



GOVT OF WEST BENGAL/IRRIGATION & WATERWAYS DTE.
OFFICE OF THE SUB-DIVISIONAL OFFICER
D.C. NO. III SUB-DIVISION
COURT COMPOUND, BURDWAN.
Pin. No. 7131031

NOTICE INVITING QUOTATION No.02/D.C.NO-III of 2016 – 2017

Sealed quotation in the prescribed proforma are hereby invited by the **SUB-DIVISIONAL OFFICER, D.C. NO. III SUB-DIVISION** Irrigation & Waterways Directorate, Government Of West Bengal from reliable & resourceful Firms/Owner/Agency for the work, “**Supply of Office Stationary Articles under D.C. NO. III SUB-DIVISION**”.

The Quotation will be received to the office of the undersigned by **3.00pm** on **28.03.2017** 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. As per requirement of the undersigned the Supply should be given 1st phase within 7 (Seven) days & rest portion to be given within 90 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 items of works are as follows:-

Sl.No	Description of items.	Qty.	Unit.	Rate	Amount
1	White Paper	2	Ream		
2.	A4 Paper (JK)	15	Ream		
3.	F.S. Paper (JK)	3	Ream		
4.	Pencil Carbon (Double Size)	100	Sheet		
5.	Hit Spray (Red) 200 Ml.	4	No.		
6.	Correction Pen	10	No.		
7.	Stapler Pin	10	Box		
8.	Duster (Cloth)	27	No.		
9.	Folder file with flap	50	No.		
10	Thread ball	4	No.		

11	Tag	12	Bundle		
12	Fevigum tube	18	No.		
13	Stamp pad	4	No.		
14	Ball Pen	50	Pc.		
15	2" cello tape(brown)	12	Pc.		
16	Alpin	4	Box.		
17	Register (8 No)	12	No.		
18	Phenyl (500 ML.)	10	Bottle.		
19	Napthalin (100 G)	10	Pak.		
20	Harpic (500 ML.)	5	Bottle		
22	Challen file	30	Nos.		
22	Gems clip	6	Pkt.		
23	Room freshener (200 ML.)	1	bottle		
24	Good Night oil	5	No.		
25	Coconut Broom	6	Pcs.		
26	Flower Broom	10	Pcs.		
27	Mortein Coil	30	Pkt.		
28	Denrite	2	Pcs.		
29	Cover File (4 folded)	10	No.		
30	Peon book	1	No.		
31	Gerder	3	Pkt.		
32	LED – 15WT.	9	No.		
33	Good night Machine	6	No.		
34	Issue Register	1	No.		
35	Scale 12"	4	No.		
36	Water Bottle	10	No.		
37	Envelop	100	No		
38	Balti (plastic 10 lit.)	2	No.		
39	Mug(Plastic)	2	No.		
40	Hand towel	6	Nos.		
41	Cup Plate La-Pola	12	Nos.		
42	Glass	6	Nos.		
43	Steel table spoon	6	Nos.		
44	Ex- Book(192 pages)	22	nos		
45	Vimber soap	12	Nos.		
46	Scrubber for diswash	8	Nos.		
47	Knife	2	Nos.		
48	Ball pen refill	2	Pkt.		
49	Scissor	2	No.		
50	Marker pen	4	Nos.		
51	Chines clip	2	Box.		
52	Hight lighter	5	Nos.		
53	Pencil Carbon	100	sheet		

54	Calculator(Casio)	2	No.		
55	Jug	4	No.		

Sub-Divisional Officer
D.C.No-III Sub-Division
Court Compound, Burdwan

Memo No. 195(8)

Dt.-20.03.17

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

1. Superintending Engineer, Damodar Irrigation Circle.
2. Executive Engineer, Damodar Canal Division.
3. S.D.O./D.C.I, D.C.Head Qtr. / Edilpur & Katwa.
4. Estimating Section/D.C.Division.
5. Notice Board

Sub-Divisional Officer
D.C.No-III Sub-Division
Court Compound, Burdwan