



Government of West Bengal

Office of the Principal,
College of Medicine & Sagore Dutta Hospital
578, B T Road, Kamarhati, Kolkata – 700 058.
Fax No: 033-25239057, Email: principal.sdmch@gmail.com

Memo No- COMSDH/LIB/

Dated- / /2013

QUOTATION/ TENDER NOTICE

Principal, College of Medicine & Sagore Dutta Hospital invites sealed Quotations from the authorized Book sellers/ Agents for purchase of Books for The College of Medicine & Sagore Dutta Hospital Central Library for the year 2013-14 as per list available on the website.

The Quotation must be in sealed cover along with a soft copy with superscription on the top cover "Quotation for Library books for the College of Medicine & Sagore Dutta Hospital ~~2012-2013~~". 2013-2014."

Edition & Year of publication of books must be current & it must be mentioned in the quotation submitted.

The last date of submission of Quotation is 09.11.2013, 02:00 PM, at the office of the Principal, College of Medicine & Sagore Dutta Hospital. Quotations will be opened on 11.11.2013 at 12:00 noon.

The quotation may be sent by post & it must reach the office within the time mentioned by the office of the undersigned.

The Quotation must accompany the following papers:--

1. Attested copy of valid book seller/agent/publisher etc.
2. Attested copy of valid Income Tax return (Current)
3. Attested copy of valid PAN card.
4. Attested copy of valid Professional Tax Challan (Current)
5. Attested copy of valid Trade License certificate (Current)

TERMS & CONDITIONS:--

1. The quotations, in sealed covers, addressed to "The Principal, College of Medicine & Sagore Dutta Hospital, 578 B.T. Road, Kolkata 700058" and superscribed "BOOKS" should reach office of the undersigned by, 09.11.2013, 02:00 PM.
2. Quotations should be made for separate heading for different disciplines.
3. Discounted rates in case of bulk purchase should be unambiguously mentioned indicating the no. of copies for which the discounted rates would be applicable.
4. Minimum 15% discount must be given for the books supplied.
5. Rate of discount & G.O.C. conversion rate with the net INR must be mentioned in the tender submitted.
6. Books should be supplied within 21(twenty one) days from the placement of orders, failing which orders are liable to be cancelled and will be given to the next lowest bidder.
7. The validity period of the quotation price should be mentioned.
8. The supplier must be bound to replace books within a specified period, in case of books torn, defective or mutilated condition even after the delivery of books at their own cost.
9. The books are to be supplied at the Library of College of Medicine & Sagore Dutta Hospital.
10. The Quotations should include ISBN and specific edition no.
11. Latest edition of books already published as on the date of supply, are to be provided, irrespective of the edition mentioned in the booklist.
12. The payment will be made by Account payee cheque.
13. Supplier must supply four copies of challans & bills with the books supplied.
14. The undersigned reserves the right to accept or reject any tender without assigning any reason.
15. Punitive action will be taken against those who will fail to supply at least 75% of the ordered books.
16. Those, who did not supply any books of the order placed last time, need not place any quotation.

Sd/-

Principal

College of Medicine & Sagore Dutta Hospital
578, B.T.Road, P.O. KAMARHATI, Kolkata- 700058

Memo No-COMSDH/LIB/

1322/1(6)

Dated-09/10/2013

Copy forwarded for information to:--

1. The DME & EO Secretary, Dept. of Health & Family Welfare, Govt. of WB
2. Treasury Officer, Barrackpore, Treasury 1
3. Accounts Officer, COMSDH, Kolkata
4. Librarian-in-charge, COMSDH, Kolkata
5. Notice Board, COMSDH, Kolkata
6. Guard file, COMSDH, Kolkata

Sd/-

Principal

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