



**Government of West Bengal**  
**Directorate of Forests**  
**Office of the Chief Conservator of Forests & Field Director,**  
**Buxa Tiger Reserve**  
**Alipurduar Court \* Alipurduar \* West Bengal - 736 122**  
**☎ 03564-256333 (Office), 03564-255577 (Fax)**  
**E-mail: fdbtrwb@gmail.com**

Memo No. 264 /2-159

Dated 04 / 02 / 2025

**Notice for Inviting Quotation for Office Stationary & Computer Article**

NIQ No. 03 /2-159

**Name of Work: Supply Office Stationary Article at CCF & FD BTR office.**

Sealed quotations are invited for supplying office stationary and Computer article from leading companies/ wholesale suppliers any Govt. PSU, local bodies etc. having past experience of minimum 3 years of similar work for the supply Office Stationary & Computer Articles. The last date of the submission of quotation as 11.02.2025 till 2.00 pm. at the office of CCF & FD, BTR. The quotation will be opened at 3.00 pm on 11.02.2025. The quoted rate will be valid upto 31<sup>st</sup> March 2026.

**Description of Item:-**

SI No.	Articles	Quantity
1	HP 12A Cartridge Black (Original)	2 nos.
2	HP 88A Cartridge Black (Original)	2 nos.
3	EPSON 664 Ink (Black, Yellow, Cyan, Magenta)	2 nos. each
4	EPSON 664 Ink Black	4 nos.
5	EPSON 003 Ink (Black, Yellow, Cyan, Magenta)	1 no. each
6	Anti Virus 3 User	1 no.
7	Pen Drive 32 GB	2 nos.
8	External Hard Disk 1 GB	2 nos.
9	Canon NPG-28/ Toner Black	1 no.
10	Envelop white 9x4	2Boxes
11	Envelop white 10x4.5	2Boxes
12	Envelop white 11x5	2Boxes
13	Board Register Size 4	2Pcs
14	Board Register Size-8	2Pcs
15	Board Register Size-10	2Pcs
16	Cello tape 1" (White & Brown)	6 Pcs each
17	Cello tape 2" (White & Brown)	6 Pcs each
18	T-Pin	2 Boxes
19	Gems Clip	12Pkts
20	Ball Pen (Black, Blue, Red)	2Pkts Each
21	Fevical	4 Pcs
22	Gulo Stick	4Pcs
23	Gum Bottle small	6 Bottle
24	Highlighter pen	12Pcs
25	Whitener/Correction Pen	12Pcs
26	Paper Weight	6 Pcs
27	Folder File	150Pcs
28	Eraser	1Box
29	Sharpener	6pcs
30	Calculator ( Medium)	1Pcs
31	Wooden Pencil	1Boxes

32	Binder Clip (Small, Medium & Large)	1Boxes Each
33	Clip Filp	4Pcs
34	Cover File	6Pcs
35	Flap	200Pcs
36	Plastic Folder File	12Pcs
37	Legal Size Paper	1Pkts
38	Blue Carbon	1Pkts
39	A4 Size Photo Paper	2Pkts
40	Punch Machine (Big & Small)	1Pcs Each
41	Scale Steel	4Pcs
42	Paper Stick	24 Pkts
43	A4 Size Yellow Kham	24Pcs
44	Envelop Yellow 10x4.5	24Pcs
45	Envelop Yellow 11x5	24 Pcs
46	Stapler (Small & Big)	2 Pcs each
47	Guard File	2 Pcs
48	Tag	1Bundle
49	Stamp Pad	4Pcs
50	LINE Pen (Pentonic)-Blue, Black	36Pcs
51	1.5inch Cello tape White & Brown	2Pcs Each
52	0.5inch Cello tape White	2Pcs
53	A4 Paper	50Pkts
54	Scissor Medium Size	2Pcs
55	Permanent Marker Pen	4Pcs
56	New Receipt (Leber File)	4Pcs
57	Envelope Green Cotton Cloth Net Small	24Pcs
58	Envelope Green Cotton Cloth Net Medium	24Pcs
59	Envelope Green Cotton Cloth Net Big	24Pcs

Place of supply and installation- office of the CCF & Field Director Buxa Tiger Reserve, Alipurduar Court, Alipurduar, Pin – 736122. The organization / Individual should submit PAN, GST Certificate an last two years IT returns with their application.

The application along with all above document should be sent by name as follows:

Apurba Sen, IFS  
CCF & Field Director Buxa Tiger Reserve,  
Manna Dey Street, Alipurduar Court,  
Dist. - Alipurduar, Pin -736122

Chief Conservator of Forests &  
Field Director, Buxa Tiger Reserve

Memo No. 264 /2-159

Dated 04 / 02 / 2025

Copy forwarded for information to:

1. The Chief Conservator of Forests, MIS, WB, He is requested to uploading the quotation through Departmental Website.
2. The Deputy Conservator of Forests, MIS. He is requested to uploading the quotation through Departmental Website with in 5<sup>th</sup> February, 2025
3. The District Magistrate, Alipurduar
4. The Superintendent of Police, Alipurduar
5. Office Notice Board.
6. The Account Section.
7. All office to Display in their notice board.

Chief Conservator of Forests &  
Field Director, Buxa Tiger Reserve