

**WEST BENGAL MEDICAL SERVICES CORPORATION LTD.**  
**(Wholly Owned by the Government of West Bengal)**

CIN: U85110WB2008SGC126373 2008 – 09

Regd. Off. : Swasthya Sathi Building, Swasthya Bhawan Complex, GN-29, Sector-V, Salt Lake, Kolkata-700 091  
Ph: 033-40340300; Fax: 033-23576504, website: www.wbmisc.gov.in; E-mail: procurement@wbmsc.gov.in

Memo No: WBMSCL/NIQ - 45/2015

Date: 16/12/2015

**INVITING QUOTATION FOR SUPPLY OF COMPUTER ACCESSORIES**

West Bengal Medical Service Corporation Limited is inviting sealed quotation from reputed/experienced vendors for supply of computer accessories.

Brief description of work	Earnest money deposit (EMD) (Rs.) [Refundable]	Last date and time of Quotation submission	Date & time of opening of Quotation (Qualifying & Financial Bid)
Supply of Computer Accessories	3000.00	23.12.2015 up to 4:00 PM	23.12.2015 after 5:00 PM
Bid opening venue	West Bengal Medical Services Corporation Limited, Swasthya Sathi, GN-29, Sector-V, Salt Lake, Kolkata-700091		

Prospective bidders are requested to submit the bid in a sealed cover addressed to the Managing Director, West Bengal Medical Services Corporation Limited, Swasthya Sathi Building, Swasthya Bhawan Complex, GN-29, Sector-V, Salt Lake, Kolkata- 700091 within the stipulated date & time.

Details of items to be procured is noted in the table below:

Sl. No.	Name of the Items	Size/Type	Brand, if any	Quantity required
1	Printer Cartridge	36 A (Black)	HP	2
2	Printer Cartridge	703 (Black)	HP	10
3	Printer Cartridge	703 (Colour)	HP	5
4	Printer Cartridge	46 (Black)	HP	12
5	Printer Cartridge	46 (Colour)	HP	6
6	Printer Cartridge	55A	HP	2
7	Printer Cartridge	78A	HP	2
8	Printer Cartridge	920 (Black)	HP	4

9	Printer Cartridge	920 (Tri Colour)	HP	2
10	Printer Cartridge	12A (Black)	HP	5
11	Printer Cartridge	TN2260	Brother	4
12	CD-R	700 MB	Moser bear	100
13	DVD-R	4.7 GB	Moser bear	100
14	High Speed Pen Drive	16 GB, S25 USB 3.0	Lexar	20

**Note:** Supply will be at Head Quarter (HQ) of West Bengal Medical Services Corporation in a staggered manner quarterly over a period of 1 (one) year from the date of issue of award of work which may be extended for another six months, if required.

Bidders are instructed to submit their bid consisting of two sealed envelopes called "Qualifying Bid" & "Financial Bid".

The Qualifying Bid shall comprise the following:

- a) PAN NUMBER
- b) VAT registration certificate
- c) IT return of last 1 (one) year (2014-2015)
- d) Bank draft of Rs. 3000.00 only in favour of "**West Bengal Medical Services Corporation Limited**", Payable at Kolkata towards the Bid security.
- e) Quotation must be submitted alongwith all the relevant documents.

The Financial Bid shall comprise the following:

Rate must be given in the format provided for the items enclosed under **Annexure 'A'**. Rate per unit as mentioned in the format must be inclusive of all taxes. Quoted price in any other format will be treated as cancelled.

**Validity of Quotation:**

Quotation shall remain valid for a period of ninety (90) days after the bid submission deadline prescribed by WBMSCL. In exceptional circumstances, prior to expiration of the bid validity period, WBMSCL may request bidders to extend the period of validity of their bids. The requests and responses shall be made in writing. In such case the bid security shall also be extended for a corresponding period. A bidder may refuse the request without forfeiting its bid security. A bidder granting the request shall not be required or permitted to modify the bid.

**Period of validity of the bid price:**

The bid price shall remain valid for a period of **one year** from the date of signing of the contract which may be extended for another six months, if required.

**Submission, sealing and marking of bids:**

Bidders will submit the Qualifying Bid and Financial Bid in a sealed individual envelope and enclose both the Bids in a sealed envelope, which shall:

- a) bear the name and address of the Bidder as well as the Bid reference number.
- b) be addressed to  
Managing Director,  
West Bengal Medical Services Corporation Limited, Swasthya Sathi Building, Swasthya Bhawan Complex, GN-29, Sector-V, Salt Lake, Kolkata-700091
- c) The envelopes containing Qualifying and Financial bids should also be similarly marked clearly stating: "Qualifying Bid/Financial Bid" as well as Bid reference number.
- d) If the envelope/s is not sealed and marked as required, WBMSCL will assume no responsibility for the misplacement or premature opening of the bid.

**Deadline for submission of Bids**

- a) Bids must be submitted by the bidder at WBMSCL, Swasthya Sathi Building, Swasthya Bhawan Complex, GN-29, Sector-V, Salt Lake, Kolkata-700091 latest by 4:00 PM on 23.12.2015.
- b) WBMSCL may, at its discretion, extend the deadline for the submission of bids by amending the bidding documents, if felt necessary.
- c) WBMSCL shall not consider any bid that arrives after the deadline for submission of bids, or that which has not been received at the stated address within the deadline of submission for bid. Any bid received by WBMSCL after the deadline for submission of bids shall be declared as rejected.

**Bid opening**

- a) WBMSCL or its duly authorized representative or committee will open quotation in the presence of intending bidders who may be present at the time of Bid opening. The Technical qualification and responsiveness of the bid will be checked first.
- b) A bid will be considered as non responsive and will be rejected/cancelled under the following conditions:
  - Does not have any of the documents as mentioned in Qualifying/Financial Bid envelope.
  - Does not have the required technical eligibility as per documents submitted by the bidder.
  - If the bidder submits conditional bid.
  - If the bidder submits incomplete bid price as per price format.
  - If the bidder does not accept important contract conditions.

- c) Financial Bid will be opened only in case of those bidders who have submitted substantially responsive bid and who have qualified as per qualifying criteria set for the bid. On opening of the Financial Bid, the committee will enter the amounts of the quotation in a Comparative Statement form.

### **Terms and Conditions**

1. Quotation must be inclusive of all charges i.e. CST/VAT/Excise Duty, Delivery etc.
2. The price to be quoted in Indian Rupee only.
3. No interest will be payable against earnest money or security deposit.
4. Each bidder shall submit only one quotation.
5. WBMSCL will evaluate and compare the quotation determined to be substantially responsive i.e. which (a) properly signed, (b) Conform to the terms and conditions, and specifications.
6. WBMSCL reserves the right to accept or reject any quotation and to cancel the bidding process and reject all tenders, and does not bind to accept the lowest rate.
7. The bidder whose bid is accepted will be notified of the award of contract.
8. The quantities of goods may be increased or decreased.
9. Payment shall be made within 30 days after the delivery of goods, against submission of bills.

Sd/-  
**Managing Director**

**Memo No: WBMSCL/NIQ - 45/2015**

**Date: 16/12/2015**

Copy forwarded for information and necessary action to:

1. Manager (Accounts), WBMSCL
2. Manager (IT), WBMSCL with the request to upload the notice in the website of the WBMSCL.
3. IT cell of the Department of H & FW with the request to upload the notice in the website of the Department of H & FW.
4. Office copy.

Sd/-  
**Managing Director**

Quotation for procurement of Computer Accessories

Vide memo no. - WBMSCL/NIQ - 45/2015

Date: 16/12/2015

Bidder: .....

Quoting Rate

Sl. No.	Name of the Items	Size/Type	Brand, if any	Quantity required	Rate per unit (INR)	Total
1	Printer Cartridge	36 A (Black)	HP	2		
2	Printer Cartridge	703 (Black)	HP	10		
3	Printer Cartridge	703 (Colour)	HP	5		
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12	CD-R	700 MB	Moser bear	100		
13	DVD-R	4.7 GB	Moser bear	100		
14	High Speed Pen Drive	16 GB, S25 USB 3.0	Lexar	20		
<b>Total</b>						

Date: .....

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**Signature of bidder**

**Name (in Block Letter):**

**Designation:**

**Mobile No.:**

**Official Seal**