



**NOTICE INVITING EXPRESSION OF INTEREST (EOI)
(For Budgetary purpose)**

EOI No.:-WBUD&MA/SE/SLRDC/EOI-01/2026-27 of Executive Engineer/Bidhannagar Municipal Services Division.

Expression of interest for obtaining competitive budgetary quotes at competitive market prices is being invited from reliable reputed resourceful Manufacturer/ Distributor/ Stockiest/ Supplier in their office letter pad in connection with the determination of estimate cost of **79 nos of item** related to the work "**EOI for Supplying of stationery articles to office of the Executive Engineer, Bidhannagar Municipal Services Division, Nirman Bhawan, Kol-700091 for smooth running of office work.**" By the Executive Engineer, Bidhannagar Municipal Services Division for acceptance of the Special Engineer, Salt Lake Reclamation & Development Circle, Salt Lake Project, Nirman Bhawan, Urban Development and Municipal Affairs Department for and on behalf of the Governor of West Bengal.

Issue of EOI documents: The EOI documents can be obtained from the departmental website <https://udma.wb.gov.in> as well as from the office of the Executive Engineer, Bidhannagar Municipal Services Division during office hours on working days till 31/08/2026 upto 11.00 Hrs.

The intending agencies should submit their most competitive budgetary quotes which should be quoted excluding all taxes (GST & CESS) both in word & figure, as per current market price including contractor's profit, lifting, loading, unloading and carriage at site in the given format in the notice on their own letter head with proper sign and seal in a sealed envelope.

The intending quotationer or their authorized representative in the EOI may remain present while opening the sealed covers quoting of EOI. Selection of appropriate EOI entirely rests upon the Special Engineer, Salt Lake Reclamation & Development Circle, Urban Development Department. The authority reserves the right to accept or reject any or all EOI without assign any reason thereof.

As the notice inviting EOI is made for Estimation purpose, therefore no work will be allotted, no work order, will be issued to the participating bidders and no payment whatsoever, will be borne by Department of Urban Development and Municipal Affairs.

SCHEDULE DATES FOR EOI

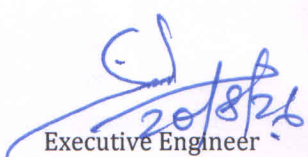
Date of Publishing EOI	20/08/2026	Sealed quotation will be submitted in the O/o The Executive Engineer, Bidhannagar Municipal Services Division, Urban Development & Municipal Affairs Department, Nirman Bhawan, Salt Lake, Kolkata-91
Starting Date of submission of Filled up EOI in sealed cover	21/08/2026 from 11.00 Hrs	
Last Date of submission of Filled up EOI in sealed cover	31/08/2026 upto 11.00 Hrs	
Date of opening of EOI	31/08/2026 after 12.00 Hrs	

MEMO NO: 1220

Dated: 20/08/2026

Copy forwarded for information to the:

1. P.S. to Principal Secretary, to the Govt. of W.B., Department of Urban Development Department & Municipal Affairs, Nagarayan, Kolkata-64.
2. The Joint Secretary to the Govt. of West Bengal, IT & e-Gov Cell, Department of Urban Development Department & Municipal Affairs, 3rd Floor, Nagarayan, Kol-64 to upload in the departmental website <https://udma.wb.gov.in>
3. The Special Secretary, UD&MA Department & Additional Director, SUDA, ILGUS BHAVAN, HC Block, Sector-III Bidhannagar, Kol-106, West Bengal.
4. The Special Engineer, S L R & D Circle, Nirman Bhawan, Salt Lake, Kolkata-91.
5. Executive Engineer & T.A to Special Engineer, Salt Lake Reclamation & Development Circle, Nirman Bhawan, Salt Lake, Kolkata-91
6. Executive Engineer, Salt Lake Construction Division, Nirman Bhawan, Salt Lake, Kolkata-91
7. Executive Engineer, Design, Nirman Bhawan, Salt Lake, Kolkata-91
8. Executive Engineer, Bidhannagar Municipal Services Division, Nirman Bhawan, Salt Lake, Kolkata-91.
9. Executive Engineer, Central Mechanical Division, Nirman Bhawan, Salt Lake, Kolkata-91.
10. Head Estimator, Salt Lake Reclamation & Development Circle
11. Notice Board of this Office.


Executive Engineer

Bidhannagar Municipal Services Division
Urban Development & Municipal Affairs Department


20/8/26

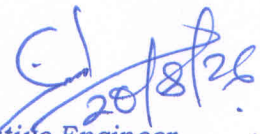
DESCRIPTION OF ITEM

SL.No.	DESCRIPTION OF ITEM	UNIT	RATE (Excluding GST & CESS)
1	Attendance Register (50 pages)	Pcs	
2	Binder clip (41mm)	Pkt.	
3	Binder clip (31mm)	Pkt.	
4	Binder clip (25mm)	Pkt.	
5	Bottom file	Pcs	
6	Bell Pin (alpin)	Box	
7	Bill register (100 pages)	Pcs	
8	Battery AA	Pcs	
9	Battery AAA	Pcs	
10	Busket	Pcs	
11	Cello Tape (1 Inch)	Pcs	
12	Cello Tape (2 Inch)	Pcs	
13	Car Log Book (No-6)	Pcs	
14	Carbon blue	Pkt	
15	Carbon red	Pkt	
16	Channel file	Pcs	
17	Contractor bill register	Pcs	
18	Correction Pen	Pcs	
19	Candle	Pcs	
20	Cup plate set (borosil)	set	
21	Duster (2X2)	Pcs	
22	Duster (3X3)	Pcs	
23	Dak File Cover	Pcs	
24	Earaser	Pcs	
25	Envelop (11X5)	Pcs	
26	Fevicol 50gms	Pcs	
27	File cover with board	Pcs	
28	Fevi stick 15g	Pcs	
29	Fevi Gum 50 ml	Pcs	
30	Fore	Pcs	
31	G.P.F. register 50 page	Pcs	
32	Gala	Box	
33	Glass	Pcs	

DESCRIPTION OF ITEM

SL.No.	DESCRIPTION OF ITEM	UNIT	RATE (Excluding GST & CESS)
34	General Cash book 100 pages	Pcs	
35	Hand receipt	Pcs	
36	Hi lighter pen	Pcs	
37	Issue register	Pcs	
38	Ink Pad blue 11cm X 6.9cm	Pcs	
39	Ink Pad red 11cm X 6.9cm	Pcs	
40	Jems clips	Box	
41	Lebel book	Pcs	
42	Leave register 100 page	Pcs	
43	Marker pen	Pcs	
44	Mesurement book Oxford	Pcs	
45	Money receipt	Pcs	
46	Note sheet	Pcs	
47	Post-it/ Page Marker (3 Colour)	Pkt	
48	Paper A4 ; 75 gsm	Rim	
49	Paper legal	Rim	
50	Pay bill register 200 pages	Pcs	
51	Pen blue	Pcs	
52	Pen red	Pcs	
53	Pen Green	Pcs	
54	Pen Black	Pcs	
55	Pencil	Pcs	
56	Pencil cutter	Pcs	
57	Peon book	Pcs	
58	Punching Machine (Single hole)	Pcs	
59	Punching Machine (Double hole)	Pcs	
60	Rule Register No.4	Pcs	
61	Rule Register No.6	Pcs	
62	Rule Register No.8	Pcs	
63	Received register	Pcs	
64	Refill	Pcs	
65	Rope	Pcs	
66	stapler Big (HP-45)	Pcs	

DESCRIPTION OF ITEM			
SL.No.	DESCRIPTION OF ITEM	UNIT	RATE (Excluding GST & CESS)
67	stapler Small (HS-G10)	Pcs	
68	stapler pin Big (no. 24/6-IM)	Box	
69	stapler pin Small (no. 10-IM)	Box	
70	stock register (300 Pages)	Pcs	
71	Scissors (16.5 cms)	Pcs	
72	Plastic Scale (30 cm)	Pcs	
73	Tag (9")	bundle	
74	Tag (12")	bundle	
75	Towel (36" X 72")	Pcs	
76	Towel (30" X 60")	Pcs	
77	Tender Form	Pcs	
78	Tea Tray	Pcs	
79	Paper Weight	Pcs	


 Executive Engineer
 Bidhannagar Municipal Services Division
 Deptt. Of U.D. & M.A., Govt. Of West Bengal
 Nirman Bhavan, Salt Lake, Kolkata-700091
 20/8/26