



Government of West Bengal
Directorate of Micro, Small and Medium Enterprises
New Secretariat Buildings, 9th floor, A-Block
1, Kiran Shankar Roy Road, Kolkata -700001

Memo No. 15/DD(1&S)/2022-23 .


Date: 31/07/2023.

NOTICE

It is hereby notified that the submission of a price quotation for the supply of various stationery items will be required by this establishment throughout the financial year 2023-24. Interested bidders (only consumer co-operative societies for all items and small scale enterprises for items (Sl. no. 15 to 21 and Sl. no. 83 to 86) are hereby requested to submit their offer in sealed cover addressed to "The Director, Micro, Small, and Medium Enterprises, Govt. of West Bengal, N.S. Building, 9th floor, 1, K.S. Roy Road, Kolkata-700001, on or before August 11, 2023, at 4 p.m. to the Store In-charge of this office. The rates of the items (GST to be mentioned separately) will be fixed and remain valid for FY 2023-24 as a year-long contract. The quotations will be opened on August 14, 2023, at 2 p.m. at this office.

✓Enclose: - List of 119 Nos. of items

In five Sheets.


For Director, 31/07/2023
Micro & Small Scale Enterprises,
West Bengal


LIST OF ARTICLES FOR THE YEAR 2023-24

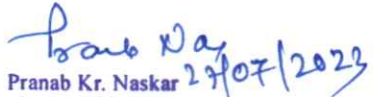
<u>Sl. No.</u>	<u>Name of the Items</u>	<u>Quantity</u>	<u>Rate (Rs.)</u>	<u>+ GST</u>
1	Commercial calculator	Per/pc.		
2	Paper -Legal size (Copy power/JK)	Per/Rim		
3	Paper- A-4 size (Copy power/JK)	Per/Rim		
4	Arch file (big size)	Per/pc.		
5	Both side pen Linc/Elegant	Per/pc.		
6	Bound Register 4 No. (Ruled)	Per/pc.		
7	Bound Register 6 No. (Ruled)	Per/pc.		
8	Bound Register 8 No. (Ruled)	Per/pc.		
9	Bound Register 12 No. (Ruled)	Per/pc.		
10	Bound Register 30 No. (Ruled)	Per/pc.		
11	Bound Register (Ruld) 100 Pages	Per/pc.		
12	Bound Register (Ruled) 200 pages	Per/pc.		
13	Bound Register (Rulled) 300 pages	Per/pc.		
14	Car cleaning Red cloth (Lal Salu)	Per/pc.		
15	Brother Compatible Cartridge (TN 2365)	Per/ Pcs		
16	Cartridge 111S Samsung (compatible)	Per/pc.		
17	Cartridge 12A HP (compatible)	Per/pc.		
18	Cartridge 78A HP (compatible)	Per/pc.		
19	Cartridge 78A HP New	Per/pc.		
20	Cartridge 88A HP (compatible)	Per/pc.		
21	Cartridge 88A HP New	Per/pc.		
22	Cash Book (Register) 300 Pages	Per/pc.		
23	Dak Despatch Register 300 Pages	Per/pc.		
24	Cello Tape (Brown) (2", 1")	Per/pc.		
25	Clip File - Plastic A-4 Size	Per/pc.		
26	Clock (Ajanta)	Per/ Pcs		
27	Cloth Duster 24"x24"	Per/pc.		
28	Cloth Duster 36"x36"	Per/pc.		
29	Paper Envelop (White) 11"X5'	Per/100 Pcs.		
30	Paper Envelop (browen) 11"X5'	Per/100 Pcs.		
31	Envelope (White) 10"x4.5"	Per/100 Pcs.		
32	Envelope (White) 14"X9"	Per/100 Pcs.		
33	Envelope (White) 16"x12"	Per/100 Pcs.		
34	Clothed Envelope 11" x 5"	Per/100 Pcs.		
35	Clothed Envelope 14"x10"	Per/100 Pcs.		
36	Computer key Board (Logitech)	Per/pc.		

37	Computer Mouse (Logitech)	Per/pc.		
38	Correction pen	Per/pc.		
39	Cotton Tag	Per/bundle (50 pcs.)		
40	Cup & Plate (Bone China)	Per set (6 pcs)		
41	D.O. Pad with Logo Multi color	Per/100 Pcs.		
42	Drivers Log Book	Per/pc.		
43	Electric Kettle (Bajaj make)	Per/pc.		
44	Employee Service Book	Per/pc.		
45	Engagement Pad	Per/pc.		
46	Extension Board (4- Way)	Per/pc.		
47	Extension Board 4 way (spike protection)	Per/pc.		
48	Extension Cord	Per/pc.		
49	Extension Cord With Mobile Charger	Per/pc.		
50	File cover (Board) 14" X 10"	Per/100 pc.		
51	File cover (Handmade board) 14" X 10"	Per/100 pc.		
52	File Flap (24" X 2 1/2" with 28" thread)	Per/100 pc.		
53	File Marking Sticker, 3" X 1" (3 Colour)	Per/pc.		
54	Glue stick /Fevi stick	Per/pc.		
55	Gum 150 ml.	Per/bottle		
56	Hand washing liquid soap (container) Lifeboy/Dettol	Per/pc.		
57	Hand Towal	Per/pc.		
58	High Lighter Pen	Per/pc.		
59	HP 401A Original Colour Cartridge	Per/ Pcs		
60	Total Security (Quick Heal) 3 users 1 year	Per/pc.		
61	Internet Security (Quick Heal) 3 users 1 year	Per/Box.		
62	James clip	Per/box		
63	knife 4" with handle	Per/pc.		
64	Life/Dettol bouy soap (Small)	Per/pc.		
65	Log Book (standard size) 100 pages big	Per/pc.		
66	Medium size office Wall Clock	Per/pc.		
67	Name - card holder	Per/pc.		
68	Name plate (12" X 6") PVC made black	Per/pc.		
69	Note sheet pad with left side margine (100 pages)	Per/pad		
70	Note pad(white)100pages 24.3x18.2cm	Per/pc.		
71	Office Identity Card	Per/pc.		
72	P.P Clear Folder	Per/pc.		
73	Paper weight	Per/pc.		
74	Pen Drive (Sandisc) 32GB	Per/pc.		
75	Peon Book (Register) 300 Pages	Per/pc.		

76	Permanent Marker pen (Faber Castle)	Per/pc.		
77	Pilot Hitech Pen	Per/pc.		
78	Plastic clip Board - A4 Size	Per/pc.		
79	Plastic File Folder (Velco)	Per/pc.		
80	Polymer Rubber Stamp (3-4 line)	Per/pc.		
81	Punching Machine (Small, Big)	Per/pc.		
82	Refill for dot pen (Blue/Red)	Per/pc.		
83	Refurbishing HP Laserjet cartridge 12A	Per/pc.		
84	Refurbishing HP Laserjet cartridge 78A	Per/pc.		
85	Refurbishing HP Laserjet cartridge 88A	Per/pc.		
86	Refurbishing Samsung M2021 Laserjet cartridge 12A	Per/pc.		
87	Room Fershner	Per/pc.		
88	Scissors	Per/pc.		
89	Self inking rubber stamp	Per/pc.		
90	Self inking stamp pad (big)	Per/pc.		
91	Self inking stamp pad (small)	Per/pc.		
92	Short Hand Note Book	Per/pc.		
93	Single Punching machine	Per/pc.		
94	Spiral Note Book	Per/pc.		
95	Stapler Machine- Big size- HS-45 P Kangaroo	Per/pc.		
96	Stapler Machine- No. 10 (Small size) Kangaroo	Per/pc.		
97	Stapler pin No. 10 (Big) (Kores)	Per/pc.		
98	Stapler pin No. 10 (Small) (Kores)	Per/100pc.		
99	Stamp Pad (Bigl)	Per/pc.		
100	Stamp Pad (Ink Bottle)	Per/pc.		
101	Stamp Pad (Smll)	Per/pc.		
102	Stock Register 300 Pages	Per/pc.		
103	Stock Register L/B 300 Pages	Per/pc.		
104	Table glass 6 mm. (M. Polish) 36"x24"	Per/pc.		
105	Table glass 6 mm. (M. Polish) 56"x24"	Per/pc.		
106	Thick Towel 36"x72" (Best Quality)	Per/pc.		
107	Thread Ball	Per/100 Pcs.		
108	Total Security (Quick Heal) 3 users 1 year	Per/pc.		
109	Towel 30"x60"	Per/100 Pcs.		
110	Towel 36"x72"	Per/pc.		
111	Transparent Folder	12 Pcs		
112	Unibal eye pen	Per/ream		
113	Use and throw dot pen	Per/ream		
114	Visiting card (Screen printing)	per 100 Pcs		

115	Visiting card Multi color with QR code)	per 100 Pcs		
116	Waste Paper Busket (Medium)	Per/ Pcs		
117	Web Camera (Logitech)	Per/ Pcs		
118	patch cable	Per/ Pcs		
119	Mouse Pad	Per/ Pcs		


Kishore Sarkar
 U.D.C
 Store In-Charge
 Dte. of MSME, WB


Pranab Kr. Naskar
 Deputy Director
 Directorate of MSME
 Government of West Bengal

Kishore Sarkar
UDC
Store in-Charge
DCE of MSME, WB

1. Mr. K. K. Naskar
Deputy Director
Directorate of MSME
Government of West Bengal