



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

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Memo No. 16/DD(145)/2026-27

Date: 18/05/26

**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 2026–27. Interested bidders, only consumer co-operative societies for all items and **small scale enterprises for items** (Sl. no. 13 to Sl. No 29) 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, 9<sup>th</sup> floor, 1, K.S. Roy Road, Kolkata-700001, on or before **May 28<sup>th</sup>** 2026, 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 2026–27 as a year-long contract. The quotations will be opened on May 29<sup>th</sup>, 2026, at 2 p.m. at this office.

Enclose: - List of 135 Nos. of items

In four Sheets.

*Pranab N. Roy*  
18/05/26

For Director,  
Micro & Small Scale Enterprises,  
West Bengal

12.12.20

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**LIST OF ARTICLES FOR THE YEAR 2026-27**

<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 (Rulled) 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	Brither B021 Cartridge	Per/ Pcs		
15	Cannon 337 (Compatible)	Per/pc.		
16	Cartridge 111S Samsung (compatible)	Per/pc.		
17	Cartridge 12A HP (compatible)	Per/pc.		
18	Cartridge 78A HP (compatible)	Per/pc.		
19	Cartridge 88A HP (compatible)	Per/pc.		
20	Cartridge12A HP Original	Per/pc.		
21	Cartridge 78A HP Original	Per/pc.		
22	Cartridge 88A HPOriginal	Per/pc.		
23	HP 146 Cartridge (With Chip)	Per/pc.		
24	HP 401A Original Colour Cartridge (Black, Cyan, Magenta & Yellow)	Per/ Pcs		
25	Refurbishing HP Laserjet cartridge 12A	Per/pc.		
26	Refurbishing HP Laserjetcartridge 78A	Per/pc.		
27	Refurbishing HP Laserjet I cartridge 88A	Per/pc.		
28	Refurbishing Samsung M2021 Laserjet cartridge 12A	Per/pc.		
29	HP GT51 or GT51xl Original	Per/pc.		
30	Cash Book (Register) 300 Pages	Per/pc.		
31	Dak Despatch Register 300 Pages	Per/pc.		
32	Log Book Register 100 pages big	Per/pc.		
33	Peon Book Register 300 Pages	Per/pc.		
34	Stock Register 300 Pages	Per/pc.		
35	Stock Register L/B 300 Pages	Per/pc.		
36	Cello Tape (Brown) (2", 1")	Per/pc.		
37	Clip File - Plastic A-4 Size	Per/pc.		
38	Clip File - Plastic A-4 Size	Per/pc.		

*Pranab* 18/05/26  
**U.D.C**  
**Store In-Charge**  
**Dia. of MSME, WB**

*Pranab Naskar* 18/05/26  
**Pranab Kr. Naskar**  
**Deputy Director**  
**Directorate of MSME**  
**Government of West Bengal**

Government of West Bengal  
To: State of APJKT  
By: [Signature]  
[Signature]  
[Signature]

Store in-Charge  
U.D.C.  
Bhawan Bazar

**LIST OF ARTICLES FOR THE YEAR 2026-27**

<u>Sl. No.</u>	<u>Name of the Items</u>	<u>Quantity</u>	<u>Rate (Rs.)</u>	<u>+ GST</u>
39	Clock (Ajanta)	Per/ Pcs		
40	Cloth Duster 24"x24"	Per/pc.		
41	Cloth Duster 36"x36"	Per/pc.		
42	Clothed Envelope 11" x 5"	Per/100 Pcs.		
43	Clothed Envelope 14"x10"	Per/100 Pcs.		
44	Computer key Board (Logitech)	Per/pc.		
45	Computer Mouse (Logitech)	Per/pc.		
46	Correction pen (White Ink)	Per/pc.		
47	Cotton Tag	Per/bundle (50 pcs.)		
48	Cup & Plate (Bone China)	Per set (6 pcs)		
49	D.O. Pad with Logo Multi color	Per/100 Pcs.		
50	Drivers Log Book	Per/pc.		
51	Electric Kettle ( Bajaj make)	Per/pc.		
52	Employee Service Book	Per/pc.		
53	Engagement Pad	Per/pc.		
54	Envelope (White) 10"x4.5"	Per/100 Pcs.		
55	Envelope (White) 14"X9"	Per/100 Pcs.		
56	Envelope (White) 16"x12"	Per/100 Pcs.		
57	Extension Board (4- Way)	Per/pc.		
58	Extension Board 4 way (spike protection)	Per/pc.		
59	Extension Cord	Per/pc.		
60	Extension Cord With Mobile Charger	Per/pc.		
61	File cover (Board) 14" X 10"	Per/100 pc.		
62	File cover (Handmade board) 14" X 10"	Per/100 pc.		
63	File Flap (24" X 2 1/2" with 28" thread)	Per/100 pc.		
64	File Marking Sticker, 3" X 1" (3 Colour)	Per/pc.		
65	Glue stick /Fevi stick	Per/pc.		
66	Gum 700 Ml.	Per/bottle		
67	Hand Towal	Per/pc.		
68	Hand washing liquid soap (container) Lifeboy/Dettol	Per/pc.		
69	High Lighter Pen	Per/pc.		
70	Internet Security (Quick Heal) 3 users 1 year	Per/Box.		
71	Total Security (Quick Heal) 3 users 1 year	Per/Box.		
72	Internet Security (Quick Heal) 3 users 3 year	Per/Box.		
73	Total Security (Quick Heal) 3 users 3 year	Per/Box.		
74	James clip	Per/box		
75	knife 4" with handle	Per/pc.		

*Pranab*  
18/05/26

*Pranab Naskar*  
18/05/26  
Pranab Kr. Naskar  
Deputy Director  
Directorate of MSME  
Government of West Bengal



**LIST OF ARTICLES FOR THE YEAR 2026-27**

<u>Sl. No.</u>	<u>Name of the Items</u>	<u>Quantity</u>	<u>Rate (Rs.)</u>	<u>+ GST</u>
76	Life/Dettol bouy soap (Small)	Per/pc.		
77	Medium size office Wall Clock	Per/pc.		
78	Mouse Pad	Per/ Pcs		
79	Name - card holder	Per/pc.		
80	Name plate (12" X 6") PVC made black	Per/pc.		
81	Note sheet pad with left side margine (100 pages)	Per/pad		
82	Note pad(white)100pages 24.3x18.2cm	Per/pc.		
83	Office Bag	Per/pcs		
84	Office Identity Card	Per/pc.		
85	Paper- A-4 size (Copy power/JK)	Per/Rim		
86	Paper -Legal size (Copy power/JK)	Per/Rim		
87	P.P Clear Folder	Per/pc.		
88	Paper Envelop (browen) 11"X5'	Per/100 Pcs.		
89	Paper Envelop (White) 11"X10'	Per/100 Pcs.		
90	Paper weight	Per/pc.		
91	Patch cable	Per/ Pcs		
92	Pen Drive (Sandisc) 64 GB	Per/ Pcs		
93	Pen Drive (Sandisc) 32GB	Per/pc.		
94	Permanent Marker pen (Faber Castle)	Per/pc.		
95	Pilot Hitech Pen	Per/pc.		
96	Plastic clip Board - A4 Size	Per/pc.		
97	Plastic File Folder (Velco)	Per/pc.		
98	Polymer Rubber Stamp (3-4 line)	Per/pc.		
99	Punching Machine (Small)	Per/pc.		
100	Punching Machine (Big)	Per/pc.		
101	Punching Machine (Jumbo))	Per/pc.		
102	Room Fershner	Per/pc.		
103	Red Hit	Per/pc.		
104	Scissors	Per/pc.		
105	Self inking rubber stamp	Per/pc.		
106	Self inking stamp pad (big)	Per/pc.		
107	Self inking stamp pad (small)	Per/pc.		
108	Short Hand Note Book	Per/pc.		
109	Single Punching machine	Per/pc.		
110	Spiral Note Book	Per/pc.		
111	SSD Card 940 GB	Per/ Pcs		
112	SSD Card 480 GB	Per/ Pcs		
113	Stamp Pad (Smll)	Per/pc.		
114	Stamp Pad (Bigl)	Per/pc.		
115	Stamp Pad (Ink Bottle)	Per/pc.		
116	Stapler Machine- Big size- HS-45 P Kangaroo	Per/pc.		

*Bhaskar 18/05/26*

*Pranab 15/5/26*



**LIST OF ARTICLES FOR THE YEAR 2026-27**

<u>Sl. No.</u>	<u>Name of the Items</u>	<u>Quantity</u>	<u>Rate (Rs.)</u>	<u>+ GST</u>
117	Stapler Machine- No. 10 (Small size) Kangaroo	Per/pc.		
118	Stapler pin No. 10 (Big) (Kores)	Per/pc.		
119	Stapler pin No. 10 (Small) (Kores)	Per/100pc.		
120	Table glass 6 mm. (M. Polish) 36"x24"	Per/pc.		
121	Table glass 6 mm. (M. Polish) 56"x24"	Per/pc.		
122	Thick Towel 36"x72" (Best Quality)	Per/pc.		
123	Thread Ball	Per/100 Pcs.		
124	Towel 30"x60"	Per/100 Pcs.		
125	Towel 36"x72"	Per/pc.		
126	Transparent Folder	12 Pcs		
127	Umbrella	Per/pcs		
128	Unibal - eye pen 175	Per/ream		
129	Use and throw dot pen	Per/ream		
130	Visiting card (Screen printing)	per 100 Pcs		
131	Visiting card Multi color with QR code)	per 100 Pcs		
132	Waste Paper Busket (Medium)	Per/ Pcs		
133	Web Camera (Logitech)	Per/ Pcs		
134	Head phone HP	Per/ Pcs		
135	Frontech speaker	Per/ Pcs		

*Bankar* 18/05/26  
**Dibakar Sarkar**  
 U.D.C  
 Store In-Charge  
 Dte. of MSME, WB

*Pranab Kr. Naskar*  
 18/05/26  
**Pranab Kr. Naskar**  
 Deputy Director  
 Directorate of MSME  
 Government of West Bengal

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Dibakar Borkar  
U.D.C.  
Store In-Charge  
Dir. of MSME, WB