

Government of West Bengal
Department of Power
Bidyut Unnayan Bhawan , 3/C , Block-LA,
Sector-III, Bidhannagar,
Kolkata-700106

No. 1870- POW-11039/1/2023 SECTION (POWER)

Date : 06.12.2024


NOTICE INVITING QUOTATION

Sealed quotations are invited from the Co-operative Societies and reputed firms for supply of various stationery items (list enclosed) in Power Department for one (1) year.

Terms & conditions for quotations are as follows :-

1. The quotation must be submitted on or before 23rd December ,2024, 4.00 p.m., in this Department .
2. The quotation will be opened on next working day at 12 noon in presence of the Registrar of this Department.
3. Copy of Trade License, P TAX (updated), GST No. , PAN No. of the society or firm must be submitted with the quotation.
4. Rates of all items must include GST.
5. Standard products in every respect are to be supplied.
6. Necessary supplies must be made within 2(two) weeks from the date of issuing Procurement order.
7. Hard copy of the notice inviting quotation along with list of items are available between 12 noon to 4.00 of all working days from the Registrar of this department.
8. This Department will have the authority to accept / cancel any such quotation without assigning any reason thereon.

List of items for which quotations are to be submitted is enclosed.


Deputy Secretary
Government of West Bengal

No. 1870/1(4)- POW-11039/1/2023 SECTION (POWER)

Date : 06.12.2024

Copy forwarded for information to :-

1. Registrar of this Department.
2. Debasish Chakraborty, SSP of this department. He^{is} requested to up load in the department website.
3. Notice board of this Department.
4. Guard file


Deputy Secretary
Government of West Bengal

Enclosure of Notice No. 1870- POW-11024/1/20224 SECTION (POWER) Date :06.12.2024

Sl.No.	Articles	QNTY.	BRAND	GSTIN%	Total Amount
1	Aer pocket	1 piece			
2	Alpin	1 Box	Bell	Inc. GST	
3	Astry	1 piece			
4	Attenden Register Sheet & Book	1 piece			
5	Awl (फोड़)	1 piece			
6	Basket (Waste Paper)	1 piece			
7	Binder Clip-19,25,32, 41"	12 piece			
8	Board Markar (Pen)	1Box			
9	Board Pin	1Box			
10	Bottle	1 piece			
11	Button Folder	1 piece			
12	C D & DVD (Blank)				
13	C D (Sony/2HD)				
14	Adding Machine 12digit (Orpat)	1 piece			
15	Candle	1pkt			
16	Car Perfume (Godrej)	1 piece			
17	Carbon Paper (Kores)	1Pkt			
18	Cartridge (KX--FAT472SX)	1 piece			
19	Case Book 50, 100 page	1 piece			
20	Cash Book Big size for A/C 200page	1 piece			
21	CD Pouch	1 piece			
22	Cello Tape(Big)	1 piece			
23	Cello Tape(Small)	1 piece			
24	Collin Spray 500ml	1 piece			
25	Colour Board pin	pkt			
26	Colour Paper (Red)	pkt			
27	Computer Battary	1 piece			
28	Correction Pen(Whitener)	1 piece			
29	Cotton Tape	1 roll			
30	Coumpter Degitals600Ex				
31	Cup & Plate	1 Box	Bon Ch.		
32	Desk Calander Stand	1 piece	Omega		
33	Duster	1 piece			
34	Emergency Flag	1 piece			
35	Envelop Cotton Pest A4/FS	1 piece			
36	Envelop Brown - (A-4)	1 piece			
37	Envelope 4/10, 11/5, 10/4	1 piece			
38	Envelope Brown (Big) F/S	1 piece			
39	Eraser (Rubber)	20pc			
40	Fax Roll	1piece			
41	Glue stick	1 piece			
42	Fiber Name Plate	1 piece			
43	File (Big) & Spring	1 piece			

Sl.No.	Articles	QNTY.	BRAND	GSTIN%	Total Amount
44	File Arch(Plastic)	1 piece			
45	File Binding Flap	1 Bundle			
46	Office File Cover	1 piece			
47	File Cover Chanel	1 piece			
48	File Half 1/2 Signature, 1/2 file	1 piece			
49	Folder File (Plastic)	1 piece			
50	Folder-(L) A-4 /FS white	1 piece			
51	Gala stick	1 pkt			
52	Gems Clip (colour)	1Pkt			
53	Gems Clip (Steel)	1 pkt			
54	General Stock Register	1 piece			
55	Gum & Fevigum	1pkt			
56	Hand Wash (Soap)	1 piece	Dettol		
57	Health Card Cover	1 piece			
58	High light (Pen)	1 piece			
59	Hit Spray	1 piece			
60	Ink (Parker) Blue	1 piece			
61	Ink (Parker)Black	1 piece			
62	Knife	01 pkt			
63	Kodak Photo Paper (kodak/others)	1pkt			
64	Letter pad, letter head pad	1pad			
65	Leave Book Big size for count EL ,CL	1 piece			
66	Marker Pen	1 piece			
67	Marker Pen (Long)	1 piece			
68	Mental Name Plate	1 piece			
69	Mom Bati (Candle)	1pkt			
70	Nipkin	1pkt			
71	Note Sheet 1st Page (as per sample)	1 ream			
72	Note Sheet 2nd Page (as per sample)	1 ream			
73	Note Sheet Draft(Half Margin)	1 ream			
74	Note Sheet Routine	1 ream			
75	Odonil & Naphthalene	1pkt			
76	Page Markar (PUD) Slip	1pkt			
77	Panching Two Hole	1 piece			
78	Paper (Power copy & JK) Big A3				
79	Paper -FS	1 Ream	J.K. Red		
80	Paper - A --4	1 Ream	J.K. Red		
81	Paper weight	1 piece			
82	Paper weight	1 piece			
83	Pen add Gel	1 piece			
84	Pen Drive	1 piece			
85	Pen For Officer & Staff	1pc			
86	Pen stand	1 piece			
87	Pen two way (Red & Blue)	1 piece			
88	Pen use & throw (Blue)	1 piece			
89	Pencil	1 piece	Apsara		
90	Pencil Black, Red & Blue	1 piece			
91	Pencil Battery Panasonic/Duracell(AA)	1 piece			
92	Pencil Battery Panasonic/Duracell(AAA)	1 piece			

Sl.No.	Articles	QNTY.	BRAND	GSTIN%	Total Amount
93	Peon Book 100, 200 pages	1 piece			
94	Permanent Marker	1 piece			
95	Pin cushan & Magnating Pin Box	1 piece			
96	Plain Paper				
97	Printed Envelope	1 piece			
98	Punching (Single Hole)	1 piece			
99	Quick heel 5Pic 3/10/16				
100	Receiving Stamp (Big)	1 piece			
101	Receiving Stamp (Small)	1 piece			
102	Refill (Blue)	1pkt			
103	Refill Add Gel Pel	1 piece			
104	Refill blue ,black & red	1 piece			
105	Refill Gel Pen	1pkt			
106	Refill Gel Pen	1 piece			
107	Register (Diary)	1 piece			
108	Register (Issue)	1 piece			
109	Register File	1 piece			
110	Register File index	1 piece			
111	Remote Calling Bell	1 piece			
112	Room Freshner	1 piece	Godrej		
113	Rope Ball	1 piece			
114	Rubber Band	1pkt			
115	Scale (12")	1 piece	Fiber		
116	Scissors (kachi)	1 piece			
117	Service book	1 piece			
118	Shapner (Pencil Cutter)	1 box			
119	Short hand note book	1 piece			
120	Signature File , Sign. File 1/2	1 piece			
121	Slip Pad	1 piece			
122	Soap (Life Boy) Small	1 piece			
123	Spring Clip file	1 piece			
124	Stamp Pad	1 piece			
125	Stamp Pad ink	1 piece			
126	Stamp polymar, Self Inking, Sun Stamp	per line			
127	Staplar Big HP - 45	1 piece	Kangaru		
128	Staplar pin Big	1box			
129	Staplar pin small	1 box			
130	Stapler (Small)10M, G-10(kangraroo)	1 piece			
131	Suger Cube	1pkt			
132	Table (file) Tray	1 piece			
133	Tag	1pkt			
134	Tea Tray	1 piece			
135	Towel (Big)	1 piece			
136	Towel (Small)	1 piece			
137	Vehical Register	1 piece			
138	Vimber for clean	1 piece			
139	Visiting box	1box			
140	Visiting Card Pad	1 piece			
141	Visiting Card, Letter pad,	100 piece			

Sl.No.	Articles	QNTY.	BRAND	GSTIN%	Total Amount
142	Wall Clock	1 piece			
143	Water glass	1 piece			
144	Water pad	1 piece			
145	White Board 3/2, 4/3, 5/3	1pc			
146	White Board Marker	1 piece			
147	Wipes	1pkt			
148	Writing Pad	1 piece			
149					
150					
151					