



BALURGHAT MUNICIPALITY

SOVA MAJUMDER SARANI

BALURGHAT : DAKSHIN DINAJPUR

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Memo No:-

212

/G-8

Date:- 27.04.2022

NOTICE INVITING QUOTATION

Sealed quotation are hereby invited for supply all kinds of Stationary articles during the year 2022- 2023 from the local established shops as per list enclosed. Firm having sufficient credentials of supplying stationary and office articles in Govt./semi Govt. Under taking offices .

The quotations will be received in sealed cover by this office of up to 11/05/2022 at 1 p.m through the courier or by hand . The quotationers shall have to deposit and earnest money amounting to Rs.5000.00 (five thousand) only in cash to Municipal fund. The receipt of the deposit should be furnished along with the quotation papers.The earnest money will be kept with the Municipal fund till the quotation will remain valid. If the supplier quotation fails to supply the articles within the stipulated time, the aforesaid earnest money will be forfeited without any notice.

The intending quotationers are requested to submit only 1 (one) rate against 1 (one) item, More than 1(one) rate against a single item will be treated as cancelled.

The quotation have to submit self attested Xerox copies of the valid trade License, P.Tax, GST, Pan Card along with the quotation papers. The rate/rates of each articles should have to be quoted mentioning brand, quality and quantity as per notice including F.O.R & GST to Municipality office.

The quotationers ,whose rate/rates will be accepted against the articles, shall be responsible to supply the necessary articles during the whole financial year (i.e 2022 - -2023). The all articles of the supply order are to be supplied within 7 (seven) days on presentation of the supply order otherwise the supply the order will be treated as cancelled.

The undersigned reserves the right to accept or reject any rate/rates of the quotations without assigning any reason and is not bound to accept lowest rate/rates of the quotations without assigning any reason and he is not bound to accept lowest rate/rates of the quotation.

The received quotation will be opened on 11-05-2022 at 3 p.m. in the office and quotationers may remain present at the time to opening.

Encl : list of articles

Memo No. 212/1(3)/G-8

Copy for information and wide publication to:-

- 1)The District Magistrate, D/Dinajpur, Balurghat
- 2)The District information and Cultural office, D/Dinajpur, Balurghat
- 3)The DIO,NIC, Dakshin Dinajpur District, Balurghat (request for uploading to District Website)

[Signature]
27/04/2022
Executive officer

Balurghat Municipality

Date:- 27.04.2022

[Signature]
27/04/2022
Executive officer

Balurghat Municipality

Date:- 27.04.2022

Memo No:- 212/2(11)/G-8

Copy to:-

- 1) The Chairman, Balurghat Municipality.
- 2) The Vice Chairman, Balurghat Municipality.
- 3) The Finance Officer , Balurghat Municipality.
- 4) The Head Clerk Balurghat Municipality.
- 5) The Asst. Head Clerk , Balurghat Municipality.
- 6) The Accountant , Balurghat Municipality.
- 7) The Store keeper (G), Balurghat Municipality.
- 8) The Cashier , Balurghat Municipality.
- ✓ 9) The I.T. Specialist /I.T. coordinator Balurghat Municipality, directed to upload the said NIQ in our official Website.
- 10) Receive Section , Balurghat Municipality.
- 11) Municipality Notice Board for wide publication.

[Signature]
27/04/2022
Executive officer

Balurghat Municipality

[Signature]



BALURGHAT MUNICIPALITY
LIST OF STATIONARY ARTICLES

Date:- 27/9/22

Ref. Memo No. 2/2/GC-8

NAME OF THE ARTICLES

SI-NO.	NAME OF ITEM	SPECIFICATION
01	F.C. PAPER	WHITE, BIG SIZE PER REAM, ORIENT, SPT. SUPREME
02	F.C. PAPER (RULED)	BIG SIZE PER REAM, ORIENT SPL.
03	CARBON PAPER(F.C) PER BOX	KORES, CAMEL
04	CARBON	DFC
05	DOUBLE SIDE CARBON PAPER PER BOX	KORES, CAMEL
06	XEROX PAPER A4 , PER REM	COPY POWER, JK SPARKEL
07	XEROX PAPER A3, PER REM	COPY POWER
08	XEROX PAPER LEGAL , PER REM	COPY POWER, JK SPARKEL
09	COVER FILE, SPL QUALITY PER 100 NOS.	EAGLE/FREEDOM EXTRA STRONG
10	COVER FILE, (POLLY COATED)	BEST QUALITY EACH, , AMBASSADR
11	ARCH FILE , BIG SIZE	BEST QUALITY, AMBASSADR
12	COMPUTER FILE , SIZE 15*12 EACH	BEST QUALITY
13	COMPUTER FILE, SIZE 10*12 EACH	BEST QUALITY
14	CAHNEL FILE ,SIZE A4 EACH	BEST QUALITY
15	CHANEL FILE , SIZE F-5 EACH	BEST QUALITY
16	FLATE FILE (CHIP SYSTEM) BIG SIZE EACH	BEST QUALITY
17	ERAZ-EX / WHITENER PEN, EACH	KORES
18	PIN (ALPIN) , PER BOX	KING
19	ZEMS CLIP PER BOX	NOVEX
20	ZEMS CLIP PER BOX	GRIPEX
21	STAMP PAD MEDIUM , EACH	BEST QUALITY
22	PIN CUSHION (MAGNET)	BEST QUALITY
23	STAMP INK 60 ML.	PARAGON
24	DUSTER (TOWEL) EACH	BEST QUALITY
25	DUSTER (CLOTH) 20*20 EACH	BEST QUALITY
26	PAPER WEIGHT (DESIGU) EACH	BEST QUALITY
27	WATER SPONG , EACH	BEST QUALITY
28	SCALE (PLASTIC) "18*12" EACH	BEST QUALITY
29	GUM 22 ML. /45 ML. EACH	BEST QUALITY
30	TABLE BASKET (PLASTIC) EACH	BEST QUALITY
31	WEASTE PAPER BASKET (PLASTIC) EACH	BEST QUALITY
32	TAG, SIZE "9" (COLOURED) PER BUNDLE	BEST QUALITY
33	THREAD BALL, EACH	BEST QUALITY
34	PHORANI (PLASTIC) EACH	BEST QUALITY
35	CLIP BOARD (PLASTIC) EACH	BEST QUALITY
36	PLASTIC BUCKET NO.132/ 1016/ 1013, EACH	BEST QUALITY
37	PLASTIC GUMLA , MEDIUM SIZE EACH	BEST QUALITY
38	PLASTIC JUG, BIG / MEDIUM SIZE EACH	BEST QUALITY
39	PLASTIC MUG, BIG SIZE , EACH	BEST QUALITY
40	CANDLE, BIG SIZE PER PKT.	LOCAL MADE

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