



Government of West Bengal
Department of Health & Family Welfare
Office of the Principal

Sarat Chandra Chattopadhyay Government Medical College
Uluberia, Howrah-711316
Email: principal.uluberia@gmail.com

Memo No: SCCGMCU/ 1106 /25

Date- 22/9/25

QUOTATION

A quotation in the Sealed Cover is invited from the manufacturer, company/dealers or suppliers, to supply the under-noted items for the purpose of uninterrupted office and departmental work of Sarat Chandra Chattopadhyay Government Medical College & Hospital, Uluberia, Howrah, super scribing in the block letter **"QUOTATION FOR STATIONERY ITEMS"** on the top of the envelope.

Quotation must accompany **up-to-date Valid Trade License/Enlistment Certificate, GST Registration Certificate, P.Tax, and IT File**. The starting date of submission of the quotation is on **23/09/2025, from 10.30 am** and last date of submission of the quotation is on **15/10/2025, till 12.30 pm**. The quotation will be submitted in the drop box (**Box no. 1**) which will be kept in the office of the undersigned. The opening of the quotation will be on the day at **01.00 pm**. The undersigned reserves the right to accept or reject any quotation without assigning any reason. **N.B. Rate should be given inclusive all related taxes and charges (if any applicable) and rate should not exceed M.R.P.**

The list of item with quantity is as mentioned in below table.

Sl. NO.	Name of items	Quantity (pcs)	Sl. NO.	Name of items	Quantity (pcs)
1	A4 Page (75 gsm) (500 sheets per ream)	120 Reams	8	Glue stick (25 gm)	30 pcs
2	Four fold cover file (Hard thick cover)	150 pcs	9	Signature Pen Hi-tech Roller (Blue)	50 Pcs
3	Two fold cover file with flap (Hard cover)	60 Pcs	10	Signature Pen Hi-tech Roller (Green)	20 Pcs
4	Transparent folder file (Legal paper size and hard cover)	100 Pcs	11	Permanent Marker Pen (Thick size Black & Blue)	20 pcs
5	Dot pen (Use and throw) (Blue)	100 Pcs	12	Wooden Pencil (Extra Dark)	4 Dozen
6	Dot pen (Use and throw) (Red)	100 Pcs	13	Transparent Tape (1 Inch wide)	20 Pcs
7	Dot pen (Use and throw) (Black)	50 Pcs	14	Stamp Pad (size 11 cm x 6.9 cm)	20 Pcs

Principal

Sarat Chandra Chattopadhyay Government
Medical College and Hospital,
Uluberia, Howrah

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Copy forwarded for information and wider circulation to:

1. The District Magistrate, Howrah.
2. The S.D.O, Uluberia.
3. The B.D.O, Uluberia -I.
4. The Executive Officer, Uluberia Municipality.
5. The MSVP, SCCGMCH.
6. The CMOH, Howrah.
7. Notice board of this office.
8. Office Copy

Principal

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Medical College and Hospital,
Uluberia, Howrah

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