



K.M.D.A. (HIT WING)

Diary No. 735

Date 28/08/24

✓ SLNO-207

**Kolkata
Metropolitan
Development
Authority**

Memo no-85-2/B/80(G)Pt-v(Stationery)...113.

Date-22/08/2024

Sub-Rate of Stationery materials for KMDA (HIT Wings)for 1st April,2024 to 31th March,2025.

"NOTICE INVITING QUOTATION"

Sealed Quotations are invited by The OSD &EO Senior Deputy Secretary , KMDA (HIT Wing), from bonafide, reliable Experienced in similar nature for dealing Stationery and supply of Stationery items as per Enclosed schedule at the Central store (General Department Store room 3rd flood new building) of KMDA at (HIT Wing) 19 G.T Road,(s) Howrah 711101.

The rate is to be quoted both in figures and words and also with GST and without GST (Otherwise the quotation treated as Cancelled). The quotations with photocopy of Trade License, GST certificate & Pan card in Sealed cover will be Received up to 1.30 P.M. in on 5th September, 2024, Tuesday in the office of the undersigned and will be opened on the same date at 2.30 P.M in presence of the Supply order.

The Authority reserves the right to accept or reject any or all the quotations without assigning any reasons whatsoever.

The OSD & EO Senior Deputy Secretary.
KMDA (HIT WING)
Date-22/08/2024

Memo no-85-2/B/80(G)Pt-v(Stationery)...113(3)

Copy forwarded for information to :-

- 1) The District Magistrate & District Collector, Howrah.
- 2) The Commissioner, Howrah Municipal Corporation.Howrah.
- 3) The Deputy Secretary , PR Cell, KMDA is requested for display in KMDA Website.
- 4) The Accounts officer ,O & M Cell KMDA.
- 5) The Accountant ,C.S Cell,KMDA.
- 6) The Additional Executive Officer,Howrah Zilla Parishad Howrah.
- 7) Notice Board CS Cell, HQ KMDA.
- 8) Notice Board ,KMDA (HIT WING)
- 9) Office Copy.

The OSD & EO Senior Deputy Secretary.
KMDA (HIT WING)

Sl no	Stationery items	Particular of item Details	Quantity Required
1	Basket (Dustbin)	As per sample	One Piece
2	Brown tape	As per sample	One Piece
3	Carbon Paper	Kores Size 210mmx330mm)	One Piece
4	Computer Paper (A4)	JK (70GSM)	One Piece
5	Computer Paper (Legal)	JK (70GSM)	One Piece
6	Calculator	ORPAT (As per sample)	One Piece
7	Duster	As per sample	One Piece
8	Eraser	Apsara	One Piece
9	Guard File	As per sample	One Piece
10	Gum Stick (BIG)	Fevi Gum 200 ml	One Piece
11	Gum Stick (medium)	Fevi Gum 50 ml	One Piece
12	Gems clip	Plastic cover (As per sample)	One Piece
13	I T C Pad	As per sample	One Piece
14	Knife	As per sample	One Piece
15	Pin (King)	As per sample	One Piece
16	Punch Machine (SINGLE)	As per sample	One Piece
17	Punch Machine (Double)	As per sample	One Piece
18	Paper Weight(Glass)	As per sample	One Piece
19	Pin cushion	Zorex (Magnetic pin -clip)	One Piece
20	Pencil (Short hand)	As per sample	One Piece
21	Plastic Folder (Blue)	As per sample	One Piece

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22	Ruled Register (Book no-4)	As per sample	One Piece
23	Ruled Register (Book no-6)	As per sample	One Piece
24	Ruled Register (Book no-8)	As per sample	One Piece
25	Ruled Register (Book no10)	As per sample	One Piece
26	Ruled Register (Book no-2)	As per sample	One Piece
27	Scribing Pad (Short size)	As per sample	One Piece
28	Scribing Pad (Medium size)	As per sample	One Piece
29	Scribing Pad (Big size)	As per sample	One Piece
30	SOAP	As per sample	One Piece
31	Stapler (small)	Kangaro-10	One Piece
32	Stapler (Medium)	Kangaro	One Piece
33	Stapler pin (Medium)	Kangaro-10-1M	One Piece
34	Stapler pin (big)	Kangaro	One Piece
35	Stapler pin (small)	Kangaro	One Piece
36	Stamp pad (ink)	Faber Castell 60ml (Violet)	One Piece
37	Scale (steel)	As per sample	One Piece
38	Scale (WOODEN)	As per sample	One Piece
39	Scissors	As per sample	One Piece
40	Stamp Pad (Big) Ink pad	Kores (Long Life)	One Piece
41	Stamp Pad (small) Ink pad	Faber Castell	One Piece
42	Stapler jumbo (big)	As per sample	One Piece
43	Stapler jumbo (pin)	As per sample	One Piece
44	Self stick Stamp (small)	JB9-334 (20MM X 75MM X 4) 200 Sheets	One Packet
45	Tag (White)	As per sample	One Bundie
46	Thread ball (Red)	As per sample	One Piece
47	Thread ball (white)	As per sample	One Piece
48	White Fluid	Faber Castell	One Piece
49	White tape (Big)	2.5" As per sample	One Piece
50	White tape (small)	As per sample	One Piece
51	Wooden pencil	Doms	One Box
52	LED Tube light fittings (20W)Company (Phlips/Havells/Magik)	As per sample	One Piece
53	Normal fluorescent Tube light fittings(20W/40W) Company (Phlips /Havells /Magik)	As per sample	One Piece
54	Copper choke for normal tube fittings(20W/40W) Company (Phlips /Havells /Magik)	As per sample	One Piece
55	Normal tube Starter Company (Phlips /Havells /Magik)	As per sample	One Piece
56	Normal tube Starter Company (Phlips /Havells /Magik)	As per sample	One Piece

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