

Government of West Bengal
Department of Information Technology & Electronics
Manibhandar, Webel Bhawan Complex, Block-EP&GP,
Sector-V, Bidhannagar, Kolkata - 700 091
Contact no. 033 2357 4525 (Extn.116) Email ID: so.ite-wb@gov.in

No.580-ITE-11099/7/2026

Date: 30.06.2026

NOTICE INVITING QUOTATION

The undersigned is directed to invite sealed quotation from all the willing Government approved wholesale consumers' co-operative societies with the rate of stationery articles, grocery, sanitary and other materials for supply of the same on request as per specific sample provided by this Department in Annex-1 for the period from 17th July, 2026 to 16th June, 2027.

The rate so quoted should be exclusive of G.S.T.

The sealed cover will be opened on 15th July, 2026, at the Chamber of Deputy Secretary of this Department at 5.00 PM.

The Department reserves the right to accept or reject any quotation without stating the reason whatsoever and the quotations will be kept at the custody of Deputy Secretary of this Department.

The specific list of articles to be supplied is available in this Department which can also be collected from Deputy Secretary of this Department.

All the articles to be delivered must be according to the sample. The representatives are advised to visit this Department to inspect the sample.

The co-operatives concerned whose quotation will be accepted, must supply articles within 03(three) days from the date of requisition of the same, failing which their offer will be rejected without further notice and they will be blacklisted for any subsequent purchase of articles from this Department.


Sd/-
Deputy Secretary to the
Government of West Bengal

No.580-ITE-11099/7/2026

Date: 30.06.2026

Copy forwarded for information & necessary action to:-

1. Notice Board of this Deptt.;
2. Official Website of this Deptt.;
3. SPA to Secretary of this Deptt.
4. SPA to Special Secretary of this Deptt.;
5. Guard file


Deputy Secretary to the
Government of West Bengal

List of articles

Sl.	Description of article	Rate	% of GST	Remarks, if any
1.	JK Copier A4 size paper /ream			
2.	JK Copier FS size Xerox paper / ream			
	JK Copier A4 size paper (colour) /ream			
3.	Two folder file cover (Deptt. name printed)/ Piece			
4.	Four folder (box) colour file cover / piece			
5.	Diary register 200 folio / piece			
6.	Issue register 200 folio / piece			
7.	Inward register 100 folio / piece			
8.	Outward register 100 folio / piece			
9.	Attendance register (4 no.) / piece			
10.	Stock register 10 no. / piece			
11.	Peon book 100 folio / piece			
	Case book register / piece			
12.	Writing pad (thin) / piece			
13.	Writing pad (thick) / piece			
14.	Plastic file cover (Button folder) A4 size /10 pcs. bundle			
15.	Plastic file cover (Button folder) FS size /10 pcs. bundle			
16.	Plastic L-Folder file A4 cover / piece			
	Plastic L-Folder file FS cover / piece			
17.	Channel plastic folder /piece			
18.	Arch file folder / piece			

19.	D.O. Pad 100 pages with colour emblem / pad			
20.	Kodak photo paper A4 size / piece			
21.	Shorthand Note book 100 pages/ piece			
22.	Spiral Note Book / piece			
23.	Government Calendar bind in frame / piece			
24.	Pen stand / piece			
25.	Stamp pad blue (157mm x 96 mm) / piece			
26.	Stamp ink 60 ml/ pc			
27.	Fevistick 15 gm/ piece			
28.	Glue or gum 150 ml. / piece			
29.	Official envelop white 10 inch X 5 Inch / piece			
30.	Official envelop white 11 inch X 5 Inch / piece			
31.	Brown envelop 14 inch X 10 Inch / piece			
	Brown envelope 18 inch X 14 Inch / piece			
32.	Envelope Cloth 14 inch X 10 Inch / piece			
33.	Envelope Cloth 16 inch X 12 Inch / piece			

Sl.	Description of article	Rate	% of GST	Remarks, if any
34.	Window envelope 11 inch X 5 Inch / piece			
35.	Envelop khaki 17 inch x 13 inch / piece			
36.	Envelope harmonium cloth 18 inch x 14 inch / piece			
37.	Stapler kangaroo 10 no./ piece			
38.	Stapler kangaroo 24/6 no./ piece			
39.	Stapler Pin kangaroo 10 no./ piece			
40.	Stapler Pin kangaroo 24/6 no./ piece			

41.	Punching machine single hole / piece			
42.	Punching machine double hole / piece			
43.	Phore / piece			
44.	Knife 5 (inch blade)/ piece			
45.	Scissors 8 inch / piece			
46.	Paper weight (glass) / piece			
47.	Paper weight (non metal) / piece			
48.	Scale 12 inch / piece			
49.	Sharp point pin (alpin) / small container box			
50.	Bell pins / small container box			
51.	Pin cushion / piece			
52.	Cotton tag / bundle			
53.	Cotton duster / piece			
54.	Candle (6 pcs. in packet)/ packet			
55.	Sealing wax / packet			
56.	Binder clips 15 mm / container box			
57.	Binder clips 19 mm / container box			
58.	Binder clips 25 mm / container box			
59.	Binder clips 32 mm / container box			
60.	Cello tape 1 inch/ piece			
61.	Cello tape 2 inch/ piece			
62.	Brown tape 3 inch / piece			
63.	Brown tape 2 inch / piece			
64.	Brown tape 3x3 inch / piece			
65.	Note flag 5 inch / Brown tape 3 inch / piece			
66.	Note flag 7 inch / Brown tape 7.6x12.7 cm / piece			

Sl.	Description of article	Rate	% of GST	Remarks, if any
67.	Post it flag (three colour) / piece			
68.	Agni pen (U&T) / packet			
69.	Pentonic pen / piece			
70.	CD Marker pen / piece			
71.	Board Marker Pen / piece			
72.	Highlighter (Fabre castle)/ box			
73.	Uniball pen / piece			
74.	Pentel energel pen/ piece			
75.	Whitener pen (Fabre castle) / piece			
76.	Wood pencil (Apsara) / piece			
77.	Pencil sharpener / piece			
78.	Eraser / piece			
79.	Casio calculator (MJ			
80.	120D)/ piece			
81.	Room freshener 220 ml (Godrej) / piece			
82.	Goodnight + oil / piece			
83.	Dettol soap / piece			
84.	Vim Liquid soap 250 ml/ piece			
85.	Lifebuoy Liquid soap 250 ml/ piece			
86.	Odonil bar 100 gm / piece			
87.	Collin spray (big) / piece			
88.	Hit spray (red & black) 400 ml / piece			
89.	Towel 60x30 inch / piece			
90.	Towel 18x36 inch / piece			
91.	Laopala Cup-plate 6 pairs / set			
92.	Glass with cover for drinking water / piece			
93.	Tea tray 2x1.5 ft / piece			
94.	Tea tray 1x1.5 ft / piece			
95.	Rice Plate (Laopala) / 6 piece set			

96.	Electric kettle 1.8 ltr. Bajaj / piece			
97.	Flask 1 ltr. (Milton) / piece			
98.	AA Battery Eveready / piece			
99.	AAA Battery Eveready / piece			
100.	Calling bell remote battery Godrej GP 23A / piece			
101.	Scotch brite(Big) / piece			
102.	Nimyle Phenyl 1 ltr. / bottle			
103.	Toner (computer consumable) / piece			
104.	Demi paper 80 GSM / ream			
105.	First page Notesheet / pad			
106.	Notesheet / pad			
107.	Duster / piece			

Sl.	Description of article	Rate	% of GST	Remarks, if any
108.	Water bottle (Cello)/ piece			
109.	Board file / piece			
110.	Tea bag (Tajmahal) 200 bags / box			
111.	Tea bag (Tajmahal) 100 bags / box			
112.	Lunch place (paper) / piece			
113.	Paper glass / piece			
114.	Paper bowl / piece			
115.	Nescafe gold blend 100 gm / bottle			
116.	Sun stamp Flash:6 Ink:4.0 ml			
116.	First aid box / piece			
117.	Coaster tea cup / piece			
118.	Biscuit britania 400 gm / piece			
119.	Sunfeast Farmlite Oats biscuits / 150 gms			
120.	Red salu / 1 mtr.			
121.	Needle 2 inch / piece			
122.	Thread / small reel			
123.	Appointment note slips / box			
124.	Executive diary / piece			
125.	Normal diary / piece			
126.	Writing clip board (fibre) / piece			


 Deputy Secretary to the
 Government of West Bengal