



**Government of West Bengal**  
**Office of the Chief Medical Officer of Health**  
**SOUTH 24 PARGANAS**

No. CMOH (SPG)/E-Tender/6564

Dated: 12/08/2024

**NOTICE INVITING E-TENDER FOR "OFFICE STATIONARIES AND OTHER CONSUMABLES"  
THE YEAR 2024-2025 BY THE CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE  
SAMITY, SOUTH 24 PARGANAS.**

(Through Pre-qualification)  
(Submission of Bid through *NIC e-tender portal*)

CMOH & Secretary, District Health & Family Welfare Samity, South 24 Parganas invites bids through E- tenders in two bid systems (Technical and Financial Bid) for "OFFICE STATIONARIES AND OTHER CONSUMABLES" For details and downloading of tender, interested parties may please visit website: <https://wbtenders.gov.in> (Organization-Health & Family Welfare Department). For any further assistance, please visit o/o the CMOH, SOUTH 24 PARGANAS during schedule on & from 13/08/2024 to 26/08/2024.

**1. GENERAL INSTRUCTIONS:**

In the event of e-filing, intending bidder may download the tender documents free of cost from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate or from the Health & Family Welfare Department's website [www.wbhealth.gov.in](http://www.wbhealth.gov.in) & necessary earnest money deposited online through ICICI Bank payable in favour of DISTRICT HEALTH & FAMILY WELFARE SAMITI, SOUTH 24 PARGANAS and also to be documented through e-filing.

**2. SUBMISSION OF BIDS:**

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the **Company personnel only (having Authorization from the company management)** in the website <http://wbtenders.gov.in>. All papers must be submitted in English language.

**Time Schedules for the e-tender**

THE TIME SCHEDULE FOR OBTAINING THE BID DOCUMENTS, PRE BID MEETINGS, REGISTRATION WITH THE TENDERING AUTHORITIES, THE SUBMISSION OF BIDS AND OTHER DOCUMENTS ETC. WILL BE AS PER THE LIST PROVIDED, AS GIVEN BELOW.

**SUBMISSION OF THE TENDERS:**

The tender is to be submitted in a **Two Bid System**.

**Technical Proposal:**

- "BID- A": Technical Documents:-**  
**STATUTORY COVER**, containing the following documents:



a) Earnest Money Deposit (EMD)

The amount of Earnest Money to be submitted shall be

SL No	Name of the Health Facility	EMD Amount	In words
1	CMOH, South 24 Parganas	Rs.20000/-	Rupees Twenty Thousand Only

- b) The process may be followed as per memorandum of the finance Department Audit Branch bearing Memo No 3975-F(Y) dated 28<sup>th</sup> July 2016,(GRIPS).

Deposition of earnest money:

- a) Net banking (any of the banks listed in the ICICI Bank gateway) in case of payment through ICICI bank Payment Gateway.
- b) RTGS/NEFT in case of offline payment through bank account in any bank.

**2.1 Payment by Net Banking:**

- a) On selection of net banking as payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage ( along with a string containing a UNIQUE ID ) where he will select the bank through which he/ she wants to do the transaction.
- b) Bidder will make payment after entering his/her Unique ID and password of the bank to process the transaction.
- c) Bidder will receive a confirmation message regarding success / failure of the transaction.
- d) If the transaction is successful, the amount paid by the bidder will get credited in the respective pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank at R N Mukherjee Road, Kolkata for collection of EMD / Tender fees.
- e) If the transaction is failure, the bidder will again try for payment by going back to the first step.

**2.2, Payment through RTGS/ NEFT:**

- a) On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having details to process RTGS/NEFT transaction.
- b) The bidder will print the challan and use the pre-filled information to make RTGS / NEFT payment using his bank account.
- c) Once payment is made , the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT / RTGS process to complete , in order to verify the payment made and continue the bidding process.
- d) Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- e) But if the payment verification is unsuccessful, the amount will be returned to bidder's account.

**2.3 Refund / Settlement Process:**

- a) After opening of the bids and technical evaluation of the same by the tender inviting authority (TIA) through electronic processing in the e-Procurement portal of the State Government, the TIA will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web service.



b) On receipt of the information through e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidder's bank account from which transaction was made. Such refund will take place within T+2 Bank Working Days (Where T means the date on which information on rejection of bid is uploaded to e-Portal by the TIA.)

c) Once the Financial bid evaluation is electronically processed in the e-Procurement Portal, EMD of the technically qualified bidders other than that of L1 & L2 bidders will be refunded, through an automated process, to the respective bidders' bank account from which payment was made. Such refund will take place within T+2 Bank working days. However, the L2 bidder should NOT BE REJECTED till the LOI (Letter of Intent) process is successful.

d) If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement Portal, EMD of the L2 bidder will be refunded through an automated process, to the his bank account from which payment was made. Such refund will take place within T+2 Bank working days. (Here T means the date on which information on Award of Contract to the L1 bidder is uploaded in the e-Procurement Portal by the TIA)

e) As soon as the L1 bidder is awarded the contract and the same is processed electronically in the e-Procurement Portal:-

f) EMD of the L1 bidder for tenders of the State Government Offices will automatically get transferred from the pooling account to the State Govt. Deposit head "8443-00-103-001-07" through GRIPS along with the bank particulars of L1 bidder.

ii) Such transfer will take place within T+1 Bank working Days (Here T means the date on which Award of Contract is issued)

iii) All refunds will be made mandatorily to the Bank A/C from which payment of EMD was initiated.

2.4 The TIA of the government offices will be using their respective e-Procurement User ID and password to view the EMD deposited by the bidders in the pooling accounts.

#### Security Deposit

2.6 The performance security shall be deposited in Indian Rupees to the state government through TR Challan only under budgetary head of account 8443-00-103-Earnest Money-01-07-Deposits. No other form of deposit will/ can be entertained except the term mentioned herewith.

2.7 In the event of any failure /default of the contractor/ agency with or without any quantifiable loss to the health facility/ purchaser/ government, the amount of the performance security is liable to be forfeited by the health facility/ purchaser/ Administrative Hospital/Medical College.

2.8 In the event of any amendment issued to the contract, the contractor/ agency shall, within 21 (twenty one) days of issue of the amendment, furnish the corresponding amendment to the performance security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.

a) EMD exemption is allowed for those having SSI (MSME) Part II or NSIC certificate.

b) Documents required for Technical Bids are mentioned in specimen Form of Technical Bid.



Rate (s) to be quoted against each specified item in specified unit as mentioned in Financial Bid (BOQ) Form. (Including of all taxes).

**OTHER-STATUTORY Containing the following documents:-**

**(a) Company Specific Technical Documents:-**  
(SINGLE FILE MULTIPLE PAGE SCANNED)

Sl. No.	Category	Sub Category	Sub Category Description
A	Certificates	A1. Certificates	PAN Card of the Bidder/Authorized Signatory (Digital Signatory Holder) GST Registration certificate last return Professional Tax Enrolment with paid challan 2024-25
B.	COMPANY DETAILS	B1. COMPANY DETAILS 1	Updated Trade Licence 2024-25 Enlistment from competent authority, It return (22-23FY), Credential certificate minimum values Rs.50.000/- Rs. Fifty thousand only Last one year (23-24) from a component authority of Govt of India/ Govt of WB/ Govt undertake/local bodies must be submitted.

**2. "BID- B ": FINANCIAL COVER : BOQ**

The folder as "Financial Bid" shall contain: Base Rate per Accounting Unit to be quoted inclusive of GST

**TERMS AND CONDITIONS OF THE TENDER**

**1 Minimum Eligibility Criteria:**

a) Only those Houses (having Trade License) who have experienced in such type of job.

b) Those Firms who have done such type of works type of "Office Stationeries and Other Consumables" and satisfactory supply Govt. or Semi-govt. or Govt. undertakings, Credential certificate along with order copy should be uploaded.

c) **Rs. 20,000 (Rupees Twenty thousand Only)** to be deposited online through ICICI Bank as Earnest Money. EMD exemption is allowed those having SSI (MSME) Part II or NSIC certificate. **[SSI (MSME) Part II or NSIC certificate /Udyog Aadhaar instrument should be uploaded].**

2. Documents required for Technical Bids are mentioned in specimen Form of Technical Bid.

3. Rate (s) to be quoted against each specified item as mentioned in Financial Bid (BOQ) Form

4. Annexure I of NIT to be furnished in the Company's official letter pad with full address and contact no etc., otherwise it will be treated as cancelled.

5. Bidders will have to present original requisite documents in support of uploaded documents for verification, if asked for.

6. Validity of Tender will normally be 1 year from the date of acceptance of tender. It may be extended upto next 1 year if situation arises. The procurement will be made in phased manner or at a time subject to requirement during validity period.

7. The successful bidder will be bound to supply the item(s) within specific dates, mention in the procurement order. The timely supply of items will be the essence of contract.

8. The rate shall not exceed MRP Value.



9. In case of tie or rates, draw of lots will be done.

10. Selected all L1 bidders should be submitted Rs.15, 000/- (Rs. fifteen Thousand) only as Security money within 7days, shall be deposited in Indian Rupees to the state government through TR Challan under head of account **8443-00-103-Earnest Money-01-07-Deposit**. and if those selected suppliers are not able to supplying the indent item in timely manner there security deposit will hence forth forfeited.

9. Interested bidders are requested to enquire regarding Specification or any others may be mailed to CMOH, SOUTH 24 PARGANAS through email to [cmoh24spg@gmail.com](mailto:cmoh24spg@gmail.com) before Pre -Bid meeting. Any changes will be uploaded after Pre -Bid meeting online in the portal [www.wbhealth.gov.in](http://www.wbhealth.gov.in).

9. All terms and conditions as mentioned above will have to be accepted by the Tenderer(s) through digital signature.

10. Timelines for downloading and submission of E-Tender along with other datelines has been noted below.

**Date and Time schedule of Tender:**

Sl. No	Particulars	Date & Time
1	NIT & Other documents online	12.08.2024 at 6.00 pm
2	Online documents download start date, Date of publishing	12.08.2024 at 6.00 pm
3	Online document download end date	26.08.2024 at 3.00 pm
4	Online bid submission start date	12.08.2024 at 6.00 pm
6	Online bid submission & documents download end date	26.08.2024 at 4.00 pm
7	Date Pre bid meting	20.08.2024 at 2.00 pm
9	Technical Bid Opening on	28.08.2024 at 4.00 pm
10	Date of online uploading list for Technically qualified Bidders	To be notified later
9	Date of online opening of Financial Proposal	To be notified later

E- Tender should be addressed to the CMOH, SOUTH 24 PARGANAS; Bidders may download tender documents from the website [www.wbhealth.gov.in](http://www.wbhealth.gov.in).

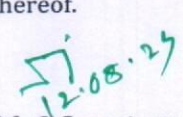
17. Interested bidder may contact for any other information through e-mail before for any query regarding tender at [cmoh24spg@gmail.com](mailto:cmoh24spg@gmail.com)

Any subsequent notice regarding this tender shall be uploaded in [www.wbtenders.gov.in](http://www.wbtenders.gov.in) website only.

In the event of any of the above mentioned dates being declared as a holiday for the CMOH,SOUTH 24 PARGANAS the tenders will be opened on the next working day at the appointed time or as desired by Tender selection Committee.

**18. Financial Bid are attached herewith (BOQ).**

The authority reserves the right to accept or reject any tender in part or in full even the entire tender process at any time prior to the award of contract without assigning any reasons thereof.

  
Chief Medical Officer of Health & Secretary,  
District Health and Family Welfare Samity  
South 24 Parganas



APPLICATION FORMAT

(IN A LETTER HEAD OF THE AGENCY, OTHERWISE IT WILL BE TREATED AS CANCELLED)

Annexure I

To  
THE CMOH & SECRETARY,  
DISTRICT HEALTH & FAMILY WELFARE SAMITY,  
SOUTH 24 PARGANAS

Sub: NOTICE INVITING E TENDER FOR "OFFICE STATIONARIES AND OTHER CONSUMABLES" THE YEAR 2024-2025 BY THE CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE SAMITY, SOUTH 24 PARGANAS.

No. CMOH (SPG)/Tender/

Dated:

Having examined the pre-qualification & other documents published in the N.I.T, I /we hereby submit all the necessary information and relevant documents for evaluation:

(b) That the application is made by me / us on behalf of.....  
In the capacity.....by me OR duly authorized to submit the offer.

(c) That I/We accept the terms and conditions as laid down in the NIT mentioned above and submitted with rubber stamp & signed as uploaded and declare that I/we shall abide by it throughout the tender period.

(d) I am/We are offering rate(s) for the following item /items with manufacturing capacity\* and assured supply to the CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE SAMITI, SOUTH 24 PARGANAS

(e) In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

We understand that:

Tender Selection Committee/ CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE SAMITI, SOUTH 24 PARGANAS can amend the scope & value of the contract bid under this project.

(f) Tender Selection Committee/ CMOH & SECRETARY, DISTRICT HEALTH & FAMILY WELFARE SAMITI, SOUTH 24 PARGANAS reserves the right to reject any application without assigning any reason.

Date :

Mobile

Signature of applicant including title  
and capacity in which application is made.



## **CHECK LIST**

(IN A LETTER HEAD OF THE AGENCY, OTHERWISE IT WILL BE TREATED AS CANCELLED)

[All points are to be filled up; No places are to be kept vacant. For statutory clearances/registrations not applicable, mention NOT APPLICABLE / "NA" instead of keeping blank.]

1. Name of the work	<b>“ OFFICE STATIONARIES AND OTHER CONSUMABLES ”</b>	
2. Tender Notice No	No. CMOH (SPG)/ Tender-S/ the ___/___/2024	Dated,
3. On line document download ended		
4. Name of the institution tendered for	<b>CHIEF MEDICAL OFFICER OF HEALTH &amp; SECRETARY, DH&amp;FWS, SOUTH 24 PARGANAS</b>	
5. Earnest Money with Date and deposited at ICICI BANK / IF EXEMPTED WRITE "NA"		
6. Are you exempted from EMD (Y/N)		
7. Name of the bidder in block letter as DSC		
8. Full address		
	E-Mail	
	Telephone No/ Mobile No	
	Fax	
Workshop Address IF ANY		
9. Legal entity of the bidder whether Firm/ Society/ Company/ other entity	PROPRIETORSHIP/ REGD. PARTNERSHIP/PVT. LTD/LTD. OR OTHER (PLEASE TICK APPROPRIATE CAPACITY)	
10. Trade Licence issuing Authority		
11. TL License No. :	NO.:	<b>Valid upto</b>
12. P.Tax enrolment No.	No.:	<b>Paid upto</b>
13. Name & address of the banker of the bidders with IFSC		
14. a) PAN No.		
b) GST No.		
15. 1 years of Experience in supplying such type of Items	Yes	No



16. Black Listed by the authority & relevant order issued by Finance department of GOWB or any other Finance Dept. Of GOI or any state Govt. in respect of E-tender if yes, provide details	Yes	No
17. Has the firm or principal employees convicted in or have pending in any court any vigilance matter. If yes, provide details.	Yes	No
18. Any litigation against the Firm or its proprietors or its principals? If yes, provide details	Yes	No
19. Any other relevant information wish to submit		

I have gone through the eligibility criteria for participating in the tender and certify that all the conditions have been fulfilled.

I have read the General & Special Terms & Conditions, including the penal provision, as given in the tender documents as per tender notice quoted above. I have accepted them and agree to abide them. I have also do agree to abide by agreement as imposed by the CMOH, SOUTH 24 PARGANAS if declared successful in my bid.

Certified that the above information is correct and true to the best of my knowledge and belief. Nothing has been concealed, false and fabricated and in case of information found incorrect later on, I the under signatory will be personally responsible for the same.

Date:

**Full Signature of the bidder/  
Authorized person & Seal**



## SPECIFICATION

### Items required for OFFICE STATIONARIES AND OTHER CONSUMABLES:

SI.No	Description of Work / Item(s)	No.of Qty	Units
1.00	OFFICE STATIONARIES AND OTHER CONSUMABLES		
1.01	Bag (Mult folder Back Bag) King Ply product (Size-14"*12")	1.00	pc
1.02	Bag Carry Bag (40 Micron, 12" x 18 " )	1.00	100 pc
1.03	Battery AA size Dura Cell	1.00	pc
1.04	Battery AAA size Dura Cell	1.00	pc
1.05	Battery Eveready Super heavy duty AA	1.00	Pc
1.06	Battery Eveready Super heavy duty AAA	1.00	Pc
1.07	Thread Tag (10 " Long )	1.00	Pc
1.08	Binder clip 19 mm Sigma (12 pc in a box)	1.00	box
1.09	Binder clip 32 mm Sigma (12 pc in a box)	1.00	box
1.10	Binder clip 51 mm Sigma	1.00	box
1.11	BLADE_10 Pieces Pack (Gillette Wilkinson)	1.00	Per Pack
1.12	Broom (JhulJharu) [Sample may be seen ]	1.00	Pc
1.13	Broom Stick_-Loose_ Best quality and 4' long	1.00	Kg
1.14	Mesurment Book ( Engg. Sec . ) (Oxford) (MB Book)	1.00	pc
1.15	Brush Pan cleaning (Hocky Style Gala Company )	1.00	Pc
1.16	Brush Toilet Floor Cleaning ( Gala Company )	1.00	pc
1.17	Bucket (10 lt) with lid	1.00	pc
1.18	Bucket (10 lt) without lid	1.00	pc
1.19	Bucket (20 lt) with lid	1.00	pc
1.20	Bucket (20 lt) without lid	1.00	pc
1.21	Cartidge Refilling ( Laser Jet) Powder Ink all type	1.00	pc
1.22	Cartidge ( Laser Jet) Rolar/Dram Change all type	1.00	pc
1.23	Cartidge ( Laser Jet) Blade Change all type	1.00	pc
1.24	Cartidge ( Laser Jet) PCR Change	1.00	pc
1.25	Cartidge ( Laser Jet) Magnet Change	1.00	pc
1.26	Cartidge Refilling Liquid Ink all type	1.00	Bottle
1.27	Calculator 12 digit Orpat OT -512 GT (Original)	1.00	Pc.
1.28	Candle Stick [ 7" -8 " ]	1.00	Pkt.
1.29	Car perfume Sprey bottle [ Godrej ]	1.00	pc
1.30	Cartidge Samsung - ML-2161 printer	1.00	pc
1.31	Cartidge HP Leser Jet- P-1606DN	1.00	pc
1.32	Cartidge HP Office Jet-Pro-8210 ( Colour)	1.00	pc
1.33	Cartidge HP Leser Jet Pro-MFP-M26nw	1.00	pc
1.34	Cartidge HP Leser Jet Pro-MFP-M128fn	1.00	pc
1.35	Cartidge Refilling HP Leser Jet Pro-MFP-M128fn	1.00	pc
1.36	Cartidge Canon - MF-3010 (925 Starter)	1.00	pc
1.37	Cartidge HP Leser Jet Pro-MFP-M132 snw	1.00	pc
1.38	Cartidge HP Leser Jet- M1136MFP	1.00	pc
1.39	Cartidge 1020 HP machine Cartidge	1.00	Pc
1.40	Cartidge 1020 HP machine Cartidge Refilling	1.00	pc
1.41	Cartidge 1108 HP	1.00	pc



SI.No	Description of Work / Item(s)	No.of Qty	Units
1.43	Cartidge 1020 PLUS_PRINTER HP	1.00	pc
1.44	Cartidge 1020 PLUS_PRINTER HP Cartidge Refilling	1.00	pc
1.45	Cartidge 1022 HP	1.00	pc
1.46	Cartidge 1022 HP Cartidge Refilling	1.00	Pc.
1.47	Cartidge Dot Matrix ProDot_ Ready Refill	1.00	Pc.
1.48	Cartridge 88 A for HP laser jet printer	1.00	Pc.
1.49	Cartridge 12 A for HP laser jet printer	1.00	Pc.
1.50	Cartridge Cannon LBP2900B Printer	1.00	Pc.
1.51	Cartridge HP-MFPM128FN Printer	1.00	Pc.
1.52	Cartridge HP-P1606DN Printer	1.00	Pc.
1.53	Cartridge Cannon-G2010 Printer	1.00	Pc.
1.54	Cartridge HP Pro MFPM26APrinter	1.00	Pc.
1.55	Cartridge Roller Change All Type (Laser Jet)	1.00	Pc
1.56	Cartridge Cannon 337	1.00	pc
1.57	Cartridge Cannon 337 Refilling	1.00	Pc.
1.58	Cartridge Blade Change or Dram Change All Type (Laser Jet)	1.00	Pc
1.59	Cartridge Refilling All Type (Laser Jet)	1.00	Pc
1.60	Cartridge Brother TN-2365	1.00	Pc
1.61	Colour Ink Set refilling Canon-G2000	1.00	Set
1.62	Colour Ink Set refilling Canon-G2010	1.00	Set
1.63	Colour EPSON- L6190	1.00	Set
1.64	Colour Ink Set refilling Canon-G3010	1.00	Set
1.65	Colour Ink Set refilling Canon-MFb43Cdw	1.00	Set
1.66	Cartridge HP-78A	1.00	Pc
1.67	Cartridge Refilling HP-78A	1.00	Pc
1.68	Cartridge Refilling Brother TN-2365	1.00	Pc
1.69	Cash Book (196 Leaf,Size 13.5"*8.5")	1.00	pc
1.70	CD Disk CD-R 80/700 MB/52 X Pack slim (10 pc in a pack) Moserbaer Pro	1.00	Pack
1.71	Cello tape Brown 2" A wonder	1.00	Pc
1.72	Cello tape Transparent 2" A wonder	1.00	Pc
1.73	Cello tape Transparent 1" A wonder	1.00	Pc
1.74	Channel & Poly Cover	1.00	pc
1.75	Clear Bag Folder ( 10" x 14 " )	1.00	pc
1.76	Combination Board Delta Edu Item	1.00	pc
1.77	Correction Fluid_7ml. Pen Type camlin	1.00	Pc
1.78	Crochet thread_555 brand	1.00	pack
1.79	Cup & Saucer set of 6 Laopala Code LAOPCSDIANAPRINCS	1.00	Set
1.80	Drivers Log Book	1.00	pc
1.81	Duster (Cleaning cloth) 15"x20"	1.00	pc
1.82	Duster for White Board	1.00	pc
1.83	Emergency Lights (BPL)	1.00	pc
1.84	Envelop (White paper window envelop sleeves for CD storage) 100 pc in a pack	1.00	Pack
1.85	Envelop cloth big 16 x 12	1.00	100pc
1.86	Envelop cloth small 12 x 6	1.00	100pc
1.87	Envelope 10" x 5.5" Brown_100 Gsm paper	1.00	100Pcs.



SI.No	Description of Work / Item(s)	No.of Qty	Units
1.89	Envelope PVC with button Envelope type_ my clear bag _best_ 10" x 14"	1.00	Pc
1.90	Erazer Apsara small (10 Pc in a box)	1.00	Box
1.91	Sharpner Apsara (10 Pc in a box)	1.00	Box
1.92	Exam Pad (Clip Board) "Best of Luck" 9" x 13 " B. Dayal 5 pc in a box	1.00	Box
1.93	Exercise book Ruled 200 pages or 100 Leafs PAPER_ 58 GSM 7.5" x 6.25"	1.00	Pc
1.94	Exercise book Ruled 400 pages or 200 Leafs PAPER_ 58 GSM 7.5" x 6.25"	1.00	Pc
1.95	File ((2 Fold Folder File) Office Name Printed (As per sample)	1.00	pc
1.96	File (LEVER Arch File polycoted)	1.00	pc
1.97	File Cover-File (4 Fold) Semi coated Capacity 400 A4 pages GRSR ( Good Quality ) As per sample	1.00	Doz.
1.98	File tag bundle	1.00	BUNDLE
1.99	Floor wiper Full Set (Gala Company)	1.00	Set
2.00	Girder (Packet)	1.00	500 gm
2.01	Gala Stick 5.5" long _100gms Royal round sealing wax 8 sticks in a box	1.00	Box
2.02	Gems Clips ( Metal) 50 Grams Novex	1.00	Box
2.03	Glass marking Pencil Camel	1.00	Pc.
2.04	Gum Fevicol Tube_30 Grams	1.00	Tube
2.05	Gum Fevistik_Glue _25 Grams	1.00	stick
2.06	Gum of 150 ml. in bottle Eureka	1.00	bottle
2.07	Gum of 400 ml. in bottle Eureka	1.00	Bottle
2.08	Gum tube of 20ml	1.00	tube
2.09	Issue Register (400 leaf,13.25 inch*8.5 inch)	1.00	pc
2.10	Jug (nylon) 8" x 4.5" Dia	1.00	pc
2.11	Lamp LED Bulb 8.5 w B 22 Cap Philips	1.00	pc
2.12	Lamp LED Bulb 8.5 w E 27 Cap Philips	1.00	pc
2.13	Lamp LED Stick 15 W B22 Cap Philips	1.00	pc
2.14	Lamp LED Stick 20 W B22 Cap Philips	1.00	pc
2.15	Lamp LED Stick 23 W B22 Cap Philips	1.00	pc
2.16	Landline phone receiver corded Beetel C11	1.00	pc
2.17	Ledger Book (98 leaf,13.25 inch*8.5 inch)	1.00	pc
2.18	Liquid Acid Muretic ( Kemecos India Pvt. Ltd. )	1.00	Bottle
2.19	Liquid Handwash bottle Total Ten Life buoy/Detol(200ml)	1.00	Bottle
2.20	Liquid Handwash refill pack- Total Ten Life buoy / Detol	1.00	Pack
2.21	Liquid Handwash Pack/Bottle Total Ten Life buoy / Detol 1Lt.	1.00	Pack 1 Lt.
2.22	Liquid mosquito replant machine (Goodnight)	1.00	pc
2.23	Liquid mosquito replant refill (Goodnight)	1.00	pc
2.24	Magnifying glass sharma scientific traders	1.00	pc
2.25	Measure Tape M tape King ply product (5 Miter )	1.00	Pc.
2.26	Mopper (Gala Company )	1.00	Pc.
2.27	Mosquito Coils Goodnight	1.00	pc
2.28	Mesurment Book ( Engg. Sec . ) (Oxford) (MB Book)	1.00	pc
2.29	Mouse pad Galaxy	1.00	pc
2.30	Mug (Nylon)	1.00	pc
2.31	Mug Plastic (as per sample)	1.00	Pc



SI.No	Description of Work / Item(s)	No.of Qty	Units
2.33	Napthalin Ball_100 Grams BENGAL CHEMICAL	1.00	Packet
2.34	Napthalin Ball_1Kg BENGAL CHEMICAL	1.00	Packet
2.35	Office Pin steel 16 mm BELL 100 gm in a box	1.00	Box
2.36	OHP sheet 100 mic Transparent A4 Desmat 100 pc in a packet	1.00	Packet
2.37	Padlock (5Levers) 35mm PALAM	1.00	Pc.
2.38	Padlock (6 Levers) 50mm PALAM	1.00	Pc.
2.39	Padlock (7 Levers) 65mm PALAM	1.00	Pc.
2.40	Padlock (5Levers) 35mm Godrej	1.00	Pc.
2.41	Padlock (6 Levers) 50mm Godrej	1.00	Pc.
2.42	Padlock (7 Levers) 65mm Godrej	1.00	Pc.
2.43	Paper Carbon Paper_ Sapphire 100 Pcs. Per box, 210 mm x330 mm Kores	1.00	Box
2.44	JK Excel Bond Paper	1.00	pack
2.45	Executive Bond Paper	1.00	pack
2.46	Paper flap for file_ 4 colour Paper Sample may be seen at store 2" height	1.00	pack
2.47	Paper Glass Disposable 150 ml	1.00	dozen
2.48	Paper Brown ( For Cover )	1.00	Roll
2.49	Paper Legal 500 leafs per REAM/BILT/75 GSM	1.00	Ream
2.50	Paper Legal 500 leafs per REAM/BILT/75 GSM/J.K.COPYAR	1.00	Ream
2.51	Paper Plate Disposable 14"	1.00	pc
2.52	Paper Plate Disposable 7"	1.00	pc
2.53	Paper tea cup Disposable 45 ml	1.00	pc
2.54	Paper Weight (Glass) 2" x.5"(thick)	1.00	Pc.
2.55	Paper white A4 500 sheets/Ream/70 GSM BILT- J.K.COPYAR	1.00	Ream
2.56	Paper white A4 500 sheets/Ream/75 GSM BILT- J.K.COPYAR	1.00	Ream
2.57	Paper white A4 500 sheets/Ream/70 GSM BILT - Copy Power	1.00	Ream
2.58	Paper white A4 500 sheets/Ream/75 GSM BILT - Copy Power	1.00	Ream
2.59	Certificate Paper white A4 50 sheets/Ream/120 GSM BILT	1.01	Ream
2.60	Paper white A4 500 sheets/Ream/100 GSM BILT - JK Excel Bond	1.01	Ream
2.61	Plastic Bowel ( small size)	1.00	dozen
2.62	Pen Ball point Use & Throw type - ( Fort )	1.00	Pc.
2.63	Pen Cello Ocen Gel (Blue/Black)	1.00	Pc
2.64	Pen CD MARKER Fine multimarker pack of Four Faber Castell Code ( 10 Pcs Pack )	1.00	Pack
2.65	Pen Dot Both Side "Express Pen" B. Dayal	1.00	Pc
2.66	Pen Drive 16 G.B HP	1.00	pc
2.67	Pen Drive 32 GB HP	1.00	pc
2.68	Pen Drive OTG 32 GB HP	1.00	pc
2.69	Pen Drive 64 GB HP	1.00	pc
2.70	Pen Drive OTG 64 GB HP	1.00	pc
2.71	Pen Green Jel for sign [Sample may be seen]	1.00	Pc
2.72	Pen Highlighter Textliner Faber Castell (Pack)	1.00	Pack
2.73	Pen Permanent Marker Marcador Faber Castell (Pack of Ten)	1.00	Pack
2.74	Pen Stand with Pen, Date Calendar &Roll Paper[Sample may be seen at store]	1.00	Pc



SI.No	Description of Work / Item(s)	No.of Qty	Units
2.76	Pen(Green Ink) Ocen Gel	1.00	pc
2.77	Pen (Green Ink) Luxor Fine writer 05	1.00	pc
2.78	Pen (Blue/Black ) Link Pentonic TM	1.00	pc
2.79	Pencil Apsara HB 621	1.00	Pc
2.80	Pencil Chalk stick Regular chalk 35/40 sticks in a box B. Dayal Co	1.00	Box
2.81	Pencil Sharpener Nataraj	1.00	Box
2.82	Pencils Apsara platinum HB grade in Box	1.00	Box
2.83	Pin cushion Magnetic	1.00	Pc.
2.84	Powder Detergent Sunlight 500 gm	1.00	500 grams pack
2.85	Powder Dishwash Vim 500 gm	1.00	1 Kg Pack
2.86	Punching machine Double hole Kangaroo	1.00	pc
2.87	Punching machine Single hole Kangaroo	1.00	pc
2.88	Push pin (for board) assorted colours Bell 100 pins in a box	1.00	Box
2.89	Phynile Nimyal (Lemon ) 1 Lt.	1.00	Bottle
2.90	Phynile White (Lemon ) 1 Lt.	1.00	Bottle
2.91	Link Maxo Rifil ( All Colour )	1.00	pc
2.92	link Maxo Pen ( All Colour )	1.00	Pc
2.93	Register (Attendance Register Big)(As per Sample)	1.00	pc
2.94	Register (Attendance Register Small)(As per Sample)	1.00	pc
2.95	Register Hard Bound Ruled 6 No: 96 pages or 48 Leafs PAPER_ 58 GSM 12.5" x 8"	1.00	Per Register
2.96	Register Hard Bound Ruled 10 No: 200 pages or 100 Leafs PAPER_ 58 GSM 12.5" x 8"	1.00	Per Register
2.97	Register Hard Bound Ruled 20 No: 400 pages or 200 Leafs PAPER_ 58 GSM 12.5" x 8"	1.00	Per Register
2.98	Register Hard Bound Ruled 36 Nofor Issu Register 58 GSM 12.5" x 8"	1.00	Per Register
2.99	Register Hard Bound Ruled : 600 pages or 300 Leafs PAPER_ 58 GSM 12.5" x 8"	1.00	Per Register
3.00	Register Hard Bound ruled 4 No. 72 pages or 36 Leafs PAPER_ 58 GSM 12.5" x 8"	1.00	Per Register
3.01	Room Freshner Spre "Godrej" 160gm	1.00	Bottle
3.02	Rubber stamp Polymer	1.00	Per sq. inch
3.03	Rubber stamp self inking MAXIMUM 3 LINES	1.00	pc
3.04	Safety Pin in dozen	1.00	dozen
3.05	Scale Metal 12" Apex	1.00	pc
3.06	Scale Plastic 18" Camlin	1.00	Pc.
3.07	Scale Plastic 12" Camlin	1.00	Pc.
3.08	Scissor Tailor _ Brush handle 9"	1.00	Pc
3.09	Scissor Big ( Paper Cutting) Plastic Handle	1.00	Pc.
3.10	Scotch Brite 7.5cm x 10 cm	1.00	Pc.
3.11	Soft Board for Notice[Sample may be seen at store]	1.00	Per sft.
3.12	Spray Cleaning 500 ml Colin	1.00	Bottle
3.13	Spray insect replellant HIT _ RED 400ml GODREJ	1.00	Bottle
3.14	Spray insect replellant HIT _ BLACK 400ml GODREJ	1.00	Bottle
3.15	Stamp ink pad Fabre castle	1.00	pc
3.16	Stamp Pad 110cm x 85cm Faber Castell	1.00	Pc
3.17	Stamp Pad 88cm x 54cm Faber Castell	1.00	Pc
3.18	Stamp Pad Ink _60 ml. Gripex	1.00	Bottle



SI.No	Description of Work / Item(s)	No.of Qty	Units
3.20	Stapler machine (Small) Kangaroo HS-45 P	1.00	pc
3.21	Stapler Machine_ Kangaroo 10	1.00	PC
3.22	Stapler Machine_ Kangaroo ( BIG ) HS 45P	1.00	PC
3.23	Stapler Pin 10_ Kangaro (Pack of 20 box )	1.00	Pack
3.24	Stapler Pin 24/6_ Kangaro (Pack of 20 box )	1.00	Pack
3.25	Staples pin for Kangaroo HS-10 P (Pack of 20 box )	1.00	Pack
3.26	Staples pin for Kangaroo HS-45 P (Pack of 20 box )	1.00	Pack
3.27	Sunpac Box File- 2' x 1'	1.00	Pc
3.28	T_pin (50 Grams) SENCO	1.00	Box
3.29	Table Bucket Tray (With out any purporation )	1.00	Pc
3.30	Table Busket Tray 1ft. x 1.5" x 2"(H)	1.00	Pc.
3.31	Table Cloth Plastic per sq meter	1.00	pc
3.32	Table cloth velvet per sq ft	1.00	pc
3.33	Table top glass 6 mm plain per sq ft	1.00	Sq Ft
3.34	Tag Cotton (100 Pcs/bundle) Sample may be seen at store	1.00	Bundle
3.35	Thread ball_ coloured (Sample may be seen)	1.00	Roll
3.36	Thread ball_ White (Sample may be seen)	1.00	Roll
3.37	Tissue Paper Napkin 9" x 9"	1.00	Roll
3.38	Tissue Paper Napkin Roll	1.00	Roll
3.39	Torch light (JeevanSathi) 3773B Brass Lock Switch	1.00	Pc.
3.40	Torch Light bulb LED	1.00	pc
3.41	Torch Rechargeable LED 5" Long 110V-250V	1.00	Pc
3.42	Towel bath tarkish 60" x 30" Trident	1.00	pc
3.43	Two sided pen (Blue & red)	1.00	pc
3.44	Twine Thred	1.00	Roll
3.45	Umbrella (IPPI)	1.00	pc
3.46	Wall Clock Orpat 907	1.00	pc
3.47	Waste paper Busket 1ft.	1.00	Pc.
3.48	Water bottle 1 liter (Copper)	1.00	pc
3.49	Water bottle 1 liter PET ( Milton )	1.00	6 pc
3.50	White Board Delta Edu Item	1.00	Per sft.
3.51	Zip lock Bag/Pouch Transparent 4" x 6"	1.00	dozen
3.52	Zip lock Bag/Pouch Transparent 7" x 10"	1.00	dozen
3.53	Training Materials A(one my clear bag 10" x 14",one Cello Gel Pen, One Pad containing 20 pages 6"x9")	1.00	Pkt.
3.54	Training Materials B (one my clear bag Double Pocket super quality 10" x 14",one Cello Gel Pen, One Pad containing 20 pages 6"x9")	1.00	Pkt.
3.55	Training Materials C (Training module photocopy per leaf single side proportionate there of & spiral binding with top transparent cover & back non transparent cover)	1.00	Per Book
3.56	Training Materials D (Training module photocopy per leaf both side proportionate there of & spiral binding with top transparent cover & back non transparent cover)	1.00	Per Book
3.57	Spiral Binding with top transparent cover & back non transparent cover with page	1.00	per page
3.58	Flex Printing & Standee Fitting 6ft x 2.5ft	1.00	Per pcs
3.59	Table top glass 8 mm plain per sq ft	1.00	Sq ft.
3.60	Venetium Curtain (Rolling)	1.00	Per Sq ft.
3.61	Venetium Curtain (Vertical)	1.00	Per Sq ft.



Sl.No	Description of Work / Item(s)	No.of Qty	Units
3.63	Service Book Big Envelope	1.00	Pc.
3.64	Cash Book (200 pages) Printed	1.00	pc
3.65	Cash Book (300 pages) Printed	1.00	pc
3.66	Stock Register (300 pages)	1.00	pc
3.67	Life buoy Shop 125 Grams	1.00	pc
3.68	Phulijharu	1.00	pc
3.69	Herpic 1ltr (Reckitt Benckiser Ind Ltd)	1.00	Bottle
3.70	Knife	1.00	pc
3.71	Gala Spin Mop Handle with Refill	1.00	pc
3.72	Clean Home PSB 10 Magic Mop	1.00	pc
3.73	Bathroom Wiper Floor Mop	1.00	pc
3.74	Dust Pan with Brush	1.00	pc
3.75	Godrej aer Pocket Bathroom Fragrance	1.00	pc
3.76	Harpic Flushmatic Twin Aquamarine, 100 g	1.00	pc
3.77	Delivery Hose Pipe 30 foot	1.00	pc
3.78	Unbreakable Bucket for Washing/ Cleaning Purpose (18 ltr)	1.00	pc
3.79	Jhul Jharu (Good Quality ) (Sample May be seen)	1.00	pc
3.80	Coffee MuG With Presto,Writing Matter	1.00	pc
3.81	Memento 8" ,Colour- Brown/Orange/Black/ Red/Yellow, Writing Matter, Bachelite/Metal body.hexagonal/Round Designe	1.00	pc
3.82	Memento 6" ,Colour- Brown/Orange/Black/ Red/Yellow, Writing Matter, Bachelite/Metal body.hexagonal/Round Designe	1.00	pc
3.83	Memento 4" ,Colour- Brown/Orange/Black/ Red/Yellow, Writing Matter, Bachelite/Metal body.hexagonal/Round Designe	1.00	pc
3.84	Soft Pipe per foot rate	1.00	foot
3.85	World Word Dictionary (E to B)	1.00	Pc
3.86	Oxford Dictionary (E to B)	1.00	Pc
3.87	Dictionary A T Dev	1.00	Pc
3.88	Perker vector standerd Ball pen	1.00	pc
3.89	Pilot G2 Gel Ink Black Roller Ball Pen	1.00	pc
3.90	Parker Beta Staenderd CT (Systemark) L.G Blue Bal;l Pen	1.00	pc
3.91	Reynolds Jetter Aerosoft Ball Pen	1.00	pc
3.92	Handicraft Jute/Fabric File Cover	1.00	pc
3.93	Leather File Folder	1.00	pc
3.94	Luxor Note Book Sprial Binding 300 pgs	1.00	pc
3.95	Ploitical World Globe(Blue)	1.00	pc
3.96	Medicine Envelop (100pc)	1.00	100 pc
3.97	Hand Sanitaizer 100 ml Savelon	1.00	1Pc
3.98	Hand Sanitaizer 100 ml Detol	1.00	1 Pc
3.99	Cap Printed ( As per sample )	1.00	1 Pc
4.00	Feluda Somogro, Part 1 ,Satyajit Ray, Ananda Publishers	1.00	1 Pc
4.01	Feluda Somogro, Part 2,Satyajit Ray, Ananda Publishers	1.00	1 Pc
4.02	Pandab Goyenda Samagra ( Part - 1) Sashthipada Chattopadhyay,Ananda Publishers	1.00	1 Pc
4.03	Pandab Goyenda Samagra ( Part - 2)Sashthipada Chattopadhyay,Ananda Publishers	1.00	1 Pc
4.04	Sherlock Holmes Kishore Goyenda Somogro, by Sir Arthur Conan Doyle (Author), Premendra Mitra (Editor)	1.00	1 Pc



SI.No	Description of Work / Item(s)	No.of Qty	Units
4.06	Sharat Rachanabali ( Part -2),SHREE SHARAT CHANDRA	1.00	1 Pc
4.07	Sharat Rachanabali ( Part -3),SHREE SHARAT CHANDRA	1.00	1 Pc
4.08	Oitihasik Kahini Samagra ,Sharadindu Bandyopadhyay	1.00	1 Pc
4.09	Tungabhadrar Teere,Sharadindu Bandyopadhyay	1.00	1 Pc
4.10	Kumarsambhaber Kabi ,Sharadindu Bandyopadhyay	1.00	1 Pc
4.11	GaurMallar ,Sharadindu Bandyopadhyay	1.00	1 Pc
4.12	Prothom Pratisruti ,Ashapura Devi	1.00	1 Pc
4.13	Drishya Theke Drishyantore,Ashapura Devi	1.00	1 Pc
4.14	Noksha Kata Ghor,Ashapura Devi	1.00	1 Pc
4.15	Ashapura Devi Rochonaboli, Vol. 1,Ashapura Devi	1.00	1 Pc
4.16	Ashapura Devi 10 ti Uponnas ,Ashapura Devi	1.00	1 Pc
4.17	Kakababu Samagra (Vol -1),Sunil Gangopadhyay , Ananda Publishers	1.00	1 Pc
4.18	Kakababu Samagra (Vol -1),Sunil Gangopadhyay , Ananda Publishers	1.00	1 Pc
4.19	Kakababu Samagra (Vol -3),Sunil Gangopadhyay , Ananda Publishers	1.00	1 Pc
4.20	Kiriti Omnibus (Volume 1) , Niharranjan Gupta, Ananda Publishers	1.00	1 Pc
4.21	Kiriti Omnibus (Volume 2) , Niharranjan Gupta, Ananda Publishers	1.00	1 Pc
4.22	Kiriti Omnibus (Volume 3) , Niharranjan Gupta, Ananda Publishers	1.00	1 Pc
4.23	Nonte Fonte Samagra , NARAYAN DEBNATH ,DEEP PRAKASHAN.	1.00	1 Pc
4.24	Batul Samagra, NARAYAN DEBNATH ,Dev Sahitya Kutir	1.00	1 Pc
4.25	Byomkesh Samagra,Sharadindu Bandyopadhyay, Ananda Publishers	1.00	1 Pc
4.26	Golpoguccho , Rabindranath Tagore	1.00	1 Pc
4.27	Gitanjali, Rabindranath Tagore	1.00	1 Pc
4.28	Noukadubi , Rabindranath Tagore	1.00	1 Pc
4.29	Ghare Baire, Rabindranath Tagore	1.00	1 Pc
4.30	Jivansmriti, Rabindranath Tagore	1.00	1 Pc
4.31	Chhelebel, Rabindranath Tagore	1.00	1 Pc
4.32	Raktakarabi, Rabindranath Tagore	1.00	1 Pc
4.33	Dak Ghar, Rabindranath Tagore	1.00	1 Pc
4.34	Rabindra Rachanaboli (Vol-1), Rabindranath Tagore	1.00	1 Pc
4.35	Bonofuler Srestho Golpo ,Balai Chand Mukhopadhyay	1.00	1 Pc
4.36	Sukumar Rachana Samagra,Sukumar Ray	1.00	1 Pc
4.37	Hemandrakumar Roy Rachanabali,Hemandrakumar Roy	1.00	1 Pc
4.38	Chande Tintin,HERGE	1.00	1 Pc
4.39	Tintin Lal Bombeter Guptodhon,HERGE	1.00	1 Pc
4.40	Tintin: Surjodeber Bondi,HERGE	1.00	1 Pc
4.41	Tintin-Congoi Tintin ,HERGE	1.00	1 Pc
4.42	BANKIM RACHANABALI ,Bankim Chandra Chattopadhyay	1.00	1 Pc
4.43	Anandamath,Bankim Chandra Chattopadhyay	1.00	1 Pc
4.44	Rijuda Samagra (Vol-1),Buddhadeb Guha	1.00	1 Pc
4.45	Rijuda Samagra (Vol-2),Buddhadeb Guha	1.00	1 Pc
4.46	Mitin masi ,Suchitra Bhattacharya	1.00	1 Pc
4.47	Khiner Putul,Abanindranath Tagore	1.00	1 Pc
4.48	Nalok,Abanindranath Tagore	1.00	1 Pc



SI.No	Description of Work / Item(s)	No.of Qty	Units
4.50	Madhusudan Rachanabali, Michael Madhusudan Duttu	1.00	1 Pc
4.51	Manik Bandopadhyay Rachana Samagra (Vol-1),Manik Bandopadhyay	1.00	1 Pc
4.52	Putul Nacher Itikatha.,Manik Bandopadhyay	1.00	1 Pc
4.53	Padma Nadir Majhi ,Manik Bandopadhyay	1.00	1 Pc
4.54	Provat Kumar Mukhopadhyay Rachanabali,Provat Kumar Mukhopadhyay	1.00	1 Pc
4.55	Kalpurush,Samaresh Majumdar	1.00	1 Pc
4.56	Kaalbela,Samaresh Majumdar	1.00	1 Pc
4.57	Badal Sarkar Natak Samagra Vol. 1,Badal Sarkar	1.00	1 Pc
4.58	Holde Pakhir Palok,Leela Majumdar	1.00	1 Pc
4.59	Prothom Alo,Sunil Gangopadhyay	1.00	1 Pc
4.60	Bhraman Samagra,Shirshendu Mukhopadhyay	1.00	1 Pc
4.61	Volga Theke Ganga,ahul Sankrityayan	1.00	1 Pc
4.62	Aam Aatir Bhenpu,Bibhutibhushan Bandyopadhyay	1.00	1 Pc
4.63	Playing It My Way,Sachin Tendulkar	1.00	1 Pc
4.64	Roads to Mussoorie-,Ruskin Bond	1.00	1 Pc
4.65	The Alchemist ,Paulo Coelho	1.00	1 Pc
4.66	Turning Points : A Journey Through Challenges: A Journey Through Challenges, A.P.J. Abdul Kalam	1.00	1 Pc
4.67	Sticky Notes (3 * 3 Inch,76*76 mm, 50 sheets per pkt, 24 Packets Per Box)	1.00	1 Box
4.68	Gems Clips ( Plastic) 26 mm	1.00	1 Box
4.69	Bell Clips (Pointed Paper Clips) 30 mm	1.00	1 Box

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