

GOVERNMENT OF WEST BENGAL
PUBLIC WORKS DEPARTMENT
KHADYA BHAWAN, 11A, MIRZA GHALIB ST. KOL-700087

No. 48-G/3S-01/2026(P-1)

Dat. 22.04/2026

NOTICE INVITING QUOTATION

The undersigned is directed to invite all the willing Government approved Wholesale Consumers' Co-operative Societies to quote the rate of different stationery articles and other materials for supply of the same on request to this office for the period from **1st April, 2026 to 31st March, 2027** on a Sealed Cover. Specimen sample which will be required time to time must be submitted to the general branch, P.W.D.

The rate should be quoted inclusive of GST.

Quotation must be submitted by 4 P.M on the 7th day from the date of issuance of the Notice.

The envelop of quotation will be opened on the 7th day of closing date of submission of Quotation.

The department reserves the right to accept or reject any quotation without stating the reason whatsoever and the quotations will be kept at the custody of the section officer of General Branch, PWD, Block-A, 4th floor.

All the articles to be delivered must be according to the sample. The representatives are advised to visit this department to inspect the sample.

The Co-operative concerned whose quotation will be accepted must supply the articles within 7(seven)days from the date of requisition of the same failing which their offer will be rejected without further notice and they will be blacklisted for any subsequent purchase of articles from this department.

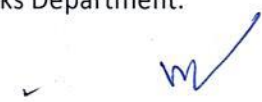

Assistant Secretary to
the Government of West Bengal

No. 48-G/3S-01/2026(P-1)

Dated: 22.04.2026

Copy forwarded for information and necessary action to:-

- 1) The Notice Board of P.W. Department and Walling.
- 2) The Jt. Secretary (P) for publication to the official Web site.
- 3) The Assistant Secretary-III, Public Works Department
- 4) The S.O & D.D.O. of Public works Department (Roads Wings).
- 5) The A.O. & Ex-Officio Assistant Secretary & D.D.O, Public Works Department.


Assistant Secretary to the
Government of West Bengal

**Rate Chart against list of Stationary articles for supply P.W.
Department from 01.04.2026 to 31.03.2027**

Sl No.	Name of Articles	Brand	Unit	Rate/Unit	GST %	Total
1.	A4 Xerox Paper (75 GSM)	Copy Power	Ream			
		JK Copier	Ream			
2.	F/S Xerox Paper (75GSM)	Copy Power	Ream			
		JK Copier	Ream			
3.	Asset Statement Book	100Pgs	Pc			
4.	Battery (AAA) for Remote	Eveready	Pc			
5.	Battery (AA) for Clock	Eveready	Pc			
6.	Calculator	Orpat-DTC0712	Pc			
7.	Calculator Battery (Tablet)	Maxell	Packet			
8.	Candle (big & thick)	Good quality	Pc			
9.	Cello tape 1"	12Pcs/Roll	Roll			
10.	Clock	Ajanta	Pc			
11.	Colour Flag (1"X3")	De'smat	Packet			
12.	Correction Pen	Fabre Castle	Box			
13.	Demy Paper	JK Ledger	Ream			
14.	Demy Official Letter Pad	A4 (50Pages)	Pc			
15.	Desk Calendar Stand	Gripex	Pc			
16.	Engagement Pad	Good quality	Pc			
17.	Cloth Envelope	14"X10"	100 Pcs			
18.	Envelope (Big)	12" X 6"	1000Pcs			
19.	Envelope (Big)	11" X 5"	1000Pcs			
20.	Envelope (Medium)	10" X 4.5"	1000Pcs			
21.	Envelope (Small)	9" X 4"	1000Pcs			
22.	Erasers (Rubber)	Apsara	20Pc/Box			
23.	Fevi Stick 15gm		20Pc/Box			
24.	File Binding Tape (1")	10Pcs/Roll	Roll			
25.	File Cover-RTI (Pink)	Good Quality				
26.	File Cover (Brown)	Good Quality	Pc			
27.	File Cover (Green)	Good Quality	Pc			
28.	File Cover (white)	Good Quality	Pc			
29.	File Flap (Blue)	100 Pcs/Package	Packet			
30.	File Cover Plastic(Ziper)	Good Quality	Pc			
31.	Four Fold File Cover	Good Quality	Pc			
32.	Gala	J.Y. India Wax	8Stk/Box			
33.	Garter	Good Quality	1Kg			
34.	Gems Clip (plastic Cover)	Zorex	Packet			
35.	Gum Tube (Small)	Kores 50Pcs/	Jar			
36.	Gum Bottle 150ml	Euro Zorex	6Pcs/Box			
37.	Highlighter Pen	Fabre Castle	5Pcs/Pkt			
38.	Kalahit (200ML)		Pc			
39.	Knife (Medium Size)	Good Quality	Pc			
40.	Log Book	Good Quality	Pc			
41.	L-Folder Plastic (A4)		Pc			
42.	L-Folder Plastic (FS)		Pc			
43.	Marker Pen on White Board		Pc			
44.	Marker Pen on CD/DVD		Pc			
45.	Match Box	Ship 10Pcs/Pkt	Packet			
46.	Mosquito Oil Machine	Good Knight	Pkt			
47.	Mosquito Oil Refill	Good Knight	Pkt			
48.	Name Plate	(A)Fibber	Sq.ft			
	Name Plate	(B)Steel	Sq.ft			

	Name Plate	(C)Brass	Sq.ft			
49.	Note Sheet (1 st Page)	Good Quality	Pad			
50.	Note Sheet (2 nd Page)	Good Quality	Pad			
51.	Desk Calendar	Good Quality				
52.	ReynoldsTrimax Gel (Green Pen)		Pkt			
53.	Page Clip (Generic Big)	51mm, 2inch	Pc			
54.	Paper Weight	Flat Glass	Pc			
55.	Pencil	Apsara	10Pc/Box			
56.	Pencil with back eraser	Apsara	10Pc/Box			
57.	Pencil Sharpener	Apsara	20Pc/Box			
58.	Pentonic Pen	Blue/Black	Pc			
59.	Pen Drive (32GB)	Scan Disc	Pc			
60.	Pen Drive (64GB)	Scan Disc	Pc			
61.	Pen Drive (64 GB)	HD Steel Body	Pc			
62.	Pen (Use & Throw) Fort	20 Pcs/Box	Box			
63.	Peon Book	(100 Pages)	Pc			
58.	Perforator	Good Quality	Pc			
59.	Per-Inking Stamp	(Box-Type)	Pc			
60.	Per-Inking Stamp	Pocket-Type	Pc			
61.	Permanent Marker Pen	Art line (Black)	Pc			
62.	Photo Glossy Inject Paper A4-5760 dpi (180GSM)	20 Pcs/Pak	Pkt			
63.	Punching Machine (1 Hole)	Kangaroo	Pc			
64.	Register (File/Diary)	200 Pgs	Pc			
65.	Register (Rule)	No.4(96Pgs)	Pc			
66.	Register (Case Book)	200 Pgs	Pc			
67.	Register (White)	200 Pgs	Pc			
68.	Register (Issue)	200 Pgs	Pc			
69.	Register (Staff Attendance)	Big	Pc			
70.	Register (Staff Attendance)	Small	Pc			
71.	Room Freshener	Godrej	Pc			
72.	Scissors	Size-6"	Pc			
73.	Scale (Plastic)	Fabre Castle	Pc			
74.	Service Book	Good Quality	Pc			
75.	Shorthand Book	Good Quality	Pc			
76.	Stamp Pad (Big)	Fabre Castle	Pc			
77.	Stamp Pad Ink 60ml	Gripex	Pc			
78.	Stamp (Poly)	Words=	line			
79.	Stamp (Self Inking)	Words=	line			
80.	Stapler HS 45P (Medium)	Kangaroo	Pc			
81.	Stapler HD 10 (Small)	Kangaroo	Pc			
82.	Stapler Pin 24/6 (Medium)	Kangaroo	Pc			
83.	Stapler Pin 10 (Small)	Kangaroo	Pc			
84.	Sticky Notepad (3M)	Post-it	Pkt			
85.	Soap 100gms	Lifebuoy	Pc			
86.	Soap 50gms	Lifebuoy	Pc			
87.	Tag (Good Quality)	12" (1000Pc)	Packet			
88.	Thread Ball	Good Quality	Roll			
89.	Waste Paper Basket	Big	Pc			
90.	Writing Pad (50 Pages)	Size-A4	Pc			
91.	Writing Pad (50 Pages)	Size-1/4	Pc			
92.	Cartridge 12A	HP Laserjet	Pc			
93.	Cartridge 88A	HP Laserjet	Pc			
94.	Cartridge 78A	HP Laserjet	Pc			

SI No.	Name of Articles	Brand	Unit	Rate/Unit	GST %	Total
95.	Cartridge 703 Black	HP Laserjet	Pc			
96.	Cartridge 703 Tri-Colour	HP Laserjet	Pc			
97.	Cartridge ML-3310ND	SAMSUNG	Pc			
98.	Cartridge 337 Starter	Canon	Pc			
99.	Catridge 051	Canon	Pc			
100.	Cartridge 204A Colour	HP Laser Jet	Pc			
101	Cartridge TN-2365	Brother	PC			
102	Cash Book	400 Pgs	Pc			
103	Cartridge 166 (A)	Hp Laser jet	PC			
104	Arach file	Plastic coated	Pc			
105	Clip Board	wooden	Pc			
106	Bill Register	500 pgs	Pc			
107	Hand washtotal10(190 ML)	Lifebouy	Pc			
108	Big Size Bag		Pc			
109	Umbrella Two Fold	K.C Paul	Pc			
110	Cup Set		Box			
111	Glass Cover		Box			
112	Appointment Register		Pc			
113	Service Rules by Pashupati Ghosh-Bengali Version (Book)					
114	White Board Marker Pen		Pc			

By Order,

Sd/-

Assistant Secretary
Public Works Department