

**GOVERNMENT OF WEST BENGAL**  
**IRRIGATION & WATERWAYS DEPARTMENT**  
**JALASAMPAD BHAWAN, SALT-LAKE-91**

**No: 765-IW-11011(44)/3/2025**

**Dated:21/03/2025**

**NOTICE INVITING QUOTATION**

The undersigned is directed to invite all the willing Government approved Wholesale Consumers' Co-operative Societies to quote the rate of stationary articles, grocery, sanitary and other materials for supply of the same on request, to this office for the period from 1<sup>st</sup> April, 2025 to 31<sup>st</sup> March, 2026 in a sealed cover to be submitted to the Irrigation & Waterways Department latest by 23rd April, 2025 within 3 p.m.

**The rate so quoted should be inclusive of G.S.T.**

The sealed cover will be opened on 24th April, 2025 at the Chamber of Deputy Secretary, Establishment Branch at 3 P.M.

The Department reserves the right to accept or reject any quotation without stating the reason whatsoever and quotations will be kept at the custody of the Registrar of Irrigation & Waterways Department, Jalasampad Bhawan, 3<sup>rd</sup> Floor, Room No-316

The specific list of stationary articles to be supplied are listed in the Annexure enclosed herewith which may also be collected from the Registrar, Irrigation & Waterways Department, Jalasampad Bhawan, 3<sup>rd</sup> Floor, Room No-316

All the articles to be delivered must be of good quality. If any item(s) received is of unsatisfactory condition/ quality, the Department may immediately reject that item(s) and the Co-operative should be obliged to replace that item within two days.

The Co-operative concerned whose quotation will be accepted must supply the articles within 2 (two) days from the date of requisition of the same falling which their offer will be rejected without further notice and they may not be considered for any subsequent purchase of articles from this Department.

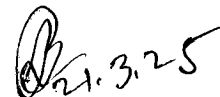
  
**Deputy Secretary**  
**Irrigation & Waterways Department**

**No: 765/1(2)-IW-11011(44)/3/2025**

**Dated:21/03/2025**

Copy forwarded for information and necessary action to:-

1. Register and DDO of this Department.
- ✓ 2. Executive Engineer, DVC Study Cell for uploading in the Departmental Website
3. .....

  
**Deputy Secretary**  
**Irrigation & Waterways Department**

**ANNEXURE-I**

**LIST OF ARTICLES**

<b>Sl No</b>	<b>Description</b>	<b>Rate</b>	<b>% of GST</b>	<b>Total</b>	<b>Remarks</b>
1	Two Folder File Cover/pc				
2	Four Folder Colouring File Cover/pc				
3	File Register 200 pages/pc				
4	Attendance Register (No-4)/pc				
5	Stock Register (No-20) (575 pages)/pc				
6	Peon Book (SETT's) (100pages)/pc				
7	Case Book (100 pages)/pc				
8	Signature Pad/pc				
9	Plastic File ("L") (A4)/pc				
10	Plastic File ("L") (FS)/pc				
11	Button File Cover (A4)/pc				
12	Button File Cover (FS)/pc				
13	Channel File Cover (A4)/pc				
14	Channel File Cover (FS)/pc				
15	Arch File (pitch board)/pc				
16	Writing Pad (64 pages)/pc A)Small B)Big				
17	Carbon Paper (kores)/pc				
18	Spiral Note Book (Small Size)/pc				
19	Desk Calendar (Gupta's)/pc				
20	Pen Stand (Gripex Colour)/pc				
21	Stamp Pad(faber-Castell)(110mm*69mm)/pc				

22	Stamp Ink (60ml) /pc				
23	Fevi-Gum/pc A)50ml B)200ml				
24	Fevi-stick (15gm)/pc				
25	Envelope White (11"X 5")/pc				
26	Envelope Brown (11"X 5")/pc				
27	Envelope Cloth (14" X 10")/pc				
28	Envelope Cloth (16" X 12")/pc				
29	Kangaroo Stapler 10-1M (Small)/pc				
30	Kangaroo Stapler (HD-45)/pc				
31	Stapler HP-45 (Kangaroo)/pc				
32	Stapler HD-23 S-17 (kangaroo)/pc				
33	Kangaroo Stapler Pin 10-1M/Small Box				
34	Kangaroo Stapler pin 24/6-1M/Small Box				
35	Kangaroo Stapler pin -23/17H/Small Box				
36	Single Punching Machine (kangaroo)/pc				
37	Botkin (Fore)/pc				
38	Knife (Plastic Handle) pc				
39	Scissors (Stainless Steel)/pc				
40	Paper-Weight- flat type/pc				
41	Scale(Faber Castell)(1'40mm)(Plastic)/pc				
42	Alpin (king) /pc				
43	Pin holder (Plastic)magnetic/pc				
44	Gala (National Round Sealing Wax) older (Plastic)magnetic/pc				
45	Rope (Thread Ball) /pc				

46	Check Duster (2'X 2') /pc				
47	Candle per packet				
48	Tag 9"/bundle				
49	Gems Clip (Plastic) /pc A)Small B)Big				
50	Binder Clips/pc A)Big-(32mm) B)Medium-(25mm) C)Small-(19mm)				
51	Cello tape white (1")/pc				
52	Cello Tape (2") (Brown Tape)/pc				
53	Sticky Note Pad (Flat 2"/3" Yellow Colour)/pc				
54	Sticky Note Pad (Flat 3"/3" Yellow Colour)/pc				
55	Flag 3"X 3" Multi-color/pc				
56	Highlighter Marker Pen (Faber Castell) (Green , Yellow& pink)/pc				
57	CD Marker Pen (Blue, Black) (Faber Castell)/pc				
58	Luxor Sign Pen (Blue, Black, Red & Green)/pc				
59	Permanent marker Pen (Faber Castell) (Black & Blue)/pc				
60	White Board Marker (Round Tip)/pc				
61	White Board (Duster/Eraser)/pc				
62	Whitener Pen (7ml) (Faber Castell)/pc				
63	Wooden Pencil (Apsara)/pc				
64	Pencil Eraser (Apsara)/pc				
65	Pencil Cutter (Nataraj)/pc				
66	Calculator (Check and Correct-12 digit)/pc(Casio)				
67	Room Freshener (300ml)/pc. A) Godrej Aer B)Premium C)Ambi-pure				

68	Good Night Express (Machine +oil)/pc				
69	Good Night Oil /pc				
70	Hand-wash-250ml (Dettol)/pc				
71	Vim Liquid (250ml)/pc				
72	Pril Liquid (250ml)/pc				
73	Colin Spray (Big)/pc				
74	Hit Spray (Big)/pc A)Red B)Black				
75	Towel (60 X 30)/pc				
76	Towel (18 X 36)/pc				
77	Everyday Milk Powder /1 kg				
78	Sugar /kg				
79	Green Tea (Tetley Tea) /100 small bags				
80	Green Tea (Lipton Tea) /100 small bags				
81	Paper cup /pc A)100 ml B)150 ml C) 150ml for (special cup)				
82	Cup-Plate (Good Quality) Bone China/Box (6pair in a box)				
83	Glass for Drinking Water with Cover (Yara)/pc				
84	Tea Tray/pc				
85	Plate/pc				
86	Spoon/Dozen				
87	Pencil Battery (AAA)/pc A)Duracell B)Eveready				
88	Pencil Battery (AA)/pc A)Duracell B)Eveready				
89	Scotch Brite/pc A)Big B)Small				

90	Tissue Paper/pkt				
91	Facial Tissue Paper/pkt				
92	Uni-Ball Gel Pen (Green) /pc				
93	Uni-Ball Gel Pen (Red) /pc				
94	Uni-Ball Gel Pen (Black) /pc				
95	Uni-Ball Gel Pen (Blue) /pc				
96	Pen Fort (Blue) /pc				
97	Pen Fort (Black) /pc				
98	Pen Fort (Red) /pc				
99	Linc Ocean Gel(Blue) /pc				
100	Linc Ocean Gel(Red) /pc				
101	Linc Ocean Gel(Green) /pc				
102	Pen Drive (Sandisk)(32GB) /pc				
103	File Flap (Blue)/pkt				
104	Rubber Band /1kg				
105	Plastic Rope/big roll				
106	White Tape (Ribbon) (1 inch) /pc				
107	Index File Cover (usigl) /pc				
108	Paper Waste Basket (Plastic) /pc				
109	Tag/Bundle				
110	Letter Head for ACS/100pc				
111	Service Book/pc				
112	Dustbin /pc				
113	Stapler Pin remover (Kangaroo) /small box				

114	Drinking Water (20 Ltr.jar) (Bisleri) /Jar				
115	Drinking Water (250 ml Bottle)(Bisleri)/Bottle				
116	Drinking Water (1/2 Ltr. Bottle)(Bisleri) /Bottle				
117	Tea Leaves(Dhruba) (250gm)				
118	Cashew Nut /250gm				
119	Almonds /100gm				
120	Farmlite Biscuit (150gm)/pkt				
121	Britania Marie Biscuit(450gm) /pkt				
122	Chips Lay's (82 gm)/pkt				
123	Coffee Nescafe (90gm)/bottle				
124	Mosquito Killing Bat/pc				
125	Car Air Pocket(7.5gm) (Godrej Aer/ Ambipur)/pc				
126	Car Air Jel Ambipur(75gm)/pc				
127	Car Feather Cleaner/pc				
128	Cos-Bite/pc				
129	Clove (jk)/100gm				
130	Ambipur car Ultra Control Machine/pc				
131	Cotton Roll/pc				
132	Cello Tape Cutter/pc				

**PRINTER CARTRIDGE**

<b>LIST OF ARTICLES</b>					
<b>Sl No</b>	<b>Description</b>	<b>Rate</b>	<b>% of GST</b>	<b>Total</b>	<b>Remarks</b>
1	Compatible Cartridge-88A /pc				
2	Compatible Cartridge-110A /pc				
3	Compatible Cartridge-112A /pc				
4	Compatible Cartridge-166A /pc				

**PAPER**

<b>LIST OF ARTICLES</b>					
<b>Sl No</b>	<b>Description</b>	<b>Rate</b>	<b>% of GST</b>	<b>Total</b>	<b>Remarks</b>
1	Paper A4-JK. Copier (75GSM)(500pages) / Ream				
2	Paper Legal- JK. Copier (75GSM)(500pages) /Ream				
3	Demi Paper F/S Size-80gsm /Ream				
4	2 <sup>nd</sup> Page Note Sheet/Ream				
5	A3 Size Xerox Paper (JK. Copier)(75 GSM)/Ream				