

o/c

GOVT. OF WEST BENGAL
DEPARTMENT OF HEALTH & FAMILY WELFARE
OFFICE OF THE PRINCIPAL
MALDA MEDICAL COLLEGE
P.O.-MALDA; DIST.-MALDA : PIN-732101(WB)
PHONE-03512-221087, WEBSITE: WWW.MALDAMEDICALCOLLEGE.CO.IN

Memo No. P/MLD-MC/_____

Date-

NOTICE INVITING QUOTATION

1. Sealed quotation are invited for the " Supply of Office Stationeries " as per the attached schedule from the reputed intending resourceful and bonafide manufacturers/distributors/dealers/suppliers for the Supply of Officer Stationeries at the Malda Medical College , Malda .
2. The rate should be item wise. Bidders should provide Rate for at least 90 articles; otherwise the bid will be treated as non-responsive and cancelled by the authority. Validity of the Bid shall be till 31-03-2027.
3. The quoted rate should include all charges, loading and unloading, carriage, delivery and other incidental charges applicable towards the supply at the site as well as all taxes payable item wise.
4. Bidders are requested to, before formulating their bids, meet with the **Sri Bablu Pal , Pharmacist-in-Charge of Store, Malda Medical College (Mob- 9679359426)** , for collecting /checking of samples. No pre-conditioned quotation will be accepted. Bid price of any item should not be more than MRP.
5. The bidders should submit the following documents at the time of rate quotes. In case of non-submission of the following documents the bid may be cancelled without assigning any reason.
 - (a) Self- attested photocopy of up-to-date Trade License/Equivalent.
 - (b) Self-attested photocopy of PAN CARD.
 - (c) Self -attested photocopy of valid 15 digit GISTIN under GST Act 2017
 - (d) Self -attested photocopy of payment certificate of the supply work/Purchase Orders of same kinds of articles in any Govt./Semi Govt. Offices which the bidder intended to furnish as support of proof of experience -preferable within last two financial years.)
6. The Quotation may be downloaded from the website of the Health & Family Welfare Department , Govt. of West Bengal – www.wbhealth.gov.in , official website of the Malda Medical College – www.maldamedicalcollege.co.in & displayed at Notice Board of the Malda Medical College and Malda Medical College & Hospital and, Offices of District Magistrate of Malda , Malda Zilla Parishad , English Bazar Municipality etc.
7. The quotation should be superscribed the Memo No _____ & Date _____, and "Quotation for Office Stationeries " , may be sent through registered post or to be submitted directly at the Receiving Section/Drop Box placed at the office of undersigned positively by 22/05/2026 _ 4.00 p.m. The Quotation will be opened on the same day or any other working day to be notified later on.

The sealed quotations will be opened in chamber of the Principal , Malda Medical College .Quotationist or his/her one authorized representative will be allowed to remain present at the time of opening the sealed quotations.

8. Local Purchase Committee will reserve the right to accept or reject any quotation without showing reason or making any further correspondence whatsoever.

Sd/_____
Principal
Malda Medical College

Principal
Malda Medical College
MALDA.

Memo No. P/MLD-MC/2029/1(10)

Date- 18/05/26

Copy forwarded for information and taking necessary action to the

1. D.M.E., Swasthya Bhawan , GN.-29 , Sector-V, Salt Lake , Kolkata -700 0091.
2. Sabhadhipati , Malda Zilla Parishad Malda
3. District Magistrate & Collector, Malda .
4. MSVP , Malda Medical College & Hospital ,Malda
5. Chairman, English Bazar Municipality
6. Officer-in-Charge/CEO, Malda Wholesale Consumers' Cooperative Society Limited, Malda .
7. Accounts Officer, Malda Medical College, with the request to remain present during the opening of the Quotations.
8. IT Cell, Swastha Bhavan for uploading in the departmental Website.
9. Notice Board, Malda Medical College.
10. _____


Principal
Malda Medical College, Malda

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SCHEDULE OF OFFICE STATIONERY ARTICLES

Sl. No.	Name of Items with Specification	Make /Brand	Unit	Rate per Unit (Rs) (including GST & Others) To be filled up by the Bidder
1.	Copier Paper A4 size -65 GSM	JK Max/Similar	Box of 10 Reams	
2.	Attendance Register (Students)	As per specification	One Piece	
3.	Attendance Register (Staffs)	As per Specification	One Pcs.	
4.	Copier Paper A4 size -70 GSM	JK Sparkle/Similar	Box of 10 Reams	
6.	Coconut Stick Broom	N.A.	Per Piece	
7.	Binding Register No. 6	Oxford/Similar	Per Pcs.	
8.	Binding Register No. 8	Oxford/Similar	Per Pcs.	
9.	Binding Register No. 10	Oxford/Similar	Per Pcs.	
10.	Binding Register No. 12	Oxford/Similar	Per Pcs.	
12.	Binding Register No. 14	Oxford/Similar	Per Pcs.	
13.	Binding Register No. 16	Oxford/Similar	Per Pcs.	
14.	Binding Register No. 18	Oxford/Similar	Per Pcs.	
15.	Black Board	Oxford/Similar	Per Pcs.	
16.	Blotting Paper	As per Specification	Pack of 100 Pcs.	
17.	Bucket	As per Specification	One Pcs.	
18.	Black Board Duster (Wooden)	N.A.	One Pcs.	
19.	Board Pin	N.A.	Pack of 100 Pcs.	
20.	Binder Clip 25mm	N.A.	Pack of 12 Pcs.	
21.	Cover File	As per Specification	One Pcs.	
22.	CD Marker Pen	Luxart/ Similar	Per Box of 10 Pcs.	
23.	Cup Plate Set	Borosil/Lopala/Similar	Box of 6 Pcs.	
24.	Cello tape 2 Inch	N.A.	1 Pcs.	
25.	Calculator	ORPAT OT-512 GT/Similar	One Pcs.	
26.	Chalk White	N.A.	Pack of 100 Pcs.	
27.	Plastic Clip Board (Transparent)	N.A	One Pcs.	
28.	Calling Bell (Wirless)	(Achor/GM/Branded)	One Pcs.	
29.	Chanel File	As per Specification	Pack of 10 Pcs.	
30.	Carbon Paper	Koresh/Camelin	Pack of 100 Sheets	
31.	Dustbin 60 Lit.	As per Specification	One Pcs.	
32.	Quartz Digital Green Led Square Wall Clock Olc - 302 (25.4 Cm X 25.4 Cm X 3.5 Cm)(Glass)	Ajanta /Similar	One Pcs.	
33.	Drinking Water Bottle (1 Ltr.)	Milton/Cello	Pack of 6 Pcs.	

34.	Door Mat	As per Specification	One Pcs.	
35.	Highlighter Marker Pen	Camlin/Doms/Similar	Pack of 5 Pcs.	
36.	Dustbin Small	As per Specification	One Pcs.	
37.	Dinner Set : COMPOSITION : 6-Pieces Full Plate(10 inches), 6-Pieces Quarter Plate(7 inches), 6-Pieces Veg Bowl (150ml- 4 inches)	La Opala/Cello/Borosil	One Box of 18 Pcs. of Utensils	
38.	Detergent Powder (1 Kg) Packet	Ayna/Tide/Similar	Per Kg.	
39.	Loose Paper	As per Specification	Pack of 200 Pcs.	
40.	Electric Kettle 1.5 Litre DLX Electric Kettle 1500W Kettle with Stainless Steel Body Cordless Operation Auto Shut-off Mechanism 2-Yr Warranty Black 1500	Bajaj/Havels/Similar	One Pcs.	
41.	Eraser Extra Long Eraser Box Pack	Doms/Similar	Pack of 20 Pieces	
42.	Envelop (Small)	As per Specification	Pack of 100 Pcs.	
43.	Envelop (Medium)	As per Specification	Pack of 100 Pcs.	
44.	Envelop (Big)	As per Specification	Pack of 100 Pcs.	
45.	Extension Cord (8Mtr. Extension)	Anchor /Similar	One Pcs.	
46.	Full Jharu	N.A.	One Pcs.	
47.	Paper Flap	As per Specification	Per 10 Pcs.	
48.	Gel Pen	Classmate Octane /Similar	Pack of 5 Pcs.	
49.	Gum Tube (100ml)	Fevicol/ Similar	Per Pcs.	
50.	Mosquito Repellan Liquid Vaporizer with Machine	Goodnight/All Out/Similar	One Combo Set	
51.	Mosquito Repellan Liquid Vaporizer	Goodnight/All Out/Similar	Pack of 2 Pcs.	
52.	Gala (Sealing Wax)	As per Specification		
53.	Garder (Nylon)	As per Specification	OneKg Packet.	
54.	Rorito MAXTRON (Blue/Black/Red) Gel Pen	Rorito/Similar	One Pcs.	
55.	Hand Belcha	As per Specification	One Pcs.	
56.	Indent Book	As per Specification	One Book of 100 Sheets	
57.	Issue Register	As per Specification	One Book of 100 Sheets	
58.	Jhul Jharu	N.A.	One Pcs.	
59.	T- Pins	N.A.	Pack of 50 Gms.	

60.	Knife	As per Specification	Pack of 10 Pcs.
61.	Liquid Handwash Bottle with Dispenser	Dettol	One Pcs. of 200 ml.
62.	Lock & Key (50mm New Round Lock Steel Body Iron Liver Double Locking 3 Silver Keys)	Link/Similar	One Pcs.
63.	Marking Cloth	As per Specification	20 Mtr.
64.	Match Box	N.A.	Pack of 10 Boxes
65.	Mouse Pad	As per Specification	One Pcs.
66.	Mug	As per Specification	One Dozen (12 Pcs.)
67.	Magnetic Board White Board Heavy-Duty Aluminum Frame and Scratch-Proof & Corrosion-Proof Writing Surface 1.5x2 Feet	Pragati/Similar	One Pcs.
68.	Room Feshner (270 ml)	Vanessa/Odonil/Similar	One Pcs.
69.	Pen Use & Throw	Agni/Elkos	Pack of 10 Pcs.
70.	Pencil Battery(AA)	Nippo/Duracell	Pack of 10 Pcs.
71.	Pencil Battery (AAA)	Nippo/Duracell	Pack of 10 Pcs.
72.	Peon Book	Oxford/Bharat	One Pcs.
73.	Pen Drive 32 GB (PlasticBody)	Sandiks/Similar	One Pcs.
72.	Pen Drive 64 GB (PlasticBody)	Sandiks/Similar	One Pcs.
73.	Pen Drive 128 GB (PlasticBody)	Sandiks/Similar	One Pcs.
74.	Paper Wight	As per specification	One Pcs.
75.	Permanent Marker Pen (Point type-Bold)	Luxor/Similar	Pack of 10 Pcs.
76.	Plastic Cover File (Clear Bag)	N.A.	Pack of 10 Pcs.
77.	Mosquito Repellant Spray 700 ml.	Hit/Similar	One Pcs.
78.	Stock Register	As per Specification	One Pcs.
79.	Soap 75 Gm.	Dettol/Similar	One Pcs.
80.	Scissors	As per specification	One Pcs.
81.	Scale 12 inch. Plastic-Transperent	N.A.	One Pcs.
82.	Stepler Machine (Mediuml)	Kangaro-10/ Similar	One Pcs.
82.	Stapler Machine (Big)	Kangaro HP-45/Similar	One Pcs.
83.	Stepler Pin (Medium)	For Kangaro-10	Pack of 20 Boxes
84.	Stapler Pin (Big)	For Kangaro-HP-45	Pack of 20 Boxes
85.	Stamp Pad 15.7cm. X 9.6 Cm	Camel /Similar	One Pcs.
86.	Swab Stick	As per specification	Pack of 100 Pcs.
87.	Seal Box	As per specification	One Pcs.
88.	Digital Stop Watch	N.A.	One Pcs.

89.	Single Puch Machine	Kangaro/Similar	One Pcs.	
90.	Towel Big	Bombay Dyeing (Tulip)/Similar	One Pcs.	
91.	Tag	N.A.	100 Pcs.	
92.	Thread Ball	N.A.	One Pcs.	
93.	Tissue Paper	N.A.	Pack of 100 Pcs.	
94.	Toilet Brush	N.A.	One Pcs.	
95.	Toilet Cleaner 500ml	Harpic/Similar	One Pcs.	
96.	Table Basket	As per Specification	One Pcs.	
96.	Umbrella (Foldable)	KC Paul/Mahendra Dutta	One Pcs.	
97.	White Board Lightweight Aluminum Frame Dry Erase White Marker Board for Writing 3x4 Feet	Pragati/Similar	One Pcs,	
98.	Whitener Pen (7 to 10 ml)	Camlin/Faber Castel	Pack of 10 Pcs.	
99.	Floor Wiper	Gala/Scotchbrite/Similar	One Pcs.	
100.	Cotton Duster (18" X 18")	N.A.	One Dozen	
101.	Wooden Pencil	Apsar/Doms/Nataraj	Pack of 10 Pcs.	
102.	Wall Clock 11 inch	Ajanta/Similar	One Pcs.	
103.	White Board Pen Assorted Ink Colours Whiteboard Marker with Easily Erasable Ink Refillable Whiteboard Markers	Cello/Similar	Pack of 6 Pcs.	
104.	Zipper bag Zip lock Bag For Storage, RE-USABLE, For Fridge Storage, Medium Transparent (3"X 4")	N.A.	Pack of 100 Pcs.	
105.	White Board Duster non-magnetic	N.A.	One Pcs.	

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