

**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. 05/ Edilpur. of 2017 – 2018**

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 08.01.2018 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)	14	Ream		
2.	F.S. paper (Copy Power)	01	Ream		
3.	Writing Pad	05	No.		
4.	Stapler Pin (Kanguru) 10 no	12	Box		
5.	Stapler Pin( big size, 24/6	01	box		
7.	Correction Pen (Favour castle)	05	Nos.		
8.	Gum (camlin 500 ml bottle)	01	Nos		
9.	Flap	10	Nos.		
10	White phenyl	12	No.		
11	Black phenyl	12	No.		
12	Fevigum tube	02	Nos.		
13.	Fevi stick	10	No.		
14.	Use& Throw pen( Blue)	04	<b>Box.</b>		
15.	Use & Throw pen( Black)	05	Box.		
16	Use & Throw Gel pen( Black)	01	Box.		
17	Alpin (King)	04	packt.		
18	Cloth Duster(24''x24''check good quality)	20	Nos.		
19	Stamp pad (favour castle)	04	Nos.		
20	Hand wase	05	No.		
21	Pad ink (camlin 500ml violet colour)	01	bottle		

22.	Pencil carbon (Red& blue)	04	Box.		
23	Small Scissor	04	Nos.		
24	Gems clip	8	Nos.		
25	L.E.D Bulb ( 20 watt)	06	Nos.		
26	Tag (nylon 9’')	100	Nos.		
27	L.E.D Bulb(09 watt)	18	Nos		
28	Attendance Register	05	Nos		
29	Cover file	20	No.		
30	Bleaching Powder	10	Pack.		
31	Carbolic acid	06	Bottle		
32	Toilet cleaner (Harpic)	10	Nos		
33	Broom (Fuljharu)	12	Nos		
34	Broom (Narkel)	12	nos		
35	Water bottle (1 Litter)	30	Nos		

**SUB DIVISIONAL OFFICER  
EDILPUR (I) SUB-DIVN  
EDILPUR, BURDWAN**

Memo No : 1032/ 1(8)      Dt.-19.12.2017

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

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

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EDILPUR (I) SUB-DIVN  
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