



GOVERNMENT OF WEST BENGAL

HEALTH & FAMILY WELFARE

OFFICE OF THE SUPERINTENDENT, SILIGURI DISTRICT HOSPITAL

SILIGURI, DARJEELING, Email: dh.slg2018@gmail.com

Memo No. 3040

Dated: 20.7.26

QUOTATION

Scaled quotation are invited from the reputed Company /Direct importers/ authorised distributor firms for supply of the following items as mentioned below for use of different departments(s) under Siliguri District Hospital, Darjeeling.

The intending parties may submit their quotations in sealed cover super scribed "QUOTATION FOR CONSUMABLE ITEMS FOR SILIGURI DISTRICT HOSPITAL" and should reach the office of the undersigned by 01/08/2026 at 11:00 Hrs. The same will be opened on 01/08/2026 13:00 Hrs in presence of interested bidder, if any. The bidders will submit the quotation in their own official pad along with the following essential documents.

1. Valid Trade/Drug License.
2. PAN card of the Bidder /Bidder company
3. Manufacturing License (in case of manufacturer)
4. GST Registration certificate.
5. IT Return of Last Year i.e. for the year 2024-25.
6. Export import License with IEC Code (for Importer)
7. Test Certificate in the category of BIS/IS/FDA/US FDA or European CE with registration number of the products or products.
8. Brochure of the product or products.

****The quotation is to be submitted at the office of the undersigned on all working days before 01/08/2026 at 11:00 Hrs.

TERMS & GENERAL CONDITIONS BEFORE SUBMITTING BID (Read Carefully before submitting the bid) :

Terms & Conditions

1. Physical verification of samples and/or demonstration may be conducted by an Expert Committee constituted by Siliguri District Hospital to assess the suitability, quality, and conformity of the offered items with the required specifications. The decision of the Expert Committee shall be final.
2. Items not conforming to the prescribed specifications, standards, or intended use shall be rejected.
3. No Earnest Money Deposit (EMD) is required unless otherwise specified.
4. Rates shall be quoted in figures and words, excluding GST, which shall be shown separately.
5. The quotation is liable to be accepted on item-wise L-1 basis, subject to fulfilment of all technical specifications and terms & conditions.
6. The Superintendent, Siliguri District Hospital reserves the right to accept or reject any or all quotations, wholly or partly, without assigning any reason.
7. Conditional, incomplete, unsigned, or late quotations shall be rejected.
8. The authority reserves the right to verify the credentials and quality of the offered products before finalization.
9. Rates quoted shall remain firm during the validity period of the quotation.
10. No advance payment shall be made. Payment will be released after satisfactory supply and acceptance of the materials against submission of bills in duplicate.
11. The authority reserves the right to cancel the quotation process or invite a fresh quotation at any stage without assigning any reason.
12. Any dispute shall be subject to the jurisdiction of the competent Court at Siliguri.

Sl.	Item	Specification	Quantity
1	Mosquito Repellant Machine	Standard quality	200 Pcs.
2	Computer Plain Copier Paper	A4 Size, 65 GSM (21.0 x 29.7 cm)	200 Pkt.
3	Round Mop	Plain	200 Pcs.
4	Flat Floor Mop	Standard quality	200 Pcs.
5	Ball Pen (Use & Throw)	Blue-600, Black-100, Red-300	1000 Pcs.
6	General Emergency Form	Printing Pad Type, 100 Pages	200 Pads
7	Printer Ink	Epson 005/005S	100 Pcs.
8	Tissue Paper Roll	Toilet	200 Rolls

9	Binding Register	300 Pages (Printing & Binding)	200 Books
10	Computer Plain Copier Paper	A4 Size, 75 GSM (21.0 × 29.7 cm)	200 Pkt.
11	Cover File	4-Fold A4 Size with Printing	1000 Pcs.

25.7.26
Superintendent

Siliguri District Hospital

Memo No. 3040/1(8)

Copy forwarded for information to :

1. The District Magistrate, Darjeeling.
2. The Sub-Divisional Officer, Siliguri.
3. The Chief Medical Officer of Health, Darjeeling.
4. The Principal, North Bengal Medical College & Hospital, Sushrutanagar.
5. The Pharmacist, Stationery & Printing Store, Siliguri District Hospital.
6. The Store Keeper (Medicine/Equipment), Siliguri District Hospital.
7. The Notice Board, Siliguri District Hospital.
8. Office Copy.

Dated: 25.7.26

25.7.26
Superintendent

Siliguri District Hospital