

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

No. 1276 /MEE/Sectt./Estt.  
Com No. 1477712

Dated: 01.09.2026

**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.

| S. No. | Item                             | Quantity   |
|--------|----------------------------------|------------|
| 1      | Naphthalene                      | 2 packets  |
| 2      | Bygone Spray                     | 2 pieces   |
| 3      | Room Freshener (Odonil)          | 12 pieces  |
| 4      | Use and Throw Pen (Black + Blue) | 20 pieces  |
| 5      | Good Quality Blue Pen            | 5 pieces   |
| 6      | Whitener                         | 4 pieces   |
| 7      | Writing Pad                      | 10 pieces  |
| 8      | Shorthand Khata                  | 4 pieces   |
| 9      | Plastic Folder                   | 100 pieces |
| 10     | A4 Size Paper                    | 5 reams    |
| 11     | Liquid Gum                       | 2 pieces   |
| 12     | Glass                            | 1 box      |
| 13     | Note Pad                         | 10 pieces  |
| 14     | Kaju                             | 1 kg       |
| 15     | Kismis                           | 1 kg       |
| 16     | Pesta Badam                      | 1 kg       |
| 17     | Makai Bari Tea                   | 4 boxes    |
| 18     | Green Tea (Ginnar Detox Desi)    | 4 packs    |
| 19     | Spoon (Table)                    | 6 pieces   |
| 20     | Spoon (fork)                     | 6pieces    |
| 21     | flap                             | 50 pieces  |
| 22     | File Cover                       | 50 pieces  |
| 23     | Tags                             | 100 pieces |
| 24     | Pencil Battary AA                | 10 pieces  |
| 25     | Pencil Battary AAA               | 10 pieces  |
| 26     | Metal Dust Bin                   | 2 pieces   |
| 27     | Wireless Bell Set                | 1 piece    |
| 28     | Toilet Paper                     | 6 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.

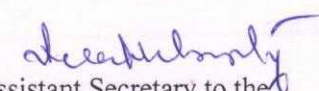
  
Assistant Secretary to the  
Government of West Bengal

No.1276 /1(6)/MEE/Sectt./Estt.  
Com No. 1477712

Dated: 01.09.2026

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