



GOVERNMENT OF WESTBENGAL  
IRRIGATION AND WATERWAYS DIRECTORATE  
OFFICE OF THE EXECUTIVE ENGINEER,  
MAYURAKSHI SOUTH CANAL DIVISION  
BOLPUR, BIRBHUM.

Memo. No:-281

Dated : 24/02/2021

## **NOTICE INVITING QUOTATION**

### **N.I.Q. No.02/EE/MSCD OF 2020-21**

Sealed quotation are hereby invited from bonafide manufacturer, dealers, suppliers, co-operative society, to supply of materials (which state in Attached list) is being invited by the Executive Engineer , Mayurakshi South Canals Division, Irrigation & Waterways Directorate on behalf of the Governor of West Bengal.

Issue of NIQ documents: The NIQ documents can be downloaded from the departmental website: [www.wbiwd.gov.in](http://www.wbiwd.gov.in).

#### **Submission of NIQ:-**

The intending dealers, suppliers, co-operative society should submit their NIQ for the Supply of materials in a sealed envelope super scribing on the top " Supply of office Stationary articles of Mayurakshi South Canals Division for the Year 2021-22 ", in the tender box to be available at the Office of the Executive Engineer , Mayurakshi South Canals Division, Santiniketan, Birbhum, Pin 731204.

The intending dealers, suppliers, co-operative society should submit their NIQ as per list of items enclosed herewith. Rates and amounts should be filled up properly.

The quoted rates should be exclusive of all taxes/duties all complete.

Before submitting NIQ, the intending dealers, suppliers, co-operative society should make themselves acquainted thoroughly with the local conditions prevailing at site of implementation of the work by undertaking field inspections and taking into consideration all probable likely factors and difficulties to be involved in execution of the work as per specification in all respects including communication facilities, etc. and no claim whatsoever will be entertained on those accounts afterwards. He/She may contact this office in any working day in between 11 am to 3 p.m. Interested agencies or their authorized representatives may remain present while opening of the sealed covers containing NIQ.

Selection of appropriate NIQ is entirely vested upon the Quotation-cum-Bid Evaluation Committee (QBEC). The committee reserves the right to accept or reject

any or all NIQ without assigning any reason. The intending agencies should submit the following and self-attested copies of the same are as follow:-

submitted with the NIQ

ii) Trade Licence.

iii) Professional Tax Payment Certificate (PTPC) or Challan.


iv) PAN Card.

v) GST Registration Certificate.

vi) Latest I.T. Return.

Schedule of Dates for EoI's :

Sl No	Activity	Date & Time	Remarks
1	Publishing Date	24.02.2021	
2	NIQ submission start date	25.02.2021 From 10.00 A.M	
3	NIQ submission end date	12.03.2021 upto 3:00 P.M	
4	NIQ opening date	12.03.2021 at 3:30 P.M	

  
Executive Engineer  
Mayurakshi South Canals Division  
Santiniketan, Birbhum

**Memo. No.281/(12)**

**Dated. 24/02/2021**

Copy forwarded for information & wide circulation to the:-

1. The Chief Engineer- North, I & W. Dte, Netaji More Market Complex, 5rd Floor, Saraju Prasad Road, Dist. Malda, Pin-732101
2. Superintending Engineer, Mayurakshi Canal Circle, Suri, Birbhum.
3. Sabhadhipati, Birbhum Zilla Parishad, Suri, Birbhum.
4. District Magistrate, Birbhum, Suri, Birbhum.
5. Executive Engineer, Mayurakshi Head Quarter Division, Suri, Birbhum
6. Executive Engineer, Mayurakshi North Canals Division, Rampurhat, Birbhum.
7. Sub. Divisional Officer, Bolpur / Kirnahar/Hinglow/Salar (I) Sub – Division.
8. Divisional Accounts Officer, M.S.C. Division.
9. Notice Board.

  
Executive Engineer  
Mayurakshi South Canals Division  
Santiniketan, Birbhum

**“Supply of office Stationary articles of Mayurakshi South Canals Division for the Year 2021-22”**

**List of Article:-**

Sl. No.	Item	Quantity	Unit	Rate Quoted by the quotationers ( exclusive of G.S.T. & Cess)	
				In figure	In words
1.	A4 Page	1	Rim		
2.	Bucket /Basket	1	No		
3.	Mug	1	No		
4.	Guard File	1	No		
5.	Stapler Pin (10 Nos)	1	Pkt		
6.	Cello tape (Big)	1	No		
7.	Cello tape (Small)	1	No		
8.	Stapler Pin (24/6)	1	Pkt		
9.	Ful Jharu	1	No		
10.	Mop	1	No		
11.	Tag	1	Dozen		
12.	Stamp Pad(Big)	1	No		
13.	Stamp pad(Small)	1	No		
14.	Register (No-12)	1	No		
15.	Register (No-10)	1	No		
16.	Cover file (Full cloth)	1	No		
17.	Towel (Big)	1	No		
18.	Fevistick	1	No		
19.	Cover file (Half cloth)	1	No		
20.	Stapler pin (23/17)	1	Pkt		
21.	H.P Toner (12/A)	1	No		
22.	H.P laser jet (88/A)	1	No		
23.	Small Envelope (Brown)	1	Dozen		
24.	Marker Pen (All Size)	1	No		
25.	Ruler (12 inches)	1	No		
26.	Lock (Big)	1	No		
27.	Lock (Small)	1	No		
28.	Gel pen(All Colour)	1	No		
29.	Calculator	1	No		
30.	Stamp ink Bottle	1	No		
33.	Knife	1	No		
34.	Scissor	1	No		
35.	Carbon Paper	1	Pkt		
36.	Chanel File	1	Pkt		
37.	Correction pen	1	No		
38.	Thread Ball	1	Dozen		
39.	Punching Machine	1	No		
40.	Service Book.	1	No		

Sl. No.	Item	Quantity	Unit	Rate Quoted by the quationers ( exclusive of G.S.T. & Cess)	
				In figure	In words
41.	Black HIT	1	No		
42.	Water Bottle	1	No		
43.	Sharpener	1	No		
44.	Eraser	1	No		
45.	Received Register	1	No		
46.	Bottle Gum(500 ml)	1	No		
47.	Cloth envelope (Big size)	1	Dozen		
48.	Cash Book (General)	1	No		
49.	Jhul Jharu	1	No		
50.	Memorandum of payment.(Running Account Bill)	1	No		
51.	Flap Colour Packet.	1	Pkt		
52.	Stapler (Big)	1	No		
53.	Stapler (Small)	1	No		
54.	Highlighter pen	1	No		
55.	Key Bag	1	No		
56.	Room Freshener	1	No		
57.	Water Jug.	1	No		
58.	Duster (Cloth)	1	No		
59.	A3 Paper	1	Rim		
60.	Ball Pen (All Colour)	1	No		
61.	Wood Pencil	1	No		
62.	Gems Clip	1	Pkt		
63.	Peon Book	1	No		
64.	Gum (Tube)	1	No		
65.	Legal (FS) Paper	1	Rim		
66.	Attendance Register	1	No		
67.	Big Envelope (Brown)	1	Dozen		
68.	Medium Envelope (Brown)	1	Dozen		

Date:

Place:

**Signature of the Bidder**