

GOVERNMENT OF WEST BENGAL  
**HOME & HILL AFFAIRS DEPARTMENT**  
General Establishment Branch,  
'NABANNA',  
325, Sarat Chatterjee Road, Howrah-711102.

**No. 651-GE/N/1E-09/2025**

**Dated, the 21<sup>st</sup> day of May, 2026 Howrah**

**NOTICE**

1. Rates in sealed covers are invited from bona-fide, reputed and interested suppliers (Including all registered Cooperative Society) for supply of the following items for a period of One year from the date of acceptance of rates :

SL. No.	ITEMS	QTY.
<b>STAMP</b>		
1.	Polymer Stamp spl.	60
2.	Polymer Stamp Round	10
3.	Presto Rubber Stamp	30
4.	Sun Rubber Stamp	75
5.	Metal Receiving Stamp	10
6.	Polymer Stamp Ordinary	60
<b>NAME PLATE</b>		
7.	Plastic Engraving Name Plate (Per Sq. Inch)	60
8.	Steel Engraving Name Plate(Per Sq. Inch)	25

**2. Schedule of Bidding:**

Sl. No.	Description	Date/time
1	Last date for submission of the quotation of rate	29 <sup>th</sup> May,2026 upto 12 Noon
2	Date of opening of the quotation box in presence of the willing vendors	29 <sup>th</sup> May,2026 at 1:00 PM
3	The quotation submitted	in the drop box placed in the Room No. 505 at Nabanna
3	The quotation to be addressed to	the Assistant Secretary to the Government of West Bengal, Home And Hill Affairs Department, Nabanna, Howrah-711102

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

**Bid A: Technical Bid should be submitted with 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 GST 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.

**Bid B: Financial Bid shall indicate the price of the item in Indian Rupees inclusive 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 in presence of the willing vendors 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 shall be opened for finalization of the rate.

**4. 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. 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. **Participants should quote rates for all the items mentioned pre-page, otherwise participation may be rejected by the authority.**
8. **Overall estimated cost of the items would not be above Rs. 1 lakh.**
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.
12. Technical Bid, 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 No: 651-GE/N/1E-09/2025 Date: 21.05.2026.
13. 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.
14. The successful bidder(S) will have to enter into an agreement with the Dept. for supply of the items at the accepted rates. "

Sdf

Assistant Secretary  
to the Government of West Bengal

**No. 651/1(3)-GE/N/1E-09/2025**

**Dated, the 21<sup>st</sup> day of May, 2026 Howrah**

Copy forwarded for information and wide circulation to :

1. Notice Board of Home And Hill Affairs Department, Room No. 505, Nabanna, Howrah-711102 and at Writers Building.
- ✓ 2. Website of Home And Hill Affairs Department(<https://home.wb.gov.in>).
3. Guard File.

QSV

Assistant Secretary  
to the Government of West Bengal