

**Government of West Bengal
Education Directorate
Bikash Bhavan , Salt lake, Kolkata- 91.**

Memo No. ED-160/2020

Dated, Kolkata, the 25.11.2020

**NOTICE
INVITING QUOTATIONS**

Sealed Quotations are invited for the financial year 2020-2021 from the WHOLE SALE CONSUMERS' CO-OPERATIVE SOCIETY LTD. for the supply of stationeries and other necessary items for smooth discharge of official work under this Directorate. Detailed list of materials and make etc. can be available from the Accounts Section of D.P.I , W.B., Bikash Bhavan, 8th Floor, Salt lake , Kolakata-700009 , as well as in the website of Higher Education Deptt., Govt of West Bengal.

Sealed Quotations /Tenders should be submitted to the Receiving Section of the D.P.I., W.B. within seven working days from the date of publication of this notice. The rate will remain valid upto 31st March 2021. The rate should be submitted without GST. and the quoted price should not be exceeded the MRP of articles including all taxes. Relevant documents (IT., PAN. GST NO. etc.) should be enclosed for consideration. No tender paper will be issued from the office. The undersigned reserves the right to reject incomplete and unjustified quotations without any notice and explanations. The date of opening of the sealed cover of quotations will be displayed on the office notice board as well as in the website of Higher Education Deptt. (www.wbhed.gov.in).

Sd/- Dr. JAYASRI RAY CHAUDHURI.
**Director of Public Instruction,
Education Directorate,
Government of West Bengal.**

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Education Directorate
Bikash Bhavan , Salt lake, Kolkata- 91.

List of stationary articles as per Notice No. ED-160/2020 Dt. 25.11.20 is as follow:

SL. NO.	ITEM	UNIT	RATE
A.	PAPER ITEM		
1.	DFC PAPER 65gsm. CUTTING 1pkt.=1/4 th ream.	REAM	
2.	THICK TYPE PAPER(DIPLOMAT)	PKT	
3.	THIN TYPE PAER(DIPLOMAT)	PKT	
4.	DUPLICATING PAPER(DIPLOMAT)	PKT	
5.	DUMMY PAPER(85GSM)	PKT	
6.	XEROX PAPER A-4 SIZE(JK COPIER)75GSM.	PKT	
7.	XEROX PAPER (F.S) (JK COPPIER))75GSM.	PKT	
B.	PEN ITEM		
1.	REYNOLDS GEL PEN	PCS	
2.	LINK GLYCER PEN (BLUE / BLACK/ RED)	PCS	
3.	BOTH SIDE PEN (LINC)	PCS	
4.	ECONO DX DOT PEN	PCS	
5.	JOTTER PEN (LINC)	PCS	
6.	ERASING PEN (KORES WHITE)	PCS	
7.	REYNOLD GEL REFILL	PCS	
8.	GLYCER REFILL LARGE (BLUE / BLACK / RED)	PCS	
9.	SMALL REFILL (LINC) (BLUE/BLACK/RED)	PCS	
10.	JOTTER REFILL (LINC)	PCS	
11.	SKETCH PEN (luxoz signe Pen)	PCS	
12.	MARKER PEN (thin)	PCS	

12.	MARKER PEN (thin)	PCS	
13.	HIGHLIGHTER PEN (GLOLOIT)	PCS	
C.	TYPE ITEM		
1.	TYPE CARBON (KORES) SINGLE	PKT	
2.	TYPE CARBON (KORES) DOUBLE	pkt	
3.	STENCIL FLUID (20 M.L.)	PCS	
4.	TYPE CLIP (2 INCHS) PLASTIC	PCS	
5.	TYPE RIBBON (COTTON KORES) (BLACK)	PCS	
D.	REGISTER AND PAD ITEM		
1.	REGISTER NO. -4	PCS	
2.	REGISTER NO. -8	PCS	

3.	REGISTER NO. -10	PCS	
4.	REGISTER NO. -10 (WITH OUT RULE)	PCS	
5.	REGISTER NO. -12	PCS	
6.	REGISTER NO. -14	PCS	
7.	REGISTER NO. -16	PCS	

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8.	REGISTER NO. -16 (UNRULLED)	PCS	
9.	REGISTER NO. -20	PCS	
10.	REGISTER NO. -24	PCS	
11.	REGISTER NO. -26	PCS	
12.	REGISTER NO. -26 (UNRULED)	PCS	
13.	RECEIPT REGISTER	PCS	
14.	ATTENDANCE REGISTER (SPECIMEN) CONQUEST PAPER)	PCS	
15.	ISSUE REGISTER (300 pages asper specimen)	PCS	
16.	PEON BOOK	PCS	
17.	VISITOR SLIP PAD (SMALL) (asper specimen)	PCS Per100 pages.	
18.	NOTE SHEET PAD (85gsm)100pages	PCS	
19.	ACQUAINTANCE ROLL (REXIN BIND)	PCS	
20.	CASE BOOK (100pages) good quality	PCS	
21.	INDEX REGISTER	PCS	
22.	CASH BOOK (DOUBLE FOLIO-300 pages 15X13) PRINTED AND BINDING WITH CONQUEST PAPER 85 gsm.	PCS	
23.	SLIP PAD 1/4 TH (50pages) god quality	Pcs.	
24.	SLIP PAD 1/8 TH (50pages) god quality	Pcs.	
25.	SERVICE BOOK	Pcs.	
	OTHER ITEMS		
1.	Cover for Desk top Computer, UPS,Printer Key board & mouse and Mouse pad.	set	
2.	Ball Pen (Goldex 0.75mm.)	Pc.	
3.	Ball Pen (HAUSER) GERMANY	Pc.	
4.	Refill of DOT PEN (Goldex 0.75mm.)	Pc.	
5.	Refill of DOT PEN (HAUSER) GERMANY	Pc.	
6.	FILE COVER WITH STEEL RING	Pc.	
7.	FILE COVER WITH PLASTIC RING	Pc.	
8.	FLAG MARK (DIFFERENT COLORS)	Pc.	
9.	VIP TOWEL Good quality	Pc.	
10.	TABLE GLASS (3'X2'X1"/4)	Pc.	
11.	CALCULATOR 12 DIGIT (ORPAT)	Pc.	
12.	Bill Register as per specimen with binding	Pc.	
13.	STAMP PAD INK 60ML	Pc.	
14.	LOCK & KEY (ORDINARY 5 LIVER)Good quality	Pc.	

15.	LOCK & KEY (ORDINARY 7 LIVER)good quality	Pc.	
16.	WATER JUG (PLASTIC)	Pc.	
17.	PLASTIC POT (WATER BOTTLE PET 1 LIT)	Pc.	
18.	CANDLE	Pc.	
19.	CUP PLATE (CHINA)	PC.	
20.	BUSKET (PLASTIC)		
21.	TRAY (PLASTIC) (12X9)	PKT	
22.	SCISSORS	Pc.	
23.	PIN CUSHION (ORDINARY)	Pc.	
24.	PIN CUSHION (MAGNETIC)	Pc.	
25.	DUSTER (2X2) AS per SPECIMEN good quality	Pc.	
26.	NYLON DUSTER(WITH PLASTIC STICK.)	Pc.	
27.	SCALE (PLASTIC)	Pc.	
28.	SOAP (LIFEBOY) 50 GRAM	Pc.	
29.	TAG	bunch	
30.	Room Freshner	pc	
31.	CELLO TAPE (FUJI -SMALL) 0.5" good quality.	Pc.	
32.	CELLO TAPE (FUJI -Big) 2"good quality.	Pc.	

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33.	Alpin (king)	Pc.	
34.	James clip(metal)	Pc	
35.	James clip(plastic)	Pc	
36.	Glue(gripex) 150ml.	Pc	
37.	Glue stick(15gram).	Pc	
38.	Fevi stick(15gram)	Pc	
39.	Fevicol(75ml).	Pc	
40.	Dendrite(50ml).	Pc	
41.	Knife(good quality wooden handle)	Pc	
42.	White Envelope(10x4.5")	Pc	
43.	White Envelope(11x5").	Pc	
44.	ENVELOPE WINDOW (11X5)	Pc	
45.	ENVELOPE (11X5) WITH PRINTED ADDRESS	Pc	
46.	SERVICE BOOK ENVELOPE (CLOTH)	Pc	
47.	STAMP PAD (SMALL) FABER CASTELL	Pc	
48.	STAMP PAD (BIG) FABER CASTELL	Pc	
49.	STAPER (SIZE 10 KANGAROO)	Pc	
50.	STAPER (SIZE 24 KANGAROO)	Pc	
51.	STAPER PIN (SIZE 10 KANGAROO)	Pc	
52.	STAPLER PIN (SIZE 24 KANGAROO)	Pc	

53.	FILE COVER (AS PER SPECIMEN)	Pc	
54.	FLAP (RED) (AS PER SPECIMEN)	Pc	
55.	COVER FILE (FOUR FOLDED) WITH REXENE	Pc	
56.	Liquid soap (Detol 125ML.)	PC.	
57.	PEN STAND (ORDINARY)	Pc	
58.	PUNCH MACHINE (SINGLE KANGAROO)	Pc	
59.	PENCIL BATTERY (EVERIDY)	Pc	
60.	PENCIL SHARPENER	Pc	

61.	GUTTER/Rubber band	kg	
62.	ERASER (WOODEN PENCIL)	Pc	
63.	DESK CALENDAR STAND	Pc	
64.	DESK CALENDAR	Pc	
65.	PAPER WEIGHT	Pc	
66.	WHITE TAPE COTTON (ORDINARY)	Per roll	
67.	RED TAPE COTTON	Pc	
68.	ROPE (COTTON)	MIT	
69.	PHORE	Pc	
70.	WOODEN PENCIL (NATRAJ)	Pc	
71.	PEDESTAL FAN 18 "(ORIENT)steal body	Pc	
72.	EXTENSION CORD SKILL (5AMP)	Pc	
73.	NEEDLE (6 C.M.)	Pc	
74.	VACUUM CLEANER	Pc	
75.	GLASS TOP (THICKNESS ½".)	PER SQ.F	
76.	UMBRELLA (K.C. PAUL) SAPTARSHI	Pc	
77.	BAG (3 COMP) (35 X 40CM)	Pc	
78.	WALL CLOCK (AJANTA)	Pc	
79.	PUNCH MACHINE (SINGLE KANGAROO)jambo size	Pc	

3.

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80.	Letter Head with Biswa Bangla Logo, Size leagal(90 gsm F.S.) asper specimen.	Pcs.	
81.	Letter Head with Biswa Bangla Logo, Size A4 (90 gsm) asper specimen.	Pcs	
82	Letter Head with Biswa Bangla Logo, Size 1/6 th (90 gsm) asper specimen.	Pcs	
83.	Polymer hand stamp.	Per sq. inch.	
84.	Self inking Stamp.	Per sq. inch.	
85.	Name Plate.(plastic)	Per sq inch.	
86.	Name Plate.(metal.)	Per sq inch.	
87	CASH BOOK (DOUBLE FOLIO-300 pages 15X13) PRINTED AND BINDING WITH CONQUEST PAPER W.B Form no.376. T.R. FORM NO. 4[See S.R. 31 (1) 17x15" 85 gsm papeasper with binding asper specimen.	PCS	
88.	STAPLER (JAMBO KANGAROO)	Pc	
89	STAPLER PIN(JAMBO)	Pc	
90.	SERVICE BOOK ENVELOPE (CLOTH 21"x12")	Pc.	
91	SERVICE BOOK ENVELOPE (CLOTH) LEAGAL SIZE.	Pc.	

92.	Bill Register300pages W.B Form no.342 T.R. FORM NO. 5[See S.R. 31 (V)NOTE] 14x10" 75 gsm papeasper with binding asper specimen.	Pc.	
93.	HAND SANITIZER SPRAY(SAVLON)	Per bottle 250ml.	

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