



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. 55/DD(125)/2023-24

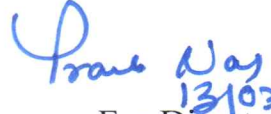
Date: 13/03/2025.

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 2025–26. Interested bidders, only consumer co-operative societies for all items and **small scale enterprises for items** (Sl. no. 13 to Sl. No 27) 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 **March 24th** 2025, 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 2025–26 as a year-long contract. The quotations will be opened on March 28th, 2025, at 2 p.m. at this office.

Enclose: - List of 126 Nos. of items

In four Sheets.


13/03/2025
For Director,
Micro & Small Scale Enterprises,
West Bengal

LIST OF ARTICLES FOR THE YEAR 2025-26

<u>Sl. No.</u>	<u>Name of the Items</u>	<u>Quantity</u>	<u>Rate (Rs.)</u>	<u>+ GST</u>
1	Arch file (big size)	Per/pc.		
2	Both side pen Linc/Elegant	Per/pc.		
3	Bound Register (Ruld) 100 Pages	Per/pc.		
4	Bound Register (Ruled) 200 pages	Per/pc.		
5	Bound Register (Ruled) 300 pages	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	Car cleaning Red cloth (Lal Salu)	Per/pc.		
12	Commercial calculator	Per/pc.		
13	Brother Cartridge (Compatible) (TN 2365)	Per/ Pcs		
14	Cannon 337 (Compatible)	Per/pc.		
15	Cartridge 111S Samsung (compatible)	Per/pc.		
16	Cartridge 12A HP (compatible)	Per/pc.		
17	Cartridge 78A HP (compatible)	Per/pc.		
18	Cartridge 88A HP (compatible)	Per/pc.		
19	Cartridge12A HP Original	Per/pc.		
20	Cartridge 78A HP Original	Per/pc.		
21	Cartridge 88A HP Original	Per/pc.		
22	HP 401A Original Colour Cartridge	Per/ Pcs		
23	Refurbishing HP Laserjet cartridge 12A	Per/pc.		
24	Refurbishing HP Laserjetcartridge 78A	Per/pc.		
25	Refurbishing HP Laserjet I cartridge 88A	Per/pc.		
26	Refurbishing Samsung M2021 Laserjet cartridge 12A	Per/pc.		
27	HP GT51 or GT51xl Original	Per/pc.		
28	Cash Book (Register) 300 Pages	Per/pc.		
29	Dak Despatch Register 300 Pages	Per/pc.		
30	Log Book Register 100 pages big	Per/pc.		
31	Peon Book Register 300 Pages	Per/pc.		
32	Stock Register 300 Pages	Per/pc.		
33	Stock Register L/B 300 Pages	Per/pc.		
34	Cello Tape (Brown) (2", 1")	Per/pc.		
35	Clip File - Plastic A-4 Size	Per/pc.		

Ks 07/13/25
Kishore Sarkar
 U.D.C
 Store In-Charge
 Dte. of MSME, WB

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

LIST OF ARTICLES FOR THE YEAR 2025-26

<u>Sl. No.</u>	<u>Name of the Items</u>	<u>Quantity</u>	<u>Rate (Rs.)</u>	<u>+ GST</u>
36	Clock (Ajanta)	Per/ Pcs		
37	Cloth Duster 24"x24"	Per/pc.		
38	Cloth Duster 36"x36"	Per/pc.		
39	Clothed Envelope 11" x 5"	Per/100 Pcs.		
40	Clothed Envelope 14"x10"	Per/100 Pcs.		
41	Computer key Board (Logitech)	Per/pc.		
42	Computer Mouse (Logitech)	Per/pc.		
43	Correction pen	Per/pc.		
44	Cotton Tag	Per/bundle (50 pcs.)		
45	Cup & Plate (Bone China)	Per set (6 pcs)		
46	D.O. Pad with Logo Multi color	Per/100 Pcs.		
47	Drivers Log Book	Per/pc.		
48	Electric Kettle (Bajaj make)	Per/pc.		
49	Employee Service Book	Per/pc.		
50	Engagement Pad	Per/pc.		
51	Envelope (White) 10"x4.5"	Per/100 Pcs.		
52	Envelope (White) 14"x9"	Per/100 Pcs.		
53	Envelope (White) 16"x12"	Per/100 Pcs.		
54	Extension Board (4- Way)	Per/pc.		
55	Extension Board 4 way (spike protection)	Per/pc.		
56	Extension Cord	Per/pc.		
57	Extension Cord With Mobile Charger	Per/pc.		
58	File cover (Board) 14" X 10"	Per/100 pc.		
59	File cover (Handmade board) 14" X 10"	Per/100 pc.		
60	File Flap (24" X 2 1/2" with 28" thread)	Per/100 pc.		
61	File Marking Sticker, 3" X 1" (3 Colour)	Per/pc.		
62	Glue stick /Fevi stick	Per/pc.		
63	Gum 150 ml.	Per/bottle		
64	Hand Towal	Per/pc.		
65	Hand washing liquid soap (container) Lifeboy/Dettol	Per/pc.		
66	High Lighter Pen	Per/pc.		
67	Internet Security (Quick Heal) 3 users 1 year	Per/Box.		
68	Total Security (Quick Heal) 3 users 1 year	Per/Box.		
69	Internet Security (Quick Heal) 3 users 3 year	Per/Box.		
70	Total Security (Quick Heal) 3 users 3 year	Per/Box.		
71	James clip	Per/box		
72	knife 4" with handle	Per/pc.		

KS 07/03/25

13/03/2025

LIST OF ARTICLES FOR THE YEAR 2025-26

<u>Sl. No.</u>	<u>Name of the Items</u>	<u>Quantity</u>	<u>Rate (Rs.)</u>	<u>+ GST</u>
73	Life/Dettol bouy soap (Small)	Per/pc.		
74	Medium size office Wall Clock	Per/pc.		
75	Mouse Pad	Per/ Pcs		
76	Name - card holder	Per/pc.		
77	Name plate (12" X 6") PVC made black	Per/pc.		
78	Note sheet pad with left side margine (100 pages)	Per/pad		
79	Note pad(white)100pages 24.3x18.2cm	Per/pc.		
80	Office Identity Card	Per/pc.		
81	Paper- A-4 size (Copy power/JK)	Per/Rim		
82	Paper -Legal size (Copy power/JK)	Per/Rim		
83	P.P Clear Folder	Per/pc.		
84	Paper Envelop (browen) 11"X5'	Per/100 Pcs.		
85	Paper Envelop (White) 11"X5'	Per/100 Pcs.		
86	Paper weight	Per/pc.		
87	patch cable	Per/ Pcs		
88	Pen Drive (Sandisc) 32GB	Per/pc.		
89	Permanent Marker pen (Faber Castle)	Per/pc.		
90	Pilot Hitech Pen	Per/pc.		
91	Plastic clip Board - A4 Size	Per/pc.		
92	Plastic File Folder (Velco)	Per/pc.		
93	Polymer Rubber Stamp (3-4 line)	Per/pc.		
94	Punching Machine (Small, Big)	Per/pc.		
95	Room Fershner	Per/pc.		
96	Scissors	Per/pc.		
97	Self inking rubber stamp	Per/pc.		
98	Self inking stamp pad (big)	Per/pc.		
99	Self inking stamp pad (small)	Per/pc.		
100	Short Hand Note Book	Per/pc.		
101	Single Punching machine	Per/pc.		
102	Spiral Note Book	Per/pc.		
103	SSD Card 940 GB	Per/ Pcs		
104	SSD Card 480 GB	Per/ Pcs		
105	Stamp Pad (Smll)	Per/pc.		
106	Stamp Pad (Bigl)	Per/pc.		
107	Stamp Pad (Ink Bottle)	Per/pc.		
108	Stapler Machine- Big size- HS-45 P Kangaroo	Per/pc.		
109	Stapler Machine- No. 10 (Small size) Kangaroo	Per/pc.		

KS 07/03/25

Praveen
13/03/2025

LIST OF ARTICLES FOR THE YEAR 2025-26

<u>Sl. No.</u>	<u>Name of the Items</u>	<u>Quantity</u>	<u>Rate (Rs.)</u>	<u>+ GST</u>
110	Stapler pin No. 10 (Big) (Kores)	Per/pc.		
111	Stapler pin No. 10 (Small) (Kores)	Per/100pc.		
112	Table glass 6 mm. (M. Polish) 36"x24"	Per/pc.		
113	Table glass 6 mm. (M. Polish) 56"x24"	Per/pc.		
114	Thick Towel 36"x72" (Best Quality)	Per/pc.		
115	Thread Ball	Per/100 Pcs.		
116	Towel 30"x60"	Per/100 Pcs.		
117	Towel 36"x72"	Per/pc.		
118	Transparent Folder	12 Pcs		
119	Unibal - eye pen	Per/ream		
120	Use and throw dot pen	Per/ream		
121	Visiting card (Screen printing)	per 100 Pcs		
122	Visiting card Multi color with QR code)	per 100 Pcs		
123	Waste Paper Busket (Medium)	Per/ Pcs		
124	Web Camera (Logitech)	Per/ Pcs		
125	Head phone HP	Per/ Pcs		
126	Frontech speaker	Per/ Pcs		

KS
08/03/25
Kishore Sarkar
U.D.C
Store In-Charge
Dte. of MSME, WB

Pranab
13/03/25
Pranab Kr. Naskar
Deputy Director
Directorate of MSME
Government of West Bengal