

Purba Bardhaman Zilla Parishad

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Memo No 501 /PBZP/03/Gen./Stationery Articles

Dated 22-07-2026

Quotation Notice (2nd Call)

Sealed quotations are hereby invited from responsible and bonafide agencies for supply of under noted materials for Office of the Purba Bardhaman Zilla Parishad. The rate must be mentioned as per given list. This rate will be valid from July, 2026 to June, 2027 (One year).

Terms and condition

The intending Tenderers shall have to deposit an amount of Rs. 2,000/- (Rupees Two thousand) only as Earnest Money Deposit (EMD) in the form of **Demand Draft drawn in favour of Purba Bardhaman Zilla Parishad** payable at Burdwan along with the following documents:

- Rate should be quoted including GST, Delivery Charges etc. The intending suppliers should submit Xerox copies of Trade License, GST and PAN. The rate accepted will remain valid for 1(One) year from the date of acceptance. Deduction will be made as per Government norms.
- sample of stationery articles (nonbranded) must be produced & submitted at the time of opening of tender.**
- The supply order will be issued in phased manner as per requirement.
- The undersigned reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever and forfeit the Earnest money in the event of any sort of breach of contract.**

The date of submission of Sealed quotation is **29-07-2026** upto **2.00 p.m.** and the same will be opened on the same date at **4.00 p.m.** at the Office Chamber of Secretary, Purba Bardhaman Zilla Parishad.

Enclo : - Annex-I (List)

Deputy Secretary
Purba Bardhaman Zilla Parishad

Memo No 501/11 /PBZP/03/Gen./Stationery Articles

Dated 22-07-2026

Copy forwarded for information & necessary action regarding display in the official notice Board to:

1. The SDO, Sadar (North), Purba Bardhaman
2. The SDO, Sadar (South), Purba Bardhaman
3. The Deputy Secretary, Purba Bardhaman Zilla Parishad
4. The NDC, Purba Bardhaman
5. The FC&CAO, Purba Bardhaman Zilla Parishad
6. The District Engineer, Purba Bardhaman Zilla Parishad
7. DIA, Purba Bardhaman Zilla Parishad. He is requested to publish in the ZP Office website.
8. Head Assistant, Purba Bardhaman Zilla Parishad
9. C.A. to Sabhadhipati, Purba Bardhaman Zilla Parishad
10. C.A. to District Magistrate, Purba Bardhaman
11. C.A. to AEO, Purba Bardhaman Zilla Parishad

Deputy Secretary
Purba Bardhaman Zilla Parishad

Attachment as per Memo No.

Dt.

Sl. No.	Details of Articles	Brand Name	Unit of Articles	Rate Offered
1.	AER Pocket (Air Freshner)	Godrej	Per Piece	
2.	Alpin King (100 GM)	Natraj	Per Box	
3.	Alpin (100 GM)	King	Per Box	
4.	Battery (AA)	Eveready/Nippo	Per Piece	
5.	Battery (AAA)	Eveready/Nippo	Per Piece	
6.	Battery (1050)	Eveready/Nippo	Per Piece	
7.	Baygon Spary (Oil) 1 Ltr.	Baygon	Per Piece	
8.	Bleaching Power	Bengal Chemical	Per Kg.	
9.	Board File	Good Quality	Per Piece	
10.	Bound Register 10 No.	Good Quality	Per Piece	
11.	Bound Register 12 No.	Good Quality	Per Piece	
12.	Bound Register 4 No.	Good Quality	Per Piece	
13.	Bound Register 6 No.	Good Quality	Per Piece	
14.	Bound Register 8 No.	Good Quality	Per Piece	
15.	Box File	Good Quality	Per Piece	
16.	Brown Tape (1" & 2")	Good Quality	Per Piece	
17.	Calculator (10 Digit)	Citizen	Per Piece	
18.	Calculator (10 Digit)	Casio	Per Piece	
19.	Calculator (10 Digit)	Orpat	Per Piece	
20.	Candle (Medium) (8" long)	Good Quality	Per Dozon	
21.	Channel File	Good Quality	Per Packet	
22.	Clip Board (13"x9")	Good Quality	Per Piece	
23.	Colin spray (Glass Cleaner) 250 ml	Colin	Per Piece	
24.	Correction Fluid Pen	COREX	Per Piece	
25.	Cover File (Four Fold) with printing	Good Quality	Per Piece	
26.	Cup & Plate (Bone China) set (6 Pieces each)	Good Quality	Per Box	
27.	Cup Dish	Joypur Ceramics	Per Piece	
28.	Cup Dish	Bon China	Per Piece	
29.	Curtain (with fittings)	Bombay Dying	Per Meter	
30.	Date Stamp	Good Quality	Per Piece	

Sl. No.	Details of Articles	Brand Name	Unit of Articles	Rate Offered
31.	Dhup	Bharat Darshan	Per Piece	
32.	Drinking Water Glass	Good Quality	Per Piece	
33.	Duster (24" x 24")	Good Quality	Per Dozen	
34.	Electric Kettle (2 Ltr)	Prestige	Per Piece	
35.	Electric Kettle (3 Ltr)	Prestige	Per Piece	
36.	Engagement Pad	Gupta's Engagement Pad	Per Piece	
37.	Envelop (Big Size) (Brown) (6"x12")	Good Quality	Per 100 Pieces Packet	
38.	Envelop (Cloth Lining) (6"x12")	Good Quality	Per 100 Pieces Packet	
39.	Envelop (Small Size) (Brown) (4"x9")	Good Quality	Per 100 Pieces Packet	
40.	Eraser (Non Dust)	Faber Castle	Per Packet	
41.	Floor Brush	Good Quality	Per Piece	
42.	Gel Pen (Red, Green, Blue, Black)	Linc	Per Packet	
43.	Glass Bottle	Borosil	Per Piece	
44.	Green Tea	Darjeeling (250 GM)	Per Packet	
45.	Green Tea (Tea Bag)	Lipton	Per Packet	
46.	Guard File	Good Quality	Per Piece	
47.	Gum (Bottle)	Fevicall	Per Piece	
48.	Gum Bottle (25 ML)	Fevi Gum	Per Piece	
49.	Gum Bottle (500 ML) (Big Size)	Fevi Gum	Per Piece	
50.	Gum Stick	Fevistick	Per Piece	
51.	Gum Tube	Dendrite	Per Piece	
52.	Half Plate (Bone China)	Good Quality	Per Box	
53.	Hand Sanitizer	Dettol/Savlon	Per Piece	
54.	Hand Towel	Bombay Dying	Per Piece	
55.	Hand Wash (250 ml)	Dettol/Savlon	Per Piece	
56.	High lighter pen	Good Quality	Per Piece	
57.	Mosquito Spray (Black)	Hit	Per Piece	
58.	Mosquito Spray (Red)	Hit	Per Piece	
59.	Honey (500 ML)	Daubar	Per Bottle	
60.	James Clip	Gripex/Kissan	Per Box	
61.	Jhool Jharu	Good Quality	Per Piece	

Sl. No.	Details of Articles	Brand Name	Unit of Articles	Rate Offered
62.	Led for Glass	Good Quality	Per Piece	
63.	Lock & Key (3 Liver)	Godrej	Per Piece	
64.	Lock & Key (4 Liver)	Godrej	Per Piece	
65.	Lock & Key (5 Liver)	Godrej	Per Piece	
66.	Lock & Key (6 Liver)	Godrej	Per Piece	
67.	Lock & Key (7 Liver)	Godrej	Per Piece	
68.	Lock & Key (8 Liver)	Godrej	Per Piece	
69.	Marker Pen	Good Quality	Per Piece	
70.	Mask	N-95	Per Piece	
71.	Mat for Tea Cup (Wooden)	Good Quality	Per Piece	
72.	Match Box	Good Quality	Per Packet	
73.	Measurement Book (200 Pages)	Oxford	Per Piece	
74.	Mosquito Coil	Mortein	Per Packet	
75.	Mosquito repellent oil (45 Nights)	All out	Per Piece	
76.	Mug (Plastic)	Cello	Per Piece	
77.	Mug (Plastic)	Milton	Per Piece	
78.	Naphthalene	Bengal Chemical	Per Packet	
79.	National Flag (Medium Size)	Khadi	Per Piece	
80.	National Flag (Big Size)	Khadi	Per Piece	
81.	Odonil (Big Size)	Good Quality	Per Piece	
82.	Pad lock	Link	Per Piece	
83.	Page Marker	Good Quality	Per Piece	
84.	Page Marker (Post-IT)	Good Quality	Per Piece	
85.	Paper Weight	Good Quality	Per Piece	
86.	Pen	Reynolds	Per Piece	
87.	Pen (Sky Blue/Black)	Uni Ball-UB-157	Per Piece	
88.	Pen (Blue, Black, Red)	Cello Gel Pen	Per Piece	
89.	Pen (Red)	Uni Ball	Per Packet	
90.	Pen (Violet)	Uni Ball	Per Packet	
91.	Pencil (2B)	Faber Castle	Per Box	
92.	Pencil (2B)	Nataraj	Per Box	
93.	Peon Book	Good Quality	Per Piece	
94.	Phore / AWL	Good Quality	Per Piece	

Sl. No.	Details of Articles	Brand Name	Unit of Articles	Rate Offered
95.	Phynile	Bengal Chemical	Per Bottle	
96.	Pin Cousion	Good Quality	Per Piece	
97.	Plastic Balti (Medium Size) (15 lit)	Cello	Per Piece	
98.	Plastic Balti (Medium Size) (15 lit)	Milton	Per Piece	
99.	Plastic Basket	Good Quality	Per Piece	
100.	Plastic Folder	File Max	Per Dozen	
101.	Plastic Tub	Good Quality	Per Piece	
102.	Printed two folder with flap	Good Quality	Per Piece	
103.	Punch Machine	Kangaru	Per Piece	
104.	Quartz Wall Clock	Ajanta	Per Piece	
105.	Register of Casual Leave granted to officer's employed under PBZP	Good Quality	Per Piece	
106.	Register of letter issued (Form No. 19) 300 Pages	Good Quality	Per Piece	
107.	Register of letter Received (Printed) 300 Pages	Good Quality	Per Piece	
108.	Room Freshener	Godrej	Per Piece	
109.	Rubber Band (Big)	Good Quality	Per Kg	
110.	Rubber Stamp (Facsimile)	Good Quality	Per Piece	
111.	Rubber Stamp (Per Line)	Good Quality	Per Piece	
112.	Scale Steel (12")	Good Quality	Per Piece	
113.	Signature Pad	Good Quality	Per Piece	
114.	Sketch Pen	Doms	Per Piece	
115.	Spoon (Tea)	Good Quality	Per Piece	
116.	Stamp Ink	Camel	Per pieces	
117.	Stamp Pad (Small)	Camel	Per pieces	
118.	Stapler (Big)	Kangaroo	Per Piece	
119.	Stapler (Small)	Kangaroo	Per Piece	
120.	Stapler Pin (Big)	Kangaroo	Per Box	
121.	Stapler Pin (Small)	Kangaroo	Per Box	
122.	Stationery Stock Register (Form No.-26 Rule-58)	Good Quality	Per Piece	
123.	Tag (Big Size) (Nylon)	Good Quality	100 Bundle	
124.	Tea Flax (750 ml)	Milton	Per Piece	
125.	Thread Ball (Red & White)	Good Quality	Per Piece	

Sl. No.	Details of Articles	Brand Name	Unit of Articles	Rate Offered
126.	Toilet Brush	Harpic	Per Piece	
127.	Toilet Cleaner	Harpic	Per Piece	
128.	Torch (4 cell)	Eveready	Per Piece	
129.	Towel (Car) (Big Size)	Bombay Dying	Per Pieces	
130.	Towel (Chair)	Bombay Dying	Per Pieces	
131.	Umbrella Folding	K.C. Paul	Per Piece	
132.	Umbrella Folding	Mahendra Dutta	Per Piece	
133.	Umbrella Full Stick	K.C. Paul	Per Piece	
134.	Umbrella Full Stick	Mahendra Dutta	Per Piece	
135.	Velvet Table Cover	Good Quality	Per Meter	
136.	Vim Bar	Vim	Per Piece	
137.	Vim Powder (per Kg)	Vim	Per Piece	
138.	Waste Paper Basket	Good Quality	Per Piece	
139.	White Marker Pen on Metal Sheet	Camel	Per Piece	
140.	Writing Pad (Small) (Conference Pad)	Good Quality	Per Piece	
141.	Xerox Paper (A3)	Bilt Copy Power	Per Rim	
142.	Xerox Paper (Legal)	Bilt Copy Power	Per Rim	
143.	Xerox Paper-A4 (75 GSM)	Bilt Copy Power	Per Rim	
144.	Xerox Paper-A4 (75 GSM) Yellow	Bilt Copy Power	Per Rim	
145.	Xerox Paper-A-4 (80GSM)	Bilt Copy Power	Per Rim	
146.	Stam Register [Form-25-Rule-57(2)]	Bilt Copy Power	Per Piece	
147.	Postage Register [Form-25-Rule-57(2)]		Per Piece	
148.	Ordinary Pen (use & through)		Per Box	
149.	Pen (Good Quality)		Per Piece	
150.	Narkel Jhanta (1.1 mtr length)		1 Piece	
151.	Fuljharu (1.1 mtr length)		1 Piece	
152.	Khajur Jhanta		1 Piece	
153.	Muric Acid		1 Bottle	
154.	Oxalic Acid		1 Bottle	
155.	Surf Detergent		500 Gm	
156.	Brasso		1 Packet	
157.	Floor Washing Mop		1 Piece	
158.	Floor Wiper		1 Piece	

Sl. No.	Details of Articles	Brand Name	Unit Articles	Rate Offered
159	Tub (0.27 x 0.82 mtr)		1 Piece	
160	Big Drum (0.6 x 1.50 mtr)		1 Piece	
161	Small Drum (0.37 x 1.20 mtr)		1 Piece	
162	Lime (Chun)		1 Kg.	
163	Board Pin		1 Packet	
164	Hand Gloves		1 Pair	
165	2-inch Binder Clip		1 Packet	
166	Jhul-Jharu		Per Piece	
167	Register of letter issue (WB form-19)		Per Piece	
168	Register of letter received		Per Piece	
169	Soap (Detol / Lux/ Park Avenue)		Per Piece	
170	Chanel file		Per Doz.	
171	Law folder file		Per Doz.	
172	White Kham (Cloth) 16" X 12"		Per Piece	
173	White Kham (Cloth) A4 Size		Per Piece	
174	Green Tea Bag	Lipton	Per Box	
175	Coffee	Nescafe Classic	100 gm	
176	Pad Lock (Small)		Per Piece	
177	File Binder		Per Binder	
178	Bond Register 16 No.		Per Piece	
179	Bond Register 18 No.		Per Piece	
180	Bond Register 20 No.		Per Piece	
181	Bed Cover (Double)	Ordinary	Per Piece	
182	Bed Cover (Singel)	Ordinary	Per Piece	
183	Bed Cover (Double)	Bombay Dying, Remands	Per Piece	
184	Bed Cover (Singel)	Bombay Dying, Remands	Per Piece	
185	Water Bottle (Good quality)	Nil	Per Piece	
186	Water Bottle (ordinary)	Nil	Per Piece	
187	Jems Clip (Metal)	Nil	Per Box	
188	Jems Clip (fiver)	Nil	Per Box	
189	Car Umbrella	Nil	Per Piece	
190	Three Cell Torch	Nil	Per Piece	
191	Soap (75 Gm)	Lux	Per Piece	
192	Handwash (small)	Savlon, Life boy	Per Piece	
193	Writing Pad	Spiral	Per Piece	
194	Watet bottle Steel (Hot & Cold)		Per Piece	
195	Watet bottle Steel (Normal)	Ordinary	Per Piece	
196	Tiffin Box (Three Jar) (Good quality)		Per Piece	
197	Tiffin Box (four Jar) (Good quality)		Per Piece	
198	Dinner Set (36 Pice) (Good quality)		Per Piece	
199	Dinner Set (18 Pice) (Good quality)		Per Piece	
200	Waste Balti		Per piece	
201	Rubber Stamp (per line)		Per piece	
202	Numbering Machine		Per piece	
203	Steel Tep (5 Mtr.)		Per piece	

Sl. No.	Details of Articles	Brand Name	Unit of Articles	Rate Offered
204	Steel Tep (30 Mtr.)		Per piece	
205	Road Miter		Per piece	
206	Glass Cover		Per piece	
207	Cup Plate Set		Per Set	
208	Guard File (Including Clip)		Per piece	

Date :

Signature of Bidder