



Government of West Bengal,  
Office of the District Welfare Officer,  
Backward Classes Welfare, Cooch Behar.

Email: bcwcb@gmail.com

Phone & Fax No.: 03582 - 22221

No 732 /BCW/CB

Dated: 30-08-16

**QUOTATION NOTICE**

Sealed quotations are invited from the bonafide & experienced agencies for supply of different types of stationary articles in separate enclose list for office of the District Welfare Officer, Backward Class Welfare, Cooch Behar.

**Time & Schedule**

Date of Submission of Quotation on 9<sup>th</sup> September 2016 up to 3 P.M.

Opening of Quotation on 9<sup>th</sup> September 2016 at 4 P.M.

**Terms & Conditions**

1. Agencies with good reputation and experience for supply of above articles may only apply.
2. Rates should be quoted item wise in both words & figures.
3. Rates quoted should be inclusive of all costs including all incidental expenses and all Taxes/Vats.
4. Copy of the Trade Licenses, Pan Card, Vat Registration No. & Last year credential Certificate in favour of the supplier is to be submitted along with the quotation.
5. All supplies would have to be supplied to the undersigned.

The rate should be quoted yearly for the aforesaid articles as to the Sl.No.2 as shown above.

According to the necessity of the office the requisition for supply of aforesaid articles will be given from time to time i.e. why the yearly rate is required.

30/8/16  
District Welfare Officer,  
Backward Classes Welfare,  
Cooch Behar.

Dated...30-08-16

Memo No...732/16/BCW/CB,

Copy forwarded for kind information to :-

1. The District Magistrate, Cooch Behar.
2. The Additional District Magistrate (D), Cooch Behar.
3. The Addl. Executive Officer, Cooch Behar Zilla Parishad, Cooch Behar.
4. The District Information & Cultural Officer, Cooch Behar.
5. The Sub. Divisional Officer, Sadar, Cooch Behar.
6. Office Notice Board.

30/8/16  
District Welfare Officer,  
Backward Class Welfare,  
Cooch Behar.

## List of Stationary Articles

Sl.No.	Name of the Articles
1	Register No.8
2	Register No.10
3	Folder File
4	Board File
5	Mosquito Dhup(10Pkts)
6	Calculator(Orpat)
7	Alpin
8	Paper Pin
9	Toner Cartridge(Laser Jet Pro MEP M128fn)
10	Xerox PaperA4 size (75g/m2)
11	Xerox Paper FS size (75g/m2)
12	Pen one user(Agni)
13	Nimyle(500ml)
14	Tube Light
15	PL. Bulb (18/23wt.)
16	Envelop(60gsm /11x25cm)
17	Pad Ink(25ml)
18	Correction Pen(7ml.)
19	Stapler (24/6)
20	Stapler Pin(10-1m.)
21	Stapler Pin(26/6-1m.)
22	Cotton Duster(18"x18")
23	Polymer Stamp(3 row)

30/8/16  
District Welfare Officer,  
Backward Classes Welfare,  
Cooch Behar