



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

Memo No. 344/DIET-KOLKATA/F.NO-17/2024-25

Date: 19.11.2024


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 02/12/2024 up to 02:00 PM. Quotation will be open on 02/12/2024 at 3:00 PM.

SL. NO	NAME OF THE ITEMS	SPECIFICATION	QUANTITY
1.	A4 Paper Ream	75GSM (Copy Power/JK/ Any Other Certified Brand)	50 Ream
2.	Brown Envelope	9 Inch X 4 Inch	100 pcs.
3.	Brown Envelope	11 Inch X 5 Inch	100 pcs.
4.	Register Book	2 No	12 pcs.
5.	Register Book	4 No	12 pcs.
6.	Register Book	8 No	12 pcs.
7.	Fevicol	200 ML Bottle	6 pcs.
8.	Fevi Stick	15 Gm.	6 pcs.
9.	Wood Pencil	Pack Of 10 Pcs. (Apsara/Doms/ Any Other Certified Brand)	6 pack
10.	Plastic Folder	A4 Size	48 pcs.
11.	Cover File	14 Inch X 10 Inch	48 pcs.
12.	Art Paper	White	36 pcs.
13.	Art Paper	Black	36 pcs.
14.	Art Paper	Pink	36 pcs.
15.	Art Paper	Sea Green	36 pcs.
16.	Art Paper	Blue	36 pcs.
17.	Art Paper	Yellow	36 pcs.
18.	Stamp Pad	110 MM X 69 MM	10 pcs.
19.	Parmanent Marker	Black	2 pcs.
20.	CD Marker	Black	2 pcs.
21.	Dot Pen	Black(Pack Of 20) (Doms/Fort/ Any Other Certified Brand)	1 Box
22.	Dot Pen	Blue(Pack Of 20) (Doms/Fort/ Any Other Certified Brand)	1 Box
23.	Dot Pen	Red(Pack Of 20) (Doms/Fort/ Any Other Certified Brand)	1 Box
24.	Double Side Tape	Big Size	12 pcs.

  
Senior Lecturer In-Charge  
District Institute of Education & Training, Kolkata  
Govt. of West Bengal  
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25.	Student Attendance Register	C-Type/ 3 Page	24 pcs.
26.	Battery	9 Volt	24 Pcs.
27.	Pencil Battery	1.5 Volt	24 Pcs.
28.	AAA Battery	1.5 Volt	24 Pcs.
29.	Trough Light	Medium Size (Rechargeable )	2 Pcs.
30.	Rain Coat	Free Size(Duckback/Mahendra Dutta/ Any Other Certified Brand)	2 Pcs.
31.	Ful Jharu	Big Size	18 Pcs.
32.	Wiper Stick	Spin Type	2 Pcs.
33.	Mop Stick	Spin Type	2 Pcs.
34.	Harpic	5 Ltr.	2 Bottle
35.	Lime Dust	20 KG	2 Bags
36.	Wall Clock	18inch(Ajanta/Orpat/ Any Other Certified Brand)	6 Pcs.
37.	Drinking Water Glass	Transparent (300ml) (Brosil/Milton/ Any Other Certified Brand)	12 Pcs.
38.	Tea Spoon	Steel (Jindal/VIP/ Any Other Certified Brand)	12 Pcs.

Payment will be made after receiving the goods in good condition.

Thanking you.

Yours Sincerely

Senior Lecturer In-Charge

DIET, KOLKATA

Senior Lecturer In-charge

District Institute of Education & Training, Kolkata

Govt. of West Bengal

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