



Government of West Bengal
Department of Public Enterprises and Industrial Reconstruction
Shilpa Sadan, 2nd Floor: 4, Abanindranath Tagore Sarani, Kolkata- 700016

No. 1167-PEIR/11/1/2020-ESTT/SEC-PEIR

Dated: 23.09.2024

NOTICE INVITING QUOTATION

Sealed quotations are invited from the bonafide Vendors/ Suppliers/ Consumer Wholesale Cooperative Societies with valid Trade License within the jurisdiction of Kolkata, with minimum of 03 (three) years of experience in supplying office stationery to Government/ Government-aided offices/ institutions / public sector undertakings in Kolkata for **procurement of the office stationery [other than Computer accessories and Printer cartridges]**, as per specifications mentioned in the Annexure, to this office.

Scope of work:

Item-wise selected Vendor/ Supplier/ Consumer Wholesale Cooperative Society, as the case may be, shall have to deliver the Stationery Items, as and when necessary, whether in bulk or part thereof, to the above office address.

Eligibility:

- (i) The intending Vendor/ Supplier/ Consumer Wholesale Cooperative Society should provide at least 03 (three) proof of past supply orders to the Government/ Government-aided offices/Institutions/ Public sector undertakings/ Corporations in Kolkata during last 03 (three) financial years.
- (ii) The 03 (three) years of experience of the intending Vendor/ Supplier/ Consumer Wholesale Cooperative Society shall be supported by audited balance sheet with effect from the financial year 2020-2021.

Rate Specification:

- (iii) The rate should be quoted per unit quantity [i.e. per piece/ box/ ream/ dozen/ bundle/ pack etc. mentioned in the Annexure] and should be inclusive of all taxes and charges.

- (iv) Rates must be quoted both in words and figures. If there is any discrepancy of rate in word and figure, the rate quoted in words shall be taken in to account by the competent authority.
- (v) Overwriting/ corrections, if any, should be authenticated by the proprietor / CEO/ EO of the Consumer Wholesale Cooperative Societies, as the case may be.
- (vi) The quoted rates should not exceed the Maximum Retail Price (MRP).
- (vii) Vendors are required to specify the MRP for each item quoted.
- (viii) The Rate quoted shall remain valid for 01 (one) year from the date of acceptance of the Quotation by the competent authority in the Administrative Department and shall include all duties and taxes including charges.
- (ix) The rates once quoted cannot be changed or revised.
- (x) The contract may be extended for maximum of another year on satisfactory performance by the selected Vendor.

Documents to be submitted:

- (xi) 03 (three) proof of past supply orders to the Government/ Government-aided offices/Institutions/ Public sector undertakings/ Corporations in Kolkata during last 03 (three) financial years.
- (xii) While quoting the rate, the bids should accompany with the self-attested photo copy of the (a) latest Professional Tax certificate, (b) PAN (of the Agency), (c) valid trade license for supplying office stationery duly issued by the competent authority in the State Government, (d) GST Registration certificate with number.
- (xiii) Audited balance sheets of last 03 financial years, showing supply of stationery items by the bidder, with effect from the financial year 2020-2021.

Quotation submission:

- (xiv) The sealed quotations shall be submitted in the prescribed format with a forwarding letter [in letter head of the bidder] addressed to the Secretary of the above-mentioned Department, duly signed by the proprietor [in case of Consumer Wholesale Cooperative Societies, the letter should be signed by the Chief Executive Officer/Executive Officer of the concerned Society only] with whom the license have been issued by the competent authority for supplying office stationery.

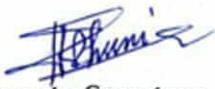


- (xv) The Quotations should be submitted in a sealed envelope, clearly marked as "Quotation for Office Stationery."
- (xvi) **The deadline for submitting sealed quotations is within 1.00 PM on 03rd October 2024 only** and shall be dropped in the BOX especially kept in the chamber of the Joint Secretary (Establishment). Quotations received after the deadline shall not be considered.
- (xvii) Quotations will be opened on the same day after 2.00 PM before the Departmental Tender Committee in presence of the intending Quotationers in person or in presence of their authorized representatives.
- (xviii) The competent authority of the Department reserves the right to accept or reject any or all the quotation (s) without assigning any reason.

For any queries, please contact:

Smt. Joyita Gangopadhyay, Joint Secretary, Department of Public Enterprises and Industrial Reconstruction, Government of West Bengal during the normal working hours between 24th September 2024 and 30th September 2024.

The accepted bidder shall have to execute an agreement with this Department after selection process is over. Supply shall be made only on the on the basis of the valid work order issued from this Department. The claims shall be made on the basis of the challan (s) and the items received by the Officer in-charge of the Stationery in the Department.


Deputy Secretary

No. 1167/1 (11)-PEIR/11/1/2020-ESTT/SEC-PEIR

Dated: 23.09.2024

Copy forwarded for information to:

- 1) Pay & Accounts Officer- I, Khadya Bhavan, Kolkata
- 2) OSD to Hon'ble MIC, Department of PE & IR, Government of West Bengal
- 3) Sri Rajkrishna Ghatak, Financial Advisor, Chairman, Tender Committee of this Department
- 4) Srimati Joyita Gangopadhyay, Joint Secretary & Member, Tender Committee of this Department
- 5) Sri Dipankar Majumder, Deputy Secretary & Member, Tender Committee of this Department
- 6) Suvankar Dey, Assistant Financial Advisor, Member & Convenor, Tender Committee of this Department



- 7) Sri Kushal Ghosh, Assistant Secretary & Member, Tender Committee of this Department
- 8) Sri Purushottam Kumar Singh, OSD & DDO & Member, Tender Committee of this Department
- 9) Sri Debabrata Datta, SSP of this Department with a request to upload in the Departmental website and in the e-office Notice Board
- 10) Sr. PS to the Secretary, Department of PE & IR, Government of West Bengal
- 11) Office Copy

 23/05/2024
Deputy Secretary

Government of West Bengal
Department of Public Enterprises and Industrial Reconstruction
Shilpa Sadan, 2nd Floor: 4, Abanindranath Tagore Sarani, Kolkata- 700016

FORMAT FOR SUBMISSION OF FINANCIAL BID

Name of the Work: Supply of Office Stationery for the Department of Public Enterprises and Industrial Reconstruction, Government of West Bengal

Sl. No.	Item	Specification	Unit Quantity	Unit RATE IN FIGURE (In Rs.)	Unit RATE IN WORDS (In Rupees)
FOR THE PURPOSE OF OFFICE DESK					
1.	A4 Paper	Size: 210 x 297 mm, Weight: 80 GSM, Type: White	Ream (500 sheets/ream)		
2.	A3 Paper	Size: 297 x 420 mm, Weight: 80 GSM, Type: White	Ream (500 sheets/ream)		
3.	Ballpoint Pen [Ink Colour: Blue]	Point Size: 0.7 mm (medium) Body Material: Plastic Type: capped	Piece		
4.	Ballpoint Pen [Ink Colour: Black]	Point Size: 0.7 mm (medium) Body Material: Plastic Type: capped	Piece		
5.	Ballpoint Pen [Ink Colour: Red]	Point Size: 0.7 mm (medium) Body Material: Plastic Type: capped	Piece		



Sl. No.	Item	Specification	Unit Quantity	Unit RATE IN FIGURE (In Rs.)	Unit RATE IN WORDS (In Rupees)
6.	Ballpoint Pen [Ink Colour: Blue]	Point Size: 0.5 mm (fine) Body Material: Plastic Type: capped	Piece		
7.	Ballpoint Pen [Ink Colour: Black]	Point Size: 0.5 mm (fine) Body Material: Plastic Type: capped	Piece		
8.	Ballpoint Pen [Ink Colour: Red]	Point Size: 0.5 mm (fine) Body Material: Plastic Type: capped	Piece		
9.	ADD Gel Achiever Pen [Ink Colour: Purple]	Metallic-look plastic cap, Soft rubber gripper for writing comfort, Snap-lock cap, Fine Point.	Packet [10 pieces in a packet]		
10.	ADD Gel Achiever Pen [Ink Colour: Black]	Metallic-look plastic cap, Soft rubber gripper for writing comfort, Snap-lock cap, Fine Point.	Packet [10 pieces in a packet]		
11.	ADD Gel Achiever Pen [Ink Colour: Blue]	Metallic-look plastic cap, Soft rubber gripper for writing comfort, Snap-lock cap, Fine Point.	Packet [10 pieces in a packet]		
12.	ADD Gel Achiever Pen [Ink Colour: Green]	Metallic-look plastic cap, Soft rubber gripper for writing comfort, Snap-lock cap, Fine Point.	Packet [10 pieces in a packet]		



Sl. No.	Item	Specification	Unit Quantity	Unit RATE IN FIGURE (In Rs.)	Unit RATE IN WORDS (In Rupees)
13.	ADD Gel GR-20 Refill	Ink Colour: Purple/Black/Blue/ Green 12 pieces in a Dozen	Dozen		
14.	Ruler	Length: 30 cm- Material: Plastic - Type: Straight edge with markings	Dozen		
15.	Hi-Lighter	Colour: Yellow	Piece		
16.	Hi-Lighter	Colour: Pink	Piece		
17.	Hi-Lighter	Colour: Light Green	Piece		
18.	Pencil Battery	AA 12 Pieces in a Dozen	Dozen		
19.	Pencil Battery	AAA 12 Pieces in a Dozen	Dozen		
20.	Pencils	Type: HB Materials: Wood Length: Standard 7" for wood	Box (12 pieces)		
21.	Pencils	Type: HB Materials: Mechanical	Box (12 pieces with Lead)		
22.	Notebook	Size: A5 (148 x 210 mm) Pages: 100 pages Type: Ruled Binding: Spiral-bound	1 Piece		
23.	Notebook	Size: A4 (210 x 297 mm) Pages: 100 pages Type: Ruled Binding: Spiral-bound	1 Piece		

Sl. No.	Item	Specification	Unit Quantity	Unit RATE IN FIGURE (In Rs.)	Unit RATE IN WORDS (In Rupees)
24.	Stapler	Type: Manual Capacity: 20 sheets Staple Size: Standard (26/6) Material: Plastic & metal	1 Piece		
25.	Stapler	Type: Manual Capacity: 20 sheets Staple Size: Heavy-duty (23/13) Material: Plastic & metal	1 Piece		
26.	Stapler Pin	Size No-23/13	1 Box		
27.	Stapler Pin	Size : 17 mm Box	1 Box		
28.	Stapler Pin	Size : 10-1M Box [Pack of 20]	1 Box		
29.	Sticky Note	Rectangular Coloured Page Marker - Pack of 3 Size: 1" X 3", 3 x 150 Item dimensions L x W x H: 5 x 76 x 76 mm	1 Dozen [12 Packs]		
30.	Sticky Note	Squared Sticky Notes (3" X 3") - Pack of 2 (2x100 Sheets, Canary Yellow)	1 Dozen [12 Packs]		

Sl. No.	Item	Specification	Unit Quantity	Unit RATE IN FIGURE (In Rs.)	Unit RATE IN WORDS (In Rupees)
31.	Stationery Stock Register	Hard bound Binding; 120 GSM Thick Archival Grade Paper; Updated As per the Govt. Guidelines; Dimensions per Page: 15 X10 Inch Pages : 450	Piece		
32.	Dispatch Register	70 GSM Ledger Paper for longer durability Heavy Hard Manually Stitched [32 Cm X 19 Cm] Updated As per the Govt. Guidelines Pages: 275	Piece		
33.	Issue Register	70 GSM Ledger Paper for longer durability Heavy Hard Manually Stitched [32 Cm X 19 Cm] Updated As per the Govt. Guidelines Pages: 100	Piece		

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Sl. No.	Item	Specification	Unit Quantity	Unit RATE IN FIGURE (In Rs.)	Unit RATE IN WORDS (In Rupees)
34.	File Register	70 GSM Ledger Paper for longer durability Heavy Hard Manually Stitched [32 Cm X 19 Cm] Updated As per the Govt. Guidelines Pages: 100	1 Piece		
35.	Attendance Register	Signature Time in & OUT Register - Hard Bound Dimensions : 32 x 20 cm 70 GSM Ledger Paper Hard Bound, Manually Stitched Pages : 100	Piece		
36.	Asset Register [Dead Stock]	Hard bound Binding 120 GSM Thick Archival Grade Paper Updated As per the Govt. Guidelines Dimensions per Page: 15 X10 Inch Pages : 100	Piece		



Sl. No.	Item	Specification	Unit Quantity	Unit RATE IN FIGURE (In Rs.)	Unit RATE IN WORDS (In Rupees)
37.	Peon Book	Dimensions: 20 x 16 cm 70 GSM Ledger Paper Paper Hard Pages: 200	Piece		
38.	Writing Pad	Dimensions: 10.5 cm x 14 cm Single Line, 70 GSM Paper Pages: 80 Pages Pack of 12	Dozen		
39.	Signature Pad	Executive Type	Piece		
40.	Button Folder	Transparent Plastic Documents Storage Folder File with Snap Button Legal Documents File Holder Pack of 10	Pack		
41.	Executive Folder	Ring Binder Plastic Box File for Certificates and Documents; A4 Size ; Plastic File Ring Files (Pack of 12 Colour: Black	Pack		



Sl. No.	Item	Specification	Unit Quantity	Unit RATE IN FIGURE (In Rs.)	Unit RATE IN WORDS (In Rupees)
42.	Executive Folder	Ring Binder Plastic Box File for Certificates and Documents A3 Size ; Plastic File Ring Files (Pack of 12 Colour: Black	Pack		
43.	Multipurpose Leatherette Folder/ Portfolio	Professional File Folders for Certificates Executive File Legal Size with chain Documents Holder with 20 Leaves	Piece		
44.	L-Folder	L-shaped Transparent Plastic Legal size (A3 size) Pack of 10	Pack		
45.	L-Folder	L-shaped Transparent Plastic Size: A4 Pack of 10	Pack		
46.	Cover File	Four folded Paper made Colour: Multi-coloured Size: Legal Pack of 06	Pack		



Sl. No.	Item	Specification	Unit Quantity	Unit RATE IN FIGURE (In Rs.)	Unit RATE IN WORDS (In Rupees)
47.	File cover	Printed [as approved by the Department] on light green/ blue coloured board of 200 GSM	100 Pieces		
48.	Polymer Stamp	Digital Customized Self Inking Rubber Stamp One line	Piece		
49.	Polymer Stamp	Digital Customized Self Inking Rubber Stamp Two lines	Piece		
50.	Polymer Stamp	Digital Customized Self Inking Rubber Stamp Three lines	Piece		
51.	Polymer Stamp	Digital Customized Self Inking Rubber Stamp Four lines	Piece		
52.	Polymer Stamp	Digital Customized Self Inking Rubber Stamp ROUND shaped	Piece		
53.	Stamp Pad	Blue	Piece		
54.	Stamp Pad	Red	Piece		



Sl. No.	Item	Specification	Unit Quantity	Unit RATE IN FIGURE (In Rs.)	Unit RATE IN WORDS (In Rupees)
55.	Stamp Pad Ink	Blue	Piece		
56.	Stamp Pad Ink	Red	Piece		
57.	Office Tag	Standard Cotton material	Bundle		
58.	Thread Ball	Standard Cotton material	Bundle		
59.	Correction Pen	CLP 300 1.0mm Multipurpose Correction Pen White Ink Pack of 3	Pack		
60.	White Board Marker with Duster	White Board Duster with 4 Markers 1 Blue, 1 Black, 1 Green & 1 Red) Duster for erasing Marker (Pack of 1), Size: Bold	1 Dozen		
61.	White Tape	Transparent Tape of 2 inches 65 Meter 42 Micron Thickness Pack of 6 Rolls	Pack		

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Sl. No.	Item	Specification	Unit Quantity	Unit RATE IN FIGURE (In Rs.)	Unit RATE IN WORDS (In Rupees)
62.	Brown Tape	Packaging Brown Tape (Tan) 48mm x 50 Meter Pack of 2	Pack		
63.	Cotton Duster	Multicolour Checks Cleaning Cloth Size: 16 X 24 inch Pack of 10	Pack		
64.	Binder Clip [File Clip]	Sizes: Small (19 mm) Material: Metal with plastic coating Quantity: Boxes (100 clips per box)	Box		
65.	Binder Clip [File Clip]	Sizes: Medium (32 mm) Material: Metal with plastic coating Quantity: Boxes (100 clips per box)	Box		
66.	Binder Clip [File Clip]	Sizes: Large (51 mm) Material: Metal with plastic coating Quantity: Boxes (100 clips per box)	Box		
67.	Glue	Fevi Stick	Dozen		



Sl. No.	Item	Specification	Unit Quantity	Unit RATE IN FIGURE (In Rs.)	Unit RATE IN WORDS (In Rupees)
68.	Envelopes	Size: C4 (229 x 324 mm) Material: White paper Type: Plain Seal Type: No Seal	100 Pieces		
69.	Envelopes	Size: C5 (162 x 229 mm) Material: White paper Type: Plain Seal Type: No Seal	100 Pieces		
70.	Envelopes	Size: DL (110 x 220 mm) Material: White paper Type: Plain Seal Type: No Seal	100 Pieces		
71.	Envelopes	Size: DL (110 x 220 mm) Material: White paper Type: Windowed Seal Type: No Seal	100 Pieces		
72.	Envelopes	Size: DL (110 x 220 mm) Material: White paper Type: Windowed Seal Type: Self-adhesive	100 Pieces		



Sl. No.	Item	Specification	Unit Quantity	Unit RATE IN FIGURE (In Rs.)	Unit RATE IN WORDS (In Rupees)
73.	Calculator	Type: Desk with 12 DIGITS Features: Basic functions Colour: Black Battery Type: Solar and battery powered Display: LCD	Piece		
74.	Rubber Bands [Small]	Material: Natural rubber or synthetic Quantity: Boxes (100 bands per box)	Box		
75.	Rubber Bands [Medium]	Material: Natural rubber or synthetic Quantity: Boxes (100 bands per box)	Box		
76.	Rubber Bands [Large]	Material: Natural rubber or synthetic Quantity: Boxes (100 bands per box)	Box		
77.	Lac Stick	12 pcs. Box	Dozen		
78.	White Towel	Material Type: Cotton Thread Count: 600 GSM Size: - 36 X 72(In Inches) Included components: Luxury Office Chair Towel with Tie Knot.	Piece		
79.	White Hand Towel	Material Type: Cotton Thread Count: 500 GSM Size: - 30 X 30(In Inches) Pack of 03	Pack		



Sl. No.	Item	Specification	Unit Quantity	Unit RATE IN FIGURE (In Rs.)	Unit RATE IN WORDS (In Rupees)
OFFICE HYGIENCE ESSENTIALS					
80.	Tissue Paper	Extra Soft Cocktail Tissue Paper; Soft and Absorbent 2 Ply Napkins 50 Pulls Size: 22x 22 cms	Box		
81.	Tissue Paper [Facial]	2 Ply Facial Tissue Box 100 Pulls	Box		
82.	Colin Spray	500 ml Bottle	Piece		
83.	Liquid Dish Wash	250 ml Bottle (Prill)	Dozen		
84.	Vim Liquid	250 ml Bottle	Dozen		
85.	Room Freshener	Container (220 ml.)	Piece		
86.	Hand Sanitizer	220 ml. Bottle (Dettol)	Piece		
87.	Scotch Brite	12 Pieces	Dozen		

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Sl. No.	Item	Specification	Unit Quantity	Unit RATE IN FIGURE (In Rs.)	Unit RATE IN WORDS (In Rupees)
88.	Dust Bin [Open]	Plastic Open Plastic Dustbin WITHOUT Lid Garbage Bin for Office Dimension: 22 x 22 x 24 CM 5Ltr. - Pack of 4	Pack of 04		
89.	Dust Bin [With Lid]	Plastic Step-On Pedal Dustbin/ Waste Bin with LID Solid Color Size: 32 x 30 x 26 CM Capacity: 10 Ltrs.	Piece		
90.	Insect Spray [For Mosquito]	Bagon/ Hit	Piece		
91.	Insect Spray [For Cockroach]	Bagon/ Hit	Piece		
92.	Hand Wash with Pump	Pleasant floral fragrance Quantity: 250 ml.	Piece		
93.	Mosquito Bat	Anti-Mosquito Racquet 6 months Warranty Rechargeable Mosquito Killer Bat with LED Light	Piece		

Sl. No.	Item	Specification	Unit Quantity	Unit RATE IN FIGURE (In Rs.)	Unit RATE IN WORDS (In Rupees)
OFFICE HOSPITALITY ESSENTIALS					
94.	Water Glass	Vision Glass Set, Transparent 295 ml, Set of 6 Feature: Microwave Safe; Dishwasher-Safe; Freezer Safe	Set		
95.	Glass lid	Plastic [Round shaped]	12 Pieces		
96.	Cup Plate Set	Bone China Cup and Saucer with Elegant Golden Line Set of 12 (6 Plates and 6 Cups) White (6 Plates and 6 Cups): 140 ML each Microwave & Dishwasher Safe	Set		
97.	Green Tea	Twinnings Earl Grey Tea Premium Black Tea, Light Strength, Mild & Refreshing Flavour Pack of 25 Tea-bags	Pack		

Sl. No.	Item	Specification	Unit Quantity	Unit RATE IN FIGURE (In Rs.)	Unit RATE IN WORDS (In Rupees)
OFFICE FITTINGS AND FIXTURES					
98.	Name Plate	Brass (14" x 9")	Piece		
99.	Name Plate	Brass (10" x 7")	Piece		
100.	Name Plate	Plastic (10" x 3")	Piece		
101.	Wall Clock [Silent]	Colour: White Display Type: Analog Dimension: 35W x 320H mm	Piece		

Date:



Signature and Seal of the bonafide Vendors/
Suppliers/ Consumer Wholesale Cooperative Societies