



WEST BENGAL RENEWABLE ENERGY DEVELOPMENT AGENCY

(An Organisation of Department of Non-conventional & Renewable Energy Sources, Govt. of W.B)

Bikalpa Shakti Bhavan, J1/10, EP & GP Block,

Salt Lake Electronics Complex, Sector – V, Kolkata – 700 091

NOTICE INVITING QUOTATION FOR SUPPLY OF STATIONERY ARTICLE FOR WBREDA HEAD QUARTER

Memo No: -WBREDA/ *Sty/22/2018/1097*

Dated: 16.01.2020

N.I.Q. No. – 02/2020/Sty dt. 16.01.2020

Sealed Quotations are hereby invited by the WBREDA from the reputed and bona fide Agency/Company/Firm/Wholesale Co-operative in this matter, having G.S.T No., for supply of Stationery Articles at WBREDA head quarter.

Last date of submission of the sealed quotations is **27th January, 2020 up to 3.00 P.M.**

Prescribed quotation form along with the detailed terms and conditions for the quotation can be downloaded from the Website of WBREDA: www.wbreda.org

Sealed quotations complete in all respect, must be submitted before the last date and time of submission at the designated sealed box on the 1st floor of the Bikalpa Shakti Bhavan.

Sl. No.	Description Of Materials	Quantity	Unit	Rate Per Unit (Rs.)	G.S.T (@ (Rs.) %)	Total Unit Price including G.S.T (Rs.)	Total (Rs.)
A	B	C	D	E	F	G	H
					[F=E x F%]	[G=E+F]	[H=C x G]
1.	Dak Despatch Register [15 No.]	08	Nos.				
2.	Dak Receipt Register [15 No.]	08	Nos.				
3.	Rull Register (10 No.)	12	Nos.				
4.	Rull Register (4 No.)	12	Nos.				
5.	Car Log Book [50 Pages]	30	Nos.				
6.	Attendance Register [50 Pages]	12	Nos.				
7.	Basket	20	Nos.				
8.	Pencil Battery	20	Nos.				
9.	Calculator	10	Nos.				
10.	Envelope (Brown) (with office address printing)	2000	Nos.				
11.	Eraser	02	Boxes				
12.	Fevi Stick	02	Boxes				
13.	Jems Clip	02	Boxes				
14.	Hand Wash (Liquid)[Lifebuoy]	06	Pieces				
15.	Mop with Stick	04	Pieces				
16.	Marker Pen (Permanent)	01	Dozen				

Sl. No.	Description Of Materials	Quantity	Unit	Rate Per Unit (Rs.)	G.S.T (@ (Rs.) %)	Total Unit Price including G.S.T (Rs.)	Total (Rs.)
A	B	C	D	E	F	G	H
					[F=E x F%]	[G=E+F]	[H=C x G]
17.	Naphthalene (250 gm.)	20	Packets				
18.	Odonil [50 gm.]	12	Packets				
19.	Phenyle [500 ml]	02	Dozens				
20.	Pen (Ordinary)	50	Pieces				
21.	Pencil	01	Dozen				
22.	Post It	20	Pieces				
23.	Punch Machine [Medium] (Double)	10	Pieces				
24.	Pin Box	10	Pieces				
25.	Pan Brush	08	Pieces				
26.	Stock Register [250 Pages]	02	Pieces				
27.	Room Freshener [Normal Size]	08	Pieces				
28.	Stapler Machine [Kangaro-G10] (Medium)	01	Dozen				
29.	Scale (Plastic) [1 ft]	01	Dozen				
30.	Scissors [Medium]	12	Pieces				
31.	Xerox Paper (A4 Size)	30	Reams				
32.	Xerox Paper (A3 Size)	02	Reams				
33.	Legal Page	04	Packets				
34.	Big Black Plastic for Waste Disposal	100	Pieces				
35.	Good Knight Liquid [60 days]	06	Pieces				
GRAND TOTAL							
TOTAL IN WORDS:							

1. The sealed quotation will be submitted at the designated box on the 1st floor of the WBREDA head quarter up to 3.00 P.M. on **27.01.2020** and will be opened at 4 P.M.
2. The Quotation should be submitted in sealed cover.
3. The suppliers should quote the rates in figures as well as in words.
4. Incomplete Quotation will be summarily rejected.
5. WBREDA reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
6. Rates shall be quoted in figures as well as in words at inclusive of G.S.T showing percentage of G.S.T.
7. Work has to be completed within **07** days from the date of the order.


 Administrative Officer,
 WBREDA

