

File No. HED-11014(57)/2/2025-ESTT

Government of West Bengal

Department of Higher Education

Establishment Branch

Bikash Bhavan, 6th Floor, Salt Lake, Kolkata- 700091

No. I/625694/2025

Date: 02.04.2025

NOTICE INVITING QUOTATION

The undersigned is directed to invite all the willing Government approved wholesale consumers' co-operative societies to quote the rate of the stationary articles, grocery, sanitary and other materials for supply of the same on request to this office for the period from 1st May, 2025 to 31st March, 2026 on a sealed cover with specimen sample to be submitted to the Department of Higher Education latest by 20 (twenty) days from the date of issuance of the notice.

The rate so quoted should be exclusive of G.S.T

The sealed cover will be opened on 30.04.2025 at the Chamber of the Joint Secretary at 3 P.M.

The Department reserves the right to accept or reject any quotation without stating the reason whatsoever and the quotations will be kept at the custody of the Assistant Secretary of Department of Higher Education, Establishment Branch, 6th Floor, Bikash Bhavan, Kolkata- 700091.

The specific list of stationery articles to be supplied are available from the Department of Higher Education which can also be collected from Assistant Secretary of Department of Higher Education, Establishment Branch, 6th Floor, Bikash Bhavan, Kolkata- 700091.

All the articles to be delivered must be in accordance with the sample. The representatives are advised to visit this Department to inspect the same.

The co-operatives concerned whose quotation will be accepted, must supply the articles within 05 (five) 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.

Sd/-


Joint Secretary to the
Government of West Bengal

No. I/625694/2025/1(7)

Date: 02.04.2025

Copy forwarded for information and necessary action to:-

1. Notice Board of I& C.A Department, Nabanna, Howrah.
2. The Public Works Department, Nabanna, Howrah.
3. The L& L.R Department, Nabanna, Howrah.
4. The Home Department, Nabanna, Howrah.
5. IT Cell of this Department with request to upload urgently at <https://banglaruchchashiksha.wb.gov.in>.
6. Notice Board of this Department.
7. Guard File.


Joint Secretary to the
Government of West Bengal

LIST OF ARTICLES

Sl. No.	Description	Rate	% of GST	Remarks
1.	Two Folder File Cover (Colour printed with plastic coated cover & flap)/pc			
2.	Four Folder Colour File Cover/pc			
3.	File Register 200 Folio/pc			
4.	Issue Register 200 Folio/pc			
5.	Diary Register 100 Folio/pc			
6.	Attendance Register (No. 4)/pc			
7.	Stock Register (700 pages)/pc			
8.	Peon Book 100 Folio/pc			
9.	Case Book 100 Folio/pc			
10.	Plastic File (U1 size)/pc			
11.	My Clear Bag/Bottom File/pc			
12.	Arch File (PVC Pasted on Board) /pc			
13.	Writing Pad White (100 pages)/pc	1. Small 2. Big		
14.	D.O. Pad (100 page with colour emblem)/pc	1. Small 2. Big		
15.	Carbon Paper (Kores) /pkt			
16.	Note Book for Short hand (100 pages)/pc			
17.	Spiral Note Book (small size)/pc			
18.	Desk Calendar (Gupta's)/pc			
19.	Pen Stand (Gripex Colour)/pc			
20.	Stamp Pad (Gripex Size 157 X 96 mm)/pc			
21.	Stamp Pad (Faber-Castell size 110 mm X 69 mm)/pc			
22.	Stamp Ink (60 ml) Gripex/pc			
23.	Gum-150ml Gripex/pc			
24.	Fevistik 15gm/pc			
25.	Official Envelope White 10" X 5" /pc			
26.	Official Envelope White 11" X 5" /pc			
27.	Envelope Brown 11" X 5" /pc			
28.	Envelope Brown 14" X 10" /pc			
29.	Envelope Brown 18" X 14" /pc			
30.	Envelope Cloth 14" X 10" /pc			
31.	Envelope Cloth 16" X 12" /pc			
32.	Window Envelope White 11" X 5" /pc			
33.	Stapler Kangaroo/pc	1. Small 2. Medium 3. Big		
34.	Stapler Pin Kangaroo/pc	1. Small 2. Medium 3. Big		
35.	Punching Machine 1 hole (Kangaroo) /pc			
36.	Phore (plastic) /pc			

LIST OF ARTICLES

Sl. No.	Description	Rate	% of GST	Remarks
37.	Knife (wooden handle) /pc			
38.	Scissors 6.3 inch (made in India) /pc			
39.	Paper Weight- Flat type /pc			
40.	Scale (Topper Oxford)- 1' X 40 mm /pc			
41.	Alpin (King) /pc			
42.	Pin Cushion /pc			
43.	Gala (National Round Sealing Wax) /pc			
44.	Rope (Thread Ball) /pc			
45.	Check Duster 2' X 2' /pc			
46.	Candle per pkt. Rs. 60/-			
47.	Tag 9" /bundle			
48.	Gems clip (metal-Novex) /pc	1. Small 2. Big		
49.	Gems clip (plastic coated-Zorex) /pc	1. Small 2. Big		
50.	Binder Clips /pc	1. Big - (32mm) 2. Medium - (25mm) 3. Small - (19mm)		
51.	Cello Tap white /pc	1. ½" size 2. 1" size		
52.	Cello 2" (Brown Tape) /pc			
53.	Colour Adhesive Flag (Flat 2" X 3" Yellow colour) /pc			
54.	Colour Adhesive Flag (Flat 2" X 3" Yellow colour) /pc			
55.	Colour Adhesive Flag (Flat 7.6 cm X 12.7 cm Yellow colour) /pc			
56.	Flag 2" X 3" Multicolour /pc			
57.	Flag 3" X 3" Multicolour /pc			
58.	Highlighter Marker Pen Faber Castell (Green, Yellow & Pink) /pc			
59.	Use & Throw Pen	1. Black 2. Blue 3. Red		
60.	Gel Pen (Add Gel/Uni-Ball)	1. Black 2. Blue 3. Red		
61.	Luxar Sign Pen (Blue, Black & Red) /pc			
62.	Permanent Marker Pen (Faber Castell Thick) /pc			

LIST OF ARTICLES

Sl. No.	Description	Rate	% of GST	Remarks
63.	Whitener Pen (7ml) Faber Castell /pc			
64.	Wooden Pencil (Apsara) /pc			
65.	Pencil Eraser (Apsara) /pc			
66.	Pencil Cutter (Natraj) /pc			
67.	Calculator (Oreva check and correct-12 digit) /pc			
68.	Air Freshener (Air Quick) Machine + Oil /pc			
69.	Air Freshener (Air Quick) Liquid Refill/pc			
70.	Air Freshener (300 ml) Liquid	1. Godrej 2. Premium		
71.	Good Kinght Express (Machine + Oil) /pc			
72.	Good Kinght Express (Oil) /pc			
73.	Dettol Soap Liquid (Spray-250ml) /pc			
74.	Dettol Soap Liquid (Pouch-250ml) /pc			
75.	Lifebuoy Soap Liquid (Spray-250ml) /pc			
76.	Lifebuoy Soap Liquid (Pouch-250ml) /pc			
77.	Vim Liquid (250ml) /pc			
78.	Scotch Brite (Big) /pc			
79.	Odonil Bar 100gm /pc			
80.	Colin Spray (Big) /pc			
81.	Hit Spray Red & Black /pc (Big)			
82.	Towel (size 60 X 30) /pc			
83.	Towel (size 18 X 36) /pc			
84.	Coffee Paper Cup /pc	1. 100 ml 2. 50 ml		
85.	Cup-Plate (good quality) Bone China /Box [6 pairs in a box]			
86.	Glass for drinking water with cover (Yera) /pc			
87.	Electric Kettle (Prestige Steel body – 1.7 ltrs. /pc)			
88.	Tea Tray /pc	1. Small 2. Big		
89.	Plate	1. Small 2. Big		
90.	Spoon /dozen	1. Small 2. Big		
91.	Remote Battery (Eveready-92) /pc			
92.	Pencil Battery (AAA) /pc	1. Duracell 2. Eveready		
93.	Pencil Battery /pc	1. Duracell 2. Eveready		
94.	Tissue Paper (Napkin) pkt			
95.	Phenyle /I Lt. Jar (Neem Nimyle)			

LIST OF ARTICLES

Sl. No.	Description	Rate	% of GST	Remarks
96.	Modi Xerox Paper Green (A4 Size) 75 G.S.M India Ltd. (Per Ream)			
97.	Computer Paper (power) A4 Size 75 (Per Ream)			
98.	J.K. Copier 1. A4 2. U1 (Per Ream)			
99.	Xerox Paper A4 (70 G.S.M) best quality (Per Ream)			
100.	Xerox Paper U 1 (Diplomat Size) (Per Ream)			
101.	J.K. Copier FS Paper (GSM 75, 500 sheets) (Per Ream)			
102.	J. K. Max (F.S GSM 67 500 sheets) (Per Ream)			
103.	Demi Paper F/S Size 80 GSM (Per Ream)			
104.	1 st Page Note Sheet English & White (Per Ream)			
105.	2 nd Page Note Sheet (Per Ream)			
106.	Half Page Margin Note Sheet (Per Ream)			
107.	Half File /pc			
108.	Box File /pc			
109.	Dak File /pc			
110.	Clock (Ajanta-Big) /pc			
111.	Calling Bell			
112.	Cash Book (Accounts-200 Folio) /pc			
113.	Coaster (Plastic) /pc			
114.	Diary /pc			
115.	Dustbin with cover (Plastic-small size)			
116.	Flask (Milton- 1 ltrs.) /pc			
117.	L-Folder (Transparent) /pc			
118.	File Tray (Plastic-Big) /pc			
119.	Spike Buster (3 Sockets) /pc			
120.	Service Book /pc			
121.	Transparent Board /pc			
122.	Visitor Slip (100 Pages- small Size)			
123.	White Board Duster /pc			
124.	Umbrella /pc			
125.	Pen Drive (SanDisk) /pc 1. 16 GB 2. 32 GB 3. 64 GB			
126.	Cartridge (New & Original) /pc 1. 78A 2. 12A 3. 18A 4. 19A 5. 32A			

LIST OF ARTICLES

Sl. No.	Description	Rate	% of GST	Remarks
	Cartridge (New & Original) /pc			
	6. 36A			
	7. 55A			
	8. 88A			
	9. 328			
	10. 130A Black			
	11. 130A Cyan			
	12. 130A Yellow			
	13. 130A Magenta			
	14. 19A			
	15. 071			
	16. 202A Black			
	17. 202A Cyan			
	18. 202A Yellow			
	19. 202A Magenta			
	20. 416A Black			
	21. 416A Cyan			
	22. 416A Yellow			
	23. 416A Magenta			