



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE SUPERINTENDENT, SILIGURI DISTRICT HOSPITAL  
SILIGURI, DARJEELING  
Email:dh.slg2018@gmail.com

Memo No: /SLGDH/2025

Date: 16.04.25

QUOTATION NOTICE

A sealed quotation is invited by the Superintendent, Siliguri District Hospital, Siliguri - 1, Darjeeling, for the procurement of below-mentioned items for all wards/units urgently in Siliguri District Hospital from reputed and interested firms, in the following format-

Sl. No.	Name of Items	Rate (Rs)
1	Medicine Slip (17.5 cm X 11 cm) (OPD, IPD, Emergency) Pad Type Book of 200 Pages	

Terms & Conditions: -

1. The quotation is to be submitted in the drop box, which will be kept at the office chamber of the undersigned from 1 p.m. to 4.00 PM on all working days from 17.04.25. Quotations by post will not be allowed.
2. The last date of submission of quotation =... 25.04.25 .up to 2 p.m.
3. Date and time of opening of quotation =... 26.04.25 .at.2 p.m... in the office of the undersigned. The
  - a. Bidders or their representatives may remain present on the scheduled date, time, and venue.
4. The bid should be submitted in a sealed envelope. It must have two parts: A) Technical bid. B) Financial bid.
5. The interested party /bidder/Firm will submit the quotation in their official pad along with all essential enclosures listed below -
  - i) Xerox copy of PAN Card, ii) Valid Trade license iii) GST Registration certificate iv) P.Tax.
6. The quotation will be valued for 1 year.
7. The rates should be including GST.
8. SUPPLY must be initiated within five days after the work order is issued.
9. **Handover & Defects:** Terms that allow the contractor to rectify defects appearing within a 6— or 12-month period after completion and limit the contractor's overall liability.
10. The undersigned reserves the right to accept or cancel the Quotation at any time without showing any
  - a. reason.

  
Superintendent  
Siliguri District Hospital,  
Dist. Darjeeling

Memo No: 739/1(6)/SLGDH/2025  
Copy forwarded for information and wide circulation to -

Date: 16.04.25

1. The District Magistrate, Darjeeling District,
2. The CMOH, Darjeeling District,
3. The S.D.O., Siliguri Sub-Division,
4. The Post Master, Siliguri Head Post Office,
5. The Deputy CMOH-I, Darjeeling District
6. The Accountant, Slgdh,

Superintendent  
Siliguri District Hospital,  
Dist. Darjeeling