



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

Memo No: 243

Date: 27.02.2026

**Notice inviting Quotation No-05 /WBIW/ D.C. Hd. Qtr. Sub-Division/2025-26**

Sealed quotation for the work “**Supplying of Essential Stationary Materials for D.C Division, Circle Office & D.C Head- Quarter, Sub-Division for smooth running of office works at Kanainatsal DVC, Purba Bardhaman , Irrigation & Waterways Directorate, Government of West Bengal**”Inclusive of all individual charges, taxes etc, 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 quotations 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	<b>06.03.2026</b>	Up to 14.00Hrs.
2.	Date of issue of quotation papers	<b>09.03.2026</b>	From 14.00 Hrs to 17.00 Hrs.
3.	Last date of receiving quotation papers	<b>11.03.2026</b>	Up to 15.00 Hrs.
4.	Date and time for opening quotation	<b>11.03.2026</b>	At 15:30 Hrs.

**Terms and Conditions:**

1. All quotationers will submit their quotations in prescribed proforma.
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. 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.
5. The rate should be including GST & other charges complete etc.
6. Any material not up to standard quality & satisfaction shall be replaced.
7. Before offering quotations, the intending quotationer should thoroughly verify himself with the proposed work by local inspection and all other relevant factors should be taken into consideration.
8. The quotationer may remain present at the time of the opening of the quotation.
9. The quotationers are requested to submit all the requisite documents such as **PTPC, Valid 15 digit Good & Service Tax payer Identification Number (GST IN), Trade License, Income Tax Return under IT Act of immediate or preceding financial year, PAN, Completion Certificate/Payment Certificate(s) for the Single work executed within last than 5(Five) years (to be determined from the actual year of completion, considering current financial year as Year-1).**  
**Etc.** at the time of submission of the application.
10. All the quotationer shall have to submit 2% of the quoted amount as Earnest money by BID in favour of the Executive Engineer-I, Damodar Canal Division, In form of Bank Draft (BD) / Bankers Cheque (BC) / Deposit Call Receipt (DCR) of any scheduled bank of India. Payment in any other form will not be accepted.

11. No conditional Offer/Proposal shall be accepted and deemed as informal.

Place of dropping of quotation Documents: **Office of the Sub-Divisional Officer, Damodar canal Head Quarter Sub-Division, Kanainatsal, Burdwan.**

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

**Sd-**

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

**Memo No:- 243 /1(14)**

**Date: 27.02.2026**

**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

**Notice inviting Quotation No: - 05 /WBIW/ D.C. Hd. Qtr. Sub-Division/2025-26**

**Name of Work: Supplying of Essential Stationary Materials for D.C Division, Circle Office & D.C Head-Quarter, Sub-Division for smooth running of office works at Kanainatsal DVC, Purba Bardhaman , Irrigation & Waterways Directorate, Government of West Bengal.**

**PROFORMA FOR QUOTING RATE**

SI No	Description of item	Quantity	Unit	Unit Rate (Rs.) (inclusive of all taxes)( Figures/words)	Total Amount (Rs.)( Figures/words)
1	Providing A4 size Paper 70 GSM paper as per the direction of the E.I.C	170	Rim		
2	Providing Legal size 70 GSM paper as per the direction of the E.I.C	20	Rim		
3	Providing Two Folded with Flap File (Good Quality) as per the direction of the E.I.C	124	No		
4	Providing Thread Ball as per the direction of the E.I.C	30	No		
5	Providing Highlighter Pen (Good Quality) as per the direction of the E.I.C	5	No		
6	Providing pen ( use & throw) as per the direction of the E.I.C	40	Box		
7	Providing Stapler Pin( Big Size) as per the direction of the E.I.C	5	Box		
8	Providing Whitener( Good Quality) as per the direction of the E.I.C	18	No		
9	Providing Good Knight Mosquito Repellent Refill as per the direction of the E.I.C	10	No		
10	Providing 30 m (cloth tape) measuring tape ( Good Quality) as per the direction of the E.I.C	4	No		

11	Providing 5 m Steel tape ( Good Quality) as per the direction of the E.I.C	5	No		
12	Providing Gel pen ( Good Quality)) as per the direction of the E.I.C	18	No		
13	Providing Tag as per the direction of the E.I.C	6	Bundle		
14	Providing Letter Register (Received & Issued) ( Good Quality)) as per the direction of the E.I.C	2	No		
15	Providing James Clip as per the direction of the E.I.C	12	Box		
16	Providing Pen (Pen tonic ) as per the direction of the E.I.C	46	No		
17	Providing Four Folded File ( Good Quality)) as per the direction of the E.I.C	24	No		
18	Providing Note Sheet ( Good Quality)) as per the direction of the E.I.C	26	No		
19	Providing Eraser ( Good Quality)) as per the direction of the E.I.C	20	No		
20	Providing Water Bottle( 1 lit) ( Good Quality)) as per the direction of the E.I.C	12	No		
21	Providing Dettol Hand wash Bottle( 250 ml) ( Good Quality)) as per the direction of the E.I.C	5	No		

22	Providing Page Marker (Sticky Notes)) as per the direction of the E.I.C	6	No		
23	Providing Bill Register ( Good Quality)) as per the direction of the E.I.C	15	No		
24	Providing Register(8 no.) as per the direction of the E.I.C	4	No		
25	Providing Register(12 no.) as per the direction of the E.I.C	4	No		
26	Providing Envelope(Big size)) as per the direction of the E.I.C	24	No		
27	Providing Envelope(Small size)) as per the direction of the E.I.C	50	No		
28	Providing Envelope(Medium size)) as per the direction of the E.I.C	24	No		
29	Providing Pen Refill (blue/black/red) as per the direction of the E.I.C	166	No		
30	Providing Key BAG as per the direction of the E.I.C	4	No		
31	Providing Scale steel( 30 cm) as per the direction of the E.I.C	4	No		
32	Providing Lock & Key( Ordinary) as per the direction of the E.I.C	6	No		

33	Providing Small Duster as per the direction of the E.I.C	65	No		
34	Providing Big Duster Marking as per the direction of the E.I.C	36	No		
35	Providing Cup & Disc(Ordinary) as per the direction of the E.I.C	2	Set		
36	Providing Color Marker as per the direction of the E.I.C	6	No		
37	Providing Measurement Book as per the direction of the E.I.C	30	No		
38	Providing Binder clip as per the direction of the E.I.C	48	No		
39	Providing Good Knight Mosquito machine with oil as per the direction of the E.I.C	12	No		
40	Rubber band(100 gm)	1	Packet		
41	Providing A3 size Paper 70 GSM paper as per the direction of the E.I.C	5	Rim		
42	Providing Knife(Good Quality) as per the direction of the E.I.C	12	No		
43	Providing Blue/Red stamp pad as per the direction of the E.I.C	18	No		

44	Providing Battery (Pencil) as per the direction of the E.I.C	24	No		
45	Providing wall clock as per the direction of the E.I.C	2	No		
	Total (Rs.)				

**Sd-**

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