

GOVERNOR'S (HOUSEHOLD) SECRETARIAT**LOK BHAVAN, KOLKATA - 700062**

[Tel. 22001641, Fax-22001649, Email-hsecretariat@gmail.com]

No.: 1217M/IO-4/22

Date: 18.05.2026

NOTICE INVITING QUOTATION

Sealed quotations are invited from Bonafide, resourceful registered traders/ suppliers for supply of following items for Lok Bhavan, Kolkata: -

Sl. No.	Item to be procured	Rate per Pc (excluding GST)	% of GST	Rate per Pc (including GST)
1	Core i-5 Desktop with UPS			
2	HP Core i-5 Laptop (Metal body) with 512 GB SSD			
3	Smartphone (preferably Samsung) with 8 GB /256 GB configuration			
4	Canon Copier iR2224n with Duplexed and Platen			
5	Paper Shredder			
6	Photocopier Machine with ADF, Duplex and A3 Paper copying facility			

Terms & Conditions

- 1) Duly signed quotation must be submitted on company letter head in a sealed envelope super scribed "**Quotation for Supply of IT Products for Governor's (Household) Secretariat, Lok Bhavan, Kolkata**".
- 2) Genuine TAN Number, Name, Address & Contact number of the supplier must be clearly indicated in the quotation.
- 3) Rates quoted should be clearly mentioned as per the list annexed herewith.
- 4) Rates should be quoted only for the item specified in the notice.
- 5) The quotation will be valid for the **Financial Year 2026 -27**.
- 6) This office reserves the right to accept or reject any or all quotations without assigning any reason. No correspondence in this regard will be entertained.
- 7) The articles should be supplied within 7 (seven) days after getting the Supply Order.
- 8) The Last date and time for submission of quotation will be 12 p.m. on 28.05.2026. The quotations will be opened at 3 PM on 28.05.2026. Willing bidders may be present at the time of opening quotation.



Section Officer

Governor's (Household) Secretariat

No.: 1217/1(4)M/IO-4/22

Date: 18.05.2026

Copy forwarded for information and necessary action to:

- 1) The Home & Hill Affairs Department, Govt. of W.B., Nabanna, Howrah - 711102
- 2) Notice Board of Governor's (Household) Secretariat, Lok Bhavan, Kolkata
- 3) Notice Board of Governor's Secretariat, Lok Bhavan, Kolkata
- 4) Office copy.



Section Officer

Governor's (Household) Secretariat