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/2026/ 3982 **Date:** 02 **/11/2026**

U_R_G_E_N_T Q_U_O_T_A_T_I_O_N N_O_T_I_C_E

Sealed Quotation from the bonafide suppliers/ agencies having experience & credentials to supply as per specification mentioned below and as notified at the Office of the Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia for "Abhaya Udyan" Inauguration on 09th November, 2026 at the College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia.

Name of the Work: ***Supply of Flower Bouquet & Stage Decorators for "Abhaya Udyan" Inauguration on 09th November, 2026 at the College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia.***

Sl No.	Item Description	Qty	Unit
1	Hand Bouquet	01	Nos
2	Table Bouquet	01	Nos
3	Stage Decoration	01	Feet
4	Podium Decoration	01	Nos

1. ***Eligibility Criteria:***
   a. Bidder must be a Register Organization.
   b. Bidder having valid PAN Card, issued by Income Tax Department, Government of India.
   c. Bidder having valid Trade Licence.
   d. Bidder having valid GST Registration (Certificate last quarter).
2. ***Date & Time Schedule for Quotation:***
   a. Date of Publication of Quotation: - 02/11/2026
   b. Pre Bid Meeting/ Side Visit: - 03/11/2026 at 11:00 hrs.
   c. Last Date of Submission of Quotation: - 06/11/2026 up to 14:30 hrs.
   d. Date of Scrutiny & Selection of L1 Bidder: - 06/11/2026 at the Office of the Principal, COM & JNMH from 15:00 hrs onwards.
   e. Supply Order will be issued after scrutinization of all quotations and finalization of L1 Bidder.
3. ***General Guidelines & Information:***
   a. Works should be completed within 08th November, 2026 at 17:00 hrs after receipt of Supply Order issued by Principal, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia.
   b. Utmost important should be given quality of the product.
   c. Any substandard quality should be replaced by the selected L1 vendor according approved by the concerned department otherwise Supply Order should be rejected.
   d. 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 split Supply Order among lowest L1 Bidders if such situation arise after opening of quotation, following credential & turnover of the bidders & G.O. No. 2320-F(Y), Dated: 07th June, 2022 of Government of West Bengal, Finance Department, Audit Branch, Group- T.
   e. 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 OF FLOWER BOUQUET & STAGE DECORATORS FOR "ABHAYA UDYAN" INAUGURATION ON 09TH NOVEMBER, 2026 AT THE COLLEGE OF MEDICINE & JNM HOSPITAL, WBUHS, KALYANI, NADIA." on the top of the sealed cover.
   f. 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.
   g. Quotation should be valid up to 06 (Six) months of the date of approval of the lowest rate given by suppliers or date of issuance of fresh work order by inviting e-tender whichever is earlier.
   h. No sub-letting will be entertained.
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).

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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.

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Copy for information and necessary action to the:

1. Chairman, Kalyani Municipality, Kalyani, Nadia.
2. Registrar, the West Bengal University of Health Sciences, Salt Lake, Kolkata.
3. Finance Officer, the West Bengal University of Health Sciences, Salt Lake, Kolkata.
4. Medical Superintendent, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia.
5. Sub- Divisional Officer, Kalyani, Nadia.
6. Dean of Student Affairs, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia.
7. Additional Medical Superintendent, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia.
8. Officer-in-charge (Both), Central Store, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia.
9. Assistant Finance Officer, the West Bengal University of Health Sciences, Salt Lake, Kolkata.
10. Accounts Officer, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia (College & Hospital).
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 COM&JNMH.
12. Storekeeper, Central Store, College of Medicine & JNM Hospital, WBUHS, Kalyani, Nadia.
13. Notice Board.
14. Office Copy.

02.11.26

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