



Government of West Bengal

DEPARTMENT OF SCHOOL EDUCATION

STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING

DISTRICT INSTITUTE OF EDUCATION & TRAINING

Hastings House - 20B, Judges Court Road, Alipore, Kolkata-700027

website : kolkata.scertwb.org

e-mail : principal.kolkata@scertwb.org

Memo No:- 497/DIET-KOLKATA/F.No.17/2025-26

Date:- 16.01.2026

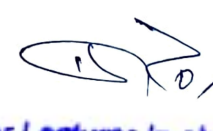
From
Senior Lecturer In-charge
DIET-Kolkata, WB

Sub: Inviting Quotation

The quotation are invited from reputed Firm/Agency/Person for supplying the articles to the office of the Senior Lecturer In-charge, DIET-Kolkata for office purpose.

Last date of submission 27/01/2026 up to 2 pm. Quotation will be open on 28/01/2026 at 3 PM.

SI No.	Name of the Item	Specification	Quantity
1	Register Book 2 No.	Bharat Stationeries	1 pc.
2	Register Book 4 No.	Bharat Stationeries	1 pc.
3	Register Book 8 No.	Bharat Stationeries	1 pc.
4	Staff Attendance Register 8 No.	Bharat Stationeries	1 pc.
5	A4 Paper	JK Copier / Copy Power - 75 GSM	1 rim
6	Cover File	35 x 25 cm	1 pc.
7	Plastic Folder	35 x 25 cm	1 pc.
8	Cartridge Refilling	-	1
9	Dista Paper White	A3 Size	1 Bundle
10	Dista Ruled	A3 Size	1 Bundle
11	Cartridge Paper (Large)	White	1 pc
12	Art Paper <ul style="list-style-type: none"> • Blue • Green • Pink • Yellow • Black 	-	1 pc each
13	Pen Blue Ink	Agni / Linc / Doms / Fort	1 box
14	Brown Cellotape	1 inch	1 pc.
15	Double Side Tape	1 inch	1 pc.
16	Cellotape (White/ Transparent)	0.5 inch & 1 inch	1 pc.
17	Highlighter	Flair / Cello / Luxor / Faber Castell	1 pc.
18	Handwash	Dettol / Lifebuoy	1 pc.
19	Scotch Brite	-	1 pc.
20	Coconut Stick Broom	-	1 kg.
21	Vim Bar	130 gms.	1 pc.
22	Fevicol	200 ml Bottle	1 pc.


 Senior Lecturer In-charge
 District Institute of Education & Training, Kolkata
 Govt. of West Bengal
 Hastings House- 20B, Judges Court Road
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 16/1/26
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SI No.	Name of the Item	Specification	Quantity
23	Acid (Mandir Marka)	-	1 ltr.
24	Bucket	10 ltr. (Cello or any other reputed brand)	1 pc.
25	Mug	1 ltr. (Reputed brand)	1 pc.
26	Peeler	-	1 pc.
27	Plastic Paper Clip	Medium Size	1 Box (50 pcs)
28	Knife	Blade Length: 6 inch, Blade Width: 1 inch	1 pc.
29	Sutli Rope (Jute)	3 ply	1 kg.
30	Muriatic Acid	Best Quality Brand	1 ltr.
31	Wiper Stick	-	1 pc.
32	Hydrogen Peroxide	Best Quality Brand	1 pc.
33	Toilet Cleaning Brush	Double Side Toilet Cleaning Brush	1 pc.
34	Tarpin Oil	-	1 ltr.
35	Scotch Brite Bathroom with Scrubber	5" x 8"	1 pc.
36	Dusting Brush with Long Handle	8 feet Long	1 pc.
37	Thermocol	3 ft. x 2 ft. (3/4 inch thickness)	1 pc.
38	Stapler Pin	No. 10 - 1M	1 box
39	Spoon	Good Quality Stainless Steel	1 dozen
40	Glass	Yera / Borosil / Any other reputed Brand	1 Set (6 pcs)

Terms & conditions:

- Each bidder shall submit only one price quotation.
- The sealed envelope should clearly mentioned on the top the memo no. and date of this notice in respect to which quotation is being submitted.
- The Agency/Supplier should not be blacklisted by any Govt. Dept.
- Last date of submission of quotation as annexed with this notice with all other self attested documents is within 2 p.m. on 27.01.2026 at the office of the Senior Lecturer-in-Charge, DIET, Kolkata.
- No overwriting or cutting is permitted in the rate, if found, quotation shall be rejected.
- No other charges except the quoted rate offered shall be paid.
- The authority reserves the right to accept/reject any or all the bid documents without assign any reason thereof.
- No advance payment will be made to the selected bidder. Payment will be made after satisfactory delivery of the items and product and completion of bill in proper format.
- The intending bidders or their representative may be present on the date of opening of bid documents at the specified time and place.
- Supply order will be issued to the lowest bidder after passed by the purchase committee meeting and getting approval from the appropriate authority.
- Quotation should be submitted showing GST for each item separately.
- The Bank A/c no. and PAN Card no. of the bidder should be in the name of their Firm/Agency.

Thanking you.


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