



Government of West Bengal
Department of Health & Family Welfare
OFFICE OF THE DIRECTOR
Regional Institute of Ophthalmology
Medical College & Hospital Campus, Kolkata - 700073
Phone: 033 29633767, e-Mail ID: riokolkata@yahoo.com

Memo No.: RIO-2026/ 265

Date: 10.03.2026

QUOTATION NOTICE

Sealed Quotations are invited by the Director, Regional Institute of Ophthalmology, MCH Kolkata on behalf of Govt. of West Bengal, from bonafide agencies for supply of some instruments for OT of Regional Institute of Ophthalmology (R.I.O.), Kolkata.

Item Name	Specifications	Required Quantity
Squint Hook	Stainless Steel ,for Ophthalmic use	05 pcs
Superior Rectus Forceps	Stainless Steel ,for Ophthalmic use	30 pcs
Intra Ocular Foreign body Forceps	Stainless Steel ,for Ophthalmic use	02 pcs
Metal Cannula	Stainless Steel ,for Ophthalmic use	02 pcs
Chalazion Clamp	Stainless Steel ,for Ophthalmic use	05 pcs
Bandage Contact Lens	200mm X 200 mm to 300mm to 300 mm	100 pcs

The quotations will be received on and from 09th Mar'2026 to 14th Mar'2026, except Govt. holidays in between 10 a.m.-4 p.m. in drop box or it may also be submitted either through speed post which must reach this office within 04 p.m. of 14th Mar'2026. The quotations will be opened at 12:30 p.m. on 16th Mar'2026. Applications in due format will be received from bidders addressing the "Director, Regional Institute of Ophthalmology, MCH Kolkata" and the quotation no. and date must be mentioned in the application. Please refer the website www.riokolkata.in if needed.

Terms and conditions:-

1. Name, Address and Quotation No and purpose must be clearly mentioned on the sealed envelope.
2. Quotations has to submit the sealed envelope form at their own cost to the office of the undersigned within stipulated time through speed post only and will be opened by the purchase committee in presence of the bidder or his representative.
3. The claimed rate should cover transport and delivery charges. The tender must indicate whether the price quoted is inclusive of GST or not. Quoted rates should be clearly mentioned in both figures and words.
4. Cooperative society should furnish along with their tender current certificate from ARCS of concerned district regarding performance.
5. All sheets should be numbered properly and number of sheets in each cover should be cited in covering tally.
6. Pan No., Trade License and GST Registration is to be furnished with the tender documents.
7. The application to be done as per **Application Form and Annexure I**
8. The item may be ordered in full or part order may be given to the selected bidder as per requirement. The bidder will not be in a position to demand the purchase order of full quantity of the item as specified in the quotation notice.
9. Please refer to website or notice board of this Institution for further corrigendum (if any) during the period of processing.

In case of necessity, the date of opening may be deferred, in that case notification will be displayed in the Notice Board in the Office of the undersigned in due time. The decision of the Tender Selection Committee/Purchase Committee is final for acceptance or rejection of any tender without assigning any reason.

Director
RIO, M.C.H., Kolkata

Director
Regional Institute of Ophthalmology
Govt. of W.B., MCH Campus, Kolkata-73

Memo No.: RIO-2026/ 265/1(S)

Date: 10.03.2026

Copy forwarded for information and necessary action to :

1. The Nodal Officer, Store
2. The A.O., R.I.O., Kolkata
3. The Asst. Supdt.(nm),gr-1, R.I.O., Kolkata
4. Notice Board for website posting
5. Guard File



**Director,
RIO, M.C.H., Kolkata**

Director
Regional Institute of Ophthalmology
Govt. of W.B., MCH Campus, Kolkata-73

Application Form and Annexure 1 for Bid

1. **Application Form** (In letter head to be printed)

To
The DIRECTOR
Regional Institute of Ophthalmology
MCH Kolkata


Director
Regional Institute of Ophthalmology
Govt. of W.B., MCH Campus, Kolkata-73

Respected Sir,

Reference: Your quotation no _____ dated _____ in the _____ inviting quotation for the following items for Regional Institute of Ophthalmology, MCH Kolkata.

1. Squint Hook, 2. Superior Rectus Forceps, 3. Intra Ocular Foreign body Forceps,
4. Metal Cannula, 5. Chalazion Clamp, 6. Bandage Contact Lens

With reference to the above, I/We wish to offer our quotation for the same after physically verifying the required product specimen.

I/We agree to all the terms and conditions of the quotations.

I am also aware that if I indulge in any unfair practice or submit any fraudulent documents, my present bid will be cancelled and I will be debarred from participation in any future quotation/tenders.

Thanking you.

Yours sincerely,

(SIGNATURE WITH SEAL OF THE BIDDER)