

**Governor's Secretariat  
West Bengal  
Raj Bhavan, Kolkata**

No:- 56-G


Date :- 12/1/2021

**NOTICE**

Quotations in sealed cover are invited by the OSD & Deputy Secretary to the Governor of West Bengal, Governor's Secretariat, West Bengal for purchasing of different types of Governor's letterhead, File Covers and Envelopes for the period from 01.02.2021 to 31.01.2022. as per specifications given below.

Sl. No.	Items	Rate per piece
1.	Governor's Letterhead (Big)	Rate Per Piece
2.	Governor's Letterhead (Medium )	Rate Per Piece
3.	Governor's Letterhead (Small)	Rate Per Piece
4.	Governor's Big Envelope with gumming and printing (Yellow colour- Handmade)	Rate Per Piece
5.	Governor's Big Envelope (Textured & Embossed) with gumming & Printing-A4Size	Rate Per Piece
6.	Governor's medium Envelope (Textured & Embossed) with gumming & Printing	Rate Per Piece
7.	Governor's small Envelope (Textured & Embossed) with gumming & Printing	Rate Per Piece
8.	Governor's Message Envelope with gumming & Printing with jacket ( Yellow colour- Handmade)	Rate Per Piece
9.	File Cover (Yellow), File Cover (Pink), File Cover (White), File Cover (Green)	Rate Per Piece
10.	White window envelop with gumming & printing	Rate Per Piece
11.	Small yellow envelope with gumming & printing	Rate Per Piece
12.	Big yellow envelope with gumming & printing	Rate Per Piece
13.	Big cloth envelope with gumming & printing	Rate Per Piece.
14.	Medium cloth envelope with gumming & printing	Rate Per Piece.
15.	Small cloth envelope with gumming & printing	Rate Per Piece.

Quotations in sealed cover must reach to the undersigned within 2.00 p.m 25.01.2021. from the date of issuing this notice. The quotations will be opened at 2.30 p.m. on 25<sup>th</sup>.. January, 2021 in presence of such bidders who may wish to remain present. The rate quoted must be clearly stated in both figures and words and shall be inclusive of all charges.

  
**(Debabrata/Roy)**  
Assistant Secretary  
Governor's Secretariat, West Bengal