



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

**Notice inviting Quotation No. 54 of D.C. Hd. Qtr. Sub-Division/2017-18.**

Sealed quotation in Prescribe Proforma from willing bonafide agencies / suppliers are hereby invited by the undersigned for the work “**Supplying of stationary materials for official purpose in the office of the Chief Engineer(West), Irrigation & Waterways directorate, Kanainatsal, Purba Bardhaman.,**” inclusive of all individual charges, taxes etc, complete.

The quation will be received to the office of the undersigned by **3.00 p.m. on 05/12/2017** and the same will be opened on the same day **at 3.30 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.

Time allowed for completion of work **10 (Ten)** 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 quation 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.	Details of item of work	Quantity	Unit	Rate (Rs.)	Amount (Rs.)
1.	Stapler (Small)	4	Nos.		
2.	Single Punching Machine	6	Nos.		
3.	Tag	2	Bundle		
4.	Ordinary File Cover	100	Nos.		
5.	Flap	100	Nos.		
6.	A4 Paper	20	Reams		
7.	Draft Paper	2	Reams		
8.	James Clip	6	Pkt.		
9.	Attendance Register	2	Nos.		
10.	With wire mouse Model No. (HP-M/N:N:M-U0031-0)	1	No.		
11.	Wall Clock	5	Nos.		
12.	Four Folder File Cover	10	Nos.		

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Sl. No.	Details of item of work	Quantity	Unit	Rate (Rs.)	Amount (Rs.)
13.	Printer Cartridge (B/W) (Leser Jet 12A)	3	Nos.		
14.	Printer's colored ink bottle (70ml), (hp-GT-52)	2	Sets		
15.	Printer black ink bottle (70ml) (HP-GT51)	2	Sets		
16.	Threaded Envelop(Big size 30 cm*25Cm)	20	Nos.		
17.	Threaded Envelop (A4)	20	Nos.		
18.	Cloth Envelope (30cm*12.5cm)	100	Nos.		
19.	Blue Pen	20	Nos.		
20.	Red Pen	10	Nos.		
21.	Pencil Battery	10	Nos.		
22.	Whitener	5	Nos.		
23.	Marker	5	Nos.		
24.	Cloth Duster	20	Nos.		
25.	Gala	5	Pkts		
26.	Candle	2	Pkts.		
27.	Gala Seal	5	Nos.		
28.	Thread ball	10	Pcs.		
29.	Colin	2	Bottles		
30.	Room freshner	1	Pcs.		

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

**Memo No. 1509 (15) Dated: - 28/11/2017**

**Copy forwarded for information and circulation to:-**

1. Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Burdwan
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, Burdwan .
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.