



GOVERNMENT OF WEST BENGAL
Environment Department
Pranisampad Bhaban, 5th Floor, LB- 2, Sector- III
Salt Lake, Kolkata- 700106

NOTICE INVITING QUOTATION

No. : 2262 – EN/O-15/2024

Date: 18.11.2024

Sealed quotations are hereby invited by the undersigned from bonafide Wholesale Consumers Co-operative Societies for supplying Stationery articles as detailed in the enclosed list as per specification noted against each article/ item.

Time schedules for the quotation

| Sl. No. | Details of activity of Quotation procedure | Date & Time |
|---------|--|--|
| 1. | Dropping of Sealed Quotation Form at the office of the Environment Department. | 19.11.2024 to 28.11.2024 (except Saturday, Sunday and Government holidays) from 11.00 am to 4.00 pm. |
| 2. | Opening of quotations at the office of Environment Department. | 29.11.2024 at 2.30 pm. |
| 3. | Physical verification of Sample at the office of the Environment Department. | 29.11.2024 at 3.00 pm. |

- The bidders will submit the quotations in original letter head with full signature & seal of the firm in a sealed envelope containing the sealed envelopes of – (i) The technical bid (in sealed envelope) and (ii) The financial bid (in sealed envelope). NIQ No. and name of the firm / quotation should be written on all the sealed envelopes.
- Technical bid shall consist of the original/ self-attested photocopies of the following:
 - Application in original letter head
 - Valid Trade License
 - IT Return for last one year (A.Y. 2022- 2023 or 2023-24)
 - P. Tax enrolment certificate along with latest challan
 - Valid GSTIN and latest return filed
 - PAN Card
 - Check list
 - Intending bidders should produce credentials of 2 (two) similar nature of work orders & completed works during (3) three years prior to the date of issue of this quotation.
- Financial bid shall consist of Annexure- I in original letter head with seal and signature. The unit rate should be quoted both in figures and words and the applicable GST rate for each.

4. Bonafide Wholesale Consumer Co-operative Societies must have credential of supplying goods to Government Establishment or undertakings under Government of West Bengal. Value of year supply materials during past five years shall not be less than ₹ 10 lakhs on an average.
5. Accepted rates will remain valid for one year initially which may be extended maximum upto three years on satisfactory supply of articles but not more than one year at a time.
6. Payment will be done only after timely delivery of articles followed by submission of bills/invoice to this Department. Delivery of articles should be made within 3 days of requisition of the same. Moreover, items requested be supplied on urgency basis.
7. During verification of quotation documents, if it is found that any bidder has submitted forged or tampered documents, legal action will be taken and the said bidder(s) will be blacklisted.
8. The bidder, whose bid will be accepted, will be issued supply order by this Department.
9. Delivery of items should be done through bidder's own network to Environment Department, Pranisampad Bhaban, 5th Floor, LB- 2, Sector- III, Salt Lake, Kolkata- 700106 or be placed whereby asked to be supplied.
10. Tax deduction will be made as per norms.
11. Acceptance of lowest quotation is not obligatory and the undersigned reserves the right to accept or reject any quotation without assigning any reason.
12. All the above Terms & Conditions have to be accepted by the bidder.

Sdt
Sr. Special Secretary
to the Govt. of West Bengal

No. : 2262/1(10)-EN/O-15/2024

Date: 18.11.2024

Copy forwarded for information and necessary action to:

- 1) The Member Secretary, WBPCB.
- 2) The Director, IESWM.
- 3) The Chairman, Departmental Tender Committee of this Department.
- 4) The Chief Technical Officer, EKWMA.
- 5) The Member Secretary, WBBB.
- 6) ☒ The Environment Officer, Environment Department- with the request to upload in the website of the Department.
- 7) The P.S. to Principal Secretary, Environment Department.
- 8) Office Notice Board.
- 9) Office copy.
- 10) Guard file.

Anita
Deputy Secretary
to the Govt. of West Bengal

Annexure-I to Notice No. 2262-EN/O-15/2024 dated 18/11/2024**List of stationery and other items- Environment Department**

| Sl No. | Name of Items | Item description | Size/ quantity etc. |
|--------|--|----------------------------------|-------------------------------|
| 1. | Alpin | Bell Pins | 500 pins |
| 2. | Battery- AA | Eveready Red | 12 pcs |
| | | Duracell | 8 pcs |
| 3. | Battery- AAA | Eveready Red | 12 pcs |
| | | Duracell | 8 pcs |
| 4. | Bathroom cleaner | Harpic Red | 500 ml |
| 5. | Button File Cover (Plastic) | Good quality | Legal size |
| 6. | Binder clip | Good quality | 2" |
| 7. | Binder clip | Good quality | 1" |
| 8. | Bottle (Plastic) | Milton / Cello | 1 ltr |
| 9. | Bucket (Plastic) | Good quality | 15 litres |
| 10. | Biscuit | Sunfeast farmlite Oats | 8 packets x 18.75 gms |
| 11. | Broom | Gala | |
| 12. | Bucket (without holes and handle)- Plastic | Good quality | 10 litre |
| 13. | Bucket (with holes)- Plastic | Good quality | 10 litre |
| 14. | Calculator | Orpat- Model- OT512GT | |
| 15. | Case Book | Should be printed for accounting | 200 pages |
| 16. | Cello Tape- Transparent | Good quality | 1.5" x 65 meter |
| 17. | Cello Tape- Transparent | Good quality | 1" x 65 meter |
| 18. | Cello Tape- Transparent | Good quality | 0.5" x 65 meter |
| 19. | Cello Tape- Brown | Good quality | 1.5" x 65 meter |
| 20. | Cup Plate Set (Ceramic) | La-Opala | |
| 21. | Carry Bag (Jute) | Jute bag (Good quality) | |
| 22. | Coffee | Davidoff | 100 gm |
| 23. | Coffee | Nescafe | 100 gm |
| 24. | Detergent | Nirma | 1 kg |
| 25. | Detergent | Wheel | 1 kg |
| 26. | Diary (Hard bound Size -A5 (6 by 9 inch- Ruled) | Good quality | 200 pages |
| 27. | Disinfectant spray | Savlon | 230 ml |
| 28. | Dry Mop and Dry Mop Handle | Good quality | |
| 29. | Duster | Good quality | Standard size |
| 30. | Extension Cord (3 pin) | Havells | 5 meter (4 socket + 4 switch) |

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|-----|---------------------------------|--------------------------|-------------------------------|
| 31. | Extension Cord (2 pin) | Havells | 5 meter (4 socket + 4 switch) |
| 32. | Envelope (Big)- white | Good quality | Printed (16.5" x 12") |
| 33. | Envelope (Medium)- white | Good quality | Printed (12" x 10.2") |
| 34. | Envelope (Small)- white | Good quality | Printed (11" x 5") |
| 35. | Electric Kettle | Bajaj /Prestige/ Havells | 1.5 litre |
| 36. | Eraser | Apsara non-dust (big) | |
| 37. | First Page Note Sheet | Good quality | Printed (Green thick paper) |
| 38. | File cover | Good quality | Printed |
| 39. | Flag | Good quality | Multicoloured |
| 40. | Floor scrubber | Scotch Brite | 100 x 150 mm |
| 41. | Gems Clip | Good quality | 28 mm [10 packs in a box] |
| 42. | Glass and multi surface cleaner | Colin | 500 ml |
| 43. | Glue Stick | Fevistick | 15 gms [box of 20 units] |
| 44. | Garbage Bag (Big) | Blue Lagoon | 30 pc |
| 45. | Garbage Bag (Small) | Blue Lagoon | 30 pc |
| 46. | Glass set | Borosil | 350 ml- pack of 6 |
| 47. | Gloves (use and throw) | Good quality | |
| 48. | Gala (Lac stick) | Good quality | |
| 49. | Hand wash | Dettol | 5 litre |
| 50. | Hand wash | Dettol | 200 ml |
| 51. | Half File cover | Good quality | |
| 52. | Half page Note Sheet | Good quality | |
| 53. | Highlighter Pen | Faber Castell | |
| 54. | Ink—12A | HP | |
| 55. | Ink—18A | HP | |
| 56. | Ink—78A | HP | |
| 57. | Ink—79A | HP | |
| 58. | Ink—88A | HP | |
| 59. | Ink—950 XL Compact | HP | |
| 60. | Ink—951 XL Compact | HP | |
| 61. | Ink—328 | Cannon | |
| 62. | Knife (plastic handle) | Good quality | 6" blade |
| 63. | L-folder (A-3)- Plastic | Good quality | |
| 64. | L-folder (A-4)- Plastic | Good quality | |
| 65. | Letter Head | Good quality | Printed as when required |
| 66. | Log Book (for vehicle) | Good quality | |

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| 67. | Marker Pen (Black) | Faber Castell/ Luxor | Pack of 10 |
| 68. | Marker Pen (Red) | Faber Castell/ Luxor | Pack of 10 |
| 69. | Milk powder | Amul Spray | 500 gms |
| 70. | Milk powder | Amulya | 500 gms |
| 71. | Milk powder | Everyday | 400 gms |
| 72. | Mug- Plastic (1 ltr) | Good quality | |
| 73. | Mug- Plastic (500 ml) | Good quality | |
| 74. | Naphthalene balls | Bengal Chemicals | 200 gms |
| 75. | Note Book (100 pages) | Good quality | |
| 76. | Note Sheet (First page) | Good quality | Printed (Pad of 80 pages) |
| 77. | Note Sheet (Second page) | Good quality | Pad of 80 pages |
| 78. | Phenyl | Nimyle | 5 litre |
| 79. | Pen Drive 32 GB- USB 3.0 (metal) | Hp / Sandisk | |
| 80. | Pen Drive 64 GB- USB 3.0 (metal) | Hp / Sandisk | |
| 81. | Pen Drive 128 GB- USB 3.0 (metal) | Hp / Sandisk | |
| 82. | Paper-A4 size (75 GSM) | JK Copier / Kores | 500 sheets |
| 83. | Paper-A3 size (75 GSM) | JK Copier / Kores | 500 sheets |
| 84. | Paper Legal size (75 GSM) | JK Copier / Kores | 500 sheets |
| 85. | Paper Cup- White | Good quality | 100 ml |
| 86. | Punching Machine (Double) | Kangaro - DP 600 | |
| 87. | Puncher Machine (Single) | Kangaro - FP 20 | |
| 88. | Pen (Use and Throw) | Pentonic | 0.7 mm |
| 89. | Pen (for Officer's use) | Parker / Pierre Cardin | |
| 90. | Pencil sharpener | Camlin / Doms | |
| 91. | Paper weight | Good quality | |
| 92. | Peon Book | Good quality | Printed |
| 93. | Pencil | Camlin / Doms | |
| 94. | R2 Chemical | Taski | 5 litre |
| 95. | Repellent spray | Black Hit | 400 ml |
| | | | 200 ml |
| | | Red Hit | 400 ml |
| | | | 200 ml |
| 96. | Room Freshener | Godrej aer/ Odonil | 220 ml |
| 97. | Sanitizer | Dettol | 200 ml |
| 98. | Scale (Steel) | Good quality | 30 cms. |
| 99. | Scale (Plastic) | Camlin | 30 cms. |
| 100. | Scale (Steel) | Good quality | 30 cms. |

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|------|---------------------------------------|-----------------------|----------------------------|
| 101. | Scissors | Munix | 210 mm |
| 102. | Soap (Big) | Dettol | 125 gms |
| 103. | Soap(Small) | Dettol | 75 gms |
| 104. | Stamp Pad | Faber Castell | 110 mm x 69 mm |
| 105. | Stapler (Big) | Kangaro (HP 45p) | 1000 staples |
| 106. | Stapler (Small) | Kangaro (No. 10-1M) | 1000 staples |
| 107. | Stapler Pin (Big) | Kangaro (No. 24/6-1M) | 1000 staples |
| 108. | Stapler Pin (Small) | Kangaro (No. 10-1M) | 1000 staples |
| 109. | Sugar Cube | Daurala | 100 gms |
| 110. | Tag (for files) | Good quality | |
| 111. | Tea- Tajmahal Tea Bag | | 100 Tea Bags |
| 112. | Tea- Castleton Tea Bag | | 25 Tea Bags / 100 Tea Bags |
| 113. | Tea- Lipton Tea Bag (Honey Lemon) | | 25 Tea Bags |
| 114. | Tea- Tetley Elaichi Tea Bag | | 50 Tea Bags |
| 115. | Tea-Tulsi Tea Green (Organic) Tea Bag | | 25 Tea Bags |
| 116. | Tissue Paper (facial) | Printex (2 ply) | 200 sheets |
| 117. | Toilet cleaner | Harpic Blue | 500 ml |
| 118. | Toilet cubes | Sani fresh | 300 ml |
| 119. | Towel (Big) | Bombay Dyeing | 180 cm x 70 cm |
| 120. | Towel (Small) | Bombay Dyeing | 60 cm x 40 cm |
| 121. | Thread Ball | Good quality | |
| 122. | Urinal Cube | Good quality | |
| 123. | Waste Pick-up Pan (Plastic) | Good quality | |
| 124. | Wax candle | Good quality | 8" |
| 125. | W/C Brush | Good quality | |
| 126. | Wet Mop | Good quality | |
| 127. | White tape (Cotton Ribbon) | Good quality | |
| 128. | Whitener | Kores | |
| 129. | Wiper with handle | Good quality | 24 inches |
| 130. | Wiper with handle | Good quality | 12 inches |
| 131. | Writing Pad | Good quality | |