

**Government of West Bengal
Backward Classes Welfare Department
Administrative Building, DJ-4, Sector-II, Salt Lake, Kolkata-700091.
www.anagrasarkalyan.gov.in**

Date: 13 MAR 2023

NOTICE INVITING QUOTATION

The undersigned is directed to invite all the willing Government approved Wholesale Consumers' Co-operative Societies to quote the rate of stationery articles, grocery, sanitary and other material for supply of the same on request, to this for the period from 1st April, 2023 to 31st March, 2024 on a sealed cover with specimen sample to be submitted to the Backward Classes Welfare Department latest by one weeks from the date of issuance of the notice.

The rate so quoted should be inclusive of G.S.T.

The sealed cover will be opened on 24.03.2023 at the Chamber of Deputy Secretary at 1.00 P.M.

The Department reserves the right to accept or reject any quotation without stating the reason whatsoever and the quotations will be kept at the custody of the Deputy Secretary of this Department.

The specific list of common stationery articles to be supplied are available on the website of the Backward Classes Welfare Department and this may also be collected from the Registrar, of this Department.

All the articles to be delivered must be according to the sample. The representatives are advised to visit this Department to inspect the sample.

The Co-operative concerned whose quotation will be accepted must supply the articles within 7 (seven) days from the date of requisition of the same failing their offer will be reject without further notice and they will be blacklisted for any subsequent purchase of articles from this Department.



**Deputy Secretary
to the Government of West Bengal.**

Date:

Copy forwarded for the information to -

- i) Notice Board, BCW Department.
- ii) Website copy.



**Deputy Secretary
to the Government of West Bengal.**

**Terms and conditions in respect of Tenders for supply of stationary articles
etc.**

1. The tender is valid for the financial year 2023-24. It may be extended for further period if considered necessary.
2. Parties having turnover of business more than Ten Lakh Rupees in a year are eligible for participating in the tender.
3. Rate will be quoted against each item, as per item lists available in the website in English in figures. No erasing or overwriting will be allowed.
4. All items should be of branded ones.
5. Attested Xerox copies of valid Trade License, valid PAN issued by the IT Deptt., Govt. of India, G.S.T Number, last (3) years turnover certificate from Chartered Accounts Firms needed to be enclosed with the tender.
6. Each page of the Tender form will be signed by the Authorized Signatory with company seal.
7. Tender will be submitted in sealed envelope addressed to The Deputy Secretary, Backward Classes Welfare Department, Government of West Bengal, Administrative Building, 4th Floor, DJ-4, Sector-II, Salt Lake, Kolkata-700091 superscribing the words "Tender for stationary articles etc. for the financial year 2023-24.
8. Tender will be dropped in Drop Box placed in the 5th floor, Receiving Section of the Backward Classes Welfare Department office between 11 A.M. to 4 P.M. from 15.03.2023 to 23.03.2023.
9. Tender will be opened on 24.03.2023 at 1.00 P.M. publicly.
10. Decision of the authority will be final in accepting/rejecting any tender or part thereof. No appeal/request whatsoever will be entertained.
11. After selection, ordered articles should be delivered within 48 hours of receipt of order.
12. At the time of making payment of bills (a) In case of Registered dealer who has submitted Sales Tax Return regularly 3% Sales Tax will be deducted, (b) In case of Unregistered Firms/Registered Firms who have not submitted Sales Tax Return regularly 5% Sales Tax will be deducted at source.

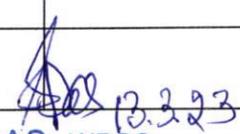


Deputy Secretary

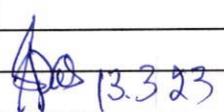
to the Government of West Bengal.

Annexure-I

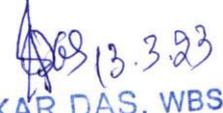
Sl No.	Items	Brand	Agency Name	Rate Quoted (inclusive of G.S.T)
			Quantity	
1	A4 Size Paper 75 GSM (500 pages per Ream)	Bilt Copy Power	1 Ream	
2	Attendance Register (50 sheet)	As per sample	1 Pcs	
3	AAA Battery	Duracell	1 Pcs	
4	Both ways Pen	Link	1 Box	
5	Calculator (12 digit)	Casio	1 Pcs	
6	Candle (9" x 1/2")	Agarbatti	1 Box	
7	Case Book (100 sheet)	As per sample	1 Pcs	
8	CD (Blank)	Moserbaer	1 Tray	
9	CD & DVD marker Pen	Camlin	1 Box	
10	Cello Tape 2" (Brown)	As per sample	1 Pcs	
11	Cello Tape 2" (Transparent)	As per sample	1 Pcs	
12	Channel File (For A4 size paper)	As per sample	1 Pcs	
13	Channel File (Legal Size)	As per sample	1 Pcs	
14	Colin 500ml.	As per sample	1 Pcs	
15	Cash Book	As per sample	1 Pcs	
16	Colour Flag (One colour 3"x3")	Post-It	1 Pcs	
17	Correction Pen	Faber-Castell	1 Box	
18	Deptt. Letter Head	As per sample	200 Pcs.	
19	Desk Calender Stand (Good Quality)	As per sample	1 Pcs	
20	Detailed index register (100 sheet)	As per sample	1 Pcs	
21	Duster (Good Quality)	As per sample	1 Pcs	
22	DVD (Blank))	Moserbaer	1 Tray	
23	Envelope (Brown)	As per sample	100 Pcs	
24	Eraser (20 in Pack)	Camlin	1 Box	
25	Fevi Stick 8gm	Fevicol Company	1 Box	
26	File Binding Flap	As per sample	1 Pack	
27	First page Notesheet (Printed)	As per sample	1 Pack	
28	Fevi Gum 200ml	Fevicol Company	1 Bottle	
29	Gum (Small Bottle)	Kores	1 Bottle	
30	Gala (Round Stick)	As per sample	1 Box	
31	Gel Pen	Rorito Fasty Gel	1Pc.	
32	Compatible Toner Cartridge of HP 88 A	Frontech	1 Pcs	
33	Compatible Toner Cartridge of HP 18 A	Frontech	1 Pcs	


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34	Compatible Toner Cartridge HP 12 A	Frontech	1 Pcs
35	Highlight Pen	Faber-Castell	1 Pcs
36	Inward Register- 100 sheet	As per sample	1 Pcs
37	James Clip (Plastic Coated)	Bell	1 Box
38	James Clip Container	Zorex	1 Pcs
39	Legal Size Paper 75 GSM	Bilt Copy Power	1 Ream
40	Lock	Link	1 Pcs
41	Metal Binding Clip (2")	Diamond	1 Box
42	Metal Binding Clip (1")	Diamond	1 Box
43	Name plate (Metal)	As per sample	1 Pc.
44	Name plate (Plastic)	As per sample	1 Pc
45	Normal Register Khata (100 page)	As per sample	1 Pcs
46	Outward Register- 100 sheet	As per sample	1 Pcs
47	Paper Cup (60ml)	As per sample	50 Pcs.
48	Paper Weight (Round)	As per sample	1 Pcs
49	Pencil Battery	Red Eveready	1 Pcs
50	Pencil Sharpner	Apsara	1 Box
51	Peon Book 50 Sheet	As per sample	1 Pcs
52	Permanent Marker Pen	Camlin	1 Pcs
53	Pen Drive 32 GB	Sandisk	1 Pcs
54	Plain Pad (Small/ 50 pages)	Kangaroo	1 Pcs
55	Plastic Cover folder with button (Transparent)	As per sample	1 Pcs
56	Punching Machine (Black Coated)	Kangaroo SHP-20	1 Pcs
57	Polymer Stamp	As per sample	1 Pcs
58	Printed Envelope (White)	As per sample	1 Pcs
59	Printed File Cover (Two folds)	As per sample	1 Pcs
60	Printed Cover File (Four Folds)	As per sample	1 Pcs
61	Phore	Hew	1 Box
62	Polyethylin Packet (Large Size)	As per sample	1 Kg.
63	Refill (Black & Blue)	Lazor 1600	12 Pcs
64	Refill for both side pen (Red & Blue)	Link 1500	12 Pcs
65	Room Freshner	Ambi Pur	1 Pcs
66	Rubber Band	As per sample	1 Kg.
67	Sutli	As per sample	1 Kg.
68	Self-inking Stamp	As per sample	1 Pcs
69	Scale 12"	Faber Castell	1 Pcs
70	Scissors (Medium Size)	Munix	1 Pcs
71	Second Page Notesheet, Green 100 sheet pad (Thick Quality)	As per sample	1 Pcs
72	Service Book	As per sample	1 Pcs

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73	Sketch Pen (Black)	Luxor	1 Box	
74	Stamp Pad (110mm x 69mm)	Faber-Castell	1 Pcs	
75	Stamp Pad ink (60ml)	Faber-Castell	1 Bottle	
76	Stapler HD- 10D	Kangaroo	1 Pcs	
77	Stapler HS- 45P	Kangaroo	1 Pcs	
78	Stapler- Jumbo	Kangaroo	1 Pcs	
79	Stapler Pin 23/17-H	Kangaroo	1 Box	
80	Stapler Pin 24/6	Kangaroo	1 Box	
81	Stapler Pin 10 No.	Kangaroo	1 Box	
82	Stock Register	As per sample	1 Pcs	
83	Sun Folder (Good Quality)	As per sample	1 Pcs	
84	Sticky Page Marker	Post-It	1 Box	
85	Tag (Good Quality) 10 pcs per packet	As per sample	1 Pack	
86	Thread Ball (Red & White)	As per sample	1 Pcs	
87	Times Note Book (304A) Each piece	As per sample	1 Pcs	
88	Towel (Good Quality)	Bombay Dyeing	1 Pcs	
89	Use & Throw pen	Pentonic	1 Box	
90	Watter Bottle (1 Ltr.)	Milton	1 Pcs	
91	White Envelope (11" x 5")	As per sample	100 Pcs	
92	White tape (File Binder) 8 Pcs Packet	As per sample	1 Pack	
93	Wood Pencil	Apshara Platinum Extra Dark	1 Box	
			Total Rate Quoted	


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