

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

No.1033/MEE/Sectt./Estt.
Com No. 1227600

Dated: 28.07.2026

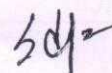
Notice Inviting Quotation

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 nutrchoice	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 bidders shall submit their quotations on their official letterhead, duly signed, to the undersigned by hand, registered post, or courier service within **fifteen (15) days** from the date of issuance of this Notice, **up to 4:00 PM**. The Department shall not be held responsible for any delay in the receipt of quotations due to postal services, courier services, or any other reason 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

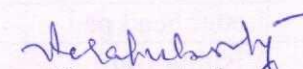
No.1033 /1(6)/MEE/Sectt./Estt.

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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
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