



**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. 385/DIET-KOLKATA/F.NO-17/2024-25

Date:06.12.2024


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 20/12/2024 up to 2:00 PM. Quotation will be open on 20/12/2024 at 2:30 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	12 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.
25.	Student Attendance Register	C-Type/ 3 Page	24 pcs.
26.	Battery	9 Volt	24 Pcs.
27.	Pencil Battery	1.5 Volt	24 Pcs.

  
6/12/24  
Senior Lecturer In-charge  
District Institute of Education & Training, Kolkata  
Govt. of West Bengal  
Hastings House- 20B, Judges Court Road,  
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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.	Led Bulb	12Watt (Philipis/Havells/ Any Other Certified Brand)	18 Pcs.
38.	Wiring Flexible Cable	2.55Sqmm (Havells/Finolex/ Any Other Certified Brand)	1 Coil.

**Terms & conditions:**

1. Each bidder shall submit only one price quotation.
2. The sealed envelop should clearly mentioned on the top the memo no. and date of this notice in respective to which quotation is being submitted.
3. Last date of submission of tender as per proforma as annexed with this notice with all other self attested documents is within 2 p.m. on 20.12.2024 at the office of the Principal, DIET, Kolkata.
4. No other charges except the quoted rate offered shall be paid.
5. The authority reserves the right to accept/reject any or all the bid documents without assign any reason thereof.
6. No advance payment will be made to the selected bidder. Payment will be made after satisfactory completion of the items and product of bill in proper format.
7. The intending bidders or their representative may be present on the date of opening of bid documents at the specified time and place.

Thanking you.



Senior Lecturer In-Charge

DIET, KOLKATA

*Senior Lecturer In-charge*

District Institute of Education & Training, Kolkata

Govt. of West Bengal

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