

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

Quotation No.03/DDS/JAL

Dated 03/07/2018

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 Sericulture, Jalpaiguri & other Unit/Farm/TSC including Alipurduar district under the control of the undersigned.

Rate should be quoted including all charges with Vat & 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 31/07/2018 by Registered/Speed post** and opened thereafter in presence of the quotationers or their authorized agents.

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.

Encl: - List of articles is enclosed.

Sd/-
Deputy Director of Sericulture
Jalpaiguri.

Memo No. 247/Quotation

Dated 03/07/2018

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 Sericulture, Alipurduar.
- 4) The Sub Divisional Officer, Sadar, Jalpaiguri.
- 5) The District Information & Cultural Affairs Officer, Jalpaiguri.
- 6) The Post Master, Head Post Office, Jalapiguri.
- 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 Sericulture
Jalpaiguri

(ANNEXURE-I)

List of Stationery Articles for which rates are invited Annexure to Quotation
No.03/DDS/JAL dated 03/07/2018

Sl. No.	Name of the articles	Remarks
01.	Alpin (T-Head)	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.	Gum stick	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 (standard)	Rate / pc.
17.	Attendance Register (8 No.)	Rate / pc.
18.	Stamp pad ink	Rate / pc.
19.	Issue Register/Receive Register (20 No.)	Rate / pc.
20.	Board File & Flap	Rate / pc.
21.	Poly Rubber Bands (Standard & big Gurder)	Rate / 100 gms.
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.	Plastic water Bottle (vergin), 01 ltr. capacity	Rate / 6 pes. Pack
27.	Gum/Fevicol MR	Rate / pc.
28.	Odonil	Rate / pkt
29.	Red/Green Gel Pen (Standard)	Rate / pc.

Sd/-
Deputy Director of Sericulture
Jalpaiguri