

Government of West Bengal
Finance Department
Audit Branch
'Nabanna'
325, Sarat Chatterjee Road, Mandirtala, Howrah - 711 102
Email ID: finreceipt-wb@bangla.gov.in

No. 908 - F(H)

Dated, Howrah, the 9th March, 2026.

NOTICE INVITING QUOTATION

The undersigned is directed to invite all the willing Government approved wholesale consumer' co-operative societies to quote the rate of the stationery articles, grocery, sanitary and other materials for supply of the same on request as per specific sample provided by this office for the period from 1st April, 2026 to 31st March, 2027 on a sealed cover. The quotations should positively reach Finance Department latest by 19.03.2026.

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

The sealed cover will be opened on 23rd March, 2026 at the Chamber of the Special Secretary at 12 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 Assistant Secretary of Finance Department, Group - H, 'Nabanna', 10th 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 Assistant Secretary, Finance Department, Group - H, 'Nabanna', 10th 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/-K. Mukherjee
**Assistant Secretary to the
Government of West Bengal**

No. 908(7) - F(H)

Dated, Howrah, the 9th March, 2026.

Copy forwarded for information and necessary action to:-

1. The Notice Board of I & C.A Department, 'Nabanna', Howrah - 711 102.
2. The Finance Department, 'Nabanna', Howrah - 711 102.
3. The P.W. Department, 'Nabanna', Howrah - 711 102.
4. The L & L.R Department, 'Nabanna', Howrah - 711 102.
5. The Home Department, 'Nabanna', Howrah - 711 102.
- ✓ 6. Shri Sumit Mitra, Network Administrator, Finance Department ---- for uploading this order in the Finance Department's website.
7. Office Copy.


**Assistant 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			

[Handwritten Signature]
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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			
32.	Envelope Brown 14" X 10" /pc			
33.	Envelope Brown 18" X 14" /pc			
34.	Envelope Cloth 14" X 10" /pc			
35.	Envelope Cloth 16"x12" /pc			
36.	Window Envelope White 11" X 5" /pc			
37.	Envelope Khaki 17" X 13" /pc			
38.	Envelope Harmonium Cloth 18" X 14" /pc			
39.	Stapler Kangaroo /pc. A) Small B) Medium C) Big			
40.	Stapler Pin Kangaroo /pc A) Small B) Medium C) Big			
41.	Punching Machine 1 hole (Kangaroo) /pc			
42.	Phore (plastic) /pc			
43.	Knife (wooden handle) /pc			
44.	Scissors 6.3 inch (made in India) /pc			
45.	Paper Weight- flat type /pc			
46.	Scale (Topper Oxford)-1'x 40mm /pc			


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47.	Alpin (King) /pc			
48.	Pin Cushion /pc			
49.	Gala (National Round Sealing Wax) /pc			
50.	Rope (Thread Ball) /pc			
51.	Check Duster 2'x2'/pc			
52.	Candle per pkt. Rs.60/-			
53.	Tag 9" /bundle			

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Sl. No.	Description	Ra
54.	Gems clip (metal-Novex) /pc A) Small B) Big	
55.	Gems clip (plastic coated-Zorex) /pc A) Small B) Big	
56.	Binder Clips /pc A) Very Small - (15 mm)	
	B) Small - (19 mm)	
	C) Medium - (25 mm)	
	D) Big— (32 mm)	
57.	Cello Tap white /pc A) ½" size B) 1" size	
58.	Cello 2"(Brown Tape) /pc	
59.	Colour Adhesive Flag (Flat 2"/3" Yellow colour) /pc	
60.	Colour Adhesive Flag (Flat 3"x3" Yellow colour) /pc	
61.	Colour Adhesive Flag (Flat 7.6 cm x 12.7 cm Yellow colour) /pc	
62.	Flag 2"X 3" Multicolour /pc	
63.	Flag 3"X 3" Multicolour /pc	
64.	Pen both side open (Blue & Red) Morison /pc	
65.	Refill Bozon Small (Blue, Red & Black) /pc	
66.	All Pen & Refill (good quality) /pc	
67.	Highlighter Marker Pen Faber Castell (Green, Yellow & Pink)/pc	
68.	C.D. Marker Pen (Blue & Black) Faber Castell /pc	
69.	Luxar Sign Pen (Blue, Black & Red) /pc	
70.	Permanent Marker Pen (Faber Castell Thick)/pc	


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71.	Whitener pen(7ml) Faber Castell /pc	
72.	Wooden Pencil (Apsara) /pc	
73.	Pencil Eraser (Apsara) /pc	
74.	Pencil Cutter (Natraj) /pc	
75.	Calculator (Oreva-12 digit) /pc	
76.	Calculator (Oreva check and correct-12 digit)/pc	
77.	Scientific Calculator (Oreva MS 750) /pc	
78.	Air Freshener (Air Quick) Machine + Oil /pc	
79.	Air Freshener (Air Quick) Liquid Refill/pc	
80.	Room Freshener (300ml)/pc	A) Godrej B) Premium
81.	Good Knight Express(Machine + Oil)/pc	
82.	Dettol Soap Liquid (Spray-250ml) /pc	

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Sl. No.	Description	Rate	% of GST	Remarks
83.	Lifebuoy Soap Liquid (Spray-250ml) /pc			
84.	Vim Liquid (250ml) /pc			
85.	Odonil Bar 100gm /pc			
86.	Colin Spray (Big) /pc			
87.	Hit Spray Red & Black /pc Big	A)		
88.	Towel (size 60x30) /pc			
89.	Towel (size 18x36) /pc			
90.	Milk Pouch Nestle (/case) 1 case=24 pkt			
91.	Daurala Sugar Cube (/case) 1 case=40 pkt			
92.	Tetley Tea Bag (/case) 1 case=36 pkt			
93.	Green Tea (Twinings of London) /pkt =100 pcs			
94.	Coffee Paper Cup /pc (Special Cup)	A) 100 ml B) 150 ml C) 150 ml for		
95.	Cup-Plate Bone China (Lao Pola)/box[6 pairs in a box]			
96.	Glass for drinking water with cover (Yera)/pc			
	Tea Tray/pc			


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97.	A) Small Big	B)			
98.	Plate (Lao Pola) A) Small B) Big				
99.	Spoon /dozen Small Big	A) B)			
100.	Electric Kettle-1.8 Ltrs. /pc. (Bajaj)				
101.	Remote Battery (Eveready-92)/ pc				
102.	Pencil Battery (AAA) /pc Duracell Eveready	A) B)			
103.	Pencil Battery /pc Duracell Eveready	A) B)			
104.	Scotch Brite (Big) /pc				
105.	Kaytex Face Tissue Paper (Napkin) /pkt				
106.	Phenyle /1 Lt.Jar (Neem Nimyle)				
107.	Official Envelope Brown 11" X 5" /pc				
108.	Register Books (B.T.R.)				
109.	Memo of Daily Cash Balance (Book)				
110.	Channel File				

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PAPER

LIST OF ARTICLES				
Sl. No.	Description	Rate	% of GST	Remarks
1.	Modi Xerox Paper Green (A4 Size) 75 G.S.M. India Ltd. (Per Ream)			
2.	Computer Paper (power) A4 Size 75 (Per Ream)			
	J.K. Copier A) A4			


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3.	B) U1 Ream)	(Per			
4.	Xerox Paper A4 (70 G.S.M) best quality Ream)	(Per			
5.	Xerox Paper U 1 (Diplomat Size) Ream)	(Per			
6.	J. K. Max (F.S GSM 67 500 sheets) Ream)	(Per			
7.	J.K. Copier FS Paper (GSM 75, 500 sheets) Ream)	(Per			
8.	Duplicating Paper (Diplomat Size) 62 GSM Ream)	(Per			
9.	A3 Size Xerox Paper Sparkle Ream)	(Per			
10.	Demi Paper F/S Size 80 GSM Ream)	(Per			
11.	1 st Page Note Sheet English & Bengali White Ream)	(Per			
12.	2 nd Page Note Sheet Ream)	(Per			
13.	Half Page Margin Note Sheet Ream)	(Per			



**Assistant Secretary
Finance Department
Govt of West Bengal**