



Govt. of West Bengal
Office of the Sub-Divisional Land & Land Reforms Officer
Manbazar, Purulia.

Memo No.:- 100 /SDL&LRO/Man/20

Dated:- 16 /03/2020 .

QUOTATION

Sealed Quotation is hereby being sought from reputed Dealer / Supplier / Cooperative Society for supplying Stationery articles mentioned below to be used under SDL&LRO , MANBAZAR . The last date submission of Sealed Quotation with all necessary documents is 23/3/20 by 3 PM and the Quotation will be opened on 23/3/20 at 4 PM .

Details of specification of the articles to be Purchased

| Sl No | Name of the Items | Specification | Approximate unit to be purchased |
|-------|----------------------------|-------------------------|----------------------------------|
| 01 | ERASER INK | KORES | 25 TUBES |
| 02 | ENVELOPE 12'X5" | BEST QUALITY | 500 PIECE |
| 03 | FORON | BEST QUALITY | 25 PIECE |
| 04 | HARPIC | BEST QUALITY | 25 PIECE |
| 05 | PHENYL | BEST QUALITY | 25 PIECE |
| 06 | JAMES CLIP | CRIPLEX | 100 PACKET |
| 07 | ENVELOPE WHITE 16"X12" | BEST QUALITY | 100 PIECE |
| 08 | BLUE DOT PEN | AGNI 4G | 200 PIECE |
| 09 | RED DOT PEN | AGNI 4G | 100 PIECE |
| 10 | BLACK DOT PEN | AGNI 4G | 200 PIECE |
| 11 | VIOLET DOT PEN | BLUE STAR | 100 PIECE |
| 12 | CALCULATOR | ORPAT OT 512 GT | 20 PIECE |
| 13 | STAPLER (MEDIUM) | KANGARO - 10 | 30 PIECE |
| 14 | STAPLER PIN (MEDIUM) | KANGARO HS J 10 | 100 PIECE |
| 15 | KNIFE | BEST QUALITY | 20 PIECE |
| 16 | SCALE 12" PLASTIC | CAMEL | 40 PIECE |
| 17 | STAMP PAD (110 MMX 69 MM) | FABER CASTELL | 20 PIECE |
| 18 | PAD INK (BLUE) | KORES | 20 PIECE |
| 19 | COVER FILE WITH BOARD | AMBASSADOR | 200 PIECE |
| 20 | FOUR FOLDER FILE | CHAMPION (ROYAL BIRD) | 200 PIECE |

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| SI No | Name of the Items | Specification | Approximate unit to be purchased |
|-------|---------------------------------|---------------|--------------------------------------|
| 21 | SCISSOR (MEDIUM) | BEST QUALITY | 10 PIECE |
| 22 | TORCH BATTERY | EVERREADY | 30 PIECE |
| 23 | HIGHLIGHTS MARKER PEN (GREEN) | LUXER | 60 PIECE |
| 24 | SINGLE PUNCHING MACHINE | KANGARO FP 20 | 30 PIECE |
| 25 | LOCK & KEY | BEST QUALITY | 20 PIECE |
| 26 | REGISTER 2 (RULE) | BEST QUALITY | 50 PIECE |
| 27 | REGISTER 4 (RULE) | BEST QUALITY | 50 PIECE |
| 28 | REGISTER 6 (RULE) | BEST QUALITY | 50 PIECE |
| 29 | REGISTER 8 (RULE) | BEST QUALITY | 50 PIECE |
| 30 | REGISTER 10 (RULE) | BEST QUALITY | 50 PIECE |
| 31 | WASTE PAPER BASKET (DUSTBIN) | BEST QUALITY | 50 PIECE |
| 32 | A 4 PAPER WHITE (COMPUTER) | JK | 250 PACKET |
| 33 | WATER BOTTLE | BEST QUALITY | 50 PIECE |
| 34 | LEGAL SIZE PAPER | BEST QUALITY | 50 PACKET |
| 35 | THREAD BALL | BEST QUALITY | 50 PIECE |
| 36 | TAG | BEST QUALITY | 100 PIECE |
| 37 | GUM | CAMLIN | (150 ML PACK) 100 PIECE |
| 38 | PAPER WEIGHT | BEST QUALITY | 50 PIECE |
| 39 | LAC FOR SEALING PURPOSE | BEST QUALITY | 10 PACKET |
| 40 | LED BULB 12 WATT | BEST QUALITY | 50 PIECE |
| 41 | NAPHTHALENE | BEST QUALITY | (WEIGHT 100 GRAM PACKET) 50 PACKET |
| 42 | STAPPLER (BIG) | BEST QUALITY | 30 PC |
| 43 | STAPPLER PIN (BIG) | BEST QUALITY | 200 PC |

Rates will be inclusive of GST and should be given as per format enclosed herewith .

Sub-Divisional Land & Land Reforms Officer,
Manbazar, Purulia

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Manbazar, Purulia

Memo No.:- 100 /1(7) /SDL&LRO/Man/20

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Copy forwarded for information and necessary action :-

1. CA to The District Magistrate , Purulia .
2. The D.L & L.R.O , Purulia .
3. The S.D.O , Manbazar .
4. The S.D.L & L.R.O , Purulia Sadar .
5. The Treasury Officer , Manbazar .
- ✓6. The NIC , Purulia .
7. Office Notice Board .

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Manbazar, Purulia

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