

**RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE**  
PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT  
GOVT. OF WEST BENGAL  
PLOT No. B/4, SCHOOL AREA (PT.), KALYANI, NADIA  
e-mail: [wbrctrc.kalyani@gmail.com](mailto:wbrctrc.kalyani@gmail.com), [retc.kalyani@gmail.com](mailto:retc.kalyani@gmail.com)  
Website: [www.retrcwestbengal.com](http://www.retrcwestbengal.com)

No. **3081**/RCTRC/2026

Date: **22**.07.2026

**NIO- 14 /RCTRC/2026-27**

For and on behalf of Rural Connectivity Training and Research Centre (RCTRC), the Manager Training & Executive Engineer (P&RD), invites Quotation in percentage rates. Resourceful and Bona-fide contractors of Government / Semi Government/ Undertaking/ Autonomous Bodies / Statuary Bodies / reputed Agencies and Local Bodies who satisfy the terms and conditions are requested to participate for "Supply of Stationary Items" at RCTRC, Kalyani, Nadia".

1. **Name of the Work:** "Supply of Stationary Items", at Rural Connectivity Training and Research Centre (RCTRC) at Kalyani, Nadia.
2. **Location for Security work:** RCTRC Campus, Plot No. B/4, School Area (Pt), beside Binoy Bhaban, Kalyani, Nadia.
3. **Condition of Rate Quotation:**
  - I. PAN Card
  - II. P. Tax Clearance Certificate
  - III. Valid Trade License

| SL. No. | Particulars                                   | Date & Time                  |
|---------|-----------------------------------------------|------------------------------|
| 1.      | Date and time for publish Quotation (Offline) | 22.07.2026 after 15.00 hours |
| 2.      | Quotation submission starts date (Offline)    | 22.07.2026 after 16.00 hours |
| 3.      | Quotation submission end date (Offline)       | 31.07.2026 up to 15.00 hours |
| 4.      | Date opening for Technical Bid (Offline)      | 03.08.2026 after 16.00 hours |
| 5.      | Date of opening for Financial Bid (Offline)   | 06.08.2026 after 16.00 hours |

  
**Manager (Training)**  
**RCTRC Kalyani, Nadia &**  
**Executive Engineer, P&RD**

No. **3082**/1(7)/RCTRC/2026

Date: **22** .07.2026

Copy forwarded for information & with a request to display on their office notice board for wide publicity to:

- 1) The Special Secy. to the Govt. of West Bengal & ACEO, WBSRDA, Kolkata- 700106.
- 2) The Chief Engineer, P&RD Dept., Govt. of West Bengal, Kolkata- 700106.
- 3) The Director, RCTRC & Superintending Engineer, P&RD Dept., Govt. of West Bengal.
- 4) The Financial Controller, WBSRDA, Kolkata- 700106
- 5) Assistant Engineer, RCTRC, Kalyani, Nadia.
- 6) Notice Board

  
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Website: [www.rectrewestbengal.com](http://www.rectrewestbengal.com)

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## **GENERAL CONDITIONS**

1. The Manager (Training), Rural Connectivity Training and Research Centre, Kalyani, Nadia on behalf of West Bengal State Rural Development Agency (WBSRDA) invites the item rate Quotations for **"Supply of Stationary Items"** at Rural Connectivity Training and Research Centre (RCTRC) building at Kalyani, Nadia.
2. Date of release of Invitation for Quotations through offline: 22.07.2026 (dd/mm/yyyy)
3. Cost of Quotation Form: Nil
4. Last Date/Time for receipt of Quotation through Offline: 31.07.2026 (dd/mm/yyyy) up to 15.00 hours (time)
5. Only offline submission of Quotation is permitted, therefore: Quotations must be submitted Offline at the office of RCTRC. The technical qualification part of the bids will be opened offline at 16.00 hours (time) on 03.08.2026 (date) by the authorized officers. If the office happens to be closed on the date of opening of the Quotations as specified, the Quotations will be opened offline on the next working day at the same time.
6. The Quotations for the work shall remain valid for acceptance for a period not less than ninety days after the Opening of Financial Bid.
7. Though the lowest overall quoted rate will be the criteria for selection, but the acceptance of the lowest Quotation is not obligatory to the undersigned. If the lowest Quotation, in the opening, of the undersigned does not appear to be satisfactory, the undersigned reserves the right of holding fresh Quotation and so on.
8. The agreement is valid up to twelve (12) months from the date of award of the work.
9. The undersigned reserves the right to reject any or all the Quotation without assigning any reason what so ever.
10. No other payment beyond work order value will be admissible in any case.
11. Other details can be seen in the quotation documents. The Employer shall not be held liable for any delays due to system failure beyond its control.

  
**Manager (Training)**  
**RCTRC Kalyani, Nadia &**  
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## Estimate for Stationary Items

RCTRC. Kalyani, Nadia.

| SL NO. | STATIONARY ITEMS    | QUANTITY | unit | Rate    | Amount |
|--------|---------------------|----------|------|---------|--------|
| 1      | Harpic (Blue)       | 15       | Nos  |         |        |
| 2      | Harpic (Red)        | 15       | Nos  |         |        |
| 3      | Cloth Duster        | 15       | Nos  |         |        |
| 4      | Hand Wash (Pouch)   | 10       | Nos  |         |        |
| 5      | Hand Wash (Small)   | 10       | Nos  |         |        |
| 6      | Floor Cleaner       | 15       | Nos  |         |        |
| 7      | Detergent Powder    | 10       | Kg   |         |        |
| 8      | Dish Cleaning Soap  | 10       | Nos  |         |        |
| 9      | Bathroom Freshener  | 25       | Nos  |         |        |
| 10     | Red Hit             | 4        | Nos  |         |        |
| 11     | Naphthalene         | 10       | Pkt  |         |        |
| 12     | Mop                 | 10       | Nos  |         |        |
| 13     | Bleaching Powder    | 25       | Kg   |         |        |
| 14     | Pencil Battery (Aa) | 20       | Nos  |         |        |
| 15     | 9V Battery          | 20       | Nos  |         |        |
| 16     | A4 Paper            | 20       | Ream |         |        |
| 17     | Hand Gloves         | 20       | Pair |         |        |
| 18     | Good Knight Machine | 10       | Nos  |         |        |
| 19     | Bucket              | 10       | Nos  |         |        |
| 21     | Soap (small)        | 180      | Nos  |         |        |
| 22     | A4 Envelope         | 200      | Nos  |         |        |
| 23     | Plastic Folder      | 200      | Nos  |         |        |
| 24     | Spiral Notebook     | 200      | Nos  |         |        |
| 25     | Dust Bin            | 10       | Nos  |         |        |
| 26     | Blue Ball Pen       | 200      | Nos  |         |        |
| 27     | Red Ball Pen        | 15       | Nos  |         |        |
| 28     | Green Ball Pen      | 15       | Nos  |         |        |
| 29     | Black Ball Pen      | 15       | Nos  |         |        |
| 30     | Stapler             | 10       | NOS  |         |        |
| 31     | Yellow Highlighter  | 10       | Nos  |         |        |
| 32     | Green Highlighter   | 10       | Nos  |         |        |
| 33     | Blue Highlighter    | 5        | Nos  |         |        |
| 34     | Brown Tape          | 10       | Nos  |         |        |
|        |                     |          |      | Total = |        |
| (.)    |                     |          |      |         |        |

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**UNDERTAKING & ACCEPTANCE LETTER BY THE AGENCY**

I/We have carefully gone through the various terms and conditions listed in the Quotation Form for Supply of Stationary Items at RCTRC, Kalyani, Nadia. I/We agree to all these conditions and offer to Supply of Stationary Items at RCTRC, Kalyani, Nadia. I/We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We have inspected the institute premises (RCTRC) and have acquainted ourselves with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of various conditions listed above.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Mob: \_\_\_\_\_

Email ID: \_\_\_\_\_

Signature of Agency

I/We do hereby submit the Quotation for the execution of work specified in the underwritten memorandum within the time specified in such memorandum at the date specified, there is and in accordance in all respect with schedule of estimate, specification and instruction in written as per Tender and condition vide Quotation No. \_\_\_\_\_ /RCTRC/2026 dated \_\_\_\_\_ .2026.

**MEMORANDUM**

1. Description of work: **Supply of Stationary Items at RCTRC, Kalyani, Nadia.**
2. Time allowed for completion of work: **1 (One) year**
3. Rate offered:

(To be written in figure & words clearly) ..... (Including G.S.T.)

Date : \_\_\_\_\_

Signature of Bidder  
(Before submit the Bid)