



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

No. 50-GE/N/1E-40/2020

Dated, Howrah, the 25th January, 2021

NOTICE

Sealed tenders are invited from bona-fide, reputed and interested suppliers (Including all registered Cooperative society) for supply of the following :

1. 2000 (Two thousand) Reams of A4 Xerox paper (Best quality Copier Paper 75 GSM) as per sample.

Last date for submission of the Tender is 09/02/2021 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 be submitted in the drop box placed in the Room No. 505 at Nabanna on or before 09/02/2021

Bids shall be opened in presence of the attending available bidders, participating in the bid on 09/02/2021 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. Copy of Credential Certificate from the various organization/Govt. Deptt for supply of Good Qualities of Goods/ Articles
8. Copy of audited account of Balance sheet for the last year
9. 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. Each bid paper should be signed by the bidder or authorized person with official seal.
2. 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.
3. Bid price should be quoted keeping in view the sample .The sample may be collected from the office of the Registrar of this Department at Room No. 505 at Nabanna between 12-00 Noon and 4-00 P.M. on any working day.
4. Earnest money (2% of the total bid amount) should be deposited by the bidder through Bank Draft to be drawn in favour of the DDO, Home And Hill Affairs Department in a separate envelope along with the Bid with the transcription on the envelope as "Earnest Money Deposit".
5. The entire 2% earnest money shall be refunded to the unsuccessful bidders without any interest on the deposited amount.
6. The earnest money deposited by the Successful Bidder shall be adjusted at the time of final payment. The successful bidder shall be required to supply the item to the Home And Hill Affairs Department at Nabanna without charging any additional amount.
7. 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.
8. The authority reserves its right to accept or reject any or all tenders without assigning any reason whatsoever.
9. Any other information not mentioned in the Notice can be had from the office within office hours of any working day.
10. 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.
11. 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.

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



Deputy Secretary to the Government of West Bengal

No .50/1(3)-GE/N/1E-40/2020

Dated, Howrah, the 25th January, 2021

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.



Registrar

Home And Hill Affairs Department