

No.211 - SP/I O-3/2014(Pt-II).

Kolkata, the 14<sup>th</sup> February, 2017.

NOTICE INVITING QUOTIATION - 1

Sealed quotations are hereby invited from the reliable & resourceful suppliers for supply of the following stationary 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. Quotations are required to be dropped in the Tender Box, placed at the Department, within 2:30 p.m on 16<sup>th</sup> February, 2017 and the same will be opened by 3:00 p.m on the said day i.e on 16.02.2017. The following terms and conditions will be considered as part of the supply.

Terms & Conditions:

1. The supplier will supply the material at the Department of Sports having its Office at Block "A", 6<sup>th</sup> 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.
11. Sample and format may kindly be verified from this Department before furnishing any rates.
12. Quotation may be submitted for each item.

Sl. No.	List of Articles
01.	Duster(Medium size)
02.	Calculator 12 digits
03.	Xerox paper A4
04.	Stapler (Jumbo)
05.	Flip covers (as per format)
06.	Pin cushion
07.	Refill Red(2-1 pen)
08.	Refill Blue(2-1 pen)
09.	Refill Black(2-1 pen)
10.	Cloth Backed Envelop(A-4 paper size)
11.	Signing pen(Fabre Castell)(Black)
12.	Correction pen(Fabre Castell)
13.	Paper weight
14.	Note sheet 1 <sup>st</sup> page (100 pages )
15.	Note sheet 2 <sup>nd</sup> page (100 pages )
16.	Note sheet ½ margin page (100 pages )
17.	Ruler 30 cm (scale)
18.	Channel File (A4)
19.	Channel File (FS)
20.	Fevistick 15gm
21.	Tag(100 per bundle)
22.	Thread Ball(Large)
23.	White Envelope(Large - 42 cm x 29 cm)
24.	White Envelope(Medium - 36 cm x 24 cm)
25.	Window Envelop(as per format)(11" X 5")
26.	Envelop White(11" X 5")
27.	Use & throw pen blue(Fort)
28.	Use & throw pen black(Fort)
29.	Use & throw pen red(Fort)
30.	Scissors
31.	Cello tape - 1"
32.	Cello tape - 2"
33.	Case Book(Bound) 100 pages

34.	Case Book(Bound) 200 pages
35.	Candlesticks
36.	Basket
37.	G.P.F Register 200 Folio (As per format)(Bound)
38.	Plastic File Cover
39.	Four Fold File Cover
40.	Candlesticks
41.	Peon Book(As per format)(Bound)
42.	Signature pad
43.	Correction Pen(Fabre Castell)
44.	Paper Weight
45.	Pencil Eraser
46.	Stapler-10(small)
47.	Stapler-10(small) pin
48.	Phore
49.	Notice Board pin
50.	H.B.Pencils (10 per box)
51.	Signature Pad
52.	Stick flag (Multi color) Small
53.	Stick Flag (Multi color) Large
54.	Basket
55.	Jute String
56.	Glass with lid(Big)
57.	Punch(single)
58.	Diary Register(As per format)(Bound) 300 Folio
59.	Issue Register(As per format) (Bound) 300 Folio
60.	Letter Register(As per format) (Bound) 300 Folio
61.	File Index(As per format) (Bound) 300 Folio
62.	Cash Book(As per format) 300 Folio
63.	Pen Drive with cap , class-10,16 G.B, (H.P/Sandisk/Transcend)
64.	Pen for staff(Around Rs.45.00 each)
65.	Towels (large)
66.	Towels (small)
67.	Pen stand
68.	Cartridges- Laserjet 88A Pro
69.	White tape
70.	Highlighter pen(Multi color)
71.	Stock Register(As per format)(Bound) 300 Folio
72.	Notebook(white)
73.	Notebook(with rule)
74.	File Register(As per format)(Bound) 300 Folio
75.	Note book(small)(white)
76.	Notebook(small)(with rule)
77.	Stapler Jumbo Pin
78.	Pitch Board with clip
79.	Xerox paper Legal
80.	James Clip
81.	Stamp pad (small)(111x70)mm (Fabre Castell)
82.	Stamp pad (large) (Fabre Castell)
83.	Blue Gel Pen(Branded)
84.	Blue Gel Pen Refill(Branded)
85.	Black Gel Pen(Branded)
86.	Black Gel Pen Refill(Branded)
87.	Green Gel Pen (Brand)
88.	Green Gel Pen Refill(Brand)
89.	Arch File Cover
90.	DAK File
91.	L-Folder Plastic
92.	Punch(Double)
93.	Pencil Sharpner
94.	Bucket
95.	Officer's pen
96.	File Cover (as per format)
97.	Black clip (large)
98.	Black clip (small)
99.	Cloth Backed Envelop(Larger than U-I paper size)
100.	Umbrella (folding) for staff (2 fold)(branded)
101.	Bags for carrying files for staff(branded)
102.	Gala

103.	Sponge cup
104.	Nylon Tag
105.	Pencil Battery
106.	Knife

*Selt*  
Deputy Secretary  
to the Government of West Bengal.

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Kolkata, the 14<sup>th</sup> February, 2017.

Copy forwarded with a request for wide publicity to:-

1. Notice Board of this Department.
- ✓ 2. Website of this Department.

*By*  
Deputy Secretary  
to the Government of West Bengal.