

Government of West Bengal
Education Directorate
Bikash Bhavan , Salt lake, Kolkata- 91.

Memo No.- 129-AC

Dated, Kolkata, the- 05.05.2025

NOTICE INVITING QUOTATIONS

Sealed Quotations are invited for the financial year 2025-2026 from the WHOLE SALE CONSUMERS' CO-OPERATIVE SOCIETY LTD., for the purchase of stationary articles and other necessary items for smooth functioning of official work under this Directorate. Detailed list of materials and make etc. can be available from the Accounts Section of the Education Directorate , W.B., Bikash Bhavan, 8th Floor, Salt lake , Kolakata-700091 , as well as in the website of the Higher Education Deptt., Govt of West Bengal.

Sealed Quotations should be submitted to the Receiving Section of the D.P.I., West Bengal. The last date for the submission of sealed price quotation is 20.05.2025 **at 4 pm.** and the price quotations will be opened on **26.05.2025 at 12.30 p.m. at Room No. 802**, Bikash Bhavan, 8th Floor, Salt lake , Kolakata-700091. The rate will remain valid upto 31st March 2026. The rate should be submitted without GST and the quoted price should not be exceeded the MRP of articles including all taxes. Relevant documents (IT return last year, PAN, GSTcertificate etc.) should be enclosed for consideration. The undersigned reserves the right to reject incomplete and unjustified quotations without any notice and explanations.

[Signature]
05.05.2025

[Signature]
**For Director of Public Instruction,
Education Directorate,
Government of West Bengal.**

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
BIKASH BHAVAN, SALT LAKE, KOLKATA-700091

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List of stationary articles as per **Notice No. 129-AC , Dt.05.05.2025** is as follow:

Sl. No.	Item	Unit	Rate without GST.
A.	PAPER ITEM		
1.	DFC PAPER 65 gsm. CUTTING 1 pkt.=1/4 th Ream.	Ream	
2.	JK Excel Bond A4 (100 GSM)	PKT	
3.	XEROX PAPER A-4 SIZE (JK COPIER) 75 GSM.	PKT	
4.	XEROX PAPER (F.S.) (JK COPPIER) 75GSM.	PKT	
B.	PEN ITEM		
1.	REYNOLDS GEL PEN	PC	
2.	LINK GLYCER PEN (BLUE / BLACK/ RED)	PC	
3.	BOTH SIDE PEN (LINC)	PC	
4.	ECONO DX DOT PEN	PC	
5.	JOTTER PEN (LINC)	PC	
6.	ERASING PEN (KORES WHITE)	PC	
7.	REYNOLD GEL REFILL	PC	
8.	GLYCER REFILL LARGE (BLUE / BLACK / RED)	PC	
9.	SMALL REFILL (LINC)(Blue/Black/Red)	PC	
10.	JOTTER REFILL (LINC)	PC	
11.	SKETCH PEN (Luxor Sign Pen)	PC	
12.	MARKER PEN (Thin)	PC	
13.	HIGHLIGHTER PEN (GLOLOIT)	PC	
14.	Ball Pen (HAUSER) GERMANY XO 0.7mm.	Pc.	
15.	Ball Pen (HAUSER) GERMANY XO 0.6mm.	PC.	
16.	Ball Pen (Goldex 0.75 mm.)	PC.	

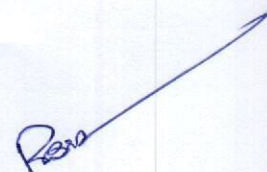
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D.	REGISTER AND PAD ITEM		
1.	REGISTER NO. -4	PCS	
2.	REGISTER NO. -8	PCS	
3.	REGISTER NO. -10	PCS	
4.	REGISTER NO. -10 (WITHOUT RULE)	PCS	
5.	REGISTER NO. -12	PCS	
6.	REGISTER NO. -14	PCS	
7.	REGISTER NO. -16	PCS	
8.	REGISTER NO. -16 (UNRULED)	PCS	
9.	REGISTER NO. -20	PCS	
10.	REGISTER NO. -24	PCS	
11.	REGISTER NO. -26	PCS	
12.	REGISTER NO. -26 (UNRULED)	PCS	
13.	RECEIPT REGISTER	PCS	
14.	ATTENDANCE REGISTER (as per specimen) BINDING WITH CONQUEST PAPER) 50 pages per pc.	PCS	
15.	ISSUE REGISTER (300 pages as per specimen	PCS	
16.	PEON BOOK (100pages)	PCS	
17.	PEON BOOK (50pages)	Pcs.	
18.	VISITOR SLIP PAD (SMALL) (as per specimen)	PCS (Per 100 pgs.)	
19.	NOTE SHEET PAD (85 gsm) 100 pages	PCS	
20.	SERVICE BOOK (binding with conquest paper as per specimen) 50pages.	PCS	
21.	CASE BOOK (100 pages) good quality	PCS	
22.	CASH BOOK (DOUBLE FOLIO-300 pages 27"X17") PRINTED AND BINDING WITH CONQUEST PAPER 85 gsm. as per specimen	PCS	
23.	SLIP PAD ¼ th (50 pages) good quality	Pcs.	
24.	SLIP DAD 1/8 th (50 pages) good quality	Pcs.	

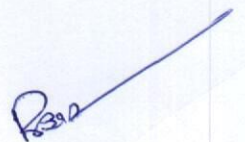


25.	SERVICE BOOK(50pages with conquest paper without binding as per specimen)	Pcs.	
E.	OTHER ITEMS		
1.	Cover for Desktop Computer, UPS, Printer, Key board & Mouse and Mouse pad.	Set	
2.	File cover with steel ring	Pc.	
3.	File cover with plastic ring	Pc.	
4.	FLAG MARK (Different Colours)	Pc.	
5.	VIP TOWEL Good quality (white/blue colour)	Pc.	
6.	VIP TOWEL Good quality (different colour)	Pc.	
7.	TABLE GLASS (3'X2'X1"/4)	Pc.	
8.	CALCULATOR 12 DIGIT (ORPAT)	Pc.	
9.	Bill Register as per specimen with binding (DOUBLE FOLIO- 300 pages 17"X13") PRINTED AND BINDING WITH CONQUEST PAPER 85 gsm.	Pc.	
10.	STAMP PAD INK 60 ML	Pc.	
11.	LOCK & KEY (ORDINARY 5 LIVER) Good Quality	Pc.	
12.	Water bottle(Volume 1 Litr.)Milton.	Pc.	
13.	WATER JUG (PLASTIC)as per specimen.	Pc.	
14.	Documents File bag (Plastic) with snap button. As per specimen.	Pc.	
15.	CANDLE(26x6)	Pc.	
16.	INK for all kind of pre ink stamp (100 ml. per bottle)	Bottle	
17.	BASKET (PLASTIC)	Pc.	
18.	TRAY (PLASTIC) (12X9)	Pc.	
19..	SCISSORS	Pc.	
20.	PIN CUSHION (ORDINARY)	Pc.	
21.	PIN CUSHION (MAGNETIC)	Pc.	
22.	DUSTER (2X2) as per SPECIMEN good quality	Pc.	
23.	NYLON DUSTER (WITH PLASTIC STICK.)	Pc.	
24..	SCALE (PLASTIC)	Pc.	

25.	SOAP (Dettol) 50 GRAM	Pc.	
26.	TAG	Bunch	
27.	Room Freshner (125 gm)	Pc	
28.	CELLO TAPE (FUJI -SMALL) 0.5" Good quality.	Pc.	
29.	CELLO TAPE (FUJI -Big) 2"good quality.	Pc.	
30.	Alpin (King)	Pc.	
31.	James Clip (Metal)	Pc	
32.	James clip (Plastic)	Pc	
33.	Gum (Gripex) 150 ml.	Pc	
34.	Glue Stick (15 gram)	Pc	
35.	Fevi Stick (15 gram)	Pc	
36.	Fevicol (75 ml)	Pc	
37.	Dendrite (50 ml)	Pc	
38.	Knife (Good Quality wooden handle)	Pc	
39.	White Envelope (10x4.5")	Pc	
40.	White Envelope (11x5").	Pc	
41.	ENVELOPE WINDOW (11X5) as per specimen	Pc	
42.	ENVELOPE (12X6)CLOTH	Pc	
43.	ENVELOPE (11X5")with printed address.	Pc	
44.	Service book envelope(cloth)	Pc.	
45.	STAMP PAD (SMALL) FABER CASTELL	Pc	
46.	STAMP PAD (BIG) FABER CASTELL	Pc	
47.	STAPLER (KANGAROO),No.10	Pc	
48.	STAPLER (KANGAROO)HS-45P	Pc	
49.	LIQUID HAND WASH Dettol 175 ml	Pouch	
50.	STAPLER PIN (KANGAROO NO.10- 1M)	Pc	



51.	STAPLER PIN (KANGAROO24/6-1M))	Pc	
52.	FILE COVER (AS PER SPECIMEN)	Pc	
53.	FLAP (RED) (AS PER SPECIMEN)	Pc	
54.	COVER FILE (FOUR FOLDED) WITH REXINE as per specimen.	Pc	
55.	HAND WASH DETTOL (Liquid 200 ml per bottle. With press system)	Bottle	
56.	PEN STAND (ORDINARY)	Pc	
57.	PUNCH MACHINE (SINGLE KANGAROO)	Pc	
58.	PENCIL BATTERY (EVEREADY)	Pc	
59.	PENCIL SHARPENER	Pc	
60.	GUTTER/Rubber band	Kg	
61.	ERASER (WOODEN PENCIL)	Pc	
62.	DESK CALENDAR STAND	Pc	
63.	DESK Calendar	Pc	
64.	PAPER WEIGHT	Pc	
65.	WHITE TAPE COTTON ordinary	Per roll	
66.	RED TAPE COTTON	Mit.	
67.	ROPE (COTTON)	Mit.	
68.	PHORE	Pc	
69.	WOODEN PENCIL (NATRAJ)	Pc	
70.	PEDESTAL FAN 18" (ORIENT) Steel body	Pc	
71.	EXTENSION CORD SKILL (5 AMP) with 5 m. cable.	Pc	
72.	Power strip 601A(Allen,4.5m cable length, capacity 5amps) as per specimen.	Pc.	
73.	NEEDLE (6 C.M.)	Pc	
74.	VACUUM CLEANER.	Pc	
75.	GLASS TOP (THICKNESS ½".)	PER SQ.Ft.	
76.	UMBRELLA (K.C. PAUL) SAPTARSHI	Pc	



77.	RECEIVING STAMP as per specimen	Pc	
78.	WALL CLOCK (AJANTA)	Pc	
79.	PUNCH MACHINE (SINGLE KANGAROO) Jambo	Pc	
80.	Letter Head with Biswa Bangla Logo, Size leagal (90 gsm F.S.) as per specimen	Pcs.	
81.	Letter Head with Biswa Bangla Logo, Size A4 (90 gsm) as per specimen	Pcs	
82.	Letter Head with Biswa Bangla Logo, Size 1/6 th (90 gsm) as per specimen	Pcs	
83.	Polymer hand stamp.	Per sq. inch.	
84.	Self inking Stamp.	Per sq. inch.	
85.	Name Plate. (Plastic)	Per sq inch.	
86.	Name Plate. (Metal)	Per sq inch.	
87.	CASH BOOK (DOUBLE FOLIO-300 pages 24"x15") PRINTED AND BINDING WITH CONQUEST PAPER 85 gsm. as per specimen	PCS	
88.	STAPLER (JAMBO KANGAROO)	Pc	
89.	STAPLER PIN (JAMBO)	Pc	
90.	SERVICE BOOK ENVELOPE (CLOTH 21"x12"	Pc.	
91.	SERVICE BOOK ENVELOPE (CLOTH) LEAGAL SIZE.	Pc.	
92.	Bill Register 300 pages 14"x10" 75 gsm paper with binding as per specimen.	Pc.	
93.	HAND SANITIZER SAVLON SURFACE DISICFECTANT SPRAY	Per bottle 230 ml.	
94.	Battery for Remote controller	Pc.	
95.	HAND SANITIZER with spray system	Per bottle 250 ml.	
96.	Cotton Mask Double layer as per specimen	Pc.	
97.	Cover file (plastic as per specimen)	Pc.	
98.	Red Hit (kills disease spreading cockroaches)	Per bottle 200 ml.	

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99.	EMERGENCY LIGHT (Philips Helio Rechargeable LED Lantern)	Pc.	
100.	Paper binder clip (Metal body) 51 mm.	Pc.	
101.	Paper binder clip (Metal body) 32 mm.	Pc.	
102.	White board Marker Pen	Pc.	
103.	Good knight gold flash machine	Pc.	
104.	Good knight gold flash refill	Pc.	

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