



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

Notice inviting Quotation No. 04 of D.C. Hd. Qtr. Sub-Division/2023-24

Sealed quotation in prescribed proforma are hereby invited by the undersigned from willing bonafide agencies / outsiders for the work “**Supplying the enlisted stationary materials for D.C. Division office and for different Khalashi/ Duty shed of Sanko Section to run the office and Irrigation smoothly for a period of six months i.e from May to October 2023, under Sanko Section of D.C.Hd.Qtr Sub-Division within D.C.Division**” inclusive of all individual charges, taxes etc, complete.

The quotation will be received by the office of the undersigned up to 16.00 Hrs on 10 /05/2023 and the same will be opened on the same day on & after 16.30 Hrs 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.

The Quotationer must be submitted the earnest money @ 2%(two percent) of the total value of quotation.

Cost towards Earnest Money Deposit (EMD) must be submitted in the form of Bank Draft (BD) / Bankers Cheque (BC) / Deposit Call Receipt(DCR) of any scheduled bank of India in favour of Executive Engineer, Damodar Canal Division, Payable at Burdwan Payment in any other form e.g NSC, KVP, etc. will not be accepted.

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 06 (six) months.

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 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 and also it's mandatory Service Engineer/ Technician must be visit within 02 (Two) hours of any working day after complaining.

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 dates of quotation and items of works as follows:-

N.I.Q No & Date : 04/ D.C. Hd. Qtr. Sub-Division/2023-24

- 1) Last Date & Time of receiving application: 03/05/2023 up to 16.00 Hrs.**
- 2) Last Date & Time of issuing quotation paper: 04/05/2023 up to 16.00 Hrs.**
- 3) Last Date & Time of receiving quotation: 10/05/2023 up to 16.00 Hrs.**
- 4) Date & Time of opening quotation: On & after 16.30 Hrs of 10/05/2023.**

Place of dropping of quotation Documents: **Office of the Sub-Divisional Officer, Damodar canal Head Quarter Sub-Division, Kanainatsal, Burdwan.**

Quotation Accepting Authority : **Superintending Engineer, Damodar Irrigation circle, Kanainatsal, Burdwan.**

Sl No	Description of items	Quantity	Unit	Rate	Amount (Rs.)
1	Phenyl	102	bottle		
2	Bleaching powder	185	Pkts.		
3	Naphthalene	195	Pkts.		
4	Coconut Broom	51	nos.		
5	Fuljharu	30	nos.		
6	Muric Acid	60	nos.		
7	Harpic (500 ml)	42	bottle		
8	Harpic (250 ml)	42	bottle		
9	Good night oil	50	nos.		
10	Hand wash	27	nos.		
11	Battery	25	box		
12	Carbolic Acid	92	nos.		
13	Detol soap	40	nos.		
14	Attendance Register	10	No		
15	Carbon Paper	10	No		
16	Whitener	10	No		
17	Page Marker	10	No		
18	Highliter	10	No		
19	Pen(Black or Blue)	40	No		
20	Pencil	10	No		
21	Threat Ball	10	No		
22	Ereser	10	No		
23	Steppler & Pin	30	No		
24	Duster	10	No		
25	Cover File	10	No		
26	Water Bottle	10	No		
27	A4 Paper	30	Rim		
28	Legal Paper	20	Rim		
29	Glass	10	No		
30	Harrican	6	No		
31	White Paper	30	Qure		
32	Tag	30	No		
33	Gum	10	No		
34	Register of letter Issued	10	No		
35	Register No- XII	10	No		
36	Calculator	5	No		
37	Stamp Pad	5	No		
38	Lock-Key	10	No		
39	Gala	10	No		
40	Brown Cover	10	No		
41	Torch	6	No		
	Total =Rs				

Memo No. - 371 (15)

Dated: - 24.04.2023

Copy forwarded for information and circulation to:-

- 1 Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Burdwan
- 2 Executive Engineer- I, 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, Burdwan

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**Sub-Divisional Officer
Damodar Canal Head Qtr. Sub-Division
Kanainatsal, Burdwan**