

Government of West Bengal
Backward Classes Welfare Department
Administrative Building, DJ-4, Sector-II, Salt Lake City, Kolkata-700091
www.anagrasarkalyan.gov.in

Date: 04.12.2025

NOTICE INVITING QUOTATION

The undersigned is directed to invite all the willing Government approved Wholesale Consumers' Co-operative Societies to quote the rate of stationery articles, grocery, sanitary and other material for supply of the same on request, to this Department for the period from 1st April, 2026 to 31st March, 2027 in a sealed cover with specimen sample to be submitted to the Backward Classes Welfare Department latest by one week from the date of issuance of the notice.

The rate so quoted should be inclusive of G.S.T.

The sealed cover will be opened on 27.02.2026 at the Chamber of Deputy Secretary at 1:00 P.M.

The Department reserves the right to accept or reject any quotation without stating the reason whatsoever and the quotations will be kept at the custody of the Deputy Secretary of this Department.

The specific list of stationery articles to be supplied are available on the website of the Backward Classes Welfare Department and this may also be collected from the OSD of this Department.

All the articles to be delivered must be according to the sample. The representatives are advised to visit this Department to inspect the sample.

The Co-operative concerned whose quotation will be accepted must supply the articles within 07 (seven) days from the date of requisition of the same, failing their offer will be rejected without further notice and they will be blacklisted from this Department for any subsequent purchase of articles.

Sd/-

**Deputy Secretary
to the Government of West Bengal**

Date: 04.12.2025

Copy forwarded for information to: -

- i) Notice Board, BCW Department;
- ii) Website copy.

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04.12.2025

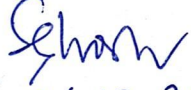
**Deputy Secretary
to the Government of West Bengal**

Annexure-I

Sl No.	Items	Brand	Agency Name	Rate Quoted (inclusive of G.S.T)
			Quantity	
1	A4 Size Paper 75 GSM (500 pages per Ream)	Bilt Copy Power	1 Ream	
2	Attendance Register (50 sheet)	As per sample	1 Pcs	
3	AAA Battery	Duracell	1 Pcs	
4	Both ways Pen	Link	1 Box	
5	Calculator (12 digit)	Casio	1 Pcs	
6	Candle (9" x 1/2")	Agarbatti	1 Box	
7	Case Book (100 sheet)	As per sample	1 Pcs	
8	CD (Blank)	Moserbaer	1 Tray	
9	CD & DVD marker Pen	Camlin	1 Box	
10	Cello Tape 2" (Brown)	As per sample	1 Pcs	
11	Cello Tape 2" (Transparent)	As per sample	1 Pcs	
12	Channel File (For A4 size paper)	As per sample	1 Pcs	
13	Channel File (Legal Size)	As per sample	1 Pcs	
14	Colin 500ml.	As per sample	1 Pcs	
15	Cash Book	As per sample	1 Pcs	
16	Colour Flag (One colour 3"x3")	Post-It	1 Pcs	
17	Correction Pen	Faber-Castell	1 Box	
18	Deptt. Letter Head	As per sample	200 Pcs.	
19	Desk Calender Stand (Good Quality)	As per sample	1 Pcs	
20	Detailed index register (100 sheet)	As per sample	1 Pcs	
21	Duster (Good Quality)	As per sample	1 Pcs	
22	DVD (Blank))	Moserbaer	1 Tray	
23	Envelope (Brown)	As per sample	100 Pcs	
24	Eraser (20 in Pack)	Camlin	1 Box	
25	Fevi Stick 8gm	Fevicol Company	1 Box	
26	File Binding Flap	As per sample	1 Pack	
27	First page Notesheet (Printed)	As per sample	1 Pack	
28	Fevi Gum 200ml	Fevicol Company	1 Bottle	
29	Gum (Small Bottle)	Kores	1 Bottle	
30	Gala (Round Stick)	As per sample	1 Box	
31	Gel Pen	Rorito Fasty Gel	1Pc.	
32	Compatible Toner Cartridge of HP 88 A	Frontech	1 Pcs	
33	Compatible Toner Cartridge of HP 18 A	Frontech	1 Pcs	
34	Compatible Toner Cartridge HP 12 A	Frontech	1 Pcs	
35	Highlight Pen	Faber-Castell	1 Pcs	
36	Inward Register- 100 sheet	As per sample	1 Pcs	
37	James Clip (Plastic Coated)	Bell	1 Box	
38	James Clip Container	Zorex	1 Pcs	

39	Legal Size Paper 75 GSM	Bilt Copy Power	1 Ream	
40	Lock	Link	1 Pcs	
41	Metal Binding Clip (2")	Diamond	1 Box	
42	Metal Binding Clip (1")	Diamond	1 Box	
43	Name plate (Metal)	As per sample	1 Pc.	
44	Name plate (Plastic)	As per sample	1 Pc	
45	Normal Register Khata (100 page)	As per sample	1 Pcs	
46	Outward Register- 100 sheet	As per sample	1 Pcs	
47	Paper Cup (60ml)	As per sample	50 Pcs.	
48	Paper Weight (Round)	As per sample	1 Pcs	
49	Pencil Battery	Red Eveready	1 Pcs	
50	Pencil Sharpner	Apsara	1 Box	
51	Peon Book 50 Sheet	As per sample	1 Pcs	
52	Permanent Marker Pen	Camlin	1 Pcs	
53	Pen Drive 32 GB	Sandisk	1 Pcs	
54	Plain Pad (Small/ 50 pages)	Kangaroo	1 Pcs	
55	Plastic Cover folder with button (Transparent)	As per sample	1 Pcs	
56	Punching Machine (Black Coated)	Kangaroo SHP-20	1 Pcs	
57	Polymer Stamp	As per sample	1 Pcs	
58	Printed Envelope (White)	As per sample	1 Pcs	
59	Printed File Cover (Two folds)	As per sample	1 Pcs	
60	Printed Cover File (Four Folds)	As per sample	1 Pcs	
61	Phore	Hew	1 Box	
62	Polyethylin Packet (Large Size)	As per sample	1 Kg.	
63	Refill (Black & Blue)	Lazor 1600	12 Pcs	
64	Refill for both side pen (Red & Blue)	Link 1500	12 Pcs	
65	Room Freshner	Ambi Pur	1 Pcs	
66	Rubber Band	As per sample	1 Kg.	
67	Sutli	As per sample	1 Kg.	
68	Self-inking Stamp	As per sample	1 Pcs	
69	Scale 12"	Faber Castell	1 Pcs	
70	Scissors (Medium Size)	Munix	1 Pcs	
71	Second Page Notesheet, Green 100 sheet pad (Thick Quality)	As per sample	1 Pcs	
72	Service Book	As per sample	1 Pcs	
73	Sketch Pen (Black)	Luxor	1 Box	
74	Stamp Pad (110mm x 69mm)	Faber-Castell	1 Pcs	
75	Stamp Pad ink (60ml)	Faber-Castell	1 Bottle	
76	Stapler HD- 10D	Kangaroo	1 Pcs	
77	Stapler HS- 45P	Kangaroo	1 Pcs	
78	Stapler- Jumbo	Kangaroo	1 Pcs	
79	Stapler Pin 23/17-H	Kangaroo	1 Box	
80	Stapler Pin 24/6	Kangaroo	1 Box	
81	Stapler Pin 10 No.	Kangaroo	1 Box	
82	Stock Register	As per sample	1 Pcs	
83	Sun Folder (Good Quality)	As per sample	1 Pcs	

84	Sticky Page Marker	Post-It	1 Box	
85	Tag (Good Quality) 10 pcs per packet	As per sample	1 Pack	
86	Thread Ball (Red & White)	As per sample	1 Pcs	
87	Times Note Book (304A) Each piece	As per sample	1 Pcs	
88	Towel (Good Quality)	Bombay Dyeing	1 Pcs	
89	Use & Throw pen	Pentonic	1 Box	
90	Watter Bottle (1 Ltr.)	Milton	1 Pcs	
91	White Envelope (11" x 5")	As per sample	100 Pcs	
92	White tape (File Binder) 8 Pcs Packet	As per sample	1 Pack	
93	Wood Pencil	Apshara Platinum Extra Dark	1 Box	
			Total Rate Quoted	


 04.12.2025
 SUBRATA GHOSH, W.B.S.S
 Deputy Secretary
 Backward Classes Welfare Department
 Govt. of West Bengal

Annexure-II

Application/Eligibility Criteria for empanelment of Bidder for Stationery Items.

Sl. No.	Particulars	Bidder Response	Corresponding Page No.
1	Name of the Vendor/Firm		
2	Address Telephone No. Fax No. Email.		
3	Name of the contact person with designation, contact no. and email. ID		
4	EMD deposited (Y/N)		
5	Pan (Y/N) & Last year's IT Return		
6	Sales Tax/GST Registration No. (Y/N)		
7	Professional Tax Registration No. (Y/N)		
8	Trade License No. (Y/N)		
9	Co-Operative Registration No. (If Applicable)		
10	Cottage & small scale industries Registration No. (If applicable). (Y/N)		
11	Sales Turnover for last 3 years	2023-24 2024-25 2025-26 (if audited)	
12	Experience or Past performance		
13	Acceptance of Terms & Conditions attached. Each page of Terms & Conditions to be duly signed as token of acceptance and submitted as part of Tender document.		
14	A letter of authorization to the representative of the bidder, who is authorized to sign the bid document.		

With reference to the Notice Inviting Quotation No. _____ dated _____ of the Backward Classes Welfare Department, Government of West Bengal for Supply of Stationery items I/We do hereby submit all the necessary documents for evaluation in accordance with the instruction mentioned in the clauses of the Terms & Conditions.

In the event of acceptance of my/our quotation, I/We hereby undertake to abide by and fulfill all the terms and conditions of the contract annexed hereto. If I/We fail to supply items as per terms and conditions as mentioned above, the EMD, held as Security Deposit, shall be forfeited.

.....
(Signature of the Vendor with seal)

Terms and conditions in respect of Tenders for supply of stationary articles etc.

1. The tender is valid for the financial year 2026-27. It may be extended for further period if considered necessary.
2. Parties having turnover of business more than Ten Lakh Rupees in a year are eligible for participating in the tender.
3. Rate will be quoted against each item, as per item lists available in the website in English in figures. No erasing or overwriting will be allowed.
4. All items should be of branded ones.
5. Attested Xerox copies of valid Trade License, valid PAN issued by the IT Deptt., Govt. of India, G.S.T Number, last (3) years turnover certificate from Chartered Accounts Firms needed to be enclosed with the tender.
6. Each page of the Tender form will be signed by the Authorized Signatory with company seal.
7. Tender will be submitted in sealed envelope addressed to The Deputy Secretary, Backward Classes Welfare Department, Government of West Bengal, Administrative Building, 4th Floor, DJ-4, Sector-II, Salt Lake, Kolkata-700091 super scribing the words "Tender for stationary articles etc. for the financial year 2023-24.
8. Tender will be dropped in Drop Box placed in the 5th floor, Receiving Section of the Backward Classes Welfare Department office between 11 A.M. to 4 P.M. from 16.02.2026 to 26.02.2026.
9. Tender will be opened on 27.02.2026 at 1.00 P.M. publicly.
10. Decision of the authority will be final in accepting/rejecting any tender or part thereof. No appeal/request whatsoever will be entertained.
11. After selection, ordered articles should be delivered within 7 days of receipt of order.
12. At the time of making payment of bills (a) In case of Registered dealer who has submitted Sales Tax Return regularly 3% Sales Tax will be deducted, (b) In case of Unregistered Firms/Registered Firms who have not submitted Sales Tax Return regularly 5% Sales Tax will be deducted at source.

S. Ghosh
04.12.2025

Deputy Secretary

to the Government of West Bengal.

Government of West Bengal
Backward Classes Welfare Department
Administrative Building, DJ-4, Sector-II, Salt Lake City, Kolkata-700091
www.anagrasarkalyan.gov.in

NO. 2599-BCW

Date: 04.12.2025

Important Instruction

1. The Agency / any of its Directors / Partners etc. should not have been blacklisted by any Govt. /Semi Govt. Organizations / Departments or convicted for any offence by any court of law as on date.
2. **Profit & Loss Accounts and Balance Sheet for the last three (3) financial years** are to be submitted.
3. **The Bidding Company must be having at least 10 (Ten) employees** on its Roll and must follow Minimum wages Act.
4. The bidders must have valid **PAN, GST, service Tax**. Documentary evidence of above must be submitted.
5. The bidder must have registered set up at **Kolkata or its suburbs**.
6. The Department reserves the right to **amend or withdraw any of the terms and condition in the notice or to accept or reject any or all the bids without assigning any reason whatsoever and the decision of the department in this regard shall be final and binding on all**.
7. Any evidence of unfair practice, including overcharging, price fixing, etc. as defined in various statutes, will automatically disqualify the parties. Repeated occurrence of such evidence of above bidders may be viewed seriously by the authority and penal measures as deemed fit would be imposed on such bidders.
8. The second party shall not assign this agreement or any part, there of or any benefit three under without the written consent of the first party to another party.
9. In case of **any breach of contract**, Authority may also proceed to get work completed by any other means including through other agencies.
10. **Conditional or incomplete Bid will not be accepted.**
11. The bidders, whose bid will be accepted, will be informed through a **'Letter of Acceptance'**. The successful bidders will then to enter into an agreement with the department. In case of same rates quoted by more than one bidder, the decision of the Tender Inviting Authority would be final and binding.
12. The terms may be extended on mutual agreement between the successful agencies and the Department regarding value and other terms and conditions on the successful performance of the accepted bidder.
13. Cost of all loss (es) and damage (s) caused to the Government's assets and goods due to contractor's negligence shall be recovered from the contractor's bill or the contractor may be asked to replace the damage assets/goods with new once entirely on his own cost.
14. Any act on the part of the bidder to influence any person in the department will be case for rejection.
15. In the event of any question, disputes or difference arising between the parties relating to the interpretation and application these provisions of this agreement such disputes or differences shall be referred to the **Deputy Secretary, Backward Classes Welfare Department**.
16. Bidders have to submit all the rates for the items mentioned in the **BOQ**. The **L1 Bidder** will be selected on the basis of value in respect of item numbers mentioned in the **BOQ**.
17. The decision of the **arbitration to the agreement** in this regard shall be final and binding upon both the parties.
18. The party shall continue to perform their obligations under this **Agreement during the Arbitration Proceedings**.
19. Any dispute arising out of this contract will be settled amicably. All disputes are subject to jurisdiction in the **Court of Calcutta, West Bengal**.

Subrata Ghosh
04.12.2025
SUBRATA GHOSH, W.B.S.S
Deputy Secretary
Backward Classes Welfare Department
Govt. of West Bengal