

**GOVERNMENT OF WEST BENGAL**  
**Office of the Registrar General of Marriages, W.B.**  
**KIT Building (4th Floor), P-16, India Exchange Place, Kol.73**

Date : 15-05-2025

**NOTICE FOR INVITING QUOTATION**

Sealed quotations are hereby invited from the interested bonafied agencies for the rate of shifting of marriage registration records of this office to different store rooms of this office and vice versa as given in the table below. The quotations must be reached by 03.00 PM on 22.05.2025 at mentioned address.

Sl. No.	From	To
1	KIT Building ( 1 st , 2 nd & 4 th floor), Kol - 73	Sl. No.3 to 7
2	KIT, Annex Buildings, Kol-73	Sl. No. 3 to 7
3	Writers Buildings, Kol-700001	Sl. No. 1 ,2 & 4 to 7
4	N.S. Buildings, K.S. Roy Road, Kol-700001	Sl. No. 1 to 3 & 5 to 7
5	Sealdah Court Complex Building 7 th Floor, Kol-14	Sl. No. 1 to 4 & 6 to 7
6	Murshidabad Estate, 4 th floor, 26 J.L. Nehru Road, Kol-87	Sl. No. 1 to 5 & 7
7	Esplanade Mansion , Flat No. 17, 1 st floor, 14- 16, Govt. Place East , Kol - 69	Sl. No. 1 to 6

**Terms & Condition:**

1. Capacity of the vehicle should be 50 bags records
2. Records should be shifted within 10 days from the date of contact over telephone.
3. Rate of the quotation should be submitted for per vehicle per trip including loading & unloading charges.
4. Accepted rate of quotation will be terminated automatically after 10 (ten) trips or 3 (three) months from the date of issue of work order, whichever is earlier, with strict compliance of existing norms as referred in the West Bengal Govt. Purchase Rules order no. 5400-F dated 25.06.2012.
5. Quotation will be opened on 22.05.2025 at 04:00 pm.
6. Payment will be made only after successful & satisfactory shifting of records.
7. Payment is subjected to the availability of fund.
8. Quotation may be cancelled at any time as per the discretion of the undersigned.
9. Rate should be in conformity with the existing Govt. order, which may be considered at the time of table bid. During table bid the bidders have to submit the rate analysis according to different work components.

The sealed quotations are to be dropped at the drop box kept at receiving counter of this office. The rate quoted papers must be attached with the current valid trade licence, PAN card details, IT returns of the

last two assessment years, GST Regn. No. and Current Bank A/c details of the bidder.

*Sd/-*

Registrar General of Marriages, West Bengal

Date : 15-05-2025

✓ Copy forwarded for information to :

1. The Dy. Secretary to the Govt. of West Bengal, Law Dept. Writers' Buildings, Kolkata-700001 with a request to publish in the office notice board and the department website.
2. Notice Board of this Office.
3. Website of this Office.

*Given  
15/05/25*

Registrar General of Marriages, West Bengal



*Arvind  
Amitabha  
16/05/25*