



WEST BENGAL ELECTRICITY REGULATORY COMMISSION



Ref No. WBERC/C-6/10(Tender)/4616

Dated, Kolkata, 19th December, 2023

QUOTATION NOTICE

INVITING TENDER FOR SUPPLY OF STATIONERY

In inviting a reference to the above noted subject, Sealed quotations are invited by West Bengal Electricity Regulatory Commission (WBERC), located at Plot No: AH/5 (2nd and 4th Floor), Premises No: MAR 16-1111, Action Area – 1A, New Town, Kolkata – 700163 from interested Bidders for supply of stationery for office use only based upon periodical requirement.

Last Date of submission of quotation in a sealed envelope is **29th December 2023 up to 3pm.** at above address.

Interested bidders are requested to submit single quotation for approx. monthly requirement of stationery items as per prescribed format are enclosed at Annexure-I.

Bidders must submit the following documents along with their quotation:

1. Valid GST Registration Certificate
2. PAN Card
3. Income Tax acknowledgement for three years FY - 2020-2023
4. Valid Trade License.

Terms & Conditions:

1. Price Validity : 01 year from the proposal date.
2. Price quoted above are in Indian Rupees, excluding GST.
3. Taxes and duties: GST/Duties as Applicable at the time of raising the invoice.
4. Supply/Delivery: 03 days from the date of acceptance of Purchase Order.
5. Payment: 100% on submission of Invoice in triplicate through Cheque or through Net Banking after satisfactory supply of the stationery.
6. Rates quoted should be against specifically mentioned quality.
7. If delivered items found damaged/not working/different from requirement, then Bidder must replace/refund the whole product without any obligation.
8. All disputes are subject to Calcutta jurisdiction only.

Sd/-
Secretary

Encl: As above.



WEST BENGAL ELECTRICITY REGULATORY COMMISSION



Annexure - I

Sr No.	Items	A/U	Rate for One unit
1	A4 Paper (80gsm)	Ream	
2	Legal Paper (80gsm)	Ream	
3	Battery (AAA)	No.	
4	Battery (AA)	No.	
5	Battery (12v 23 Amp)	No.	
6	Dish Wash (Bar) - 250gm/500gm	No.	
7	Stapler Pin (24/6)	Pkt	
8	Stapler Pin (23/13-H)	Pkt	
9	Stapler Pin (10-1 mm)	Pkt	
10	Highlighter (Colouring)	No.	
11	Correction Pen	No.	
12	Bell Pins	No.	
13	Ball Pen [Ordinary/Good quality pen (with brand name)]	No.	
14	File Flat Cover (without print/with print/with print & cover)	No.	
15	Sticky Notepad	No.	
16	Duster Cloth	No.	
17	Floor Duster	No.	
18	Naphthalene Ball (250gm)	Pkt	
19	Odonil	No.	
20	Room Freshener (Godrej AER)	No.	
21	Cello Tape	No.	
22	Envelop (28 x 12)	Piece	
23	Envelop (22 x 9) (Plain/Window)	Piece	
24	Envelop (30 x 12) (With cloth/ without cloth)	Piece	
25	Cello Tape (Brown)	No.	
26	Colin (Medium)	No.	
27	Binder Clip, 32mm	Box	
28	Binder clip, 19mm	Box	
29	Hit (Black)	No.	



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सत्यमेव जयते

Sr No.	Items	A/U	Rate for One unit
30	Bucket Plastic (Medium)	No.	
31	Gum Bottle - 250 ML / 500 ML	No.	
32	Gum Tube	No.	
33	Glue Stick	No.	
34	Harpic (500 ML)	No.	
35	Phenyl - 250 ML / 500 ML	Ltr./ML	
36	Ink for Pad	No.	
37	Gems Clip	Box	
38	Pen Marker	No.	
39	Post it	No.	
40	Scotch Bite (Stander/Branded)	No.	
41	Short hand Book	No.	
42	Writing Pad (Classmate) 20 pages	No.	
43	Pencil	Doz	
44	Mop (Swab jute)	No.	
45	Envelop (A4 size) (with cloth/ without cloth)	No.	
46	Eraser (Rubber)	No.	
47	Sanitizer (Savlon/Lifebouy) - 250 ML / 250 ML	Bottle	
48	Savlon Surface Disinfectant Spray (with ml)	Bottle	
49	Mask N-95	No.	
50	Mask Surgical 3 Layer	No.	
51	Printed Note Sheet (PAD)	No.	
52	Wall Clock	No.	
53	Hand Wash Bottle (500 ml/ 250 ml) (Dettol/Savlon/Lifebuoy)	No.	
54	Stapler Machine (Kangaroo) (Small / Medium / Large with No.)	No.	
55	Water Bottle (1 Ltr.) [Branded/Good Quality]	No.	



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सत्यमेव जयते

Sr No.	Items	A/U	Rate for One unit
56	Plastic Jug (Normal)	No.	
57	Register 100/200/400/600 (With print/ Without print)	No.	
58	Sutli - Plastic/Jute	Kg	
59	Lyzol - 500 ml / 1 Ltr	Bottle	
60	Acid - 500ml/1000ml	Bottle	
61	Pokhor (Plastic handle/Wood handle)	No.	
62	Hand Puncher (Single) {Small/ Medium} with brand name	No	
63	Hand Puncher (Double)	No.	
64	Paper Weight (Table)	No.	
65	Pen/Pencil Stand	No.	
66	Knife (Paper Cutter)	No.	
67	Pencil Sharpener	No.	
68	Ink Pad	No.	
69	Garbage Bag	Pkt	
70	Plastic folder (Transparent) - A4/Legal/Chanel file/Envelop type with button	No.	
71	File Binder	No.	
72	File Tag - Small / Large	Pc.	
73	Sizer - Small / Large	Pc.	
74	Scale - Steel / Plastic	Pc.	
75	Plastic Paper Tray	Pc.	
76	Waste Bucket	Pc.	