

**GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DEPARTMENT
JALASAMPAD BHAWAN, SALT LAKE-91**

No:598-IW-11011(44)/3/2025

Dated:20.02.2026

NOTICE INVITING QUOTATION

The undersigned is directed to invite all the willing government approved wholesale consumers' Co-Operative Societies to quote the rate of stationary articles, grocery, sanitary and other materials for supply of the same on request, to this office for the period from 1st April, 2026 to 31st march, 2027 in a sealed cover to be submitted to the Irrigation & Waterways Department latest by **18th March, 2026** within 3.00 PM.

The rate so quoted should be inclusive of G.S.T.

The sealed cover will be opened on **19th March,2026** at the Chamber of Assistant Secretary, Establishment Branch at 3.00 PM. and a representative from concern Wholesalers must be present at the time the quotations are opened.

The Department reserves the right to accept or reject any quotation without stating the reason whatsoever and quotations will be kept at the custody of the Registrar and DDO of Irrigation & Waterways Department, Jalasampad Bhawan, 3rd Floor, Room No-316.

The specific list of stationary articles to be supplied are listed in the Annexure enclosed herewith which may also be collected from the Registrar, Irrigation & Waterways Department, Jalasampad Bhawan, 3rd Floor, Room No-316.

All the articles to be delivered must be of good quality. If any item(s) received is of unsatisfactory condition/quality, the Department may immediately reject that item(s) and the Co-operative should be obliged to replace that item within two days.

The co-operative concerned whose quotation will be accepted must supply the articles within 2 (two) days from the date of requisition of the same falling which their offer will be rejected without further notice and they may not be considered for any subsequent purchase of articles from this Department.

Enclosed: As stated.

Sd/-
Assistant Secretary

Government of West Bengal

No:598/1(2)-IW-11011(44)/3/2025

Dated:20.02.2026

Copy forwarded for information and necessary action to:-

1. Registrar and DDO of this Department.
2. ✓ Executive Engineer, DVC Study Cell for uploading in the Departmental Website
3.

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Assistant Secretary

Government of West Bengal

ANNEXURE-1
LIST OF ARTICLES

| Sl No. | Articles | Rate | % of GST | Total | Remarks |
|--------|---|------|----------|-------|---------|
| 1 | Paper A4-JK.Copier-75GSM-500Pages/Ream | | | | |
| 2 | Paper Legal-JK.Copier-75GSM-500Pages/Ream | | | | |
| 3 | Demi Paper F/S Size-80GSM/Ream-500Pages | | | | |
| 4 | 2nd Page Note Sheet/Ream | | | | |
| 5 | A3 Size Xerox Paper-JK.Copier-75GSM/Ream | | | | |
| 6 | Compatible Cartridge-88A/pc | | | | |
| 7 | Compatible Cartridge-110A/pc | | | | |
| 8 | Compatible Cartridge-112A/pc | | | | |
| 9 | Compatible Cartridge-166A/pc | | | | |
| 10 | Compatible Cartridge-12A | | | | |
| 11 | Ruled Register No-4/pc | | | | |
| 12 | Ruled Register No-8/pc | | | | |
| 13 | Ruled Register No-10/pc | | | | |
| 14 | Ruled Register No-12/pc | | | | |
| 15 | File Register 200 Pages/pc | | | | |
| 16 | Attendance Register (no-4)/pc | | | | |
| 17 | Stock Register (No-20)-573 pages/pc | | | | |
| 18 | Case Book-100 Pages/pc | | | | |
| 19 | Peon Book (SETT's)-100pages/pc | | | | |
| 20 | Dak Despatch Register No-16 | | | | |
| 21 | Binder Clip- 41mm/box | | | | |
| 22 | Binder Clip-32mm/box | | | | |
| 23 | Binder Clip-25mm/box | | | | |
| 24 | Binder Clip-19mm/box | | | | |
| 25 | Binder Clip- 51mm/box | | | | |
| 26 | Uni-Ball eye Roller Ball Pen (Green)/pc-Fine tips | | | | |
| 27 | Uni-Ball eye Roller Ball Pen (Red)/pc-Fine tips | | | | |
| 28 | Uni-Ball eye Roller Ball Pen (Black)/pc-Fine tips | | | | |
| 29 | Uni-Ball eye Roller Ball Pen (Blue)/pc-Fine tips | | | | |
| 30 | Pen Fort (Blue)/pc | | | | |
| 31 | Pen Fort (Black)/pc | | | | |

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|----|---|--|--|--|--|
| 32 | Pen Fort (Red)/pc | | | | |
| 33 | Linc Ocean Gel (Blue)/pc | | | | |
| 34 | Linc Ocean Gel (Red)/pc | | | | |
| 35 | Linc Ocean Gel (Green)/pc | | | | |
| 36 | Pen Pentonic/pc | | | | |
| 37 | Envelope White(11*5)/pc | | | | |
| 38 | Envelope Brown (11*5)/pc | | | | |
| 39 | Envelope Cloth (14*10)/pc | | | | |
| 40 | Envelope Cloth (16*12)/pc | | | | |
| 41 | Plastic File "L" Shape -A4/pc | | | | |
| 42 | Plastic File "L" Shape -FS/pc | | | | |
| 43 | Two Fold hardbound file folder, Durable pitch board, blue with Dept. Name/100pc | | | | |
| 44 | Four Folder Colouring File Cover/pc | | | | |
| 45 | Button File Cover-A4/pc (Single Pocket) | | | | |
| 46 | Button File Cover-FS/pc (Single Pocket) | | | | |
| 47 | Button File Cover-A4/pc (Double Pocket) | | | | |
| 48 | Button File Cover-FS/pc (Double Pocket) | | | | |
| 49 | Channel File Cover-A4/pc | | | | |
| 50 | Channel File Cover-FS/pc | | | | |
| 51 | Arch File-Pitch Board/pc | | | | |
| 52 | Signature Pad/pc | | | | |
| 53 | Spiral Writting Pad-64pages/pc-Big | | | | |
| 54 | Spiral Writting Pad-64pages/pc-Small | | | | |
| 55 | Carbon Paper-Kores/pc | | | | |
| 56 | Spiral Note Bool-Small/pc | | | | |
| 57 | Gems Clip /plastic/pc (Small) | | | | |
| 58 | Gems Clip /plastic/pc (Big) | | | | |
| 59 | Kangaroo Stapler 10-1M/pc | | | | |
| 60 | Kangaroo Stapler- HD-45/Pc | | | | |
| 61 | Kangaroo Stapler HP-45 /pc | | | | |
| 62 | Stapler HD-23 S-17 -Kangaroo/Pc | | | | |
| 63 | Kangaroo Stapler pin 10-1M/Small Box | | | | |
| 64 | Kangaroo Stapler Pin-24/6/Small Box | | | | |

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| 65 | Stapler HD-23 S-17 pin -Kangaroo/small box | | | |
| 66 | Double Punching Machine-Kangaroo/pc | | | |
| 67 | Single Punching Machine-Kangaroo/pc | | | |
| 68 | Fevi-Gum/pc -50ml | | | |
| 69 | Fevi-Gum/pc- 200ml | | | |
| 70 | Fevi-stick-15 gm/pc | | | |
| 71 | Desk Calendar-Gupta's/pc | | | |
| 72 | Pen Stand-Gripex Color/pc | | | |
| 73 | Stamp Pad-Faber Castell-110*69 mm/pc | | | |
| 74 | Stamp Ink-60ml/pc | | | |
| 75 | Botkin/pc | | | |
| 76 | Knife-plastic Handle/pc | | | |
| 77 | Scissors -stainless steel/pc | | | |
| 78 | Paper Weight-flat type/pc | | | |
| 79 | Scale (Faber Castell)-(1'40mm)plastic/pc | | | |
| 80 | Alpin-king/pc | | | |
| 81 | Pin holder-plastic magnetic/pc | | | |
| 82 | Gala(National Round Sealing Wax)/Box | | | |
| 83 | Thread Ball/pc | | | |
| 84 | Check Duster(2*2")/pc | | | |
| 85 | Candle Per Packet | | | |
| 86 | Tag 9"/Bundle | | | |
| 87 | Room Freshner (300ml)/pc-Godrej Aer | | | |
| 88 | Room Freshner (300ml)/pc -Premium | | | |
| 89 | Room Freshner (300ml)/pc- Ambipur | | | |
| 90 | Pencil Wooden (Apsara)/pc | | | |
| 91 | Pencil Eraser(Apsara)/pc | | | |
| 92 | Pencil Cutter(Nataraj)/pc | | | |
| 93 | Cello tape White(1")/pc | | | |
| 94 | Cello Tape (2")-Brown tape/pc | | | |
| 95 | Sticky Note Pad(Flat 2/3" Yellow color)/pc | | | |
| 96 | Sticky Note Pad(Flat 3/3" Yellow color)/pc | | | |
| 97 | Highlighter Marker pen(Faber Castell)(Green,Yellow & Pink)/pc | | | |

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| 98 | CD Marker Pen(Blue,black)(Faber Castell)/pc | | | |
| 99 | Luxor Sign Pen(Blue,Black,Red&Green)/pc | | | |
| 100 | Permanent Marker Pen(Faber Castell)(Black&Blue)/pc | | | |
| 101 | White Board Marker (Round Tip)/pc | | | |
| 102 | Pencil Battery (AAA)/pc-Duracell | | | |
| 103 | Pencil Battery (AAA)/pc-Everyday | | | |
| 104 | Pencil Battery (AA)/pc-Duracell | | | |
| 105 | Pencil Battery (AA)/pc-Everyday | | | |
| 106 | Flag 3"*3" -Multi color/pc | | | |
| 107 | White Board(Duster/Eraser)/pc | | | |
| 108 | Whitener Pen(7ml)(Faber Castell) | | | |
| 109 | Calculator (Check and Correct-12 digit)/pc(Casio) | | | |
| 110 | Pen Drive (Sandisk)-32GB/pc | | | |
| 111 | File Flap (Blue)/pkt | | | |
| 112 | Rubber Band/1kg | | | |
| 113 | Plastic Rope/Big Roll | | | |
| 114 | White Tape(Ribbon)-1"/pc | | | |
| 115 | Index File Cover (Usigl)/pc | | | |
| 116 | Paper Waste Basket(Plastic)/pc | | | |
| 117 | Tag 9"/Bundle | | | |
| 118 | Cello Tape Cutter/pc | | | |
| 119 | Sketch pen (camel) | | | |
| 120 | Good Night Express -Machine+oil/pc | | | |
| 121 | Good Night oil/pc | | | |
| 122 | Hand Wash-250ml-Dettol/pc | | | |
| 123 | Service Book/pc | | | |
| 124 | Dustbin/pc | | | |
| 125 | Stapler Pin Remover (Kangaroo)/Small Box | | | |
| 126 | Vim Liquid-250ml/pc | | | |
| 127 | Pril Liquid-250ml/pc | | | |
| 128 | Colin Spray-Big/pc | | | |
| 129 | Hit Spray-Big/pc- Red | | | |
| 130 | Hit Spray-Big/pc- Black | | | |

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| 131 | Towel (60*30)/pc | | | |
| 132 | Towel (18*36)/pc | | | |
| 133 | Everyday Milk Powder/1kg | | | |
| 134 | Sugar/kg | | | |
| 135 | Green Tea (Tetley Tea)/100 small Bags | | | |
| 136 | Green Tea (Lipton Tea)/100 small Bags | | | |
| 137 | Paper Cup/pc-100ml | | | |
| 138 | Paper Cup/pc-150ml | | | |
| 139 | Cup-plate (Good Quality) Bone China/Box (6 Pair in a Box) | | | |
| 140 | Glass For Drinking Water With Cover (Yara)/pc | | | |
| 141 | Tea Tray/pc | | | |
| 142 | Plate/pc | | | |
| 143 | Spoon/Dozen | | | |
| 144 | Scotch Brite/pc-Big | | | |
| 145 | Scotch Brite/pc-Small | | | |
| 146 | Tissue Paper/pkt | | | |
| 147 | Facial Tissue Paper/pkt | | | |
| 148 | Drinking Water-20 Ltr. Jar (Bisleri)/Jar | | | |
| 149 | Drinking Water-250 ml Bottle (Bisleri)/Bottle | | | |
| 150 | Drinking Water-1/2 Ltr Bottle (Bisleri)/Bottle | | | |
| 151 | Tea Leaves (Dhurba)-250gm | | | |
| 152 | Cashew Nut-250gm | | | |
| 153 | Almonds-100gm | | | |
| 154 | Farmlite Biscuit-150 gm/pkt | | | |
| 155 | Britania Marie Biscuit-450gm/pkt | | | |
| 156 | Sobisco Marie Biscuit-450gm/pkt | | | |
| 157 | Raja Marie Biscuit-450gm/pkt | | | |
| 158 | Chips Lay's -82gm/pkt | | | |
| 159 | Coffee Nescafe-90gm/pkt | | | |
| 160 | Mosquito Killing Bat/pc | | | |
| 161 | Car Air Pocket-7.5gm-Godrej Aer/Ambipur/pc | | | |
| 162 | Car Air Jel Ambipur-75gm/pc | | | |
| 163 | Car Feather Cleaner/pc | | | |

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| 164 | Clove (JK)-100gm | | | | |
| 165 | Ambipur Car Ultra Control Machine/pc | | | | |
| 166 | Door Bell with remote | | | | |
| 167 | Tea Filter Net | | | | |
| 168 | Bowl (Medium) | | | | |
| 169 | Wall Clock(Ajanta) | | | | |
| 170 | Glass Container-900ml &500ml | | | | |
| 171 | Electric Water Kettle | | | | |
| 172 | Letter Head For ACS/100pc | | | | |
| 173 | Milton Water Bottle-1 ltr. Plastic | | | | |
| 174 | Milton Thermosteel Flip Lid flask- 1 ltr. | | | | |
| 175 | Charging Torch Light | | | | |
| 176 | Umbralla Big (K.C.Paul) | | | | |
| 177 | Umbralla Big (Mahendra Dutta) | | | | |
| 178 | Dorjee Darjeeling Tea Leaves-100gm/200gm | | | | |
| 179 | Exam Board | | | | |
| 180 | Visiting Card (With Printing Charges)/100 pc | | | | |

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