



**GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUB-DIVISIONAL OFFICER
DAMODAR CANAL NO-I SUB-DIVISION
COURT COMPOUND, PURBA BURDWAN**

Notice inviting Quotation No. 02 of D.C. No-I 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. No-I Sub-division along with six (06) nos section to run the office and sites for irrigation smoothly for a period of six (06) month i.e from June-2023 to November-2023, under D.C. No-I 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 26/05/2023 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 : 02/ D.C. No-I Sub-Division/2023-24

- 1) Last Date & Time of receiving application: 22/05/2023 up to 16.00 Hrs.**
- 2) Last Date & Time of issuing quotation paper: 23/05/2023 up to 16.00 Hrs.**
- 3) Last Date & Time of receiving quotation: 26/05/2023 up to 16.00 Hrs.**
- 4) Date & Time of opening quotation: 26/05/2023 on & after 16.30 Hrs**

Place of dropping of quotation Documents: **Office of the Sub-Divisional Officer, Damodar canal No-I Sub-Division, Court Compound,Purba Burdwan.**

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

SI	Description of items	Quantity	Unit	Rate	Amount (Rs.)
1	Bleaching powder(Grade-I,500 gm)	100	Pkts.		
2	Coconut Broom	20	nos.		
3	Fuljharu	20	nos.		
4	Good night oil (All out extra)	6	nos.		
5	Detol soap (Medium size)	4	nos.		
6	Gauge Register (No-XX)	6	nos.		
7	Attendance Register	9	nos.		
8	Carbon Paper (Small)	6	Box		
9	Carbon Paper (Big)	10	Box		
10	Whitener (Faber castell)	5	nos.		
11	Page Marker	10	nos.		
12	Highlighter (Faber castell)	4	nos.		
13	Pen (Black or Blue ,use & throw) (Win)	150	nos.		
14	Pencil (HB)	10	nos.		
15	Threat Ball	16	nos.		
16	Carbolic Acid	70	Bottle		
17	Phynile (500 ml white) (Nimyle)	15	Bottle		
18	Eraser (Apsara)	6	nois		
19	Stepler Small (HD-10) (Kangaroo)	7	nos.		
20	Scale (Steel) (1 feet)	6	nos.		
21	Duster	30	nos.		
22	Cover File	100	nos.		
23	Battery (Eveready 950)	18	Box		
24	Pencil Battery (Nippo)	6	Nos		
25	Water Bottle (Milton) (Plastic,1Litre)	14	nos.		
26	A4 Paper (70GSM) (J.K.Max/J.K.Copier)	60	Rim		
27	Legal Paper (75 GSM) (J.K.Max/J.K.Copier)	10	Rim		
28	Glass	1	dozone		
29	Stepler Pin (Small)	20	Box		
30	White Paper	5	Quire		
31	Tag	6	nos.		
32	Gum (Faber castell) (9 gm)	15	Nos		
33	Register of letter Issued	2	Nos		
34	Register No- XII	6	Nos		
35	Calculator (Casio) (Normal)	1	Nos		
36	Stamp Pad small (Faber castell)	4	Nos		
37	Big Stepler (Kangaroo HP-45)	6	Nos		
38	Big Stepler Pin	6	Box		
39	Gala	2	Kg		
40	Flat File	60	Nos		
41	Channel File	250	Nos		
42	Hand Wash (Dettol)	4	Nos		
43	Hand Sanitizer (100 ml) (Dettol)	4	Nos		
44	Grease (Waxpol)	35	Kg		
45	Mobil (Servo)	35	Ltr		
46	Paper Weight	6	Nos		
47	Brown Envelope (Big with lamination)	100	Nos		
48	Brown Envelope (Small with lamination)	100	Nos		
49	Herpic (1 Ltr)	25	Nos		
50	Toilet cleaner Brush	20	Nos		
51	Self inking stamp (Computerised print) (Sun Stamper Flash-3)	7	Nos		
52	Mosquito coil (Good Knight)	18	Pkts.		
53	Petrol Diary	1000	Shett		
54	Plain File	50	Nos		
55	Torch (3 cell steel body)	6	Nos		
56	Water Bottle (Milton) (ThermoSteel body,1Litre)	6	Nos		
	Total Rs.				

Copy forwarded for information and circulation to:-

- 1 Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Purba 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 No-I Sub-Division.
- 10 Estimating Branch of D.C. Division.
- 11 Accounts Branch of D.C. Division.
- 12 Sub-Divisional Officer, Hd. Qtr / III / Edilpur (I) / Katwa (I).

Sd/-
Sub-Divisional Officer
Damodar Canal No-I Sub-Division
Court Compound,Purba Burdwan.

**Declaration by the Applicant as per clause 1.c of standard Form for Notice
Inviting Quotation for Public Works**

I/We do hereby declared that there is no other application for quotation paper for work in this NIQ (NIQ No. 02 of D.C. No-I Sub-Division/2023-24) in which I/We have common interests.

(Signature of contractor with seal)

Quotation Paper

Issued to:-

Notice inviting Quotation No. 02 of D.C. No-I Sub-Division/2023-24

Name of the work:- “Supplying the enlisted stationary materials for D.C. No-I Sub-division along with six (06) nos section to run the office and sites for irrigation smoothly for a period of six (06) month i.e from June-2023 to November-2023, under D.C. No-I Sub-Division within D.C.Division ”

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