/MS Student Register (100 pages, 16 inch x 13 inch, Canvas binding with page no., print as per sample) (Good Quality) With page No.	1	Per piece
167	Provident Fund Register (200 pages, 12 inch x 10 inch, Canvas binding with page number, print as per sample) (Good Quality)(2-page spread)	1	Per piece
168	Leave Register (250 pages, 15 inch x 9 inch, Canvas binding with page number, print as per sample) (Good Quality)	1	Per piece
169	Office Memo Register (200 pages, 15 inch x 9 inch, Canvas binding with page number, print as per sample) (Good Quality) (Landscape)	1	Per piece
170	Docket Register (400 pages, hard Binding with page no, print as per sample)(Good Quality) (LandScape)	1	Per piece
171	Cash Received Register (300 pages, 15 inch x 15 inch, Hard Binding with page number, print as per sample) (Good Quality)	1	Per piece
172	Money Receipt Register (150 pages, 12 inch x 10 inch, Original, Duplicate & Triplicate, Normal binding with page no., print as per sample) (Good Quality)	1	Per piece
173	Contra Entry Voucher (100 pages/pcs (Print with, print as per sample) (Good Quality)	1	Per piece
174	Indent Book (50 x 3 pages/book) (Original, Duplicate & Triplicate) print	1	Per book

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	as per sample) (Good Quality)		
175	Peon Book (200 pages/book, 7 inch x 7 inch, print as per sample) (Good Quality)	1	Per book
176	Received Voucher (100 pages/pcs, print as per sample) (Good Quality)	1	Per piece
177	Service Book (50 pcs/packet) (Good Quality)	1	Per Packet
178	File Cover Spring(Good Quality)	1	Per piece
179	Liquid Gum (30 ml/Pcs) (Good Quality)	1	Per piece
180	Pilot Hi-Tecpoint V& Refillable Liquid Ink RollerBall Pen- Black, Blue, Red & Green- (10 Pcs/Pkt)	1	Per packet
181	Pilot Hi-Tecpoint V& Refillable Liquid Ink RollerBall Pen Cartridge Refill- Black, Blue, Red & Green- (10 Pcs/Pkt)	1	Per packet
182	Paper Weight- Plastic (10 Pcs/Pkt) (Good Quality)	1	Per packet
183	Paper Weight- Glass (10 Pcs/Pkt) (Good Quality)	1	Per packet
184	Slip Book- Ruled 1/8 (40 sheet) (Good Quality)	1	Per piece
185	Short hand Note Book (200 pgs) (Good Quality)	1	Per piece
186	Folder Plastic- Transparent(Good Quality)	1	Per piece
187	CD Marker Pen: Black, Blue, Red & Green (10 pcs/pkt) (Branded & Good quality)	1	Per packet
188	Examination Sheet (Per sheet contain 12 pages) (100 pcs/pkt) (Printed with as per sample given) (Good Quality)	1	Per Packet
189	Examination Loose sheet (Per sheet contain 8 pages) (100 pcs/pkt) (Printed with as per sample given) (Good Quality)	1	Per Packet
190	Check Duster (Big Size) (Branded & Good quality) (for Scavenging)	1	Per piece
191	Room Freshener (250ml/bottle) (Branded & Good quality)	1	Per bottle
192	Stick Broom (Branded & Good quality) (for Scavenging) (In kg)	1	Per KG.
193	Dry Mop Set (24 inch) (Metal) Stick 5 feet (Branded & Good quality) (for Scavenging)	1	Per piece
194	Dry Mop Set (18 inch) (Metal) Stick 5 feet (Branded & Good quality) (for Scavenging)	1	Per piece
195	Wet Mop Set (18 inch) (Metal) Stick 5 feet (Branded & Good quality) (for Scavenging)	1	Per piece
196	Dry Mop Refill (24 inch) (Branded & Good quality) (for Scavenging)	1	Per piece
197	Dry Mop Refill (18 inch) (Branded & Good quality) (for Scavenging)	1	Per piece
198	Wet Mop Refill (1 ft, Cotton) (Replaceable head white colour, Branded) (Branded & Good quality) (for Scavenging)	1	Per piece
199	Naphthalene Balls (250 gm/packet) (Branded & Good quality) (for Scavenging)	1	Per piece
200	Scented Phenyl (1 ltr/bottle) (Branded & Good quality) (for Scavenging)	1	Per bottle
201	Scented Phenyl (5 Ltr/Jar) (Branded & Good quality) (for Scavenging)	1	Per jar
202	Nylone Scrubber (wooden), (6pcs/packet) (Branded & Good quality) (for Scavenging)	1	Per packet
203	Bucket (20 ltr, Plastic), (Branded & Good quality) (for Scavenging)	1	Per piece
204	Bleaching Powder (1 kg/pkt), (Branded & Good quality) (for Scavenging)	1	Per packet
205	Yellow Duster, (65cm x 65 cm), (Branded & Good quality) (for Scavenging)	1	Per piece
206	Floor Cleaner, R7, 1 ltr, (Branded & Good quality) (for Scavenging)	1	Per piece
207	Toilet Cleaner, R6, 1ltr, (Branded & Good quality) (for Scavenging)	1	Per piece
208	Super Power/ Heavy duty toilet cleaner (liquid) (5 ltr/Jar) (Branded Company) (Good quality) (for Scavenging)	1	Per Jar
209	Soft Broom (Full Jharu, Big Size) (Branded & Good quality) (for Scavenging)	1	Per piece
210	Scotch Brite, Big Size(Branded & Good quality) (for Scavenging)	1	Per piece
211	Handle Scotch Brite, (Plastic) (Branded & Good quality) (for Scavenging)	1	Per piece
212	Wiper (Metal Stick) (24 Inch) (Branded & Good quality) for Scavenging)	1	Per piece
213	Wiper (Metal Stick) (18 Inch) (Branded & Good quality) for Scavenging)	1	Per piece

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214	Jhul Jharu (Plastic handle, 7 feet) (Branded & Good quality) (for Scavenging)	1	Per piece
215	Toilet Brush (Branded & Good quality) (for Scavenging)	1	Per piece
216	Dust Bin, 25 Ltr capacity with lid (Branded & Good quality) (for Scavenging)	1	Per piece
217	Plastic Belcha Large Size (Branded & Good quality) (for Scavenging)	1	Per piece
218	Double Hockey Toilet Brush		
219	Dustbin Bag (Red, Yellow, Black & Blue) (100 pcs / Roll) (Branded & Good quality) (for Scavenging) (for 50 ltr dust bin)	1	Per Roll
220	Dustbin Bag (Red, Yellow, Black & Blue) (100 pcs / Roll) (Branded & Good quality) (for Scavenging) (for 100 ltr dust bin)	1	Per Roll
221	Glow Sign display board (Size- 3 x 5 ft) (Good quality)	1	Per Piece
222	Colin (500 ml/bottle)	1	Per bottle
223	Hand Sanitizer (Branded Quality) (100ml/bottle)	1	Per bottle
224	Hand Sanitizer (Branded Quality) (500ml/bottle)	1	Per bottle
225	100 liter Silver Stainless Steel Open Top Dust Bin (16 x 28 inch) (Good Quality)	1	Per Piece
226	Carrom Board (52 x 52 inch) (Good Quality)	1	Per piece
227	Football (5 No. Size) (Branded Quality)	1	Per piece
228	Lime Powder (5 Kg/packet)	1	Per Packet
229	Corner Flag (For football tournament)	1	Per piece
230	Football Goal Net (Standard Size, good quality)	1	Per Piece
231	Volley Ball (5 No. Size, Branded Quality)	1	Per piece
232	Cricket Bat (Standard Size, Good quality)	1	Per piece
233	Cricket Wicket (Standard size, good quality) (pack of 3 Pieces)	1	Per pack
234	Cricket ball (Standard Size, good quality)	1	Per piece
235	Chess board (Standard Size, Good Quality)	1	Per piece
236	Badminton Racket (Standard size, good quality)	1	Per Piece

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