



GOVERNMENT OF WEST BENGAL

WEST BENGAL COMMISSION FOR PROTECTION OF CHILD RIGHTS

ICMARD Building, (9th Floor), Block-14/2, C.I.T. Scheme- VIII (M), Ultadanga, Kolkata - 700 067

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Memo No.- 2177/WBCPCR-13018/1/2021

**Notice Inviting Quotation**

Date 29/07/2024

The West Bengal Commission For Protection Of Child Rights (WBCPCR) invites sealed bids from prospective bidders to supply **Stationery Items, Household Cleaning Products**, and other miscellaneous items (specific list of the articles is furnished in the attached **Annexure-A**) to the office of the WBCPCR, ICMARD Building, (9th Floor), Block-14/2, C.I.T. Scheme - VIII(M), Ultadanga, Kolkata - 700 067 for the period from 1<sup>st</sup> September 2024 to 31<sup>st</sup> August 2025.

**Quoted rate must be exclusive of taxes. Decimal part of the rate will not be accepted.**

All the articles to be delivered must be according to the sample. Therefore, the representatives are advised to visit the office to inspect the sample. The bidder concerned whose quotation will be accepted **must supply the articles within 7 (Seven) days from the date of issuance of the purchase order, failing which their order will be rejected without further notice and they will be blacklisted from any subsequent purchase of articles from the office.**

Name and address of the quotationer must be superscripted on the cover. The memo number and the date of the "NIQ" must be mentioned clearly over the envelope.

Interested bidders may submit their Bid up to the date and time mentioned in the table below:

(a)	Bid submission end date & time	On: 07/08/2024 up to 3:00 pm
(b)	Bid Opening date & time	On: 08/08/2024 at 1:00 pm

Bidders are requested to furnish the following documents with their respective bids:

1. **Self-attested photocopy of Valid updated Trade License**
2. **Self-attested photocopy of up-to-date payment of Professional Tax Paid Challan (FY- 2023-24)**
3. **Self-attested photocopy of PAN Card**
4. **GST Registration Certificate**
5. **Self-attested photocopy of Income Tax Return of FY- 2022-23 (AY 2023-24)**

The WBCPCR reserves the right to reject any or all quotations without assigning any reason whatsoever.

The decision of the commission will be final and binding.

Proposals received after the **deadline mentioned** above will not be entertained.

Yours faithfully,

  
Assistant Secretary  
WBCPCR

## ANNEXURE - A

1.	A4 Size Paper (75 gsm) -1 Ream
2.	Muriatic Acid (500 MI)
3.	Arch File (1 Dozen)
4.	Attendance Register (1 Pc)
5.	Black Hit (1 Pc)
6.	Ballon (1 Pkt.)
7.	Bell Pin (1 Box)
8.	Blinder Clip (1 Box I.E. 12 Pcs)
9.	Tissue Paper (1 Box)
10.	Both Side Pen (1 Box)
11.	Bottle ( Steel) (1 Pc)
12.	Both Side Pen Riffle (10 Pcs)
13.	Brasso Metal Polish (100 MI)
14.	Bucket (Plastic) (1 Pc)
15.	Buzzer Bell (1 Pc)
16.	Casio Cb146 Mj-100da Calculator (1 Pc)
17.	Car Towel (Big Size) (1 Pkt. I.E. 4 Pcs)
18.	Case Book (1 Pc)
19.	CD/DVD Marker (1 Pc)
20.	Calling Bell Battery (1 Pc)
21.	Clock Battery (1 Pc)
22.	Remote Battery (1 Pc)
23.	Cello Tape 1" White (1 Pc)
24.	Cello Tape 3" Brown (1 Pc)
25.	Cello Tape 3" White (1 Pc)
26.	Chair Towel (1 Pc)
27.	Channel File (1 Dozen)
28.	Pentonic Pen Refill (Blue/Black/Red) (1 Box)

29.	Ink (blue) (1 pc)
30.	Clear File (1 dozen)
31.	Colin (500 ml)
32.	Cloth Carry Bag (100 pcs)
33.	Car Flag (National Flag) (1 pc)
34.	Sticky Note (1 pkt.)
35.	Colour Plastic –Coated Clip (1 pkt.)
36.	Container (Plastic) (1 pc)
37.	Correction Pen (Whitener) (1 box i.e. 10 pcs)
38.	Cover File (1 pc)
39.	Dak Despatch Register (1 pc)
40.	Double Hole Puncher (1 pc)
41.	Dustbin (1 pc)
42.	Duster (1dozen)
43.	Envelope (Brown/White)-27.5 Cm X 12cm (100 pcs)
44.	Eraser (1 Pc)
45.	Exam Board (1 Pc)
46.	Fevi Gum (1 Pc)
47.	Fevi Stick (1 Pc)
48.	Fore (1 pc)
49.	Gala (Sealing Wax) (1box i.e. 10 pcs)
50.	Garbage Cover (1 pkt.)
51.	Gems Clip 30mm (1box)
52.	Good Quality Pen (1 pc)
53.	Hand Towel (1 pc)
54.	Hand Wash (200 MI)
55.	Harpic (500 ml)
56.	Highlighter (1 pkt.)



57.	Ink Pad (1 pc)
58.	Notepad (Executive Spiral Note Book)
59.	Keyboard (preferred HP)
60.	Knife (1 pc)
61.	Legal Size Paper (1 ream)
62.	Letter Issue Register (1pc)
63.	Marker (Black/Red) (1 box i.e. 10 pcs)
64.	Minute Book (1 pc)
65.	Mop (1 pc)
66.	Mosquito Refill Machine (1 pc)
67.	Mosquito Repellent Refill Liquid (1 pc)
68.	Mouse (preferred HP)
69.	Mouse Pad (1 pc)
70.	Mug (1 pc)
71.	Name Plate
72.	Naphthalin (1 pkt.)
73.	Notepad (80 pages Unruled) (1pc)
74.	Umbrella (Golf 555)
75.	Stapler No.10 (1 pc)
76.	Notice Board
77.	Notice Board Pin (1 box)
78.	Flap (1 pc)
79.	Odonil (1 pc)
80.	Stapler Pin No.10 (1 box)
81.	Paper Bowl & Paper Plate (100 pcs)
82.	Paper Glass (100 pcs)
83.	Paper Tea Cup (80 MI ) (100 pcs)
84.	Paper Weight (1 pc)

85.	Pen Stand (1 pc)
86.	Pencil (1 pc)
87.	Pendrive (32 GB) (1 pc)
88.	Pentonic Pen – Blue/Black/Red (1 box)
89.	Room Freshener (Godrej-lavender/sandal/Cool) (1 pc)
90.	Phenyl (5 lit)
91.	Phool Jharu (1 pc)
92.	Red Hit (1 pc)
93.	Fine Writer (1 Pc)
94.	Rubber Band (1 kg.)
95.	Rule Register -12 No. (1 pc)
96.	Scissor (Stainless Steel) (1 pc)
97.	Toner 2365 (1 pc)
98.	Toner 388A (1 pc)
99.	Toner 1020 (1 pc)
100.	Colour Toner (H-CE311/CF351A) (1 set of 4 colours)
101.	Toner EPSON (eco-tank L3210) (1 set of 4 colours)
102.	Cloth A3 Size Envelope (Printed) (100 Pcs)
103.	WBCPCR Letter Head (printed) (100 pcs)
104.	Pendrive (16 GB) (1pc)