

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

No.1060 /MEE/Secc./Estt.
Com No. 1226501

Dated: 30.07.2026

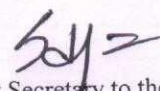
Notice Inviting Quotation

Sealed quotations are invited by the undersigned from bona fide and experienced suppliers having credentials for similar type of supply work for the supply of the following articles.

Sl. No.	Item	Quantity
1	Colin	2 pieces
2	Lizol	1 piece
3	Kaju (250 gm)	2 packets
4	Pista Badam (250 gm)	2 packets
5	Door Mat	5 nos
6	Towels (Big & Small, each)	4 nos
7	Plastic Folder	2 packets
8	L Folder	2 packets
9	Stamp	6 nos
10	Tea Spoon (Small)	12 nos
11	Table Spoon	6 nos
12	Tissue Paper	4 packets
13	Fork	6 nos
14	Green Tea	1 box
15	Rusk Biscuit	2 packets
16	Jeera Biscuit	4 packets
17	Paper Cup (100 ml)	300 pieces
18	Tetley Elaichi Tea Bags	2 packets
19	Sugar Cubes	1 packet
20	Sugar-Free Tablets	2 packets
21	Toilet Tissue	4 nos
22	Scotch-Brite	2 nos
23	Pen Drive (32 GB, SanDisk)	5 nos
24	Milk Powder (200 gm)	4 nos
25	Nescafé Gold Coffee (100 gm)	1 piece
26	Hand Wash	2 nos
27	Potato Chips	5 packets
28	Leather Dak File	1 piece
29	Binding Clip	50 pieces
30	Biscuit	4 pkts
31	Hand wash	3 pieces
32	Cartridge 88A comfortable	1 piece
33	Milk powder everyday sachets	100 pieces
34	Tea roasted Darjeeling	250 gm
35	Sugar cube	1 boxes
36	Name plate	1 piece
37	Stamp	2 pieces
38	Visiting Card	100 piece
39	Letter pad	100 pieces
40	Self inking stamp	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.

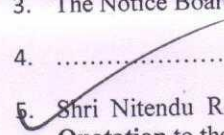

Assistant Secretary to the
Government of West Bengal

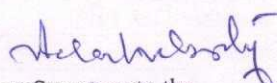
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Copy to:

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