



**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](mailto: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 Ophthalmology (R.I.O.), Kolkata.

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 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 (4<sup>th</sup> 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](http://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 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).
8. The application to be done as per **Application Form and Annexure 1 for Bid** (enclosed herewith)
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**

o/c

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

Date: 18/12/25

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**

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

ofc

## Application Form and Annexure 1 for Bid

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

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

To  
The DIRECTOR  
Regional Institute of Ophthalmology  
MCH Kolkata

Respected Sir,

*Reference: Your quotation no \_\_\_\_\_ dated \_\_\_\_\_ in the \_\_\_\_\_  
inviting quotation for supply and installation of different IEC MATERIALS (signage made of  
plastic boards with stickers) for Regional Institute of Ophthalmology, MCH Kolkata.*

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)



(In letter head)



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

## Annexure 1

To  
The DIRECTOR  
Regional Institute of Ophthalmology  
MCH Kolkata

Respected Sir,

*The best rate offered by us for quotation no \_\_\_\_\_ dated \_\_\_\_\_ in the  
\_\_\_\_\_ inviting quotation for supply and installation of different IEC  
MATERIALS (signage made of plastic boards with stickers) for Regional Institute of  
Ophthalmology, MCH Kolkata.*

### Quotation Rate (Best Price Offered)

Sl. No.	Name of job/ Articles, Specification of paper/size, item specified	Rate (in Rs.)
1.	<b>Flex / Banner</b> 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.	<b>Flex / Banner</b> Printing on Regular Quality (i) Flex and fitted on wooden frame and to be fitted on wall (per sq. ft. rate)	
3.	<b>Flex / Banner</b> Printing on Best Quality Flex and fitted on Iron frame (long lasting) and to be fitted on wall (per sq. ft. rate)	
4.	<b>Eco-Solvent Vinyl</b> Eco-solvent printing, Lamination to be pasted on Sun Board fitting & fixing (per sq. ft. rate)	
5.	Eco-Solvent Vinyl printing, lamination pasting on sunboard and sandwiched (same matter on both the side) and <b>aluminum framed for wall hanging dimension (H: 1 ft. X W: 1.5 ft.) 1.5 sq. ft. (per piece rate)</b>	
6.	<b>Glossy sticker</b> (printing on Eco-solvent Vinyl and glossy lamination) directly pasting on wall/glass (any smooth surface) (per sq. ft. rate)	
7.	Cast signage for display printed through latex and glossy lamination fixed on sun board (per sq. ft. rate)	
8.	<b>Bed No. and Room No. Board</b> on Eco-Solvent Vinyl printing and pasting on Sun Board Board to be fixed on door dimension a) (W: 12 inches X H: 6 inches) & b) (W: 12 inches X 12 inches) (per piece rate)	
9.	Directional signage of acrylic board and iron structure (one pole with six signage)	
10.	<b>Glow sign board</b> with fittings (per sq. ft. rate)	
11.	<b>Back lit board</b> with fittings (per sq. ft. rate)	
12.	<b>A.C.P. Board</b> (with vinyl pasting) with steel mounting kit from wall (per piece 1*1.5sq ft rate)	
13.	<b>A.C.P Board</b> (with vinyl pasting) with Glass top fittings (per sq. ft. rate)	
14.	<b>Acrylic black board</b> (cutting vinyl of golden letters) (per sq. ft. rate)	
15.	<b>PVC white board</b> (vinyl pasting) (per sq. ft. rate)	
16.	<b>Invitation Card</b> (digital printing on 300 GSM art board): Size: W: 5 inches X H: 7 inches with white envelope (rate per piece)	
17.	<b>Leaflet printing</b> (rate per 1000 sheets)	
18.	<b>Certificate/ ... Appreciation/ Training programme/ Conference:</b> Size: 12X9/ 9X12 Art Board 350 GSM (Rate per piece)	
19.	<b>Folder/ Pen/ Writing Pad:</b> for training Programme: rate per set	

Thanking you.

Yours sincerely,  
(SIGNATURE WITH SEAL OF THE BIDDER)