

Government of West Bengal
Directorate of Food Processing Industries
Benfish Tower (6th Floor), Sector-V Salt Lake Kolkata 700091

Notice Inviting Quotations

Quotations are invited by the Director, Directorate of Food Processing Industries, Government of West Bengal from experienced and reputed agencies for (i) finalization of item wise rates with selection of L1 agency/bidder and (ii) purchase of stationary items, utensils and toiletry items from the L1 agency/bidder.

1. Eligibility Criteria of Intending Agency:

- 1.1. Previous experience for supplying of stationary items, utensils and toiletry items for office use
- 1.2. Must have an office at West Bengal preferably at Kolkata/North 24 Parganas/Howrah.
- 1.3. Must have valid Trade License/Certificate of Incorporation, PAN, GST Registration Certificate.

2. Items with quantity of deliverables with location:

Sl	Description of Goods	Quantity	Sl	Description of Goods	Quantity
Stationary			Toiletry		
1	A4 Paper ©	20 rims	17	Odonil ©	12 pcs
2	High Lighter (Multi colour) ©	6 pcs	18	Duster (Cloth) ©	20 pcs
3	Pen stand	20 pcs	19	Scotch bite with holder ©	12 pcs
4	Flap ©	100 pc	20	Jumbo Dustbin	1 pc
5	Mouse Pad ©	20 pcs	21	Dustbin with lid (Small)	7 pcs
6	Fiber paper weight	12 pcs	22	Open dustbin	16 pcs
7	Gel Pen (Luxor Pen preferred) (Sky/Violet/Green/Red colour) ©	6 pcs	23	Bengal chemical phynle 5lt. ©	2 bottles
8	Paper storage plastic box	12 pcs	24	Broom ©	6 pcs
9	Transparent plastic box (8x5)	6 pcs	25	Colin 500ml ©	6 pcs
10	Plastic Exam Board	2 pcs	26	Toilet's Brush ©	6 pcs
11	Pencil ©	2 Boxes	27	Hand wash 250 ml ©	10 bottles
12	Foot rest	1 pc	28	Harpic 500 ml ©	6 bottles
Utensils			29	Mop ©	2 pcs
13	Cup & Plate set (Small size)	12 pcs	30	Bucket	6pcs
14	Electric Kettle (1.2 ltr)	2 pcs	31	Mug	6pcs
15	Fiber lunch plate microwave use	12 pcs	32	Vim liquid 250 ml ©	3 bottles
16	Flasks (1.5 lit)	1 pc			

Items to be delivered at the office of Directorate of FPI, Benfish Tower (6th Floor), Sector-V Salt Lake Kolkata 700091 within 7 days from the date of issuance of the work order.

3. Other terms and conditions

3.1. L1 bidder: Lowest rates (summations of 32 items mentioned are at point 2 above) provided by any bidder will be considered as L1 bidder provided the bidder fulfills all criteria mentioned at point 1 above.

3.2. Validity of rates: The rates of all consumable items will be valid till 31st March 2026. The authority may purchase any consumable items (marked with ©) mentioned above as per finalized rates (maximum permissible tolerance of +/- 10%) till the end of the term i.e. 31st March 2026.

3.3. The selected agency (L1) shall itself perform its obligations under this assignment and shall not assign or transfer or sub-contract any of portion/part of this assignment.

3.4. Authority of Directorate of Food Processing Industries, Government of West Bengal has all right to accept/reject any proposal, which will be the best suited in terms of economic aspects. The decision of the Authority of Directorate of Food Processing Industries shall be final in all aspects.

3.5. Payment shall be released after satisfactory completion of supply and approval of the authority of the Directorate of Food Processing Industries, Government of West Bengal.

The interested eligible participants may submit quotation along with supporting documents mentioned are at point 1 above from 23.05.2025 – 02.06.2025 (on all Government working days from 11.00 AM – 4.00 PM) at the drop box of the Directorate which shall be available at the Benfish Tower (6th Floor), Sector-V, Salt Lake Kolkata 700091.

The quotations shall be open on 02.06.2025 at 4.30 pm in the Conference hall of FPI&H Department Benfish Tower (4th Floor), Sector-V Salt Lake Kolkata 700091.



KASTURI SENGUPTA
ADDITIONAL SECRETARY
20-05-2025