

WEST BENGAL COMPREHENSIVE AREA DEVELOPMENT CORPORATION  
(Under Panchayats and Rural Development Department, Government of West Bengal)  
Mrittika Bhavan, Plot No- 18/9, Block-DD, Sector-I, Salt Lake, Kolkata-700064  
Phone: 03322377041/43/ FAX-033-22377473, email-hq.wbcadc@gmail.com.



[www.wbcadc.in](http://www.wbcadc.in)

@hqwbcadc

No. 000/033/02/13/2023/02/1217

Dated: 11-05-2023

**NOTICE INVITING QUOTATIONS**

Sealed Quotations are hereby invited from the resourceful and benefited Government order suppliers/Co-operative Societies and stationers dealing in office stationery and having credential of supplying the same to the Government/Semi-Government Organisation for supply of following articles as on when required. The rate quoted against this NIQ will be remained in force for one year and the suppliers are liable to supply the articles for at least one year period.

Sl. No.	Description of items	Tentative requirement	Unit	Rate to be offered for per limit of items.
(1)	(2)	(3)	(4)	(5)
1.	Attendance Register as per sample	24 Pcs.	Pc.	
2.	Cash Book , As per sample	6 Pcs.	Pc.	
3.	Cheque-cum Bill Register as per sample	6 Pcs.	Pc.	
4.	Desk Calendar Refill,2024 for coming year	12 Pcs.	Pc.	
5.	Dak Despatch Register as per sample	6 Pcs.	Pc.	
6.	Dak Receipt Register as per sample	6 Pcs.	Pc.	
7.	Desk Calendar Stand , Best Quality	6 Pcs.	Pc.	
8.	File with eyelet Office Name & Address printed Handmade paper gray colour	1000 Pcs.	Pc.	
9.	File Chanel Best Quality	60 Pcs.	Pc.	
10.	Four Folder File, Best Quality	60 Pcs.	Pc.	
11.	Flat File, Best Quality	60 Pcs.	Pc.	
12.	File Folder, Bottom Display	60 Pcs	Pc.	
13.	File Auto Clip, Best Quality	24 Pcs.	Pc.	
14.	Flap with Cloth Pasting , 25" Navy Blue	1000 Pcs.	Pc.	
15.	M.B.Note Book for Engineering Cell, Oxford as per sample	50 Pcs.	Pc.	
16.	Note Sheet pad, conquest paper ,100 sheet in a pad	100 Pads	Pad.	
17.	Note Book (printed office name & address as per, sample)	100 pads	Pad.	



18.	Register No. 4, Large Size Best Quality	60 Pcs.	Pc.	
19.	Register No. 6, Large Size Best Quality	60 Pcs.	Pc.	
20.	Register No. 8, Large Size Best Quality	36 Pcs.	Pc.	
21.	Register No. 10, Large Size Best Quality	36 Pcs.	Pc.	
22.	Writing Pad, ¼ size 100 sheet	100 Nos.	No.	
23.	Writing Pad, 1/8 size 100 sheet	100 Nos.	No.	
24.	Register No. 12, Large Size Best Quality	24 Pcs.	Pc.	
25.	Stock Book, 300 folios as per sample	3 Nos.	No.	
26.	Stock Book, 100 folios as per sample	3 Nos.	No.	
27.	Coupon Rs.50/-, 20/-, 10/-, 5/-, 2/-, 1/-(100 sheet in a book) (100 Books.)	1000 each	Book	
28.	Signature Pen	12 Nos.	No.	
29.	Garbage bag ( 30 PCs in a packet)	50 Pacs.	Pacs.	

- b) The Quotations would be received by this Corporation up to 2.00 p.m. on or before 02.06.2023 and will be opened on the same day at 3.00 p.m. in presence of Quotationers, if any there.
- c) The rate should be inclusive all Taxes, Cess, package and Loading/unloading Including Carriage at Corporation office at Salt Lake. No. extra cost is admissible and supply is to be accepted strictly as per Specification and quality.
- d) Intended Quotationers may contact this office for details of specification within 4.00 p.m. up to 01.06.2023 in any working day.
- e) The Quotation may be delivered by post/by hand/by courier to the address given in the letter head mentioning the Memo No. of the NIQ in the sealed Envelope but no Quotation received after scheduled date & time will be Entertained.
- f) The successful Quotationers may have to execute an agreement in requisite form of this Corporation.
- g) The payment against supply would be made through E.C.S. after necessary deduction, if any there any. One cancelled cheque along with Bank details should be submitted along with the bill after completion of supply.
- h) Undersigned reserves the right to accept/reject any or all Quotations as well as distribute the work order between two or more successful Quotations without assigning any reason thereof.


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

Memo No. 000/033/02/13/2023/02/1217/1(8)

Dated: 11-05-2023

Copy forwarded for information with a request to display the NIQ in 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. Post Master, Salt Lake Post Office.
5. Branch Manager, Bandhan Bank, Salt Lake.
6. Storekeeper, WBCADC
7. Abhishek Mondal, AFA for hoisting the NIQ in website.
8. Notice Board of WBCADC.

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