



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

EXPRESSION OF INTEREST

E.O.I. No- 02/WBIW/D.C. Hd. Qtr. Sub-Division/2025-26 , dt. 25.09.2025

Memo No.1024

Date: 25.09.2025

Sealed quotations for the work **Collection of rate for “Supply of essential materials required for Up keeping and Caretaking of Kanainatsal Inspection Bungalow and its premises, Chief Engineer (West) office, Damodar Irrigation Circle, Damodar Canal Division, D.C Hd Qtr Sub-Division & its section office under I & W Directorate, Govt. of West Bengal excluding GST but including other charges complete”** as per Annexed proforma invited by the SDO , D.C.Hd. Qtr. Sub-Division as instructed by higher authority from reliable resourceful Bonafide agencies/outside. Intending quotationers shall have prescribed forms, notice & other particulars for the above works from the office of the undersigned as per the following schedule.

Sl.No.	Particulars	Date	Time
1.	Last date & time for submission of prayer for issue of quotation paper	08.10.2025	Up to 14.00Hrs.
2.	Date of issue of quotation papers	09.10.2025	From 14.00 Hrs to 17.00 Hrs.
3.	Last date of receiving quotation papers	14.10.2025	Up to 15.00 Hrs.
4.	Date and time for opening quotation	14.10.2025	At 15:30 Hrs.

Terms and Conditions:

1. All quotationers will submit their quotations in printed schedule attached.
2. The intending quotationer must quote the rate clearly both in words & figures.
3. Intending quotationers should apply for quotation papers in their respective letter heads enclosing self attested copies of the documents.
4. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.
5. The rate should be excluding GST but including other charges complete.
6. Any material not up to standard quality & satisfaction shall be replaced.
7. The quotationer may remain present at the time of the opening of the quotation.
8. The quotationers are requested to submit all the requisite documents such as **Valid 15 digit Good & Service Tax Payer Identification Number (GSTIN)**, Trade Licence, PAN, PTPC Etc. at the time of submission of the application.
9. The rates are collected for the preparation of estimate only.
10. No conditional Offer/Proposal shall be accepted and deemed as informal.

Note: Proforma for quoting rates.

Sd-

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

Copy submitted for information and circulation to:-

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

Sd-

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



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

PROFORMA FOR QUOTING RATE

E.O.I. No- 02/WBIW/D.C.Hd.Qtr.Sub-Division/2025-26

Sl. No.	Description of Item	Qty.	Unit	Amount per unit in Rs. Excluding GST & Cess) (Figures)	Amount per unit in Rs. (Excluding GST & Cess) (words)
1	Supply of Phenyl (1000 ml) as per direction of the E.I.C.	1	each		
2	Supply of Herpic (1000 ml) as per direction of the E.I.C.	1	each		
3	Supply of Good night Machine as per direction of the E.I.C.	1	each		
4	Supply of Good night oil as per direction of the E.I.C.	1	each		
5	Supply of Vim bar soap (500 gm) as per direction of the E.I.C.	1	each		

6	Supply of Ful Jharu as per direction of the E.I.C.	1	each		
7	Supply of Coconut broom as per direction of the E.I.C.	1	each		
8	Supply of Bleaching as per direction of the E.I.C. (500 gm)	1	each		
9	Supply of Chun (10 kg.) as per direction of the E.I.C.	1	each		
10	Supply of Sun light dust (500 gm.) as per direction of the E.I.C.	1	each		
11	Supply of Soap (small) as per direction of the E.I.C. Make: Dettol/Pears/Medimix	1	each		
12	Supply of Hand wash as per direction of the E.I.C. (200 ml) Make:Dettol/Savlon	1	each		
13	Supply of Odonil Sachet as per direction of the E.I.C.	1	each		

14	Supply of Dettol (5 lit) as per direction of the E.I.C.	1	each		
15	Supply of Battery 1050 as per direction of the E.I.C.	1	each		
16	Supply of Naphthalene as per direction of the E.I.C.	1	each		
17	Supply of Lock (ordinary , Medium size) as per direction of the E.I.C.	1	each		
18	Supply of Lock (Link or Godrej) as per direction of the E.I.C.	1	each		
19	Supply of Borocil drinking glass as per direction of the E.I.C. (350 ml)	1	each		
20	Supply of Scotch brite as per direction of the E.I.C.	1	each		

21	Supply of Room freshener as per direction of the E.I.C. Make: Godrej/Ambi pure	1	each		
22	Supply of Vimber gel (500 ml) as per direction of the E.I.C.	1	each		
23	Supply of Cloth duster (big size) as per direction of the E.I.C.	1	each		
24	Supply of Oxalic acid (500 ml) as per direction of the E.I.C.	1	each		
25	Supply of Colin as per direction of the E.I.C. (250 ml)	1	each		
26	Supply of Bib cock as per direction of the E.I.C.	1	each		
27	Supply of Carbolic Acid as per direction of the E.I.C. (100 gm)	1	each		
28	Supply of Mug as per direction of the E.I.C.	1	each		

29	Supply of Bucket as per direction of the E.I.C. Volume = 18 litre	1	each		
30	Supply of Black hit (big size) as per direction of the E.I.C.	1	each		
31	Supply of A4 page(70 GSM) as per direction of the E.I.C.	1	each		
32	Supply of Scale (length 600 mm) as per direction of the E.I.C.	1	each		
33	Supply of Legal page(70 GSM) as per direction of the E.I.C.	1	each		
34	Supply of Channel file as per direction of the E.I.C.	1	each		

35	Supply of Stapler (10) as per direction of the E.I.C.	1	each		
36	Supply of Stapler (Big) as per direction of the E.I.C.	1	each		
37	Supply of Flapper as per direction of the E.I.C.	1	each		
38	Supply of Gems Clip as per direction of the E.I.C.	1	each		
39	Supply of Steel tape (5 m) as per direction of the E.I.C.	1	each		
40	Supply of Measurement tape (30 m) as per direction of the E.I.C.	1	each		
41	Supply of Wall Clock as per direction of the E.I.C.	1	each		
42	Supply of Double Bed Cover (White) as per direction of the E.I.C. Make: Bombay Dyeing/Raymond/Monte Carlo	1	each		

43	Supply of Single Bed Cover (White) as per direction of the E.I.C. Make: Bombay Dyeing/Raymond/Monte Carlo	1	each		
44	Supply of Pillow Cover as per direction of the E.I.C. Make: Bombay Dyeing/Raymond/Monte Carlo	1	each		
45	Supply of Attendance Register as per direction of the E.I.C.	1	each		
46	Supply of Normal Register as per direction of the E.I.C.	1	each		
47	Supply of Toilet Paper as per direction of the E.I.C.	1	each		
48	Supply of Medium Towel as per direction of the E.I.C. Make: Bombay Dyeing/Raymond/Monte Carlo	1	each		
49	Supply of Big Towel (Blue Colour)as per direction of the E.I.C. Make: Bombay Dyeing/Raymond/Monte Carlo	1	each		
50	Supply of Table Spoon as per direction of the E.I.C.	1	each		
51	Supply of Ash tray (Glass Material) as per direction of the E.I.C.	1	each		

52	Supply of Pen use & throw (Blue) as per direction of the E.I.C.	1	each		
53	Supply of 4 Folder File as per direction of the E.I.C.	1	each		
54	Supply of Binder Clip as per direction of the E.I.C.	1	each		
55	Supply of Water Bottle as per direction of the E.I.C. (1 Litre)	1	each		
56	Supply of Cartridge HP 88A (Comfort) as per direction of the E.I.C.	1	each		
57	Supply of Cartridge HP 12A (Comfort) as per direction of the E.I.C.	1	each		
58	Supply of Canon 2010 Ink (BK, C, M, Y) (Comfort) as per direction of the E.I.C.	1	each		
59	Supply of Floor Wiper as per direction of the E.I.C.	1	each		
60	Supply of Window Curtain as per direction of the E.I.C.	1	each		

61	Supply of Flower Vessels as per direction of the E.I.C.	1	each		
62	Providing and making A4 size colour Xerox on 70 GSM paper as per the direction of the E.I.C	1	page		
63	Providing and making A4 size Black & White Xerox on 70 GSM paper as per the direction of the E.I.C	1	page		
64	Providing and making Legal size colour Xerox on 70 GSM paper as per the direction of the E.I.C	1	page		
65	Providing and making Legal size Black & White Xerox on 70 GSM paper as per the direction of the E.I.C	1	page		
66	Providing and making A3 Drawing Colour print on 120-160 GSM paper as per the direction of the E.I.C	1	each		
67	Providing and making A3 Drawing Black & White print on 120-160 GSM paper as per the direction of the E.I.C	1	each		
68	Providing and making A2 Drawing Colour print on 120-160 GSM paper as per the direction of the E.I.C	1	each		
69	Providing and making A2 Drawing Black & White print on 120-160 GSM paper as per the direction of the E.I.C	1	each		
70	Providing and making A1 Drawing Colour print on 120-160 GSM paper as per the direction of the E.I.C	1	each		

71	Providing and making A1 Drawing Black & White print on 120-160 GSM paper as per the direction of the E.I.C	1	each		
72	Providing and making A0 Drawing Colour print on 120-160 GSM paper as per the direction of the E.I.C	1	each		
73	Providing and making A0 Drawing Black & White print on 120-160 GSM paper as per the direction of the E.I.C	1	each		
74	Providing and making Spiral binding for Scheme Booklet as per the direction of the E.I.C	1	each		
75	Supply of Pillow as per direction of the E.I.C. Make: Bombay Dyeing/Sleepwell/Kurlon	1	each		
76	Supply of Single Blanket as per direction of the E.I.C. Make: Bombay Dyeing/Raymond/Monte Carlo	1	each		
77	Supply of Double Blanket as per direction of the E.I.C. Make: Bombay Dyeing/Raymond/Monte Carlo	1	each		
78	Supply of Saucer cup set (Six) as per direction of the E.I.C. Make: Borosil/ Milton/Cello	1	each		
79	Supply of 1200 watt Electric Induction as per direction of the E.I.C. Make: Prestige/Piegon/Philips	1	each		

80	Supply of Mixer grinder (750 watt) as per direction of the E.I.C. Make: Prestige//Philips /Crompton	1	each		
81	Supply of Dinner set (for 6) as per direction of the E.I.C. Make: Borosil/ Milton/Cello	1	each		
82	Supply of Thermos Steel bottles (1 litre) as per direction of the E.I.C. Make: Borosil/ Milton/Cello	1	each		
83	Supply of Cooking Pan as per direction of the E.I.C. Make: Prestige/ Hawkins/Milton	1	each		
84	Supply of Cooking tawa as per direction of the E.I.C. Make: Prestige/ Hawkins/Milton	1	each		
85	Supply of Spatula (Khunti) as per direction of the E.I.C.	1	each		
86	Supply of Mosquito net (Single bed size) as per direction of the E.I.C.	1	each		
87	Supply of Mosquito net (Double bed size) as per direction of the E.I.C.	1	each		

88	Supply of Hayay Chappal as per direction of the E.I.C. Make: Bata/Khadim	1	each		
89	Supply of Knief set with stand as per direction of the E.I.C.	1	each		
90	Supply of Bathroom Rubber, mat 8" x 8" (Rectangular), Colour Green/Blue) as per direction of E.I.C.	1	Roll		
91	Supply of Tissue paper as per direction of E.I.C. Make: Tshot/Soft touch	1	each		
92	Supply of Dust bin (Steel) as per direction of E.I.C.	1	each		
93	Supply of Wet tissue paper (big) as per direction of E.I.C. Make: Generic/Uzana	1	each		
94	Supply of Wet tissue paper (small) as per direction of E.I.C. Make: Generic/Uzana	1	each		
95	Supply of Sanitizer (Liquid) as per Direction of E.I.C. Make: Savlon/Dettol/Lifebuoy	1	each		

96	Supply of Sanitizer (Spray) as per direction of E.I.C. Make: Savlon/Dettol/Lifebuoy	1	each		
97	Supply of Here care oil as per direction of E.I.C. Make: Bajaj Almond /Parachute/Amla	1	each		
98	Supply of Comb as per direction of E.I.C. Make: VEGA/GUBB	1	each		
99	Supply of Toothbrush as per direction of E.I.C. Make: Colgate/Oral-B/Sensodyne	1	each		
100	Supply of Toothpaste as per direction of E.I.C. Make: Colgate/Dabour Red/Sensodyne	1	each		
101	Supply of Shampoo as per direction of E.I.C. Make: Dove/Clinic Plus/Pantene	1	each		
102	Supply of Winter body cream as per direction of E.I.C. Make: Borolin/Boroplus/Vaseline/Nivea	1	each		
103	Supply of Body oil as per direction of E.I.C. Make: Jac Olivol/Keya Seth	1	each		

104	Supply of Powder as per direction of E.I.C. Make: Pond'S/Nycil	1	each		
105	Supply of Soap case as per direction of E.I.C.	1	each		
106	Supply of Shaving Kit as per direction of E.I.C. Make: Park Avenue/Bombay Shaving/Gillete	1	each		
107	Supply of Pen Drive (32 GB) as per direction of E.I.C. Make: Hp/SanDisk	1	each		
108	Supply of Pen Drive (64 GB) as per direction of E.I.C. Make: Hp/SanDisk	1	each		
109	Supply of Pen Drive (128 GB) as per direction of E.I.C. Make: Hp/SanDisk	1	each		
110	Supply of Pen Drive (256 GB) as per direction of E.I.C. Make: Hp/SanDisk	1	each		
111	Supply of Key Board as per direction of E.I.C. Make: Logitech/Hp	1	each		
112	Supply of Mouse as per direction of E.I.C. Make: Logitech/Hp	1	each		

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