



GOVERNMENT OF WEST BENGAL
WEST BENGAL COMMISSION FOR PROTECTION OF CHILD RIGHTS

ICMARD Building, (9th Floor), Block-14/2, C.I.T. Scheme - VIII (M), Ultadanga, Kolkata - 700 067

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Memo No.- 3893/WBCPCR- 13018/1/2021

13/11/2025
Date.....

Notice Inviting Quotation

The West Bengal Commission For Protection Of Child Rights (WBCPCR) invites sealed bids from prospective bidders to supply **Stationery Items, Office Materials, Household Cleaning Products**, and other **Miscellaneous Items** (specific list of the articles is furnished in the attached **Annexure-A**) to the office of the WBCPCR, ICMARD Building, (9th Floor), Block-14/2, C.I.T. Scheme – VIII (M), Ultadanga, Kolkata – 700067 for the period **from 1st December 2025 to 30th November 2026**.

- **Quoted rate must be exclusive of taxes.**
- **The decimal part of the rate will not be accepted.**
- **The rate should be quoted based on the quantity mentioned in the 'Rate of Quantity' column of Annexure-A.**
- **All the articles to be delivered must be according to the sample. Therefore, the representatives (from reputed competent firms / individuals / co-operative Societies / companies / other business entities) are advised to visit the office to inspect the sample on 17th November 2025 (12:00 noon).**
- **The bidder whose quotation is accepted must supply the articles within 7 (Seven) days from the date of issuance of the purchase order, failing which, their order will be rejected without further notice, and they will be blacklisted from any subsequent purchase of articles from the office.**
- **The name and address of the participant bidder must be superscripted on the cover. (The memo number and the date of the "NIQ" must be mentioned clearly on the envelope.)**

Interested bidders should submit their Bids up to the date and time mentioned in the table below:

(a)	Bid submission Start Date & Time	On: 13/11/2025 from 3:00 pm
(b)	Bid submission End Date & Time	On: 24/11/2025 up to 5:00 pm
(c)	Bid Opening date & time	On: 25/11/2025 at 12:00 noon

Bidders are requested to furnish the following documents with their respective bids:

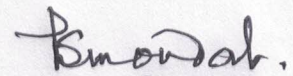
1. **Self-attested photocopy of PAN Card.**
2. **Self-attested photocopy of a valid & updated Trade License.**
3. **Self-attested photocopy of the current Professional Tax Payment Certificate.**
4. **Self-attested photocopy of GST Registration Certificate**
5. **Self-attested photocopy of Income Tax Return of any one year out of the last three financial years ending on 31/03/2025, i.e. FY 2022-23, FY 2023-24& FY 2024-2025.**

The WBCPCR reserves the right to reject any or all quotations without assigning any reason whatsoever.

The decision of the commission will be final and binding.

Proposals received after the **deadline mentioned above** will not be considered.

Yours faithfully,


Assistant Secretary
WBCPCR

ANNEXURE - A
(List of Office Materials)

Serial No.	Name of the Item	Rate of Quantity
1.	Toner 2365	1 pc
2.	Toner 388	1 pc
3.	Toner 1020	1 pc
4.	Colour Toner (Ink Set-B.Y.B.R.)	1 set
5.	A4 Size Paper (75 gsm)	1 ream
6.	Legal Size Paper	1 ream
7.	Minute Book (for PA & PS)	1 pc
8.	Case Book	1 pc
9.	General Register (No. 12)	1 pc
10.	Car Log Book	1 pc
11.	Dak Despatch Register	1 pc
12.	Attendance Register	1 pc
13.	Stainless Steel Bottle (1 lit.)	1 pc
14.	Room Freshener (Fragrance: Sandal, Lemon, Rose and Lavender)	1 pc
15.	Colin (500 ml.)	1 pc
16.	Black Hit (400 ml.)	1 pc
17.	Red Hit (400 ml.)	1 pc
18.	Odonil (50 gm.)	1 pc
19.	Hand Wash (250 ml.)	1 set (2 pcs)
20.	Phenyle (5 lit.)	1 bottle
21.	Garbage Cover/ Bags	1 pkt
22.	Highlighter	1 box (5 pcs)
23.	Harpic (500 ml.)	1 bottle
24.	Muriatic Acid (500 ml.)	1 bottle
25.	Sealing Wax (Gala)	1 pkt. (10 Sticks)
26.	Stapler Pin (24/6 - 1 M)	1 pkt. (20 small boxes)
27.	Duster	1 pkt. (12 pcs)
28.	Stainless Steel Scissor (Size: 8")	1 pc
29.	Removable Self Adhesive Notes (Size: 25 mm X 76 mm) (3 pad of 40 prompts each)	1 set (8 packets)
30.	Car Flag (National Flag)	1 pc
31.	Printed Cloth Envelope (A3 Size)	100 pcs
32.	WBCPCR Letter Head	1,000 pcs
33.	Paper Weight	1pkt.(12pcs)

34.	Fevi Stick (15 gm.)	1 set (20 pcs sticks, 15 gm each)
35.	Bell Clip (30 mm)	1 Big Box (10 boxes each of 100 clips)
36.	Binder Clip (25 mm)	1 Box (12 clips)
37.	Pen Drive (16 GB)	1 pc
38.	Pen Drive (32 GB)	1 pc
39.	CD/ DVD Marker (0.5 mm)	1 pack (10 pens)
40.	Fine Writer (0.5 mm)	1 pack (10 pens)
41.	Pentonic Pen (Black/ Blue/ Red)	1 pack (10 pens)
42.	Pentonic Refill (Black/ Blue/ Red)	1 pack (10 pens)
43.	Hand Towel (Size: 1 ft X 1.5 ft)	1 pkt. (12 pcs)
44.	Permanent Marker (2.5 mm Line Width) (Black/ Red)	1 pkt. (10 pens)
45.	Whitener (Correction Pen)	1 pkt. (10 pens)
46.	Stapler (No. 10)	1 pkt. (10 pcs)
47.	Stapler Pin (No. 10)	1 pkt. (20 small boxes)
48.	Single Hole Puncher	1 pc
49.	Channel File (A4)	1 pkt. (10 files)
50.	Clear File (Transparent Button Bag)	1 pkt. (20 bags)
51.	Cover File	1 pkt. (6 pcs)
52.	Arch File	1 pc
53.	Paper Tea Cup (100 ml.)	1,000 pcs
54.	Paper Bowl (big size)	100 pcs
55.	Paper Glass	1,000 pcs
56.	Car/Chair Towel (Size: 2.5 ft X 5.5 ft) (Colour: Blue, Maroon, White)	1 pkt. (4 pcs)
57.	White Board Marker (2.5 mm Line Width)	1 pkt. (10 pens)