



SILIGURI COLLEGE OF COMMERCE

A Govt. of West Bengal Aided General Degree College Recognised by The U.G.C. U/S 2(f) & 12 (B) of U.G.C. Act. 1956

NAAC Accredited and an ISO 9001 : 2015 Certified Educational Institution

Affiliated to The University of North Bengal

Dr. Ranjan Sarkar

M.A. (Gold Medalist) B.Ed., M.Ed., N.E.T, Ph.D.

Principal

Email ID : principalsilguricc@gmail.com

siliguricollegeof_commerce@yahoo.com

Website : www.siliguricollegeofcommerce.ac.in

Phone : (0353) 2999514 / 3100045 (Extn. Campus)

College Para, P.O. & P.S. : Siliguri, Dist. Darjeeling, Pin-734001, West Bengal

TENDER NOTICE

Ref. No. SCC-69/C7/2025

Date: 14/08/2025

Sub: Invitation of Sealed Tenders for the supply of stationery items

Sealed quotations are invited from reputed suppliers/agencies for the **annual supply of stationery items** to Siliguri College of Commerce as per the list and specifications available from the college office.

Scope of Work: Supply of stationery items such as A4/A3 Papers, Pens, Pencils, Markers, Files, Folders, Registers, Staplers, Punch Machines, Envelopes, Duster, White Board Ink, White Board Pen Glue Stick, Fevicol Gum, Diary, James Clip, Threat, Rubber, Guard file etc.

Specifications

Sealed tenders are invited from reputed manufacturers, authorized distributors, and suppliers for the supply of a comprehensive range of stationery items, including but not limited to, the following:

- A4/A3 Papers
- Pens
- Pencils
- Markers
- Files
- Folders
- Registers
- Staplers
- Punch Machines
- Envelopes
- Dusters
- White Board Ink





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- White Board Pen Glue Stick
- Fevicol Gum
- Diary
- James Clip
- Thread
- Rubber
- Guard files
- And other related stationery items (as per list attached/specified in the tender document).

Other miscellaneous printing and stationery items as and when required by the College.

Eligibility Criteria

5. **Experience:** Bidders should have a minimum of 5 years of experience in printing and supplying similar items to Government Departments, PSUs, Educational Institutions, or similar organizations.
6. **Annual Turnover:** Bidders must have a minimum average annual turnover of Rs. 5 Lakhs in the last three financial years
7. **Registration:** The bidder should possess a valid Trade License specifically mentioning service provider, PAN Card, GST Registration Certificate, and Profession Tax Registration Certificate.
8. **Additional Requirements:** Bidders should provide a list of client lists or customer base to demonstrate experience in the respective field.

Tender Documents

The tender documents, including the detailed scope of work, technical specifications, terms & conditions, and financial bid to be submitted to the Tender Drop Box or the office of the undersigned with supporting documents.

Terms & Conditions:

1. Prices should be inclusive of all taxes and delivery charges.
2. Payment will be made after delivery and verification of items.





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3. The supplier must ensure the timely delivery of good-quality items.
4. Any defective or substandard items will be replaced at the supplier's cost.
5. The college reserves the right to accept or reject any or all tenders without assigning reasons.

Bidder's Documents Required

The bidder must submit the following along with their sealed quotation:

1. **Covering Letter** on company letterhead.
2. **Copy of PAN Card** (mandatory).
3. **Copy of GST Registration Certificate**.
4. **Valid Trade License**.
5. **Company/Business Registration Certificate** (if applicable).
6. **List of similar supplies made in the last 2 years** (with references).
7. **Contact details** (address, mobile number, email).
8. **Price Quotation** in the prescribed format (signed and sealed).
9. **Signed Declaration** stating acceptance of terms & conditions.

Price Quote: Rate should be inclusive of all Taxes (including GST).

Important Dates

- **Tender Publication Date: 14/08/2025**
- **Bid Submission Start Date: 14/08/2025**
- **Bid Submission End Date & Time: 21/08/2025, 5:00 PM IST**
- **Technical Bid Opening Date & Time: 22/08/2025, 5:00 PM IST**
- **Financial Bid Opening Date & Time: 23/08/2025, 5:00 PM IST**

Note: The college reserves the right to accept or reject any or all bids without assigning any reason thereof.

For any clarifications or assistance regarding the Tender process, bidders can contact the office of the undersigned.


Principal

Siliguri College of Commerce
Siliguri, Darjeeling, West Bengal

PRINCIPAL
Siliguri College of
Commerce

