

Government of West Bengal
Office of the Sub-Divisional Officer, Mekliganj
(Treasury Section)

Memo No- 1658

Date :- 04-10-16

NOTICE INVITING QUOTATION

Sealed Quotation are hereby invited from reputed and bonafide agencies having credential of supplying similar types of items mentioned in the enclosed list.

The agencies should submit quoted rate along with valid PT & ST clearance certificate, valid PT & ST clearance certificate, VAT return certificate, income Tax return, Trade license.

The rate should be inclusive of all charges including Transportation and installation to the undersigned.

Last date of submission of Quotation is 24th October, 2016 upto 3.00 p.m.

The same will be open on 24th October, 2016 at 4.30 p.m.

The undersigned reserves the right to accept or reject all or any quotation without sighting any reason whatsoever.


Sub-Divisional Officer
Mekliganj

Memo No- 1658(4)

Date:- 04-10-16

Copy forwarded for information and wide publication to the:-

- 1) The District Magistrate, Cooch Behar.
- 2) DIO, NIC, Cooch Behar with a request to notify in the District website.
- 3) The Block Development Officer, Mekliganj/Haldibari
- 4) SDICO, Mekliganj


Sub-Divisional Officer
Mekliganj

Government of West Bengal
Office of the Sub-Divisional Officer
Mekliganj Treasury

SL NO	ITEM	DESCRIPTION	RATE	
a) Stationary Article				
1	Xerox paper	Legal size-(i) copy power, (ii) B2B		
2	Xerox paper	A4 size- (i) copy power, (ii) B2B		
3	Calculator	(i)Orpat, (ii) citizen, (iii) casio, (12 digit)		
4	Stapler	Kangaroo		
5	File	Two folded		
6	File	Four folded		
7	Clip File			
8	Guard file			
9	Board file			
10	Tag file			
11	Cup set	La- Opala		
12	Room Freshener	Godrej		
13	Hit spray	Black		
14	Duster(cloth)	Big, small		
15	Knife	Lord		
16	Paposh	3'/2'		
17	Napthalene	Bengal chemical		
18	Mosquito repellent	(i)Good night, (ii) All out		
19	Broom stick			
20	Feather Broom			
21	Clear bag	Good quality, ordinary		
22	Stapler pin (small, medium)	10-1 M (kangaroo)		
23	Rubber stamp			
24	Mouse pad			
25	Pencil Battery	Eveready		
26	Plastic tray	Paras		
27	Register- (i)Oxford (ii)Milan 17" x 27"	a	4 No	
		b	6 No	
		c	8 No	
		d	10 No	
		e	12 No	
28	Pen	a	Red	(i) Reynolds (ii) Cello (ii) Agni
		b	Green(gel)	
		c	Black	
		d	Blue	
		e	Both Sided (Red-Blue)	
29	Marker pen	Reynolds		
30	Pen good quality	Reynolds, Parker		
31	CD writer pen	Reynolds		
32	Highlighter pen	Reynolds		

Chakraborty

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SL NO	ITEM	DESCRIPTION	RATE
33	Pencil	Camel , Apsara	
34	Eraser	Camel	
35	Whitener	Camel	
36	Gum tube	(i) Camel, (ii) Dendride	
37	Scale	Steel made of Ajanta	
38	Paper weight		
39	Writing pad		
40	Stamp pad	Select	
41	Towel	36" x 72"	
42	Alpin		
43	Channel file		
44	Tag		
45	Punch machine	Kangaroo	
46	collin		
47	Gems clip		
48	Battery for calculator		
49	Wall clock	Ajanta, Orpat	
50	Jute rope		
51	Table glass(0.5 mm)		
31	Rubber band		
32	Key bag		
33	Envelop	Big, medium, small	
34	CD bag		
35	Plastic Basket (waste paper basket)		
36	Chair	(a) Nilkamal	
		(b) Godrej	
b) Computer peripheral			
37	Extension cord		
38	Pen drive	HP, Sandisk (4,8,16,32 GB)	
39	Laser printer cartridge	(a) 88A (HP)	
40		(b) 12A(HP)	
41	Antivirus	Quick Heal Total Security 1,3,10 user - 3 year	
42	Blank CD	Moser bear (10 pcs & 100 pcs box)	
43	Laser Printer	HP-1020, HP-1108	
44	Logitech mouse & keypad Combo	Model No-K345	
c) Printing material			
45	Peon book		
46	B.T.R	30, 50, 70 pages	
47	TR- 7 challan & Life Certificate	Per 1000 pc	

Chy/10/2016