



WEST BENGAL COMPREHENSIVE AREA DEVELOPMENT CORPORATION
(Under Panchayats and Rural Development Department, Government of West Bengal)
'MRITTIKA BHAWAN'



18/9, DD Block, Sector-I, Salt Lake, Kolkata-700064.

Phone: 03322377041/43/ FAX-033-22377473, email-hq.wbcadc@gmail.com.

www.wbcadc.com @hqwbcadc @Thecadchq

No.000/033/02/13(pt.)/03/1501

Date: 02.09.2020

Short Notice Inviting Quotations

Sealed Quotations are hereby invited from the resourceful and bonafide Government Order Suppliers/ Co-operative Societies and Stationers dealing in office stationery and having credential of supplying the same to the Government/Semi-Government Organizations for supply of following articles as and when require. The rate quoted against this NIQ will be valid for one year and the suppliers are liable to supply the articles for one year period .

Sl No.	Description of Items	Unit/Tentative Requirement	Rate to be offered for per unit of items
1.	Alpin (Best Quality-Head Top)	Pkt. Contain 20 boxes in a packet.	
2.	Arch File (Best Quality) Medium	84 Pcs. (7 Dozen)	
3.	Attendance Register (as per sample)	12 Pcs.	
4.	Acid (Muriatic)	50 Bottles	
5.	Brand Register No. 4 Ruled(Large size)	100 Pcs.	
6.	Brand Registrar not Ruled (Large size)	100 Pcs.	
7.	Cello tape (Medium Size)	100 Pcs.	
8.	Carbon Pencil Kores (210 x 330 mm)	12 Boxes	
9.	Correction Pen white ink (7 ML) Kores	100 Pcs. (20 Pcs. In a box)	
10.	Cheque-cum-Bill register with Leather Binding , as per sample	6 pcs.	
11.	Cash Book (Size 20"x17") containing 200 page conquest paper leather binding as per sample	3 Pcs.	
12.	Duster Cloth size 12"x 12"(Best quality)	200 Pcs.	
13.	Dot Pen GEL (Uni ball) Black	12 pcs.	
14.	Dot Pen GEL (Uni Ball) Blue	12 Pcs.	
15.	Dot Pen GEL (Uni Ball) Green	12 Pcs.	
16.	Dot Pen Fort (20 pcs in a box) Black	100 Pcs.	
17.	Dot Pen Fort (20 pcs in a box) Blue	100 Pcs.	
18.	Dot Pen Fort (20 pcs in a box) Red	40 pcs.	
19.	Dot Refill Blue (Octene Gel) Jotter head less	12 Pcs.	
20.	Dot Pen Fort (20 pcs in a box) Green	60 Pcs.	
21.	Dak Despatch Register (200 pages conquest paper leather binding as per sample	3 pcs.	
22.	Dak Receipt Register as per above same	3 pcs.	
23.	Envelop Brown 10" x4 1/2"	2000 Pcs	
24.	- do- White	2000 pcs.	
25.	Envelop Cloth party green Size 16"x12"	500 pcs.	
26.	Tag File with Eyelet (Hand made paper Office Name & Address printed)	2000 pcs.	
27.	Flap Cloth pasting (Large size)	2000 pcs.	
28.	Four folder File (Best quality hard bound)	100 pcs.	

29.	Flat File (Best quality hard bound)	100 pcs.	
30.	Chanel File (Best Quality)	100 pcs.	
31.	Form No. 102 for Tender	1000 Pcs.	
32.	Form No. 103 for Tender	1000 Pcs.	
33.	Page marking Sticker Paper Size 25m x 75 m (3 Fluorescent collars self-Adhesive /Hamilton)	5 Boxes (20 pads in a box)	
34.	Jams Clip (Plastic)	3 Boxes (20 pcs in a box)	
35.	Ledger Ruled General with alphabet 200	6 Pcs.	
36.	Note Sheet Pad as per specification.	100 pad (100 sheet in a pad)	
37.	Note Book (Special binding with Office Address)	100 Pcs.	
38.	Pencil Wooden (soft) Kohinoor	36 Pcs.	
39.	Pencil Cutter	36 Pcs	
40.	Pencil (Eraser) rubber soft	36 Pcs.	
41.	Paper A/4 size JK (21 cm. x 29.7 cm.)75 GSM weight 2.34 kgs.	200 Reams	
42.	Paper F/S. size J.K. (21.5 cm x 34.5 cm.75 GSM weight 2.80 kgs	30 Reams	
43.	Punching Machine Steel (Single bore)	50 Pcs.	
44.	Punching Machine (Medium)Kangarus DP 480 (Double Hole)	50 Pcs.	
45.	Phore	20 Pcs.	
46.	Pen Hight	30 Pcs.	
47.	Pen Marlen (Laxer)	20 Pcs.	
48.	Stapler Pin No.-10 (Steel)	5 Packets (20 boxes in a box)	
49.	Stapler Pin Medium 24/6 (Steel)	2 packets (20 boxes in a box)	
50.	Service Book (as per sample)	100 Pcs.	
51.	Sealing Wax (Gala)	1 Box	
52.	Stamp Pad (FABERCASTELL) Size. 110 m x 69 m	60 pcs	
53.	Soap Lifebuoy Liquide 190 ml.	10 Packets	
54.	Soap Lifebuoy soap bar (Mini)	36 pcs.	
55.	Stapler Machine No. 10 (Kangaroo)	100 Pcs.	
56.	Stapler Machine HP-45	24 Pcs.	
57.	Voucher Pad (Debit & Credit)	100 Pad (as per sample)	
58.	Vim Powder 1 Kg. Packet	20 Packets	
59.	Bleaching Powder – 1 Kg. Packet	20 Packets	
60.	THERMAL Roll TVS 2.25 Billing Machine	3 Boxes	
61.	Battery Pencil (Eveready Red)	50 Pcs.	
62.	Tag (Best Quality) white large	300 Bundles.	
63.	Phenol (Bengal Chemical) 450 ml.	50 Bottles	
64.	Money Receipt Book as per sample	1000 Books	
65.	Coupon Rs. 50/-	100 Books(100 pcs in a Book as per sample)	
66.	Coupon Rs. 20/-	100 Books(100 pcs in a Book as per sample)sample	

67.	Coupon Rs. 10/-	100 Books(100 pcs in a Book as per sample)	
68.	Coupon Rs. 5/-	100 Books(100 pcs in a Book as per sample)	
69.	Coupon Rs. 1/-	100 Books(100 pcs in a Book as per sample)	
70.	Harpic (1000 ML)	24 Nos.	

- b) The quotations would be received by this Corporation up to 2.00 p.m. on or before 21.09.2020 and will be opened on the same day at 3.30 p.m. in presence of quotationers, if Any there.
- c) The rate should be inclusive of all taxes, cess, package and loading/unloading and carriage at block point. No extra cost will be admissible. Supply is to be accepted strictly as per specification and quality
- d) The quotations may be delivered by post/by hand/by courier to the address given in the letter Head but no quotation received after scheduled date and time will be entertained.
- e) Intended quotationers may contact this office for details of specification or any other enquiry within 4.00 p.m of any working day up to 18.09.2020.
- g) The successful quotationers may have to execute an agreement, in requisite forms of this Corporation.
- h) The payment after necessary deduction would be made through ECS. For this one cancelled Cheque along with Bank details should be submitted along with the bill after completion of supply.
- i) Undersigned reserves the right to accept /reject any or all quotations as well as distribute the work order between two or more successful quotationers without assigning any reason thereof.

Administrative Secretary
W.B.C.A.D.C.

Date: 02.09.20

No.000/033/02/13(pt.)/03/1501(1-8)

Copy forwarded for information with the request to display the Notice Board

1. Joint Secretary to the Government of West Bengal, P&RD Department.
2. In-charge, Accounts Section, WBCADC.
3. Convener, Tender Committee, WBCADC.
4. Senior Post Master, Dharmatala Post Office.
5. Branch Manager, Bandhan Bank, Salt Lake.
6. Store Keeper, WBCADC.
7. Abhishek Mandal, A.F.A for Hoisting the NIQ in Website.
8. Notice Board, WBCADC Head Quarters.

Administrative Secretary
W.B.C.A.D.C.