

Government of West Bengal
Directorate of Textiles (Sericulture)
Office of the Deputy Director of Textiles (Sericulture)
Kadamtala, Jalpaiguri.
Pin-735101
QUOTATION NOTICE

Quotation No.04 /DDS/JAL

Dated 18.10.2017

Sealed Quotations in plain paper is hereby invited by the undersigned from the bonafide suppliers for supply of **Stationary articles** as per enclosed list for use in the Office of the Deputy Director of Textiles (Sericulture), Jalpaiguri & other Unit/Farm/TSC including Alipurduar district under the control of the undersigned.

Rate should be quoted including all charges with GST & transportation upto the office of the undersigned and units offices as and when required. The offer will be received by the undersigned at this office till **2.30 P.M on 07/11/2017 by Registered/Speed post** and opened thereafter in presence of the quotationers or their authorized agents.

Earnest money of **Rs.2000.00** (Rupees two thousand) only will have to be deposited by a Demand Draft drawn on any Nationalized Bank in favour of the undersigned with the quotation. The quotation should accompanied by GST, valid Income Tax clearance certificate with PAN card & credential.

The Undersigned reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

Accepted rate will remain valid for 01(one) year from the date of acceptance of the rate given by successful quotationer. Details may also be seen at our office website www.seriwb.gov.org.

The Envelop should be super scribed as **“QUOTATION FOR STATIONARY ARTICLES”**.

List and other specification of articles for which the rates are invited is attached in Annexure-I and may be obtained from the office of the undersigned.

Enclo: - List of articles is enclosed.

Sd/-
Deputy Director of Textiles (Sericulture)
Jalpaiguri.

Memo No. 661 /Tender

Dated 18.10.2017

Copy communicated to for information with request to give wide publicity to: -

- 1) The Sabhadhipati, Jalpaiguri Zilla Parishad, Jalpaiguri/Alipurduar.
- 2) The District Magistrate, Jalpaiguri/Alipurduar.
- 3) The Assistant Director of Textiles (Sericulture), Alipurduar.
- 4) The Sub Divisional Officer, Sadar, Jalpaiguri.
- 5) The District Information & Cultural Affairs Officer, Jalpaiguri.
- 6) The Post Master, Head Post Office, Jalpaiguri.
- 7) Notice Board of this office.
- 8) Estb./Accounts/Tech./Receive section of this office.

9) Sri/Smt. _____,

Members of Purchase committee with the request to remain present on the stipulated date and time of opening of the quotations at the venue to complete the formalities of the received quotations.

Sd/-
Deputy Director of Textiles (Sericulture)
Jalpaiguri

(ANNEXURE-I)

List of Stationery Articles for which rates are invited Annexure to quotation **No.04/DDS/JAL**
Dated 17.10.2017

Sl. No.	Name of the articles	Remarks
01.	Alpin	Rate / pkt.
02.	A4 size paper	Rate / Rim
03	Stapler pin of different size	Rate / pkt.
04.	Marker pen (standard)	Rate / pc.
05.	Register (6,8,10,12 no.)	Rate / pc.
06.	Cover file (four folded)	Rate / pc.
07.	Envelope (9x4) (Rate/100pc.bundle)	Rate / bundle
08.	Fevicol (Tube)	Rate / pc.
09.	Cello Tape (2"/3")	Rate / pc.
10.	Whitener	Rate / pc.
11.	Art paper	Rate / pc.
12.	Carbon Paper	Rate / pc
13.	FC Paper	Rate / Rim
14.	Pen use &Through (standard)	Rate / pc
15.	Paper (Plastic) Tray 15"x10"	Rate / pc
16.	Stamp Pad & Ink	Rate / pc.
17.	Attendance Register (8 No)	Rate / pc.
18.	Type Ribbon	Rate / pc.
19.	Issue Register (20 No)	Rate / pc.
20.	Board File & Flap	Rate / pc.
21.	Jumbo stapler	Rate / pc.
22.	Stapler (standard)	Rate / pc.
23.	Rounded clips (Plastic Coated)	Rate / pkt.
24.	Tag	Rate / pkt.
25.	Cash Book (Govt. cash book, 200 pages/Petty cash book, 200 pages)	Rate / pc.
26.	Receive Register (20 No)	Rate / pc.
27.	Gum/Stick gum	Rate / pc.
28.	Odonil	Rate / pkt

Sd/-
Deputy Director of Textiles (Sericulture)
Jalpaiguri

