



GOVERNMENT OF WESTBENGAL
IRRIGATION AND WATERWAYS DIRECTORATE
OFFICE OF THE EXECUTIVE ENGINEER,
MAHANANDA EMBANKMENT DIVISION
GREEN PARK , MALDA.

NOTICE INVITING QUOTATION
N.I.Q. No.01/MED OF 2016-17

Sealed Quotation in letter head are invited by the undersigned on behalf of the Governor of West Bengal from the authorized dealers /agencies/Shopkeepers and Bonafide outside contractors for supply of office stationery articles as attached in separate sheet for the office use.


The quotations will be received by Office of the undersigned in his office up to **3.00 P.m. on 15/12/2016** and will be opened on the **same day at 3.30 p.m.** in presence of the quotationer who desired present at that time. The rates should be quoted both in words and figures.

The rates should be quoted inclusive of all taxes, Royalties, Cess, VAT and other charges. Photo copy (Self-Attested) of all the documents i.e., I.T., P.T., VAT., Trade License etc should be submitted with the quotation. Payment will be made as and when fund is available.

The undersigned or higher authority reserves the rights to accept or to reject any or all the quotations without assigning any reasons. No conditional quotations will be accepted.

NAME OF THE WORK:

**“Supplying of Office stationery articles for Office use of the office of the Executive Engineer,
Mahananda Embankment Division during the year 2016-2017”**
(List of office stationery articles is attached in separate sheet).



Executive Engineer
Mahananda Embankment Division
Green Park, Malda

Memo no. **1220** (11)

Dated, Malda, the 07/12/2016


Copy forwarded for information:

- 1) The Sabhadhipati, Malda Zilla Parishad, Malda
- 2) The Superintending Engineer, North Irrigation Circle -I, Green park, Malda.
- 3) The District Magistrate, MALDA
- 4) The Nodal Officer of e-Tendering, Irrigation & Waterways Department, Jalasampad Bhawan, 7th. Floor, Salt Lake City, Kolkata -700 019, with request to upload this NIQ in the Departmental website : wbiwd.gov.in (sent to the e-mail : dvcsc6816@gmail.com/irrigationhelpdesk@gmail.com).
- 5) The District Information & Cultural Officer, Malda with request to wall up the N.I.Q in his Office NOTICE BOARD for Circulation.
- 6) The Sub-Divisional Officer, Mahananda Embankment Sub-Division no.-I, Bhaluka Malda.
- 7) The Sub-Divisional Officer, Mahananda Embankment Sub-Division no.- II, Harishchandrapur Malda.
- 8) The Sub-Divisional Officer, Mahananda Embankment Sub-Division no.- III, Malda.
- 9) The Divisional Accounts Officer-I, Mahananda Embankment Division, Malda.
- 10) The Divisional Estimator, Mahananda Embankment Division, Malda.
- 11) NOTICE BOARD.


Executive Engineer
Mahananda Embankment Division
Green Park, Malda

LIST OF STATIONARY ITEMS

Sl. No	Description of itme	Quantity	Rate	Amount (Rs.)
1	A3 Paper (B2B)	2 Rim		
2	A4 Paper (B2B)	200 Rim		
3	Measurement Book (OXFORD)	100 Pcs		
4	Level Book (OXFORD)	50 Pcs		
5	Channel File	100 Pcs		
6	Envelop - (White) -			
	a) 11"X5"	200 Pcs		
	b) 9" X 4"	200 Pcs		
7	Jems Clip	4 Doz.		
8	Cloth Duster (Big)	12 Pcs		
9	Cloth Duster (Small)	12 Pcs		
10	Bond Paper (JK)	2 Rim		
11	Paper Weight (Glass)	2 Doz.		
12	Flap	4 Doz.		
13	Stappler (Kangaroo)			
	a) size- 10	8 Pcs		
	b) size- 24/6	2 Pcs		
14	Punch Machine	6 Pcs		
15	Highlighter	6 Pcs		
16	Note Book (OXFORD)	24 Pcs		
17	File Tag	100 Pcs		
18	Eraser (Apsara)	6 Doz.		
19	Cutter	6 Doz.		
20	Cup & Plate (La-o-Pala) (6 Nos)	2 Set		
21	Stamp Pad (Camel)	12 Pcs		
22	Calculator (Orpat)	8 Pcs		
23	Water Bottle (1 Lit)(MILTON)	24 Pcs		
24	Jhata (Broom)	5 Pcs		
25	Acid (Muriatic)	12 File		
26	Phynyl (Nemyle)	12 File		
27	Whitner (Pen)	12 Pcs		
28	Towel (Big) (Standerd)	6 Nos		
29	Candle (Big)	12 Nos		
30	Knife	12 Nos		
31	Ceasser	6 Nos		
32	Ribbon (Cloth)	1 Doz.		
33	a) Gel Pen - Red	10 Pcs		
	b) Gel Pen - Blue	60 pcs		
	c) Gel Pen - Black	10 pcs		
34	a) Gel Refile - Red	100 pcs		
	b) Gel Refile - Blue	200 pcs		
	c) Gel Refile - Black	100 pcs		
35	Wood Pencil	20 Pcs		
36	Mechanical Pencil	10 Pcs		
37	a) Rotring Pen - 0.20 mm	1 Pc		
	b) Rotring Pen - 0.30 mm	1 Pc		
38	a) CD Cover (Polythene)	10 Doz.		
	b) CD Cover (Fibre)	6 Doz.		
39	a) Register - 4 Nos.	6 Pcs		
	b) Register - 6 Nos.	6 Pcs		
	c) Register - 8 Nos.	6 Pcs		
40	Attendance Register	3 Pcs		
41	Writing Pad	30 Pcs		
42	Folder Cover	50Pcs		
43	Display File (A4)- Medium quality	10Pcs		
44	Display File (A4)- High quality	10Pcs		
45	Marker Pen (Luxer) 0.5	6Pcs		


 02/12/16
 Executive Engineer,
 Mahananda Embankment Division
 Green Park, Malda