

**GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DEPARTMENT
JALASAMPAD BHAWAN, SALT LAKE-91**

No:598-IW-11011(44)/3/2025

Dated:20.02.2026

NOTICE INVITING QUOTATION

The undersigned is directed to invite all the willing government approved wholesale consumers' Co-Operative Societies to quote the rate of stationary articles, grocery, sanitary and other materials for supply of the same on request, to this office for the period from 1st April, 2026 to 31st march, 2027 in a sealed cover to be submitted to the Irrigation & Waterways Department latest by **18th March, 2026** within 3.00 PM.

The rate so quoted should be inclusive of G.S.T.

The sealed cover will be opened on **19th March,2026** at the Chamber of Assistant Secretary, Establishment Branch at 3.00 PM. and a representative from concern Wholesalers must be present at the time the quotations are opened.

The Department reserves the right to accept or reject any quotation without stating the reason whatsoever and quotations will be kept at the custody of the Registrar and DDO of Irrigation & Waterways Department, Jalasampad Bhawan, 3rd Floor, Room No-316.

The specific list of stationary articles to be supplied are listed in the Annexure enclosed herewith which may also be collected from the Registrar, Irrigation & Waterways Department, Jalasampad Bhawan, 3rd Floor, Room No-316.

All the articles to be delivered must be of good quality. If any item(s) received is of unsatisfactory condition/quality, the Department may immediately reject that item(s) and the Co-operative should be obliged to replace that item within two days.

The co-operative concerned whose quotation will be accepted must supply the articles within 2 (two) days from the date of requisition of the same falling which their offer will be rejected without further notice and they may not be considered for any subsequent purchase of articles from this Department.

Enclosed: As stated.

Sd/-
Assistant Secretary

Government of West Bengal

No:598/1(2)-IW-11011(44)/3/2025

Dated:20.02.2026

Copy forwarded for information and necessary action to:-

1. Registrar and DDO of this Department.
2. ✓ Executive Engineer, DVC Study Cell for uploading in the Departmental Website
3.

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Assistant Secretary

Government of West Bengal

ANNEXURE-1

LIST OF ARTICLES

Sl No.	Articles	Rate	% of GST	Total	Remarks
1	Paper A4-JK.Copier-75GSM-500Pages/Ream				
2	Paper Legal-JK.Copier-75GSM-500Pages/Ream				
3	Demi Paper F/S Size-80GSM/Ream-500Pages				
4	2nd Page Note Sheet/Ream				
5	A3 Size Xerox Paper-JK.Copier-75GSM/Ream				
6	Compatible Cartridge-88A/pc				
7	Compatible Cartridge-110A/pc				
8	Compatible Cartridge-112A/pc				
9	Compatible Cartridge-166A/pc				
10	Compatible Cartridge-12A				
11	Ruled Register No-4/pc				
12	Ruled Register No-8/pc				
13	Ruled Register No-10/pc				
14	Ruled Register No-12/pc				
15	File Register 200 Pages/pc				
16	Attendance Register (no-4)/pc				
17	Stock Register (No-20)-573 pages/pc				
18	Case Book-100 Pages/pc				
19	Peon Book (SETT's)-100pages/pc				
20	Dak Despatch Register No-16				
21	Binder Clip- 41mm/box				
22	Binder Clip-32mm/box				
23	Binder Clip-25mm/box				
24	Binder Clip-19mm/box				
25	Binder Clip- 51mm/box				
26	Uni-Ball eye Roller Ball Pen (Green)/pc-Fine tips				
27	Uni-Ball eye Roller Ball Pen (Red)/pc-Fine tips				
28	Uni-Ball eye Roller Ball Pen (Black)/pc-Fine tips				
29	Uni-Ball eye Roller Ball Pen (Blue)/pc-Fine tips				
30	Pen Fort (Blue)/pc				
31	Pen Fort (Black)/pc				

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32	Pen Fort (Red)/pc				
33	Linc Ocean Gel (Blue)/pc				
34	Linc Ocean Gel (Red)/pc				
35	Linc Ocean Gel (Green)/pc				
36	Pen Pentonic/pc				
37	Envelope White(11*5)/pc				
38	Envelope Brown (11*5)/pc				
39	Envelope Cloth (14*10)/pc				
40	Envelope Cloth (16*12)/pc				
41	Plastic File "L" Shape -A4/pc				
42	Plastic File "L" Shape -FS/pc				
43	Two Fold hardbound file folder, Durable pitch board, blue with Dept. Name/100pc				
44	Four Folder Colouring File Cover/pc				
45	Button File Cover-A4/pc (Single Pocket)				
46	Button File Cover-FS/pc (Single Pocket)				
47	Button File Cover-A4/pc (Double Pocket)				
48	Button File Cover-FS/pc (Double Pocket)				
49	Channel File Cover-A4/pc				
50	Channel File Cover-FS/pc				
51	Arch File-Pitch Board/pc				
52	Signature Pad/pc				
53	Spiral Writting Pad-64pages/pc-Big				
54	Spiral Writting Pad-64pages/pc-Small				
55	Carbon Paper-Kores/pc				
56	Spiral Note Bool-Small/pc				
57	Gems Clip /plastic/pc (Small)				
58	Gems Clip /plastic/pc (Big)				
59	Kangaroo Stapler 10-1M/pc				
60	Kangaroo Stapler- HD-45/Pc				
61	Kangaroo Stapler HP-45 /pc				
62	Stapler HD-23 S-17 -Kangaroo/Pc				
63	Kangaroo Stapler pin 10-1M/Small Box				
64	Kangaroo Stapler Pin-24/6/Small Box				

65	Stapler HD-23 S-17 pin -Kangaroo/small box				
66	Double Punching Machine-Kangaroo/pc				
67	Single Punching Machine-Kangaroo/pc				
68	Fevi-Gum/pc -50ml				
69	Fevi-Gum/pc- 200ml				
70	Fevi-stick-15 gm/pc				
71	Desk Calendar-Gupta's/pc				
72	Pen Stand-Gripex Color/pc				
73	Stamp Pad-Faber Castell-110*69 mm/pc				
74	Stamp Ink-60ml/pc				
75	Botkin/pc				
76	Knife-plastic Handle/pc				
77	Scissors -stainless steel/pc				
78	Paper Weight-flat type/pc				
79	Scale (Faber Castell)-(1'40mm)plastic/pc				
80	Alpin-king/pc				
81	Pin holder-plastic magnetic/pc				
82	Gala(National Round Sealing Wax)/Box				
83	Thread Ball/pc				
84	Check Duster(2*2")/pc				
85	Candle Per Packet				
86	Tag 9"/Bundle				
87	Room Freshner (300ml)/pc-Godrej Aer				
88	Room Freshner (300ml)/pc -Premium				
89	Room Freshner (300ml)/pc- Ambipur				
90	Pencil Wooden (Apsara)/pc				
91	Pencil Eraser(Apsara)/pc				
92	Pencil Cutter(Nataraj)/pc				
93	Cello tape White(1")/pc				
94	Cello Tape (2")-Brown tape/pc				
95	Sticky Note Pad(Flat 2/3" Yellow color)/pc				
96	Sticky Note Pad(Flat 3/3" Yellow color)/pc				
97	Highlighter Marker pen(Faber Castell)(Green,Yellow & Pink)/pc				

98	CD Marker Pen(Blue,black)(Faber Castell)/pc				
99	Luxor Sign Pen(Blue,Black,Red&Green)/pc				
100	Permanent Marker Pen(Faber Castell)(Black&Blue)/pc				
101	White Board Marker (Round Tip)/pc				
102	Pencil Battery (AAA)/pc-Duracell				
103	Pencil Battery (AAA)/pc-Everyday				
104	Pencil Battery (AA)/pc-Duracell				
105	Pencil Battery (AA)/pc-Everyday				
106	Flag 3"*3" -Multi color/pc				
107	White Board(Duster/Eraser)/pc				
108	Whitener Pen(7ml)(Feber Castell)				
109	Calculator (Check and Correct-12 digit)/pc(Casio)				
110	Pen Drive (Sandisk)-32GB/pc				
111	File Flap (Blue)/pkt				
112	Rubber Band/1kg				
113	Plastic Rope/Big Roll				
114	White Tape(Ribbon)-1"/pc				
115	Index File Cover (Usigl)/pc				
116	Paper Waste Basket(Plastic)/pc				
117	Tag 9"/Bundle				
118	Cello Tape Cutter/pc				
119	Sketch pen (camel)				
120	Good Night Express -Machine+oil/pc				
121	Good Night oil/pc				
122	Hand Wash-250ml-Dettol/pc				
123	Service Book/pc				
124	Dustbin/pc				
125	Stapler Pin Remover (Kangaroo)/Small Box				
126	Vim Liquid-250ml/pc				
127	Pril Liquid-250ml/pc				
128	Colin Spray-Big/pc				
129	Hit Spray-Big/pc- Red				
130	Hit Spray-Big/pc- Black				

131	Towel (60*30)/pc				
132	Towel (18*36)/pc				
133	Everyday Milk Powder/1kg				
134	Sugar/kg				
135	Green Tea (Tetley Tea)/100 small Bags				
136	Green Tea (Lipton Tea)/100 small Bags				
137	Paper Cup/pc-100ml				
138	Paper Cup/pc-150ml				
139	Cup-plate (Good Quality) Bone China/Box (6 Pair in a Box)				
140	Glass For Drinking Water With Cover (Yara)/pc				
141	Tea Tray/pc				
142	Plate/pc				
143	Spoon/Dozen				
144	Scotch Brite/pc-Big				
145	Scotch Brite/pc-Small				
146	Tissue Paper/pkt				
147	Facial Tissue Paper/pkt				
148	Drinking Water-20 Ltr. Jar (Bisleri)/Jar				
149	Drinking Water-250 ml Bottle (Bisleri)/Bottle				
150	Drinking Water-1/2 Ltr Bottle (Bisleri)/Bottle				
151	Tea Leaves (Dhurba)-250gm				
152	Cashew Nut-250gm				
153	Almonds-100gm				
154	Farmlite Biscuit-150 gm/pkt				
155	Britania Marie Biscuit-450gm/pkt				
156	Sobisco Marie Biscuit-450gm/pkt				
157	Raja Marie Biscuit-450gm/pkt				
158	Chips Lay's -82gm/pkt				
159	Coffee Nescafe-90gm/pkt				
160	Mosquito Killing Bat/pc				
161	Car Air Pocket-7.5gm-Godrej Aer/Ambipur/pc				
162	Car Air Jel Ambipur-75gm/pc				
163	Car Feather Cleaner/pc				

164	Clove (JK)-100gm				
165	Ambipur Car Ultra Control Machine/pc				
166	Door Bell with remote				
167	Tea Filter Net				
168	Bowl (Medium)				
169	Wall Clock(Ajanta)				
170	Glass Container-900ml &600ml				
171	Electric Water Kettle				
172	Letter Head For ACS/100pc				
173	Milton Water Bottle-1 ltr. Plastic				
174	Milton Thermosteel Flip Lid flask- 1 ltr.				
175	Charging Torch Light				
176	Umbralla Big (K.C.Paul)				
177	Umbralla Big (Mahendra Dutta)				
178	Dorjee Darjeeling Tea Leaves-100gm/200gm				
179	Exam Board				
180	Visiting Card (With Printing Charges)/100 pc				

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