



सत्यमेव जयते

Office of the Principal

RADHANAGAR GOVERNMENT PRIMARY TEACHERS' TRAINING INSTITUTE

P.O : DAKSHIN RADHANAGAR, VIA : MUGKALYAN, DIST. : HOWRAH, PIN - 711312

Email id - radhanagar.ptti03@gmail.com,

Website-www.radhanagargovt.wbptti.in

Memo No. 47 /F.No 180 /RGPTTI

Date : 08.06.2026

Notice for Inviting Quotation

Sealed quotation is hereby invited from the authorized supplier, agency, dealer for Supply of stationery items (details are attached) on the following terms & conditions. Quotation will be awarded to the agency who will quote the lowest amount payable as per Annexure in Financial Statement. Details of quotation are enclosed in Annexure-I.

Terms and Conditions:-

- Each bidder shall submit only one price quotation.
- Commencement of submission of quotation paper -09/06/2026
- Quotation will be received in this office up to 15/06/2026 at 01.00 pm
- Quotations will be opened on 15/06/2026 at 3 pm
- Name of the work should be super scribed on the sealed cover of the quotation
- No other charges except the quoted rate offered shall be paid.
- The authority reserves the right to accept/reject any or the entire bid documents without assign any reason thereof.
- No advance payment will be made to the selected bidder. Payment will be made after satisfactory completion of the work.
- Payment will be made based on measurement as stipulated in the bill of quantities as per accepted rate after completion of work.
- Payment will be done through ECS or A/C Payee cheque.
- GST and IT will be deducted from the source as per rules.
- The intending bidders or their representative may be present on the date of opening of bid documents at the specified time and place.

08/06/2026
Lecturer-in-charge
Radhanagar Govt. P.T.T.I.
Radhanagar Govt. P.T.T.I, Howrah
P.O.- D. Radhanagar, Howrah

Date : 08.06.2026

Memo No. 47-(1/6)/F.No 180 /RGPTTI

Copy forwarded for information and to display on Notice Board to::

1. The Director ,SCERT, WB for her kind information
2. The Chairman, DPSC, Howrah
3. The DI/S (PE) , Howrah
4. The BDO, Shyampur II ,
5. The Pradhan, Kharuberia Gram Panchayat
6. Office Notice board

08/06/2026
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Radhanagr Govt.PTTI,Howrah
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Annexure -I

SI No	Name of Items	Quantity
01	Correction Pen	01 pcs
02	Both Side Tape (1")	06 pcs
03	Brown Tape(2 inch)	2 pc
04	Cello tape 1 & 2 inch	1 pc each
05	Stock Register	01 pc
06	Meeting resolution book	2 pcs
07	Letter Issue Register	01pc
08	Letter Received Register	01 pc
09	General Cash Book (WB Form No 376 A of 100 pages)	01 pc
10	Double Column Cash Book (100 pages and 200 pages)	01 pc each
11	Teacher attendance Register (Double Signature)	01 pc
12	Lever Arch Binder Book File folder	02 pcs
13	Board file/ flap file with lace and tie	01 Doz.
14	Four Folder file	01 Doz.
15	Two Folder file	01 doz.
16	A4 size paper	12 Rim
17	Color printer ink- Black	01 Pc
18	White board marker (Blue, Black, Red)	12 pcs each colour
19	CD Permanent marker pen	01 pc
20	Ball-Pen (Blue, Red) Pentonic	01 doz. Each
21	Glue(700 ml)	01 bottle
22	Fevicol Tube	500 ml
23	Cleaning Cloth	01 doz.
24	Bleaching Power	5 kg
25	Napthaline ball	500gm
26	Toilet cleaner	06 lt
27	Phenyl	12 lt
28	Coconut Broom	06 pcs
29	Tea Cup-Plate Set	01 set
30	Spoon (Large, Medium, Small)	01 Doz. Each
31	Liquid Soap	1 lt
32	James clip (plastic coated)	1 box
35	Binder Clips /pc :-32 mm,25 mm, 19 mm	1 doz each size
36	Lock & Key (5 lever,medium)	6Pcs
37	Board Pin	2box
38	Coline glass cleaner	500ml


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