



Govt. of West Bengal
Irrigation & waterways Directorate
Office of the Sub-Divisional Officer
Damodar Canal No.-I Sub-Division
Court Compound, Purba Bardhaman
Pin No. - 713101
e-mail :- sdodc1sub@gmail.com

NOTICE INVITING QUOTATION No.- 01/D.C. No.-I of 2017 – 18.

Sealed quotation in the prescribed proforma are hereby invited by the Sub-Divisional Officer, Damodar Canal No.-I Sub-Division on behalf of the Governor of West Bengal, for the works as per list attached herewith, from eligible reliable experienced firms/ Agencies/Suppliers for the work **“Supplying Articles of office stationery under Damodar Canal No.-I Sub-Division”** as per the following list.

The Quotation will be received to the office of the undersigned by 2.30 P.M. on 10/07/2017 and the same will be opened on the same day at 3.00 P.M. 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 work should be completed within 15 (Fifteen) days after receiving the work order.

The Superintending Engineer/Damodar Irrigation Circle is the Quotation accepting authority. 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 the case may be along with earnest money @ 2% as per rules of the total value of quotation in the shape of Bank draft in favour of Executive Engineer/ Damodar Canal Division Bardhaman in the form no. W.B. 2908. Necessary income taxes, P.Tax, Challan, documents are to be produced at the time of agreement.

The items of works are as follows:-

Sl. no.	Description of items	Quantity	Unit	Rate (₹)	Amount (₹)
1	A4 Paper (70 gsm)	30	Ream		
2	Legal Paper (70 gsm)	05	Ream		
3	Gauge Register	01	Nos.		
4	Contractor Bill Register	01	Nos.		
5	Attendance Register (Red Salu)	01	Nos.		
6	Orpat calculator (commercial)	02	Nos.		
7	Folder file with Flap	60	Nos.		
8	Channel File	36	Nos.		
9	Flap	36	Nos.		
10	8 no. Binding Register	02	Nos.		
11	4 no. Binding Register	06	Nos.		

Sl. no.	Description of items	Quantity	Unit	Rate ()	Amount ()
12	6 No. Binding Register	05	Nos.		
13	Peon book	02	Nos.		
14	Cover file folder (4 folder)	06	Nos.		
15	Patrol diary Form (Each books 100 pages)	10	Nos.		
16	Envelope (11x5) (Brown colour)	50	Nos.		
17	Fevicol tube (18ml)	06	Nos.		
18	Pencil Battery	04	Nos.		
19	Knife	01	Nos.		
20	Marker Pen	02	Nos.		
21	Highlighter Pen	04	Nos.		
22	Use & Through pen	40	Nos.		
23	Correction Pen	04	Nos.		
24	Stapler (Big)	02	Nos.		
25	Stapler Pin (Big)	10	Box		
26	Stapler (Small)	05	Nos.		
27	Stapler Pin (Small)	12	Box		
28	Punch Machine	02	Nos.		
29	Cello Tape - ½"	12	Nos.		
30	Cello Tape - 1"	06	Nos.		
31	Fevistick	02	Nos.		
32	Alpin	02	Box		
33	Tag	12	Bundle		
34	Gurder	200	gm		
35	Key bags	02	Nos.		
36	Good night oil	06	Nos.		
37	Good Night Machine	02	Nos.		

Sl. no.	Description of items	Quantity	Unit	Rate ()	Amount ()
38	Napthalin (Each pack contain 6nos. ball)	12	Packet		
39	Plastic (10 ltr.) Bucket	02	Nos.		
40	Mug Plastic	02	Nos.		
41	Waste Basket	06	Nos.		
42	Duster	24	Nos.		
43	Life boy liquid soap (100 ml)	02	Bottle		
44	Hit (Black) 200ml	06	Nos.		
45	Room freshener 200ml	03	bottle		
46	Hand Receipt Form (Each books 100 pages)	10	Books		
47	Phenile 500 ml	36	Bottle		
48	Bleaching Powder 400 gm.	66	Packet		
49	Carbolic Acid 100ml	24	bottle		
50	Mosquito Coil	60	Packet		
51	Battery (Each box contain 20 Nos.)	20	Box		

Sd/-
Sub-Divisional Officer
Damodar Canal No.-I Sub-Division
Court Compound, Purba Bardhaman

Memo No: - 309(9)

Date :- 30/06/2017

Copy forwarded for his kind information & having displayed in Notice Board.

1. The Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Purba Bardhaman.
2. The Executive Engineer, Damodar Canal Division, Court Compound, Purba Bardhaman.
3. The Sub-Divisional Officer, Damodar Canal Head Quarter Sub-Division , Kanainatsal, Purba Bardhaman.
4. The Sub-Divisional Officer, Damodar Canal No.-III Sub-Division , Court Compound, Purba Bardhaman.
5. The Sub-Divisional Officer, Edilpur Sub-Division , Edilpur, Purba Bardhaman.
6. Accounts branch/Damodar Canal Division, Court Compound, Purba Bardhaman.
7. Estimating Section/Damodar Canal Division, Court Compound, Purba Bardhaman.
8. Notice Board/Damodar Canal No.-I Sub-Division.
9. Public Relation Cell for Uploading in the I. & W. Dte. Website.

Sd/-
Sub-Divisional Officer
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