

**GOVT OF WEST BENGAL/IRRIGATION & WATERWAYS DTE.  
OFFICE OF THE EXECUTIVE ENGINEER  
DAMODAR CANAL DIVISION  
COURT COMPOUND, BURDWAN.  
PHONE & FAX NO.  
Pin. No. 7131031**

**N.I.Q. No. 5 of 2016 – 2017 of E.E. / DAMODAR CANAL DIVISION**

Sealed quotation in the prescribed proforma are hereby invited by the Executive Engineer /**Damodar Canal Division**, Irrigation & Waterways Directorate, Government Of West Bengal from reliable & resourceful Suppliers of Office Stationary materials for the work,“ Supply of Office Stationary Materials at the office of the Executive Engineer, Damodar Canal Division”

The Quotation will be received to the office of the undersigned by 3.00pm on 03.03.2017 and the same will be opened on the same day at 3.30pm in presence of the quotationers or their authorized representative those who are available at that time. The quotationers will have to quote the rate of the item both in figure & in word. The Supply should be given within 7 (Seven) days after receiving the work order.

The accepting authority reserves the right to accept or reject any Quotation without assigning any reason thereof.

The successful quotationers will have to execute the formal agreement as per rules by submitting the earnest money @ 2% of the total value of quotation. in the form no. W.B. 2908. Necessary income taxes. P.Tax, documents are to be produced at the time of agreement.

The item of works are as follows:-

Sl.No	Description of items.	Qty.	Unit.	Rate	Amount
1	A4 Paper (Copy Power)/B2B	60	Ream		
2.	F.S. paper (Copy Power) /B2B	10	Ream		
3.	folder file (best quality)	200	Pcs.		
4.	Stapler Pin (Kanguru) 10 no	60	Box		
5.	Stapler Pin( big size, 24/6	10	box		
6.	Stapler machine(kanguru gold)	10	No.		
7.	Correction Pen (Favour castle)	20	Nos.		
8.	Gum (camlin 500ml bottle)	5	Nos		
9.	flap	200	Nos.		
10	Thread ball ( good quality)	24	Nos.		
11	Page marker	12	packt.		
12	Fevigum tube	12	Nos.		
13	Fevi stick	20	No.		
14	Binding Register (8 No. Tua)	12	Pcs.		
15	Use & Through pen	500	Pcs.		
16	Gerder (50 grm.)	50	Packt.		
17	Alpin (King)	10	packt.		
18	Cloth Duster(24"x24" check good quality)	60	Nos.		
19	Stamp pad (favour castle)	10	Nos.		
20	White paper (Good boy)	2	Ream		
21	Pad ink (camlin 500ml violet colour)	3	bottle		

22.	Pencil carbon (Koes or camlin Red& blue)	2	Box.		
23	Pin kusan(Good quality)	5	Nos.		
24	Gems clip	10	Nos.		
25	Cover file (Ambasader Desire)	24	Nos.		
26	Tag (nylon 9")	2000	Nos.		
27	Amonia paper (20 metre)	15	Roll		
28	Amonia gass	10	bottle		
29	Polimer stamp in four line	10	No.		
30	Pocket case stamp (sun)	5	no		

EXECUTIVE ENGINEER  
DAMODAR CANAL DIVISION  
COURT COMPOUND BURDWAN

Memo No : 694 / 1(8) Dt.-23.02.2017

Copy forwarded for his kind information and circulation to the :-

1. Superintending Engineer , Damodar Irrigation Circle.
- 2 Sub Divisional Officer- DC,HQ/DC-I, DC-II, Katwa and Edilpur (I) sub Divn.
3. District Information Officer, Burdwan
4. Notice Board & Departmental website.

EXECUTIVE ENGINEER  
Damodar Canal Divn.  
Court Compound, Burdwan