

GOVERNOR'S (HOUSEHOLD) SECRETARIAT

LOK BHAVAN, KOLKATA - 700062

[Tel. 22001641, Fax-22001649, Email-hsecretariat@gmail.com]

No.: 869M/6S-01/23

Date: 01.04.2026

NOTICE INVITING QUOTATION

Sealed quotations are invited from the bonafide, resourceful registered traders/ suppliers for supply of stationery items (list attached) for supply of the same on request as per specific sample provided by this office to the Governor's (Household) Secretariat, Lok Bhavan, Kolkata in the following terms and conditions for the Financial Year 2026-27.

Terms & Conditions

- 1) Duly signed quotation must be submitted on company letter head in a sealed envelope super scribed **"Quotation for Supply of Stationery Items for Governor's (Household) Secretariat, Lok Bhavan, Kolkata"**.
- 2) Name, Address & Contact number of the supplier must be clearly indicated in the quotation.
- 3) Rates quoted should be clearly mentioned as per the list annexed herewith.
- 4) Rates should be quoted only for the item specified in the notice.
- 5) The quotation will be valid for the **Financial Year 2026 -27**.
- 6) The specific items to be delivered must be according to the sample. The representative is requested to visit the office of Governor's (Household) Secretariat, Lok Bhavan, Kolkata to inspect the sample.
- 7) This office reserves the right to accept or reject any or all quotations without assigning any reason. No correspondence in this regard will be entertained.
- 8) The articles should be supplied within 7 (seven) days after getting the Supply Order.
- 9) The quotation should be submitted within 3 p.m. on 16.04.2026. The quotations will be opened at 12 Noon on 17.04.2026. Willing bidders may be present at the time of opening quotation.

Enclo.: As stated.

Sd/-

Officer On Special Duty
Governor's (Household) Secretariat

No.: 869/1(4)M/6S-01/23

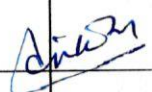
Date: 01.04.2026

Copy forwarded for information and necessary action to:

- 1) The Home & Hill Affairs Department, Govt. of W.B., Nabanna, Howrah - 711102
- 2) Notice Board of Governor's (Household) Secretariat, Lok Bhavan, Kolkata
- 3) Notice Board of Governor's Secretariat, Lok Bhavan, Kolkata
- 4) Shri Soumyadeep Dutta, Computer Supervisor, Lok Bhavan, with request to upload this NIQ to the Website of Lok Bhavan, Kolkata
- 5) Office copy.


Officer On Special Duty
Governor's (Household) Secretariat

Stationery Items for Governor's (Household) Secretariat, Lok Bhavan, Kolkata

Sl. No.	Item Description	Rate	% of GST	Rate with GST
1	TechnoTip Gel Pen (Blue)			
2	TechnoTip Gel Pen (Red)			
3	TechnoTip Gel Pen (Black)			
4	TechnoTip Gel Pen (Green)			
5	Refill for TechnoTip Gel Pen (Blue)			
6	Refill for TechnoTip Gel Pen (Black)			
7	Refill for TechnoTip Gel Pen (Red)			
8	Refill for TechnoTip Gel Pen (Green)			
9	Link Ocean Gel (Red)			
10	Link Ocean Gel (Blue)			
11	Link Ocean Gel (Black)			
12	Fort Dot Pen (Blue) Use & Throw			
13	Flair Writo Meter Pen (Blue)			
14	Wood Pencil (HB) [Apsara]			
15	Wood Pencil (Extra Dark)			
16	Pencil Sharpner			
17	Eraser			
18	CD OHP Marker Pen Fine (Faber-Castell) [Black]	 ANIK KUMAR BISWAS Officer on Special Duty Governor's (Household) Secretariat Government of West Bengal		
19	Camlin Fine Tip Permanent Marker (1 mm) (Black)			

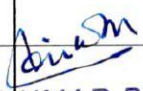
Sl. No.	Item Description	Rate	% of GST	Rate with GST
20	Camlin Fine Tip Permanent Marker (1 mm) (Blue)			
21	Permanent Marker (Blue)			
22	Permanent Marker (Red)			
23	Permanent Marker (Green)			
24	Permanent Marker (Black)			
25	Highlighter (Faber-Castle) (Pink)			
26	Highlighter (Faber-Castle) (Green)			
27	Duracel Battery (AA)			
28	Duracel Battery (AAA)			
29	A4 [75 GSM] (J K Copier)			
30	A6 (Legal Size) [75 GSM] (J K Copier)			
31	Note Sheet Pad Legal Size (Green)			
32	Brown Paper			
33	Packing Paper (Multi Colour) Best quality			
34	Sutli Dari Fine Quality			
35	Good quality Cotton Roll (2")			
36	Paper Weight			
37	Double Tape (Both side Transparent) Good quality			
38	Cellotape (1") [Transparent]	 ANIK KUMAR BISWAS Officer on Special Duty Governor's (Household) Secretariat Government of West Bengal		
39	Cellotape (2") [Transparent]			

Sl. No.	Item Description	Rate	% of GST	Rate with GST
40	Cellotape (3") [Brown]			
41	Cellotape Dispenser (1")			
42	P.P. Clear Folder (Sun A4 Size)			
43	Plastic Channel File (Clear)			
44	Arch File (Plastic)			
45	Arch File (Plastic) Small			
46	Folder for Guest Room (Good quality)			
47	Whitner (Fabre Castle)			
48	Small Stapler 10 No [Kangro]			
49	Stapler Kagaro HS-45P			
50	Punch Machine (Best quality) (Single Hole)			
51	Paper Clip Steel (35 mm) Bell V shape			
52	Steel Large Paper Clips 50 MM			
53	Gum (500 ml Bottle) Good Quality			
54	Fevi Quik (Rs. 5/-)			
55	Fevi Gum (50 ml)			
56	Fevicol Tube (25 gm)			
57	Fevi Stick (15 gm)			
58	Sticky Flag (3 colour)			
59	Binder Clip (Small)			


ANIK KUMAR BISWAS
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 Governor's (Household) Secretariat
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Sl. No.	Item Description	Rate	% of GST	Rate with GST
60	Binder Clip (Medium)			
61	Binder Clip (Big)			
62	Scissors Medium			
63	1 ft Plastic Ruler			
64	1 ft Steel Ruler for Library			
65	Casio Calculator (Model MJ0120D) 12 Digits			
66	Stainless Steel Knife (9")			
67	Paper Cutter			
68	Napthalin (Bengal Chemical)			
69	Cotton Duster			
70	Bubble Wrap			
71	Coconut Coir Rope			
72	Cloth Binding register (Number 16)			
73	Printed Envelop for A4 Paper (Brown) - Lok Bhavan			
74	Printed Envelop (10" x 4.5") (Brown) - Lok Bhavan			
75	Printed Window Envelop (10" x 4.5") (White) - Lok Bhavan			
76	Envelop (10" x 4.5") White			
77	Brown Window Envelop (10" x 4.5")			
78	Brown Envelop (10" x 4.5")			
79	Cloth Cover Envelop for A6 Paper			


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Sl. No.	Item Description	Rate	% of GST	Rate with GST
80	Cloth Cover Envelop for A4 Paper			
81	Printed Cloth Cover for A4 Paper			
82	Cloth Cover Envelop [24.6 cm x 20 cm]			
83	Peon Book			
84	Attendance Register (West Bengal Form No. 48)			
85	Register (Rule) No.4			
86	Issue Register (200 pages) with Rule			
87	Engagement Register (200 pages) with Rule			
88	Stock Register (100 Pages) with Rule			
89	Cloth Binding Register (Number 8) with Rule			
90	Cloth Binding Register (Number 10) with Rule			
91	Cloth Binding Register (Number 6) with Rule			
92	Lock (65 mm)			
93	Lock (50 mm)			
94	Lock (40 mm)			
95	Lock (Big) for All Police Gates			
96	Silica Gel			
97	Dichlorobenzyl			
98	Room Freshner	 ANIK KUMAR BISWAS Officer on Special Duty Governor's Household Secretariat Government of West Bengal		
99	Wall Clock			

Sl. No.	Item Description	Rate	% of GST	Rate with GST
100	Electric Bulb (100 Watt)			
101	Rubber Band (Small)			
102	Rubber Band (Big)			
103	Book Binding Awl Needle			
104	1 TB External Hard Disk - Seagate			
105	1 TB External Hard Disk - WD			
106	2 TB External Hard Disk - Seagate			
107	2 TB External Hard Disk - WD			

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