

**Government of West Bengal
Housing Department
New Secretariat Building,
1, Kiran Sankar Roy Road, Kolkata-01
Block- A, 1st Floor**

A & E Branch

No. 508-H2/1S-5/2011

Dated Kolkata, the 16th April, 2014

TENDER NOTICE

Sealed Quotations are invited from reputed / bonafied suppliers having legal papers for supply of different stationery articles for official use of Housing Department and H.B.L.O. attached to Housing Department. The last day for receiving Quotations is 30.04.2014 by 5.00 P.M.

The Quotation will be opened on 02.05.2014 at 2.00 P.M. by the Registrar, Housing Department in his chamber. The authority reserves the right to accept or reject any Quotation without assigning any reason thereof.

The Quotations are invited in the following proforma for the following articles.

**OFFICER ON SPECIAL DUTY &
EX-OFFICIO DEPUTY SECRETARY.**

Copy to :-

1. Notice Board.
2. Guard File.
3. Website.

Housing Department
New Secretariat Building,
1, Kiran Sankar Roy Road, Kolkata-01
Requisition Slip of Stationaries & allied thikngs

SI No	Item	Quantity	Brand	Price
1	Attendance Sheet			
2	Astray			
3	Bal Pen plain--			
4	Bal Pen (Both side)			
5	Basket			
6	Bindary Khata No (6,8,12)			
7	Cello tape-			
8	Case Book-			
9	Cup & Plate-			
10	Candle-			
11	Carbon Paper			
12	Computer Blank CD (R)			
13	Computer Blank CD (RW)			
14	Calculator			
15	Conquest Register			
16	Computer Carridge			
17	Computer Paper			
18	Duster			
19	Dairy (Sur)			
20	Duplicating Paper			
21	Dairy Register			
22	Desk Calendar			
23	Desk Calendar-Stand			
24	Dot Pen (Officer)			
25	Dot Pen (Staff)			
26	DFC			
27	Draftform (Half Margin)			
28	Drinking Glass			
29	Diner Set			
30	Dettol			
31	Drinking Glass Lids			
32	Dc Blade			
33	Dictionary			
34	Envelope – (size 4.5” X 9.55”)			

35	Envelope (size 5.5''X 11.5'')			
36	Envelope (size 25'' X 11'')			
37	Envelope (cloth)			
38	Engagement Pad			
39	Eraser			
40	Eraz-ex(Correction Fluid)			
41	File Cover			
42	Febi Stick			
43	File Register			
44	Floppy			
45	Flap			
46	File Cover (4 folder)			
47	Flag			
48	Flask			
49	Frok			
50	Gems Clip			
51	Gum Tube			
52	Gala			
53	Gum Bottle			
54	Index Pad			
55	Index Registrar (No, 6,8,12)			
56	Jug (Glass)			
57	Knife			
58	Less			
59	Letter Pad			
60	Log Book			
61	Marker Pen			
62	Mobile			
63	Note Sheet (1 st page)			
64	Note Sheet (2 nd page)			
65	Note Sheet (Routine)			
66	Name Plate			
67	Out ward Register			
68	Pen Driver			
69	Pencil			
70	Pencil Battery			
71	Peon Book			
72	Pin			
73	Pin kusan			
74	Phore			
75	Paper weight			

76	Punching Machine			
77	Plastic folder			
78	Printer cartridge- HP Office Pro K550			
79	Printer cartridge – Laser Jet 6L Pro			
80	Printer cartridge – Laser Jet P1007			
81	Printer cartridge – Laser Jet 1020 plus			
82	Print Paper			
83	Printed Envelop(MIC)			
84	Pen(Parker)			
85	Pen (Gel)			
86	Pen (Use & Through)			
87	Pen (Pilot)			
88	Paposh			
89	Pass (Entry Writers Bldgs)			
90	Pass (MIC)			
91	Pen (Red & Blue)			
92	Pencil Eraze			
93	Pencil Cutter			
94	Rent Receipt			
95	Refill (Blue)			
96	Refill (Black)			
97	Refill (Red)			
98	Receiving Register (Inward)			
99	Red & Blue Pen			
100	Room Freshner			
101	Refill			
102	Sketch Pen			
103	Scale			
104	Scissor			
105	Sharpaner			
106	Stapler			
107	Stapler pin			
108	Stamp Pad			
109	Stamp Pad Ink			
110	Soap			
111	Sketch Pen			
112	Scale			
113	Scissor			

114	Sharpaner			
115	Stapler			
116	Stapler Pin			
117	Stamp Pad			
118	Stamp Pad Ink			
119	Soap			
120	Service Book			
121	Spoon			
122	Seal (Pesto)			
123	Seal (Polymu)			
124	Seal (Kacaiing)			
125	Stamp Pad			
126	Stamp Pad Ink			
127	Stapler			
128	Staple			
129	Tray			
130	Toner			
131	Tissue Paper			
132	Type Ribbon (Silk Cotton)			
133	Type Paper			
134	Towel			
135	Tea Pot			
136	Table Top			
137	Thread Ball			
138	Writing Pad			
139	Visiting Card			
140	Vim Powder			
141	Xerox Paper-(legal Size- 8.5 X 13)			
142	Xerox Paper-(A4 Size 8.5 X 11)			
143	Xerox Paper-(A5 Size 17 X 14)			
144	Xerox Paper – B4			