

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

No.1042/MEE/Sectt./Estt.
Com No. 1232012

Dated: 29.07.2026

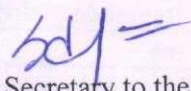
Notice Inviting Quotation

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.	Name of the Articles	Quantity
01.	Sugar Cube	2 pkts
02.	Ruskit biscuit (bisk farm)	6 pkts
03.	Zeera Biscuit	6 pkts
04.	Paper Cups	200 pieces
05.	Hallow Biscuits	6 pkts
06.	Room fragrance godrej lemon	1 pc
07.	Room fragrance godrej rose	1 pc
08.	Green tea	2 Boxes
09.	Tulsi Detox kahwa tea	2 boxes
10.	Girnar Detox kahwa tea	4 boxes
11.	Oats Biscuit	6 pkts
12.	Visiting card with embossing	100 pieces
13.	D.O. Pad with embossing printing	100 pieces
14.	Sun Stamp	1 pc
15.	Name plate (steel)	1 pc
16.	Tata tea gold	500 gm
17.	Everyday milk powder	400gm
18.	Sugar cube	2 boxes
19.	Digestive biscuit	6 pkts
20.	Good day biscuit	10 pkts
21.	Paper cup	200 pieces
22.	Vim gel	1 pc
23.	Spoon	6 pieces
24.	Blue towel	2 pieces
25.	Room freshner	2 pieces

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

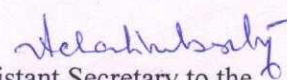
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Copy to:

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