



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

**Notice inviting Quotation No. 05 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. Hd. Qtr. Sub-division, Alomganj and Pursa Section to run the office and sites smoothly for a period of 1 year i.e from May 2023 to april 2024, under 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 12 (Twelve) 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 : 05/ 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	Description of items	Quantity	Unit	Rate	Amount (Rs.)
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1	Bleaching powder	120	Pkts.		
2	Coconut Broom	32	nos.		
3	Fuljharu	32	nos.		
4	Good night oil	18	nos.		
5	Detol soap	4	nos.		
6	Gauge Register (No-XX)	7	nos.		
7	Attendance Register	9	nos.		
8	Carbon Paper	3	Box		
9	Whitener	9	nos.		
10	Page Marker	12	nos.		
11	Highlighter	4	nos.		
12	Pen (Black or Blue)	80	nos.		
13	Pencil	10	nos.		
14	Threat Ball	16	nos.		
15	Carbolic Acid	120	Bottle		
16	Phynile	120	Bottle		
17	Eraser	6	nois		
18	Stepler & Pin	7	nos.		
19	Scale (Steel)	6	nos.		
20	Duster	44	nos.		
21	Cover File	90	nos.		
22	Battery	22	Box		
23	Pencil Battery	12	Nos		
24	Water Bottle	12	nos.		
25	A4 Paper	28	Rim		
26	Legal Paper	6	Rim		
27	Glass	1	dozone		
28	Harrican	3	nos.		
29	White Paper	11	Qure		
30	Tag	6	nos.		
31	Gum	10	Nos		
32	Register of letter Issued	1	Nos		
33	Register No- XII	6	Nos		
34	Calculator	1	Nos		
35	Stamp Pad	2	Nos		
36	Lock-Key 20 (Lever)	7	Nos		
37	Gala	2	Kg		
38	Brown Cover	20	Nos		
39	Torch	9	Nos		
	<b>Total Rs.</b>				

**Memo No. - 372 (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**

**Notice inviting Quotation No. 05 of D.C. Hd. Qtr. Sub-Division/2023-24**

Name of the work:- “Supplying the enlisted stationary materials for D.C. Division to run the office smoothly for a period of 1 year i.e from 1st May 2023 to 31th april 2024, under D.C.Hd.Qtr Sub-Division within D.C.Division. ”

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