Gorkhaland Territorial Administration
Office of the Deputy Director of Sericulture
Chotakakjhora, Darjeeling.
Email: dghcseri@gmail.com

QUOTATION NOTICE

Quotation Notice No: 01/DDSDJ/2018

Date: 26.04.2018

Sealed quotation in plain paper is hereby invited by the undersigned from the bonafide supplier / Stationers for supply of office <u>Stationery articles</u> to the office of the undersigned for year 2018-19.

The quotation would be received by registered post/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 15.05.18 upto 1 pm and will be opened on the same day in presence of quotationer or their authorized representatives if any.

Acceptance of the lowest rate is not obligatory. Rates would be valid for 01 (One) year from the date of acceptance. The decision of the committee will be final.

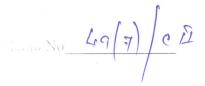
Security money amounting Rs. 2000,00 (Rupees two thousand only) in the form of Bank Draft drawn in favour of ' **Deputy Director of Textiles** , **Sericulture** , **Darjeeling** ' along with photo copy of PAN CARD / GST Registration certificate should be accompanied with quotation .

The undersigned reserves the right to accept or reject the quotation without assigning any reason what-so-ever.

The envelope should be superscribed" **QUOTATION FOR STATIONERY ARTICLES- 2018-19** ".

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

Deputy Director Sericulture Deputy Director Sericulture Darieeling Darieeling



Dated: 26/04/2018

Copy for information:-

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

Extension Officer

Deputy Dilectice Sericulture

Deputy Dilectice Sericulture

Darjeeling

ANNEXURE - A (Annexure to Memo no: 49(7)/C-II dt.26.04.2018) LIST OF ITEMS FOR WHICH RATES ARE INVITED

Sl.No.	Name of Stationery Articles	Specification	Rate
1.	Alpin 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.	Attendance Register (Large)	Good Quality	Per book.
7.	Stock/ Stationery Register	Good Quality	Per No.
8.	Register	Good Quality	Per No.
9.	Typing Ribbon Black	Good Quality	per pc.
10.	Computer Paper A4 Size	Good Quality	Per ream
11.	Computer Paper (Legal)	Good Quality	Per ream
12.	Dot Matrix Paper (A4- 15 x 12) Double carbon	Good Quality	Per ream
13.	Lever Arch File	Good Quality	Per pc
14.	Calculator (Branded)	Good Quality	Per pc.
15.	Dot Pen (Branded)	Good Quality	Per pc.
16.	Dot Pen Refill	Good Quality	Per pc.
17.	F.C. Paper	Good Quality	Per ream
18.	Four Folder File	Good Quality	Per pc
19.	File Cover with Board	Good Quality	Per pc.
20.	File Tag - large	Good Quality	Per bunch
21.	Glue Stick	Good Quality	Per pc.
22.	Marker Pen	Good Quality	Per pc.
23.	Receive Register/ Dak Despatch	Good Quality	Per No.
24.	Pencil Wooden	Good Quality Good Quality	Per pkt.
25.	Paper Cutting Knife	Good Quality Good Quality	Per pc.
26.	Scale Plastic - Big	Good Quality Good Quality	Per pc.
27.	Stamp Pad Medium	Good Quality Good Quality	Per pc.
28.	Stamp Pad Ink 60 ml.	Good Quality Good Quality	Per bottle
29.	Envelope Small / Medium / Large	Good Quality Good Quality	
30.	Stapler Machine Large / Small	Good Quality Good Quality	Per pkt.
31.	Stapler Pin Large / Small	Good Quality Good Quality	Per pc.
32.	Envelope cloth 16" x 12"	Good Quality Good Quality	Per pkt.
33.	Pin Cushion	Good Quality Good Quality	Per pc.
34.	White Correction Pen		Per pc.
35.	Chart Paper	Good Quality	Per pc.
36.	Note Pad	Good Quality	Per pc.
37.	Thumb Pin	Good Quality	Per pc.
38.	Tag File	Good Quality	Per pkt.
39.	Peon Book	Good Quality	Per pc.
40.	Blank CD	Good Quality	Per No.
41.	Pen –two sides(blue-red)	Good Quality	Per Pack
42.	Refill for two sided pen	Good Quality	Per no
12.	remi for two sided pen	Good quality	Per pc
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