

No.900-F(H).

Dated, Howrah, the 7<sup>th</sup> March, 2025

**NOTICE INVITING QUOTATION**

The undersigned is directed to invite all the willing Government approved wholesale consumers' co-operative societies to quote the rate of the stationery articles, grocery, sanitary and other materials for supply of the same on request to this office for the period from 1<sup>st</sup> April, 2025 to 31<sup>st</sup> March, 2026 on a sealed cover with specimen sample to be submitted to the Finance Department latest by 20 (twenty) days from the date of issuance of the notice.

**The rate so quoted should be exclusive of G.S.T.**

The sealed cover will be opened on 3<sup>rd</sup> April, 2025 at the Chamber of the Special Secretary at 3.00 P.M.

The Department reserves the right to accept or reject any quotation without stating the reason whatsoever and the quotations will be kept at the custody of the Deputy Secretary of the Finance Department, Group-H, Nabanna, 10<sup>th</sup> Floor, Room No. 1004.

The specific list of stationery articles to be supplied are available from the Finance Department, which can also be collected from the Deputy Secretary, Finance Department, Group-H, Nabanna, 10<sup>th</sup> Floor, Room No. 1004.

All the articles to be delivered must be according to the sample. The representatives are advised to visit this Department to inspect the sample.

The co-operatives concerned whose quotation will be accepted, must supply the articles within 07 (seven) days from the date of requisition of the same, failing which their offer will be rejected without further notice and they will be blacklisted for any subsequent purchase of articles from this Department.

**Sd/- N.K.Ghosh**

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

No.900(7)-F(H).

Dated, Howrah, the 7<sup>th</sup> March, 2025

**Copy forwarded for information and necessary action to :-**

1. The Notice Board of I & C.A Department, Nabanna, Howrah.
2. The Finance Department, Nabanna, Howrah.
3. The P.W. Department, Nabanna, Howrah.
4. The L & L.R Department, Nabanna, Howrah.
5. The Home Department, Nabanna, Howrah.
6. Shri Sumit Mitra, Network Administrator, Finance Department  
- for uploading this order in the Finance Department's website.
7. Office copy.

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

**LIST OF ARTICLES**

Sl. No.	Description	Rate	% of GST	Remarks
1.	Two Folder File Cover (Colour printed with plastic coated cover & flap) /pc			
2.	Four Folder Colour File Cover /pc			
3.	File Register 200 Folio/pc			
4.	Issue Register 200 Folio/pc			
5.	Diary Register 100 Folio/pc			
6.	Inward Register 100 Folio/pc			
7.	Outward Register 100 Folio/pc			
8.	Attendance Register ( No.4) /pc			
9.	Stock Register No.10 (300 pages Single) /pc			
10.	Stock Register (400 Folio Double) /pc			
11.	Peon Book 100 Folio /pc			
12.	Case book 100 folio /pc			
13.	Signature Pad /pc			
14.	Plastic File (A4 Size) /pc			
15.	Plastic File (U1 size) /pc			
16.	My Clear Bag/Bottom File /pc			
17.	Arch file Plastic (good quality) /pc			
18.	Writing pad white (100 pages) /pc			A) Small B) Big
19.	D.O. pad (100 page with Colour emblem) /pc			A) Small B) Big
20.	Carbon Paper (Kores) /pkt			
21.	Note Book for Short hand (100 pages) /pc			
22.	Spiral Note Book (small size) /pc			
23.	Desk calendar(Gupta's) /pc			
24.	Pen Stand (Gripex Colour) /pc			

Sl. No.	Description	Rate	% of GST	Remarks
25.	Stamp Pad (Gripex size 157 x 96mm) /pc			
26.	Stamp Pad (Faber-Castell size 110mm x 69mm) /pc			
27.	Stamp Ink (60 ml) Gripex /pc			
28.	Gum-150ml Gripex /pc			
29.	Fevistik 15 gm/pc			
30.	Official Envelope white 10" X 5" /pc			
31.	Official Envelope white 11" X 5" /pc			
34.	Envelope Brown 11" X 5" /pc			
35.	Envelope Brown 14" X 10" /pc			
36.	Envelope Brown 18" X 14" /pc			
37.	Envelope Cloth 14" X 10" /pc			
38.	Envelope Cloth 16"x12" /pc			
39.	Window Envelope White 11" X 5" /pc			
40.	Envelope Khaki 17" X 13" /pc			
41.	Envelope Harmonium Cloth 18" X 14" /pc			
42.	Stapler Kangaroo /pc. A) Small B) Medium C) Big			
43.	Stapler Pin Kangaroo /pc A) Small B) Medium C) Big			
44.	Punching Machine 1 hole (Kangaroo) /pc			
45.	Phore (plastic) /pc			
46.	Knife (wooden handle) /pc			
47.	Scissors 6.3 inch (made in India) /pc			
48.	Paper Weight- flat type /pc			
49.	Scale (Topper Oxford)-1'x 40mm /pc			
50.	Alpin (King) /pc			
51.	Pin Cushion /pc			
52.	Gala(National Round Sealing Wax) /pc			
53.	Rope (Thread Ball) /pc			
54.	Check Duster 2'x2' /pc			
55.	Candle per pkt. Rs.60/-			
56.	Tag 9" /bundle			

Sl. No.	Description	Rate	% of GST	Remarks
57.	Gems clip (metal-Novex) /pc A) Small B) Big			
58.	Gems clip (plastic coated-Zorex) /pc A) Small B) Big			
59.	Binder Clips /pc A) Big -- (32 mm) B) Medium -- (25 mm) C) Small -- (19 mm)			
60.	Cello Tap white /pc A) ½" size B) 1" size			
61.	Cello 2"(Brown Tape) /pc			
62.	Colour Adhesive Flag (Flat 2"×3" Yellow colour) /pc			
63.	Colour Adhesive Flag (Flat 3"×3" Yellow colour) /pc			
64.	Colour Adhesive Flag (Flat 7.6 cm x 12.7 cm Yellow colour) /pc			
65.	Flag 2"×3" Multicolour /pc			
66.	Flag 3"×3" Multicolour /pc			
67.	Pen both side open (Blue & Red) Morison /pc			
68.	Refill Bozon Small (Blue, Red & Black) /pc			
69.	All Pen & Refill (good quality) /pc			
70.	Highlighter Marker Pen Faber Castell (Green, Yellow & Pink)/pc			
71.	C.D. Marker Pen (Blue & Black) Faber Castell /pc			
72.	Luxar Sign Pen (Blue, Black & Red) /pc			
73.	Permanent Marker Pen (Faber Castell Thick)/pc			
74.	Whitener pen(7ml) Faber Castell /pc			
75.	Wooden Pencil (Apsara) /pc			
76.	Pencil Eraser (Apsara) /pc			
77.	Pencil Cutter (Natraj) /pc			
78.	Calculator (Oreva-12 digit) /pc			
79.	Calculator (Oreva check and correct-12 digit)/pc			
80.	Scientific Calculator (Oreva MS 750) /pc			
81.	Air Freshener (Air Quick) Machine+Oil /pc			
82.	Air Freshener (Air Quick) Liquid Refill/pc			
83..	Room Freshener (300ml)/pc A) Godrej B) Premium			
84.	Good Knight Express(Machine + Oil)/pc			
85.	Dettol Soap Liquid (Spray-250ml) /pc			

Sl. No.	Description	Rate	% of GST	Remarks
86.	Lifebuoy Soap Liquid (Spray-250ml) /pc			
87.	Vim Liquid (250ml) /pc			
88.	Odonil Bar 100gm /pc			
89.	Colin Spray (Big) /pc			
90.	Hit Spray Red & Black /pc			A) Big
91.	Towel (size 60x30) /pc			
92.	Towel (size 18x36) /pc			
93.	Milk Pouch Nestle (/case) 1 case=24 pkt			
94.	Daurala Sugar Cube (/case) 1 case=40 pkt			
95.	Tetley Tea Bag (/case) 1 case=36 pkt			
96.	Green Tea (Twinings of London) /pkt =100 pcs			
97.	Coffee Paper Cup /pc			A) 100 ml B) 150 ml C) 150 ml for (Special Cup)
98.	Cup-Plate(good quality) Bone China /box[6 pairs in a box]			
99.	Glass for drinking water with cover (Yera)/pc			
100.	Tea Tray/pc			A) Small B) Big
101.	Plate			A) Small B) Big
102.	Spoon /dozen			A) Small B) Big
103.	Electric Kettle-1.7 Ltrs. /pc.			1. Prestige Steel body 2. Prestige Fibre body
104.	Remote Battery (Eveready-92)/ pc			
105.	Pencil Battery (AAA) /pc			A) Duracell B) Eveready
106.	Pencil Battery /pc			A) Duracell B) Eveready
107.	Scotch Brite (Big) /pc			
108.	Kaytex Face Tissue Paper (Napkin) /pkt			
109.	Phenyle /1 Lt.Jar (Neem Nimyle)			

**PAPER**

<b>LIST OF ARTICLES</b>				
<b>Sl. No.</b>	<b>Description</b>	<b>Rate</b>	<b>% of GST</b>	<b>Remarks</b>
1.	Modi Xerox Paper Green (A4 Size) 75 G.S.M. India Ltd. (Per Ream)			
2.	Computer Paper (power) A4 Size 75 (Per Ream)			
3.	J.K. Copier A) A4 B) U1 (Per Ream)			
4.	Xerox Paper A4 (70 G.S.M) best quality (Per Ream)			
5.	Xerox Paper U 1 (Diplomat Size) (Per Ream)			
6.	J. K. Max (F.S GSM 67 500 sheets) (Per Ream)			
7.	J.K. Copier FS Paper (GSM 75, 500 sheets) (Per Ream)			
8.	Duplicating Paper (Diplomat Size) 62 GSM (Per Ream)			
9.	A3 Size Xerox Paper Sparkle (Per Ream)			
10.	Demi Paper F/S Size 80 GSM (Per Ream)			
11.	1 <sup>st</sup> Page Note Sheet English & Bengali White (Per Ream)			
12.	2 <sup>nd</sup> Page Note Sheet (Per Ream)			
13.	Half Page Margin Note Sheet (Per Ream)			