



The West Bengal Pulpwood Development Corporation Limited

(A Joint Sector Company)

CIN:U20211WB1982PLC034704

“ARANYA BIKASH”, 3RD FLOOR,KB-19,SECTOR-III,KOLKATA-700106

E-Mail ID: wbpulpwooddevcorpnltd@gmail.com

No: 237 /WBPDC/IF-1

Date: 12-12-2025

Notice Inviting Quotation No 11/WBPDC/STATIONERY ITEMS/2025-26

Sealed Quotations are invited in the bonafied experienced suppliers/contractors/manufacturers/agencies for supply of office stationery items at the office of the Ex-officio Divisional Manager, The West Bengal Pulpwood Development Corporation Limited which is located at “Aranya Bikash”, 3rd Floor, KB-19, Sector-III, Saltlake City, Kolkata-700106.

A. Details of Work: As mentioned in Annexure-I

B. Time and Date:

Particulars	Date	Time
Date for beginning of distribution of Quotation Paper	13-12-2025	11:00AM
Quotation Paper Submission Start Date	13-12-2025	11:00AM
Quotation Paper Submission End Date	24-12-2025	4:00PM
Date of opening Technical Bid and Financial Bid	24-12-2025	4.30PM

1. The interested supplier/contractor/manufacturer/agencies are requested to quote their rate for the aforesaid work by **24-12-2025** in sealed envelope by the name of the undersigned.
2. All quoted rate should be inclusive of all taxes.
3. Period of Work: Work to be completed within 07 days of receipt of work order. Work order may be issued as and when required basis and the value of work will not exceed 1(one) lakh for the work under this quotation.
4. Quotation will be submitted with Authorised seal & Signature. Addressed in the name of the Ex-officio Divisional Manager, The West Bengal Pulpwood Development Corporation Limited at “Aranya Bikash”, KB-19, Sector-III, Saltlake City, Kolkata-700106
5. Delivery will be made at The West Bengal Pulpwood Development Corporation Limited, “Aranya Bikash”, 3rd Floor,KB-19, Sector-III, Saltlake City, Kolkata-700106.

C. Terms and Conditions

1. The West Bengal Pulpwood Development Corporation Limited shall not be responsible for any untoward or accidental incident in the course of work or maintenance.
2. Rates quoted shall be valid till 31st March,2026.
3. PAN, GST: Suppliers should provide valid PAN, GST Registration Number (if applicable). Please furnish self-attested on documents. If GST Registration is not applicable, a declaration to be submitted by the bidder specifying the ground of such non-registration
4. Under any circumstances, any rate to be quoted which is over & above the Maximum Retail Price (MRP) of the items. If such a thing comes to notice, it will be summarily rejected & quotationer will be barred to take part in any quotation/tender process of this office thereafter. Please note if such higher rates are found even at a later stage, no payment will be made beyond MRP.



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5. The products which normally come to the market in a sealed state, must be delivered in sealed state. If the sealed condition is found to be violated, it will not be accepted and no payment will be made against it.
6. Work Order will be issued after approval of quotation inviting authority and payment will be made after satisfactory completion of work. Submit your bill with mentioning our GST No. (if applicable) with 3(three) copies of bill. (GST No 19AABCT1517H2ZG) also including receipted copy of challan
7. Pattern of Quotation: Invitation of quotations is purely indicative in nature. It is being floated in anticipation of administrative approval and subsequent financial sanction. In case of non-availability of such approval and fund the quotation shall be cancelled outright without assigning any further reason.
8. Validity of the quotation will be 1(one) year from the date of submission. The validity can be extended upto another 6(six) months subject to satisfactory performance of the successful bidders.
9. The undersigned reserves the right to place order for work for 20% more or less of the quantity (if mentioned here) is so required.
10. The Quotation Inviting Authority has full right to accept or reject any quotation at any stage without assigning reason.
11. The Quotation Inviting Authority has full right to accept or reject any quotation on technical ground.
12. The undersigned is not bound to accept the lowest rate quoted by the quotationers and he is not bound to assign any reason whatsoever for such non acceptance.
13. All products should be of mentioned brand or reputed quality of certified standards. Their size and quality should be as per general norms. The undersigned reserves the right to accept or deny the supplied articles if those are not up to his satisfaction.
14. If products get depreciated/damage/destroyed during supply or transportation or installation, it will not be received. If such damaged products are found at the later stage, recovery will be made from the quotationer(s) as per rates offered including imposing of necessary penalties/fines as the undersigned deems fit.
15. While engaging the labourers, if any, payment as per the Minimum Wage Act must be made to them
16. L1 Bidder will be selected based on the overall rate quoted, not for individual items
17. The undersigned, his superior authorities or his representatives will inspect the works, take necessary measurements and perform tests as and when required. The successful quotationers should render all cooperation in this regard, irrespective of time and place and during the inspection by the undersigned, his superior authorities or his representatives, if quality of the supply is not found up to the standard, the quotationer/ supplier/contractor/manufacture/agencies is bound to rectify the same up to the satisfaction of him. No additional payment will be entertained.
18. The quantity mentioned against each quotation is purely tentative in nature. Work/supply order will be placed only after necessary administrative approval and financial sanction from appropriate authority that is too in actually required quantity. The undersigned reserves the right to increase/decrease the quantity amount up to 20% of what is mentioned in quotation.
19. Timely supply of all products will be the sole responsibility of the successful quotationer. But the quotationer shall not be held responsible in default, if delay in execution occurs due to causes beyond his/her control such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riot and acts of



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unsurpassed power. In the event of delay due to such causes the quotationer may apply for extension of time for that period. The undersigned as per direction received from The Managing Director, WBPDCCL in this regard may extent for a length of time equal to the period of force majeure or such period as he thinks suitable for that or may reject the application. Such cancellation would be without any liability what so ever on the part of the undersigned.

20. Materials will have to be supplied by the quotationers by themselves following the standard and specification as fixed by this office of the undersigned or his higher official.
21. All tools & plants required for execution of works should be procured by the contractor at his own cost. The standard of such tools & plants shall be as per the specification of P.W.Dpt/PHE of the Govt. of West Bengal
22. 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 recovering the amount from the balance payment. (As per G.O. No 4679-F(y) dated 21-11-2022).
23. The mode of payment for successful completion of the works should be made by NEFT/RTGS.
24. The total value of the quotation shall be within 1(one) lakh.


Ex-officio Divisional Manager

 The West Bengal Pulpwood Development Corporation Limited

Copy forwarded to:

1. The Managing Director, The West Bengal Pulpwood Development Corporation Limited
2. Official Website
3. Notice Board


Ex-officio Divisional Manager

 The West Bengal Pulpwood Development Corporation Limited

Annexure-I /Quotation Notice No 11/WBPDCL/STATIONERY ITEMS/2025-26

SL No	Description	Qty	Rate per piece (incl GST)
1	Gel Pen(Blue)	1	
2	Gel Pen(Green)	1	
3	Gel Pen(Black)	1	
4	Dot Pen(Blue)	1	
5	Dot Pen(Black)	1	
6	Dot Pen(Red)	1	
7	Use and Throw Pen(Blue)	1	
8	Use and Throw Pen(Black)	1	
9	Use and Throw Pen(Red)	1	
10	Marker Pen wide ink(Blue)	1	
11	Special Pen(Green)	1	
12	Pencil	1	
13	Pencil Sharpner(Large)	1	
14	Pencil Sharpner(Small)	1	
15	Eraser	1	
16	Whitener Pen	1	
17	Notesheet Pad (Ream)	1	
18	A4 Sheet Copier (75GSM) (Ream)	1	
19	Binder File/Arch File(Ring Small)	1	
20	Binder File/Arch File(Ring large)	1	
21	Folder File-Normal	1	
22	Folder File-with pocket	1	
23	Four Folded File	1	
24	Clip File	1	
25	Cotton File Tag	1	
26	Flap	1	
27	Channel File	1	
28	Envelope-Small-WBPDCL Printed	1	
29	Envelope Medium with cotton printed WBPDCL	1	
30	Envelope Large with cotton printed WBPDCL	1	
31	Stapler extra large	1	
32	Stapler Large	1	
33	Stapler No-10	1	
34	Stapler No-24/6	1	
35	Staples large	1	
36	Staples No 10	1	
37	Staples 24/6	1	
38	Staples Remover	1	
39	Punching Machine 2hole small	1	
40	Punching Machine 2hole medium	1	
41	Punching Machine 2hole large	1	
42	Battery Alkaline AA	1	
43	Battery Alkaline AAA	1	
44	Binder/Doc Clips No 107	1	
45	Binder/Doc Clips No 155	1	
46	Binder/Doc Clips No 260	1	

Annexure-I /Quotation Notice No 11/WBPDC/STATIONERY ITEMS/2025-26

SL No	Description	Qty	Rate per piece (incl GST)
47	Paper/Gems Clip No-5	1	
48	Calculator (Casio MJ 12D)	1	
49	Calculator(Casio- FX-991 Es Plus)	1	
50	White Board	1	
51	White Board Eraser	1	
52	White Board Marker(Black)	1	
53	White Board Marker(Green)	1	
54	Highlighter Pen(Green)	1	
55	Highlighter Pen(yellow)	1	
56	Stick Glue	1	
57	Glue Stick-Fevistick Super 15g	1	
58	Glue Stick-Fevistick Super 22g	1	
59	Glue Stick-Fevistick Super 25g	1	
60	Stamp Pad	1	
61	Stamp Pad Ink	1	
62	Scissor 6 inch	1	
63	Scissor 9 inch	1	
64	Stainless Still Magnetic Pin Holder	1	
65	Push Pin	1	
66	Bell pin/Nickel Plated Steel Pin	1	
67	Pen Drive 32Gb	1	
68	Pendrive 64GB	1	
69	Carbon paper (A3) one side	1	
70	Carbon paper (A3) both side	1	
71	Plastic Box	1	
72	Sponge Box	1	


Ex-officio Divisional Manager

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