



LIFE
Lifestyle for
Environment

WEST BENGAL POLLUTION CONTROL BOARD

(Department of Environment, Government of West Bengal)

Paribesh Bhawan, 10A, Block – LA, Sector III, Bidhannagar

Kolkata – 700 106, Ph.: 2202-3000

Website: www.wbpcb.gov.in, Email: net.wbpcb-wb@bangla.gov.in

Memo No. /8H-2/2004(pt-IV)

Date: /08/2025

Notice Inviting Quotation

West Bengal Pollution Control Board invites quotation for stationary articles mentioned in the Annexure- I from the eligible Government Approved Wholesale Consumer Co-Operative Societies with the following terms & conditions: -

1.	Scope of work	Invitation of rate quotation for supply of stationary articles as per specification mentioned in Annexure-I
2.	Validity of quotation	Rate quotation will be valid for 01(one) year, i.e. from 1 st September, 2025 to 31 st August, 2026
3.	Rate of items	Rate of stationary articles should be inclusive of GST.
4.	Acceptance of rates	lowest rate offered on the individual item as mentioned in Annexure -I by the bidder will be accepted.
5.	Work Order	Work Order may be issued phase wise based on requirement out of the tentative quantity mentioned in Annexure-I for all the items or in part items.
6.	Delivery of items	Free delivery in good condition at Paribesh Bhawan, 10A, Block-LA, Sector-III, Kolkata-700106 within 10 days from the date of issuance of the work Order.
7.	Payment terms	Payment will be released as per Govt. norms on successful delivery of the stationary articles in good condition with satisfactory certificate from the consignee.
8.	Liquidated damage	All the items of the Work Order shall be delivered within the schedule date of delivery otherwise LD@ 0.05% per week of the total work order value subject to maximum @ 5% of the total work order.
9.	Documents to be submitted	Self-attested copy of the following documents:- 1. Latest certificate of registration of the society 2. Trade License 3. PAN 4. GST registration
10.	Acceptance or rejection of quotation	The State Board reserves the right to accept or reject any quotation in part or in full without stating any reason whatsoever.

The Government approved Wholesale Consumers' Co-Operative Societies are requested to submit the rate quotation of all the items in letter head of the Co-Operative Society in typing or clear hand writing with sign and seal of the items mentioned in Annexure-I along with the self-attested copy of the documents mentioned in SL.09 above in a sealed envelope super scribing on the top of the envelope as "Rate quotation for Stationary articles" and to be dropped in the tender box kept at the ground floor in front of reception earmarked for this NIQ within 15(fifteen) days from the date of issuance of the NIQ,

This has the approval of the Competent Authority of the Board.

Sd/-
Deputy Secretary

Date 22/08/2025

Memo No. 991/8H-2/2004(Pt-IV)
Copy forwarded to: (8)

1. Finance & Accounts Manager;
2. Administrative Officer;
3. Shri Ajay Kr. Lakra, Superintendent;
4. PA to Member Secretary/ PA to Senior Personnel Manager;
5. Notice Board;
6. Directorate of Commercial Taxes, Government of West Bengal, 14, Beliaghata Main Road, Kolkata – 700015
7. Guard file

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Deputy Secretary

Annexure-I

Tentative quantity of stationary articles to be required in next 01(one) year i.e., upto 31st August, 2026

Sl. No.	Stationary articles	Quantity
1.	Good quality A4 size Xerox Paper {JK Copier 75 GSM / Alpha Power 75 GSM}	900 Reams
2.	FS Size Xerox Paper 75 GSM	60 Reams
3.	A4 pink paper 75 GSM	10 Ream
4.	Gems Clip	100 pkts.
5.	Good Quality Use and Throw pen (Fort)	800 pcs.
6.	Cello butterflow pen	20 nos.
7.	Cello Pointec gel pen	20 nos.
8.	Cello Pointec gel pen refill	60 nos.
9.	Highlighter	30 nos.
10.	Good quality Black colour single punch	30 nos.
11.	Good quality double punch	15 nos.
12.	Dust bin medium	30 nos.
13.	Wooden pencil	60 nos.
14.	Phore wooden handle	10 nos.
15.	Plastic scale 30 cm.	30 nos.
16.	Binder Clip 25 mm	120 pcs.
17.	Binder Clip 32 mm	120 pcs.
18.	Binder Clip 41 mm	84 pcs.
19.	Binder Clip 51 mm	60 pcs.
20.	Cello tape (1")	18 nos.
21.	Cello tape (2½")	48 pcs.
22.	Brown tape (2½")	48 pcs.
23.	Fevistick 15 gm	40 pcs.
24.	Duster (2'x2')	24 nos.
25.	Duster (3'x3')	12 nos.
26.	Notesheet Pad 80 GSM	30 nos.
27.	Pen Drive (32 GB / 64 GB/128 GB)	06 nos./06 nos./ 04 nos.
28.	A4 Channel file	70 nos.
29.	CD Marker	20 nos.
30.	Permanent Marker	20 nos.
31.	White Board marker	04 nos.
32.	Calculator (12 Digit)	15 nos.
33.	Whitener faber Castell	60 nos.
34.	Tag	04 pkts.
35.	Stamp pad	20 nos.
36.	Stamp Pad Ink 100 ml.	12 nos.
37.	Stapler 10 No.	20 nos.
38.	Jumbo stapler	10 nos.
39.	Stapler Pin (Big / Small)	20/30 pkts

Sl. No.	Stationary articles	Quantity
40.	Big Scissor	06 nos.
41.	Post it/ Sticky Notes (Multicolor)	20 pkts.
42.	Pencil Battery AA	10 nos.
43.	Ruled register no. 6	12 nos.
44.	Ruled register no. 8	12 nos.
45.	Ruled register no. 10	12 nos.
46.	Ruled register no. 12	12 nos.
47.	Ruled register no. 16	18 nos.
48.	Ruled register no. 20	06 nos.
49.	Ruled register no. 24	06 nos.
50.	Attendance register no. 12	03 nos.
51.	Attendance register no. 16	04 nos.
52.	Steno book	10 nos.
53.	Peon Book	6 nos.
54.	Botton folder	20 nos.
55.	Good quality Arch File with clip system	150 nos.
56.	A4 transparent L folder	20 nos.
57.	Dak box	10 nos.
58.	Dak dispatch register (20 no./24 no.)	04 nos.
59.	Dak dispatch register 80 GSM 1000 pages (customizable)	02 nos.

(To be submitted in letter head of the organization)

To

The Member Secretary
West Bengal Pollution Control Board
10A, Block-LA, Sector-III, Bidhannagar,
Kolkata-700106

Sub: Submission of Quotation for stationary articles

Sir,

In reference to the Notice Inviting Quotation (NIQ) No. /8H-2/2004(Pt-IV) dtd. /08/2025, I am submitting herewith quotation of our Co-operative society for stationary articles as mentioned in Annexure-I along with the copy of the other self-attested statutory documents attached herewith with following details:

Name of the Co-Operative society	:	
Address of the Co-Operative Society	:	
Name of the authorized person	:	
WhatsApp No. of the authorized person	:	
Email id of the Authorized person	:	
Document Submitted	:	

Signature of the authorized signatory with seal

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