



GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUB-DIVISIONAL OFFICER
DAMODAR CANAL HEAD QTR. SUB-DIVISION
KANAINATSAL, PURBA BARDHAMAN.

Notice inviting Quotation No. 30 of D.C. Hd. Qtr. Sub-Division/2017-18.

Sealed quotation in prescribed proforma are hereby invited by the undersigned from willing bonafide agencies / outsiders in respective company letter head for the work: **Supply of stationary materials at the office of the Chief Engineer (West) , Kanainatsal, Purba Burdwan .** inclusive of all individual charges, taxes etc, complete.

The quotation will be received to the office of the undersigned by **4.00 p.m. on 21/07/2017** and the same will be opened on the same day **at 4.30 p.m.** in presence of the Quotationers or their authorized representative those who are available at that time. The rate should be quoted in quotation both in figures and words.

Accepting authority does not bind himself to accept the lowest or any other quotation and reserve to himself the right to reject any or all the quotations without assigning any reason.

Working Period - **7 (Seven)** days.

The successful quotationer will have to complete the entire work within the stipulated time from the date of commencement. Submission of quotation by Post is not allowed.

The successful Quotationers whose quotation will be accepted, will have to execute formal agreement as per rule by submitting the earnest money @ 2%(two percent) of the total value of quotation in the form no. 2908. Necessary income taxes , P.Tax , documents are to be produced at the time of agreement.

Before offering quotations, the intending quotationer should thoroughly verified himself with the proposed work by local inspection and all other relevant factors should be taken into consideration.

The evolution of lowest quotationer will be based on total quoted amount and no conditional quotation will be entertained.

All other normal terms and conditions of standard N.I.Q. will also be applicable. Payment will be made as per availability of fund in the appropriate head.

The items of works as follows:-

Sl.No.	Description of Item	Qty.	Unit	Rate (Rs.)	Amount (Rs)
1.	A-4 Xerox Paper	10	Pkt.		
2.	File cover with flap	100	Nos.		
3.	Cloth envelope (Big Size)	30	Nos.		
4.	Note sheet	3	Pkt.		
5.	Punching Machine	3	Nos.		
6.	Paper weight	12	Nos.		
7.	Jems clip	6	Pkt.		
8.	Draft Paper	2	Pkt.		
9.	Room Freshener	1	Nos.		
10.	Whitener	4	Nos.		
11.	Soap	12	Nos.		
12.	Duster	12	Nos.		
13.	Pencil	1	Pkt.		
14.	Chanel file	20	Nos.		

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Sl.No.	Description of Item	Qunty.	Unit	Rate (Rs.)	Amount (Rs)
15	Sharpner	4	Nos.		
16.	Eraser	6	Nos.		
17.	Scale	4	Nos.		
18.	Pen (Black/Red)	24	Nos.		
19.	Good night active	6	Nos.		
20.	White envelope (Big size)	50	Nos.		
21.	Plastic folder	20	Nos.		
22.	Cover file	10	Nos.		

Sub-Divisional Officer
Damodar Canal Head Qrt. Sub-Division
Kanainatsal, Purba Bardhaman.

Memo No. 930(15) Dated: - 14/07/2017

Copy forwarded for information and circulation to:-

1. Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, PURBA BARDHAMAN
2. Executive Engineer, D.C. Division
3. Executive Engineer, Hd. Works Division
4. Executive Engineer, L.D.I. Division
5. Executive Engineer, B.I. Division
6. Executive Engineer, R.B.I Division
7. DVC Study Cell for uploading in Departmental website.
8. District Information Officer, PURBA BARDHAMAN.
9. Office Notice Board, D.C. Hd. Qrt. Sub-Division
10. Estimating Branch of D.C. Division
11. Accounts Branch of D.C. Division
12. Sub-Divisional Officer, D.C. No. I / III / Edilpur (I) / Katwa (I)

Sub-Divisional Officer
Damodar Canal Head Qrt. Sub-Division
Kanainatsal, Purba Bardhaman.