



West Bengal Forest Development Corporation Limited

(A Government of West Bengal Undertaking)

Office of the Divisional Manager, Kolkata Forest Corporation Division

KB- 19, Sector – III, Salt Lake City, Kolkata – 700 106

Phone & Fax – (033) 40644128/40010636 CIN: U02005WB1974SGC029535

Email – kfed@wbfdc.com



No.1098/2-40/2025-26(P-III)

Date: 03.12.2025

Sealed Quotation Notice No : 62

Sealed Quotation is invited from bonafied experienced suppliers/Contractors/manufacture for supply of **stationery accessories** to the Registered Office of Divisional Manager, Kolkata Forest Corporation Division under WBFDC, at Aranya Bikash, KB- 19, Sector – III, Salt Lake City , Kolkata – 700 106

➤ **Details of Work** :Rate quoted as per details given Annexure - I

➤ **Time & Date:**

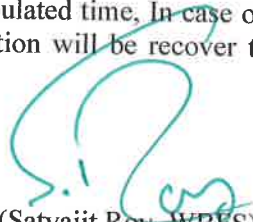
SI NO.	Date	Time
Date for beginning of distribution of Quotation Papers	03.12.2025	11.00 AM
Last Date of submission of quotation paper	10.12.2025	02.00 PM
Date of opening technical's bids& Financial Bids	10.12.2025	04.00 PM

- The interested supplier/contractor/manufacture/agencies are requested to quote their rate for the aforesaid work by **10.12.2025** in sealed envelope by the name of the undersigned.
- All quoted rate should be inclusive of all taxes .
- **Period of Work** : Work to be completed within **07 days** after giving order, work order will be given as and when required basis.
- Quotation will be submitted with Authorized seal & Signature. Addressed in the name of the Divisional Manager, Kolkata Forest Corporation Division under WBFDC Ltd.at Aranya Bikash, KB- 19, Sector – III, Kolkata – 700 106

Terms & Conditions:

- Kolkata Forest Development Corporation shall not be responsible for any untoward or accidental incident in the course of work or maintenance.
- **PAN, GST& Trade License:** Suppliers should provide Valid PAN, GST Number. Please furnish self-attested on documents.

- Work order will be issued after approval of quotation inviting authority & payment will be made after satisfactory completion of work. Submit your bill with mentioning our GST No. with (two) copies of bill. (GST No. – 19AAACW3562A9ZC) also including received copy of challan.
- The authority inviting quotations has full right to accept or reject any quotation without assigning any reason.
- All quoted rate should be inclusive of GST.
- In case of Each and Every bill initially 80% payment will be made and balance 20% payment will be made after proper reflection of GSTR- I and GSTR 3B in stipulated time. In case of failure of such payment (tax return) or mismatch of Tax Return Corporation will be recover the amount from the balance payment.
- The rate will be valid till 31.03.2026

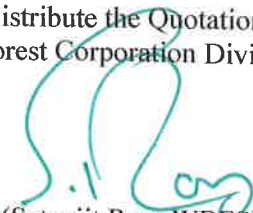

(Satyajit Roy, WBFS)
Divisional Manager
Kolkata Forest Corporation Division

No.1098/2-40/2025-26(P-III)

Date: 03.12.2025

Copy forwarded to:

1. The Accounts Section, Kolkata Forest Corporation Division.
2. The Range Manager, Attached Range are directed to distribute the Quotation form to the bidder in favour of Divisional Manager Kolkata Forest Corporation Division.
3. Official website of WBFDC
4. Notice Boar


(Satyajit Roy, WBFS)
Divisional Manager
Kolkata Forest Corporation Division

Annexure - I
Quotation no.62,1098/2-40/2025-26(P-III) dated 03.12.2025

List of Stationery Goods

Pen & Pencil			
1	Gel Pen Blue, Black, Red, Green	1	
2	Dot Pen Blue, Black, Red, Green	1	
3	Use & Through Pen Blue, Black, Red, Green	1	
4	Marker Pen Wide Ink	1	
5	Marker Pen Soprano Ink	1	
6	Special Pen	1	
7	Pencil	1	
8	Pencil Sharpner Large	1	
9	Pencil Sharpner Small	1	
10	Eraser	1	
11	Correction fluid Box	1	
12	Correction fluid Pen/ Whitener Pen	1	
13	Refill	1	
14	Refill Add Gel	1	
File & Folders			
1	Binder File / Arch File - Ring Small	1	
2	Binder File / Arch File - Ring Large	1	
3	Binder File / Arch File - Box Small	1	
4	Binder File / Arch File - Box Large	1	
5	Cover File Yellow Wbfdcl Printed	1	
6	Folder File - Normal	1	
7	Folder File - with Pocket	1	
8	Hanging File - Large	1	
9	Hanging File - Small	1	
10	File Cover - Leather	1	
11	File Cover - Cotton	1	
12	File Cover - Plastic	1	
13	Cotton File Tag	1	
14	Less for Cover File	1	
15	A4 Divider Blank	1	
16	A4 Manila Reinforced File Folders	1	
17	A4 Plastic Folder/ Sheet Protector	1	

18	A4 Binding Plastic	1	
19	18 M Binding Plastic	1	
20	F4 Binding Plastic	1	
21	Flap	1	
22	Channel File	1	
Envelop & Holders			
1	Envelope Small - Wbfdcl Printed Brown	1	
2	Envelope Medium - with Cotton Wbfdcl Printed Brown	1	
3	Envelope Large - with Cotton Wbfdcl Printed Brown	1	
4	Envelope Small - White, Yellow, Green	1	
5	Envelope Medium - White, Yellow, Green	1	
6	Envelope Large - White, Yellow, Green	1	
7	Business Card Holder	1	
8	Business File Holder	1	
9	Officer's Card Folder	1	
10	Officer's File folder	1	
Staplers & Punches			
1	Stapler Extra Large	1	
2	Stapler Large	1	
3	Stapler No. 10	1	
4	Stapler No. 24/6	1	
5	Staples & Punches	1	
6	Staples Large	1	
7	Staples No. 10	1	
8	Staples No. 24/6	1	
9	Staples Remover	1	
10	Punching Machine 2 Whole Small	1	
11	Punching Machine 2 Whole Medium	1	
12	Punching Machine 2 Whole Large	1	
13	Punching Machine 1 Whole Small	1	
14	Punching Machine 1 Whole Medium	1	
15	Punching Machine 1 Whole Large	1	
16	Punching Machine 3 Whole Small	1	
17	Punching Machine 3 Whole Medium	1	
18	Punching Machine 3 Whole Large	1	

19	Punching Machine 2 Whole Extra Large	1	
20	Paper shreader Machine	1	
Batteries			
1	Battery Alkaline AA	1	
2	Battery Alkaline AAA	1	
3	Battery C	1	
4	Battery D	1	
5	Battery Alkaline 9 Volt	1	
6	Battery for Pointer - 27 A	1	
7	Battery for Pointer - 23 AE	1	
8	Battery for Pointer - CR 2025	1	
9	Battery for Pointer - CR 2032	1	
Binders & Clips			
1	Binder / Doc Clips No. 107	1	
2	Binder / Doc Clips No. 155	1	
3	Binder / Doc Clips No. 260	1	
4	Paper / Gem Clip No. 5	1	
5	Paper / Gem Clip Trigonal No. 3	1	
6	Paper / Gem Clip Trigonal Large	1	
7	Binding Machine	1	
8	A4 Binding Cover Page	1	
9	Plastic Ring 20mm	1	
10	Plastic Ring 18mm	1	
11	Plastic Ring 16mm	1	
12	Plastic Ring 14mm	1	
13	Plastic Ring 10mm	1	
Calculator			
1	Calculator Casio GX-125	1	
2	Calculator Casio AX-1205	1	
3	Calculator Casio JJ-120D	1	
4	Calculator Casio Mj12D	1	
5	Calculator Casio FX-991 Es Plus	1	
6	Calculator Casio DJ-220D	1	
7	Calculator Casio Dj-120D	1	
Books & Notes			
1	Spiral Note Book A5 Logo Printed	1	

2	Spiral Note Book Large Logo Printed	1	
3	Spiral Note Book Small Logo Printed	1	
4	Note Book Large Wbfdcl Logo Printed	1	
5	Note Book Large Logo Printed	1	
6	Stick Notes 3X3 Inch - 100 pcs. 2 Cut	1	
7	Stick Notes 3X3 Inch - 100 pcs. 3 Cut	1	
8	Stick Notes 3X3 Inch - 100 pcs. 4 Cut	1	
9	Stick Notes 3X3 Inch - 100 pcs. 5 Cut	1	
10	Stick Notes 3X3 Inch - 50 pcs. 2 Cut	1	
11	Stick Notes 3X3 Inch - 50 pcs. 3 Cut	1	
12	Stick Notes 3X3 Inch - 50 pcs. 4 Cut	1	
13	Stick Notes 3X3 Inch - 50 pcs. 5 Cut	1	
Board & Markers			
1	White Board	1	
2	White Board Eraser	1	
3	Flip Chart	1	
4	Flip Chart Paper	1	
5	White Board Marker Black, Blue, Red, Green & Black	1	
6	White Board Marker Black, Blue, Red, Green & Black	1	
7	Highlighter Green, Yellow, Red, Blue, Purple & Pink.	1	
Tapes & Glue			
1	Double Side Tape Green, White	1	
2	Cloth Tape 24 mm	1	
3	Cloth Tape 48 mm	1	
4	Cloth Tape 12 mm	1	
5	Cloth Tape Roll Small	1	
6	Duct Tape	1	
7	Gel Cleaner	1	
8	Glue Gun	1	
9	Stick Glue	1	
10	Glue Stick Fevi Stick Super 15g	1	
11	Glue Stick Fevi Stick Super 22g	1	
12	Glue Stick Fevi Stick Super 25g	1	
Scissors & Pins			
1	Scissor 5 inch	1	

2	Scissor 6 inch	1	
3	Scissor 7 inch	1	
4	Scissor 8 inch	1	
5	Scissor 9 inch	1	
6	Stainless Still Magnetic Pin Holder	1	
7	Push Pin	1	
8	Bell Pin/ Nickel Plated Steel Pins	1	
Stamp & Tissue			
1	Stamp Pad	1	
2	Stample Ink	1	
3	Tissue Box Passeo	1	
4	Tissue Box Nice	1	
Cup Plate			
1	Bowl	1	
2	Bowl Lao Pola	1	
3	Cup for Tea	1	
4	Cup Plate	1	
5	Dinner Plate	1	
6	Dinner Plate Laopola	1	
7	Quarter Plate Lao Pola	1	
8	Soup Bowl	1	
9	Tissue Box Nice	1	
Electronics items			
1	Blender	1	
2	Electric Kettle	1	
3	Geyser	1	
4	Phone Charger	1	
5	Phone USB Cord	1	
6	Microwave Oven	1	
7	Mixer Grinder	1	
8	Patch Card Or Lan Cable	1	
9	Power Cable	1	
10	Screw Driver	1	
11	Seal Cutter	1	
12	Seal Wire	1	
13	Switch 8 Port	1	

14	Telephone Cord	1	
15	Torch Light	1	
16	Tube Light	1	
Mosquito & Insect Killer			
1	All Out Repellant	1	
2	Good Knight Machine +Oil	1	
3	Good Knight Oil	1	
4	Hit	1	
5	Morteen Coil	1	
6	Mosquito Swatter Bat	1	
Name Plate			
1	Car Fiber Board	1	
2	Name Plate	1	
3	Name Plate Fiber	1	
4	Name Plate Metal	1	
5	Name Plate Steel	1	
6	Name Plate Steel 39"x2"	1	
Others			
1	Cotton Duster	1	
2	Towel Mini	1	
3	Towel Big	1	
4	Water Bottle Milton 1ltr Copper	1	
5	Water Bottle Milton 1ltr Steel	1	
6	Water Bottle Milton 1ltr Fibre	1	
7	Coconut Jharu	1	
8	Scale Steel made	1	
9	Scale Plastic made	1	
10	Paper Weight- Kebica Latto Design Oval Glass for office desk.	1	
11	Paper Weight- Rasper Multicolor Red Green Acrylic Paper Weight Stylish Rainbow.	1	
12	Calling Bell- for officers	1	
13	Cotton Duster	1	
14	Duster for board	1	
15	Coconut Jharu	1	
16	Jhul Jharu	1	
17	Phool Jharu	1	

18	Scale	1	
19	Carry Bag - All types	1	
20	Paper Cup	1	
21	Rope Nylon	1	
22	Tissue Paper	1	
23	Tooth Pick	1	
24	Towel	1	
25	Tray	1	
26	Umbrella	1	
27	Umbrella Inesis	1	
28	Umbrella K.C. Paul	1	
29	Visible Stand	1	
30	Wall Clock	1	
31	Scotch Brite & Scrub Pad	1	
32	Sealing Wax (Gala)	1	
33	Carbon Paper A3	1	
34	Busket	1	
35	Chair	1	
36	Chair Plastic Handel with Gadi	1	
37	Coaster	1	
38	Computer Cover	1	
39	Container	1	
40	Jar	1	
41	Observation Kit	1	
42	Pedel Bin(Dustbin)	1	
43	Plastic Box	1	
44	Plastic Cover	1	
45	Water Spong	1	
46	Aer Packet	1	
47	Aer Pocket	1	
48	Car Freshner	1	
49	Car Gel	1	
50	Odonil	1	
51	Room Freshner Green	1	
52	Fork	1	
53	Spoon	1	
54	Spoon G.Q	1	

55	Jug	1	
56	Mug	1	
57	Knife	1	
58	Lighter	1	


Divisional Manager
Kolkata F.C. Division

