

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

No.800- GE/N/1E-36/2026

Dated, Howrah, the 15th June, 2026

NOTICE

1. E-tender is invited from bona-fide, reputed and interested suppliers (Including registered Cooperative societies) for supply of the Stationery Items for official use of Home and Hill Affairs Department for a period of one year from the date of acceptance of the tender.
2. Schedule of tender:-

Sl. No.	Items	Date
1.	Date of uploading NIT documents (Online)	18/06/2026
2.	Document download start time	22/06/2026 at 11:00 am
3.	Bid submission starting	24/06/2026 at 11:00 am
4.	Bid submission closing	10/07/2026 at 02:00 pm
5.	Bid opening Technical bid (Online)	13/07/2026 at 01:00 pm
6.	Date of uploading list for Technically qualified bidder (Online)	To be notified later.
7.	Date for opening of Financial bid(online)	To be notified later..
8.	Award of contract	To be notified later.

3. Details of items are as follows:-

Sl. No.	Item Description	Required Quantity (approx.)
1	Air Pocket (Godrej Aer)	50 pcs
2	Basket plastic (good quality)	100 pcs
3	Biscuit cream cracker 300 gm (Bisk Firm)	400 pkt
4	Biscuit Marie 300 gm (Bisk Firm)	400 pkt
5	Book Peon (100 page)	150 pcs
6	Book short Hand	100 pcs
7	Bot Kin as per sample	100 pcs
8	Brasso 100 ml	12 tin
9	Brown envelope 25.5 cmx11 cm	3000 pcs
10	Brown envelope(20x28.5 cm)	2000 pcs
11	Brown envelope(25.5x30 cm)	2000 pc

12	Brown Tape 2 inch (good quality)	100 pc
13	Brown tape 3 inch (good quality)	100 pc
14	Bucket plastic	10 pc
15	Button Folder Plastic (white – transparent)	1000 pc
16	Calculator(Orpat-OT555GT)	50 pc
17	Car freshener (Godrej Aer twist gel petal crush pink)	30 pc
18	Case book (100 page)	150 pc
19	CD Marker	250 pc
20	Cello Tape 1 inch	150 pc
21	Cello Tape 2 inch	50 pc
22	Channel file	200 pc
23	Clip Binder 25 mm	20 box
24	Clip Binder 32 mm	20 box
25	Clip Binder 51 mm	20 box
26	Clip Binder ¾ inch	20 box
27	Clip Gems Plastic Coated (20 gm)	200 pkt
28	Collins Spray 250 ml	20 btl
29	Correction Pen (Faber Castle)	200 pc
30	Cotton duster (As per Sample)	1000 pc
31	Cotton pasted envelope 50 cmx39 cm	250 pc
32	Cup Saucer set (Clay Craft white gold border)	30 set
33	Dairy register (100 page)	100 pc
34	Darjeeling Tea bag Twings (25 bag)	100 pkt
35	Eraser	100 pc
36	Executive clip Board as per sample	50 pc
37	Face Tissue Box Passio	120 box
38	Fevi gum 200 ml	150 pc
39	Fevi stick 15 gm	300 pc
40	File cover (as per sample)	8000 pc
41	File Flap (as per sample)	2000 no
42	File index register (100 page)	100 pc
43	File register (100 page)	150 pc
44	File Tag(bundle of 100 pcs)	300 bdl
45	File Tape (good quality)	500 role
46	Flag for marking – 3 colour	300 pkt
47	Gala for Seal	10 pkt
48	Glass Borosil	15 set
49	Green cotton pasted envelop(35x25.5 cm)	500 pc
50	Green cotton pasted envelop(40.5x51 cm)	1000 pc
51	Green cotton pasted	500 pc

	envelop(44x37.5cm)	
52	Green Tea Bag Tately 25 bags	60 pkt
53	Hand wash 250 ml Dettol	150 btl
54	High Lighter Luxor	200 pc
55	Hit Cockroach 400 ml	20 btl
56	Hit mosquito 400 ml	20 btl
57	Issue register (100 page)	150 pc
58	Johnson baby skin care wipes(72 Units)	20 pkt
59	Kettle electric 1.5 ltr (Bajaj Steel)	25 no
60	Knife (Kitchen Knife 5 inch)	100 pc
61	L Folder A4 (Sun 12)	1000 pc
62	L Folder Legal (Sun 12)	300 pc
63	Meeting folder (as per sample)	100 pc
64	Milk powder 200 gms Amulya	500 pkt
65	Mouse Pad (Logitech good quality)	150 pc
66	Mug Plastic 1.5 ltr	10 pc
67	Nescafe 0.9 gm	13000 sachet
68	Note Book spiral (Times 304A)	100 pc
69	Note pad Sticky(3 inchx3 inch)	200 pkt
70	Pad Ink Blue	100 btl
71	Pad Ink Red	30 btl
72	Paper A4 (JK Copier 75 GSM)	2000 Reams
73	Paper cup 150 ml (write ITC)	20000 pcs
74	Paper FS (JK Copier 75 GSM)	300 Reams
75	Paper Napkin (10 Lite – 2 ply 50 pulls)	100 pkt
76	Paper napkin(Club 100 tissue)	150 pkt
77	Paper Photo Kodak(GLOSS/180 GSM)	50 pkt
78	Pen - Doms trio Matic plus fine point	500 pc
79	Pen Pentonic black	150 pc
80	Pen Pentonic Blue	150 pc
81	Pen refill for two Colour ink	100 pc
82	Pen Reynolds trimax blue	24 pc
83	Pen Reynolds Trimax black	24 pc
84	Pen Sketch Black	150 pc
85	Pen sketch blue	150 pc
86	Pen two colour Ink	24 pc
87	Pencil Apsara Platinum	300 pc
88	Pencil Battery (AA) Eveready	200 pc
89	Pencil Battery (AAA) Eveready	100 pc
90	Pencil Battery Dura cell (AA)	100 pc
91	Pencil Battery Dura cell(AAA)	100 pc
92	Permanent Marker(Camlin Bold-E)	50 pc
93	Puncher Double (kangaro – DS23S24FL)	24 pc

94	Puncher Single kangaro-376224	100 pc
95	Room freshener (Godrej Aer)	150 pc
96	Scale 1 ft plastic (Camlin)	150 pc
97	Scale 1 ft Steel(Good quality)	12 pc
98	Scissor(2.5 mm good quality)	150 pc
99	Sharpener(Camlin)	100 pc
100	Spoon Tea (VIP)	100 pc
101	Stamp Pad Blue (Faber Castell 11x6.9 cm)	200 pc
102	Stamp Pad Red(Faber Castell 11x6.9 cm)	50 pc
103	Stapler (10) kangaro	150 pc
104	Stapler (24/6) Kangaro	100 pc
105	Stapler Pin (10) kangaro	200 pkt
106	Stapler Pin(24/6) Kangaro	200 pkt
107	Scotch Brite	100 pc
108	Stapler HP 45	50 pcs
109	Sugar Cube (Daurela 500 gm)	350 pkt
110	Tea Bag Tately original 100 bag	300 pkt
111	Tea leaf Darjeeling 250 gm (good quality)	50 pkt
112	Thread ball	100 ball
113	Towel big (as per sample)	100 pc
114	Towel Hand (as per sample)	100 pc
115	Tray for service (28x20 cm)	20 pc
116	Tray for service (35 cmx30 cm)	20 pc
117	Vim Liquid 250 ml	150 btl
118	Water bottle 1 ltr (Pearl pet)	600 pc
119	White envelope(11x25 cm)	10000 pc
120	White envelope(12x27.5cm)	10000 pc
121.	Bond Paper JK (A4)	06 reams
122.	Paper weight	100 Pieces
123.	Wall clock (Ajanta) as per sample	15 Pieces
124.	Nescafe Jar (90gm)	35 Pieces
125.	Pen uniball Eye	10 Pieces
126.	Coaster	30 Pkt
127.	Alpin (T Shape)	30 Pkt
128.	File – 4 folder	60 Pieces

4. The tender should be addressed to the Assistant Secretary, Home and Hill Affairs Department, Government of West Bengal, Nabanna, Howrah-711102 (Contact No.2253-5402).

5. Tender will be opened at 01.00 p.m of 13/07/2026 at Nabanna, Howrah - 711102.
6. A. The E-tender should be of 2 (Two) bid system viz. as Technical Bid (Bid A) and Financial Bid (Bid-B).

Bid A:- Technical Bid should be submitted with the soft copy of the following documents :

- a. Copy of PAN Card
- b. Copy of Profession Tax challan showing upto date payment of Profession Tax
- c. Copy of valid Trade License issued by Competent authority
- d. Copy of Acknowledgement of latest IT Return
- e. Copy of GST registration Certificate (Valid 15 Digit Goods and Service Taxpayer Identification Number under G.S.T. Act, 2017)
- f. Copy of Acknowledgement of GST return for the last Financial Year
- g. Copy of Demand Draft for EMD. (Later, the original copy of Earnest Money will be asked for by the Department from L1 bidder (item wise) at the time of issuance of rate acceptance letter.)
- h. The Bidders who are exempted from paying earnest money for participation in Tender shall submit supporting document issued by competent authority.
- i. Audit report of the last financial year (In case of Firm) and annual accounts of the last financial year.
- j. Bank A/C details
- k. Experience Certificate/work orders (similar nature)

Bid B:- Financial Bid :- Financial Bid shall indicate the price (basic rate) of each item in Indian Rupees and applicable GST as per BOQ.

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

At the second stage, Financial Bids of technically qualified bidders only shall be opened for finalization of the bidding process.

Enclo: Schedule of items put to tender with rate.

7. Terms & Conditions :

- (i) Rates quoted shall be valid for one year.
- (ii) 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.
- (iii) Each bid paper should be signed by the bidder or his/her authorized person with official seal.

- (iv) No additional amount/charge shall be payable by the buyer against the product.
- (v) Bid price should be quoted as per the sample .The sample may be collected/ inspected 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.
- (vi) Soft Copy of Earnest money (Bank Draft in favour of the DDO, Home and Hill Affairs Department, payable at Kolkata) @ **2% of the amount quoted in total of unit price** should be furnished by all bidders and after completion of bidding process Bank Draft should be deposited by the successful bidder/s (item wise L1 bidder) to this Department at Room No.505, Nabanna.
- (vii) 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.
- (viii) The successful bidder shall be required to supply the item to the Home and Hill Affairs Department at Nabanna without charging any additional amount.
- (ix) 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.
- (x) If the successful bidder/s (item wise L1) fails to supply the materials as per requirement / sample of this Department, the contract may be cancelled and L2 bidder may be requested to supply that article for rest of the year.
- (xi) 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.
- (xii) The authority reserves its right to accept or reject any or all tenders without assigning any reason whatsoever.
- (xiii) Acceptance of the lowest bid is not obligatory and the undersigned reserve the right to accept or reject any e-tender partly or, fully without assigning any reason thereof.

- (xiv) 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.
- (xv) 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.
- (xvi) The successful bidder/s (item wise L1) will have to enter into an agreement with the Department for supply of the items at the accepted rates and in good quality.
- (xvii) Any other information not mentioned in the Notice can be had from the office within office hours of any working day.

By Order



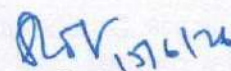
Assistant Secretary
to the Government of West Bengal

No.800 /1(2) -GE/N/1E-36/2026

Dated, Howrah, the 15th June , 2026.

Copy forwarded for information and wide circulation to :

1. Centralized e-Tender Portal (<http://wbtenders.gov.in>).
2. Website of Home And Hill Affairs Department (<http://home.wb.gov.in>), Room No. 505, Nabanna, Howrah-711102.



Assistant Secretary
to the Government of West Bengal

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Home & Hill Affairs Department
General Establishment Branch
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Check box of documents attached

<u>Sl No</u>	<u>Items</u>	<u>Whether attached (Use √)</u>
1.	PAN	
2.	Upto date P-Tax challan	
3.	Valid Trade Licence	
4.	Acknowledgements of latest IT Rturn	
5.	GST Registration Certificate	
6.	GST Return of last financial year	
7.	Demand draft No and value for EMD	
8.	Supporting documents for exemption of EMD.	
9.	Audit report and Annual Accounts of the last financial year (In case of Firm)	
10.	Bank A/C details.	
11.	Experience Certificate/work orders (similar nature)	
12.	Any other relevant documents, if any	

Date:

Signature of tenderer