PAN No.: - AAMCS4611G
GST No.: - 11AAMCS4611G1ZO

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SIKKIM POWER DEVELOPMENT CORPORATION LIMITED

(A Government of Sikkim Enterprise)
Building No.75, Near SREDA Bhawan, P.S Road, Gangtok – 737101, Sikkim, India

Ref. No.: SPDC/ 22-23/1100/696 Date : 31/10/2026

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from reputed registered local vendors/firms dealing in printing and stationery items for preparation of an updated Schedule of Rates (SOR) for items required by Sikkim Power Development Corporation Limited (SPDCL).

Interested firms/vendors are requested to submit their quotations for the items listed in **Annexure–A**, indicating the unit rate for each item. The quotations should reach the office of the undersigned on or before **25th November 2026** by 11:30 am and the same will be opened at 2 pm on the same day in the presence of the authorized representatives of SPDCL.

Terms and Conditions:-

i. The bidders shall quote their rates against each item listed in Annexure–A. The unit of measurement and rate shall be clearly indicated.

ii. The quoted rates shall be inclusive of all applicable taxes, including GST, and shall include packing and other incidental charges.

iii. The make, brand, model, size, GSM, pack quantity and other relevant specifications of the items offered shall be clearly mentioned wherever applicable.

iv. In respect of printer consumables, only original Original Equipment Manufacturer (OEM) products shall be quoted. For HP 88A toner, the required product is the original HP CC388A Black LaserJet Toner Cartridge. For Epson 664 and L6460 ink, original Epson products shall be quoted separately for each colour.

v. The bidders shall specify the delivery period and confirm their ability to supply the items to the designated SPDCL office/location as and when required.

vi. The validity period of the quoted rates shall be clearly mentioned.

vii. The purpose of this exercise is to obtain prevailing market rates and prepare an updated Schedule of Rates for printing and stationery items required by SPDCL. Submission of a quotation shall not confer any right on a bidder to receive a purchase order or guarantee any minimum quantity of purchase.

viii. SPDCL reserves the right to accept or reject any or all quotations, or to cancel the quotation process, without assigning any reason thereof.

Manager (Admin)
SPDCL

Copy to:-

1. Notice Board(SPDCL).
2. GoS Website
3. SPDCL Website

Annexure–A

Schedule of Printing and Stationery Items for Quotation

Sl. No.	Item	Quality / Specification	Unit	Rate (inclusive of taxes) (₹)
1	A4 Paper	JK Paper or equivalent, good-quality white copier paper, 75 GSM	Ream (500 sheets)	
2	A4 Yellow Paper	Good-quality yellow A4 paper, suitable for office printing/photocopying	Ream (500 sheets)	
3	L Folder – Legal	Good-quality, durable plastic L-folder, legal size	Each	
4	Button Folder – Legal	Good-quality, durable plastic button folder, legal size	Each	
5	Button Folder (Cheque)	Good-quality folder suitable for keeping bank cheques/documents	Each	
6	File Flag (Paper)	Good-quality paper file flags, adhesive-backed	Pack	
7	File Flag (Plastic)	Good-quality plastic file flags, adhesive-backed	Pack	
8	File Board	Good-quality, rigid file board suitable for office files	Each	
9	Glue Stick – Big	Good-quality adhesive glue stick, large size	Each	
10	Glue Stick – Small	Good-quality adhesive glue stick, small size	Each	
11	Correction Pen	Good-quality correction pen with quick-drying fluid	Each	
12	Envelope – A4	Good-quality paper envelope suitable for A4 documents	Each	
13	Envelope – Legal	Good-quality paper envelope suitable for legal-size documents	Each	
14	Stapler – Big	Good-quality, heavy-duty office stapler	Each	
15	Stapler – Small	Good-quality, standard office stapler	Each	
16	Punching Machine	Good-quality, durable office paper punch	Each	
17	Calculator	Good-quality, durable desktop calculator with large display	Each	
18	Cellotape – Big	Good-quality transparent adhesive tape, large roll	Roll	
19	Cellotape – Small	Good-quality transparent adhesive tape, small roll	Roll	
20	Highlighter	Good-quality highlighter pen with bright, long-lasting ink	Each	

Sl. No.	Item	Quality / Specification	Unit	Rate (inclusive of taxes) (₹)
21	Dual USB Flash Drive (128 GB)	Good-quality 128 GB dual-interface flash drive with USB Type-A and USB Type-C connectors	Each	
22	Board Pin	Good-quality board pins suitable for office notice boards	Pack	
23	Gem Clips	Good-quality metal paper clips	Box	
24	Peon Book	Good-quality, bound office peon book/register	Each	
25	Cutter	Plastic body, 9 mm blade, standard good quality	Each	
26	Scale	Transparent plastic ruler, 30 cm, good quality	Each	
27	HP Toner 88A	Original HP OEM toner cartridge, model 88A (CF288A), not compatible/refilled	Each	
28	Epson Ink 664	Original Epson OEM ink, series 664, each colour separately (Black, Cyan, Magenta and Yellow)	Bottle	
29	Marker Pen – Black	Good-quality black permanent marker pen	Each	
30	Box File	Good-quality, durable box file suitable for office record storage	Each	
31	Duct Tape	Good-quality, durable adhesive duct tape	Roll	
32	Dusting Cloth	Good-quality, absorbent cotton cloth suitable for routine office cleaning and dusting	Each	
33	Epson Ecotank L6460 Ink	Original Epson Ecotank Series L64643, each colour separately (Black, Cyan, Magenta and Yellow)	Bottle	
34	Legal Paper	JK Paper or equivalent, good-quality white copier paper, 75 GSM	Ream (500 sheets)	
35	L-Folder (A4)	Good-quality, durable plastic L-folder, A4 size	Each	
36	File Cover	Standard office file cover suitable for record keeping	Each	
37	Staples (Big)	Stapler pins of suitable size for heavy-duty stapler; size to be specified	Box	
38	Staples (Small)	Standard stapler pins; size to be specified	Box	
39	Pen	Ball-point pen, blue ink, standard office use	Pack	
40	Pencil	Standard HB graphite pencil	Pack	

Sl. No.	Item	Quality / Specification	Unit	Rate (inclusive of taxes) (₹)
41	Eraser	Standard quality eraser suitable for pencil marks	Pack	
42	Sharpener	Standard pencil sharpener	Pack	
43	Vehicle Logbook	Bound logbook; page count and size to be specified	Each	
44	Kapur (Naphthalene Balls)	Naphthalene balls for use in cupboards and storage areas	Pack	
45	Binding Cover	White binding cover, A4 size	Each	
46	Binding Cover	Blue binding cover, A4 size	Each	
47	Binding Cover (White, Legal)	White binding cover, legal size	Each	
48	Binding Cover (Blue, Legal)	Blue binding cover, legal size	Each	
49	Binding Roll	Binding roll; width and material to be specified	Roll	
50	Register (No.10)	Standard ruled register, No. 10 size	Each	
51	Register (No.06)	Standard ruled register, No. 06 size	Each	
52	Envelope (Brown)	Brown envelope; size to be specified	Pack	
53	Note Sheet	Standard office note-sheet paper; size and GSM to be specified	Ream	
54	Colin	Cleaning liquid, Colin or equivalent; bottle size to be specified	Bottle	
55	Harpic	Toilet cleaning liquid, Harpic or equivalent; bottle size to be specified	Bottle	
56	Phenyl	Floor cleaning disinfectant; brand and pack size to be specified	Bottle	
57	Garbage Bags	Good-quality, durable garbage bags in small, medium and large sizes	Pack (each size quoted separately	
58	Scissors	Standard office scissors; size to be specified	Each	
59	Notepad	Standard office notepad; size and number of sheets to be specified	Each	
60	Bond Paper	White bond paper; size and GSM to be specified	Ream (500 sheets)	