

**Quotations are invited for supply of stationery items at WBIDC Ltd. at
'Protiti', 23rd Abanindranath Thakur Sarani, Kolkata- 700017**

West Bengal Industrial Development Corporation Limited invites quotations from reputed Stationery item suppliers, for supply of stationery items at WBIDC office at "Protiti", 23rd Abanindranath Thakur Sarani, Kolkata:- 700017.

Interested vendors are requested to submit their rate quotation in the enclosed format.

1. Essential participation criteria for the vendors

- (i) The participating vendor should have at least 3 years of prior experience in supplying stationery items.
- (ii) Should have valid GST Registration Number.
- (iii) The vendor should be able to deliver the order placed within 1 (one) working day.
- (iv) Documents in support of the aforesaid participation criteria must be submitted along with the rate quotation.

2. Terms & Conditions

- (i) The rate quoted by the vendor should remain fixed for a period of one year from the date of rate approval and should not exceed under any circumstances.
- (ii) All rates quoted should be inclusive of applicable taxes and charges. WBIDC, under no circumstance shall provide any extra amount than the amount quoted by the vendor, in their application.
- (iii) WBIDC reserves the right to reject any/ all of the applications submitted by the participating vendors, if not found suitable.
- (iv) WBIDC reserves the right to terminate service of the selected vendor, at any point of time and without stating any reason thereof.

- (v) WBIDC shall accept items matching exactly with the samples shown to the vendor. In case items delivered by the selected vendor fails to match the stated criteria/ sample specification, WBIDC reserves the right to return back the items. The vendor should be liable to take back such items unconditionally and should not charge any amount against it.
- (vi) Invoice shall be raised by the vendor within 3 days of supplying of the materials. WBIDC, after thorough scrutiny, shall release the payment, if found appropriate. In case, the amount / quantity etc. stated in the invoice found to be inappropriate, WBIDC reserves the right to rectify the same and release payment accordingly.

Interested vendors are requested to submit their application to the undersigned in a sealed envelope stating itemized rate chart to the below mentioned address by 31/03/2023.

**Ms Rama Ghosh
PRO
WBIDC Ltd
HRD Division (3rd Floor)
8240098366 (M)**

WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LTD.**Rate Quotation Format of Stationery Items (2023-24)**

Sr	Items	Rate (Rs.)	Remarks (if any)
1	Arch File (As persample)/dozen		
2	Alpin(Bell Pins)/box		
3	Ball Pen(use & throw) blue, black and red (Agni Gel) [box of 20 pcs.]		
4	Ball Pen(use & throw) blue, black and red (Linc) [box of 20 pcs.]		
5	Binder Clip (19 mm)/ dozen (1 box)		
6	Binder Clip (25 mm)/ dozen (1 box)		
7	Binder Clip (30 mm)/ dozen (1 box)		
8	Binder Clip (32 mm)/ dozen (1 box)		
9	Binder Clip (51mm)/ dozen (1 box)		
10	Board File (As persample)/ for 25 pcs.		
11	Board Pin / box		
12	Box Cover File(plastic)/ pc.		
13	Button file (plastic)		
14	Calculator Machine (Casio MJ 120)/ pc.		
15	Cello Tape (0.5 ")/pc.		
16	Cello Tape (1" / pc.		
17	Cello Tape (Big brown)/ pc.		
18	Channel File (As persample)/10 pc		
19	Cloth Duster (As persample)/dozen		
20	Correction Pen (Faber Castle, 7 ml)/ pc.		
21	Cover File (As persample)/dozen		
22	Duster for White Board (As persample)/ pc.		

23	Envelop (12"*10"), as per sample (As persample) for 500 pcs.		
24	Envelop (14"*12"), as per sample (As persample) for 500 pcs.		
25	Envelop (16"*12"), as per sample (As persample)for 500 pcs.		
26	Envelop (A3), as per sample (As persample)for 500 pcs.		
27	Envelop (Plain) (As persample) for 1000 pcs.		
28	Envelop (Plain & without print) (As per sample) for 100pcs.		
29	Envelop (Window) (As persample)/1000 pcs.		
30	Envelop(cloth) legal size (As persample) for 500 pcs.		
31	Fax Roll(KX/FHD/331/332/ 35/8 gm)		
32	Fevi Stick (8 gm.), Fevicol made/pc.		
33	File Binder (Blue color) (As persample) for 100 pcs.		
34	File Tag (As per sample)/for 1000 pcs.		
35	Flile String (inside file string)/for 1000 pcs.		
36	Flat File(As per sample)/for 500 pcs.		
37	Gems Clip Colour /box of 10 pkt		
38	Gems Clip Metal/box of 10 pkt.		
39	Gum Bottle, Camel 150ml/pc.		
40	Gum Tube (As per sample)/ pc.		
41	Highlighter Pen (Faber Castell)/pc.		
42	Highlighter Pen (Faber Castell) multicolor set		
43	L Folder (A4)/dozen		
44	L Folder (Legal)/dozen		
45	Lead Pencil (Apsara)/ box of 10 pcs.		
46	Letter Head (As persample)/for 1000 pcs		
47	Letter Receiving Register (As persample)		

48	Log Book (As persample)/for 10 pcs.		
49	Marker Pen (Permanent) Camlin/pc.		
50	Marker Pen (White Board) Camlin/pc.		
51	Marker (CD/ DVD/OHP)/pc.		
52	Note Sheet Pad (As per sample)/for 20 pads		
53	Page Marker (Post It Made, tri color)/pc.		
54	Payment Voucher (Blue)/for 1000 pcs.		
55	Pencil Cutter (Nataraj/ Apsara)/box of 20 pcs.		
56	Pencil Eraser (Nataraj/ Apsara)/box of 20 pcs.		
57	Photo printing paper (A4 size)/box		
58	Post it Pad (3" * 3"), Brand- Post it/pc.		
59	Post it Pad (3"*2"), Brand- Post it/pc.		
60	Punching Machine (Kangaro DP-280)/pc.		
61	Punching machine (Single punch, Kangaro made)/ pc.		
62	Receipt Voucher (Green)/for 1000 pcs.		
63	Rulled Full Scape Paper (As persample)/ ream		
64	Rulled Register (4 Number) (As persample)/pc.		
65	Rulled Register (6 Number) (As persample)/pc.		
66	Register for Medical record(as per sample)		
67	Register for Letter Receiving (As persample)		
68	Rulled Register (8 Number) (As persample)/pc.		
69	Scale(12", plastic) (Nataraj/ Camlin)/pc.		
70	Scissor (medium size, standard quality)/pc.		
71	Scribling Pad (1/2 FS Plain)/pc.		
72	Scribling Pad (FS-Rulled)/ pc.		

73	Scribbling Pad (Small) 80 pgs. (As persample)/dozen		
74	Shorthand note Book (As persample)/dozen		
75	Soap (Vivel)		
76	Soap (Vivel- Glycerine)		
77	Spiral Note Book (small)/dozen		
78	Spong Pot (As persample)/pc.		
79	Stamp Pad (Kores/ Faber Castle)/pc.		
80	Stamp Pad Ink(camel, 25 ml)/pc.		
81	Stapler Machine (HD-10 D)/pc.		
82	Stapler Machine (HP-45)/pc.		
83	Stapler Machine (Kangaro HD-23S13 Heavy Duty Stapler)/Pc.		
84	Stapler Pin (Kores, No. 10 1 M)/box of 20		
85	StaplerPin (Kores, 24/6, brown)/box of 20		
86	Stapler Pin for Kangaro HD-23S13 Heavy Duty Stapler/box of 10		
87	Uni Ball Signo 207 Pen(0.7)- Blue, Black, Green, Red / pc.		
88	Uni Ball Signo 207 refill(0.7)- Blue, Black, Green, Red/ pc.		
89	Vim Liquied Soap(225 ml)/ pc.		
90	Vim Powder(1 kg)		
91	Visiting Card Holder (As persample)/ pc.		
92	Visitor Register (As persample)/ cost of 2 register		
93	Visitor's slip (As persample)/pc.		
94	Xerox Paper (JK Copier Plus) A4, 80 GSM/ ream		
95	Xerox Paper (Photopier Paper) FS Legal JK Red, 75 GSM/ ream		
96	Xerox Paper, JK , A5/ ream		
97	Plain envelope (small size)/ dozen		