



West Bengal State Warehousing Corporation
(A Statutory Corporation)
Khadya Bhavan, B-Block, (4th Floor)
11A, Mirza Ghalib Street
Kolkata - 700087
Website: www.warehousingwb.com
E-mail- swc@wb.gov.in/storage-swc@wb.gov.in
Phone: (033)4001 9834

E-File No: /WBSWC-14021(13)/2/2024-STG-SEC

Date: 13-07-2026

TENDER NOTICE

Sealed quotations are invited from the Bonafide Suppliers/Distributors/Vendors/ Registered Co-Operative Societies for supply of Stationery Articles which are generally used in Corporate Offices. A list of articles is enclosed herewith. The quotationers are requested to submit the quotations along with samples/ make of the items. The selected suppliers will supply the articles as per order in phase-wise for one year from the date of issue of first work order and any deviation from the sample, grade and quality of the articles shall reject the order. The rate of the articles so quoted should be inclusive of GST, if any.

The sealed envelopes should be duly super scribed as "Tender for Stationery Articles List (A)".

Closing Date and Time of submission of Bid: 27/07/2026 at 14:00 Hrs.
Opening date and time: 27/07/2026 at 16:00 Hrs.

Enclosure: List of Articles (A)

Sd/-

General Manager (Food)

E-File No: 522/1⁽³⁾/WBSWC-14021(13)/2/2024-STG-SEC

Date: 13-07-2026

Copy to for kind information and necessary action:

1. The CGM (Finance), WBSWC
- ✓ 2. Pallabi Majumder, (SSP) instructed to upload at website.
3. Notice Board

General Manager (Food)

Tender for Stationery Articles List (A)

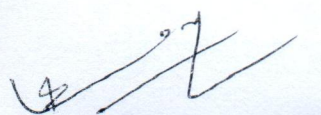
SI No	Name of Items	Unit	Rate per Unit (inclusive of GST)	GST%	Remarks
1	Alpin King(Small Box)	Each Box			
2	Arch File(Big Size)	Each			
3	Arch File(SmallSize)	Each			
4	Binding Register Rule No.04	Each			
5	Binding Register Rule No.06	Each			
6	Binding Register Rule No.08	Each			
7	Binding Register Rule No.10	Each			
8	Binding Register Rule No.12	Each			
9	Binding Register Rule No.14	Each			
10	Binding Register Rule No.16	Each			
11	Binding Register Rule No.20	Each			
12	Binding Register Rule No.24	Each			
13	Binding Register Rule No.30	Each			
14	Black Binder Clip (Different Sizes)	Each			
15	Black Hit	Each			
16	Both Ways Pen	Each			
17	Both Ways Pen	Each			
18	Botkin(Phore) Best Quality	Each			
19	Candle	Each			
20	Cello Tape 1" Transparent	Each Roll			
21	Cello Tape 2" Transparent	Each Roll			
22	Cello Tape-1"Brown	Each Roll			
23	Cello Tape-2"Brown	Each Roll			

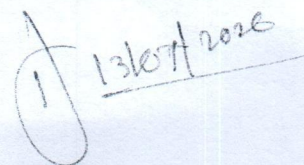
Prepared by

Signature

Tender for Stationery Articles List (A)

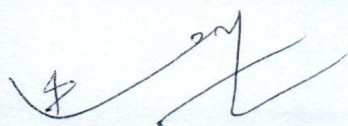
SI No	Name of Items	Unit	Rate per Unit (inclusive of GST)	GST%	Remarks
24	Cloth Envelope 14"x 10"	Each			
25	Cloth Envelope 16"x 12"	Each			
26	Coffee	Each			
27	Computer Paper (Brand Silvertone) 10x12x1ply(80GSM)	Per 1000 Pcs			
28	Computer Paper (Brand Silvertone) 10x12x2ply(80GSM)	Per 1000 Pcs			
29	Computer Paper (Brand Silvertone) 15x12x1 ply (80 GSM)	Per 1000 Pcs			
30	Computer Paper (Brand Silvertone) 15x12x2 ply (80 GSM)	Per 1000 Pcs			
31	Correction Pen Fever Castle (Whitener)	Each			
32	Cover File (Best Quality) Four Fold	Each			
33	Cover File (Best Quality)Two Fold	Each			
34	Darjeeling Tea	Each Pkt			
35	Dashboard Freshner	Each			
36	Envelope 18" x 14"	Each			
37	Envelope 9"x 4"	Each			
38	Envelope Brown10x4 ½ "	Each			
39	Envelope Brown11"x 5 ½ "	Each			
40	Eraser	Each			
41	Exercise Book (Oxford)no.06	Each			
42	Exercise Book (Oxford)no.08	Each			
43	Exercise Book (Oxford)no.12	Each			
44	Fevistick 15 gms	Each			
45	Fiber Scale	Each			
46	Gems Clip (Kissan) Steel box (SmallBox)	Each Box			


Prepared by .

 13/07/2026

Tender for Stationery Articles List (A)

SI No	Name of Items	Unit	Rate per Unit (inclusive of GST)	GST%	Remarks
47	Gems Clip Plastic coated(Zorex)	Each Box			
48	Gum-700ml	Each			
49	Hi-Lighter Pen-Fever Castle	Each			
50	Issue Register	Each			
51	Jel Pen(Linc Ocean)	Each			
52	Knife(Plastic Handle)Crown	Per Pcs			
53	LaserJet 12A	Each			
54	LaserJet 88A	Each			
55	Marker Pen	Each			
56	Milk Dust	Each Pkt			
57	Paper Weight-Flat	Each			
58	Pencil Carbon Paper	Per Pkt			
59	Pen-Use &Throw	Each			
60	Pin Cushion Magnetic	Each			
61	Plastic Bottom Folder (BestQuality)	Each			
62	Plastic Bottom Folder (M.Q)	Each			
63	Postit Multi Colour Ordinary Company	Each			
64	Receiver Register	Each			
65	Red Hit	Each			
66	Refill-Linc 1500	Each			
67	Refill-Linc 1600	Each			
68	Room freshener	Each			
69	Scissors with Plastic Handle Medium Munix SL-1173 Size 185	Each			

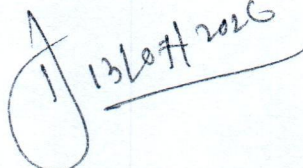

Prepared by

 13/07/2026

Tender for Stationery Articles List (A)

SI No	Name of Items	Unit	Rate per Unit (inclusive of GST)	GST%	Remarks
70	Special Tissue Paper	Each Pkt			
71	Sponge	Each			
72	Stamp Pad	Each			
73	Stamp Pad ink-50ml	Each			
74	Stapler (Medium size)H.S.45P	Each Box			
75	Stapler Pin No.10	Each Box			
76	Stapler Pin no.24/6	Each Box			
77	Stapler-Kangaroo No.10	Each			
78	Tag(m/Quality)	Each Pkt			
79	Thread Ball (Red & White)	Each			
80	Tulsi Tea Bag	Each			
81	Waste Paper Basket B.Q.	Each			
82	White Paper	Per Dista			
83	Whitener Liquid	Each			
84	WhiteTape (File Binder) 8 pcs Pkt	Each pkt			
85	Wood Pencil	Each			


Prepared by


13/07/2026