

1/145176/2021

Government of West Bengal
Department of Urban Development & Municipal Affairs
"NAGARAYAN", Block-DF, Sector-1, Salt Lake, Kolkata - 70064.
(Computer No: 413069)

No. 3546-UD\O\MCS\4P-01\2019

Date: 16.08.2021

NOTICE INVITING QUOTATION

The undersigned is directed to invite all the willing Govt. approved Wholesale Consumers Co-operative Societies to Quote the rate of Office Stationery items, Grocery and other Stationary Materials for the period from 1st September 2021 to 31st August, 2022 in a sealed cover with specimen 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 GST & delivery charges, if any.

The sealed cover will be opened on 31st August, 2021 in the chamber of Deputy Secretary of this Department at 12.00 noon 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 O.S.D. of U.D. & M.A. Department (U.D. Branch) "Nagarayan", 1st Floor.

The NIQ with the 'list of stationary items' annexed therewith are available in the website of the U.D. & M.A. Department. This may also be collected from the O.S.D. (M.D.) of U.D. & M.A. "Nagarayan", 1st Floor.

Interested Co-operatives may quote rate for all items or for selected items.

Specimen of materials must be submitted along with the tender papers which will be returned to them after completion of the tender process.

Tender will be accepted on scrutiny of both the rates and quality of the specimen materials.

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 before the submission of the tender.

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 may be blacklisted for any subsequent purchase of articles from this Department.

Sd/-
Deputy Secretary
to the Government of West Bengal.

2021

No. 3546 \ 1(5) -UD\O\M\CS\4P-01\2019

Date: 16.08.2021

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. S.O., IT cell, U.D. & M.A. Department (for uploading);
6. All members of the Tender Committee.

M. B. M. 16/08/2021
Deputy Secretary

to the Government of West Bengal.

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ANNEXURE TO THE NOTICE INVITING QUOTATION

Sl.No.	Name of the Articles	Rates (in Rupees)
1.	Xerox Paper A-4 (Copy Power)	Per Ream
2.	Xerox Paper F.S (Copy Power)	Per Ream
3.	Cash Register Khata	Per Pc.
4.	Stapler (10mm Kangaroo)	Per Pc.
5.	Stapler Pin (10mm)	Per Box
6.	Stapler (24/6) Kangaroo	Per Pc.
7.	Stapler Pin (24/6)	Per Box
8.	Register Khata No 6	Per Pc.
9.	Register Khata No 8	Per Pc.
10.	Plastic Folder (Bag Type)	Per Doz.
11.	Plastic File Cover (Good Quality) Transparent	Per Doz.
12.	Duster Cloth (1'x1')	Per Doz.
13.	Correcting Pen (Faber Castle)	Per Pc.
14.	C.D. Marker Pen (Faber Castle)	Per Doz.
15.	Fevistick (Big Size)	Per Doz.
16.	Agni Gel Pen (Black, Blue, red)	Per Doz.
17.	Permanent Marker Pen	Per Doz.
18.	Liquid Hand Wash (100ml)	Per Doz.
19.	Stamp Ink Pad (Faber Castle)	Per Pc.
20.	Pen Drive 8 GB	Per Pc.
21.	Pen Drive 16 GB	Per Pc.
22.	Pen Drive 32 GB	Per Pc.
23.	Plastic Box (Good Quality)	Per Doz.
24.	Paper Weight (Glass)	Per Doz.
25.	Room Freshener (240ml)	Per Pes.
26.	Pencil, Eraser, Sharpener (Apsara)	Per Doz.
27.	Envelope (12"x6") white	Per 1000Pc.
28.	Envelope (11"x6") white	Per 1000 Pc.
29.	Pencil Battery	Per Doz.
30.	Towel (Good Quality) white	Per Pc.
31.	Big Towel (150x75cm) white	Per Pc.
32.	Gum Tube	Per Doz.
33.	Hand Towel	Per Doz.
34.	Xerox Machine Toner	Per Pc.
35.	Sketch Pen (Big)	Per Doz.
36.	Magnet Pin Cushion	Per Pc.
37.	Register Khata No 12	Per Pc.
38.	Ball Pen Both side (Red & Blue)	Per Doz.
39.	Punching Machine Single Hole (Kangaroo)	Per Pc.
40.	Refill Small (Link)	Per 100 Pc.
41.	Goodnight Mosquito Oil With Machine	Per Pc.

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42.	Hit Spray (400ml)	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.	2nd Page Note sheet	Per 1000 Pc.
49.	Scissor	Per Pc.
50.	Knife	Per Pc.
51.	Liquid Hand Wash (750ml)	Per Box.
52.	Pen (Luxor 0.5) Green	Per Pc.
53.	Printed File Cover	Per Pc.
54.	Case Book	Per Pc.
55.	Tag Cotton (Good Quality)	Per 1000 Pc.
56.	Poker (Phnor) with 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 Pc.
61.	1st Page Note Sheet (in conquest Paper)	Per 1000 Pc.
62.	Post It (Sticker Different Colour)	Per 10 pkt.
63.	12 digit Calculator (ORPAT)	Per pcs.

M. B. Bha 16/08/2021
Deputy Secretary

to the Government of West Bengal