



**Govt. of West Bengal**  
**Directorate of Vocational Education & Training**  
Karigari Bhawan, Action Area : III, Plot : B-7, New Town, Rajarhat, Kolkata-  
700160

Memo No. I/731382/2026

Dated: 14-01-2026

**NOTICE INVITING QUOTATION (NIQ)**

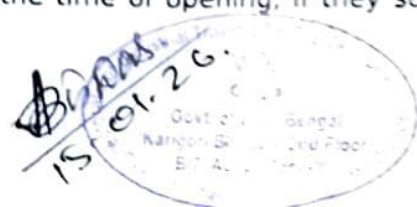
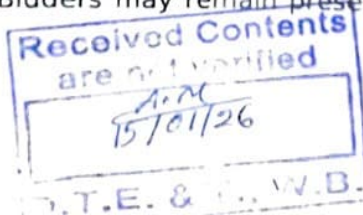
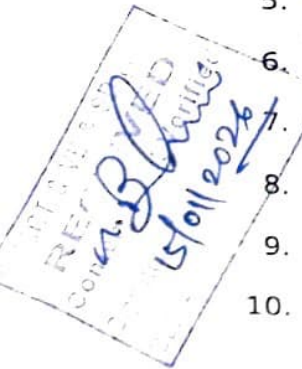
Sealed quotations are hereby invited from reputed and experienced suppliers / firms for supply of Stationery Items as per the list enclosed herewith, for use in the office of the Directorate of Vocational Education & Training, Government of West Bengal.

The interested suppliers are requested to submit their sealed quotations clearly superscribed as "**Quotation for Supply of Stationery Items**" to the Office of the undersigned **on or before 27-01-2026. (up to 3 PM)** at the following address:

Directorate of Vocational Education & Training  
Karigari Bhawan (2nd Floor),  
Action Area-III, Plot-B/7, New Town, Rajarhat, Kolkata - 700160.

**Terms and Conditions: -**

1. The quotation must be submitted in sealed cover and addressed to the Director, Directorate of Vocational Education & Training, West Bengal.
2. The rates quoted shall be inclusive of all taxes and duties, including GST, transportation, loading, unloading and delivery charges, if any.
3. The name of the firm, full address, contact number, GSTIN, and unit rate of each item must be clearly mentioned in the quotation.
4. The stationery items to be supplied must be new, unused and of good quality as per the list mentioned. Substandard or damaged items shall not be accepted and must be replaced at the supplier's cost.
5. The Directorate reserves the absolute right to accept or reject any or all quotations, wholly or partly, without assigning any reason thereof.
6. Payment shall be made after successful supply and verification of items, as per Government rules, against a duly raised bill.
7. Quantity, size, brand (if specified) and other relevant details must be clearly mentioned against each item in the quotation.
8. Rates must be quoted both in figures and words. Any overwriting or ambiguity may lead to rejection of the quotation.
9. Once the quotation is accepted, the rate shall remain firm and no revision will be allowed during the validity period.
10. Non-delivery of items within 10 working days after issuance of Supply Order shall be treated as breach of contract, and the Directorate may take appropriate action as deemed fit, including placement of order to the next eligible bidder.
11. The quotations will be opened on 28-01-2026 at 3 PM in the office of the undersigned. Bidders may remain present at the time of opening, if they so



- desire.
12. The quotation shall remain valid for a period of 60 (Sixty) days from the date of opening of the quotation or till finalization of the purchase process, whichever is earlier.

Enclo:

1. Annexure-I - List of Stationery Items
2. Annexure-II - Quotation Format

  
Director

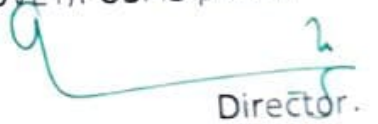
Directorate of Vocational Education & Training, WB

Memo No. I/731382/2026

Dated: 14-01-2026

Copy forwarded for information and necessary action to:

1. Special Secretary, Dept. of TET&SD, WB
2. The Project Director, Paschim Banga Society for Skill Development, WB - With a request to display this NIQ on the Notice Board
3. The Director of Technical Education & Training, WB - With a request to display this NIQ on the Notice Board
4. The Director of Industrial Training, WB - With a request to display this NIQ on the Notice Board
5. The Chief Administrative Officer, WBSCT&VE&SD - With a request to display this NIQ on the Notice Board
6. Notice Board of the office of the Directorate of Vocational Education & Training
7. Dy. Director, DVET for publication of this NIQ in the WBDVET/i-OSMS portal.
8. Office Copy

  
Director

Directorate of Vocational Education & Training, WB

**Annexure - I**  
**List of Stationery Items**

SL. NO.	PRODUCT NAME	UNIT	QUANTITY REQUIRED
1	BLUE PEN	NOS.	40
2	CALCULATOR	NOS.	6
3	PUNCHING ONE HOLE	NOS.	10
4	PUNCHING TWO HOLES	NOS.	10
5	CASH BOOK	NOS.	1
6	COTTON TAPE	ROLL	24
7	PENCIL BATTERY (AA)	NOS.	20
8	REMOTE BATTERY (AAA)	NOS.	10
9	WALL CLOCK	NOS.	10
10	WATER BOTTLE	NOS.	24
11	GREEN GEL PEN	NOS.	24
12	MOUSE	NOS.	12
13	MOUSE PAD	NOS.	24
14	MEETING PAD	NOS.	60
15	FEVISTICK	NOS.	24
16	FOUR-FOLD FILE	NOS.	60
17	HAND WASH	NOS.	24
18	PLASTIC COVER FILE	NOS.	36
19	SKETCH PEN (BLACK)	NOS.	12
20	SCISSOR	NOS.	12
21	PAPER A-4	REAM	60
22	EXTENSION MULTIPLUG	NOS.	10
23	NOTE PAD	NOS.	60
24	POST-IT FLAG (3-COLOUR)	PKTS.	10
25	STAPLER (MEDIUM)	NOS.	20
26	STAPLER (SMALL)	NOS.	20
27	STAMP PAD	NOS.	24
28	PERMANENT MARKER PEN (BLACK)	NOS.	12

*Note: Quantities are indicative and may vary as per actual requirement.*



**Annexure - II**

**Quotation Sheet Format**

(To be filled in by the Bidder in their **Organization's Letter Head**)

<b>SL. NO.</b>	<b>PRODUCT NAME</b>	<b>UNIT</b>	<b>QUANTITY REQUIRED</b>	<b>RATE PER UNIT (₹)</b>	<b>TOTAL AMOUNT (₹)</b>
1	BLUE PEN	NOS.	40		
2	CALCULATOR	NOS.	6		
3	PUNCHING ONE HOLE	NOS.	10		
4	PUNCHING TWO HOLES	NOS.	10		
5	CASH BOOK	NOS.	1		
6	COTTON TAPE	ROLL	24		
7	PENCIL BATTERY (AA)	NOS.	20		
8	REMOTE BATTERY (AAA)	NOS.	10		
9	WALL CLOCK	NOS.	10		
10	WATER BOTTLE	NOS.	24		
11	GREEN GEL PEN	NOS.	24		
12	MOUSE	NOS.	12		
13	MOUSE PAD	NOS.	24		
14	MEETING PAD	NOS.	60		
15	FEVISTICK	NOS.	24		
16	FOUR-FOLD FILE	NOS.	60		
17	HAND WASH	NOS.	24		
18	PLASTIC COVER FILE	NOS.	36		
19	SKETCH PEN (BLACK)	NOS.	12		
20	SCISSOR	NOS.	12		
21	PAPER A-4	REAM	60		
22	EXTENSION MULTIPLUG	NOS.	10		
23	NOTE PAD	NOS.	60		
24	POST-IT FLAG (3-COLOUR)	PKTS.	10		
25	STAPLER (MEDIUM)	NOS.	20		
26	STAPLER (SMALL)	NOS.	20		
27	STAMP PAD	NOS.	24		
28	PERMANENT MARKER PEN (BLACK)	NOS.	12		
<b>Grand Total</b>					<b>₹</b>



**Quoted Total Amount (in Words):**

Rupees

\_\_\_\_\_ only.

**Declaration by the Bidder**

I/We hereby certify that:

- The rates quoted above are inclusive of all taxes, including GST, transportation and delivery charges.
- The items offered conform to the specifications mentioned in the NIQ.
- The quoted rates shall remain valid and firm for a period of 60 (Sixty) days from the date of opening of the quotation.
- I/We agree to all Terms & Conditions mentioned in the NIQ.

**Name of Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**GSTIN:** \_\_\_\_\_

**Contact No.:** \_\_\_\_\_

**Signature of Authorized Signatory**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal of the Firm

