

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

No. 989 /MEE/Sectt./Estt.
Com No. 1450398

Dated: 22.07.2026

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.	Name of the Article	Quantity
01	Tissue Paper	8 pkts
02	Uni-ball Pens	20 nos.
03	Green Tea	3 pkts
04	Rusk Biscuits	3 pkts
05	Jeera Biscuits	12 pkts
06	Paper Cups	600 pcs
07	Tetley Elaichi Tea Bags	2 pkts
08	Sugar Cubes	3 pkts
09	Oats Biscuits	7 pkts
10	Rubber Stamp for Shri R. P. Meena, IAS	10 nos.
11	AA (Double A) Eveready Batteries	20 pcs
12	AAA Eveready Batteries (1015)	20 pcs
13	Mouse Pad	1 pc
14	Writing Pad	12 pcs
15	Plastic Folder	20 pcs
16	L Folder	2 pkts
17	D.O. Pads	200 pcs
18	Office Letter Pads	200 pcs
19	Name Plate	1 pc
20	Sugar-Free	2 pkts
21	Garbage Bags	2 pkts
22	Red Pens (Good Quality)	4 pcs
23	Chair Belt	1 pc
24	Canon Xerox Ink 2420L	1 pc
25	Room Freshener (Godrej Aer Spray)	3 pcs
26	Table Spoons	6 pcs

The bidders shall abide by the following terms and conditions.

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

(ii) The quotations shall be **opened on the sixteenth day left from the date of issue at 2.00 pm** in the office chamber of the undersigned, while the bidders may remain present at the time of opening of the quotations. If this 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.

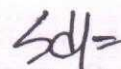
(iii) The successful bidder shall complete the supply work within 07(seven) days from the date of the supply order. No extension of time shall be allowed except for special cases.

(iv) Incomplete Quotations shall be rejected summarily.

(v) GST and any other taxes, 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 only.

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

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



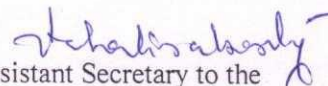
Assistant Secretary to the
Government of West Bengal

No.989/1(6)/MEE/Sectt./Estt.
Com No. 1450398

Dated: 22.07.2026

Copy to:

1. The Notice Board of the Department of Mass Education Extension & Library Services, Government of West Bengal
2. The Notice Board of the Directorate of Mass Education Extension, Government of West Bengal
3. The Notice Board of the Directorate of Library Services, Government of West Bengal
4. Department/Directorate, Government of West Bengal
5. ✓ Shri Nitendu Roy, SSP of this Department, with the request to upload the **Notice Inviting Quotation** to the Departmental Website
6. The Guard File



Assistant Secretary to the
Government of West Bengal