



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE DISTRICT MAGISTRATE, DARJEELING  
DISTRICT SKILL DEVELOPMENT SECTION  
Email: [darjeelingpbssd@gmail.com](mailto:darjeelingpbssd@gmail.com)

Memo No. 63 /PBSSD-Dj/requirement /2021.

Date: 23/09/2021.

Sealed Quotation are hereby invited for supply of Office Stationeries and Computer Accessories from General order supplier/Dealer/Retailer as per specification below:-

The following Specification are required to be supplied.

Sl. No.	Items	Quantity
1	HP 290-P0017 Tower PC (8th Gen Core i3/ 4GB/ 1TB/ Win10)	01
2	HP 18.5 inch HD LED Backlit TN Panel Monitor (19KA)	01
3	APC Back-UPS BX600C-IN 600VA / 360W, 230V	01
4	HP Wireless keyboard and Mouse	01
5	Canon MF3010 Mono Multi Function Laser Printer	01
6	Quick Heal Total Security (Antivirus) – 3 Users 2 years	03
7	HP Pen drive- 64 GB	03
8	Room Heater	02
9	Toner Catridge 88A	10
10	Dustbin (Medium size)	04
11	Toner Catridge BT 12A	05
12	Two-folded Green File	3 dozens
13	Four-folded File	10 Pcs.
14	Pen (Maxwriter) – Blue & Black	4 dozens
15	A4 Paper	10reams
16	Legal Paper	2 reams
17	Register (25)	2 pcs
18	Rubber Seal Deputy Magistrate & Deputy Collector District Nodal Officer (Skill), Darjeeling	1
19	Rubber Seal (Round) District Skill Development Section (PBSSD), Office of the District Magistrate, Darjeeling.	1
20	Rubber Seal (for Pass for Payment)  Pass for payment for Rs. _____ _____ only. For District Magistrate Darjeeling	1

Eligibility of Suppliers:-

1. All the suppliers must have valid PAN, GST.
2. The quoted rate must be inclusive of all the taxes including delivery charges.
3. The last date of Submission of quotations is 30/09/2021 till 3.00 pm at the chamber of District Nodal Officer(Skills), Office of the District Magistrate Darjeeling.
4. The sealed quotation will be opened at 4pm of 30/09/2021 at the office of the District Nodal Officer(skills).
5. The supplies articles should be as per above specification.

for District Magistrate  
Darjeeling

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Copy Forwarded for information and necessary action to:

1. The Additional District Magistrate (skill).
2. DIO, National Informatics Centre Darjeeling.
3. CA to District Magistrate, Darjeeling.
4. Office Notice Board.
5. Office Copy.

for District Magistrate  
Darjeeling