



**GOVERNMENT OF WEST BENGAL
OFFICE OF THE ADMINISTRATOR, STATE FORENSIC SCIENCE LABORATORY
37/1/2, BELGACHIA ROAD, KOLKATA - 700 037.**

Memo No: 491 /FSL/Annual Quotation/2025-26

Dated: 19.03.2025

NOTICE INVITING QUOTATION

Sealed quotations are invited for purchase of **Stationery items (good quality)** for State Forensic Science Laboratory, HQ. Kolkata, West Bengal. Rates quoted per unit/pack must be inclusive of all Taxes and incidental charges. No delivery and other charges will be entertained. Rates quoted must remain valid for **one (01) year** from the date of submission of quotation.

Payment will be arranged on receiving the bill in triplicate after satisfactory delivery of the said articles.

Quotation received after **04.04.2025** will not be entertained.

N.B: List of Stationery items will be available from Store of Forensic Science Laboratory, HQ, Kolkata, West Bengal.

Sd/-

**Administrator,
Forensic Science Laboratory,
West Bengal**

Memo No: 491 (4) /FSL/Annual Quotation/2025-26

Dated: 19.03.2025

Copy forwarded with a request to give wide publicity to:

- 1) MSVP, R. G. Kar Medical College & Hospital, Kolkata.
- 2) Jt. Director, Animal Resource Development (R &T), Kolkata.
- 3) Notice Board.
- 4) Office Copy.

[Signature]
**Administrator,
Forensic Science Laboratory,
West Bengal**

**Administrator
State Forensic Science Laboratory
Govt. of West Bengal, Kolkata 37**



Government of West Bengal
Office of the Administrator, Forensic Science Laboratory
37/1/2 Belgachia Road, Kolkata-700037

List of Stationary Items and approximate monthly requirement

<u>Sl No.</u>	<u>Name of The Items</u>	<u>Requirement approx. Qty per Month</u>	<u>Rate per Unit/Pcs (including GST and all other charges)</u>
1.	A 4 Paper (75 gsm)	40 rims	
2.	Alpin (King)	10 boxes	
3.	Arch file	20 pcs	
4.	Art Paper (A4 Size)	10 pcs	
5.	Attendance Register	05 pcs	
6.	Battery (9 volts)	06 pcs	
7.	Battery Pencil (AA)	40 pcs	
8.	Battery Pencil (AAA)	40 pcs	
9.	Black Hit (200 ml.)	20 pcs	
10.	Board File	100 pcs	
11.	Bound Register Plain (10 No.)	20 pcs	
12.	Bound Register Plain (20 No.)	20 pcs	
13.	Bound Register Plain (6 No.)	10 pcs	
14.	Bound Register Rule (10 No.)	20 pcs	
15.	Bound Register Rule (20 No.)	20 pcs	
16.	Bound Register Rule (6 No.)	10 pcs	
17.	Broom Stick	05 kgs	
18.	Brown Packing Tape (2'')	05 pcs	
19.	Brown Paper (70cm x 50cm)	500 pcs	
20.	Candle (10'')	20 pcs	
21.	Carbon Paper (100pcs/box)	01 pkt	
22.	CD Marker Pen/ Thin Marker	20 pcs	
23.	Cello tape (1'')	20 pcs	
24.	Cello tape (2'')	10 pcs	
25.	Cello Tape Dispenser (2'')	05 pcs	

26.	Cello Tape Dispenser (1'')	05 pcs	
27.	Cloth Duster	100 pcs	
28.	Cotton Tag (White color)	20 bundle	
29.	Detergent Powder (500 gm)	02 pkts	
30.	DFC Paper (70cm x 50cm)	500 pcs	
31.	Envelope Brown (10'' x 4.5'')	1000 pcs	
32.	Envelope Brown (12'' x 5'')	1000 pcs	
33.	Envelope Brown (9'' x 4'')	1000 pcs	
34.	Envelope Cloth (A4 cover)	500 pcs	
35.	Envelope Printed Brown (10'' x 4.5''), (to be printed)	1000 pcs	
36.	Envelope White (10'' x 4.5'')	500 pcs	
37.	Envelope White (9'' x 4'')	500 pcs	
38.	Eraser	20 pcs	
39.	Feather Duster	10 pcs	
40.	Fevi Stick (15 g)	05 pcs	
41.	File Cover (to be printed)	200 pcs	
42.	Flower Broom	10 pcs	
43.	Four Folder File	20 pcs	
44.	Garbage Bags (20 x 24)	05 boxes	
45.	Good Night Liquid with Machine	05 pcs	
46.	Good Night Liquid Oil	05 pcs	
47.	Gum (150 ml)	20 pcs	
48.	Gunny Bags	20 pcs	
49.	Hand Sanitizer (500 ml.)	05 pcs	
50.	Hand Sanitizer (50 ml)	20 pcs	
51.	Hand Wash (80 ml.)	20 pcs	
52.	Hand Wash Refill Pack (175 ml)	20 pcs	
53.	Hand Wash Refill Pack (650 ml)	20 pcs	
54.	Highlighter Pen	10 pcs	
55.	IFN From	05 pcs	
56.	Indent Book	20 pcs	
57.	J - Slip	1000 pcs	
58.	James Clip (26 mm)	20 boxes	

59.	James Clip (30 mm)	10 pcs	
60.	Jhul Jharu	05 pcs	
61.	Jute Ball	200 pcs	
62.	Knife (4'')	10 pcs	
63.	Knife (5'')	10 pcs	
64.	Knife (6'')	10 pcs	
65.	Legal paper (75 gsm)	20 rims	
66.	Log Book (car)	02 pcs	
67.	Lock (25 mm)	02 pcs	
68.	Lock (40 mm)	04 pcs	
69.	Lock(50 mm)	05 pcs	
70.	Lock (77 mm)	01 pcs	
71.	Marker Pen (Permanent)	40 pcs	
72.	Match Box	50 pcs	
73.	Measuring Tape (5 feets)	05 pcs	
74.	Measuring Tape (7.5 m)	02 pcs	
75.	Metal Paper Clip (25 mm)	10 boxes	
76.	Metal Paper Clip (32 mm)	10 boxes	
77.	Metal Paper Clip (41 mm)	05 boxes	
78.	Metal Paper Clip (51 mm)	02 boxes	
79.	Metallic Scale (12'')	10 pcs	
80.	Metallic Scissor (big)	05 pcs	
81.	Mop (Floor cleaning) with Long handle	10 pcs	
82.	Mosquito Coil	05 pcs	
83.	Niddle (fore)	05 pcs	
84.	Note Book (Small)	20 pcs	
85.	Note Sheet	20 pcs	
86.	Order Form (to be printed)	500 pcs	
87.	Paper Tag (10cm x 7cm)	1000 pcs	
88.	Paper Weight	10 pcs	
89.	Pen (Black)	100 pcs	
90.	Pen (Blue)	200 pcs	
91.	Pen (Red)	50 pcs	

92.	Pen (Gel)	10 pcs	
93.	Pen Stand	02 pcs	
94.	Pencil	20 pcs	
95.	Photo Paper-A4 (180 gsm)	02 pcs	
96.	Pickup Bag (Size:40.6 x 50.8 cm), (Code: 16 x 20)	10 pkts	
97.	Pickup Bag (Size:43.2 x 58.4 cm), (Code: 17 x 23)	10 pkts	
98.	Pickup Bag (Size:50.8 x 66.0 cm), (Code: 20 x 26)	10 pkts	
99.	Pickup Bag (Size:61.0 x 76.2 cm), (Code: 24 x 30)	10 pkts	
100.	Pickup Bag (Jumbo Bags), (Code: 30 x 40)	02 pkts	
101.	Pin Cushion	05 pcs	
102.	Plastic Bucket (Standard Size)	02 pcs	
103.	Plastic Clip board	02 pcs	
104.	Plastic Mug (Standard Size)	05 pcs	
105.	Plastic Scale (12'')	20 pcs	
106.	Plastic Scale (6'')	05 pcs	
107.	Plastic Tray (45cm x 35cm)	02 pcs	
108.	Plastic Box (500 ml)	05 pcs	
109.	Plastic Box (750 ml)	04 pcs	
110.	Plastic Box (1000 ml)	02 pcs	
111.	Plastic Zipper (10'' x 12'')	02 pkts	
112.	Plastic Zipper (8'' x 10'')	02 pkts	
113.	Plastic Zipper (6'' x 8'')	02 pkts	
114.	Plastic Zipper (5'' x 6'')	04 pkts	
115.	Plastic Zipper (4'' x 5'')	04 pkts	
116.	Plastic Zipper (3'' x 4'')	04 pkts	
117.	Plastic Zipper (2'' x 3'')	04 pkts	
118.	Punching Machine double hole	05 pcs	
119.	Punching Machine single hole	05 pcs	
120.	Room Freshener	30 pcs	
121.	Rubber stamp	05 pcs	
122.	Rule Register (Narrow No. 8)	10 pcs	
123.	Scissor Plastic handle (Big)	10 pcs	
124.	Scissor Plastic handle (Medium)	05 pcs	

125.	Scissor Plastic handle (Small)	05 pcs	
126.	Scotch Byte	10 pcs	
127.	Sealing Wax	20 boxes	
128.	Self Adhesive Sticker / Price Sticker (Different Sizes)	10 pkt	
129.	Self Ink Stamp	02 pcs	
130.	Serology Envelope White (4'' x 3.5'')	1000 pcs	
131.	Sharpner	20 pcs	
132.	Soap Lifebuoy (125 gm.)	200 pcs	
133.	Stamp Pad	10 pcs	
134.	Stamp Pad Ink	10 pcs	
135.	Stapler (Big), (HP-45)	05 pcs	
136.	Stapler (Medium), (HD-45)	10 pcs	
137.	Stapler (Small), (HD-10)	10 pcs	
138.	Stapler Pin (Big), (24/6-1M)	20 boxes	
139.	Stapler Pin (Small), (10-1M)	20 boxes	
140.	Sticky Note	05 pkt	
141.	Swap stick	10 pcs	
142.	Tissue Paper (Good Quality)	10 boxes	
143.	Toilet Brush	02 pcs	
144.	Towel (Big)	06 pcs	
145.	Towel (Small)	10 pcs	
146.	Transparent Cover File	20 pcs	
147.	Twin Ball (Standard Size)	50 pcs	
148.	Waste bucket (Standard Size)	10 pcs	
149.	White Board Duster	02 pcs	
150.	White Board Marker	05 pcs	
151.	Whitener	10 pcs	
152.	Wooden scale (12'')	10 pcs	
153.	Wiper	02 pcs	
154.	Antivirus- Quick Heal Total Security (5 users 3 years)	01 pc	
155.	Antivirus- Quick Heal Internet Security (10 users 3 years)	01 pc	
156.	Antivirus- Quick Heal Internet Security (5 users 3 years)	01 pc	

157.	Antivirus- Quick Heal Total Security (10 users 3 years)	01 pc	
158.	Compatible Ink Cartridge for Printer (Model No: 110A)	05 pcs	
159.	Compatible Ink Cartridge for Printer (Model No: 12A)	05 pcs	
160.	Compatible Ink Cartridge for Printer (Model No: 166A)	02 pcs	
161.	Compatible Ink Cartridge for Printer (Model No: 18A)	02 pcs	
162.	Compatible Ink Cartridge for Printer (Model No: 88A)	04 pcs	
163.	Compatible Ink Cartridge for Printer (Model No: Canon 051)	02 pcs	
164.	Compatible Ink Cartridge for Printer (Model No: Canon 745/746)	02 pcs	
165.	Extension Power Board (4 no. 5pin socket with switches- 5 Amp)	02 pcs	
166.	Ink Cartridge for Color Printer (Model No: Hp color laser 150nw)	01 pc	
167.	Ink Cartridge for Printer (Model No: Canon 071)	01 pc	
168.	Ink Cartridge for Xerox Machine (Model No: Konica Minolta Bizhub 165en)	01 pc	
169.	Keyboard	02 pcs	
170.	Monitor	02 pcs	
171.	Mouse	02 pcs	
172.	Mouse pad	04 pcs	
173.	Original Ink Cartridge for Printer (Model No: 110A)	05 pcs	
174.	Original Ink Cartridge for Printer (Model No: 12A)	04 pcs	
175.	Original Ink Cartridge for Printer (Model No: 166A)	02 pcs	
176.	Original Ink Cartridge for Printer (Model No: 18A)	02 pcs	
177.	Original Ink Cartridge for Printer (Model No: 88A)	04 pcs	
178.	Original Ink Cartridge for Printer (Model No: Canon 051)	02 pcs	
179.	Original Ink Cartridge for Printer (Model No: Canon 745/746)	02 pcs	
180.	Pen Drive (16 GB)	03 pcs	
181.	Pen Drive (32 GB)	02 pcs	
182.	SMPS	02 pcs	
183.	SSD	02 pcs	
184.	UPS	02 pcs	