



GOVERNMENT OF WEST BENGAL

PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT

Joint Administrative Building (6th to 10th Floors), HC-7, Sector-III
Bidhannagar, Kolkata-700106

Date : 02.09.2025

NOTICE INVITING QUOTATION

The undersigned is directed to invite all the willing Government approved Wholesale Consumers' Co-operative Societies to quote the Item-wise rate of the stationery articles, sanitary and other materials, which will be valid for a period of one year for supply of the same on request to this office for the period of one year w.e.f the date of awarding contract on a sealed cover to the office of the Joint Secretary, IT & Statistical Cell, Department of Panchayats & Rural Development, Government of West Bengal at Joint Administrative Building, 8th Floor, Block – HC7, Sector – 3, Salt Lake, Kolkata – 700106 on or before 3.00 PM of 15th September 2025. Quotation should be submitted in sealed cover superscribed **"Quotation for Item-wise Annual rate of the stationery articles, sanitary and other materials."**

The rate so quoted should be exclusive of GST

The sealed cover will be opened on 15th September 2025 at the Chamber of the Joint Secretary, IT & Statistical Cell at 4.00 PM.

The department reserves the right to accept or reject any quotations and to cancel the Bidding process and reject all quotations at any time prior to the award of contract without assigning any reason thereof and the quotations will be kept at the custody of the Joint Secretary, IT & Statistical Cell, Department of Panchayats & Rural Development, Government of West Bengal.

The specific list of the stationery articles, sanitary and other materials for which quotations are being sought are attached herewith.

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

We look forward to receive your quotation and would like to thank you for your interest in this work.

Sr. Deputy Secretary
to the Government of West Bengal

MOUSAM MUKHERJEE
W.B.C.S (Exe.)
Sr. Deputy Secretary
Panchayats & R. D Deptt.
Govt. of West Bengal

Sl. No.	Description	Rate/ Unit
1	Two Folder File Cover (Colour printed with plastic coated cover & flap)	
2	Four Folder Colour File Cover	
3	File Register 200 folio	
4	Issue Register 200 folio	
5	Attendance Register No. (No.4)	
6	Stock Register No. 10 (300 pages single)	
7	Stock Register (400 Folio Double)	
8	Peon Book 100 Folio	
9	Signature Pad	
10	My Clear Bag/Bottom File A4 A3 Legal	
11	Arch file plastic (good quality)	
12	Writing Spiral Note Book – Ruled (100 Pages)	
13	Scotch Brite (Big)	
14	Battery AA AAA	
15	Electric Kettle 1.7 Ltrs 1. Prestige Steel Body 2. Prestige Fibre Body	
16	Spoon	
17	Plate (Fibre)	
18	Glass for drinking water (Glass make)	
19	Cup-Plate (good quality)	
20	Paper Cup 90 ml 100 ml	
21	Colin Spray (Big)	
22	Vim Liquid (500 ml)	
23	Room Freshener (300ml) a) Godrej b) Premium	
24	Calculator (Oreva – 12 digit)	

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Sr. Deputy Secretary
Panchayats & R. D Deptt.
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Sl. No.	Description	Rate/ Unit
25	Pencil Sharpner	
26	Pencil Eraser	
27	Permanent Marker Pen (Faber Castle)	
28	CD Marker Pen (Blue/Black) Faber Castle	
29	Whitener Pen (7ml) Faber Castle	
30	Highlighter Marker Pen Faber Castle (Green/Yellow)	
31	Ball Pen (Hauser – Knox) Blue Black Red Green	
32	Flag 2"X3"/ 3"X3" Multicolour	
33	Cello Tape (White/Brown) A) ½" B) 1" C) 2"	
34	Binder Clip A) Big B) Medium C) Small	
35	Gems Clip (Good Quality – Quoted)	
36	Tag 9"/bundle	
37	Cloth Duster	
38	Alpin	
39	Scale - Steel Fiber	
40	Paper Weight	
41	Scissors	
42	Knife	
43	Bot Kin	
44	Punching Machine 1 hole (Kangaroo)	
45	Stapler Kangaroo A) Small B) Medium C) Big	
46	Stapler Pin Kangaroo	

Sl. No.	Description	Rate/ Unit
	A) Small B) Medium C) Big	
47	Envelop Cloth (A4)	
48	Paper Envelop – (4.5"/10") and A4 Brown White	
49	Fevistick	
50	Stamp Pad (Blue/Red)	
51	Towel (White)	
52	Chair Belt	
53	OTG Pen Drive (64 GB and 128 GB)	
54	External SSD (1 TB)	
55	Mouse (Wired and Wireless)	
56	Keyboard (Wired and Wireless)	
57	Clip Board	
58	P. P. Clear Folder –A4 (L Folder)	
59	Hand Wash (Dettol and Savlon)	
60	File holder	
61	Channel Folder	
62	Ribbon	
63	A4 Paper (JK)	
64	A3 Paper (JK)	
65	Legal Paper (JK)	
66	Drinking Water Bottle	
67	Savlon Sanitizer	
68	8 Port POE Switch 16 Port POE Switch	
69	Screw Driver Set (Taparia)	
70	Plus	
71	USB Speaker	

Sl. No.	Description	Rate/ Unit
72	BIOS Battery	
73	Rechargeable Pencil Battery with charger (AA)	
74	5/15 Ampere Extension Board and Surge Protector 6 Socket Networking & Server Rack with Power Cord	
75	HDMI Switch (1 out 3 in)	
76	Splitter (1 x 8 Port)	
77	Splitter (1 x 4 Port)	
78	HDMI Cable (5 mtr and 10 mtr)	
79	USB Hub (4 Port)	
80	Headphone (Sony/ Samsung/ JBL)	
81	Extension Board (Fiber Body) – 6 Socket	
82	Black Cartridge/ Toner (HP) – 88A, 12A, 36A, 53A, 78A, 80A, 05X, 15A, 18A, 146A, 77A, 152A, 158X/A, 110A, 137A/X, 10A, 05A, 49A, 35A, W9084MC/ W9085MC, 335X, 166A, W9025MC	
83	Black Cartridge/ Toner (Canon) – 925, 337, 071, 057, FX-3, FX-9	
84	Four Colour Cartridge (HP) – 125A, 119A, 410A, 416A, 215A, 230A	
85	Four Colour Cartridge (Canon) – 054	
86	Four Colour Tank Canon GI 71, HP GT 52 & GT 53	
87	Lexmark Black Cartridge & Drum – 50F3000, 50F0Z00	
88	Pantum P2200/ 6500 Series	



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