

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, retre.kalyani@gmail.com
Website: www.retrewestbengal.com

No. 3122/RCTRC/2026

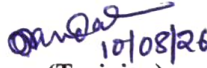
Date: 10.08.2026

NIT-15 /RCTRC/2026-27.(Offline)

For and on behalf of Rural Connectivity Training and Research Centre (RCTRC), the Manager (Training) & Executive Engineer (P&RD), invites tender in item wise 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 of supply:** RCTRC Campus, Plot No. B/4, School Area (PT), beside Binoy Bhaban, Kalyani, Nadia.
3. **Documents to be submitted during submission of tender:**
 - I. PAN Card (Photo Copy)
 - II. P. Tax Clearance Certificate (Photo Copy)
 - III. Valid Trade License (Photo Copy)
 - IV. Credential Certificate of Govt. works of amount **Rs 40,000.00** in Government / Semi Government/ Undertaking/ Autonomous Bodies / Statuary Bodies / reputed agencies and Local Bodies. Valid credential certificate within last 3 years from the last date of bid submission will be accepted.

SL. No.	Particulars	Date & Time
1.	Date and time for publish tender (Offline)	10.08.2026 after 15.00 hours
2.	Bid submission starts date (Offline)	10.08.2026 after 16.00 hours
3.	Bid submission end date (Offline)	17.08.2026 up to 15.00 hours
4.	Date of opening for Financial Bid (Offline)	17.08.2026 after 16.00 hours

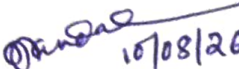

10/08/26
Manager (Training)
RCTRC Kalyani, Nadia &
Executive Engineer, P&RD

No. 3122 /1(6)/RCTRC/2026

Date: 10 .08.2026

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


10/08/26
Manager (Training)
RCTRC Kalyani, Nadia &
Executive Engineer, P&RD

RURAL CONNECTIVITY TRAINING AND RESEARCH CENTRE

PANCHAYATS & RURAL DEVELOPMENT DEPARTMENT

GOVT. OF WEST BENGAL

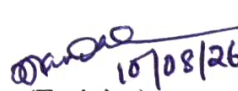
PLOT No. B/4, SCHOOL AREA (Pt.), KALYANI, NADIA

e-mail: [wbretre.kalyani@gmail.com](mailto:wbretrc.kalyani@gmail.com), retre.kalyani@gmail.com

Website: www.retrcwestbengal.com

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 wise rate tender for **"Supply of Stationary Items"** at Rural Connectivity Training and Research Centre (RCTRC) building at Kalyani, Nadia.
2. Date of release of Notice Inviting tender through offline mode: 10.08.2026 (dd/mm/yyyy)
3. Cost of tender Form: Nil
4. Last Date/Time for receipt of tender through offline mode: 17.08.2026 (dd/mm/yyyy) up to 15.00 hours (time)
5. Only offline submission of tender is permitted, therefore, tender must be submitted through offline mode at the office of RCTRC. The bids will be opened in offline mode at 16.00 hours (time) on 17.08.2026 (date) by the authorized officers. If the office happens to be closed on the date of opening of the tender as specified, the tender will be opened in offline mode on the next working day at the same time.
6. The tender for the work shall remain valid for acceptance for a period of not less than ninety days after the opening of Financial Bid.
7. **Earnest Money/ Bid Security: Earnest Money of amount Rs 5,000.00 shall be deposited by the successful bidder through offline mode in form of Demand Draft/ Bank Certificate drawn in favor of WBSRDA RCTRC, KALYANI MRITTIKA SHRISHTISHREE & OTHER. Payment can also be made through NEFT/RTGS to account no. 919010041875812. The same Earnest Money will be converted to Performance Security in due course.**
8. Total 10% of the billing amount shall be withheld as Security Deposit including the Earnest Money. The same shall be released from 2 (two) months from the last date of supply of items.
9. The undersigned reserves the right to accept or reject any or all the tender 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 tender documents. The Employer shall not be held liable for any delays due to system failure beyond its control.


10/08/26
Manager (Training)
RCTRC Kalyani, Nadia &
Executive Engineer, P&RD

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, retre.kalyani@gmail.com

Website: www.retrewestbengal.com

Tender for Stationary Items RCTRC, Kalyani, Nadia.

SL NO.	STATIONARY ITEMS	QUANTITY	unit	Rate	Amount
1	Harpic (Blue)	20	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	18	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	10	Nos		
16	A4 Paper	20	Ream		
17	Hand Gloves	6	Pair		
18	Good Knight Machine	10	Nos		
19	Bucket	6	Nos		
20	Soap (small)	180	Nos		
21	A4 Envelope	200	Nos		
22	Plastic Folder	200	Nos		
23	Spiral Notebook	200	Nos		
24	Dust Bin	4	Nos		
25	Blue Ball Pen	200	Nos		
26	Red Ball Pen	10	Nos		
27	Green Ball Pen	05	Nos		
28	Black Ball Pen	10	Nos		
29	Stapler	5	NOS		
30	Yellow Highlighter	5	Nos		
31	Green Highlighter	5	Nos		
32	Blue Highlighter	2	Nos		
33	Brown Tape	4	Nos		
34	Broom	10	Nos		
35	Rolling Tissue Paper	10	Nos		
36	Garbage Bag	12	Nos		
				Total =	

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: [wbretre.kalyani@gmail.com](mailto:wbretrc.kalyani@gmail.com), retre.kalyani@gmail.com

Website: www.retrcwestbengal.com

UNDERTAKING & ACCEPTANCE LETTER BY THE AGENCY

I/We have carefully gone through the various terms and conditions listed in the tender 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 tender for the supply of Stationary items 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 items in the list and instruction in written as per tender and condition vide tender 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: 4 (Four) Days
3. Rate offered:

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

Date :

Signature of bidder
(Before submission of the bid)