

Government of West Bengal
Department of Sports
Block "B", 5th Floor, New Secretariat Building,
1, Kiran Sankar Roy Road, Kolkata-700001

Phone No. 033-22625740, Fax No. 033-22625741, e-mail i.d. : jsgowb.sp@gmail.com, website: www.wbsports.in

Notice Inviting Quotation no. 1

Dated Kolkata, ^{Aug} July 07, 2014.

Sealed quotations are hereby invited from the reliable & resourceful suppliers for supply of the following stationery goods to the Department of Sports, Government of West Bengal.

The intending participants should quote their rate/unit separately for each item in their letter pad. Quotation will be dropped into the Tender Box, placed at the Department, within 2:30 p.m. on 18/08/2014 and it will be opened at 3.00 p.m. on the same day. The following terms and conditions will be considered as part of the supply.

Terms & Conditions:

1. The supplier will supply the materials at the Department of Sports having its office at Block 'B', 5th floor, New Secretariat Building, 1, Kiran Sankar Roy Road, Kolkata 700001. No extra transportation charge will be given.
2. The rate quoted by the suppliers should be inclusive of all costs and taxes including carrying cost, tax and other costs as applicable.
3. No claim for damage/pilferage would be entertained by the Department.
4. I. Tax/ VAT certificates etc. to be submitted along with the quotation.
5. Payment will be made on submission of bill in duplicate to this Department.
6. The period of contract will be one year. The Department reserves the right to cancel the contract without assigning any reason whatsoever.
7. The Department does not bind itself to accept the lowest bid and also can reject any quotation without showing any reason whatsoever.
8. The Department reserves the rights to accept or reject any part of the quotation or in full without assigning any reason whatsoever.
9. The supplier will be obliged to supply the stationeries within 24 (Twenty four) hours as per the instruction by the Department on emergency basis.
10. The quotation will have to be dropped in the Tender Box in this office within stipulated time.

<u>Sl No.</u>	<u>List of Articles</u>	<u>Approximate Yearly requirement (in number/unit)</u>
1.	Use & throw Pen Blue ink	80 pcs
2.	Use & throw Pen Black ink	20 pcs
3.	2 in 1 pen	30 pcs
	a. Duster (Medium Size)	80 pcs
4.	Stick flag (Multi colored) Small	20 pkts.
5.	Calculator 12 digits	05 pcs
6.	HB pencils	05 boxes
7.	Pencil sharpener	01 box
8.	Cello tape 1"	04 rolls
9.	Cello tape 2"	02 rolls
10.	Stapler 10	02 boxes
11.	Case Book	10 pcs
12.	Xerox paper A3	05 pkts
13.	Xerox paper A4	10 boxes

14. Xerox paper Legal	04 boxes
15. Cash Book 200 paged	01 pc.
16. Flip covers	500 pcs.
17. File binding rope	50 threads
18. Pin cushion	10 pcs
19. Signature pad	10 pcs
20. Refill Blue (2-1 pen)	100 pcs
21. Refill Red (2-1 pen)	30 pcs
22. Tag	1000 pcs
23. Scissors	05 pcs
24. Knife	05 pcs.
25. Pad ink	10 bottles
26. Synthetic gum	30 pcs.
27. Stamp pad (small) 111X70mm	10 pcs
28. Stamp pad (Large) 157X96 mm	10 pcs.
29. Pin	100 boxes
30. James clip	50 boxes
31. Candlesticks	01 pkt
32. Peon book	10 pcs.
33. Signing pen	10 pcs
34. Correction pen	10 pcs.
35. Paper weight	20 pcs
36. Bucket	10 pcs.
37. Pencil Battery	01 Strip
38. Carbon Paper FS	01 box
39. Note sheet 1 st Page	1000 pcs
40. Note sheet 2 nd Page	1000 pcs
41. Note sheet ½ Margin	1000 pcs
42. Pencil eraser	01 pkt.
43. Ruler 30cm (scale)	01 pkt


Assistant Secretary to the Government of West Bengal

No: 738 /1(4)/SP/IO-3/2014(Pt-II)

Date: August 7,2014

Copy forwarded with a request for wide publicity to:-

1. Chief Executive Officer, Vivekananda Yuba Bharati Krirangan, Sector-III, Salt Lake, Kolkata-700098.
2. Secretary, West Bengal State Council of Sports, Netaji Indoor Stadium, Eden Gardens, Kolkata-700021.
3. Notice Board of the Department.
4. Website of this Department.


Assistant Secretary to the Government of West Bengal

No: 738/2(2)/SP/IO-3/2014(Pt-II)

Date: August 7,2014

Copy forwarded for information to:

1. P.S.to M.I.C., Department of Transport and Sports.
2. Sr. P.A. to Secretary, Department of Sports.


Assistant Secretary to the Government of West Bengal