



**Government Of West Bengal**  
**Irrigation & Waterways Directorate**  
**Office of The Sub-Divisional Officer, Seharabazar Irrigation Sub Division**  
**Seharabazar, Purba Bardhaman; Email ID: [sbisdiwdwb@gmail.com](mailto:sbisdiwdwb@gmail.com)**

*Memo No.: 137*

*Date :- 20/04/2023*

**Notice Inviting Quotation No: 01/SDO/SBISD of 2023-24**

Sealed Quotation in prescribed proforma are hereby invited by the Sub-Divisional Officer, Seharabazar Irrigation Sub- Division, Seharabazar, Purba Bardhaman for the work: “**Providing support service including supply of different office articles and stationary for smooth running of the Sub division office and section offices under Seharabazar Irrigation Sub Division for the calendar year 2023**”.

The prescribed proforma or the quotation document will be available at the office of The Sub-Divisional Officer, Seharabazar Irrigation Sub- Division, Seharabazar, Purba Bardhaman.

Before submitting quotation, the quotationers are to satisfy themselves of the terms & conditions, specification etc. and accordingly a certificate should also be furnished at the end of the Quotation that, “I/We hereby declare to abide by all the terms & condition, specification etc. as laid down in the notice.”

**Name of the Work: Providing support service including supply of different office articles and stationary for smooth running of the Sub division office and section offices under Seharabazar Irrigation Sub Division for the calendar year 2023.**

- 1) Last Date of receiving application : **27/04/2023 upto 16.00 Hrs.**
- 2) Last Date of issuing quotation paper : **28/04/2023 upto 16.00 Hrs.**
- 3) Last Date of receiving quotation : **02/05/2023 upto 14.00 Hrs.**
- 4) Date of opening quotation : **02/05/2023 After 14.30 Hrs.**

**Working Period – up to 31<sup>st</sup> December 2023**

The acceptance of quotation will fully lie on the Superintending Engineer, Damodar Irrigation Circle who reserves the right to reject any of the quotationer without assigning any reason.

The successful quotationer will have to execute a formal agreement in **W.B.F.No.- 2911** Within 7 (Seven) days from the date of receipt of the intimation of acceptance of his quotation. Copies of the forms and other documents will be supplied from the office of the **Sub- Divisional Officer, Seharabazar Irrigation Sub- Division, Seharabazar, Purba Bardhaman/ Executive Engineer-I, Damodar Canal Division, Court compound, Purba Bardhaman** free of cost.

Declaration by the Applicant to the effect that there is no other applications for quotation paper for work in this NIQ in which he/she/they has/ have common interests. Failure to produce any the above documents may be considered good and sufficient reason for non-issuance of quotation paper.

Quotation should be submitted for the work in sealed cover super scribing the name of the work on the envelope and addressed to the proper authority. Submission of quotation by Post is not allowed.

Any suppression/ misrepresentation of fact will automatically debar the applicant from participating in any Tender/ quotation under the Division/ Circle for at least 3 (Three) years from the date of detection, in addition to such other penal action as the Government may deem proper.

No quotation paper will be supplied by Post. No quotation paper will be issued after expiry of date and time mentioned in the notice.

The quotationers should quote their rate both in figures & in words on each item of work/ supply as per the NIQ.

All corrections are to be attested under the dated signature of the quotationer.

All the pages of the quotation paper and the documents (Submitted as quotation documents) including schedule must be signed by authorised representative on the body of the documents with date and seal.

The quotationers who will sign on behalf of a company or firm must produce the registered documents in support of his competency to enter into an Agreement on behalf of the Company or Firm under the Indian Partnership Act, failing which the quotation will not be considered.

Conditional quotation, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to summary rejection.

Any letter or other instrument submitted separately in modification of the sealed quotation may not be entertained.

The quotation Accepting Authority does not bind himself to accept the lowest quotation and reserves the right to reject any or all of the quotations received, without assigning any reason whatsoever to the intending quotationers.

The quotation will be opened, in presence of the participating quotationer or their duly authorized representatives, who may be present at the time of opening and who may also put their signatures in the quotation opening register.

The successful quotationers will have to deposit earnest money @ **2%** of the estimated amount at the time of executing formal agreement as per Govt. Rules in the form of Bank Draft (BD) / Bankers Cheque (BC) / Deposit Call Receipt (DCR) of any scheduled Commercial Bank in India approved by RBI & having a branch in West Bengal which is to be drawn in favour of **the Executive Engineer-I, Damodar Canal Division, payable at Purba Bardhaman.**

Anybody desirous of exemption from depositing Earnest Money, is to furnish, self attested copy of document exempting him from depositing Earnest Money before executing formal agreement (If applicable).

Necessary income taxes , P.Tax , documents are to be produced at the time of agreement.

No advance Payment to the selected agency will be made under any circumstances.

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 quotationers will have to, if so desired by the quotation accepting authority, submit his analysis to justify the rate quoted by him.

In the following cases a quotation may be unacceptable:

- a. Correction, alterations, additions, etc. if not attested by the quotationer.
- b. If the quotation paper is not properly filled in respect of the general description of the work, To verify the competency, capacity and financial stability of the intending quotationer (s), the quotation paper issuing Authority may demand production of any necessary document(s) as it may be deem necessary.
- c. Canvassing in connection with the quotation will be liable to rejection.
- d. Any quotation containing over writing is liable to be rejected.

Sd/-  
Sub Divisional Officer  
Seharabazar Irrigation Sub Division  
Seharabazar. Purba Bardhaman

**Memo. No.: 137/1 (18)**

**Date :- 20/04/2023**

Copy forwarded for information and wide circulation to the:-

- 1) Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Purba Bardhaman .
- 2) Executive Engineer-I, D.C. Division
- 3) Executive Engineer-II, D.C. Division
- 4) Executive Engineer, Hd. Works Division
- 5) Executive Engineer, L.D.I. Division
- 6) Executive Engineer, B.I. Division
- 7) Executive Engineer, R.B.I Division
- 8) DVC Study Cell for uploading in Departmental website.
- 9) District Information Officer, Purba Bardhaman.
- 10) Office Notice Board, Seharabazar (I) Sub-Division
- 11) Estimating Branch of D.C. Division
- 12) Accounts Branch of D.C. Division
- 13-18) Sub-Divisional Officer, D.C. No. I / III / D.C. H.Q /Edilpur (I) /Amarkan(I) /R.B.I. Sub Divn.

Sd/-  
Sub Divisional Officer  
Seharabazar Irrigation Sub Division  
Seharabazar, Purba Bardhaman

**LIST OF WORK FOR NIQ NO.- 01/SDO/SBISD of 2023-24**

Circulated vide this office memo no :- 137/I(18) dated :- 20/04/2023

- 1) Last Date of receiving application : 27/04/2023 upto 16.00 Hrs.  
 2) Last Date of issuing quotation paper : 28/04/2023 upto 16.00 Hrs.  
 3) Last Date of receiving quotation : 02/05/2023 upto 14.00 Hrs.,  
 4) Date of opening quotation : 02/05/2023 After 14.30 Hrs.,

LIST OF SUPPORT SERVICE MATERIALS					
SI No.	Description of materials	Quantity	Unit	Unit Rate (inclusive of all taxes)	Amount
1	A-4 size Paper (75 GSM) Copy Power	36	Rim		
2	Legal size Paper (75 GSM) Copy Power	5	Rim		
3	Foolscap Paper (White)	2	Rim		
4	File cover + Flap	36	Piece		
5	Transparent Report File	72	Piece		
6	Cover File	24	Piece		
7	Channel File	48	Piece		
8	Ball pen -blue	80	Piece		
9	ball pen -black	40	Piece		
10	ball pen -Red	20	Piece		
11	Fevi Stick (big )	8	Piece		
12	Thread Ball (Cotton)	12	Piece		
13	Binder Clip ( 25 mm)	24	Piece		
14	Binder Clip ( 41 mm)	12	Piece		
15	Tag (Bundle of 50 nos. of 11" tag)	5	Bundle		
16	Duster (450x450 mm)	24	Piece		
17	Attendance Register	5	Piece		
18	Peon Book (8 No)	2	Piece		
19	Staplar (10 no.)	5	Piece		
20	Staplar Pin (10 no.)	3	Box		
21	Staplar Pin (24/6)	2	Box		
22	Cello Water Bottle (1000 ml)	12	Piece		
23	Cello tape (Big)	4	Piece		
24	Register 10 no.	6	Piece		
25	Register 8 no.	8	Piece		
26	Register 6 no.	8	Piece		
27	Note Book ( Class mate, 24 cm x 18 cm White 96 page pack of 12)	3	Packet		
28	Premium Note Book 14 cm x 21.60 cm 160 page	8	Piece		
29	Pencil (Apsara Platinum Extra Dark pack of 10)	3	Packet		
30	Eraser (Apsara non dust pack of 20)	1	Packet		
31	Pencil Sharpener (Apsara long point pack of 20)	1	Packet		
32	Marker pen	4	Piece		
33	Hi-lighter	4	Piece		
34	Whitener	4	Piece		
35	Page marker (Sticky Note 3"x3")	170	Piece		
36	Fiberglass Tape 30 mtr. (freemans )	5	Piece		
37	Steel Tape 5 mtr. (freemans )	5	Piece		
38	Stamp pad ( big )	12	Piece		

39	Stamp pad ( small )	12	Piece		
40	Gems clip (Box of 200 piece of Kesetko paper clip)	4	Box		
41	Key Bag	6	Piece		
42	Blank DVD disk	24	Piece		
43	Scale 12" (Plastic)	6	Piece		
44	Single Puncher (Kangaro Paper Punch)	2	Piece		
45	Chair Towel	5	Piece		
46	Wall Clock (Ajanta quartz)	2	Piece		
47	Lock (Godrej/Plam/Link 35 mm)	2	Piece		
48	Good night Machine	5	Piece		
49	Good night oil	12	Piece		
50	Bucket (10 lit plastic Dustbin)	6	Piece		
51	Plastic dustbin 40 lit (Cello/Nilkamal)	1	Piece		
52	Bleaching (500 gm)	6	Packet		
53	Surgical face mask (Black, Pack of 50)	12	Packet		
54	Cloth face Mask good quality	114	Piece		
55	Naphthalene ( 250 gm packet)	10	Packet		
56	Odonil (100 gm packet)	10	Packet		
57	Herpic (500 ml Bottle)	8	Piece		
58	Nymile (1000 ml Bottle)	8	Piece		
59	Dettol Hand wash (250 ml Bottle)	8	Piece		
				<b>Total:</b>	

Sd/-  
Sub Divisional Officer  
Seharabazar Irrigation Sub Division  
Seharabazar. Purba Bardhaman

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**Declaration by the Applicant**

**As per clause 1.c of standard Form for Notice Inviting Quotation for Public Works**

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I/We do hereby declared that there is no other application for quotation paper for work in this NIQ ( **NIQ No. 01/SDO/SBISD of 2023-24**) in which I/We have common interests.

**(Signature of the Quotationer)**

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**PRESCRIBED PROFORMA TO BE FILLED BY THE QUOTATIONER**

**NIQ NO.- 01/SDO/SBISD of 2023-24**

1. Name of the Quotationer:

2. Address :

3. Phone No. :

4. E-mail ID :

5. PAN No. :

6. GST NO:

7. Bank A/C Details :

I/We hereby declare to abide by all the terms & condition, specification etc. as laid down in the notice.

Signature of the Quotationer



**Government of West Bengal**  
**Irrigation & Waterways Directorate**  
**Office of The Sub-Divisional Officer, Seharabazar Irrigation Sub Division**  
**Seharabazar, Purba Bardhaman; Email ID: sbisdiwdwb@gmail.com**

**NOTICE INVITING QUOTATION NO. 01/SDO/SBISD of 2023-24**

<b>LIST OF SUPPORT SERVICE MATERIALS</b>					
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Sub Divisional Officer  
Seharabazar Irrigation Sub Division  
Seharabazar, Purba Bardhaman