



**Silchar Divisional Office,**  
**Meherpur, Silchar-15**

**SDO/OS/Store/23-24/ Tender -5**

**Date : 19/09/2023**

**Note to the Sr Divisional Manager**

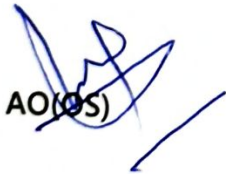
**Sub: Administrative approval vis-a-vis calling Limited Tender in connection with Stamp Preparation for Depts & Officials of our DO.**

***We would like to mention that the we require to prepare both self ink and normal stamp for our different depts and officials of Silchar DO . Hence, we shall have to call Tender/Quotation from our empanelment 5(five) vendors for preparation of stamp for a period 01.11.2023 to 31.07.2025( Validity date of Empanelment).***

Sl	Items	Present approved Rate
1	Normal Stamp	Rs 25/- per line
2	Self Ink Stamp	NIL

**Time Schedule:-** Tender to be floated on 26.09.2023 , Last date of submission of tender on 10.10.2023 upto 3.00 pm and opening of tender on 11.10.2023 at 11.00 am.

**Put up to the Sr Divisional Manager for his kind Approval**

  
AO(OS)

  
Manager(OS)

  
Sr Divisional Manager