

# **West Bengal State Rural Development Agency**

(An Agency of the Panchayats & Rural Development Department, Government of West Bengal:  
Registered under the West Bengal Societies Registration Act, 1961, Registration No.S/IL/17726 of 2003-2004)

## **Institutional Strengthening of Gram Panchayats (ISGP) Project Cell**

Jessop Building, 63 Netaji Subhas Road, Mezzanine Floor, Kolkata-700001

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No. 256/ISGPP/2011

Date: 10.03.2011

### **TENDER NOTICE**

1. Rate Quotations are hereby invited from reputed, bonafied & resourceful suppliers having good credentials of working with Government Departments/Undertakings /Agencies for supply of different stationery items as per detail list attached.
2. Offer will have to be dropped in sealed envelope in the earmarked box kept at the ISGPP Cell, WBSRDA, Jessop Building, 63 Netaji Subhash Road, Mezzanine Floor, Kolkata-700001.
3. Last date of submitting offer is 28.03.2011 upto 3 PM
4. The box will be opened soon thereafter
5. Offer must be submitted under office seal and signature of the authorised representative of the firm. Each offer must accompany earnest money of Rs 5000/- (Rupees five thousand) only in crossed Bank Draft from any scheduled Bank Payable in Kolkata favouring 'WBSRDA A/C ISGPP Cell'
6. The unit price quoted against each item falling under each group must be written or typed neatly. Corrections if any should be properly authenticated. Comparative rate analysis will be made item –wise and then group wise. The items for which rates have been invited have been arranged in twelve groups (Group A to L)
7. All the participant firms must have permanent Income Tax, Sales Tax/VAT numbers/registrations and necessary documentary evidence in support of that will have to be submitted along with the offer.
8. The Quoted rates should be inclusive of all duties, taxes and other levies.
9. The Quoted rates shall remain valid till March, 2012 and the supplier will be liable for supplying the stationery items in accordance with the quoted rates. No request for change in rates will be entertained whatsoever once the rate is accepted.
10. Incomplete offer will be rejected.
11. The lowest rate offered item wise falling under one group will be totalled together. The offer quoting the lowest rate in one group will be generally be selected for supplying all the items falling under that group. The authority reserve the right to club one or more group together for the sake of convenience at the time of awarding supply order.
12. Payment will be made after full receipt of the supplied materials in good condition at our office in respect of each individual order which will be mostly on monthly basis.
13. This Quotation procedure may be cancelled at any stage without assigning any reason thereof.

Procurement Manager  
ISGPP Cell

# West Bengal State Rural Development Agency

## Institutional Strengthening of Gram Panchayats Project (ISGPP)Cell

GROUP : A				
Sl. No.	Name of the Articles	Brand Name	Unit price	Price Quoted inclusive of taxes
1	Xerox Paper A4 (Spectrum)	Modi	One Ream	
Group Total				

GROUP : B				
Sl. No.	Name of the Articles	Brand Name	Unit price	Price Quoted inclusive of taxes
1	Xerox Paper FS (Spectrum)	Modi	One Ream	
2	Xerox Paper A3 (Spectrum)	Modi	One Ream	
Group Total				

GROUP : C				
Sl. No.	Name of the Articles	Brand Name	Unit price	Price Quoted inclusive of taxes
1	Folder File (With Printing)	Meghdut	Twelve Pieces	
2	Plastic Folder	As per specimen	Twelve Pieces	
3	Cover File	Ambassador	Twelve Pieces	
4	Arch File	Ambassador	Twelve Pieces	
5	Flap (Good Quality)	As per specimen	Hundred Pieces	
6	Tag	Good Quality	Hundred Pieces	
7	Box File	As per specimen	Twelve Pieces	
Group Total				

GROUP : D				
Sl. No.	Name of the Articles	Brand Name	Unit price	Price Quoted inclusive of taxes
1	Spiral Pad 1/6 (With Printing)	Times	One Piece	
2	Spiral Pad 1/8 (With Printing)	Times	One Piece	
3	Spiral Pad [50 Pages] (With Printing)	As per specimen	One Piece	
4	Conference Pad (With Printing)	Times	One Piece	
Group Total				

GROUP : E				
Sl. No.	Name of the Articles	Brand Name	Unit price	Price Quoted inclusive of taxes
1	Brown Envelope 11x5 (With Printing)	As per specimen	Hundred Pieces	
2	Brown Envelope 10x5 (With Printing)	As per specimen	Hundred Pieces	
3	Brown Envelope 9x5 (With Printing)	As per specimen	Hundred Pieces	
4	Cloth Envelope A3 (With inside cloth lining)	With Printing	Hundred Pieces	
5	Cloth Envelope A4 (With inside cloth lining)	With Printing	Hundred Pieces	
6	Cloth Envelope FS (With inside cloth lining)	With Printing	Hundred Pieces	
7	Cloth Envelope A3 (With inside cloth lining)	Without Printing	Hundred Pieces	
8	Cloth Envelope A4 (With inside cloth lining)	Without Printing	Hundred Pieces	
9	Cloth Envelope FS (With inside cloth lining)	Without Printing	Hundred Pieces	
10	White Envelope 11x5	Without Printing	Hundred Pieces	
Group Total				

GROUP : F				
Sl. No.	Name of the Articles	Brand Name	Unit price	Price Quoted inclusive of taxes
1	Mini DV Cassette	SONY	One Piece	
2	Pencil Battery (Blue) [AA]	Nippo	Ten Pieces	
3	Duracel Battery (AA)	Duracel	One Piece	
4	CD-R	Moserbare	Hundred Pieces	
5	CD-RW with Jewel Case	Moserbare	One Piece	
6	DVD-R with Jewel Case (4.7 GB)	Moserbare	One Piece	
7	DVD-R with Jewel Case(8.5 GB)	Moserbare	One Piece	
8	DVD-RW with Jewel Case	Moserbare	One Piece	
9	Plastick CD Cover	Good Quality	Ten Pc Box	
10	Plastick CD Cover (Pouch)	Good Quality	Hundred Pieces	
11	Pencil Battery (Blue) [AAA]	Nippo	Ten Pieces	
Group Total				

GROUP : G				
Sl. No.	Name of the Articles	Brand Name	Unit price	Price Quoted inclusive of taxes
1	Linc Sensor Pen	Linc	Twelve Pieces	
2	Linc Sensor Pen Refill	Linc	Twelve Pieces	
3	0.5 Pointec Gel Pen (Blue, Black & Red)	Cello	Ten Pieces	
4	0.5 Pointec Gel Pen Refill (Blue, Black & Red)	Cello	Ten Pieces	
	<b>Group Total</b>			

GROUP : H				
Sl. No.	Name of the Articles	Brand Name	Unit price	Price Quoted inclusive of taxes
1	Luxar Board Marker 971 Pen (Blue, Black & Red)	Luxar	Twelve Pieces	
2	White Board Marker 157R (Blue, Black, Red & Green)	Artline	Twelve Pieces	
3	Parmanent Marker (Blue, Black, Red & Green)	Reynolds	One Piece	
	<b>Group Total</b>			

GROUP : I				
Sl. No.	Name of the Articles	Brand Name	Unit price	Price Quoted inclusive of taxes
1	Fax Roll Size- 210MM x 30 MT	Mitsubishi Thermal Paper	One Piece	
2	Fax Carbon Roll (Model No. Panasonic Kx-FP343)	Godrej	Two Pieces	
3	Transparency Sheet	Good Quality	Hundred Pieces	
4	Channel A4	As per specimen	Hundred Pieces	
5	DFC Paper	As per specimen	One Ream	
	<b>Group Total</b>			

GROUP : J				
Sl. No.	Name of the Articles	Brand Name	Unit price	Price Quoted inclusive of taxes
1	Brown Cello Tape -2" (65 Mtr)	As per specimen	Twelve Pieces	
2	White Cello Tape-1" (65 Mtr)	As per specimen	Twelve Pieces	
3	Stapler (HS-10 EX)	Kangaro	Ten Pieces	
4	Stapler (HP-45)	Kangaro	Ten Pieces	
5	Stapler Pin No.10	Kangaro	Twenty Pieces	
6	Stapler Pin No.24/6	Kangaro	Twenty Pieces	
7	Fine Point Correction Pen (10 ml.)	Kores	Ten Pieces	
8	Fevi Stik (15g)	Fevicol	Twenty Pieces	
	<b>Group Total</b>			

GROUP : K				
Sl. No.	Name of the Articles	Brand Name	Unit price	Price Quoted inclusive of taxes
1	Erazer	Nataraj	Twelve Pieces	
2	Pencil	Nataraj	Twelve Pieces	
3	Sharpner	Nataraj	Twelve Pieces	
4	Double Punch	Kangaro	One Piece	
5	Stamp Pad	Faber Castell	One Piece	
6	Highlighter Pen	Faber Castell	Twelve Pieces	
7	Page Marker	Defmat	Twelve Pieces	
8	Rulled Register	As per specimen	One Piece	
9	Carbone Paper (Size: 210 mm x 330 mm)	Kores	One Packet	
10	Single Punch	Kangaro	One Piece	
11	Gems Clip	As per specimen	One Packet	
12	Post-it	As per specimen	One Packet	
13	Photo Paper-A4	de'fmat	One Packet	
14	CD Writing Pen (Black)	Faber Castell	Ten Pieces	
15	Alpin	Bell	One Packet	
16	Colour Plastic Scale	As per specimen	Ten Pieces	
	<b>Group Total</b>			

GROUP : L				
Sl. No.	Name of the Articles	Brand Name	Unit price	Price Quoted inclusive of taxes
1	Cloth Duster	As per specimen	Twelve Pieces	
2	Tea Cup (Paper)	As per specimen	Hundred Pieces	
3	Glass (Paper)	As per specimen	Hundred Pieces	
4	China Paper Clip	As per specimen	Ten Pieces	
5	Boadkin	As per specimen	One Piece	
6	Scissors	As per specimen	One Piece	
7	Knife	As per specimen	One Piece	
8	Waste Paper Busket (Plastic)	As per specimen	One Piece	
9	Jug (Plastic)	As per specimen	One Piece	
10	Key Ring	As per specimen	One Piece	
11	Hit (Black)-425ml	Godrej	One Piece	
12	Room Freshner-300ml	Odonil	One Piece	
13	Paper Weight	As per specimen	One Piece	
	<b>Group Total</b>			

Procurement Manager  
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