

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.: ds.dos-wb@gov.in, website: www.wbsports.in

NOTICE INVITING QUOTATION NO. 1

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.

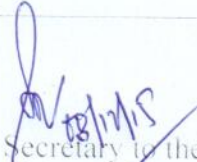
The intending participants should quote their rate/unit separately for each item in their letter pad. Quotation will be dropped into the Tender Box, placed at the Department, within 2:30 p.m. on 18.12.2015 and it will be opened at 3.00 p.m. on the same day. The following terms and conditions will be 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.

Sl. No.	List of Articles	Approximate yearly requirement (in number/unit).
01.	Use & throw Pen Blue Ink	100 pcs.
02.	Use & throw Pen Black ink	100 pcs.
03.	2 in 1 pen	20 pcs.
04.	Duster (Medium Size)	30 Pcs.
05.	Stick flag (Multi colored) small	30 pkts.
06.	Calculator 12 digits	8 pcs.
07.	HB pencils	5 boxes.
08.	Pencil sharpener	1 box.
09.	Cello tape 1"	10 rolls.
10.	Cello tape 2"	10 rolls.
11.	Stapler 10	1 boxes.
12.	Case Book	10 pcs.
13.	Xerox paper A4	20 boxes
14.	Xerox paper legal	15 boxes
15.	Cash Book 200 paged	1 pc.
16.	Flip covers	500 pcs.
17.	File binding rope	75 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)	50 pcs.
22.	Tag	1000 pcs.
23.	Scissors	15 pcs.
24.	Knife	15 pcs.
25.	Pad ink (700 ml)	12 bottles.

Sl. No.	List of Articles	Approximate yearly requirement (in number/unit).
26.	Synthetic gum	5 bottles.
27.	Stamp Pad (small)111X70mm	10 pcs.
28.	Stamp pad (Large) 157X96 mm	05 pcs.
29.	Pin	50 boxes.
30.	James clip	60 boxes.
31.	Candlesticks	3 pkt.
32.	Peon book	10 pcs.
33.	Signing pen	30 pcs.
34.	Correction pen	10 pcs.
35.	Paper weight	40 pcs
36.	Bucket	10 pcs.
37.	Pencil Battery	4 Strip.
38.	Carbon Paper FS	1 Box.
39.	Note sheet 1 st Page	1000 pcs.
40.	Note sheet 2 nd Page	2000 pcs.
41.	Note sheet 1/2 Margin	500 pcs.
42.	Pencil eraser	1 Pkt.
43.	Ruler 30 cm (scale)	2 Pkt.
44.	G.P.F. Register	2 pcs.
45.	Notice Board Pin	2 boxes.
46.	Envelope (11" X 5")	600
47.	Envelope (11" X 5")(Window)	6000
48.	Four folder file cover	10 pcs.
49.	Plastic cover file	10 pcs.
50.	Channel file(A4)	5 pcs.
51.	Channel file(FS)	5 pcs.
52.	Fevistick -15gm	20 pcs.
53.	Black Refile	30 pcs.
54.	Phore	05 pcs.
55.	Stapler (Jumbo)	2 pcs.
56.	Officer's pen	50 pcs.
57.	Envelop brown (11"X5")	500 pcs.
58.	Metal/Paper Clip	20 pcs.
59.	Rubber Band (Colour)	500 gms.
60.	Gel refill (green)	10 pcs.
61.	Arch file cover	5 pcs.
62.	Single white pages	500 pcs.
63.	Thread Ball	50 pcs.
64.	Jute string	5 kgs.
65.	Glass with lid	5pcs.
66.	Puncher	5 Pes.
67.	Nylon tape	1 Rill
68.	Sponge Cup	1 Dozen
69.	Glycerin Liquid (Big)	2 Pes
70.	Paper Clip (made of Tin)	1 Dozen
71.	Pitch Board (with clip)	5 pcs
72.	Envelop (Large-42"X29")	50 Pes
73.	Envelop(Medium-36"X24")	50 Pes
74.	Black Paper Clip (Big)	2 Box
75.	Black Paper Clip (Small)	3 Box
76.	Diary Registrar	5 Pes.
77.	Issue Registrar -	5 pcs
78.	Marker pen	10 Pes.
79.	File cover	1000 Pes.


 Deputy Secretary to the
 Government of West Bengal.

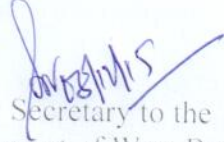
3.

No. 1383/1(4)/SP/1Q-3/2014(Pt-II)

Dated, Kolkata the 8th December, 2015.

Copy forwarded with a request for wide publicity to:-

1. Chief Executive Officer, Vivekanand Yuba Bharati Krirangan, Sector-III, Salt Lake, Kolkata – 70098.
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.


Deputy Secretary to the
Government of West Bengal.

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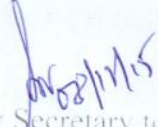
3.

No. 1383/2(2)/SP/1Q-3/2014(Pt-II)

Dated, Kolkata the 8th December, 2015.

Copy forwarded for information to:

1. P.S. to M.I.C., Department of Sports, Youth Services Department & Housing Department, Government of West Bengal.
2. Senior P.A. to Secretary, Department of Sports.


Deputy Secretary to the
Government of West Bengal.