



WEST BENGAL STATE COUNCIL FOR VOCATIONAL TRAINING

(A Registered Society under Technical Education, Training & Skill Development Department, Govt. of West Bengal)

Karigari Bhawan, B/7, Action Area - III, New Town, Rajarhat, Kolkata - 700160

Email: secywbscvt@gmail.com

Memo No.: I/614750/2025/835

Date: 06-03-2025

NOTICE INVITING QUOTATION

Quotations in sealed envelopes from eligible suppliers/vendors/organizations are invited for supply of the below mentioned stationery items for use in the office of WBSCVT:

Name of the Item	As listed in Annexure - I
Last Date & Time for receipt the Quotation	20.03.2025, 2 PM
Address to where the quotations are to be sent	The Secretary, West Bengal State Council for Vocational Training Karigari Bhawan, B/7, Action Area III, Rajarhat, New Town, Kolkata-700160

1. Quotations should follow the extant State Govt. rules and regulations and should reach by above mentioned date & time in a sealed envelope. Quotation Notice No. should be mentioned visibly on the body of the envelope.

2. Quotations received late will be summarily rejected.

3. The rate quoted should be inclusive of all charges including admissible taxes, levies, and transportation and installation charges, if applicable.

Terms and Conditions:

1. Acceptance of the quotation constitutes a concluded contract.

2. The bidder should have valid PAN and the copy of the PAN shall invariably be attached with the quotation documents.

3. The bidder should have valid GST Registration. GST registration number should be furnished in the quotation. The rate quoted should be inclusive of taxes and other charges, if any. The taxes and other charges should be shown separately in

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the quotation.

4. Post supply/installation, payment will be released upon receipt of appropriate tax invoice and certification of satisfaction from the concerned officer of WBSCVT.

5. The undersigned reserves the right to accept or reject quotation at his own discretion.

Enclo.: Annexure - I

Ganekar
Secretary,
WBSCVT

Copy for information and necessary action to:

1. Pr. P.S. to the Additional Chief Secretary, TET&SD and Chairman, WBSCVT

2. The Treasurer, WBSCVT

3. The Accountant, WBSCVT/Office file

Secretary,
WBSCVT

Annexure - I

Sl No.	Item with Description	Quantity
1.	Cloth Duster	20 pieces
2.	Pencil (HB)	2 packs
3.	Gem Clips	10 packs
4.	A4 Envelope (Cloth)	50 piece
5.	Plain envelope A4	100 Pieces
6.	Brown envelope	100 Pieces
7.	Whitener	5 pieces
8.	Tags for file	1 packet
9.	Pen (Standard ball point, plastic body, tip size: 0.7 mm)	20piece (10 Pcs. Blue ink+ 10 Pcs. Black ink)
10.	Green pen	10 pieces
11.	Red pen	10 pieces
12.	Black Marker Pen	3 pieces
13.	Blue Marker pen	3 pieces
14.	Scale(big steel)	5 pieces
15.	Tag file	50 pieces
16.	Cover file	50 pieces
17.	Register No. 4	6 Pieces
18.	Register No. 6	6 Pieces

19.	Attendance Register	2 pieces
20.	Plastic Folder (Clear Bag)	50 pieces
21.	Stapler	5 pieces
22.	Stapler Pins (Big)	12 boxes
23.	Stapler Pins (Small)	12 boxes
24.	Pocket calculator	1 piece
25.	Calculator	2 pieces
26.	Pocket diary	5 pieces
27.	Sticky notes	5 packs
28.	Sticky Note Memo Pad With 8 Index Tabs, Bright Neon Color	20 packs
29.	A4 Paper (75 GSM)	40 Reams
30.	Pen drive (Capacity: 16 GB)	2 pieces
31.	Paper Bell Pin	1 box
32.	Highlighter	5 pieces

Sankar
Secretary,
WBSCVT

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