



Government of West Bengal  
Office of the Principal  
North Bengal Dental College & Hospital  
Sushrutanagar, Dist.- Darjeeling, Pin- 734012

Tel: 0353-2585300

email: [principalnbdch2012@gmail.com](mailto:principalnbdch2012@gmail.com) , [aonbdch@gmail.com](mailto:aonbdch@gmail.com)

website: [www.nbdch.ac.in](http://www.nbdch.ac.in)



Memo No. 349/NBDC&H

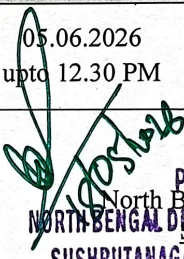
Date. 18.05.2026

**Notice inviting e-Tender for the "Supply of Stationery & Contingency items" at  
North Bengal Dental College & Hospital, Sushrutanagar, Darjeeling, West Bengal.**

Principal, North Bengal Dental College & Hospital, Sushrutanagar, Darjeeling invites bids through e-Tender in two bid system (Technical & Financial) on behalf of the Department of Health & F.W, Govt. of West Bengal for obtaining the rate as per annexed list of Stationery & Contingency only from bonafide and resourceful Contractors/ Suppliers. Bid Document can be downloaded from [www.wbtenders.gov.in](http://www.wbtenders.gov.in) , [www.wbhealth.gov.in](http://www.wbhealth.gov.in) & [www.nbdch.ac.in](http://www.nbdch.ac.in) . Necessary earnest money is to be submitted for participation in the tender through the process as may be followed as per memorandum of the finance department audit branch bearing memo no – 3975-FY, dated 28-07-2016 (GRIPS): -

Name of Work	Tender Value	Earnest Money (EMD)	Validity of the Tender
Supply of Stationery & Contingency Items	Below Rs. 10,00,000/- (Rupees Ten lakhs Only)	Rs. 20,000/- (Rupees Twenty Thousand only)	01 (one) year

Bid Uploading	Last date of submission	Technical Bid Opening	Financial Bid Opening
18.05.2026 05.00 PM onwards	03.06.2026 upto 12.00 hours as per server clock	05.06.2026 upto 12.30 PM	To be declared later

  
Principal  
North Bengal Dental College & Hospital,  
Sushrutanagar, Darjeeling.  
SUSHRUTANAGAR, DARJEELING-734012  
Date. 18.05.2026

Memo No. 349/1(18)/NBDC&H

**Copy forwarded for information to:-**

- 1) The DME, West Bengal, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kolkata-700091.
- 2) The DHS, West Bengal, Swasthya Bhawan, GN-29, Sector-V, Salt Lake, Kolkata-700091.
- 3) The District Magistrate, Darjeeling (with the request to display on notice board for wide circulation).
- 4) The S.D.O., Siliguri, (with the request to display on notice board for wide circulation).
- 5) The A.E.O., SMP, Siliguri (with the request to display on notice board for wide circulation).
- 6) The C.M.O.H., Darjeeling.
- 7) The BDO, Matigara, Siliguri for display in Notice Board.
- 8) The Post Master, Sushrutanagar for display in Notice Board.
- 9) The Superintendent, North Bengal Dental College & Hospital, Sushrutanagar, Darjeeling
- 10) The Treasury Officer, Siliguri, Siliguri-I Treasury.
- 11) The Accounts Officer, North Bengal Dental College & Hospital, Sushrutanagar, Darjeeling.
- 12) The Asstt. Supdt. (NM), North Bengal Dental College & Hospital, Sushrutanagar, Darjeeling
- 13) The In-charge, I.T Cell, Swasthya Bhawan, Kolkata with a request to publish on the departmental website.
- 14) The Nodal Officer, Official Website, NBDC&H for web posting.
- 15) The Head Clerk, North Bengal Dental College & Hospital, Sushrutanagar, Darjeeling.
- 16) Store, North Bengal Dental College & Hospital, Sushrutanagar, Darjeeling.
- 17) Notice Board, North Bengal Dental College & Hospital, Sushrutanagar, Darjeeling.
- 18) Office Copy.

  
Principal  
North Bengal Dental College & Hospital,  
Sushrutanagar, Darjeeling.  
SUSHRUTANAGAR, DARJEELING-734012



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## SECTION- 1



### List of Important Dates

1.	Name of work	Supply of Stationery & Contingency Items
2.	Tenure of the Supply	Supply should be made within 03 (three) days from the issuance of supply order time to time.
3.	Contact Details	0353-2585300 9434462195 e-mail: <a href="mailto:principalnbdch2012@gmail.com">principalnbdch2012@gmail.com</a>
4.	Date of Publishing e-NIT & other documents online	18/05/2026
5.	Online documents download start date	18/05/2026 Bid Document can be downloaded from <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a> <a href="http://www.wbhealth.gov.in">www.wbhealth.gov.in</a> & <a href="http://www.nbdch.ac.in">www.nbdch.ac.in</a>
6.	Time and Date of Pre-Bid Meeting/Enquiry	20/05/2026 at the Office of the Principal, at 02.00 PM
7.	Online Bid Submission start date& time	20/05/2026 at 05.00 pm onwards
8.	Online Bid submission closing date & time	03/06/2026 at 12-00 hours (as per server clock)
9.	Online opening date & time of Technical Bid	05/06/2026 (12.30 PM).
10.	Online opening date, time and place of opening Financial Bids	To be declared later
11.	Validity of the Bid	120 (one hundred twenty) days from the last date of bid submission

## NOTICE INVITING E-TENDER

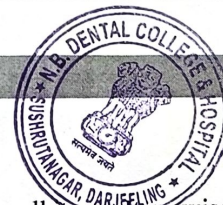


E-tenders are invited on behalf of department of Health & Family welfare, Govt. of West Bengal for the following work: -

1.	Name of work	<b>Supply of Stationery &amp; Contingency Items</b>
2.	Location to supply	Central Store, North Bengal Dental College & Hospital Sushrutanagar, Dist.- Darjeeling, Pin- 734012
3.	Time of Completion of work order	Supply should be made within 03 (three) days from the issuance of supply order time to time.
4.	Approx. Tender/Tender Value	Rs. 10,00,000/- inclusive of GST & other Taxes, installation fees, if any
5.	Earnest Money	Rs. 20,000.00 (2% of tender value). Earnest money may be submitted either by Net Banking (any listed bank) through ICICI Bank Payment Gateway or through RTGS/NEFT in favour of the <b>Accounts Officer, North Bengal Dental College &amp; Hospital (e-treasury)</b> . Exemption is allowed (proof of exemption to be uploaded). The scanned copy of the earnest money details must be uploaded at the time of submission of bid through e- tender. <b>Corresponding bid stands cancelled if the EMD is not provided except exemption cases.</b>
6.	Availability of Bid Documents	Bid documents will be available w.e.f. 18/05/2026 from the e-procurement portal <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a> , <a href="http://www.wbhealth.gov.in">www.wbhealth.gov.in</a> & <a href="http://www.nbdch.ac.in">www.nbdch.ac.in</a>
7.	Site Visit	Bidders are advised to visit site & read carefully all the information before submission of bid.
8.	Pre-Bid Meeting / Enquiry:	20/05/2026 at the Office of the Principal, at 02-00 pm.
9.	Online Bid Submission start date & time	20/05/2026 (05.00 P.M onwards)
10.	Online Bid submission closing date & time	03/06/2026 at 12.00 hrs (As per server clock)
11.	Procedure for submission of bid	Bidders are requested to submit their tenders through e-procurement portal <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a> . If required, the bidders may be requested to submit the hard/ original copy of the technical bid at the time of verification of the documents. Tender document also be available from <a href="http://www.wbhealth.gov.in">www.wbhealth.gov.in</a> & <a href="http://www.nbdch.ac.in">www.nbdch.ac.in</a>
12.	Date, time and venue of opening of Technical Bid	05/06/2026 (12.30 PM onwards) at the office of the Principal.
13.	Online opening date, time and place of opening Financial Bids	Date and time of opening of Financial Bids will be intimated later to the technically qualified bidder(s).
14.	Validity of the bid	120 (one hundred twenty) days from the date of submission of e-tender.
15.	Taxation	Taxes on any items and/or finished work like works, contract tax, etc. in respect of this contract whether in vogue or may be imposed in future shall be payable by the contractor (supplier) and this office will not entertain any claim whatsoever in this respect. However any benefit due to reduction of taxes etc. shall be passed on to this Office.

**NOTE: Other details can be seen in the bidding document. This office reserves to itself the right to reject any or all the tenders received without assigning any reason thereof.**

## SECTION 2



### **INSTRUCTION TO THE BIDDERS**

#### **1. GENERAL:-**

The present tender is being invited for Supply of Stationery & Contingency Items. Bidders have to quote for all items. Item-wise rate is to be examined among all participated technically qualified bidders for finding lowest quoted bidder (L1) for each item.

#### **2. ELIGIBLE BIDDERS: -**

All agencies who have experiences for providing STATIONERY & CONTINGENCY for three consecutive years i.e, Financial Year (FY): 2022-23, 2023-24 & 2024-25 and the bidder should have the experience of completion of works in any of the Departments/Autonomous Institutions/ Hospitals/ Public Sector Undertakings of the Government of India or Government of West Bengal or any other State Government or Local Bodies/Municipalities.

#### **3. QUALIFICATION OF THE BIDDERS:-**

The Bidder, to qualify for the award of contract, shall submit a written power of attorney authorizing the signatories of the bid for participating in the same.

The bidder shall submit full details of his ownership and control or, if the Bidder is a partnership, joint venture or consortium, full details of ownership and control of each member thereof are to be submitted.

Bidder or members of a partnership, joint venture or consortium shall submit a copy of PAN card No. under the Income Tax Act. Bidder must submit copies of all documents required, duly self-attested, along with technical bid of the tender.

Each Bidder (each member in the case of partnership firm/joint venture/consortium) or any associate is required to confirm and declare with his bid that no agent, middle man or any intermediary has been, or will be engaged except authorized person, to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If this office subsequently finds to the contrary, this office reserves the right to declare the Bidder as non-compliant and declare any contract, if already awarded, to the Bidder to be null and void.

Canvassing or offer of an advantage or any other inducement by any person with a view to influencing acceptance of a bid will be an offence under Laws of India. Such action will result in the rejection of bid, in addition to other punitive measures.

#### **4. ONE BID PER BIDDER:-**

Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or anyone of the members of the consortium participate in more than one bid, the bids are liable to be rejected.

#### **5. COST OF BID:-**

The bidder shall bear all costs associated with the preparation and submission of his bid and this office will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

#### **6. VISIT TO DEPARTMENT:-**

The bidder is advised to visit and acquaint himself with the operational system. The costs of visiting shall be borne by the bidder. It shall be deemed that the contractor (supplier) has undertaken a visit to this office and is aware of the operational conditions prior to the submission of the tender documents.

#### **7. TENDER DOCUMENTS:-**

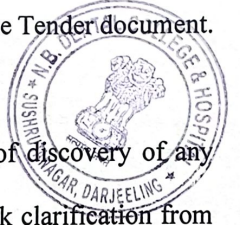
Contents of Tender Documents:

The Tender Invitation Document has been prepared for the purpose of inviting tender for Supply of Stationery & Contingency Items. The Tender document comprises of:

- (a) Notice of Invitation of e-Tender.
- (b) Terms and Conditions.
- (c) Form of Bid (Annexure-I)
- (d) Scope of Work (Annexure-II)
- (e) Checklist for Technical Evaluation (Annexure-III)
- (f) Undertaking (Annexure-IV)
- (g) Form of Agreement (Annexure-V)
- (h) Price Bid (Annexure-VI)

The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

The bidder shall not make any condition or cause to be made any alteration, erasure or obliteration to the text of the Tender document.



#### **A. CLARIFICATION OF TENDER DOCUMENT**

The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder shall inform this office.

In case the bidder has any doubt about the meaning of anything contained in the tender document, he shall seek clarification from this office before submitting his bid at pre-bid meeting. All communications between the bidder and this Institution shall be carried out through e-mail or other means.

Except for any such written clarification by this office, which is expressly stated to be an addendum to the tender document issued by this office, no written or oral communication, presentation or explanation by any other employee of this office shall be taken to bind or fetter this office under the contract.

#### **B. PREPARATION OF BIDS**

##### **i. Language :-**

Bids and all accompanying document shall be in English only. In case any accompanying documents are in other languages, it shall be accompanied by an English translation. The English version shall prevail in matters of interpretation.

Documents Comprising the Bid:-

Tender document issued for the purposes of tender as described in Clause 7 and any amendments issued shall be deemed as incorporated in the Bid.

The bidder shall, on or before the date given in the Notice Invitation to Tender, submit his bid through online e-tender portal.

One copy of the Tender document and Addenda, if any, thereto with each page signed and stamped shall be annexed to acknowledge the acceptance of the same.

##### **ii. Bid Prices:-**

Bidder shall quote their rates in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor (supplier)'s all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the supply at this office. This includes all the liabilities of the contractor (supplier) such as cost of supply mobilisation, all kinds of taxes etc. which should be clearly stated by the contractor (supplier)/agency.

The rates and prices quoted by the Bidder shall be including of GST& other taxes. The rate quoted shall be in reasonable market price and the same should be inclusive of all statutory obligations. The offers of those prospective bidders which do not meet the statutory requirements are liable to be rejected.

Conditional bids/offers will be summarily rejected.

##### **iii. Form of Bid: -**

The Form of Bid shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the Bidder. If the Bidder comprises a partnership firm, consortium or a joint venture, the Form of Bid shall be signed by a duly authorized representative of each member of participant thereof. Signatures on the Form of Bid shall be witnessed and dated. Copies of relevant power of attorney shall be attached.

##### **iv. Currencies of Bid and Payment: -**

The Bidder shall submit his price bid/offer in Indian Rupees and payment under this contract will be made in Indian Rupees.

##### **v. Duration of Contract: -**

The contract may be valid initially for one year and this office reserves the right to curtail or to extend the validity of contract.

##### **vi. Bid Security: -**

The contractor (supplier)/agency shall deposit Earnest Money for an amount of ₹ 20,000/- (Rupees Twenty thousand only). The scanned copy of the earnest money details must be uploaded at the time of submission of bid through e- tender. Exemption of earnest money is allowed as per existing rule of the Govt. (Scanned copy of exemption certificate to be uploaded)

Any Tender not accompanied by EMD, or proof of exemption shall be rejected.

The L1 Bidder shall deposit Security Deposit by Net Banking (any listed bank) through ICICI Bank Payment Gateway or through RTGS/NEFT in favour of the Accounts Officer, North Bengal Dental College & Hospital (treasury) within 07 (seven) days after issuance of "Letter of Acceptance".

Bid security along with EMD of the successful bidder shall be returned after successful completion of works and in due course of time.

EMD shall be forfeited if the bidder withdraws his bid during the period of Tender validity.

Bid Security alongwith EMD shall be forfeited if the successful bidder refuses or neglects to execute the Contract.

**vii. Format and Signing of Bid:-**

The bidder shall submit one copy of the Tender document and addenda, if any, thereto, with each page of this document signed and stamped to confirm the acceptance of the terms and conditions of the tender by the bidder.

The documents comprising the bid shall be typed or written in indelible ink and all pages of the bid shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid, where entries or amendments have been made, shall be signed by the person or persons signing the bid.

The bid shall contain no alterations, omissions or additions except those to comply with instruction issued by this office, or are necessary to correct errors made by the bidder, in which case such corrections shall be signed and dated by the person or persons signing the bid.

**8. SUBMISSION OF BIDS:-**

The bidder shall upload all documents for Technical Bid & Financial bid separately in the e-tender portal.

The cover of Technical Bid should consist of the following documents: -

- (a) Earnest Money Deposit for an amount of ₹. 20,000/- (Rupees Twenty Thousand) only as instructed at earnest money provision of NIT and necessary proof should be uploaded.
- (b) Self-attested copy of PAN No. card under Income Tax Act and.
- (c) P. Tax proof certificate with latest return.
- (d) Valid Trade License/Registration No. of the Agency/Firm.
- (e) GST Registration certificate with latest return.
- (f) Bank Solvency certificate **Minimum Rs. 5,00,000/- (Five Lakh) issued after floating of this tender.**
- (g) IT Returns for the FY: 2022-23, 2023-24 & 2024-25.
- (h) Profit & Loss last three years for the FY: 2022-23, 2023-24 & 2024-25. Certified by the CA.
- (i) Balance Sheet for three years for the FY: 2022-23, 2023-24 & 2024-25. Certified by the CA.
- (j) Last 3 years Annual turnover certified by the C.A with UDIN FY- 2022-23, 2023-24 & 2024-25.
- (k) Present Net Worth of the Firm certified by the C.A with UDIN FY- 2022-23, 2023-24 & 2024-25.
- (l) Proof of work-experience/credential as stated supported by documents from the concerned organizations; and Duly filled and signed Annexures FY: 2022-23, 2023-24 & 2024-25.
- (m) 40% of tender value in the same trade Credential Certificate uploaded, for the last three years (FY- 2022-23, 2023-24 & 2024-25).
- (n) Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, e-mail, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names, addresses and telephone numbers, e-mail of Directors/ Partners also.
- (o) Name and address of the Banker and Account No. with IFSC Code.
- (p) **Bidders undertaking: -**

The bidder should provide an undertaking that the proprietor/promoter/director of the firm, its employee, partner or representative are not convicted by a court of law following prosecution for offence involving moral turpitude in relation to business dealings including malpractices such as bribery, corruption, fraud, substitution of bids, interpolation, misrepresentation, evasion, or habitual default in payment of tax levied by law; etc. Also, the firm does not employ a government servant who has been dismissed or removed on account of corruption.

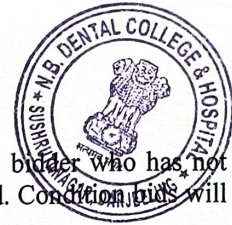
The Bidder shall disclose all instances of its past performance during last 3 (three) years, when any adverse action against it may have been taken by any government/PSU/Local body etc.

That the bidder has gone through understood and comply with each & every clause of the tender.

The tender shall remain valid and open for acceptance for a period of 120 days from the last date of submission of tender.

**(q) Late and Delayed Tenders: -**

Bids must be submitted through online not later than the date and time stipulated in the NIT. This Office may, at its discretion, extend the deadline for submission of bids in which case all rights and obligations of this Office shall be abided by the Bidder. Any bid received by the Department after the deadline for submission of bids, as stipulated above, shall not be considered.



#### 9. Bid Opening and Evaluation: -

The authorized representatives of this office will open the Prequalification/ Technical Bids. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected. Conditions will also be summarily rejected.

Financial bids of only the technically qualified bidders will be opened.

#### Right to accept any Bid and to reject any or all Bids: -

This Office is not bound to accept the lowest bid if the Tender & Purchase Committee feel that the L1 Bid price quoted is abnormally above the prevailing market price.

This office may terminate the contract if it is found that the contractor (supplier) is black listed on previous occasions by the any of the Departments/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.

#### 10. Award of Contract: -

This office will award the contract to the successful evaluated bidder whose bid has been found to be eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

This Office will communicate the successful bidder by "Letter of Acceptance" towards submission of rest security deposit & asking for agreement.

The successful bidder will be required to execute an agreement in the form specified in Annexure-V within a period of 07 working days from the date of issue of Letter of Offer.

Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds to impose penal provision except annulment of the award and forfeiture of Bid Security.

#### 11. Cost of Earnest Money:-

Each bidder has to submit, unless exempted under the existing orders of the West Bengal Government, Earnest money in the Earnest money deposit (EMD). Valid supporting document is to be uploaded if EMD exemption is claimed under rules 47(A) (1) and 47(B) (7) of WBFR, Vol-I, read with Finance Deptt. Notification no 10500-F dated-19.11.2004 and its clarification vide memo no.4245-F(Y) dated- 20.05.2013.

- The amount of earnest money Rs. 20,000/- (Rupees Twenty Thousand) may be submitted either by Net Banking (any listed bank) through ICICI Bank Payment Gateway or through RTGS/NEFT in favour of the **Accounts Officer, North Bengal Dental College & Hospital** (e-treasury).
- The process may be followed as per memorandum of the Finance Department audit branch bearing memo no. 3975-F(Y) dated- 28.07.2016 (GRIPS).

#### 12. Login by Bidder:-

A bidder desirous of taking part in this tender shall login to the e-procurement portal of the Government of West Bengal <https://wbtenders.gov.in> in using his login Id & Password.

He will select the tender to bid and initiate payment of pre-defined EMD / tender fees for that tender by selecting from either of the following payments modes:-

Net banking (any of the banks listed in the ICICI bank payment gateway) in case of payment through ICICI payment gateway.

#### 13. Payment procedure:-

- 1) Payment by the Net banking (any enlisted bank) through ICICI bank payment gateway on selection of net banking as the payment mode, the bidder will be directed to ICICI bank payment gateway webpage (along with string containing a unique ID) where he will select the bank through which wants to do the transaction.
- 2) Bidder will make the payment after entering his unique ID & Password of the bank to process the transaction.
- 3) Bidder will receive a confirmation message regarding success/failure of the transaction.
- 4) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N.Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- 5) If the transaction is failure, the bidder will again try for payment by going back to the first step.



#### **14. Payment through RTGS/NEFT**

On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.

The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.

Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.

If verification is successful, the fund will get credited to the respective Pooling Account of the State Government /PSU/ Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N.Mukherjee Road, Kolkata for collection of EMD/Tender Fees.

Hereafter, the bidder will go to e-Procurement portal for submission of his bid.

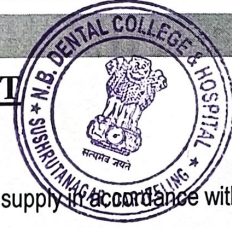
6) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

#### **Refund / Settlement Process:-**

- 1) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- 2) On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- 3) Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.
- 4) If the L1 bidder accepts the LOA and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidder is uploaded to the e-Procurement portal by the tender inviting authority.
- 5) As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-procurement portal –
  - a) EMD of the L1 bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit Head “8443-00-103-001-07” through GRIPS along with the bank particulars of the L1 bidder.
  - b) EMD of the L1 bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L1 bidder.In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.
- 6) The Bank will share the details of the GRN no. generated on successful entry in GRIPS with the e-procurement portal for updating.
- 7) Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt Head “0070-60-800-013-27” through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRIs, etc tenders.
- 8) All refunds will be made mandatorily to the bank A/c from which the payment of EMD & Tender Fees (if any) were initiated.

## SECTION 3

### TERMS AND CONDITIONS OF THE CONTRACT



- 1) The contractor (supplier) shall abide by and comply with all the relevant laws and statutory requirements.
- 2) Prevailing safety norms has to be followed so that LTI (Loss of time due to injury) is zero.
- 3) Adequate supervision will be provided to ensure correct installation (where applicable) and performance of the said supply in accordance with the prevailing assignment instructions agreed upon between the two parties.
- 4) All necessary reports, warranty documents and other information will be supplied immediately during the time of supply & installation, if any, to this office.
- 5) Contractor (supplier) and its staff shall take proper and reasonable precautions of assets both movable and immovable to prevent loss, destruction, waste or misuse the areas of responsibility given to them by this office.
- 6) That in the event of any loss occasioned to this office, as a result of any lapse on the part of the contractor (supplier) which will be established after an enquiry conducted by this office, the said loss can be claimed from the contractor (supplier) up to the value of the loss. The decision of the Head of this office will be final and binding on the agency.
- 7) The contractor (supplier)/agency shall be responsible to maintain all property of this office entrusted to it.
- 8) Any defective articles, items, instruments should not be entertained. If defective found later it must be replaced by the same specification.
- 9) The contractor (supplier) will have to report to this office in advance of the commencement of the supply & installation, if any and for collecting necessary documents/instructions, and to complete all other required formalities as approved by this office.
- 10) The payment would be made after the completion of the work in all respect based on the actual articles supplied by the contractor (supplier) and based on the documentary proof jointly signed by the representative of this office and the contractor (supplier)/ his representative/ personnel authorized by him. No other claim on any other account shall be entertained by this office.
- 11) Any damage or loss caused by contractor (supplier)'s persons to this office in whatever form would be recovered from the contractor (supplier).
- 12) In case the contractor (supplier) fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirements of the contract, this office reserves the right to forfeit the Security Deposit including EMD along with penalty as to be imposed as per Govt. norms.
- 13) Force majeure: If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall, by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to, if any or seven days, whichever is more, either party may at its option terminate the contract.
- 14) The contractor (supplier) shall have his own Establishment/Setup/Mechanism, etc. at his own cost to ensure correct and satisfactory performance of his liabilities and responsibilities under the contract.
- 15) If the contractor (supplier) is a joint venture/consortium/group/partnership of two or more persons, all such persons shall be jointly and severally liable to this office for the fulfillment of the terms of the contract. Such persons shall designate one of them to act as leader with authority to sign. The joint venture/consortium/group/partnership shall not be altered without the approval of this office.
- 16) The contract validity period is twelve months & completion period of works is 30 days from the date of the 1<sup>st</sup> work order issued.
- 17) During the course of contract, if any contractor (supplier)'s personnel are found to be indulging in any corrupt practices causing any loss of revenue to this office shall be entitled to terminate the contract forthwith duly forfeiting the contractor (supplier)'s Security Deposit including EMD.
- 18) If as a result of post payment audit any over payment is detected in respect of any work done by the agency or alleged to have done by the agency under the tender, it shall be recovered by this office from the agency.
- 19) The contractor (supplier) shall provide the copies of relevant records during the period of contractor otherwise even after the contract is over whenever required by this office.
- 20) **Obligation of the contractor (supplier):**  
The contractor (supplier) shall ensure full compliance with tax laws of India with regard to this contract and shall be solely responsible for the same. The contractor (supplier) shall submit copies of acknowledgements evidencing filing of returns every year and shall keep the employer fully indemnified against liability of tax, interest, penalty etc. of the contractor (supplier) in respect thereof, which may arise.
- 21) **Dispute Resolution**  
Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the authorities, representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be dealt as per present govt. rules/norms.
- 22) This Office may increase or decrease the volume of supply items at any time in the contract period. Contractor (supplier) should abide by the same and have to perform the necessary arrangements that the competent authority of this office have asked for.\
- 23) Purchase will, however, be made following the existing purchase policy of the government of West Bengal and its amendment(s) made from time to time. The purchase policy of the state government as provided West Bengal Financial rules, The policy of the price preference in particular incorporate under notification no.10500-F date:19.11.2004 should be observed in considering the tenders and 5400-F date:25.06.2012 and GO no.2320-F(Y) dated:07.06.2022 in case of tie L1 bidder.
- 24) In case if it is found that two or more bidder have quoted same rate, the lowest bidder (i.e, L1 is more than two) will be decided as per Government norms G.O no.2320-F(Y) dated:07/06/2022.
- 25) If any bidder disclosed their rate in the bid document it will be rejected.
- 26) **The Company and Specification of the items which the bidder is intending to supply should be clearly mentioned in the bid documents. The tender and purchase committee reserves the right to reject any bid if the item to be supplied is not found to be satisfactory.**
- 27) **Hard copy of the documents uploaded may be asked for by this office in case of any doubt arising during scrutiny.**

**SECTION 4**



**ANNEXURE - I**

**FORM OF BID**

- 1. Names, address of firm/Agency and Telephone numbers, e-mail. : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 2. Trade License/ Registration No. of the Firm/ Agency : \_\_\_\_\_
  
- 3. Name, Designation, Address and Telephone No. of Authorized person of Firm/Agency to deal with : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 4. Please specify as to whether bidder is sole proprietor/ Partnership firm. Name and Address and Telephone No. of Directors/partners : \_\_\_\_\_
  
- 5. Copy of PAN card issued by Income Tax Department and Copy of Income Tax Return Financial Year (FY): 2022-23, 2023-24 & 2024-25: (Upload the specified documents and mention "Documents attached") : \_\_\_\_\_
  
- 6. GST Registration Number (Upload the specified documents and mention "Documents attached") : \_\_\_\_\_
  
- 7. Details of EMD deposited (Upload the specified document of payment Proof and mention the amount and "Document attached") : \_\_\_\_\_

**Declaration by the bidder: -**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder)  
Name and Address (with seal)

**SCOPE OF WORK OF THE CONTRACTOR (SUPPLY)**

The present tender is being primarily invited for **Supply of Stationery & Contingency Items** at North Bengal Dental College & Hospital.

Sl No.	Name of work	Approximate Quantities (Nos.)	Approximate of total values
1.	Supply of Stationery & Contingency Items	To be mentioned in work order	Rs. 10,00,000/-

**CHECK-LIST FOR PRE-QUALIFICATION BID FOR SUPPLYING SUPPLY OF STATIONERY & CONTINGENCY ITEMS AT NORTH BENGAL DENTAL COLLEGE & HOSPITAL.**(Memo No. **349**/NBDC&H, Date. 18.05.2026)

1)	Name of the bidder (In block letter)		Page no.
2)	Full address	Address:	
		E-Mail:	
		Telephone no / Mobile No.	
3)	Local address, if any		
4)	Proof of earnest money deposit (Yes / No)		
5)	Are you exempted from EMD (Yes / No)		
6)	Legal entity of the bidder whether Firm / Society / Company / Other entity		
7)	Self-attested copy of PAN / TAN Card uploaded (Yes / No)		
	P-Tax Certificate with latest return (Yes / No)		
	Valid trade license/IEC (Yes / No)		
	GST Registration certificate with latest return. uploaded (Yes / No)		
	Bank solvency certificate should be issued after floating of this tender (minimum Rs. 5.00 Lakh). Uploaded (Yes / No)		
	IT returns for the FY- 2022-23, 2023-24 & 2024-25. uploaded (Yes / No)		
	Profit & Loss Account for the FY- 2022-23, 2023-24 & 2024-25. certified by the C.A. uploaded (Yes / No)		
Balance sheet for the FY- 2022-23, 2023-24 & 2024-25. certified by the C.A. uploaded (Yes / No)			
8)	Last 3 years Annual turnover certified by the C.A with UDIN FY- 2022-23, 2023-24 & 2024-25. uploaded (Yes / No)		
9)	Present Net worth of the Firm certified by the C.A with UDIN FY- 2022-23, 2023-24 & 2024-25. uploaded (Yes / No)		
10)	40% of tender value in the same trade Credential Certificate uploaded, for the last three years (FY- 2022-23, 2023-24 & 2024-25) (Yes / No)		
11)	Self-attested one recent passport size photograph(s) of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, e-mail, whether the bidder is a sole proprietor/partnership firm and if partnership firm, names, addresses and telephone numbers, e-mail of Directors/ Partners also.		
12)	Black listed by any Govt. authority / Govt. undertaking at any time. If yes provide details. Any litigation against the firm or its proprietors or its PRINCIPALS? If yes provide details. (Yes / No)		
I have gone through the eligibility criteria participating in the tender and certify that all the conditions have been fulfilled.			
It is the responsibilities of the bidder to go through all the Tender documents to fulfill all the necessities beyond this.			
Hard copy of the documents uploaded may be asked for by this office in case of any doubt arising during scrutiny.			
Rate should be quoted for all Items.			

**Certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and incase of information found incorrect letter on, I the under signatory will be personally responsible for the same.**

Date: \_\_\_\_\_

Full Signature of the bidder  
Authorized person & Seal



(ON A NON-JUDICIAL STAMP PAPER of Rs.10/-)

**UNDERTAKING**

*(To be furnished in non-judicial stamp paper of appropriate value duly notarized in respect of this particular NIT..... with name of works)*

1. I, the undersigned do certify that all the statements made in the attached documents are true are correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection claimed will be raised by the undersigned.
2. The undersigned also here by certifies that neither our firm M/S..... nor any of constituent partner had been debarred to participate in tender by the department during the last 5 years prior to the date of NIT.
3. The undersigned would authorize and request any Bank, Person, Firm, or Corporation to furnish pertinent information as deemed necessary and / or as requested by the department to verify this statement.
4. The undersigned understand that further qualifying information may be requested and agrees to furnish any such information at the request of the department.
5. Certified that I have applied in the tender in the capacity of individual / as a partner of a Firm or Owner and I have not applied severally for the same tender.
6. I, the undersigned do certify that I never black listed by any Govt. authority / Govt. undertaking at any time.
7. I, the undersigned do certify that The Firm or employees not convicted in or have pending any court any Vigilance matter.
8. I, the undersigned do certify that no litigation against the firm or its proprietors or its PRINCIPAL.
9. I, the undersigned do certify that all stationeries & contingency items will be supplied as specified in the tender document.
10. **I have gone through all the pages of the tender document. I have read them and understood them thoroughly and I will sincerely abide by all the clauses**

**Signed with date by an authorized officer  
of the firm Title of the Officer**

**Name of Firm with seal**



(ON A NON-JUDICIAL STAMP PAPER of Rs.100/-)  
After bidder selection

**FORM OF AGREEMENT**

THIS AGREEMENT is made on the \_\_\_\_\_ day \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) between the \_\_\_\_\_ (Name and address of the Department) (Hereinafter called "the Department" which expression shall, unless excluded by or repugnant to the context be deemed to include his successors in office and assigns) of the one part AND \_\_\_\_\_ (Name and address of the contractor supplier) through Shri \_\_\_\_\_, Authorized representative (here in after called "the bonafide and resourceful contractors/ suppliers" which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, heirs, executors, administrators, representatives and assigns) of the other part for providing & installation, if any of required stationery & contingency relating to letter of acceptance no \_\_\_\_\_ (No. And date of the letter of acceptance) to the \_\_\_\_\_ (Name of the Department).

**NOW THIS AGREEMENT WITNESSED AS FOLLOWS:-**

- 1) In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.
- 2) The following documents shall be deemed to form and be read and constructed as part of this Agreement, viz:
  - a) Letter of Acceptance.
  - b) Terms and Conditions.
  - c) Notice inviting Tender.
  - d) Bill of Quantities.
  - e) Scope of work.
  - f) Addendums, if any; and
  - g) Any other documents forming part of the contract.
- 3) In consideration of the payments to be made by the Department to the bonafide Agency / Authorized Venders / Authorized Distributors as hereinafter mentioned, the bonafide Agency / Authorized Venders / Authorized Distributors hereby covenants with the Department for providing & installing, if any, required Stationery & Contingency Items w.e.f \_\_\_\_\_ As per the provisions of this Agreement and the tender document.
- 4) The Department hereby covenants to pay the bonafide and resourceful CONTRACTORS/SUPPLIERS in consideration of the execution and completion of the works/services as per this Agreement and tender document, the contract price of ₹ \_\_\_\_\_ (Rupees in words) \_\_\_\_\_.
- 5) Being the sum stated in the letter of acceptance subject to such additions there to or deductions there from as may be made under the provisions of the contract at the times in manner prescribed by the contract.

IN WITNESS WHERE OF the parties hereto have signed the Agreement the day and the year first above written.

For and on behalf of the Contractor (supplier)

For and on behalf of the Department

Signature of the authorized official

Signature of the authorized Officer

Name of the official

Name of the Officer

Stamp/Seal of the Contractor (supplier)

Stamp/Seal of the Employer

By the said

By the said

Name:

Name:

On behalf of the Contractor (supplier) in

on behalf of the Employer in

The presence of:

the presence of:

Witness \_\_\_\_\_

Witness \_\_\_\_\_

Name

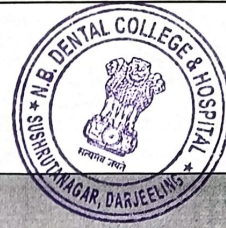
Name

Address

Address

Telephone No:

Telephone No:



**PRICE BID  
(ITEM WISE RATE SOUGHT FOR)**

Sl No.	Items and Specification	Unit
1.	Binder Clip – 19 mm	Box
2.	Binder Clip – 25 mm	Box
3.	Binder Clip – 32 mm	Box
4.	Binder Clip – 41 mm	Box
5.	Binder Clip – 51 mm	Box
6.	Board Pin (Color)	Box
7.	James Clip (Plastic Coated)	Box
8.	Alpin (T shape)	Box
9.	Cover File – 4 Folder	Pc
10.	Bottom File – Transparent	Pc
11.	Calulator (12 Digit / Casio MJ 120 GST)	Pc
12.	Whitner (Correction Pen)	Pc
13.	Highlighter Pen (Assorted Color)	Pc
14.	Tag File (Hard board, Institute name & Address should print on top of the file)	Pc
15.	Tag 12" length (Cotton Bunch)	Bunch
16.	Perforator (Heavy Duty)	Pc
17.	Fevi Stik (15 gm)	Pc
18.	Gum Paste (700ml bottle)	Bottle
19.	Stamp Pad (15.7 X 9.6 cm) (Camlin)	Pc
20.	Stamp Pad (11.6 X 6.5 cm) (Camlin)	Pc
21.	Stamp Pad Ink 30ml	Bottle
22.	Sharpner	Pc
23.	Eraser	Pc
24.	Wooden Pencil (Extra Dark)	Pc
25.	Punching Machine Double hole (Kangaroo)	Pc
26.	Punching Machine Single hole (Kangaroo)	Pc
27.	Paper Weight Flat (Fiber)	Pc
28.	Pen – Use & Throw (Blue, Black)	Pc
29.	Pen – Green (Add Gel)	Pc
30.	Scale – 24 inch (Steel)	Pc
31.	Scale – 12 inch (Steel)	Pc
32.	Stapler – HD 10	Box
33.	Stapler Pin – No. 10	Box
34.	Stapler – HD 45	Pc
35.	Stapler Pin – No. 24/6	Pc
36.	Notice Board – Per Sq ft	Per sq. ft
37.	Adhesive Silicone Tape (Transparent Double Sided)	Pc
38.	Adhesive Tape Brown (3 inch, 60 mtr)	Pc
39.	Adhesive Tape Transparent (2 inch, 60 mtr)	Pc
40.	Adhesive Tape Transparent (1 inch, 60 mtr)	Pc
41.	Tape Dispenser (3 inch) Kangaroo)	Pc
42.	Tape Dispenser (2 inch) Kangaroo)	Pc
43.	Marker Pen (Permanent) (Assorted Collor)	Pc
44.	Marker Pen (CD) (Assorted Collor)	Pc
45.	Carbon paper (Camlin)	Pkt
46.	White Dista Paper	Rim
47.	Paper A-4 (75 GSM) (Alpha Power)	Rim
48.	Paper A-4 (100 GSM) (Executive Bond)	Rim
49.	Legal Paper (75 GSM)	Rim

Sl No.	Items and Specification	Unit
50.	Envelop – Brown – (11 X 5, Pack of 50 pcs)	Pkt
51.	Envelop – Brown – (9 X 4, Pack of 50 pcs)	Pkt
52.	Envelop – (20 X 15, Pack of 50 pcs), Clothing For service book	Pkt
53.	Spiral Note Book (Size - A5)	Pc
54.	Sticky Note Pad (Assorted color)	Pc
55.	Binding Register – No.08 (Ruled, Total leaf 80, 160 pages, 75 GSM, Hard board binding, page no)	Pc
56.	Binding Register – No.12 (Ruled, Total leaf 120, 240 pages, 75 GSM, Hard board binding, page no)	Pc
57.	Binding Register – No.16 (Ruled, Total leaf 160, 320 pages, 75 GSM, Hard board binding, page no.)	Pc
58.	Binding Register – No.20 (Ruled, Total leaf 200, 400 pages, 75 GSM, Hard board binding, page no.)	Pc
59.	Binding Register – No.24 (Ruled, Total leaf 240, 480 pages, 75 GSM, Hard board binding, page no.)	Pc
60.	Stock Register – No.08 (Each no. should be 10 leaf, Total leaf 80, 160 pages, Hard board binding, page no. Institute name & Address should print on top of the register)	Pc
61.	Stock Register – No.12 (Each no. should be 10 leaf, Total leaf 120, 240 pages, 75 GSM, Hard board binding, page no. Institute name & Address should print on top of the register)	Pc
62.	Stock Register – No.16 (Each no. should be 10 leaf, Total leaf 160, 320 pages, 75 GSM, Hard board binding, page no. Institute name & Address should print on top of the register)	Pc
63.	Stock Register – No.20 (Each no. should be 10 leaf, Total leaf 200, 400 pages, 75 GSM, Hard board binding, page no. Institute name & Address should print on top of the register)	Pc
64.	Sub Stock Register – No.08 (Each no. should be 10 leaf, Total leaf 80, 160 pages, Hard board binding, page no. Institute name & Address should print on top of the register)	Pc
65.	Sub Stock Register – No.12 (Each no. should be 10 leaf, Total leaf 120, 240 pages, 75 GSM, Hard board binding, page no. Institute name & Address should print on top of the register)	Pc
66.	Sub Stock Register – No.16 (Each no. should be 10 leaf, Total leaf 160, 320 pages, 75 GSM, Hard board binding, page no. Institute name & Address should print on top of the register)	Pc
67.	Sub Stock Register – No.20 (Each no. should be 10 leaf, Total leaf 200, 400 pages, 75 GSM, Hard board binding, page no. Institute name & Address should print on top of the register)	Pc
68.	Peon Book (Hard board binding, page no. 100 pages, Institute name & Address should print on top of the book)	Pc
69.	Indent Book (Hard board binding, page no. 100 pages, Institute name & Address should print on top of the book)	
70.	Student Identity Card	Pc
71.	Attendance Register (Small)	Pc
72.	Attendance Register (Big)	Pc
73.	Paper Cutting Knife (Heavy Duty)	Pc
74.	Scissor (8 inch)	Pc
75.	Table Cloth (Than) Blue Color	Than
76.	Room Freshener (270 ml)	Bottle
77.	Godrej Air Pocket	Pc
78.	Wall Clock (Analog, 12 X 12, Ajanta)	Pc
79.	Plastic Waste Paper Bin / Basket (Non – Ventilated)	Pc
80.	Laser Cartridge (88A)	Pc



Sl No.	Items and Specification	Unit
81.	Ink Cartridge (Epson M-100)	Pc
82.	Ink Cartridge – Black (Epson – 003)	Pc
83.	Ink Cartridge – Blue (Epson – 003)	Pc
84.	Ink Cartridge – Yellow (Epson – 003)	Pc
85.	Ink Cartridge – Magenta (Epson – 003)	Pc
86.	Xerox Cartridge Ricoh – MP 2014HS (390G)	Pc
87.	Battery (AA)	Pc
88.	Battery (AAA)	Pc
89.	Lock & Key, Godrej (7 Lever)	Pc
90.	Narkel Jharu	Pc
91.	Nakel Jharu with Bamboo	Pc
92.	Jhul Jharu	Pc
93.	Phool Jharu	Pc
94.	Mosquito Repellant (Goodnight)	Pc
95.	Citronella (Malite – 100ml)	Bottle
96.	Disposable Paper Glass (250 ml)	Pc
97.	Detergent Powder (1kg pkt)	Pc
98.	Soap (Dettol)	Pc
99.	Floor Wiper (4 ft iron rod, 24 inch rubber blade)	Pc
100.	Swab (Twist Mop)	Pc
101.	Double Hockey Toilet Brush	Pc
102.	Dettol Hand Wash (675 ml Pouch)	Pouch
103.	Dettol Hand Wash (200 ml Bottle)	Bottle
104.	Belcha (Plastic)	Pc
105.	Scotch Brite	Pc
106.	Odonil	Pc
107.	Naptholin (1 kg Pkt)	Pkt
108.	Hit Spray – 625 ml (Red)	Pc
109.	Hit Spray – 625 ml (Black)	Pc
110.	Lizol (500 ml)	Pc
111.	Harpic (500 ml)	Bottle
112.	Colin (500 ml)	Bottle
113.	Waste Dustbin - 32 Ltr Aristo Swing Lid Garbage	Pc
114.	Mug (1 ltr)	Pc
115.	Bulti – Cello (Hight 12 inch)	Pc



Principal  
 North Bengal Dental College & Hospital,  
 Sushrutanagar, Darjeeling.  
 NORTH BENGAL DENTAL COLLEGE & HOSPITAL  
 SUSHRUTANAGAR, DARJEELING-734012