

**Government of West Bengal
Paschim Banga Society for Skill Development
Technical Education, Training & Skill Development
Karigari Bhawan, 3rd Floor, Action Area: III, Plot: B-7
New Town, Rajarhat, Kolkata - 700160**

I/741944/2026

11-02-2026

NOTICE INVITING QUOTATION

The undersigned is inviting all the willing Government approved/registered wholesale- consumers' co-operative societies / reputed local vendors/suppliers with valid IT PAN, GSTIN, Trade License/registered document copy to quote the rate of the stationery articles and other materials/items for supply of the same on request to this office for the period of **six months** from the issuance of this quotation in a sealed cover to the Paschim Banga Society for Skill Development under Technical Education, Training & Skill Development latest by **7** (seven) days from the date of issuance of this notice.

The rate so quoted should be inclusive of G.S.T and Other Charges, if any

The Society reserves the right to accept or reject any quotation without stating the reason.

The specific list of stationery articles to be supplied now is attached herewith as **Annexure -I**.

All the articles to be delivered must be according to the need of the buyer. The co-operatives/vendors concerned whose quotation will be accepted, must supply the articles within **07** (seven) days from the date of requisition of the same, failing which their offer will be rejected without further notice and they may be blacklisted for any subsequent purchase of articles from this Society.

Project Director
PBSSD

11/2/26

Copy forwarded for information and necessary action to:-

1. Notice Board of the PBSSD.
2. Website of PBSSD.
3. DF, PBSSD.
4. O/o DTET&SD, Karigari Bhawan, Kolkata.
5. O/o DIT, Karigari Bhawan, Kolkata.
6. O/o DTET, Karigari Bhawan, Kolkata.
7. O/o DVET, Karigari Bhawan, Kolkata.
8. O/o WBSCTVE&SD, Karigari Bhawan, Kolkata.

Project Director
PBSSD

11/2/26

ANNEXURE-I

LIST OF REQUISITE OFFICE STATIONARY ARTICLES/ ITEMS (Consumable)

SI No	Item name	Specification/size	QTY	Unit	Rate / Per Unit to be quoted in INR (Inclusive Tax)
1	Paper Ream	A4	86	Ream (500 sheets)	
2	Cover File	Four Folder	31	Number	
3	Calculator	Basic Big	2	Number	
4	Pen	Blue, Black, Red and Green	17	Dozen	
5	Duster	Cotton	20	Pcs	
6	Paper Weight	N/A	2	Number	
7	Visiting Card Holder	N/A	1	Number	
8	Puncher Machine	N/A	16	Number	
9	Sticky Note	Large 5 pcs only	36	Number	
10	File Laces	Bundle	3	Number	
11	Register	6No	24	Number	
12	Fevicol	Tube	1	Number	
13	Fevistick	Stick	7	Number	
14	Scissor	Medium	16	Number	
15	Scale	1Ft	3	Number	
16	Button Folder	Transparent	105	Number	
17	Stapler Pin	Box	34	Box	
18	Highlighter	Yellow and Green	33	Number	
19	Whitener	N/A	19	Number	
20	Electric ext board	N/A	1	Number	
21	Handwash	Dettol	45	Number	
22	Fevigum	Tube	30	Number	
23	Office File	2 Folder	10	Dozen	
24	Marker	Black	32	Number	
25	Envelope	Medium	150	Number	
26	Gems Clip	N/A	16	Number	
27	Room Freshner	Godrej	2	Pcs	
28	Calender	Desk	1	Number	
29	Spiral Notebook	N/A	1	Number	
30	Notepad	Standard	73	Number	
31	Stamp	Automatic Ink	1	Number	
32	Pencil	Doms	6	Dozen	
33	Eraser	N/A	17	pcs	
34	Sharpner	N/A	15	pcs	
35	Needle	Box	1	Box	
36	Cello Tape	Standard	4	Number	
37	Cobra File	N/A	2	Number	
38	Clipboard	N/A	14	Number	
39	Binder Clip	N/A	29	Number	
40	Dustbin		5	Number	
41	L folder	Transparent	14	Number	
42	Green Note Sheet Page		20	Number	
43	Stapler Machine	Standard (Small Size)	17	Number	
44	Day in Book (Daily Reciept Register)	250 pgs by Inspection	1	Number	
45	Stock Ledger Book	100 pgs' by Inspection	4	Number	

Authentic Bidder's Signature with Office Seal and Date