



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

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@Thecadchq



Memo No. - 000/033/02/13/2024/01/3732

Date- 31/08/2024

NOTICE INVITING QUOTATION

Sealed Quotations are hereby invited from the resourceful and bonafied Government order suppliers/ Co-operative Societies dealing in Office Stationery items having credential of supplying the same to the Government/ Semi-Government Organisation for supply of following articles as and when required. The rate quoted against this NIQ will remain in force for one year and the selected suppliers are liable to supply the articles for at least one year period.

1. The quotationers should submit the copies of GST, PAN, Trade Licence, Credential Certificates along with this NIQ.
2. Rate should be quoted in this your letter head as per Annexure – 1.
3. The Quotations will be received by this Corporation up to 2.00 p.m. on or before **12.08.2024** and will be opened on the same day at 3.00 p.m. in presence of Quotationers.
4. Interested Quotioners/ Bidders may collect the sample copy Annexure – 1 from this office within 10:00 am to 5:00 pm up to **09/08/2024** in working days.
5. 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.
6. 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.
7. Defective/ improper articles / materials must be checked & supplied within 3 days without any additional chargees.
8. At the time of supply, Store Keeper, WBCADC HQ on behalf of the tender inviting Committee will check the standers and quality of said articles/meterials as laid down in this guidelines, if there is any mismatch as per specification then entire supply order will stand cancelled and no payment will be incurred.
9. The payment against supply would be made through E.C.S. after necessary deduction, if any. One cancelled cheque along with Bank details should be submitted along with the bill after completion of supply.

(P.T.O)

10. 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. - 000/033/02/13/2024/01/ 3732/1(9)

Date- 31/07/2024

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. Deputy Secretary, WBCADC.
3. Finance Manager, WBCADC.
4. Officer-In-Charge, Accounts Section, WBCADC HQ.
5. Officer-In-Charge Engg. Section, WBCADC HQ.
6. The Convener, Tender Committee WBCADC, HQ.
7. Store Keeper, WBCADC (HQ).
- ✓ 8. Abhishek Mondal, AFA, for hosting the NIQ in Website.
9. Notice Board.


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

Annexure – 1

Sl No	Name of the Articles	Tentative requirement	Unit	Rate to be offered for items
1	Alpin (100 gm in each box) Good quality	12	Box	
2	Arch File (Large size, Good quality)	100	Pcs	
3	Battery Pencil -A A (Any reputed company)	20	Pcs	
4	Battery AAA (Any reputed company)	20	Pcs	
5	Battery 23A -12 V (Any reputed company)	10	Pcs	
6	Battery (HIW Hi waote)	11	Pcs	
7	Bleaching Powder (1 Kg Packet)	20	Pkts	
8	Bucket 16 Ltr. (Polythin) Good quality	10	Pcs	
9	Board (Plastic for Signature)	6	Pcs	
10	Cello tape - 1 inch	20	Pcs	
11	Carbon (Paper)	3	Box	
12	Correction Pen (Eraj -Ex) (7 gm)	30	Pcs	
13	Clip Metal- 1 inch	24	Pcs	
14	Calculator 12 digit (Reputed company)	10	Pcs	
15	Cellotape 2 inch	20	Pcs	
16	Catridge Samsung xerox (K 2200 MTL-D-707L)	2	Pcs	
17	Cartridge Sharp Photo Copier Machine	2	Pcs	
18	Calender (Desk for year 2025)	10	Pcs	
19	Collin (500ml)	10	Pcs	
20	Daster Cloth - 12" x 12" (Good quality)	200	Pcs	
21	Dot Pen Blue (0.5) (use & through)	200	Pcs	
22	Dot Pen Red (use & through)	70	Pcs	
23	Dot Pen Black (0.5) (use & through)	50	Pcs	
24	Dot Pen Link Gel Blue (Pantonic)	24	Pcs	
25	Dot Pen Link Gel Black (Pantonic)	24	Pcs	
26	Dot Pen Gel Green (Pantonic)	20	Pcs	
27	Dot Pen (PILOT Hi-Rechpoint 05)	10	Pcs	
28	Erager Apsara non-dust (Rubber)	24	Pcs	
29	Gum paste	20	Pcs	
30	Glow Stick/ Fevi stick	50	Pes	
31	Hit -Red	5	Pes	
32	Hit - Black	5	Pes	
33	Harpic (1 liter)	100	Bottle	
34	Jem's Clip	20	Box	
35	Jhata Flower (For room cleaning)	10	Pes	
36	Knife (office use)	10	Pes	
37	Lock with Key (Medium Size)	10	Pes	
38	Lyzol (1 Ltr.)	10	Bottle	
39	Mug (Polythin) (Bathroom use)	12	Pes	
40	Mouse Pad (Good quality)	10	Pes	
41	Naptha Ball (200 gm packet) (Bengal Chemical)	30	Box	
42	Phynile (Cented) Good quality	100	Bottle	
43	Panching Machine (Medium) Double Hole	10	Pes	
44	Panching Machine (Steel) Single Hole	20	Pes	

45	Pen High Lighter Luxer yellow	36	Pcs	
46	Pencil wooden (Apsara dark)	30	Pcs	
47	Pencil Cutter (Sharpner)	30	pcs	
48	CD/ DVD Marker	10	pcs	
49	Pen Markar (Permanent)	36	pcs	
50	Paper Weight Glass (Flat type)	24	pcs	
51	Room Freshener Sprey (Bottle) (Aloevera/ Jesmin/ Lavender)	24	Bottle	
52	Room Freshener aer Godrej Power pocket (6 pc in a box)	60	Box	
53	Car Freshener (As recommended)	6	pcs	
54	Toilet Air freshener (Odonil)	50	Pcs	
55	Room Freshener Aer Matic Violet	6	Bottle	
56	Staplar pin No-10 (20 boxes in packet) good quality	2	Box	
57	Staplar Pin Medium 24/6 (20 boxes in packet) good quality	1	Box	
58	Stamp Pad (Faver Castle)	24	Pcs	
59	Sticky Notes (Page marker) 3 colour	50	Pcs	
60	Soap Mini (for toilet use)	50	Pcs	
61	Staplar Machine Big HP-45	5	Nos	
62	Soap Liquid (Hand Wash) 200 ML	30	Pkts	
63	Staplar Machine No- 10 (Kangaroo)	20	Nos	
64	Soap Liquid (Dettol) 500 ml pouch	24	Pkts	
65	Scissors - 6"	10	Pcs	
66	Trey - Polythin (for File Keeping)	10	Pcs	
67	Vouchar Pad (Debit & Credit as per sample)	60	Pcs	
68	Vim Powder/ Washing Powder (500 gm pkts)	30	Pkts	
69	Vim Bati- 500 gm	24	Pcs	
70	West paper Box (Dust Bin- Polythin)	24	Pcs	
71	Water Bottle (Milton- 1 Ltr.)	36	Pcs	
72	Coconut Jharu	12	Pcs	
Total Quoted Rupees (in figure & word) -				
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Date:-

Signature of Bidder/ quotationer