

GORKHALAND TERRITORIAL ADMINISTRATION
Office of the Deputy Director of Textiles (Sericulture)
Darjeeling

गोर्खाल्याण्ड क्षेत्रिय प्रशासन

रेशम शिल्प उप-निर्देशकको कार्यालय दार्जीलिङ ०३५४-२२५७०४०
Edwin Building Ground Floor Lowise Jubilee , Darjeeling PIN : 734101
Phone No. 0354-2257040 E-mail - dghcseri@gmail.com

GOVT. TENDER / QUOTATION NOTICE

Quotation Notice No : ०१

Date : ०५/०६/२०२०

Sealed quotation in plain paper is hereby invited by the undersigned from the bonafide supplier for supply of office **Stationery Article** to the office of the undersigned for the year 2020-21.

The quotation will be received by Registered Speed post only. It will not be accepted by hand or otherwise.

Rate should be quoted for each item per pc/pkt/bottle/no etc. including delivery charges up to the office of the undersigned.

Materials found inferior quality will not be accepted and for which no compensation would be made.


Last date of receiving the quotation is 24/06 /2020 upto 1 p.m and will be opened on the same day in presence of quotationer or their authorized representatives if any.

Acceptance of the lowest rate is nor obligatory, Quotation will be valid for 01(One) year from the date of acceptance of the supplier. The decision of the committee will be final.

Security money from any nationalized Bank amounting Rs. 2,000.00 (Rupees Two thousand)only in the form of Bank Draft drawn in favour of "**Deputy Director of Textiles (Sericulture)**" Darjeeling along with **Pan Card/GST Registration Certificate** should be accompanied with quotation. The undersigned reserves the right to accept or reject the quotation without assigning any reason what-so-ever.

The envelop should be superscribed "**QUOTATION FOR STATIONERY ARTICLES 2020-21**".

List of articles and their specification are attached in Annexurte "A" and may be obtained from the office of the undersigned during office hour.


Extension Officer
In-Charge
Deputy Director Textiles (Sericulture)
Darjeeling

See over leaf →

Memo. No. 62(7) /C-II

Dated : 05/06/2020

Copy for information :-

- 1) The Commissioner of Textiles & Sericulture, Govt of West Bengal Kolkata -13
- 2) The Joint Director, North Zone, Siliguri.
- 3) The Asstt. Director of Sericulture, Kalimpong.
- 4) The post Master, Darjeeling Head Post Office.
- 5) The District Information & Cultural Officer, Darjeeling.
- 6) The Office website (www.seriwb.gov.org)
- 7) Office Notice Board.

[Signature]
5/6/2020

Extension Officer
In-Charge
Deputy Director Textiles (Sericulture)
Darjeeling

LIST OF ITEMS FOR WHICH RATES INVITED

Sl. No.	Name of Stationery Articles	Specification	Rate
1.	Alpine T Push	Good Quality	Per pkt.
2.	Gems Clips Small/Large	Good Quality	Per pkt.
3.	Carbon Paper – Typing / Pencil	Good Quality	Per pkt.
4.	Cello Tape Big/Medium/Small	Good Quality	Per pc.
5.	Cash Book	Good Quality	Per no.
6.	Stock/Stationery Register	Good Quality	Per no.
7.	Register	Good Quality	Per no.
8.	Typing Ribbon Black	Good Quality	Per pc.
9.	Computer Paper A4 Size	Good Quality	Per ream.
10.	Computer Paper (Legal)	Good Quality	Per ream.
11.	Dot Matrix Paper (A4 15 x 12 Double Carbon	Good Quality	Per ream.
12.	Level Arch File	Good Quality	Per pc.
13.	Calculator (Branded)	Good Quality	Per pc.
14.	Dot Pen (Branded)	Good Quality	Per pc.
15.	Dot Pen Refill	Good Quality	Per pc.
16.	F.C. Paper	Good Quality	Per pc.
17.	Four Folder File	Good Quality	Per pc.
18.	File Cover with Board	Good Quality	Per pc.
19.	File Tag - Large	Good Quality	Per bunch.
20.	Glue Stick Small/Large	Good Quality	Per pc.
21.	Marker Pen	Good Quality	Per pc.
22.	Receive Register/Dak Dispatch	Good Quality	Per no.
23.	Pencil Wooden	Good Quality	Per pkt.
24.	Paper Cutting Knife	Good Quality	Per pc.
25.	Scale Plastic – Big/Small	Good Quality	Per pc.
26.	Stamp Pad Medium /Large	Good Quality	Per pc.
27.	Stamp Pad Ink 60 ml.	Good Quality	Per bottle.
28.	Envelop Small/Medium/Large	Good Quality	Per pkt.
29.	Stapler Machine large / Small	Good Quality	Per pc.
30.	Stapler Pin large / Small	Good Quality	Per pc.
31.	Envelop Cloth Beg 16" x 12"	Good Quality	Per pc.
32.	Pin Cushion	Good Quality	Per pc.
33.	White Correction Pen	Good Quality	Per pc.
34.	Chart Paper	Good Quality	Per pc.
35.	Note Pad	Good Quality	Per pc.
36.	Thumb Pin	Good Quality	Per pkt.
37.	Tag File	Good Quality	Per pc.
38.	Peon Book	Good Quality	Per Book
39.	Pen two side (Blue / Red)	Good Quality	Per No.
40.	Refill	Good Quality	Per pkt.
41.	Scissor Large/Medium	Good Quality	Per pkt.

Handwritten signature and date:
5/6/2020