

**Governor's Secretariat
West Bengal
Raj Bhavan, Kolkata**

No. 2537-G

Date: 11/12/2020

NOTICE

Quotations in sealed cover are invited by the OSD & Deputy Secretary to the Governor of West Bengal, Governor's Secretariat, West Bengal for purchasing of Stationery Articles for this office during the year 2021 as per specifications given below.

Sl. No.	Items	Rate per box/piece
1.	A4 Xerox Paper – JK Sparkle	Rate Per Ream
2.	A3 Xerox Paper – JK Sparkle	Rate Per Ream
3.	FS Xerox Paper – JK Sparkle	Rate Per Ream
4.	Gel Pen Cello or other Brand ,Whitener Pen, Highlighter Pen	Rate Per Box
5.	Use & Throw Pen –Fort or other Brand with different colours	Rate Per Box
6.	Scissors	Rate Per Pair
7.	Stapler (No. 10) Kangaro	Rate Per10 pcs. Box
8.	Stapler (Big Size), Glassware, Omega Machine, Calculator (12 digit Orpat)	Rate Per Piece
9.	Scale, Match Box, Pencil & Eraser	Rate Per Box
10.	Stapler Pin (No. 10) Kangaro & Big Size	Rate Per Box
11.	James Clips (Size 30 mm. & 35 mm.) Bell	Rate Per10 pcs. Box
12.	Binder Clips(15mm,19mm,25mm,32mm&41mm)	Rate Per Box
13.	Duster, Foot Mat, Empty Spray Bottle (500ml &300ml.	Rate Per Piece.
14.	Eraz –Ex Faver Castell or Cello	Per Packet
15.	Brown Tape & White in different sizes	Per Roll
16.	Plastic Folder, Plastic Basket, Plastic Tray, Plastic four Folder	Per Packet or Per Pc.
17.	Marker Pen, Hi-Tech Refil	Per Packet
18.	Knife&Dori,Note Pad,Fevi Stik(Faver Castell), Spiral Note Pad	Per Pc.&Per Pkt.
19.	Tag, Stamp Pad, Note Sheeet, Alpin, Sticking Note Pad (3x3), Sticking Note Pad (3x2), Premium coated Digital Paper, Shorthand Khata, Governor's Photo Kham, Attendance Register, Ruled Register with numbering (no-10)	Per Pc. Or Per Bundle or Per Ream
20.	Dot Matrix Double Sheet(80 GSM)1000 Nos.	Per Roll
21.	Punching Machine, PenStand, Room Freshner	Per Pc. Or Per Box
22.	Sign Pen, Dori, Marker Pen, Knife, Post-in Flag, Gum,Candle (Small & Big),Stamp Ink, Lock (50mm & 35mm), Sun Stamp, Rubber stamp, Sticker (12 Cut), Sticker A4 Full Size, Continuation Sheet (90 GSM,,N.S. Paper, Imported), Drawer Lock.	Per Pkt. Or Per Bundle or Per Pc.
23.	Phenyl, Good Knight Oil, Goodnight Coil, Dettol Hand Wash, Dettol Liquid(100ml) ,Dettol Soap (Small size), Odonil, Dettol Disinfector	Per Pc.
24.	Bleaching Powder	Per Kg.
25.	Stamp Pad, Pen Drive 16 GB , 32 GB & 64 GB (metal)	Per Pc.
26.	Hit Spray (Big Size), Rat Catcher,	Per Pc.
27.	White Pasting Paper, Channel File	Per Ream
28.	Fax Roll	Per Roll
29.	Pencil Battery (Big & Small Size)	Per Dozen

Quotations in sealed cover must reach to the undersigned within 2.00 p.m 24.12.2020. from the date of issuing this notice. The quotations will be opened at 2.30 p.m. on 24th. December,2020 in presence of such bidders who may wish to remain present. The rate quoted must be clearly stated in both figures and words and shall be inclusive of all charges.


(Debabrata Roy)
 Assistant Secretary
 Governor's Secretariat, West Bengal