



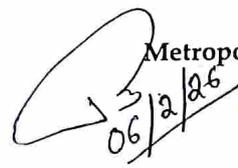
GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
OFFICE OF THE SUB DIVISIONAL OFFICER
METROPOLITAN HEAD QUARTERS SUB DIVISION
JALASAMPAD BHAWAN (5TH Floor)
SALT LAKE CITY
KOLKATA-700091.

Notice Inviting Quotation No. :- SDO/MIQSD/06/2025-26.

1. Sealed quotation in the printed schedule of works is hereby invited by the undersigned from the bonafide reliable and resourceful Contractors having sufficient experience in execution of similar type of works as per detailed herein under. The work stated below on the following terms and conditions.
2. 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.
3. Detailed information for the work may be seen by the intending quotationers or by their duly authorized representatives during office hours **between 11.00 A.M and 4.00 P.M on every working day, till 12/02/2026** in the office of the Sub Divisional Officer, Metropolitan Head Quarters Sub Division.
4. Intending quotationers should apply for quotation papers in their respective Letter Heads enclosing with self attested copies of the following documents, originals of which and other documents like Registered Partnership (for Partnership Firms) etc. are to be produced on demand, as well as during interview (if any).
 - a. G.S.T. Registration, P.T. Clearance certificate and I.T PAN valid up to the date of opening of the quotation. Application for such clearance addressed to the competent authority, subject to production of authenticated receipt, may also be considered.
 - b. Completion Certificate/Payment Certificate (S) for similar work, as desired by the quotation paper issuing authority. (See additional Terms & Condition)
 - c. Declaration by the Applicant to the effect that there is no other application for quotation Paper for work in this NIQ in which he/she/they has/have common interests. Failure to produce any of the above documents may be considered good and sufficient reason for non-issuance of quotation paper.
5. Any suppression/misrepresentation of fact will automatically debar the applicant from participating in any Tender/ quotation under the Sub Division/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.
6. No quotation Paper will be supplied by Post.
7. No quotation paper will be issued after expiry of date and time mentioned in the notice.
8. The quotationer should quote their rate both in figures & in words on each item of work/supply as per the NIQ.
9. All corrections are to be attested under the dated signature of the quotationer.
10. The quotationers who will sign on behalf of a company or Firm, must produce the registered documents [within 2(two) days from the date of opening the quotation]] in support of his competency to enter into an Agreement on behalf of the Company or the Firm under the Indian Partnership Act, failing which the quotation will not be considered.
11. Conditional quotation is liable to summary rejection.
12. Any letter or other instrument submitted separately in modification of the sealed quotation may not be entertained.
13. 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 and also reserves the right to distribute the work amongst more than one quotationer.
14. G.S.T., Royalty (If applicable) and all other Statutory tax/ levy/ cess will have to borne by the intending quotationers and they are requested to quote their rates accordingly.
15. 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.

16. The successful quotationers will have to execute a formal agreement in W.B.F. No.- 2911(ii)/2908 for original & duplicate copies. Which will have to be obtained by cash payment in the office of the Sub Divisional Officer, Metropolitan Head Quarters Sub Division within 7(Seven) days from the date of receipt of the intimation of acceptance of his quotation.
17. The successful quotationers will have to deposit earnest money @ 2% of the estimated amount at the time of executing formal agreement as per G.O No. 03-W dated 18/01/2011.
18. The successful quotationers will have to abide by the provisions of the West Bengal Contract Labour (Regulation and Abolition) Rules, 1972 and such other Acts as may be applicable, as will be in force from time to time.
19. **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 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.

N.B.:- SI No 16 & 17 are not applicable in this NIQ.


06/2/26
Sub Divisional Officer
Metropolitan Head Quarters Sub Division

Declaration by the Applicant as per clause no. 4.c. of standard Form for
Notice Inviting Quotation for Public Works.

.....

I/We do hereby declare that there is no other application for quotation paper for work in this NIQ (SDO/MHQSD/06/2025-26. SL. No. _____) in which I/We have common interests.

(Signature of Contractor with Seal)

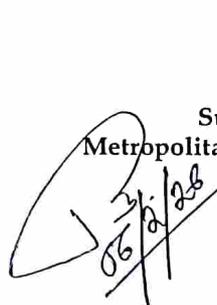
LIST OF WORKS

1. N.I.Q. No. & Date : SDC/MIHQSD/06/2025-26, dt. 06/02/2026.
2. Last Date of Application : 13/02/2026 till 2.30 PM.
3. Date of issue of quotation Documents : 13/02/2026 from 3.00 PM.
4. Date of dropping of quotation Documents : 17/02/2026 till 2.30 PM.
5. Place of dropping of quotation Documents : Office of the Sub Divisional Officer
Metropolitan Head Quarters Sub Division
Jalasampad Bhawan, (5th floor), Kolkata-700091.
6. Date & time of opening quotation : 17/02/2026 at 3.30 PM.
7. Quotation Accepting Authority : Superintending Engineer, M.D.Circle.

Name of the work: - Supply of stationary articles for different authorities of I & W D as per requisition.
Time allowed:- Upto 31/03/2027.

Sl. No.	Items	Unit	Time allowed	Eligibility of quotationers
1.	Stationary articles	Each	Upto 31/03/2027	Similar type of work

Enco: Detailed schedule


Sub Divisional Officer
Metropolitan Head Quarters Sub Division

Memo No: - 53 (8) / 1T-3

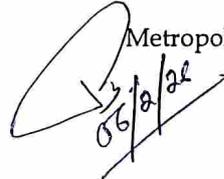
Dated: - 06/02/2026

Copy forwarded for information & having displayed in Notice Board.

1. The Superintending Engineer, Metropolitan Drainage Circle.
2. The Executive Engineer, Metropolitan Drainage Division No-I.
3. The Executive Engineer, Calcutta Drainage outfall Division, Jalsampad Bhawan.
4. The Executive Engineer, Metropolitan Drainage Division No. - II, Jalsampad Bhawan.
5. Sub Divisional Officer-I, Calcutta Drainage Outfall Division, Jalsampad Bhawan.
6. Accounts Branch / MDD-I.
7. Estimating Section / MDD-I.
8. Notice Board / Metropolitan Head Quarter Sub-Division.


Sub Divisional Officer

Metropolitan Head Quarters Sub Division


06/02/26

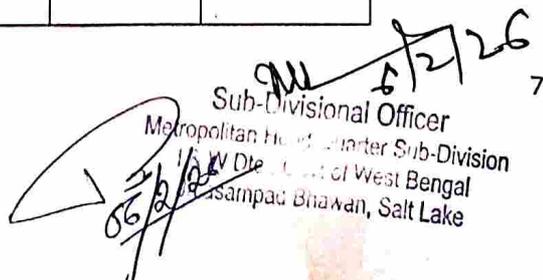
Schedule for the work: - Supply of stationary articles for different authorities of I & W D as per requisition.

Time allowed:-upto 31/03/2027

Sl. No.	Description of item	Unit	Rate (Rs)
1.	Writing pad (paper craft/Built or similar)		
	i Big(A4 Size)	Each Pc	
	ii Medium(A5Size)	Each Pc	
	iii Small (A6 Size)	Each Pc	
2.	Spiral Pad with polythene cover		
	i Big	Each Pc	
	ii Medium	Each Pc	
3.	Pin (Boxes)	Each Box	
4.	James clip	Each Pkt	
5.	Drinking Water Glass (Crystal made 250 ml of 6 Pieces box)	Each Box	
6.	Correction Pen	Each Pc	
7.	Eraser (20 pieces Box)	Each Box	
8.	Peon Book	Each Pc	
9.	Electric Kettle	Each Pc	
10.	Pen		
	i Ordinary Ball point Pen	Each Pc	
	ii Gel Pen Ordinary	Each Pc	
	iii Pen Premium Quality	Each Pc	
11.	Dak file (Legal & Rexene finish)	Each Pc	
12.	Stapler		
	i Big size (26/6 - 24/6)	Each Pc	
	ii Small size (10E)	Each Pc	
	iii Jumbo size 26/6-24/6	Each Pc	

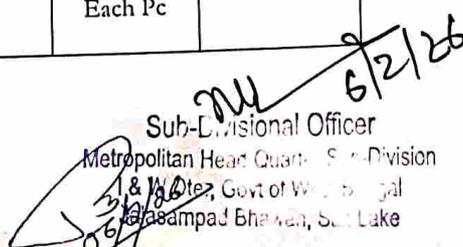
Sub-Divisional Officer
Metropolitan Head Quarter Sub-Division
18/11/26
Sampad Bhawan, Salt Lake

13.		Pin of Stapler		
	i	Big (24/6 or 26/6)	Each Pkt	
	ii	Small (10E)	Each Pkt	
14.		Cover file (Legal Size card board Finish)	Each Pc	
15.		Refill		
	i	Ball Point Ordinary	Each Pc	
	ii	Gel Pen (Blue/Black/Red/Green)	Each Pc	
16.		Paper weight		
	i	Glass	Each Pc	
	ii	Plastic	Each Pc	
17.		Duster	Each Pc	
18.		Stamp pad	Each Pc	
19.		Stamp ink	Each Bottle	
20.		Battery		
	i	AA/AAA (ordinary)	Each Pc	
	ii	Alkaline AA	Each Pc	
	iii	Alkaline AAA	Each Pc	
21.		Glue stick (15 Gm) (Fevistic/Fabre Castle)	Each Pc	
22.		Rubber band	Each Pkt	
23.		Binder clip	Each Box	
24.		Double Gum Tape	Each Pc	
25.		Cello tape /Adhesive tape		
	i	Big (2")	Each Pc	
	ii	Small(¼")	Each Pc	
26.		Register		
	i	Big (24 No)	Each Pc	
	ii	Small (10 N0)	Each Pc	



 Sub-Divisional Officer
 Metropolitan Head Quarter Sub-Division
 West District of West Bengal
 Sasampad Bhawan, Salt Lake

	iii	Special type (Customized)	Each Pc	
27.		Liquid Soap (100 ml bottle)	Each Pc	
28.		Scale 12" (Plastic)	Each Pc	
29.		Copier/Printer paper of 75 GSM		
	i	A-4	Each Ream	
	ii	A-3	Each Ream	
	iii	F/S	Each Ream	
30.		Fevi quick (Cyanoacrylac Adhesive)	Each Pc	
31.		Wood pencil (10 pieces pkt)	Each Pkt	
32.		Rotring pencil (Steel made 0.5mm)	Each Pc	
33.		Pencil Sharpener (Faber Castel Type)	Each Pc	
34.		Permanent Marker Pen	Each Pc	
35.		White Board Marker (Magnetic)	Each Pc	
36.		Highlighter Pen	Each Pc	
37.		Alcohol based (Minimum 70%) Hand sanitizer		
	i)	250 ml bottle	Each container	
	ii)	500 ml bottle	Each container	
	iii)	5 Ltr jar	Each container	
38.		White Board Duster(Magnetic)	Each Pc	
39.		Room freshener (125 ml)	Each container	
40.		Car Perfume	Each Pc	
41.		Waste Paper Basket ((Fibre)	Each Pc	
42.		Mosquito repellent Machine (Good knight/All out)	Each Pc	
43.		Mosquito repellent Refill (Good knight/All out)	Each Pc	
44.		Lever File (PVC)	Each Pc	
45.		Spring File (PVC)	Each Pc	
46.		Clear Bag	Each Pc	
47.		Water Bottle (1000 ml)	Each Pc	



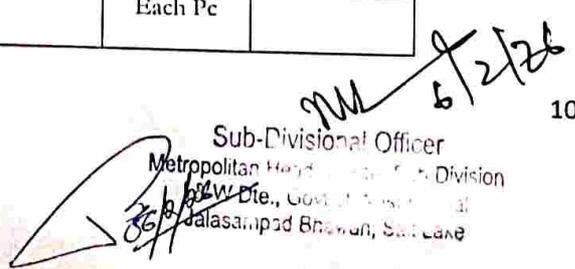
 Sub-Divisional Officer
 Metropolitan Head Quarter - South Division
 1 & 1/2 Floor, Govt of West Bengal
 Chhatrapati Jhawan, Salt Lake

48.		Fevicol (Tube)	Each Pc	
49.		Thread Ball(Big)	Each Pc	
50.		Mug (PVC)	Each Pc	
51.		Insect Repelling Spray (250 ml) (HIT / BEGON or Similar)	Each Pc	
52.		Envelope (White)((11"x5") containing 50 Pc	Each Pkt	
53.		Insured Envelope Cloth Envelope) Full Scape	Each Pc	
54.		Scissor (Medium Type)	Each Pc	
55.		Cup & Plate Set Good Quality (Bonchina/ 6 pc per Box)	Each Box	
56.		Sticky Notes	Each Pkt	
57.		Folder File & Flap (F/S Size)	Each Pc	
58.		Guard file (Big size ring)	Each Pc	
59.		Dak Despatch Register (Big)	Each Pc	
60.		Odonil (Big pkt)	Each Pkt	
61.		Tag (Bundle)	Each Bundle	
62.		Log Book (Minimum 200 Pages)	Each Pc	
63.		Stamp		
	ii	Polymer	Each Pc	
	iii	Self inking type	Each Pc	
64.		Sealing Wax containing 10 pc	Each Box	
65.		Candle (Medium)	Each Pc	
66.		Executive Bond paper	Each Pkt	
67.		P.P. Clear Folder (A-4)	Each Pc	
68.		Table top glass		
	i	Full Secretariat Table 8mm polished	Each Pc	
	ii	Executive Table 6mm polished	Each Pc	
	iii	Half secretariat Table 6mm polished	Each Pc	



 Sub-Divisional Officer ⁹
 Metropolitan Police Quarter Sub-Division
 J & W Division West Bengal
 Chhatrapati Bhawan, Salt Lake
 06/2/26

69.		Door mat		
	i	Coir mat (Jumbo) (7'x3'x2')	Each Pc	
	ii	Coir mat (Medium) (4'x3'x2')	Each Pc	
	iii	Small Mat Carpet/Cotton/coir)	Each Pc	
70.		Table Spoon (Box containing 10 pcs)	Each Box	
71.		Fork (10 pcs/Box)	Each box	
72.		Board Pin	Each box	
73.		Pen Drive 32GB	Each Pc	
74.		Towel (Bombay dyeing quality)		
	i	Jumbo (6'x3')	Each Pc	
	ii	Medium (4.5'x3')	Each Pc	
	iii	Small (3'x2.5')	Each Pc	
	iv	Hand Towel (2'x1.5')	Each Pc	
75.		Letterhead pad with emboss		
	i	(A4) size with Executive Bond paper of 100 pages min.	Each Pkt	
	ii	(A5) Medium size with Executive Bond paper of 100 pages min.	Each Pkt	
76.		Clear plastic cover presentation Display file Folder A4 size	Each Pc	
77.		Signature Pad Leather Finish	Each Pc	
78.		Knife	Each Pc	
79.		Pad Lock (7 lever)	Each Pc	
80.		Paper Napkin (Premium type)	Each Pkt	
81.		Container (PVC)	Each Pc	
82.		Photo paper (A-4 size, 180 GSM, Pkt of 20 sheets)	Each Pkt	
83.		Dining Tray (Melamine)		
	i	Big (2.5'x1.5')	Each Pc	
	ii	Medium (2'x1')	Each Pc	
84.		Flower boquet	Each Pc	
85.		Name Plate		
	i	Ordinary (12'x4")	Each Pc	
	ii	Brass (12'x4")	Each Pc	



 Sub-Divisional Officer

 Metropolitan Head Office, Sub-Division

 Jalasampad Bhawan, Salt Lake

86.		Arch File (PVC)	Each Pc	
87.		Wall Clock	Each Pc	
88.		Display Board/Tenure Board (customize) 4'x3'	Each Pc	
89.		White Board(customize Magnetic) 4'x3'	Each Pc	
90.		Hand wash (Soap/Liquid) (100 ml bottle)	Each Bottle	
91.		Dustbin (Jumbo) 50l swing type	Each Pc	
92.		Bucket 20 lit	Each Pc	
93.		Writing Board (Omega)	Each Pc	
94.		Table Felt (Customize)		
	i)	Full Secretariat Table	Each Pc	
	ii)	Executive Table	Each Pc	
	iii)	Half secretariat Table	Each Pc	
95.		Plate (Bonchina, Dinner)	Each Box	
96.		Flask		
	i	1Ltr (Eagle type) of steel	Each Pc	
	ii	2.2 Ltr (Jumbo) Eagle type) of steel	Each Pc	
97.		Printed Envelope (Pkt of 50 Pcs) (As per design)	Each Pkt	
98.		Pen Stand (Metal , Premium quality)	Each Pc	
99.		Visitors Slip (Pkt of 200 pc)	Each Pkt	
100.		Lead of Rotring/Clutch Pencil	Each Pc	
101.		Punching Machine		
	i	Single Punch	Each Pc	
	ii	Double Punch	Each Pc	
102.		Calling Bell wireless (Battery operated)	Each Pc	
103.		Channel File		
	i	Ordinary	Each Pc	
	ii	Special	Each Pc	



 Sub-Divisional Officer
 Metropolitan Health Officer Sub-Division
 W Dte, Calcutta West Bengal
 Asampad bhowan, Salt Lake

104.		Booklet		
	i)	a) A-4 size ordinary paper upto 128 pages paper back/ spiral binding including drawing sheets of size A0/A1/A2/A3 and colour print as per direction.	Each Pc	
		b) Extra for each additional 64 pages or part thereof on item 2 a.	Each Pc	
105.		Mask : Surgical mask (3 Ply)	Each Pc	
106.		Photo with frame	Each Pc	
107.		Printed file	Each Pc	



 MW 6/2/26
 Sub Divisional Officer
 Metropolitan Head Quarters Sub Division