

Gorkhaland Territorial Administration  
Office of the Deputy Director of Sericulture  
Darjeeling  
Edward Building Ground Floor Lewis Jubilee  
Darjeeling - 734101  
Phone No. 0354-2257040, E-Mail : dghcseri@gmail.com

---

GOVERNMENT TENDER NOTICE

Tender Notice No: 03

Date : 11/8/2022

Sealed Tender in plain paper is hereby invited by the undersigned from the bonafide supplier for supply of office STATIONERY ARTICLES/COMPUTER ACCESORIES to the office of the undersigned for the year 2022-23.

The Tender 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 piece / packet / bottle / number 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 Tender is 26.08.2022 upto 2.00 p.m. and will be opened on the same day in presence of Tenderer or their authorized representatives if any.

Acceptance of the lowest rate is not obligatory. Tender 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 ₹ 2000.00 (Rupees Two Thousand) only in the form of Bank Draft / Banker Cheque drawn in favour of "Deputy Director of Sericulture Darjeeling" along with PAN CARD / GST REGISTRATION CERTIFICATE must be accompanied with Tender. The undersigned reserves the right to accept or reject the Tender without assigning any reason what so ever.

The envelope must be super scribed "TENDER FOR STATIONERY ARTICLES/COMPUTER ACCESSORIES 2022~23"

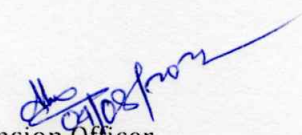
List of articles and their specification are attached in Annexure-A and may be obtained from the office of the undersigned during office hour.

Memo No 256 /C-II.

Date : 4/8/2022

Copy for information :-

1. The Commissioner of Textiles & Sericulture, Govt. of West Bengal Kolkata - 13.
2. The Joint Director, North Zone, Siliguri.
3. The Post Master, Darjeeling Head Post Office.
4. The District Information & Cultural Officer, Darjeeling.
5. The Office Website ( [www.seriwb.gov.org](http://www.seriwb.gov.org) )
6. Office Notice Board / Office Copy.

  
Extension Officer  
In - Charger  
Deputy Director of Sericulture  
Darjeeling.



## ANNEXURE ~ A

List of Items for which rates are invited

## QUOTATION

| SL. NO. | NAME OF STATIONERY ARTICLES       | RATE |
|---------|-----------------------------------|------|
| 1       | Alpin T-Push                      |      |
| 2       | Gems Clips Small / Large          |      |
| 3       | Carbon Paper Typing Pencil        |      |
| 4       | Cello Tape Big / Medium / Small   |      |
| 5       | Cash Book                         |      |
| 6       | Stock / Stationery Register       |      |
| 7       | Register                          |      |
| 8       | Typing Ribbon (Black)             |      |
| 9       | A-4 Paper (Power)                 |      |
| 10      | Legal Paper                       |      |
| 11      | Lever Arc File                    |      |
| 12      | Calculator (Medium)               |      |
| 13      | Dot Pen (Max Writer)              |      |
| 14      | Re-Fill (Max Writer)              |      |
| 15      | F.C. Paper                        |      |
| 16      | Four Folder File                  |      |
| 17      | File Cover with Board             |      |
| 18      | File Tag ( (Large)                |      |
| 19      | Glue Stick ( Big/Small)           |      |
| 20      | Marker Pen                        |      |
| 21      | Receive/Dak Dispatch Register     |      |
| 22      | Pencil Wooden                     |      |
| 23      | Paper Cutting Knife               |      |
| 24      | Scale Plastic ( Big/Small)        |      |
| 25      | Stamp Pad (Big/Medium)            |      |
| 26      | Stamp Pad Ink 60 ml               |      |
| 27      | Envelope Brown (Big/Medium/Small) |      |
| 28      | Stapler Machine (Big/Small)       |      |
| 29      | Stapler Pin (Big/Small)           |      |
| 30      | Cloth Envelope 16" x 12"          |      |
| 31      | Pin Cushion                       |      |
| 32      | Correction Pen                    |      |
| 33      | Note Pad                          |      |
| 34      | Thumb Pin                         |      |
| 35      | Tag File                          |      |
| 36      | Scissor (Large/Medium)            |      |
| 37      | Laser Printer Tonner              |      |
| 38      | 22C HP cartridge                  |      |
| 39      | 12A Laser Tonner FT               |      |
| 40      | Laser Jet M1136 MFP Cartidge      |      |

*Handwritten signature*  
07/08/2022