

**B. Terms & Conditions :**

1. Rates quoted shall be valid for one year.
2. Each bid paper should be signed by the bidder or authorized person with official seal.
3. Bid price should be inclusive of all prices, taxes, levies and should be the final payable by the buyer. No additional amount/charge shall be payable by the buyer against the product.
4. The successful bidder shall be required to supply the item to the Home and Hill Affairs Department at Nabanna without charging any additional amount.
5. The cost of product shall be paid to the successful bidder after receiving the item in good condition by the competent authority of this Department.
6. The authority reserves its right to accept or reject any or all tenders without assigning any reason whatsoever.
7. Any other information not mentioned in the Notice can be had from the office within office hours of any working day.
8. If any day mentioned in the Notice happens to be holiday, the work meant for the date will automatically shift to the next working date without any further reference/correspondence.
9. The authority reserves the right to reject the material at the stage of supply if the materials supplied do not conform to the sample submitted.
10. Technical Bid and Financial Bid shall be kept in separate sealed cover and all two envelopes shall be kept in a Big Sealed Envelope with the transcription as " Quotation of rates in reference to the No:                      Date:                      "
11. The requirement as shown is tentative only, Work order will be issued as and when demands arise during the period of one year from the date of acceptance of the rates.

**C. Financial Bid shall indicate the price of the item including of all charges.**

The Technical and Financial Bid shall be sealed in separate covers duly superscripted and both the sealed covers are to be put in a bigger cover which should also to be sealed.

The Technical bid shall be opened by the Department at the first instance and evaluated by a competent authority.

At the second stage Financial Bid of only the technically acceptable offers should be opened for finalization of the procurement of the item.

By Order

*Sd/-*

Assistant Secretary to the Government of West Bengal

**No . 285/1(3)-GE/N/1E-12/18**

**Dated, Howrah, the 27<sup>th</sup> April, 2022.**

Copy forwarded for information and wide circulation to :

1. Notice Board of Home And Hill Affairs Department, Room No. 505, Nabanna, Howrah-711102
2. Website of Home And Hill Affairs Department,
3. Guard File.

*[Signature]*  
Officer on Special Duty  
Home And Hill Affairs Department



Government of West Bengal  
Home And Hill Affairs Department  
General Establishment Branch  
Nabanna, Howrah-711102

No. 285 -GE/N/1E-12/18

Dated, Howrah, the 27<sup>th</sup> April, 2022

**NOTICE**

Rates in sealed covers are invited from bona-fide, reputed and interested suppliers (Including all registered Cooperative society) for supply of the following items :

<b><u>SL.No.</u></b>	<b><u>ITEMS</u></b>	<b><u>Qty.</u></b>
1.	Polymer Stamp Spl.	40 Pcs.
2.	Polymer Stamp Round	20 Pcs.
3.	Self-Ink Stamp	20 Pcs.
4.	Presto Rubber Stamp	20 Pcs.
5.	Sun Rubber Stamp	10 Pcs.
6.	Metal Receiving Stamp	10 Pcs.
7.	Ordinary Rubber Stamp	80 Pcs.
8.	Polymer Stamp-Ordinary	80 Pcs.
	<b>Name- Plate</b>	
9.	Plastic Engraving Name Plate (Per Sq. Inch.)	20 Pcs.
10.	Steel Engraving Name Plate (Per Sq. Inch.)	20 Pcs.

Last date for submission of the quotation of rate is 12/05/2022 upto 3-00 P.M.

The quotation should be addressed to the Assistant Secretary to the Government of West Bengal, Home And Hill Affairs Department, Nabanna, Howrah-711102 and be submitted in the drop box placed in the Room No. 505 at Nabanna on or before 12/05/2022.

The quotations should be of 2(Two) bid system such as Technical Bid and Financial Bid.

**A.** Technical Bid should include the following documents :

1. Copy of PAN Card
2. Copy of Profession Tax challan showing upto date payment of Profession Tax
3. Copy of valid Trade License issued by Competent authority
4. Copy of Acknowledgements of latest IT Return
5. Copy of GST registration Certificate (Valid 15 Digit Goods and Service Taxpayer Identification Number under G.S.T. Act, 2017)
6. Copy of Acknowledgement of GST return for the last Financial Year.
7. Copy of audited account of Balance sheet for the last year.