

Government of West Bengal
Mass Education Extension & Library Services Department
Bikash Bhavan, Salt Lake, Kolkata 700091

No. 872 /MEE/Sectt./Estt.
Com No. 1227600

Dated: 03.07.2026

Notice Inviting Quotation

Sealed quotations are invited by the undersigned from bona fide and experienced suppliers from Co-operative societies having credentials for similar type of supply work for the supply of the following articles.

Sl. No.	Item Description	Quantity
1	Plastic folder	15 pkts
2	Photo paper	2 pkts
3	Binding Clip (small, medium & big)	6pkts
4	Tea (Green Tea)	3 boxes
5	Tea (Makaibari)	6 boxes
6	Room freshener	10 pcs
7	Horlics Biscuit	5 pkts
8	Sugar free nutrigoice	12 pkts
9	Hand wash	10 pcs
10	Tissue (normal)	12 pkts
11	Tissue (face)	10 pkts
12	Bim bar (liquid)	4 pcs
13	Scotch brite	4 pcs
14	Carfreshner	4 pcs
15	Battery (small)	10 pcs
16	Battery (big)	10 pcs
17	Sugar free jira biscuit	5 pkts
18	Whitener	6 pcs
19	Sunfeast oats & almonds & Raisins Cookies (each)	10 nos
20	Wagh Bakri Green Tea	2 boxes
21	Twinings Darjeeling Tea	4 boxes
22	Tetley Elailchi	2 boxes
23	Tetley Masala Chai	2 boxes
24	Girnar Detox Desi kahwa	3 boxes
25	Salted & Roasted cashews & almonds (each)	4 pkts
26	Sugar cubes	4 boxes
27	Toast biscuit rusk	2 pkts
28	Good day biscuit	2 pkts
29	Button folder	2 pkts
30	L folder	2 pkts
31.	Tea Makaibari (25x4)=100	4 boxes
32.	Name plate	1 pc
	Self inking stamp	2 pcs
33		
34	Letter head pad	100 pcs
35.	Visiting Card	100 pcs

The bidders shall abide by the following terms and conditions.

(i) The bidder submit their quotations to the undersigned by hand/registered post/courier service on or **on (15) days from the date of issuances, up to 4: PM.** This Department shall not be held responsible for any delays due to the postal service or any other reasons whatsoever.

(ii) The quotations **opened on the sixteenth day left from the date of issue at 2.00 pm** in the office of the undersigned, while the bidders may remain present at the time of opening of the quotations. If the Department happens to be closed on the date of opening of the quotations as specified, the quotations shall be opened on the next working day at the same time and venue.

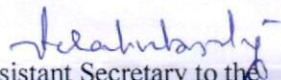
(iii) The contractor shall complete the supply work within 07(seven) days from the date of the supply order. Extension of time shall be allowed except for special cases.

(iv) Incomplete bids shall be rejected summarily.

(v) GST and cess, which are payable on the goods at the time of invoicing in connection with the sale, shall be included in the total price. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account. All the prices shall be quoted in Indian Rupees.

(vi) The Department reserves the right to accept rate for any or all of the items.

(vii) The Department reserves the right to acceptance or cancellation of any or all of the quotations at any time without showing any reason.


Assistant Secretary to the
Government of West Bengal