

**Government of West Bengal**  
**Directorate of Micro, Small and Medium Enterprises**  
**New Secretariat Buildings, (9<sup>th</sup> floor), A- Block**  
**1, Kiran Shankar Roy Road, Kolkata – 700 001**

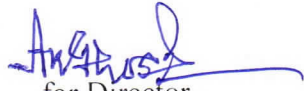
No. **D/231/OSD/2021**

Date: **27.09.2021**

**NOTICE**

It is hereby notified that for the submission of Price Quotation for supply of various stationery items (See Annexure-‘A’) to be required by this establishment for rest period of the financial year 2021-22. Interested bidders (only Consumer Co-operative Societies for all items and Small Scale Enterprises for items 12-14 and 18 & 70-73) are hereby requested to submit their offer in sealed cover addressing ‘The Director, Micro, Small and Medium Enterprises, Govt. of West Bengal, N. S. Buildings, 9<sup>th</sup> Floor, 1, K. S. Roy Road, Kolkata-700001 on or before 05.10.2021 at 2.00 P.M. to the Store Keeper of this office. The rates of the items (GST to be mentioned separately) will be fixed and remain valid upto the end of F. Y. 2021-22 as a year-long contract. The quotations will be opened in any subsequent day after 05.10.2021 as per the convenience of this office.

Enclosure: List of 98 Nos. of items  
In five sheets.

  
for Director,  
Micro & Small Scale Enterprises,  
West Bengal.

# LIST OF ARTICLES

Annexure - A

Sl. No.	Name of the Items	Unit	Rate excluding GST (Rs.)	Rate of GST
1	Commercial calculator	Per/pc.		
2	Paper - Foolscap size (Copy power/JK)	Per Rim		
3	Paper A-4 size (Copy power/JK)	Per Rim		
4	Arch file (big size)	Per/pc.		
5	Both side pen Linc/Elegant	Per/pkt		
6	Bound Peon book	Per/pc.		
7	Bound Register (Ruled) 200 pages	Per/pc.		
8	Bound Register (Ruled) 300 pages	Per/pc.		
9	Bound Register 12 No. (Ruled)	Per/pc.		
10	Bound Register 8 No. (Ruled/White)	Per/pc.		
11	Car cleaning Red cloth (Lal Salu)	Per/pc.		
12	Cartridge 111S Samsung (compatible)	Per/pc.		
13	Cartridge 88A HP (compatible)	Per/pc.		
14	Cartridge 78A HP (compatible)	Per/pc.		
15	Cartridge 78A HP NEW	Per/pc.		
16	Cartridge 78A HP NEW	Per/pc.		
17	Cartridge 78A HP NEW	Per/pc.		
18	Cartridge 88A HP (compatible)	Per/pc.		



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19	Cash Book (300 pages) (As per sample)	Per/pc.		
20	Cello Tape (Brown) (2", 1")	Per/pc.		
21	Clip File - Plastic A-4 Size	Per/pc.		
22	Cloth Duster 24"x24"	Per/pc.		
23	Cloth Duster 36"x36"	Per/pc.		
24	Clothed Envelope 11" x 5"	Per/100 Pcs.		
25	Clothed Envelope 14"x10"	Per/100 Pcs.		
26	Computer key Board	Per/pc.		
27	Computer Mouse	Per/pc.		
28	Correction pen	Per/pc.		
29	Cotton Tag	Per/bundle (50 pcs.)		
30	Cup & Plate (Bone China)	Per set (6 pcs)		
31	D.O. Pad with Logo Multi color	Per pcs.		
32	Electric Kettle ( Bajaj make)	Per/pc.		
33	Employee Service Book	Per/100 Pcs.		
34	Engagement Pad	Per/pc.		
35	Envelope 10"x4.5"	Per/100 Pcs.		
36	Envelope 11" x 5"	Per/100 Pcs.		
37	Envelope 14"x9"	Per/100 Pcs.		
38	Envelope 16"x12"	Per/50 Pcs.		
39	Extension Board 4 way (spike protection)	Per/pc.		




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40	Extension Cord	Per/pc.		
41	File cover (Board) 14" X 10"	Per/100 pc.		
42	File cover (Handmade board) 14" X 10"	Per/100 pc.		
43	File Flap (24" X 2 1/2" with 28" thread)	Per/100 pc.		
44	File Marking Sticker, 3" X 1" (3 Colour)	Per/pc.		
45	Glue stick /Fevi stick	Per/pc.		
46	Gum 150 ml.	Per/bottle		
47	Hand washing liquid soap (container) Lifeboy/Dettol	Per/pc.		
48	High Lighter Pen	Per/pc.		
49	Internet Security (Quick Heal) 3 users 1 year	per pkt		
50	Issue Register (200 Folio)	Per/pc.		
51	James clip	Per/box		
52	knife 4" with handle	Per/pc.		
53	Life/Dettol bouy soap (Small)	Per/pc.		
54	Log Book (standard size) 100 pages big	Per/pc.		
55	Medium size office Wall Clock	Per/pc.		
56	Name - card holder	Per/pc.		
57	Name plate (12" X 6") PVC made black	Per/pc.		
58	Note sheet pad with left side margine (100 pages)	Per/pad		
59	Note pad(white)100pages 24.3x18.2cm	Per/pc.		
60	P.P Clear Folder	Per/pc.		

  
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61	Paper weight	Per/pc.			
62	Pen Drive (Sandisc) 16GB	Per/pc.			
63	Permanent Marker pen (Faber Castle)	Per/pc.			
64	Pilot Hitech Pen	Per/pc.			
65	Plastic clip Board - A4 Size	Per/pc.			
66	Plastic File Folder (Velco)	Per/pc.			
67	Polymer Rubber Stamp (3-4 line)	Per pc.			
68	Punching Machine (Small, Big)	Per/pc.			
69	Refill for dot pen (Blue/Red)	Per/pc.			
70	Refurbishing HP Laserjet cartridge 12A	Per/pc.			
71	Refurbishing HP Laserjet cartridge 78A	Per/pc.			
72	Refurbishing HP Laserjet cartridge 88A	Per/pc.			
73	Refurbishing Samsung M2021 Laserjet cartridge <del>12A</del>	Per/pc.			
74	Register 6 No. (White/Ruled)	Per/pc.			
75	Scissors	Per/pc.			
76	Self inking rubber stamp	Per/pc.			
77	Self inking stamp pad (big)	Per/pc.			
78	Self inking stamp pad (small)	Per/pc.			
79	Short Hand Note Book	Per/pc.			
80	Single Punching machine	Per/pc.			
81	Spiral Note Book	Per/pc.			

  
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82	Stapler Machine- Big size- HS-45 P Kangaroo	Per/pc.			
83	Stapler Machine- No. 10 (Small size) Kangaroo	Per/pc.			
84	Stapler pin No. 10 (Big) (Kores)	Per/pc.			
85	Stapler pin No. 10 (Small) (Kores)	Per/100pc.			
86	Stock Register L/B 300 Pages	Per/pc.			
87	Table glass 6 mm. (M. Polish) 36"x24"	Per/pc.			
88	Table glass 6 mm. (M. Polish) 56"x24"	Per/pc.			
89	Thick Towel 36"x72" (Best Quality)	Per/pc.			
90	Thread Ball	Per/Pkt			
91	Total Security (Quick Heal) 3 users 1 year	Per/pc.			
92	Towel 30"x60"	Per/ Pc.			
93	Towel 36"x72"	Per/pc.			
94	Unibal eye pen	Per/pkt			
95	Use and throw dot pen	Per/pkt			
96	Visiting card (Screen printing)	Pre 100 pcs			
97	Visiting card Multi color with QR code)	Pre 100 pcs			
98	Waste Paper Busket (Medium)	Pre pcs			



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