



Government of West Bengal
West Bengal State Haj Committee

Madinat-ul-Hujjaj, Action Area-II, New Town, Rajarhat-700 160

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Memo No. WBSHC- 452/T/HAJ/19

Dated-10/07/2019

**RE-QUOTATIONS ARE INVITED FOR PROCUREMENT OF STATIONERY ITEMS, COMPUTER
ACCESSORY ITEMS & HOUSEKEEPING ITEMS**

Re-Sealed Quotations are invited from reputed agencies for supply of Office Stationery Items for current year as per detailed Annexure—I.

The intended items are to be purchased on as and when required basis. It is to be noted that the rates quoted. The rate of Stationery / Printing items are to be submitted for West Bengal State Haj Committee, at Madinat-ul-Hujjaj, Action Area-II, New Town, Rajarhat, Kolkata-700 160 and no transport / delivery charges are to be levied over and above the "FOR" Quotes.

The envelope containing item wise rates sealed and super-scribed "Quotation for supply of Stationery items" should be addressed to "Executive Officer, West Bengal State Haj Committee, Madinat-ul-Hujjaj, Action Area-II, New Town, Rajarhat, Kolkata-700 160". and should reach WBSHC Office on or before 17.07.2019 during office hours from 11.00 A.M. to 03.00 P.M. Tender will be opened on 17.07.2019 at 4.00 PM at West Bengal State Haj Committee, Madinat-ul-Hujjaj, Action Area-II, New Town, Rajarhat, Kolkata-700 160. The earlier NIQ vide memo no. WBSHC-261/T/HAJ/19 dated 25/06/2019 stands cancel due to inadequate number of participants.

Executive Officer


West Bengal State Haj Committee

GENERAL TERMS AND CONDITIONS:

1. The Successful bidder will have to deposit Rs. 5,000 /- as a security deposit (EMD) in shape of Demand Draft valid up to 60 days beyond the expiry of contract period from a nationalized Bank.
2. No advance payment shall be made. Payment shall be made after the supplied Items.
3. No request for increase in rates will be entertained during the period of contract nor will the firm raise the same.
4. In case of bidder/ successful bidder (s) are found in breach of any condition (s) of tender at any stage legal action as per rules/ laws shall be initiated against the agency concerned. In such case, Security money (EMD) deposited shall be forfeited besides blacklisting such firms.
5. The tendering firm must quote the rates, GST separately as per the Annexure — 1.
6. Interested bidders/ vendors can visit this office on any working day, to inspect the specimens before submitting the bids.

Executive Officer
West Bengal State Haj Committee



 25/06/19

Tentative requirement of Stationery items

Sr. No.	STATIONERY ITEMS	Quantity	Quoted Rate		
			Per Unit	% GST	Gross Amount (Rs.)
1	Plastic File cover with Printing	3000 pc			
2	Meeting pad – 15 Pages with cover Printing (Size 5.5 “X 9”)	3000 pc			
3	Rubber Band – Size 4”	7 kg			
4	Stapler – Kangaro- (size – HP- 45)	6 pc			
5	Stapler Pin (size – HP- 45)	3 box			
6	Stapler – Kangaro- (size- HD-10D)	18 pc			
7	Stapler Pin (size HD- 10D)	5 box			
8	Ribbon for file covering	12 pc			
9	Tag (Red, White & Green)	45 pkt.			
10	Wooden pencil	1 box			
11	Eraser	1 box			
12	Correction pen	2 box			
13	Glue stick	4 box			
14	Permanent Marker	2 box			
15	Highlighter Pen	2 box			
16	Ink pad	6 pc			
17	Cello tap – brown color (size- 2”)	12 bundle			
18	Cello tap Transparent (size- 1”)	12 bundle			
19	Tap dispenser (Size - 1”)	6 pc			
20	Flap	6 pc			
21	Cloth Duster	5 dozen			

22	Cello Water bottle (Size- 1 Lt.)	24 pc			
23	Cup	3 dozen			
24	Plate	3 dozen			
25	Spoon	2 dozen			
26	Dinner set	2 set			
27	Glass	2 dozen			
28	Binder Punch – Kangaro (Model No. EP -20)	3 pc			
29	Visiting Card with Printing	1000 pc			
30	Envelopes with Printing (9½ X 4¼)	1000 pc			
31	Paper Tray	6 pc			
32	U Pins (Big- Gem Clips Box) 35 MM	20			
33	U Pins (Big- Gem Clips Box) 26 MM	20			
34	Water Sponge Box (Damper)	20			
35	A4 L Folder	12			
	Computer Accessory Items				
1	HP Laser Jet-1020 – Cartage	6 pc			
	HP Laser Jet-1008 – Cartage	12 pc			
	Mouse	3 pc			
	Mouse cordless	3pc			
	Pen Drive	12 pc (32GB)			
	Epson L-805 color Cartage	1pc each color			
	Cannon MI 240 series UFRILT - black Cartage	1pc			
	Cannon N PG -28 Toner Black	2 pc			

	HOUSEKEEPING ITEMS				
	Floor Acid	20 lt.			
	Belcha (PVC)	24 pc			
	Phenyl (Black)	50 lt.			
	Phenyl (White)	100 lt			
	Citronila Oil - 100 gm	10 pc			
	Comod Brush	24 pc			
	Dry Mop	18 pc			
	Dry Mop Refill	18 pc			
	Cotton Duster	48 pc			
	Floor Wash – (R7)	50 lt			
	Garbage Bag (B + S)	1 Carton			
	Hand Gloves	10 pair			
	Hand Wash	25 lt			
	Jharu Kati (Broom)	12 pc			
	Jhul Jharu	6 pc			
	Naptholin – 100 gm.	20 pkt.			
	Ordonil	10 pkt.			
	Floor Wash R-2	50 lt.			
	Glass washes R-3	10 lt			
	R-5	50 lt			
	Harpick	3 carton			
	Room Freshener	10 pc			
	Round Mop	4 pc			
	Round Mop Refill	4 pc			
	Scotch Bite with Handel (B+S)	24 + 24 pc			
	Spray Bottle	6 pc			
	Wet Mop	10 pc			
	Wet Mop Refill	10 pc			
	28. Wipe	4 pc			
	29. Mug (PVC)	12 pc			
	30. Lizol	25 lt			
	31. Vacuum Cleaner	1 pc			