



GOVT OF WEST BENGAL/IRRIGATION & WATERWAYS DTE.  
OFFICE OF THE EXECUTIVE ENGINEER  
BURDWAN INVESTIGATION & PLANNING DIVN.  
PURTABHABAN 3<sup>RD</sup> FLOOR, BURDWAN.  
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Pin. No. 713103

**N.I.Q. No. 32 of 2016 – 2017 of E.E. / Burdwan Investigation & Planning Division**

Sealed quotation in the prescribed proforma are hereby invited by the Executive Engineer, Burdwan Investigation & Planning Division, Irrigation & Waterways Directorate, Government Of West Bengal from reliable & resourceful Firms/Owner/Agency for the work,“ Supply of Office Stationary Articles under Burdwan Investigation & Planning Division”

The Quotation will be received to the office of the undersigned by 3.00pm on **12.12.16** and the same will be opened on the same day at 3.30pm in presence of the quotationers or their authorized representative those who are available at that time. The quotationers will have to quote the rate of the item both in figure & in word. The Supply should be given within 7 (Seven ) days after receiving the work order.

The accepting authority reserves the right to accept or reject any Quotation without assigning any reason thereof. The successful quotationers will have to execute the formal agreement as per rules by submitting the earnest money @ 2% of the total value of quotation. in the form no. W.B. 2908. Necessary income taxes. P.Tax, documents are to be produced at the time of agreement.

The item of works are as follows:-

Sl. No	Description of items.	Qty.	Unit.	Rate	Amount
1	A4 Paper	40	Ream		
2	folder file	200	Pcs		
3	Stapler Pin	2	Box		
4	Correction Pen	10	Nos		
5	Gum (100g)	12	Nos		
6	Celotape (1/2")	6	Nos.		
7	Thread ball	24	Nos.		
8	Page marker	12	Nos.		
9	Fevical (small)	12	Nos.		
10	Register (2 No.)	12	Pcs.		
11	Register (4 No.)	12	Pcs.		
12	Register (6 No.)	12	Pcs.		
13	Peon Book	3	Nos.		
14	Duster (cloth)	60	Nos.		
15	Pen (good)	40	Nos.		
16	Chanal File (A <sup>4</sup> )	40	Nos.		
17	Botam File (Big)	24	Nos.		
18	Botam File (Big)	24	Nos.		
19	Waste paper Box	10	Nos.		

20	Dictionary (Bengali to English)	1	Nos.		
21	Tag (good) Bandle	20	Nos.		
22	TA bill form	100	Nos		
23	Room freshener	4	Nos.		
24	Hit Spray	2	Nos.		
25	Medium Towel	30	Nos.		
26	Pencil Battery	10	Nos.		
27	All out mosquito oil with machine	6	Nos.		
28	Gauge Form	3000	Nos		
29	Gauge Register (65 page)	36	Nos		
30	Staff Attendance Register	24	Nos		
31	Red salu cover attendance Register	4	Nos		

**Executive Engineer**  
**Burdwan Inv. & Planning Divn.**  
**Burdwan.**

Memo No : 1064 / 1(6)      Dt.-06.12.16

Copy forwarded for his kind information and circulation to the :-

1. Superintending Engineer , Investigation & Planning Circle No – II, Jalasampad Bhavan, Kolkata
2. Executive Engineer, Damodar Survey & Investigation Division. Jalasampad Bhavan, Kolkata
3. Assistant Engineer – I, & II Burdwan Inv. & PL. Division.
4. Sub-Divisional Officer, Damodar Survey & Investigation Sub-Division No.- II
5. Sub-Divisional Officer, Damodar Survey & Investigation Sub-Division No.- III
6. Notice Board ,7. Departmental website

**EXECUTIVE ENGINEER**  
**Burdwan Inv. & Planning Divn.**  
**Purtabhaban, Burdwan**