

Govt. of West Bengal
Office of the Principal
North Bengal Medical College
Sushrutanagar, Darjeeling-734012

Memo No.NBMC / *Med/B-4/2565*

Dated. *23/08/25*

Quotation

Sealed Quotation are invited from the reputed company / Firm for the Repair of the Locks of the 16 book shelf for use of Central Library under the North Bengal Medical College, Sushrutanagar, Dist. Darjeeling.

Terms & Conditions:

1. All Quotations should be submitted in the Quotation box which will be kept at the chamber of the undersigned authority, NBMC **with-in 12.30 pm** on or before last date of submission i.e. 02/ 09/ 2025
2. The rates will have to quote both in words and figures including all taxes and delivery charges.
3. The undersigned has **every** right to reject or cancel any part of the quotation without assigning any reason.
4. The lowest rates will not be obligatory to accept.
5. The quotation is to be submitted in a sealed cover marked with the quotation no & date.
6. Repairing works of the articles to be completed within 1 days from the receipt of the order for uninterrupted Patient care service with work done certification from respective wards/depts./ units and copy of the same to be deposited in the Assistant Superintendent Office, otherwise the existing agency may be penalized as per decision taken by the authority.
7. The Quotation period will be valid for one year from the date of Acceptance Letter, contract period may be extended up-to 6 (Six) months with the prior approval of the MSVP, NBMC&H.
8. The Total Invoice value will not exceed Rs 100000/- (Rupees One lakh Only).
9. Contractor shall maintain an active telephone where he/she may contact for round the clock (24 hours) from Sunday to Saturday. It is contractor's responsibility to respond to calls within twenty four (24) hours from the time the call was made or as and when required on the basis of urgency for uninterrupted patient care service.
10. **The bidder will submit the quotation in their own official pad (Original) along with the following essential documents (Updated):**

Valid Trade License/ Enlistment, P. Tax, Pan Card of the bidder / Company,
GST Registration Certificate, Experience Certificate in related items.

SL.NO	Name of the work	Unit	Rate for work (Excluding GST)(Rs.)
	i) Replace of Lock & Key of book shelf	Each	
		Each	

Principal
N.B.M.C, Sushrutanagar, Darjeeling.

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Copy forwarded for information to:

1. **The District Magistrate**, Darjeeling with the request to display on Notice Board for wide circulation.
2. **The MSVP**, NBMC&H.
3. **The S.D.O.**, Siliguri, with the request to display on Notice Board for wide circulation.
4. **The B.D.O. Matigara**, Siliguri,
5. **The A.E.O., SILIGURI MAHAKUMA PARISAD**, Siliguri.
6. **The Accounts Officer**, NBMC, Sushrutanagar, Darjeeling.
7. **The Dy. Superintendent**, NBMC&H, Sushrutanagar, Darjeeling.
8. **The Assistant Superintendent (NM)**, NBMC&H, Darjeeling.
9. **The Head Clerk-Cum-Accountant/ The Head Clerk** NBMC&H, Sushrutanagar, Darjeeling
10. **Notice Board**, NBMC&H, Sushrutanagar, Darjeeling.
11. **Office Copy**.

Principal

N.B.M C , Sushrutanagar, Darjeeling.