

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

No.1044/MEE/Sectt./Estt.
Com No. 596061

Dated: 29.07.2026

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	Quantity
1	Tissue paper	2 boxes
2	Electric kettle	1 piece
3	Hand wash (Fiama)	4 pieces
4	Green tea bag	600 pieces
5	Good quality cup set	1 box
6	Mouse pad	1 piece
7	Name plate	1 piece
8	Stamp	2 pieces
9	Paper cup	300 pieces
10	Glass	2 pieces
11	Tea spoon	4 pieces
12	Tea coaster set	6 pieces
13	Makaibari tea bag	400 pieces
14	Girnar Detox Desi Kahwa Tea bag	400 pieces
15	Tulsi Detox Kahwa Tea bag	400 pieces
16	Biscuit (Maska Chaska)	2 packets
17	Unibic biscuits	3 packets
18	Rusk (Toast)	3 packets
19	Jeera biscuits	10 packets
20	Hello biscuits	6 packets
21	NutriChoice biscuits	6 packets
22	Plastic button folder	6 pieces
23	Taj Mahal tea bags	2 boxes
24	Black coffee	1 box
25	Binding clips	50 pieces

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.

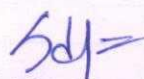
(iii) The successful bidder shall complete the supply work within 07(seven) days from the date of the supply order. No extension of time shall be allowed except for special cases.

(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

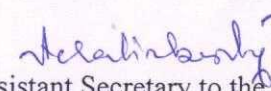
No.1044 /1(6)/MEE/Sectt./Estt.

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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
Government of West Bengal