



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

Memo No.:- 58 /SDL&LRO/Man/21

Dated: - 18 /02/2021 .

QUOTATION NOTICE

Sealed QUOTATION is hereby being invited from bonafied dealers ,suppliers for supply of Office Materials and Stationery articles in different items enlisted below .The last date submission of QUOTATION with all necessary documents is 25/2/21 by 3 PM and the QUOTATION will be opened on 25/2/21 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	300 PIECE
09	RED DOT PEN	AGNI 4G	300 PIECE
10	BLACK DOT PEN	AGNI 4G	300 PIECE
11	VIOLET DOT PEN	BLUE STAR	300 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	200PIECE
20	FOUR FOLDER FILE	CHAMPION (ROYAL BIRD)	200 PIECE

PTO...../2

Sl No	Name of the Items	Specification	Approximate unit to be purchased
21	SCISSOR (MEDIUM)	BEST QUALITY	10 PIECE
22	PENCIL BATTERY	EVERREADY	50 PIECE
23	HIGHLIGHTS MARKER PEN (GREEN)	LUXER	60 PIECE
24	WALL CLOCK	BEST QUALITY	06 PIECE
25	LOCK & KEY	BEST QUALITY	20 PIECE
26	ISSUE REGISTER	BEST QUALITY	50 PIECE
27	RECEIVE REGISTER	BEST QUALITY	50 PIECE
28	OFFICE TOWEL	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	10 PIECE
32	A 4 PAPER WHITE (COMPUTER)	JK	250PACKET
33	WATER BOTTLE	BEST QUALITY	50 PIECE
34	LEGAL SIZE PAPER	BEST QUALITY	50 PACKET
35	THREAD BALL	BEST QUALITY	100 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 PKT.
40	TORCH LIGHT	EVERREADY	10 PIECE
41	NAPHTHALENE	BEST QUALITY	50 PACKET
42	STAPPLER BIG	BEST QUALITY	50 PACKET
43	STAPPLER PIN BIG	BEST QUALITY	200 PACKET

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

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

Memo No.:- 58 /1(6) /SDL&LRO/Man/21

Dated: - 18/02/ 2021

Copy forwarded for information and necessary action to :-

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

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