



**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](http://kolkata.scertwb.org) e-mail : [principal.kolkata@scertwb.org](mailto: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 Farm/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 • 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.



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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:**

1. Each bidder shall submit only one price quotation.
2. 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.
3. The Agency/Supplier should not be blacklisted by any Govt. Dept.
4. 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.
5. No overwriting or cutting is permitted in the rate, if found, quotation shall be rejected.
6. No other charges except the quoted rate offered shall be paid.
7. The authority reserves the right to accept/reject any or all the bid documents without assign any reason thereof.
8. 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.
9. The intending bidders or their representative may be present on the date of opening of bid documents at the specified time and place.
10. Supply order will be issued to the lowest bidder after passed by the purchase committee meeting and getting approval from the appropriate authority.
11. Quotation should be submitted showing GST for each item separately.
12. The Bank A/c no. and PAN Card no. of the bidder should be in the name of their Farm/Agency.

Thanking you.

  
16/1/26  
Senior Lecturer-in-Charge  
Senior Lecturer In-charge  
DIET, Kolkata  
District Institute of Education & Training, Kolkata  
Govt. of West Bengal  
Hastings House- 20B, Judges Court Road  
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