

Government of West Bengal
Urban Development & M.A. Department
"NAGARAYAN", DF-8, Sector-I, Bidhannagar, Kolkata - 700 064.
(Computer No.554923)

NOTICE INVITING QUOTATION

The undersigned is directed to invite open participation both from all the willing Government approved Wholesale Consumers Co-Operation Societies to quote the rate of office stationery items and other miscellaneous stores as per list annexed with NIQ for the period from 1st July, 2025 to 31st March, 2026 in a sealed cover with specimen to be submitted to the U.D.&M.A. Department latest by 26.06.2025 before 02.00 p.m. The rates so quoted should be inclusive of GST & delivery charges, if any and will be valid upto 31.03.2026.

While submitting quotation, following information must be included.

1. Profile of the company/its owners/promoters/chief executives.
2. Trade Licence.
3. Tax clearance Certificate (last 3 years)
4. PAN & TAN.
5. The rates (financial quotes) in INR to be charged for the services as stated above inclusive of all charges should be clearly mentioned, with breaks up where necessary.
7. The bidder shall sign all papers of the bid also the pamphlets, drawings, client list, company profile etc.

Other Important Information :

1. The Department reserves the right to accept/reject any Quotation, modify the stipulations or cancel the process, without assigning any reason thereof.
2. Prospective bidders may submit their Quotation in a sealed cover super scribed as "Quotation for Office stationery items and other miscellaneous stores" on or before **26th June, 2025** by 02.00 p.m. in the tender box kept in the Department of Urban Development & Municipal Affairs, 'NAGARAYAN', 2nd Floor, DF-8, Sector-I, Bidhannagar, Kolkata - 700 064.
3. The quotation submitted by prospective bidders will be opened by the Deputy Secretary of this Department on **26th June, 2025** at 3.00 p.m.
4. Lowest bidder/agency on the basis of their Quotation will be subsequently selected for the said assignment.

5.Payment will be made monthly/quarterly on presentation of invoice/bill in triplicate.

sd/-

DEPUTY SECRETARY
to the Government of West Bengal
16-06-2025

Copy forwarded for information and necessary action to :-

1. The Finance (Audit) Department, Govt. of West Bengal, Nabanna, Howrah.
2. The Joint Secretary, Department of Information Technology of this Govt.
3. The OSD to MIC of this Department.
4. The Sr. P.S. to the Principal Secretary of this Department.
5. The P.S. to the Special Secretary of this Department.
6. This Department's NOTICE BOARD.
7. The Assistant Secretary, I&CA Department, Nabanna (for display in Departmental Website and Notice Board)
8. E-Governance Cell of this Department (for display in Departmental Website).
9. All members of the Tender Committee of this Department.

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Sl. No.	Name of Items	Unit
1.	Attendance Register(200 pages)	Per pc.
2.	Arch File (Board)	Per pc.
3.	Arch File (plastic)	Per pc.
4.	Al Pin (King or equivalent)	Per box
5.	Button Folder(plastic)	Per pc.
6.	Bi-color flag(25mmx76mm)	Per pkt.
	Bi-color flag(45mmx12mm)	Per pkt.
7.	flag(76mmx51mm)	Per pkt.
	flag(76mmx76mm)	Per pkt.
8.	Binder clip(19mm)	Per box
9.	Binder clip(25mm)	Per box
10.	Binder clip(32mm)	Per box
11.	Binder clip(41mm)	Per box
12.	Binder clip(51mm)	Per box
13.	Box (Plastic)	Per pc.
14.	Broom(phool Jharu)	Per pc.
15.	Board File(Half file cover)	Per 100 pcs.
16.	Bill Register (as per sample)	Per pc.
	Board Pins	Per pkt.
17.	Carbon Paper(kores) blue	Per pkt.
18.	Case Book 200 pages	Per pc.
19.	Correction pen/whitener (Faber Castle or equivalent)	Per pc.
20.	Calulator(Orpat 12 digit)	Per pc.
21.	Cup & Plate set(Laopala)	Per set of 6 pcs.
22.	Cup (paper) 100ml.[Normal]	Per bundle
23.	Cup (paper) 100ml.[special]	Per bundle
24.	Cello Tape(1/2") [white]	Per pc.
25.	Cello Tape(1") [white]	Per pc.
26.	Cello Tape(2") [white]	Per pc.
27.	Cello Tape(2") [brown]	Per pc.
28.	Cloth envelop(A4 size)	Per 100pcs.
29.	Cloth envelop(16"x12")	Per 100pc.
30.	Channel Folder(A4 size)	Per dozen
31.	Clip Board(plastic)	Per pc.
32.	Classmate Octane Refill	Per pkt.
33.	Candle (1x6)	Per pkt.
34.	Car freshener(Godrej or equivalent)	Per pc.
35.	Cash Book (as per sample)	Per pc.
36.	Cube Pad	Per pad
37.	Colin(250ml.)	Per bottle
38.	Colin(500ml.)	Per bottle
39.	Color A-4 Paper	Per Ream
40.	Coaster	Per box of 6 pcs.
41.	Dinner plate(Laopala)	Per pc.
42.	Plate (Medium size)[Laopala]	Per pc.
43.	Plate (Small size)[Laopala]	Per pc.
44.	D.O. Letter Pad with Embalmed	Per pads of 100 pcs.
45.	D.O. Letter Pad without	Per pads of 100

	Embalmed	pcs.
46.	Demand Register(as per sample)	Per pc.
47.	Desk Calendar stand(Gripex/Omega)	Per pc.
48.	Desk calendar Refill(prince/Gupta)	Per pc.
49.	Duster(2'x2') white	Per dozen
50.	Duster(2'x2') check	Per dozen
51.	Dak File (as per sample)	Per pc.
52.		
53.	Electric Kettle(prestige) 1.5 ltr.	Per pc.
54.	Envelop white (11"x5")	Per 100 pcs.
55.	Envelop white (12"x6")	Per 100 pcs.
56.	Envelop Brown (11"x5")	Per 100 pcs.
57.	Envelop Brown (12"x6")	Per 100 pcs.
58.	Eraser(Apsara/Doms)	Per pc.
59.	Envelop brown(A4 size)	Per 100 pcs.
60.	Envelop white(A4 size)	Per 100 pcs.
61.	Executive Bond paper	Per Ream
62.	Flax (Milton) steel body 1 ltr.	Per pc.
63.	File Binder Tape(1/2")	Per pkt.
64.	Flap (good quality)	Per bundle 100pcs.
65.	File Cover with printed (as per sample)	Per 100 pcs.
66.	Four Folded File cover	Per 100 pcs.
67.	Fevi Stick(15gm.)	Per pc.
68.	Footner	Per pc.
69.	File / Letter / Issue Register (as per sample) 200 pages	Per pc.
70.	Fountain pen (good quality)	Per pc.
71.	File/Letter carrying bag (sreeleather/Duckbag)	Per pc.
72.	Gel Pen(Linc Pentonic)	Per pc.
73.	Garbage Basket(60Ltr.) without Lid	Per pc.
74.	Fevi Gum Tube(50ml.)	Per pc.
75.	Glass(Borosil/Yera)	Per pc.
76.	Gala(Sealing Wax)	Per box of 6pcs.
77.	Gala Seal (Brass making)	Per pc.
78.	Hit Spray(black) 400ml.	Per pc.
79.	Hit Spray(black) 200ml.	Per pc.
80.	Hit Spray(Red) 400ml.	Per pc.
81.	Hit Spray(Red) 200ml.	Per pc.
82.	Half Margin (Draft Sheet)	Per Ream
83.	Hand Towel(white) as per sample	Per pc.
84.	Hand Towel(colour) as per sample	Per pc.
85.	Hard Cover Register No. 6	Per pc.
86.	Hard Cover Register No. 8	Per pc.
87.	Hard Cover Register No. 10	Per pc.
88.	Hard Cover Register No. 12	Per pc.
89.	Hard Cover Register No. 16	Per pc.
90.	Hard Cover Register No. 20	Per pc.

91.	Hard Cover Register No. 40	Per pc.
92.	Highlighter Pen(Faber castle or equivalent)	Per pc.
93.	Hand Wash(100ml.) [Dettol]	Per bottle
94.	Hand Wash(250ml.) [Dettol]	Per bottle
95.	Hand Wash(100ml.) [Lifebuoy]	Per bottle
96.	Hand Wash (675ml.) pouch[Dettol]	Per pkt.
97.	Ink for Fountain pen (Blue/Red/Green/black)	Per bottle
98.	James clip (plastic coated) medium size	Per pkt.
99.	James clip (metal) medium size	Per pkt.
100.	Knife (plastic handle)	Per pc.
101.	Log Book(car) 200 pages	Per pc.
102.	Lock with key(Godrej 7 Leaver)	Per pc.
103.	Linc Refill(10x20)	Per pkt.
104.	Leave Register (200 pages)	Per pc.
105.	Library Accession Register(as per sample)	Per pc.
106.	Library Issue Register(as per sample)	Per pc.
107.	Library General Register(as per sample)	Per pc.
108.	Marker Pen (CD marker)[Luxor]	Per pc.
109.	Marker Pen (Permanent)[Luxor]	Per pc.
110.	Mosquito Oil Refill (Goodknight/Allout)	Per pc.
111.	Mosquito Oil Machine (Goodknight/Allout)	Per pc.
112.	Markin Cloth(white)	Per metre
113.	Matches	Per pkt.
114.	Name plate (Brass)	Per sq. inch.
115.	Name plate (steel)	Per sq. inch.
116.	Name plate (plastic)	Per sq. inch.
117.	Note Sheet 2 nd page(1x100)	Per pad
118.	Note sheet 1 st page(1x100)	Per pad
119.	Note Book(spiral binding)	Per pc.
120.	Peon Book (200 pages)	Per pc.
121.	Pen Drive (8 GB)[sandisc/HP] steel/plastic	Per pc.
122.	Pen Drive (16 GB)[sandisc/HP] steel/plastic	Per pc.
123.	Pen Drive (32 GB)[sandisc/HP] steel/plastic	Per pc.
124.	Pen Drive (64 GB)[sandisc/HP] steel/plastic	Per pc.
125.	Pen Pilot Hitech point (V5,V7)	Per pc.
126.	Pen Pointec Pro Gel	Per pc.
127.	Pen (Use & Throw) [Agni 4G or equivalent]	Per pc.
128.	Pen (Both side)[Morison/Linc]	Per pc.
129.	Pen Jotter(Reynolds classic)	Per pc.
130.	Pen Jetter Classic	Per pc.

131.	Pen Linc Executive Gel	Per pc.
132.	Pen Flair Ball Point (as per sample)	Per pc.
133.	Pen (Luxor 0.5) Green	Per pc.
134.	Pen Hauser XO	Per pc.
135.	Pen Cello X Calibar	Per pc.
136.	Photo Paper(80GSM) Kodak	Per pkt.
137.	Paper weight(glass making)	Per pc.
138.	Phynile(Bengal chemical)500ml.	Per bottle
139.	Pen stand (2 holder)	Per pc.
140.	Pen stand (4 holder)	Per pc.
141.	Plastic Mug(1 ltr.)	Per pc.
142.	Plastic 'L' file cover(A4 size)	Per pc.
143.	Plastic 'L' file cover(Legal size)	Per pc.
144.	Plastic Paper Tray	Per pc.
145.	Pencil(Nataraj)	Per pkt. of 10pcs.
146.	Pencil(Apsara)	Per pkt.of 10pcs.
147.	Punching machine (one hole)[Kangaro or equivalent]	Per pc.
148.	Punching machine (Double hole)) [Kangaro or equivalent]	Per pc.
149.	Pencil Battery (AA) [Everady]	Per pc.
150.	Pencil Battery (AAA) [Everady]	Per pc.
151.	Pencil Battery (AA) [Duracel]	Per pc.
152.	Pencil Battery (AAA) [Duracel]	Per pc.
153.	Room freshener(Godrej) big	Per pc.
154.	Ring Folder(plastic)	Per pc.
155.	Requisition slip (1x100)	Per pad
156.	Sketch Pen	Per pkt.
157.	Stapler(small/Kangaro10)	Per pc.
158.	Seat belt for chair	Per pc.
159.	Seat belt for car	Per pc.
160.	Stapler pin (small/10mm) [kangaro]	Per box
161.	Stapler (Medium size 24x6)	Per pc.
162.	Stapler (Jambo size)	Per pc.
163.	Stapler pin (Big size/24x6)[kangaroo]	Per box
164.	Spoon(steel) big/Medium/Small size	Per pc.
165.	Scissor(Medium/big) as per sample	Per pc.
166.	Stamp Pad(Faber Castle or equivalent)	Per box
167.	Service Book(as per sample)	Per pc.
168.	Sharpener(Nataraj or equivalent)	Per pc.
169.	Self-inking stamp (normal)	Per pc.
170.	Self-inking stamp (SUN)	Per pc.
171.	Polymer Rubber stamp	Per pc.

