

### **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-2025/ 1466

Date: 18,12,25

## 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 and installation of different IEC & SIGNAGES MATERIALS (as specified in the ANNEXURE 1) for Regional Institute of

The quotations will be received on and from 22<sup>th</sup> Dec'2025 to 4<sup>th</sup>Jan'2026, except Govt. holidays in Ophthalmology (R.I.O.), Kolkata. 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 12 noon of 4<sup>th</sup>Jan'2026. The quotations will be opened at 1 p.m. on the same day (4th Jan'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

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. 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.

Cooperative society should furnish along with their tender current certificate from ARCS of concerned district regarding performance.

All sheets should be numbered properly and number of sheets in each cover should be cited in 5.

6. Pan No., Trade License and GST Registration is to be furnished with the tender documents.

The rate per sq. ft. of plastic board finished with IEC sticker to be quoted which must be inclusive of labour and fitting charges (if not so please mention otherwise).

The application to be done as per Application Form and Annexure 1 for Bid (enclosed herewith)

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

Memo No.: RIO-2025/ 1466 (1(5)

Date: 180/2.25

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
- 5. Guard File

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

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# **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

Respected Sir,			
Reference: Your quotation no	dated tallation of diff onal Institute 0	ir Terent IEC of Ophthal	n the MATERIALS (signage made of mology, MCH Kolkata.
physically verifying the required pr	oduct speciment and conditional ulge in any ur	en. s of the q nfair pract	ice or submit any fraudulent
Thanking you.			Yours sincerely,
		(SIGNAT	URE WITH SEAL OF THE BIDDER)

#### (In letter head)



## Annexure 1

То The DIRECTOR
Regional Institute of Ophthalmology
MCH Kolkata

_	4 4	Cir
Res	pected	OII,

The best rate offered by us for quotation no	dated	in the
The best rate offered by us for quotation no inviting quotation for supply of	and installation of	aijjereni 120 mai Institute of
MATERIALS (signage made of plastic boards with	stickers) for Kegio	mai maine oj
Ophthalmology, MCH Kolkata.		

**Quotation Rate (Best Price Offered)** 

	a time specified	Rate (in Rs.)
Sl.	Name of job/ Articles, Specification of paper/size, item specified	T(S)
No.	Flex / Banner design unit firm to be given the rate (per sq. ft. rate)	
1.	Flex / Banner Printing on Regular Quality (i) Flex Metal-I lit in four corners/having design unit firm to be given the rate (per sq. ft. rate)	
2.	Flex / Banner Printing on Regular Quality (i) Flex and fitted on wooden frame and to be fitted on wall (per sq. ft. rate)	
2	Printing on Regular Quanty (1) Flox and service (1) Printing on Regular Quanty (1) Flox and service (1) Printing on Regular Quanty (1) Flox and service (1) Printing on Regular Quanty (1) Flox and service (1) Printing on Regular Quanty (1) Flox and service (1) Printing on Regular Quanty (1) Flox and service (1) Printing on Regular Quanty (1) Flox and service (1) Printing on Regular Quanty (1) Flox and service (1) Printing on Regular Quanty (1) Flox and service (1) Printing on Regular Quanty (1) Flox and service (1) Printing on Regular Quanty (1) Flox and service (1) Printing on Regular Quanty (1) Flox and service (1) Printing on Regular Quanty (1) Flox and service (1) Printing on Regular (1) Printing on Regular (1) Flox and service (1) Printing on Regular (1) Flox and service (1) Printing on Regular (1) Flox and service (1) Printing on Regular (1) Printing on Regular (1) Flox and service (1) Printing on Regular (1) Printing on Re	
3.	Flex / Banner Printing on Best Quality Flex and fitted on Iron frame (long lasting) and to be fitted on wall (per sq. ft. rate)	
4	C ( C	
	Eco-Solvent Vinyl  Eco-solvent printing, Lamination to be pasted on Sun Board fitting & fixing (per sq. ft. rate)  Eco-solvent printing, Lamination pasting on sunboard and sandwiched (same matter on both the side) and  Eco-Solvent Vinyl printing, lamination pasting on sunboard and sandwiched (same matter on both the side) and	
5.	Eco-Solvent Vinyl printing, lamination pasting on sunboard and state of substance and summary and summ	Я
6.	Clossy sticker (printing on Eco-solvent viny) and glossy running	
	(per sq. ft rate) (per sq. ft rate)	
7.	and nasting and nasting on Sun Board to be interested	
8.	Bed No. and Room No. Board on Eco-Solvent Vinyl printing and patting and patti	
	dimension a) (W: 12 inches X H: 6 inches) & b) (W: 12 inches Y 12	
9.	Directional signage of actylic board and from survival	
10.	Glow sign board with fittings (per sq. ft. rate)	
11.	Back lit board with fittings (per sq. ft. rate)  A.C.P. Board (with vinyl pasting) with steel mounting kit from wall (per piece 1*1.5sq ft rate)	
12.	A.C.P. Board (with vinyl pasting) with Glass top fittings (per sq. ft. rate)  A.C.P Board (with vinyl pasting) with Glass top fittings (per sq. ft. rate)	
13.	A.C.P Board (with vinyl pasting) with Glass to Printing (	
14.	Acrylic black board (cutting vinyl of golden letters) (per sq. ft. rate)	
15.	PVC white board (vinyl pasting) (per sq. ft. rate)  Invitation Card (digital printing on 300 GSM art board): Size: W: 5 inches X H: 7 inches with white envelope (rate per	
16.		
	piece)  Leaflet printing (rate per 1000 sheets)  (Conference: Size: 12X9/9X12 Art Board 350 GSM (Rate per piece)	
17.	Leaflet printing (rate per 1000 sheets)  Leaflet printing (rate per 1000 sheets)  Certificate/ Appreciation/ Training programme/ Conference: Size: 12X9/ 9X12 Art Board 350 GSM (Rate per piece)	-
18.	Certificate/Appreciation/ Training Programme: rate per set  Folder/ Pen/ Writing Pad: for training Programme: rate per set	
19.	Folder/ Pen/ Writing Pad: for training 1 to grammer and 1	

Thanking you.

Yours sincerely, (SIGNATURE WITH SEAL OF THE BIDDER)