



**Government of West Bengal**  
**Office of the Superintendent, Mathabhanga S.D Hospital**  
**P.O. Mathabhanga, Dist. Cooch Behar (W.B.), PIN- 736146**  
**Phone No: 03583-255261 Email- Id: mtbsdh@yahoo.in**

No. /MTB/SDH/2021

Date:-10/05/21

**TENDER NOTICE FOR SUPPLY OF DIFFERENT STATIONERY ARTICLES**

Sealed Tenders are hereby invited by the undersigned from intending reputed Agency/Firm/Organization/Self organization/Individual/Owner/Supplier for supply of different stationary articles from 01.06.2021 up to 31.03.2022 for Mathabhanga S.D. Hospital, Cooch Behar.

1	Availability of the Tender Document	The Tender form along with terms & condition may be obtained from 10.05.2021 to 23.05.2021 during office hours( Except Sunday and Holiday) from the Office Establishment of the Superintendent, Mathabhanga S. D. Hospital, Cooch Behar
2	Last Date of Submission of Tender Documents [ To be dropped in TENDER BOX kept at the Office Chamber of Superintendent, Mathabhanga S. D. Hospital, Cooch Behar]	25.05.2021 up to 2:00 pm (Except Sunday & Holiday)
3	Earnest Money	Earnest money of Rs.10,000/-(Rupees Ten Thousand)to be deposited in form Demand Draft from any Nationalized Bank in favour of Superintendent, Mathabhanga S. D. Hospital, Cooch Behar and to be attached along with tender document separately which will be refunded to the unsuccessful bidder(s) soon after the completion of the tender process. Without Earnest Money Deposit, tender document shall be deemed unfit and cancelled without assign reason thereof. The Earnest Money will be kept in custody of the authority as Security Deposit for the Successful bidder(s) and will be released throughout the tender.
4	Valid paper to be submitted(Self Attested Photocopy) with Tender Documents	1. Valid updated Trade License/Enlistment Certificate 2. PAN card 3. IT Return for last 3 years 4. GST Registration Certificate with last return 5. Cancelled Cheque / 1 <sup>st</sup> page of Bank Pass Book
5	Opening date of Tender	27.05.2021 at 1 pm at the Chamber of Superintendent, Mathabhanga S. D. Hospital, Cooch Behar. Authorized person on behalf of bidders may present at the time of opening of Tender.

Bidders are requested to submit the tender paper in sealed envelop superscribing 'TENDER FOR SUPPLY OF DIFFERENT STATIONERY ARTICLES FOR THE FY 2021-22'. The conditional Bid shall not be considered and will be rejected in very first instance. Rate should be clearly mentioned in figure and word inclusive of all taxes, delivery and other charges. No overwriting or erasing is permitted in the Bid Form.

Successful bidder(s) if accepted will have to be made an agreement with the undersigned in non-judicial stamp paper worth of Rs. 100/- (Rupees One Hundred) before receiving work/supply order. In case of failure to run the contract or breach of the terms and condition of the Agreement, Security Deposit will be forfeited.

**The undersigned reserves the right to accept any of the quoted rate(s). Besides the undersigned reserves the right to accept/cancel any/ all tender (s) without assigning any reason thereof.**

Sd-  
Superintendent  
Mathabhanga S.D Hospital  
Cooch Behar

Date:-10/05/2021

Memo No. 753 /MTB/SDH/2021

Copy forwarded for information and necessary action to:-

1. The District Magistrate, Cooch Behar
2. The Chief Medical Officer of Health, Cooch Behar
3. The Sub-Divisional Officer, Mathabhanga
4. The Asstt. Chief Medical Officer of Health, Mathabhanga
5. The Chairperson, The Board of Administrator, Mathabhanga Municipality
6. The DIO, NIC, Cooch Behar with a request to upload this Tender Notice to the website
7. The Asstt. Superintendent, (NM) of this hospital
8. The NS/DNS of this hospital
9. All Member of Tender Committee of this hospital
10. Notice Board of this Office
11. Account section of this office Office copy

Sd-  
Superintendent  
Mathabhanga S.D Hospital  
Cooch Behar