

**GOVT OF WEST BENGAL/IRRIGATION & WATERWAYS DTE.
OFFICE OF THE SUB-DIVISIONAL OFFICER
EDILPUR IRRIGATION SUB- DIVISION
EDILPUR, BURDWAN.
Pin. No. 7131102.
N.I.Q. No. 02/ Edilpur. of 2016 – 2017**

Sealed quotation in the prescribed proforma are hereby invited by the Sub-Divisional Officer **/Edilpur Irrigation Sub-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 Sub-Divisional Officer, Edilpur Irrigation Sub-Division,**”

The Quotation will be received to the office of the undersigned by 3.00pm on 16.03.2017 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)	12	Ream		
2.	F.S. paper (Copy Power)	03	Ream		
3.	folder file (best quality)	50	Pcs.		
4.	Stapler Pin (Kanguru) 10 no	12	Box		
5.	Stapler Pin(big size, 24/6	02	box		
6.	CFL(18 Watt) (Philips)	20	Nos		
7.	Correction Pen (Favour castle)	08	Nos.		
8.	Gum (camlin 500 ml bottle)	02	Nos		
9.	flap	40	Nos.		
10	Thread ball (good quality)	07	Nos.		
11	Page marker	04	packt.		
12	Fevigum tube	08	Nos.		
13	Fevi stick	08	No.		
14	Binding Register (8 No. Tua)	10	Pcs.		
15	Use & Through pen	100	Pcs.		
16	Gerder (50 grm.)	8	Packt.		
17	Alpin (King)	04	packt.		
18	Cloth Duster(24''x24''check good quality)	40	Nos.		
19	Stamp pad (favour castle)	8	Nos.		
20	White paper (Good boy)	01	Ream		
21	Pad ink (camlin 500ml violet colour)	01	bottle		

22.	Pencil carbon (Koes or camlin Red& blue)	04	Box.		
23	Pin kusan(Good quality)	02	Nos.		
24	Gems clip	8	Nos.		
25	Cover file (Ambasader Desire)	20	Nos.		
26	Tag (nylon 9'')	100	Nos.		
27	Bulb(60 watt)	10	Nos		
28	Attendance Register	7	Nos		
29	Polimer stamp in four line	04	No.		
30	Pocket case stamp (sun)	01	no		
31	H.P. Tonner	01	no		
32	Bleaching Poeder	10	Pkts		
33	Carbolic acid	10	Bottle		
34	Toilet cleaner (Harpic)	10	Nos		
35	Soap	10	Nos		
36	Broom (Fuljharu)	14	Nos		
37	Broom (Narkel)	14	nos		
38	Water bottle (1 Litter)	30	Nos		

Sd/- C.Dutta.
SUB DIVISIONAL OFFICER
EDILPUR (I) SUB-DIVN
EDILPUR, BURDWAN

Memo No : 169 / 1(8) Dt.-09.03.2017

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

1. Superintending Engineer , Damodar Irrigation Circle.Burdwan.
2. EXECUTIVE ENGINEER, DAMODAR CANAL DIVISION, Burdwan.
- 3 Sub Divisional Officer- DC,HQ/DC-I, DC-III, Katwa sub Divn.
4. District Information Officer, Burdwan
5. Notice Board & Departmental website.

Sd/- C.Dutta.
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EDILPUR (I) SUB-DIVN
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