



**West Bengal Forest and Biodiversity Conservation for Climate Change Response**  
**Office of the Head, Divisional Management Unit**  
**Panchet DMU**

Satyajit Sarani, Bishnupur, Bankura-722122  
E-mail- dfopanbis-wb@nic.in , Phone/FAX No.-03244-252189



Quotation No. 70/WBFBCCCR/Stationery-Articles/23-24 (2<sup>nd</sup> Call)

Dated, Bishnupur, the: 09/02/2024

In terms of Finance Department Audit Branch Govt. of West Bengal's Memorandum No. 5400-F(Y) dated 25-06-2012 sealed quotations are invited from bonafied experienced and reliable resourceful agencies having experience in any Govt. /Semi Govt. / Govt. Under takings for providing supply of Stationery articles. Quotations are invited for the financial year 2023-24, for the stationary articles as attached in separate sheet subject to the following conditions. Quotations should be address to the undersign Sealed cover by name as well as official designation **Sri Anjan Guha, WBFS, Divisional Forest Officer, Panchet Division, Bishnupur.**

**List of Stationery Articles details is enclosed in separate sheet**

**CONDITIONS**

- 1) The Quotation should be submitted in sealed cover. Quotation No., Bidder's Name & Address should be properly mentioned on the envelope. Incomplete Quotation paper or documents or envelope will be rejected.
- 2) The Contractor should quote the rates, Percentage (%) in figures as well as in words.
- 3) The materials to be supplied must be verified by the authorised person / Range Officer.
- 4) If any defects or issues are found with the supplied materials, they will likely need to be replaced with materials that meet the necessary standards. This is likely to ensure the safety and quality of the materials being used in whatever application they are intended for.
- 5) The Contractors should submit Income-Tax, Sales Tax and professional Tax Clearance Certificate, GST Certificate, PAN, Aadhaar & Trade License. Incomplete Quotation will be summarily rejected.
- 6) Acceptance of lowest quotation is not obligatory and the undersigned reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
- 7) The estimated rate is inclusive of all Taxes, Transportation Cost to the Division Office, Panchet Division. The quotationer should quote their rate accordingly.
- 8) Bill has to be submitted with detail break up of GST (CGST & SGST) as per the prevalent Govt. Order in this respect. All Taxes will be deducted from the gross bill as per Govt. rule.
- 9) Sealed Quotation will be received up to 22/02/2024 & Opened on 23/02/2024 at 11:30 A.M.
- 10) The materials should be supplied at AFR, Range (Panchet Division).
- 11) Final limit of purchase will be Rs. 50000 (Fifty Thousand) as per allotment vide letter no. 108/WB-FBCCCR/1-5(1)/23, Dated 24-01-2024.

Head,  
Panchet DMU

No. 586 (9)/02-18/WBFB CCCR/23-24

Dated, Bishnupur, the: 09 /02/2024

Copy forwarded for information to and wide circulation to:

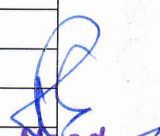
1. The Chief Conservator of Forests, Central Circle, West Bengal.
2. The District Magistrate, Bankura District.
3. The Sub-Divisional Officer, Bishnupur.
4. The Sub- Divisional Information & Cultural Officer, Bishnupur.
5. The Block- Development Officer, Bishnupur.
6. The Chairman, Bishnupur, Municipality
7. The All Range Officers, Panchet Division with request to affix in the Range Notice board.
8. The Computer Operator to uploading 'www.bankuraforest.in' website.
9. Office Notice Board.

Head,  
Panchet DMU



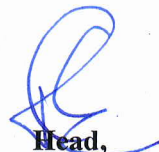
## Schedule of Stationery Articles

Sl. No.	Name of Articles'	Unit	Rate/Unit/includ ing GST
1.	Xerox Paper ( A-4) Copy Power (75 G.S.M.)	Per Rim	309.00
2	Xerox Paper (A-4) J.K. Sparkle (75 G.S.M.)	Per Rim	285.00
3.	Xerox Paper ( Legal / FS) (70 GSM)	Per Rim	348.00
4.	Xerox Paper ( A-3) (70 GSM)	Per Rim	480.00
5.	Paper (Rull)	Per Dista	27.50
6.	Paper White	Per Dista	26.50
7.	Note Sheet	Per Bundle	104.00
8.	Pen (U & T ) –Black, Blue, Green & Red	Per Pcs.	3.95
9.	Nib Pen (Black, Blue, Green, Red)	Per Pcs.	50.00
10.	Gel Pen	Per Pcs.	8.90
11.	Paper weight	Per Pcs.	20.80
12.	Envelop Big (white) (size A-4)	100 Pcs.	369.00
13.	Envelop Big (Brown) (size A-4)	100 Pcs.	339.00
14.	Envelop (6"x12") (White)	100 Pcs.	150.00
15.	Envelop (6"x12") (Brown)	100 Pcs.	150.00
16.	Envelop (5"x11") (White)	100 Pcs.	99.00
17.	Envelop (5"x11") (Brown)	100 Pcs.	90.00
18.	Envelop Cloth (Big) 16''*12''	Per Pcs.	10.00
19.	Envelop Cloth (Small) 6''*12''	Per Pcs.	5.40
20.	James Clip plastic (Kores)	Per Box	10.50
21.	Blender Clip (Big)	Per Box	60.00
22.	Blender Clip (Meium)	Per Box	46.80
23.	Carbon (small)	Per Pkt.	214.00
24.	Register (4 no.)	Per Pcs.	84.00
25.	Register (6 no.)	Per Pcs.	126.00
26.	Register (8 no.)	Per Pcs.	168.00
27.	Register (10 No.)	Per Pcs.	210.00
28.	Register (12 No.)	Per Pcs.	252.00
29.	Register (16 no.)	Per Pcs.	336.00
30.	Register (18 no.)	Per Pcs.	378.00
31.	Register (20 no.)	Per Pcs.	420.00
32.	Pencil cutter	Per Box	110.00
33.	Pin cushion (magnetic)	Per Pcs.	44.00
34.	Gum Stick (Fevi Stick) 8gm	Per Pcs.	28.35
35.	Gum tube	Per Pcs.	5.00
36.	Lace (big size)	Per Bundle	350.00
37.	Flap	100 Pcs	490.00
38.	2 Fold File (Best Quality)	Per Pcs.	25.00
39.	Gala	Per Pkt.	94.50
40.	Stapler Pin (small) 10	Per Pcs.	8.50
41.	Stapler Pin (Big) 24/6	Per Pcs.	18.00
42.	Knife	Per Pcs.	20.00
43.	Phorni	Per Pcs.	18.00
44.	Scissors Big 10'' (Steel)	Per Pcs.	64.00
45.	Thread Ball	Per Pcs.	12.00
46.	Page Sticker Notes	Per Pkt.	39.00
47.	T- Alpin	Per box	49.00
48.	Cello Tape (1'')	Per Pcs.	23.00

  
**Head**  
**Panchet DMU**



Sl. No.	Name of Articles'	Unit	Rate/Unit/includ ing GST
49.	Wood pencil (Apsara)	Per Box	49.00
50.	Key Bag (Best Quality)	Per Pcs.	77.00
51.	Duster	Per Pcs.	16.80
52.	Stamp Pad (Blue)	Per Pcs.	44.00
53.	Stamp Pad (Red)	Per Pcs.	44.00
54.	Stamp Ink (100ml) colour is Red and Blue.	Per bottle	58.00
55.	High Lighter (Yellow, Green and Pink.)	Per Pcs.	21.00
56.	Punching machine (Big) Double Hole	Per Pcs.	109.00
57.	Punching machine (Single Hole)	Per Pcs.	109.00
58.	Eraser	Per Box	125.00
59.	Calculator 12 Digit	Per Pcs.	545.00
60.	Peon Book	Per Pcs.	99.00
61.	Cover File (4 Fold)	Per Pcs.	34.90
62.	Whitener	Per Pcs.	24.00
63.	Stapler (small)	Per Pcs.	44.00
64.	Stapler (big)	Per Pcs.	145.00
65.	Stapler Jumbo (Big Size)	Per Pcs.	295.00
66.	Candle Medium Size	Per Pkt.	59.00
67.	Marker Red, Green, Blue, Black	Per Pcs.	18.00
68.	Tag (9'') Best Quality	100 Pcs.	35.00
69.	Brown Paper/PCs.	Per Pcs.	4.80
70.	Scale Big size (2 Ft.)	Per Pcs.	59.00
71.	Scale 12''	Per Pcs.	12.50
72.	Fiber Writing Board	Per Pcs.	15.00
73.	Poly Cover File	Per Pcs.	30.00
74.	Herpic 500 ml.	Per Pcs.	98.00
75.	Odonil/Pkt.	Per Pkt.	49.00
76.	Phenyle 1Ltr.	Per Ltr.	119.00
77.	Sanitizer 100 ml. Branded Company	Per Pcs.	49.00
78.	Sanitizer 500 ml. Branded Company	Per Pcs.	244.00
79.	Room Freshener (200ml)	Per Pcs.	129.00
80.	N95 Mask per Pcs.	Per Pcs.	24.00
81.	Mosquito Oil with Machine	Per Pcs.	110.00
82.	Agarbati (Dhup) 10 unit/Box	Per Box	19.00
83.	Water Soaker(Sponge)	Per Pcs.	30.00
84.	Pencil Battery Size A & AA	Per Pcs.	18.00
85.	Bleaching Powder	Per Kg.	109.00
86.	Carbolic Acid (500ml.)	Per Bottle	189.00
87.	Lifebuoy Soap (75gm)	Per Pcs.	32.00
88.	Mosquito Oil	Per Pcs.	58.00
89.	Mosquito Coil	Per Pcs.	37.00
90.	Plastic Cover File	Per Pcs.	19.00
91.	Hand Wash	Per Pcs.	79.00



Head,  
Panchet DMU