

OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E) WEST BENGAL,  
TREASURY BUILDINGS, 2 GOVT. PLACE (WEST),  
KOLKATA-700001

No. Library/LPS/2020-21/51

Date: 12.03.2021

Sub: Notice inviting quotation for empanelment of vendors for the supply of stationery articles for the year 2021-22.

1. Sealed quotations are invited from reputed firms/suppliers for supply of stationery articles as detailed in enclosed Annexure.
2. Willing bidders may submit their Quotations by 24.03.2021 till 12.00 noon. The quotation should be addressed to the undersigned.
3. The items are required to be delivered with 10 days from the date of issue of Work order.
4. The specimen may be collected from Record Library section.
5. The amount quoted should be inclusive of all taxes and delivery charges, if any.
6. The office reserves the right to accept or reject any or all offers after assigning reason whatsoever.
7. Work order would be issued on as and when required basis.
8. The rate if accepted would be valid for 1 year from the date of issue of acceptance letter.
9. The contractor/ supplier shall submit the bill (in triplicate) after supply of materials. No payment shall be made in advance.



Sr. Accounts Officer/Record  
O/o the Pr. Accountant General (A&E). W.B.  
Treasury Buildings. Kolkata-700001

ANNEXURE

BID SHEET OF STATIONERY ARTICLES TO BE SUPPLIED FOR THE YEAR -2021-22.

Sl.No	Name of items with specification	Approx quantity to be consumed	Sample should be submitted with Brand name	Unit	Rate ( in figures)	Rate ( in Words)
1	Eraser	600 pcs				
2	Gluestick (15 gm) (best quality brand)	100 pcs				
3	Highlighter (best quality brand)	100 pcs				
4	Jute-twine	900 kg				
5	Lead pencil (HB) soft (best quality brand)	600 pcs				
6	White board duster (best quality brand)	as and when required				
<b>7</b>	<b>Envelope of different types</b>					
i)	Printed envelope-kraft (400X280 mm) window system with complete lamination inside (per 1000)	<b>Paper Quality of Window:-</b> Glassine paper of 35 GSM, Cellophane paper of 80 GSM fand PVC or BOPP of 15 micron thickness <b>(40,000 pcs)</b>	Sample should be submitted and printing matter will be supplied from Library section			
(ii)	Printed envelope kraft (400 x 300mm) with inside cloth lining ( per 1000)	<b>2000 pcs</b>	Sample should be submitted and printing matter will be supplied from Library section			
iii)	Printed envelope-kraft (400X300 mm) (per 1000)	<b>paper quality of Envelope:-</b> 70-140 gsm	Sample should be submitted and printing matter will be supplied from Library section			
iv)	Printed envelope-kraft (260X380 mm) window system with complete lamination inside (per 1000)	<b>Paper Quality of Window:-</b> Glassine paper of 35 GSM, Cellophane paper of 80 GSM fand PVC or BOPP of 15 micron thickness	Sample should be submitted and printing matter will be supplied from Library section			
<p><b>Note to be followed under (i) to (iv) of Sl No. 7</b></p> <p><b>1. As far as possible WHITE coloured envelopes shall be used</b></p> <p><b>2. Envelope must be flexible enough to bend into U shape.</b></p> <p>3.The window material shall stick without any wrinkles to the inner side of the plain front of the envelope, gloss value must be &lt;150, haze value must be &lt;75%</p>						

Best quality of brand may be produced where applicable

  
 Sr. Accounts Officer/Record