



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-261/T/M/19

dated-25/06/2019

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

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 10.07.2019 during office hours from 11.00 A.M. to 03.00 P.M. Tender will be opened on 10.07.2019 at 4.00 PM at West Bengal State Haj Committee, Madinat-ul-Hujjaj, Action Area-II, New Town, Rajarhat, Kolkata-700 160.

  
25/06/19  
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 25/06/19  
West Bengal State Haj Committee  


**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 - Kangaroo- (size - HP- 45)	6 pc			
5	Stapler Pin ( size - HP- 45 )	3 box			
6	Stapler - Kangaroo- (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			
	<b>Computer Accessory Items</b>				
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			

<b>HOUSEKEEPING ITEMS</b>					
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				