



**Government of West Bengal
Department of Health & Family Welfare
Office of the Principal**

Midnapore Medical College, Paschim Medinipur

Phone:- 03222-222400 Fax:-03222-274321 E-Mail:- formcimidnapore@gmail.com

No – MMC/1211

Date- 30.04.2025

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited from bonafide bidder for supply of the following Stationery items for use various Department of this institution, MMC, & must reach Office of the undersigned on **15.05.2025** with in 12.30 pm and the same will be opened on **15.05.2025** at 1.00 pm.

Sl. No.	Name of the Item	Required quantity	Remarks
1.	Copier Paper A4 (75 GSM)	300 Ream	For use in Various Department and Section of this Institution, MMC

The contractors/agencies should have to abide by the following terms & condition:-

1. Rate must be quoted only in the original letter head of the bidder mentioning in figure and words categorically, as per proforma enclosed herewith this quotation Notice.
2. Quotation for the supply of above mentioned items must be accompanied with updated Trade license in related field, PAN Card, GSTIN, P. Tax.
3. The quantity is tentative and the undersigned reserves the right to increase or decrease the quantity of any product mentioned in the Quotation Notice.
4. Reputed firms must supply the articles within 15 days from the date of work order awarded.
5. Items with shorter expiry date will not accepted.
6. Payment will be made by this office after satisfactory receiving of article by the central store of this office on duly certified by the HOD/ In-charge of concern dept. after receiving of bill subsequently.
7. All the terms and condition is mentioned will have to be accepted by bidders, condition stipulated by the bidders will not be accepted.
8. Rate should be quoted inclusive of all taxes and charges.
9. Bidder should deliver items/articles to the office of the principal at their own cost.
10. The undersigned reserves all the right to cancel/reject any or all quotation without citing any reason whatever.
11. The Sample of non – branded item should be submitted in a separate sealed Cartoon/Box by the Firm with the rate quotation on same date.


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No – MMC/ 1211/1(14)

Date- 30/04/2025

Copy forwarded for information and necessary action please to.-

1. The CA to the Hon`ble Savadhipathy , Zelaparisad , Paschim Medinipur,
2. The CA to the Hon`ble District Magistrate, Paschim Medinipur,
3. All The members of the Purchase Committee , MMC , Paschim Medinipur,
4. The Sub –Divisional Officer , Midnapore Sadar , Paschim Medinipur
5. The Executive Officer , Midnapore Sader Panchayet Samity, Paschim Medinipur
6. The Chairman/Administrator , Midnapore Municipality , Paschim Medinipur
7. The CMOH , Paschim Medinipur, Paschim Medinipur
8. The M.S.V.P., MMCH, Paschim Medinipur,
9. IT Cell , Dept of H&FW, Swasthya Bhavan , - for favour of posting this in the departmental website,
10. The Accounts Officer, MMC, Paschim Medinipur
11. The Store Officer, MMC, Paschim Medinipur,
12. The Head Clerk, MMC, Paschim Medinipur,
13. The Store keeper ,MMC, Paschim Medinipur
14. Notice board , MMC, Paschim Medinipur,

[Handwritten Signature]
Principal

Midnapore Medical College
Paschim Medinipur

Proforma for Rate Quotation:

Sl.No.	Name of the item	Qty.	Make	Rate (Rs.) Inclusive GST and All other Charges	Remarks
1.	Copier Paper A4 (75 GSM)	Each Pcs			