



**GOVERNMENT OF WEST BENGAL**  
**Office of the Block Development Officer**  
**Garhbeta-I Development Block**

P.O. :: Garhbeta, Dist.- Paschim Medinipur :: PIN – 721127



Phone:- 03227-265053/18003453203 (Toll Free)

Email: [bdo.garh1@yahoo.com](mailto:bdo.garh1@yahoo.com) & [bdo.garh1@gmail.com](mailto:bdo.garh1@gmail.com)

**NOTICE INVITING QUOTATION**

**Quotation Notice No.- 13 / G-I BDO**

**Dated: 12/06/2025**

Sealed quotations are hereby invited from the Bonafide Suppliers / Distributors / Vendors / Registered Co-Operative Societies for **Stationery Articles and computer consumables** to be purchased during the financial year 2025-26 for use of office of the Block Development Officer, Garhbeta-I Development Block and office of the Executive Officer, Garhbeta-I Panchayat Samiti.

The last date of submission of quotation is fixed on **19/06/2025 upto 02:00 pm**. The quotations will be **opened on 20/05/2025 at 02:00 pm** at the chamber of the Block Development Officer, Garhbeta-I Development Block in presence of the participated bidders intend to attend.

Block Development Officer, Garhbeta-I Development Block & Executive Officer, Garhbeta-I Panchayat Samiti reserves all right to cancel the whole Tender Process or part thereof at any time without assigning any reason.


  
**Block Development Officer**  
**Garhbeta-I Development Block**  
**Block Development Officer**  
**Garhbeta-I Dev. Block**  
**Garhbeta :: Paschim Medinipur**

**Memo No. 1606 / 1(11)**

**Dated: 12/06/2025**

**Copy forwarded for information and necessary action to:**

- 1) The District Magistrate, Paschim Medinipur.
- 2) The Sub-Divisional Officer, Medinipur Sadar Sub-Division, Paschim Medinipur.
- 3) The Secretary, Paschim Medinipur Zilla Parishad.
- 4) The Sabhapati, Garhbeta – I Panchayat Samiti.
- 5) The Joint Block Development Officer, Garhbeta-I Dev. Block.
- 6) The Pradhan, \_\_\_\_\_ Gram Panchayat (All) under Garhbeta-I Panchayat Samiti.
- 7) The Head Clerk, Garhbeta-I Dev. Block.
- 8) The Cashier, Garhbeta-I Dev. Block.
- 9) The Cashier, Garhbeta-I Panchayat Samiti.
- 10) The Junior Programme Officer, Garhbeta-I Development Block with a request to upload the NIT in the website of this office.
- 11) Notice Board.

  
**Block Development Officer**  
**Garhbeta-I Development Block**  
**Block Development Officer**  
**Garhbeta-I Dev. Block**  
**Garhbeta :: Paschim Medinipur**



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Email: [bdo.garhl@yahoo.com](mailto:bdo.garhl@yahoo.com) & [bdo.garhl@gmail.com](mailto:bdo.garhl@gmail.com)

**TERMS AND CONDITIONS**

1. List of Items under Rate Contract: **Annexure-I & Annexure-II** of this tender document.
2. **Validity of the Contract:** The empanelment of Supplier Agencies, if awarded, shall be for a period for 2025-26 FY.
3. **Bid Price:**
  - (a) The rate should be quoted in Indian Rupees only without any error, erasure, alteration or overwriting in the prescribed proforma **Annexure-I & Annexure-II** -Bidding Sheet only. Rate quoted in photocopy, typed/computer format, letter head of company is not valid).
  - (b) The quoted rate should be per unit basis inclusive of all taxes, delivery and other charges.
  - (c) The rate quoted should be valid for any number of items to be purchased by this office.
4. Preparation and Submission of Bid: In order to participate in the bidding process, bidders should follow the procedure described below for submitting their bids, Failure to do so may result in the bid being eliminated at the examination stage as nonresponsive.
5. The following documents shall comprise the Bid and should be enclosed:
  - (a) Duly filled in Bid Application Form (Specimen format as in Format-I of the tender documents) on the letter head of the company / vendor.
  - (b) The complete tender document duly stamped and signed on each page.
  - (c) The bidder(s) should enclose the valid and up-to-date copies of the Trade License / Certificate of incorporation, PAN and GST Registration etc.
  - (d) Self-attested copies of Purchase / Work Order issued by clients for similar orders during last 3 years should be enclosed.
  - (e) Direct Dealership / Distributorship Certificate (Above the Level of Sub-Dealers) issued by Original Equipment Manufacturer (OEM) of the Brand quoted for. Non submission of these certificates will result rejection of submitted bid.
  - (f) The vendors are also required to submit the details of their registration in GeM (Government e-Marketplace) Portal and CPPP (Central Public Procurement Portal), if any.

**Note:**

*This Office reserves the right to verify / confirm all original documentary evidence submitted by the bidder along with the bids. The accepted rate for the items mentioned in **Annexure-I & Annexure-II** is applicable for Block Development Officer as well as Executive officer's end.*

The bids should be submitted in a sealed envelope superscribed as "**Submission of Bids for-Empanelment for Stationery Articles and Computer Consumables**", indicating Tender No. and date with name and address of the bidder.



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Email: [bdo.garhl@yahoo.com](mailto:bdo.garhl@yahoo.com) & [bdo.garhl@gmail.com](mailto:bdo.garhl@gmail.com)

**To complete bid documents shall be submitted to:**

The Block Development Officer,  
Garhbeta-I Development Block &  
Executive Officer, Garhbeta-I Panchayat Samiti  
Garhbeta, Paschim Medinipur – 721127

6. **Late Bids:** The bid documents submitted after the specified date and time mentioned in tender will not be taken into consideration. In case the bidders are sending their tender through post, the responsibility of ensuring that the tenders are delivered to the correct place and within cut off time would rest with the bidders.
7. **OEM Certificate:** During contract period, if any consumable product is not available in the market, the same should be furnished by the vendor with the authentication by the OEM.
8. **Warranty of the Consumable Items:** The item/s should be covered by a free replacement warranty if found defective at the time of actual use of the ordered item(s) by the purchaser.  
Any problem/fault of the items arising during warranty period will be communicated to the supplier firm / company / vendor / supplier to take up the matter with the OEM and provide free replacement for the same.
9. **Delivery Period:** The ordered items should be delivered to this office within **SEVEN WORKING DAYS** from the date of issue of the purchase order.
10. **Delay in Delivery:** The vendor shall deliver the items within 7 working days from the date of issue of the purchase order failing which 1.5% of the total value of the purchase order will be deducted as penalty per week subjected to a maximum of 5 weeks. Thereafter, the purchaser may cancel the Purchase Order or may initiate suitable actions such as forfeiture of EMD / Bank Guarantee or both as deemed appropriate.
11. **Right to accept any bid, reject any or all bids:** This Office reserves the right to accept any bid or annul the empanelment process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the same. The decision of the competent authority of the office of the Block Development Officer, Garhbeta-I Development Block or the office of the Executive Officer, Garhbeta-I Panchayat Samiti, Paschim Medinipur in this regard is final and binding.
12. **Performance Security:**
  - (a) In case of **Battery**, performance security @ 5% of the value of work order should be deposited by the successful vendor and the same will remain **valid for the entire period of warranty of the item plus sixty days**.





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**13. Payment Terms:**

- (a) 100% Payment shall be made only after satisfactory delivery and acceptance of the goods subject to submission of requisite Performance bank Guarantee. Advance payment of any kind is not allowed.
- (b) The payment will be made through e-Payment. The service provider has to submit the filled in ECS Mandate from at the time of submission of the invoice.
- (c) Invoice in triplicate duly receipted by the supplier is to be submitted for making necessary payment.

**14. Cancellation of Contract:** This Office reserves the right to cancel the contract of the selected bidder and suitable legal actions such as debarring / blacklisting may be initiated by the office along with forfeiture of EMD and / or encashment of Bank Guarantee as deemed appropriate on the following circumstances:

- (a) The bidder(s) has made misleading or false representations in the forms, statements, and attachments submitted in proof of the eligibility requirements.
- (b) The successful / empanelled bidder(s) commits a breach of any of the terms and conditions of the bid / contract.
- (c) The bidder(s) goes into liquidation voluntarily or otherwise during execution of contract.
- (d) The Performance regarding execution of the contract made by the selected bidder is found to be unsatisfactory.
- (e) The bidder (s) is found incompetent to carry out the work as per requirement of this office.

**15. Termination for Default:** This office may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the bidder, terminate the contract in whole or in part. If the bidder fails to deliver any items under contract / empanelment within the time period specified in the work order, or any extension thereof granted by this office, or if the bidder fails to perform any other obligation(s) under the contract.

**16. Jurisdiction of courts in case of dispute:** These terms and conditions / contract are governed by laws of India for the time being in force. Irrespective of the place of delivery, the place of performance or place of payment under the contract, the contract shall be deemed to have been at the place from which the acceptance of tenders have been received i.e. Garhbeta. Courts of Garhbeta shall alone have jurisdiction to decide any dispute arising out of or in respect of these terms and conditions / contract.

  
**Block Development Officer**  
**Garhbeta-I Development Block**  
**Block Development Officer**  
**Garhbeta-I Dev. Block**  
**Garhbeta :: Paschim Medinipur**

### **Annexure-I**

<b>Sl. No.</b>	<b>Items</b>	<b>Brand</b>	<b>Unit Rate including taxes &amp; other costs (in Rs.)</b>
1.	A4 Xerox Paper (Per Ream) 500 Pages	Xerox India Ltd./ Spectrum/ JK Copier Premium Paper	
2.	Attendance Register (50 Sheets)	As per sample	
3.	Auto Clip Folder / File	As per sample	
4.	Bond Paper A4 Size 100 Sheets 90 / 100 Gsm	As per sample	
5.	Baygon Spray 500 ml (HIT)	Baygon	
6.	Botkin (Phore) (Per Piece)	As per sample	
7.	Calculator (12 digit)	Orpat	
8.	Candle (9" x ½" Diameter)		
9.	Car Log Book (100 Pages)	As per sample	
10.	Carbon Paper (15 x 12) Full Size	Kores	
11.	Carbon Paper Per Packet	Kores 503	
12.	Case Book – (100 Sheet)	As per sample	
13.	CD (Blank)	Moserbaer	
14.	CD & DVD Marker Pen	Camlin / Luxor	
15.	CD & DVD Cover Pouch Pack (each piece)		
16.	Cello Tape 1" Brown		
17.	Cello Tape 1" Thick	Miracle	
18.	Cello Tape ½" Thik	Miracle	
19.	Cello Tape 2" Brown		
20.	Channel File	As per sample	
21.	Colour Flag – per packet (3 in pkt)	POST IT	
22.	Colour Flag (one colour 3" x 3")		
23.	Correction Pen	Camlin / Faber Castell	
24.	Cup Dish Set (6 + 6)	U.P.C.	
25.	Cup Dish Set (6+6)	La-o-pala	
26.	D.O. Office Letter Head	As per sample	
27.	Dak Register (each Piece)		
28.	Dak Register (100 Sheet)	As per sample	
29.	Date Stand (Vertical) of Board	As per sample	
30.	Demy Paper	As per sample	
31.	Desk Calendar Stand (Good Quality)	As per sample	
32.	Desk Calendar Stand (Ordinary)	As per sample	
33.	Detailed Index Register (100 sheet)	As per sample	
34.	Diary Register	As per sample	
35.	Dinner Plate Big Size (Ordinary / Good Quality)		
36.	Dinner Plate Medium Size (Ordinary / Good Quality)		
	Dustbin		
37.	Duster (Good Quality-Cloth)	As per sample	
38.	DVD (Blank)	Mosebaer	
39.	Electric Kettle (1.7 lit)		
40.	Engagement Pad		

41.	Envelope (Cloth-lined) (18" x 14")	As per sample	
42.	Envelope (14" x 10") Cloth lined	As per sample	
43.	Envelope (Brown) – per Box (500) 11" x 5.5"	As per sample	
44.	Envelope (Brown)-per Box (500) 9"x4"	As per sample	
45.	Envelope (Cloth Lining) per 50 (16"x12")	As per sample	
46.	Eraser (20 in Pkt)	Camlin	
47.	Erazex (White)	Erazex	
48.	Fevi Stick (15 gm)	Fevicol Company	
49.	Fevi Stick (8 gm)	Fevicol Company	
50.	File Binding Flap	As per sample	
51.	File Cover (Printed Bord) 15" x 10"	As per sample	
52.	File Cover (Printed-Handmade)- 15"x10"	As per sample	
53.	File Register (100 Sheet)	As per sample	
54.	File Register (200 Sheet)	As per Sample	
55.	First Page Note Sheet (Printed), Green	As per sample	
56.	Flask (1-Lit)	Eagle / Milton	
57.	Flask (2-lit)	Eagle	
58.	FS Xerox Paper (Per ream) 500 Pages	Xerox India Ltd.	
59.	Gala (Round Stick)		
60.	Gum Pot – 150 ml	Gripex	
61.	Gum Tube – 60 ml	Gripex	
62.	Half Margin, 50 Sheet pad (Printed), Green, Thick quality	As per sample	
63.	Highlight Pen	Faber Castle	
64.	Hit Black		
65.	Inward Register – (100 Sheet)	As per sample	
66.	Issue Register – (100 page)	As per sample	
67.	James Clip (Metal)	Novex	
68.	James Clip (Plastic Coated)	Bell	
69.	Knife (Plastic Handle) Good Quality		
70.	Leave Register (100 Sheet)	As per sample	
71.	Lever Arch File Cover	As per sample	
72.	Liquid Soap	Dettol	
73.	Measurement Book	As per sample	
74.	Metal Binding Clip	As per sample	
75.	Name Plate (Metal)	As per sample	
76.	Name Plate (Plastic)	As per sample	
77.	Naphthalene Balls (200 gm)	Bengal Chemical	
78.	Netted Waste Box (1 ft)	As per sample	
79.	Ocean Gel Pen (Red Ink) Waterproof	LINC	
80.	Ocean Gel Pen (Green Ink) Waterproof	LINC	
81.	Outward Register (100 Sheet)	As per sample	
82.	Paper Cup (80 ml)		
83.	Paper weight		
84.	Pencil Battery	Red Everyday	
85.	Pencil Battery (Duracell AA)		
86.	Pencil Battery (Duracell AAA)		
87.	Pencil HB	Nataraj	

88.	Peon Book (50 sheet)	As per sample	
89.	Permanent Marker (each)		
90.	Photo Signing Pen		
91.	Pin Cushion (Magnetic)	Kangaro	
92.	Pin Cushion (Ordinary)	Kangaro	
93.	Pin per Box	Kangaro	
94.	Plain Pad (Small / 50 Pages)	Kangaro	
95.	Plain Paper Pad (Full Size / 100 Pages)	As per sample	
96.	Plastic Cover Folder with Button	As per sample	
97.	Plastic Folder (Transparent) (A3)/Legal Size)	As per sample	
98.	Plastic Folder (Transparent) A4 Size)	As per sample	
99.	Plastic Folder – thick (blue)	As per sample	
100.	Plastic Folder – transparent	As per sample	
101.	Plastic tray		
102.	Punching Machine (Black Coated)	Kangaro SHP-20	
103.	Stamp-Pocket (pre-inked)	As per sample	
104.	Stamp Polymer	As per sample	
105.	Stamp – Pre-Inking	As per sample	
106.	Refill (Black/Red/Blue)	Lazor 1600	
107.	Refill (Good Quality) for Desk Calendar Stand	As per sample	
108.	Room Freshener (Odonil)		
109.	Room Freshener (Rose)		
110.	Room Freshener Ambipur		
111.	Scale		
112.	Scale (Metal)		
113.	Scissors (Good Quality)		
114.	Scotch Brite		
115.	Second Page Note Sheet (Printed). Green 100 page sheet pad Thick quality	As per sample	
116.	Stamp – Self-inking	As per sample	
117.	Service Book	As per sample	
118.	Sharpener	Camlin	
119.	Signature Pad	As per sample	
120.	Signature Pen	As per sample	
121.	Sketch Pen (Black)	Luxor	
122.	Sponge		
123.	Stamp Pad (110 mm x 69 mm)	Faber-Castle	
124.	Stamp Pad Ink (100 ml)	Sulekha	
125.	Stapler – HD-10D	Kangaro	
126.	Stapler – HS – 45P	Kangaro	
127.	Stapler – Jumbo	Kangaro	
128.	Stapler Pin – 23/17-H	Kangaro	
129.	Stapler Pin – 24/6	Kangaro	
130.	Stapler Pin – 10 No.	Kangaro	

131.	Stock Register	As per sample	<b>Unit Rate including taxes &amp; other costs (in Rs.)</b>
132.	Surf Excel (per pouch packet)		
133.	Tag (Good Quality) per 10 Packet	As per sample	
134.	Thermo Flask (2 litre)	Eagle	
135.	Thread Ball (red & white)		
136.	Times Note Book (304A) Each piece	As per sample	
137.	Tissue Paper		
138.	Towel Good Quality		
139.	UIG80 Xerox Paper (Per ream) 500 Pages	Diplomat	
140.	Use & throw Pen	Agni gel – per Pc	
141.	Vim Bar (Big)	Vim	
142.	Vim Gel (Big)	Vim	
143.	Wall Clock	Ajanta	
144.	Water Bottle (1 Litre)	Milton	
145.	Water Glass (Borosil : Large)		
146.	White Envelope (11” x 5”)	As per sample	
147.	White Tape (File Binder) 8 Pcs Packet	As per sample	
148.	Window Envelope (11” x 5”)	As per sample	

**\*\* Any other Office Stationary articles may be included after serial No. 148 and Rate may be quoted if agency desires.**

.....  
Signature of the Vendor with Seal



## **Annexure – II**

<b>Sl. No.</b>	<b>Name of Items</b>	<b>Specification</b>	<b>Unit Rate including taxes &amp; other costs (in Rs.)</b>
1.	Inkjet Cartridges for HP Deskjet 4268	HP-860- Black	
2.	Inkjet Cartridges for HP Deskjet K-109G	Ink Cartridge – 703-Black	
3.	Inkjet Cartridges for HP Deskjet 2050	Ink Cartridge – 802 Black (Big)	
4.	HP Deskjet 3700	HP-680-Black	
5.		HP-680-Tricolour	
6.	Inkjet cartridges for HP Photo Smart B209a		
7.	Toner Cartridges for HP Laserjet 1505	Toner Cartridge HP-CB436A 36A Black (single pack)	
8.		Toner Cartridge HP-CB436A 36A Black (double pack)	
9.	Toner Cartridges for HP Laserjet P-1007	Toner Cartridge HP – CC388A 88A Black (Single pack)	
10.		Toner Cartridge HP – CC388A 88A Black (Double pack)	
11.	Toner Cartridges for HP Laserjet 5200N	Toner Cartridge HP-Q7516A 16A Black	
12.	Toner Cartridges for HP Colour Laserjet 2600N	HP – Q6000A - Black	
13.		HP – Q6001A - Cyan	
14.		HP – Q6002A - Yellow	
15.		HP – Q6003A - Magenta	
16.	Toner and Drum for Canon Image Runner 2006n	Canon NPG-59 Toner Black	
17.		Canon NPG-59 Drum Unit	
18.	Toner Cartridges for Canon LBP 226dw	Canon Cartridge 057	
19.		Canon Cartridge 057H	
20.	CD-Recordable (700 MB) (without Jewel Case)	SAMSUNG / SONY/ MOSERBAER (per piece)	
21.	CD-Recordable (700 MB) (with Jewel Case)	SAMSUNG / SONY/ MOSERBAER (per piece)	
22.	CD-Re-Writable (700 MB) (with Jewel Case)	SAMSUNG / SONY/ MOSERBAER (per piece)	
23.	DVD-Recordable (4.7 GB) (without Jewel Case)	SAMSUNG / SONY/ MOSERBAER (pack 100 piece)	
24.	DVD-Recordable (4.7 GB) (with Jewel Case)	SAMSUNG / SONY/ MOSERBAER (per piece)	
25.	DVD –Re-Writable (4.7 GB) (with Jewel Case)	SAMSUNG / SONY/ MOSERBAER (per piece)	

26.	USB 3.0 Extension Cord (One Mtr. Long)	Good Quality	
27.	CD / DVD Mailer with bubble paper inside covering full area	Good Quality	
28.	CD / DVD Drive Cleaner	Frontech / Sigma	
29.	Keyboard (USB)	Logitech	
30.		Frontech	
31.	Mouse (cordless)	Logitech	
32.		Frontech	
33.	Mouse (USB)	Logitech	
34.		Frontech	
35.	Mouse Pad	Good Quality	
36.	Spike Buster / Power Strip (6 Sockets with 1.5 Meter Cable)	Frontech Make	
37.	Pen Drive 16 GB	Transcend	
38.		Kingstone	
39.		HP	
40.	Pen Drive 32 GB	Transcend	
41.		Kingstone	
42.		HP	
43.	Pen Drive 64 GB	Transcend	
44.		Kingstone	
45.		HP	
46.	RJ-45Connector	D-Link	
47.	Data Tape Drive DAT72	HP Make	
48.	Cleaning Tape Drive DAT72	HP Make	
49.	Cat-6 Cable (LAN)	1 Box (305 mtr) (Molex Make)	
50.	External Hard Disk	Seagate Expansion (1 TB)	
51.		Seagate Expansion (2 TB)	
52.	Switch (D-Link)	8 Port Switch	
53.		16 Port switch	
54.	RAM	DDR4 (Good Quality) 4/8 GB	
55.		DDR5 (Good Quality) 4/8/16 GB	

**\*\* Any other computer accessories and computer consumables may be included after serial No. 55 and Rate may be quoted if agency desires.**

.....  
Signature of the Vendor with Seal

**Format-I**

Application / Eligibility Criteria for empanelment of Bidder for Stationery Items.

Sl.	Particulars	Bidder Response	Corresponding Page No.
1.	Name of the Vendor / Firm		
2.	Address Telephone No. WhatsApp No. Email.		
3.	Name of the Contact Person with designation, contact No. and email id.		
4.	EMD deposited (Y/N)		
5.	PAN (Y/N) & Last Year's IT Return		
6.	Sales Tax / GST Registration No. (Y/N)		
7.	Professional Tax Registration No. (Y/N)		
8.	Trade Licence No. (Y/N)		
9.	Co-Operative Registration No. (If applicable)		
10.	Cottage & Small Scale Industries Registration No. (If applicable) (Y/N)		
11.	Sales Turnover for last 3 years	2022-23 2023-24 2024-25	
12.	Experience or past performance		
13.	Acceptance of Terms & Conditions attached. Each page of Terms & Conditions to be duly signed as token of acceptance and submitted as part of Tender Document.		
14.	A letter of authorisation to the representative of the bidder, who is authorised to sign the Bid Document.		

With reference to the Notice Inviting Quotation No..... dated ..... of the Block Development Officer, Garhbeta-I Development Block for supply of stationery items I/We do hereby submit all the necessary documents for evaluation in accordance with the instruction mentioned in the clauses of the Terms and Conditions.

In the event of acceptance of my / our quotation, I/we hereby undertake to abide by and fulfil all the terms and conditions of the contract annexed hereto. If I/we fail to supply items as per terms and conditions as mentioned above, the EMD, held as Security Deposit shall be forfeited.

.....  
Signature of the Vendor with Seal