



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
OFFICE OF THE SUB-DIVISIONAL OFFICER
KATWA IRRIGATION SUB-DIVISION
KATWA, PURBA-BARDHAMAN

Notice inviting Quotation No. 01/ Katwa Irrigation Sub-Division /2017-18

Sealed quotation in the prescribed proforma are hereby invited by the Sub-Divisional Officer /Katwa Irrigation Sub-Division, Irrigation & Waterways Directorate, Government Of West Bengal from reliable & resourceful Suppliers of Office Stationary materials for the work, “ **Supply of Office Stationary Materials at the office of the Sub-Divisional Officer, Katwa Irrigation Sub-Division** ”

The Quotation will be received to the office of the undersigned by **3.00pm on 23.10.2017** 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 rates quoted by the quotationer should include all applicable taxes as per prevailing Govt. norms.

The item of works are as follows:-

SI No.	Description of Items	Quantity	Rate	Amount
1.	Battery (Eveready 950)	10 Box		
2.	Pencil Battery	2 Dozen		
3.	Battery (for remote)	12 Pieces		
4.	Carbolic Acid	30 Bottle		
5.	Phenyl	10 Bottle		
6.	Bleaching Powder	20 Packet		
7.	Good Night (Advance) Liquid	24 pcs		
8.	All Out Liquid	24 pcs		
9.	Good Night Coil	12 Packet		
10.	Duster (Big size)	20 Nos (Big)		
11.	Duster (Small size)	30 Nos(Small)		
12.	Big Towel	10 Nos		
13.	Water Bottle	30 pcs		
14.	Surf (Tide)	10 packet		
15.	Hand Receipt Book	5 Nos		
16.	Petrol Diary Form	200 Nos		
17.	Attendance register	6 Nos		
18.	Register – 4 No. 6 No., 8 No.	10 Nos 10 Nos 10 Nos		
19.	Issue Register	2 Nos		
20.	Cover File	50 pcs		
21.	Flap File with flap	200 pcs		
22.	Tag (Nylon 9’)	10 Bundle		
23.	Scale (Big)	5 pcs		
24.	Fore	3 pcs		
25.	Thread ball (Good quality)	24 Nos		
26.	Key Bag	10 Nos		
27.	Alpin Box	10 Nos		
28.	Page Marker	10 Packets		
29.	Paper Wait	15 Pcs		

30.	Carbon (Big)	2 Books		
31.	Carbon (Small)	5 Books		
32.	Deesta Paper (Legal size)	1 Ream		
33.	Glue Tube	15 pcs		
34.	Gum	1 Bottle		
35.	Ink Pad (Favour castle)	5 pcs		
36.	Pad Ink (Camlin 500ml violet colour)	1 Bottle		
37.	Calculator (Casio)	2 pcs		
38.	Stapler (Kanguru ,Big)	1 No		
39.	Stapler (Kanguru ,Small)	5 Nos		
40.	Stapler Pin (Kanguru, Big)	5 box		
41.	Stapler Pin (Kanguru, Small)	10 box		
42.	Envelope (Big)	5 bundle		
	Envelope (Small)	5 bundle		
43.	Use & Through Pen			
	Black	5 Packet		
	Blue	5 Packet		
	Red	2 Packet		
44.	A4 Paper (Copy Power)	25 ream		
	Legal Paper (Copy Power)	3 ream		
45.	Pen & Pencil Stand	10 pcs		
45.	Highlighter pen	2 pcs		
	Marker Pen, Pen type (Black)	2 pcs		
	Correction Pen	5 pcs		
46.	Link Ball point Pen			
	Black	25 pcs		
	Blue	25 pcs		
47.	Gems Clip	10 Nos.		
48.	Gerder (50 gm.)	3 Packet.		
49.	Channel file	5 Dozen		
50.	Lock & Key (7 lever)	6 pcs		
51.	Dettol hand wash pouch	6 pcs		
52.	Medimix soap & Toilate soap	10 pcs		

Sd/-
Sub-Divisional Officer
Katwa Irrigation Sub-Division
Katwa, Purba-Bardhaman

Memo.No:- 537/1(8)

Date:- 12-10-2017

Copy forwarded for information and wide circulation to :-

1. The Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Purba Bardhaman
2. Executive Engineer, Damodar Canal Division, Purba Bardhaman
3. Estimating Branch of D.C. Division
- 4-7. Sub-Divisional Officer, D.C. No. I / D.C. No. III /D.C. Hd. Qtr./ Edilpur (I) Sub-Division
8. Office Notice Board, Katwa (I) Sub-Division, Purba Bardhaman.

Sd/-
Sub-Divisional Officer
Katwa Irrigation Sub-Division
Katwa, Purba-Bardhaman