

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

No. 988 /MEE/Sectt./Estt.
Com No. 1148723

Dated: 22.07.2026

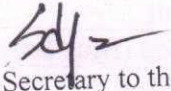
Notice Inviting Quotation

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.

No.	Item Description	Quantity
1	Ruskit (Bisk Farm)	9 pkts
2	Zeera Biscuit	26 pkts
3	Paper Cups	800 pcs
4	Hallow Biscuits	12 pkts
5	Room Fragrance (Godrej Aer Spray)	12 pcs
6	Sugar Cube	7 boxes
7	Green Tea	4 boxes
8	Oats Biscuit	12 pkts
9	Second Page (Blue Legal Paper)	2 rims
10	Makaibari Tea	4 boxes
11	Bell Clips	2 boxes
12	HP 680 Ink Advantage (Tri Colour & Black)	1 set
13	Plastic Button Folder	16 pcs
14	Black Gems Clip	2 boxes
15	Car Air Freshener	1 pc
16	Car Towel (Big Size)	4 pcs
17	Colin	4 pcs
18	Channel File	36 pcs
19	Hand Wash	2 pcs
20	Vim Bar Liquid Soap	2 bottles
21	Aer (Godrej Bathroom Fragrance)	5 pkts
22	Biscuits	9 packets
23	Coffee	1 bottle
24	Index Files	2 nos
25	Stamps	2 pcs
26	Electric Kettle (Philips)	1 no
27	Gel Pens (Black, Blue & Red)	7 nos
28	Good Day Biscuits	10 packets
29	Tetley Tea Bags	2 boxes
30	Everyday Milk Powder (400 gm)	1 pack
31	Battery (Big Size)	6 pcs
32	Name Plate	1 pc
33	Self-inking Stamp	2 pcs
34	A4-size Paper	50 rims

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.

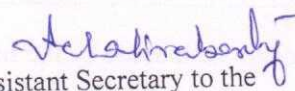

Assistant Secretary to the
Government of West Bengal

No.988/1(6)/MEE/Sectt./Estt.
Com No. 1148723

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