



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

**No. 323-GE/N/1E-10/2022**

**Dated, Howrah, the 20<sup>th</sup> May, 2022**

**NOTICE**

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

<b><u>ITEMS</u></b>	<b><u>INDICATIVE REQUIREMENT SPREAD OVER A YEAR</u></b>
1. File Tag	50 Bundles
2. File binding Tape	80 Roles
3. Binder Clip( Different Size)	6 Box of each ( three different size )
4. Stamp pad( Different Size)	50 numbers ( small)
5. Whitener	30 numbers
6. Stapler	50 numbers (Small) ,25 numbers ( Medium)
7. Scissor (Large Size)	20 numbers
8. Puncher	25 numbers (Single), 10 numbers (Double)
9. Flag for marking notesheet	400 numbers (packets)
10. Green Tea ( Tetly Brands)	130 box (Small)
11. Milk Powder ( 200gm, Amulya)	70 packets
12. Tea Leaf (in 250gm packet)	15 Kg
13. Biscuits (Thin & Cream Cracker)	3 Box of Each (Bisk firm)
14. Sugar Cube( 100gm)	80Box
15. Coffee pouch(1.5gm)	1000 numbers
16. Paper cup (80 MI)	10,000 numbers
17. Plastic Folder(white & Colour)	250 numbers of each type(With Button)
18. Stapler pin ( Kangaro )	25 Box (Small) & 15 Box( Medium)

19. Tea Bag (Tetly)	150 Box(small)
20. C.D Marker	50 numbers
21. (Face) Tissue paper	20 Box
22. Fevi Gum	40 numbers
23. Towel (Big)	6 numbers
24. Hand Wash (Dettol)	20 numbers
25. Cello Tape (one inch)	80 numbers
26. Gems Clip(plastic cover)	60 Box
27. Fevi Stick	50 numbers
28. Highlighter(Three color)	20 numbers of each.
29. Knife	20 numbers
30. Paper Weight	10 numbers

**Last date for submission of the Tender is 31<sup>st</sup> May,2022 upto 3-00 P.M.**

**The tender should be addressed to the Deputy Secretary to the Government of West Bengal, Home And Hill Affairs Department, Nabanna, Howrah-711102 and shall be submitted in the drop box placed in the Room No. 505 at Nabanna on or before 31/05/2022.**

**Bids shall be opened in presence of the attending available bidders, participating in the bid on 31/05/2022 at 3-30 P.M.**

**The tenders 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. The Bidders who are exempted from paying earnest money for participation in Tender shall produce supporting document issued by competent authority.

**B. Terms & Conditions :**

1. Rates quoted shall be valid for one year.
2. The quantities indicated against each item is purely tentative / indicative and orders will be placed as and when requirement arises during the period of one year from the date of acceptance of rates.

3. Each bid paper should be signed by the bidder or his/her authorized person with official seal.
4. Bid price should be inclusive of all prices, taxes, levies, delivery charges and should be the final payable by the buyer. No additional amount/charge shall be payable by the buyer against the product.
5. Bid price should be quoted as per the sample .The sample may be collected from the General Establishment Branch of this Department at Room No. 505 at Nabanna between 12-00 Noon and 4-00 P.M. on any working day.
6. Earnest money Rs.4000/-(2% of the estimated amount for this tender) should be deposited by the bidder through Bank Draft to be drawn in favour of the DDO, Home and Hill Affairs Department payable at Kolkata in a separate envelope along with the Bid with the transcription on the envelope as "Earnest Money Deposit".
7. The entire 2% earnest money shall be refunded to the unsuccessful bidders without any interest on the deposited amount .
8. The earnest money deposited by the successful bidder shall be adjusted after the expiry of the period of validity of rate contracts and satisfactory supply of materials as may have been ordered.
9. The successful bidder shall be required to supply the item to the Home And Hill Affairs Department at Nabanna without charging any additional amount.
10. If the successful bidder fails to supply the materials within the stipulated time, the earnest money will be liable to be forfeited besides other penal actions that may be taken.
11. 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.
12. The authority reserves its right to accept or reject any or all tenders without assigning any reason whatsoever.
13. If any day mentioned in the Notice happens to be a holiday, the work meant for the date will automatically shift to the next working date without any further reference/correspondence.
14. 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 and approved.
15. Technical Bid, Financial Bid and Earnest money shall be kept in separate sealed cover and all three envelopes shall be kept in a Big Sealed Envelope with the transcription as " Tender Bids in reference to the No: 323-GE/N/1E-10/2022 Date: 20/05/2022.

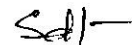
16. **Participants should quote rates for all the items mentioned in the list, otherwise the participation may be rejected by the authority .**
17. Rates for all the items should be quoted in the schedule appended to this notice.
18. L1 Bidder will be decided on individual item basis.
19. Any other information not mentioned in the Notice can be had from the office within office hours of any working day.

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

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

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

By Order



Deputy Secretary to the Government of West Bengal

**No .323 -GE/N/1E-10/2022**

**Dated, Howrah, the 20<sup>th</sup> May , 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.



**Officer on Special Duty  
Home And Hill Affairs Department**

**Schedule appended to Notice Vide No- 323 GE (N) Dated 20<sup>th</sup> May,2022.**

<b>Sl.No.</b>	<b>Items</b>	<b>Rate per unit</b>	<b>Remarks</b>
1.	File Tag		
2.	File binding Tape		
3.	Binder Clip( Different size)		
4.	Stamp pad( Different Size)		
5.	Whitener		
6.	Stapler		
7.	Scissor (Large Size)		
8.	Puncher		
9.	Flag for marking notesheet		
10.	Green Tea ( Tetly Brands)		
11.	MilkPowder(200gm,Amulya)		
12.	Tea Leaf (in 250gm packet)		
13.	Biscuits (Thin & CreamCracker)		
14.	Sugar Cube(Different Size box)		
15.	Coffee pouch(1.5gm)		
16.	Paper cup (80 MI)		
17.	Plastic Folder(white & Colour With Button)		
18.	Stapler pin ( Kangaro)		
19.	Tea Bag (Tetly) (small)		
20.	C.D Marker		
21.	(Face) Tissue paper		
22.	Fevi Gum		
23.	Towel (Big)		
24.	Hand Wash (Dettol)		
25.	Cello Tape (one inch)		
26.	Gems Clip(plastic cover)		
27.	Fevi Stick		
28.	Highlighter(Three color)		
29.	Knife		
30.	Paper Weight		

**Signature of the authorized signatory of the agency**