



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DEPARTMENT
(TEESTA BARRAGE PROJECT)
OFFICE OF THE EXECUTIVE ENGINEER
TEESTA DESIGN & PLANNING DIVISION
TEESTA ADMINISTRATIVE BUILDING
TINBATTI MORE, SILIGURI-734005
NOTICE INVITING QUOTATION

N.I.Q. NO.03/ 2016-17 of E.E. / T.D.P&D.

Dated :- 12.09.2016

Notice Inviting Quotation NO.02/2016-17 of Executive Engineer , Teesta Design & Planning Division.

Sealed quotation in proforma for “ Supplying stationery materials for the year 2016-17 for the use in the office of the Executive Engineer, Teesta Design & Planning Division, Teesta Administrative Building, Tinbattimore, Siliguri ”are here by invited by the undersigned on fulfillment of terms and conditions attached .

Any correction in the quotation should be initiated with date . Conditional quotation or quotations which do not fulfill any of the conditions of this quotation notice are liable to rejection without assigning any reason .Each quotation must contain a quotation notice and the terms and conditions which will be supplied free of cost from the office of the undersigned upto 4.00 pm on 23.09.16 . The acceptance of the quotation will rest with the Superintending Engineer, Teesta Design Circle who does not bind himself to accept the lowest quotation and who reserves the right to reject any or all the quotations received without assigning any reason .

Price escalation clause will not be admissible . The quotationers shall have to enclose with their application the attested Xerox copies of relevant papers i.e., Service Tax , Income Tax , Professional Tax , VAT and Pan card . The quotation paper will be issued to the successful applicant free of cost from the office of the undersigned as per time schedule given bellow .

- i) Last date and time of application 21. 09.2016 upto 4.00 pm .
 - ii) Last date and time of issue of quotation paper 23.09.16 upto 4.00 pm .
 - iii) Last date and time of dropping of quotation paper 26.09.16 upto 3.00 pm.
 - iv) Date and time of opening of quotation paper 26 .09.16 upto 3.30 pm.
- In presence of participating quotationers or their authorized representative .

Sd/-

Executive Engineer
Teesta Design & Planning Division
Tinbatti , Siliguri

Memo No.- 350/(2)

Date:- 12.09.16

Copy forwarded for kind information to :-

- 1)The Chief Engineer , Teesta Barrage Project , 2nd Mile ,Sevok Road , Siliguri .
- 2)The Superintending Engineer, Teesta Design Circle, Tinbatti more ,Siliguri.

Sd/-

Executive Engineer
Teesta Design & Planning Division
Tinbatti , Siliguri

Memo No.- 350/1/(9)

Date:-12.09.16

Copy forwarded for kind information to :-

- 1-3) The Superintending Engineer, Mahananda Barrage Circle,/North Bengal Mech. & Elect. Circle , / Teesta Resource Circle , Siliguri.
- 4-8) The Executive Engineer , Teesta Design Division No.-I/II/III ,
/Teesta Monitoring & Evaluation Divn /Teesta Quality Control Divn . Siliguri .
- 9) Notice Board .

Sd/-

Executive Engineer
Teesta Design & Planning Division
Tinbatti , Siliguri

Memo No.- 350/2(3)

Date:-12.09.16

Copy forwarded for kind information to :-

- 1)The Divisional Accounts Officer of this Division .
- 2)The Sub-Divisional Officer , Teesta Advance Planning Sub-Division, Tinbatti, Siliguri.
- 3)The Estimate section .

Sd/-

Executive Engineer
Teesta Design & Planning Division
Tinbatti , Siliguri

TERMS AND CONDITIONS

Terms and condition for Supplying stationery materials for the year 2016-17 for the use in the office of the Executive Engineer, Teesta Design & Planning Division, Teesta Administrative Building, Tinbattimore, Siliguri ”

1. The rates supplying materials shall be stated both in words and in figure . The rates should be inclusive of all all taxes etc. Any complaint regarding defects in the materials should be replaced otherwise will be recover the cost of such materials from the bill of the quotationer .
2. The materials should be made available within 15 (fifteen) days of the acceptance of the quotation and the owner shall have undergo agreement accepting terms and conditions for supplying materials in W.B. F . No.-2911(ii) , failing which quotation may be treated as cancelled . However the materials will be supplied only after issue of work order by the undersigned .
3. The materials supplied should be standard specification .
4. The contract may be cancelled by a notice of one month advance from either party .
5. Authority reserved right to cancel any or total tender paper at any time without showing any cause .

Sd/-

Executive Engineer

Teesta Design & Planning Division

Tinbatti , Siliguri

Notice Inviting Quotation No.- 03/ 2016-17 of E.E./T.D.&P.D. Dated: 12.09.2016 Name of
the work :- “ Supplying stationery materials for the year 2016-17 for the use in the office of the
Executive Engineer, Teesta Design & Planning Division, Teesta Administrative Building,
Tinbattimore, Siliguri ”

SCHEDULE TO BE FILLED UP BY THE QUOTATIONER

SL NO.	Name of materils	Rate In Rs.	Unit
1.	A-4 size paper (copy power)		packet
2	Legal size paper (copy power)		packet
3	Log book		Each
4	MB		Each
5	Attendance register		Each
6	Envelop (white) -100 mm x 250 mm		Each
7	Envelop (white) -125 mm x 300 mm		Each
8	Envelop (white) -125 mm x 400 mm		Each
9	Peon book		Each
10	Cover file		Each
11	Register Khata		Each
12	Calculator small size(orpat)		Each
13	Key bag		Each
14	Stapler big size		Each
15	Stapler pin		packet
16	Pen (agni gel)		Dozen
17	Black(agni gel)		Dozen
18	Red (agni gel)		Dozen
19	Gel pen (cello)		Dozen
20	Tag		bunch
21	Duster big size		Dozen
22	Cello tape (big)		Each

23	Cello tape (small)		Each
24	Flap		Dozen
23	Gems clip		Packet
24	Cash Book		Each
25	Bottle (pearl pet)		Each
26	Paper weight		Each
27	Punching machine (kangaro)		Each

Sd/-

Executive Engineer
Teesta Design & Planning Division
Tinbatti , Siliguri