

**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE PROJECT OFFICER-CUM-DISTRICT WELFARE OFFICER**  
**BACKWARD CLASSES WELFARE & TRIBAL DEVELOPMENT**

1 No. Station Road, Rishi Bankim Sarani, Barasat,  
North 24-Parganas, Kolkata-700124  
E-mail; [pobcnorth24parganas@gmail.com](mailto:pobcnorth24parganas@gmail.com),

Memo. No :- 78 -BCW/BST

Dated:- 09/1/23

**NOTICE INVITING FOR QUOTATION**

Sealed Quotations are hereby invited from the bonafied Agencies for Supply of following Articles as & when required (Up to 31<sup>st</sup> March,2023) for the Office of the undersigned.

Interested Agencies are hereby requested to submit their rate including all taxes (as specify in the following table) all items/ part items on their letter head in a sealed envelope & other requisite documents in another sealed envelop to the office of the undersigned as per undernoted schedule date & time as per item specification noted here under & will be open as per undernoted schedule date & time in presence of the Agencies or their authorized representatives, who may be present at that time.

Sl. No. (1)	Description of Items (2)	Unit (3)	Rate to be quoted including all taxes as follows (4)
1.	Xerox Paper A4 (297 mm x210mm) white paper(75GSM)	Per Rim	Rate should be written in word & figure
2.	Xerox Paper FS (75 GSM,White)	Per Rim	Rate should be written in word & figure
3	Computer Cartridge (12A)	Per piece	Rate should be written in word & figure
4	Computer Cartridge ( 88A)	Per piece	Rate should be written in word & figure
5	Water Jug	Per piece	Rate should be written in word & figure
6	Register ( 4 No) –10 Sheet each No.	Per piece	Rate should be written in word & figure
7	James Clip, (28-33mm, plastic coated) each packet contain 100clips	Per pkt.	Rate should be written in word & figure
8	2 fold file cover with printed Office Name & Address	Per piece	Rate should be written in word & figure
9	4 fold file cover	Per piece	Rate should be written in word & figure
10	Stappler Big	Per piece	Rate should be written in word & figure
11	Stappler Small	Per piece	Rate should be written in word & figure
12	Pen (Use & Throw)-Black	Per piece	Rate should be written in word & figure
13	Pen (Use & Throw)-Blue	Per piece	Rate should be written in word & figure
14	Pen (Use & Throw)-Red	Per piece	Rate should be written in word & figure
15	Pen Drive 64 GB	Per piece	Rate should be written in word & figure
16	Removable self adhesive Notes (Flap)-3 column	Per 120 Prompts	Rate should be written in word & figure
17	Envelop Brown (9x4.5) (27KG)	Per piece	Rate should be written in word & figure
18	Envelop White (9x4.5) (31KG)	Per piece	Rate should be written in word & figure
19	A4 size 12 x 10 inch Cloth line courier cover green Envelop	Per piece	Rate should be written in word & figure
20	Stapler Pin (Kangaro:- 24/6-1M)	Per box	Rate should be written in word & figure
21	Stapler Pin (Kangaro:- No.10-1M))	Per box	Rate should be written in word & figure
22	Duster Table (36''X36'')	Per piece	Rate should be written in word & figure
23	Clear bag (White)	Per piece	Rate should be written in word & figure
24	Hand Wash Powder	Per pouch	Rate should be written in word & figure
25	Mureatic Acid	Per bottle	Rate should be written in word & figure




26	Bleaching Powder 500grm	Per pkt	Rate should be written in word & figure
27	Channel File(Plastic)A4sizeboth side cover Channel 11.69"x1/2", Eagle- White	Per piece	Rate should be written in word & figure
28	Phenyle (Hamer Brand)	Per bottle	Rate should be written in word & figure
29	Note Sheet Pad with printed Office Name & Address (100 Sheet)-14KG CONQUEST	Per 100 sheet	Rate should be written in word & figure
30	Mosquito Repellent All Out Machine With Refill	Per piece	Rate should be written in word & figure
31	Mosquito Repellent All Out Refill Oil	Per piece	Rate should be written in word & figure
32	Glass 6" height,Barrel shaped with atleast 300ml. capacity	Per piece	Rate should be written in word & figure
33	Fevi Stick 20gm adhesive stick, medium (FEVICOL)	Per piece	Rate should be written in word & figure
34	Cup Plate Bone China Materials, 6 No. in a set	Per piece	Rate should be written in word & figure
35	Spoon (steel)	Per piece	Rate should be written in word & figure
36	6'6" height Office Steel Almirah	Per piece	Rate should be written in word & figure with mentioning sheet gauge
37	Iron frame Office Table (4' x 2'6"), top finished with laminated Ply & 3 drawers one side	Per piece	Rate should be written in word & figure
38	Medium back revolving Chair with push back mechanism in black fabric and mesh/ net Office executive chair	Per piece	Rate should be written in word & figure
39	12 digit Calculator	Per piece	Rate should be written in word & figure
40	Spike Buster with outlet 6 & Cable length 5 mtr.	Per piece	Rate should be written in word & figure
41	Big Engineering Measurement Book	Per piece	Rate should be written in word & figure
42	HB Pencil	Per piece	Rate should be written in word & figure
43	Erasure	Per piece	Rate should be written in word & figure
44	Antivirus 10 user 3 years	Per piece	Rate should be written in word & figure
45	Keyboard with wire	Per piece	Rate should be written in word & figure
46	Mouse with wire	Per piece	Rate should be written in word & figure
47	Mouse pad	Per piece	Rate should be written in word & figure
48	Stamp pad size 110*69 mm	Per piece	Rate should be written in word & figure
49	Highlighter	Per piece	Rate should be written in word & figure
50	Permanent Marker	Per piece	Rate should be written in word & figure
51	Correction Pen	Per piece	Rate should be written in word & figure
52	Scissor	Per piece	Rate should be written in word & figure
53	Sellotape (small)	Per piece	Rate should be written in word & figure
54	Sellotape (Big)	Per piece	Rate should be written in word & figure
55	Dust Bin with lead	Per piece	Rate should be written in word & figure
56	Room Freshener	Per piece	Rate should be written in word & figure
57	Car freshener	Per piece	Rate should be written in word & figure
58	Long Towel (for Chair)	Per piece	Rate should be written in word & figure
59	Pencil Battery	Per piece	Rate should be written in word & figure
60	Received Register	Per piece	Rate should be written in word & figure
61	Issue Register	Per piece	Rate should be written in word & figure
62	Register no-20	Per piece	Rate should be written in word & figure
63	Transit Register	Per piece	Rate should be written in word & figure
64	Brash (Computer & Printer cleaning)	Per piece	Rate should be written in word & figure

- a. Date for submitting Quotation in letter head with requisite documents:- 24.01.2023 (up to 2.00pm)  
b. Date for Opening Quotation:-----:- 24.01.2023 (at 2.30 pm)

TERMS & CONDITIONS OF QUOTATION:-

1. Following documents are to be submit in a sealed envelope for technical evaluation. Otherwise sealed envelope of quoted rate will not be open & Quotation will be treated as cancelled.
  - (a) Self-attested photostat copy of up to date Trade License
  - (b) Self-attested photostat copy of GST Registration Certificate
  - (c) Self-attested photostat copy of PAN CARD
2. Rate must be quoted as per direction of the Column no.4 of the above noted Table. Otherwise that Item rate will be treated as cancelled.
3. I.T & G.S.T. will be deducted at the time of payment as per Govt. norms.
4. Acceptance of the lowest Quotation of the Quotationer will not be obligatory. The undersigned reserves the right to reject any or all the Quotations without assigning any reason.


  
9/1/23  
P.O. Cum D.W.O., BCW & TD  
North 24 Parganas

Memo. No :- 78/1(5) -BCW/BST

Dated:- 09/1/2023

Copy forwarded for kind information & necessary action to the :-

1. DIO, NIC, North 24 Parganas, with a request to publish this Notice in the District website.
2. Secretary, North 24 Parganas Zilla Parishad
3. C.A. to the District Magistrate, North 24 Parganas
4. C.A. to the Additional District Magistrate(T & D), North 24 Parganas
5. Office Notice Board

  
9/1/23  
P.O. Cum D.W.O., BCW & TD  
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