



Government of West Bengal
Office of the MSVP, Malda Medical College & Hospital
PS- English Bazar, Malda - 732101
E_mail: msvpmldmch@gmail.com

Memo No-MSVP/MMCH/ 6372

Dated, Malda, the 12/08/2026

NOTICE INVITING QUOTATION

Sealed Quotations invited for Supply essential printing articles are urgently of the office of the MSVP, MMC&H, Malda.

- **General Information about the Quotation:**
- Office of Issue : Office of the MSVP, MMC&H, Malda.
- Place of Opening the Quotation : Office of the MSVP, MMC&H, Malda.
- Address for communication : Same as above (a)

Terms & Conditions of The Quotation:-

Date of submission of Quotation:-12/08/2026 during office hours to 18/08/2026 till 1 pm. Quotation will be opened on 18/08/2026 at 1 pm at the office of the undersigned.

- **Technical Bid :**
- Minimum Eligibility Criteria :

- Trade license up to date.
- GST.
- P. Tax certificate & Paid Challan up to date.
- PAN Card.
- Income Tax Return of last three (3) years.
- Credential Certificate of similar experience from any reputed organization at least 3 years.
- **Financial Bid :**

- Rates should be quoted neatly typed in figures per unit with delivery & all charges including GST. Any deviation of Proforma will be treated as cancelled.
- **Validity of Quotation:** - one year from the date of award of Quotation in case of no abnormal price fluctuations. The procurement will be made in phased manner or at a time as per requirement during validity.
- The Quotation Committee has reserves the right of cancellation, adding, reducing or deferring the tender in total or in partial without assigning any reason thereof.
- Items to be supplied must confirm to the specification as shown above. If any deviation found, the department reserves the right to reject the materials at its sole discretion.
- Payment shall be made after receiving the goods in good condition and with requisition quality.
- Printing must be from CTP/CTCP/CTP violet plate through offset machine. No polymer plate allowed for Durability of printing.
- All papers should have ISI marked of reputed manufacturer .Authority may be asked for before payment the supporting purchase Documents from purchaser in respect of ISI marked paper.
- Paper preferably ANDHRA/JK/BALLARPUR PAPER MILLS or its equivalent manufacture. No substandard paper will be allowed for such type printing.GSM of paper will be tested
- Bidders may be see in the website <https://www.malda.gov.in> & www.wbhealth.gov.in any subsequent notice regarding this tender shall be uploaded on the website only.
- Only qualified technical bid will be considered for opening of financial bid.
- For any query the interested bidders may contact the office of the undersigned on all working days from 11:00 a.m. to 4:00 p.m.
- Sample of the matter is available in the office of the undersigned on all working days from 11 am to 4 pm.
- Rate offered by the bidders must be at par with the prevailing market rate
- **Quotation** will be in two parts- i) Technical & ii) Financial. Only qualified technical bid will be considered for opening of financial bid
- TIA is not bound to accept the lowest rate. Quality of above stated items will also be considered in selection of the bidder for supply of items. In case of equal rate, draw of lots will be done.

- Delivery must be done at the office of the Msvp, Malda within 15 days from the date of issue of Supply Order, failing which the tender will be liable to be cancelled.
- Rate quoted by the bidder should not be less than the minimum rate as prescribed format, else bid will automatically be disqualified, also blank rate or '0' (zero) quoted rate not to be considered.

Essential printing articles:-

Sl No.	Item Name	Unit
1	Intra-Operative anaesthesia form: 1 leaf/single colour both sided print/65 GSM size:A4 paper (100 page/pad)	100 Pads (Approx)
2	Pre-Anesthetic checkup form: 1 leaf/singlecolour both sided print/65 GSM size:A4 paper (100 page/pad)	100 Pads (Approx)
3	Intake output chart for CCU,PICU,HDU:- 1 leaf/singlecolour both sided print/70 GSM size:56 x 38 cm	7000 Pcs (Approx)
4	MEDICINE SLIP FOR INDOOR: 1 Leafs / single colour single sided Print/65 GSM, Size: 22cm X 14cm, 100 page per Pad.	1000 Pads (Approx)
5	OPD MEDICINE SHORT SLIP: 1 Leafs / singlecolour single sided Print/65 GSM, Size : 14cm X 11cm (100 pcs/ pad)	5000 Pads (Approx)
6	PATHOLOGY FORM FOR SEROLOGY FORM: 1 Leafs / singlecolour single sided Print/65 GSM, Size : A4, (100 Sheet/ pad)	500 Pads (Approx)
7	TREATMENT SHEET: 1 Leafs / singlecolour single sided Print/70 GSM, Size :A4, (100 pcs/ pad)	500 Pads (Approx)
8	PATHOLOGY HORMOM FORM: 1 Leafs / singlecolour single sided Print/65 GSM, Size : A4, (100 Sheet/ pad)	100 Pads(Approx)
9	PATHOLOGY FORM FOR BLOOD: 1 Leafs / singlecolour single sided Print/70 GSM, Size : 27cm X 14cm(100 pcs/ pad)	300 Pads (Approx)
10	TRIPLET BOOK (FOR XRAY,MRI,CT SCAN): Triplicate copy, 1 Leafs / Multicolour, single sided Print/65 GSM, Size : 22cm X 13cm, (150 page per Pad). Serial No. required.	500 Books (Approx)
11	FOLLOWUP REGISTER SNCU: Sheet-200 both side print ,size 30cm X 22 cm,80 GSM page, index & page serial no, required in register	50 Register (Approx)
12	OPD REGISTER FOR SNCU: Sheet -200 both side print,size-35cm X 24 cm 80 GSM page,index & page serial no required in register	20 Register (Approx)
13	FACILITY FOLLOWUP RECORD BOOK FOR SNCU; Sheet -200 both side print,size-35cm X 24 cm 80 GSM page,index & page serial no required in register	20 Register (Approx)

If the last day for receiving quotation is declared a holiday, the next working day at the same time will be the last date & time for the receipt of quotation.

Memo No-MSVP/MMCH/

63824(10)

MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL
MALDA MEDICAL COLLEGE & HOSPITAL, MALDA

Dated, Malda, the 12/08/2026

Copy Forwarded to :-

1. The D.H.S, West Bengal, Swasthya Bhvan, Saltlake City, Kol-91.
2. The District Magistrate, Malda
3. The Principal, MMC, Malda
4. The ADM(G), Malda.
5. The Additional Medical Superintendent, MMC&H, Malda.
6. The Accounts Officer, MMC&H, Malda.
7. The All Assistant Superintendent (NM), MMC&H, Malda
8. The DIO NIC, with request to upload the same in the district website.
9. The In-Charge, IT Cell, Department of Health & Family Welfare, Swasthya Bhawan, GN- 29, Sector-V, Salt lake Kolkata-700091 With request to upload the same in the department's website.
10. Guard file.

MEDICAL SUPERINTENDENT CUM VICE PRINCIPAL
MALDA MEDICAL COLLEGE & HOSPITAL, MALDA

(QUOTATION APPLICATION FORM)

To
The M.S.V.P
- MMC&H,
Malda

Sub:- Submission or rate your invited Memo No-

Sir,
As per your invited Memo No-
submitting our best possible rate.
Essential

Dated-

we are

printing

articles

Sl No.	Item Name	Unit	Rate should be quoted including all charges
1	Intra-Operative anaesthesia form: 1 leaf/single colour both sided print/65 GSM size: A4 paper (100 page/pad)	Per Pad	Rs.
2	Pre-Anesthetic checkup form: 1 leaf/singlecolour both sided print/65 GSM size: A4 paper (100 page/pad)	Per Pad	
3	Intake output chart for CCU, PICU, HDU:- 1 leaf/singlecolour both sided print/70 GSM size: 56 x 38 cm	Per pCS	
4	MEDICINE SLIP FOR INDOOR: 1 Leafs / single colour single sided Print/65 GSM, Size: 22cm X 14cm, 100 page per Pad.	Per Pad	
5	OPD MEDICINE SHORT SLIP: 1 Leafs / singlecolour single sided Print/65 GSM, Size : 14cm X 11cm (100 pcs/ pad)	Per Pad	
6	PATHOLOGY FORM FOR SEROLOGY FORM: 1 Leafs / singlecolour single sided Print/65 GSM, Size : A4, (100 Sheet/ pad)	Per Pad	
7	TREATMENT SHEET: 1 Leafs / singlecolour single sided Print/70 GSM, Size : A4, (100 pcs/ pad)	Per Pad	
8	PATHOLOGY HORMOM FORM: 1 Leafs / singlecolour single sided Print/65 GSM, Size : A4, (100 Sheet/ pad)	Per Pad	
9	PATHOLOGY FORM FOR BLOOD: 1 Leafs / singlecolour single sided Print/70 GSM, Size : 27cm X 14cm(100 pcs/ pad)	Per Pad	
10	TRIPLET BOOK (FOR XRAY, MRI, CT SCAN): Triplicate copy, 1 Leafs / Multicolour, single sided Print/65 GSM, Size : 22cm X 13cm, (150 page per Pad). Serial No. required.	Per PCS	
11	FOLLOWUP REGISTER SNCU: Sheet-200 both side print, size 30cm X 22 cm, 80 GSM page, index & page serial no, required in register	Per Register	
12	OPD REGISTER FOR SNCU: Sheet -200 both side print, size-35cm X 24 cm 80 GSM page, index & page serial no required in register	Per Register	
13	FACILITY FOLLOWUP RECORD BOOK FOR SNCU; Sheet -200 both side print, size-35cm X 24 cm 80 GSM page, index & page serial no required in register	Per Register	

Thanking You

Respectfully