



**Government of West Bengal**  
**Office of the Chief Medical Officer of Health, Cooch Behar**  
**District Health & Family Welfare Samiti, Cooch Behar**  
Tel: 228874 (03582), Fax: 228966(03582), e-mail: cmoh\_cbr@wbhealth.gov.in

Memo no. 862

Dated: 10-02-2021

**Notice Inviting Quotation: CMOH/Civil/Quotation/2020-21/06**

Quotation is hereby invited on extremely urgent basis by the Chief Medical Officer of Health, Cooch Behar from reputed and experienced firm or agencies for the following work at CMOH office, Cooch Behar.

**Name of Work:** Supply and installation of one laptop and one Printer at CMOH office, Cooch Behar  
**Specification:** As per "Annexure 'A'"  
**Completion Period:** 7 days from the issuing date of work order

The agency should thoroughly inspect the site and submit the quotation as per specification. The rates shall be inclusive of all charges i.e. labour, hire of tools, carriage, all kind of taxes, etc. The intending bidders are requested to collect the specification (BOQ) from official website <http://coochbehar.nic.in> or from the office of the undersigned during the office hours up to 3.00 p.m. of 12.02.2021. The last date of submission of quotation is up to 4.00 pm of 12.02.2021 and the same will be opened on 5.00 p.m. on the same day at the chamber of the undersigned.

**Eligibility criteria for participation in quotation:**

The applications must be accompanied with the following documents.

- a) Trade License valid for the FY 2020-21.
- b) PAN along with up to date Income Tax Return / Professional Tax Registration Certificate along with up to date Challan / GST Registration along with up to date return / Photo ID Proof for self identification to be accompanied with Technical Bid documents, which is to be submitted in separate sealed envelope superscripted with "Technical Bid"
- c) Registration Certificate under Companies Act and Article of Association & Memorandum (if any).
- d) Registered Notary Deed to be submitted by the Partnership Firms.
- e) A Registered Engineers or Labour Co-Operative Societies Ltd. is required to furnish valid Bye Law and Renewal Certificate duly certified by ARCS.
- f) Power of Attorney to be submitted by the Engineers or Labour Co-Operative Societies, Partnership Firms and Private Limited Companies.
- g) Joint Ventures will not be allowed.

**Financial proposal:**

The financial proposal to be submitted in a separate sealed envelope superscripted with "Financial Bid" mentioning the offered rate as amount in the prescribed format of specification as per "Annexure- A"

**General guidance to the bidders:**

The bidding will be executed in two bid system. The agency should ensure that the Part-I: 'Technical Bid' completed in all respects and containing the required enclosures is sealed in a separate cover and Part-II: 'Financial Bid' is also sealed in a separate cover and the both envelopes are kept and sealed in a suitable size cover which is addressed to the 'Chief Medical Officer of Health, Cooch Behar' superscripted in block letters with 'Name of the work' and 'Quotation No.' The Technical bid and Price bid should also be separately superscripted. The tender shall be deposited in the

tender box provided in the Accounts section at the office of the Chief Medical Officer of Health, Cooch Behar at Lal Bag, Debi Bari Road, PIN-736101 by the due date and time.

**Refund of Earnest Money:**

For the unsuccessful bidders as soon as after issuance of work order and for the successful bidder as soon as after completion of the work.

  
 CMOH & Secretary of DH&FWS  
 Cooch Behar 

Dated: 10-02-2021

Memo no: .....

Copy forwarded for information & with the request to hanging the same in the Notice Board:-

1. The District Informatics Officer at office of the District Magistrate, Cooch Behar with request to publish this notice in the official website <http://www.coochbehar.nic.in>
2. The Dy. CMOH-I, CMOH Office, Cooch Behar.
3. The Account Officer, CMOH Office, Cooch Behar.
4. Notice Board of CMOH Office, Cooch Behar.

Chief Medical Officer of Health  
Cooch Behar

Annexure-A					
SI No.	Description of item	Unit	Quantity	Rate (Rs.)	Amount (Rs)
1.	<b>Laptop:</b> 10th Generation Intel® Core™ i5-10210U Processor ; Windows 10 Home Single Language English; 8GB, 8Gx1, DDR4, 2666MHz, RAM; 15.6" FHD LED Screen; 1TB 5400 rpm 2.5" SATA Hard Drive (Storage); integral Bluetooth and wifi; Microsoft office 2019; Mouse and Backpack.	Each	1		
2.	<b>Printer:</b> Black and white print with ink Tonner 88A; Automatic duplex printing ; Wifi connectivity; Auto feeder scanner' 600 MHz processor with 256MB RAM; 7.6 cm color touch screen, Auto-on/Auto-off technology	Each	1		
TOTAL =					
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">Date: _____</div> <div style="width: 60%; text-align: right;">                     (Signature of bidder) (With Seal)                 </div> </div>					