

Government of West Bengal
Department of Urban Development & Municipal Affairs
“NAGARAYAN”, Block-DF, Sector-I, Salt Lake,
Kolkata - 700 64.

No. 1983–UD/O/M/CS/4P-01/2019

Dated: 20.06.2019.

NOTICE INVITING QUOTATION

The undersigned is directed to invite all the willing Govt. approved Wholesale Consumers Co-operative Societies to quote the rate of stationery articles, grocery, stationary and other materials for the period from 1st August, 2019 to 31st July, 2020 in a sealed cover with specimen sample to be submitted to the U.D & M.A. Department (U.D. Branch) latest by two weeks approximately from the date of issue of the letter. The rates mentioned should be inclusive of delivery charges, if any.

The sealed cover will be opened on 5th July, 2019 in the chamber of Deputy Secretary of this Department at 4.00 P.M. on the 1st Floor of “Nagarayan”.

The Department reserves the right to accept or reject any quotations without stating the reason whatsoever and the quotations will be kept in the custody of the Registrar of U.D. & M.A. Department (U.D. Branch) “Nagarayan”, 1st Floor.

The Notice Inviting Quotation with the ‘list of stationary items’ annexed therewith are available on the website of the U.D. & M.A. Department. This may also be collected from the Registrar (M.D.) of U.D. & M.A. “Nagarayan”, 1st Floor.

All the articles to be delivered must be according to the specifications of the sample submitted and the representatives are advised to visit this Department to inspect the sample.

The Co-operatives whose quotations will be accepted must supply the articles within 10 (ten) working days failing which their offer may be rejected without further notice and they maybe blacklisted for any subsequent purchase of articles from this Department.

Sd/-

Deputy Secretary to the
Government of West Bengal.

No. 1983 /1(5) –UD/O/M/CS/4P-01/2019

Dated: 20.06.2019.

Copy forwarded for information and necessary action to:-

1. The Notice Board of U.D. & M.A. Department, Nagarayan, Salt Lake.
2. The Notice Board of Sech Bhavan, Salt Lake.
3. The Notice Board of D.M. Office Barasat.
4. The Notice Board of S.D.O. Office, Barrackpore.
- ✓ 5. IT cell, U.D. & M.A. Department (for uploading).

M. Formha 20/06/2019
Deputy Secretary to the
Government of West Bengal.

Government of West Bengal
Department of Urban Development & Municipal Affairs
“NAGARAYAN”, Block-DF, Sector-I, Salt Lake,
Kolkata- 700 64

No. 1983–UD/O/M/CS/4P-01/2019

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ANNEXURE TO THE NOTICE INVITING QUOTATION

SL. No.	Name of the Articles	Rates
1.	Xerox Paper A-4 (Copy Power)	Per Ream
2.	Xerox Paper F.S. (Copy Power)	-Do-
3.	Cash Register khata	Per Pc
4.	Stapler (10 mm Kangaroo)	Per Pc
5.	Stapler Pin (10 mm)	Per Box.
6.	Stapler(Large size)	Per Pc.
7.	Stapler Pin (24/6))	Per Box.
8.	Register Khata 06 Nos	Per Pc
9.	Register Khata 08 Nos	Per Pc.
10.	Plastic Folder (Bag type)	Per Doz.
11.	Plastic file cover (Good quality) only white	Per Doz.
12.	Duster Cloth (1' x 1')	Per Doz.
13.	Correcting Pen (Faber Castel)	Per Pc
14.	C.D. Marker Pen (Faber Castel)	Per Doz.
15.	FeviStick (Big Size)	Per Doz.
16.	Agni Gel Pen (Black, Blue, Red)	Per Doz.
17.	Permanent Marker pen	Per Doz.
18.	Life Bouy Soap (Big Size)	Per Doz.
19.	Stamp Ink Pad (Faber Castel)	Per Pc.
20.	Pen Drive 8 GB	Per Pc.
21.	Pen Drive 16 GB	Per Pc.
22.	Pen Drive 64 GB	Per Pc.
23.	Plastic Box (good quality)	Per Doz.
24.	Pencil, eraser, sharpener (Apsara)	Per Doz.
25.	Paper Weight	Per Doz.
26.	Room Freshner	Per Pc
27.	Envelope (12" x 6") Brown	Per 1000 Pc.
28.	Envelope (11" x 5") Brown	Per 1000 Pc
29.	Pencil Battery	Per Doz.
30.	Towel (Good Quality) White	Per Pc.
31.	Big towel (chair) white	Per Pc.
32.	Gum Tube	Per Doz.
33.	Hand Towel	Per Doz.
34.	Xerox Machine Tonner	Per Pc.
35.	Sketch Pen (Big)	Per Doz.
36.	Magnet Pin cousin	Per Pc.
37.	Register Khata 12 Nos.	Per Pc
38.	Pen Both side (Red & Blue)	Per Doz.
39.	Punching Machine one hole(Kangaroo)	Per Pc
40.	Rifle small (Link)	Per 100 Pc
41.	All out Riffle with machine	Per Pc
42.	Hit Spray	Per Pc
43.	Cup & Plate (Good quality)	Per set.
44.	Highlighter Pen	Per Doz.
45.	Writing pad (white)	Per Pc
46.	Short hand pad	Per pc.
47.	Gems Clip[(Plastic coated)	Per Box.
48.	2 nd Page Note sheet	Per 1000 sheets.
49.	Scissor	Per pc
50.	Knife	Per pc.
51.	Hand wash	Per Box.
52.	Pen (Luxor sign) green	Per Pc.
53.	Printed file cover	Per Pc.
54.	Case Book	Per Pc.
55.	Tag cotton(good Quality)	Per 1000 PCS.
56.	Pocker (phor) plastic handle	Per Doz.
57.	Plastic paper tray	Per Doz.
58.	Cloth coated envelope (12" x16")	Per 100 pc
59.	Cloth coated envelope (10" x14")	Per 100 pc.
60.	Half margin draft sheet	Per 1000 sheets.
61.	1 st Page Note sheet (in conquest paper)	Per 1000 sheets.
62.	Post it (Sticker Different colour)	Per 10 pkt .

M. Sinha 20/06/2019
Deputy Secretary to the
Government of West Bengal