

**Government of West Bengal**  
**Backward Classes Welfare Department**  
Administrative Building, DJ-4, Sector-II, Salt Lake City, Kolkata-700091  
[www.anagrasarkalyan.gov.in](http://www.anagrasarkalyan.gov.in)

No. 555-BCW/3M-05/2021

Date: 22.02.2021

**NOTICE**

Sealed Quotations are hereby invited from Registered Co-Operative Societies for Stationery Articles to be purchased during the financial year 2021-22 for use of Backward Classes Welfare Department. The rate may be quoted item-wise as per Annexure-I. The last date of submission of quotation is **12.03.2021** up to **1.00** pm. The quotation will be opened on **12.03.2021** at **2.00** pm at the chamber of Deputy Secretary of Establishment Cell of Backward Classes Welfare Department in presence of the participating bidders.

Backward Classes Welfare Department reserves all rights to cancel the whole Tender Process or part thereof at any time without assigning any reason.



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

No. 555/1(2)-BCW

Date:22.02.2021

Copy forwarded for the information to –

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



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

## Annexure-II

Application/Eligibility Criteria for empanelment of Bidder for Stationery Items.

Sl. No.	Particulars	Bidder Response	Corresponding Page No.
1	Name of the Vendor/Firm		
2	Address Telephone No. Fax No. Email.		
3	Name of the contact person with designation, contact no. and email. ID		
4	EMD deposited (Y/N)		
5	Pan (Y/N) & Last year's IT Return		
6	Sales Tax/GST Registration No. (Y/N)		
7	Professional Tax Registration No. (Y/N)		
8	Trade License No. (Y/N)		
9	Co-Operative Registration No. (If Applicable)		
10	Cottage & small scale industries Registration No. (If applicable). (Y/N)		
11	Sales Turnover for last 3 years	2017-18 2018-19 2019-20(If audited)	
12	Experience or Past performance		
13	Acceptance of Terms & Conditions attached. Each page of Terms & Conditions to be duly signed as token of acceptance and submitted as part of Tender document.		
14	A letter of authorization to the representative of the bidder, who is authorized to sign the bid document.		

With reference to the Notice Inviting Quotation No. 555-BCW/3M-05/21, dated 22.02.2021 of the Backward Classes Welfare Department, Government of West Bengal for Supply of Stationery items I/We do hereby submit all the necessary documents for evaluation in accordance with the instruction mentioned in the clauses of the Terms & Conditions.

In the event of acceptance of my/our quotation, I/We hereby undertake to abide by and fulfill all the terms and conditions of the contract annexed hereto. If I/We fail to supply items as per terms and conditions as mentioned above, the EMD, held as Security Deposit, shall be forfeited.

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(Signature of the Vendor with seal)

**Annexure-I**

SI No.	Items	Brand	Agency Name	Rate Quoted
			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)		1 Pcs	
11	Cello Tape 2" (Transparent)		1 Pcs	
12	Channel File (For A4 size paper)		1 Pcs	
13	Channel File (Legal Size)			
14	Colin 500ml.		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)		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 <b>Flap</b>	As per sample	1 Pack	
27	First page Notesheet (Printed)	As per sample	1 Pcs	
28	Fevi Gum 200ml	Fevicol Company	1 Bottle	
29	Gum (Small Bottle)	Kores	1 Bottle	
30	Gala (Round Stick)		1 Box	
31	Gel Pen	Rorito Fasty Gel	1Pc.	
32	HP 88 A Tonner Cartridge	HP	1 Pcs	
33	HP 18 A Tonner Cartridge	HP		
34	HP 12 A Tonner Cartridge	HP		
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)		50 Pcs.	
48	Paper Weight (Round)		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)		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)		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		1 Kg.	
67	Sutli		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	
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)		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)		1 Pcs	
87	Times Note Book (304A) Each piece	As per sample	1 Pcs	
88	Towel (Good Quality)		1 Pcs	
89	Use & Throw pen	Agni	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	
			<b>Total Rate Quoted including all charges (i.e- GST)</b>	