

OFFICE OF THE
BALURGHAT MUNICIPALITY



SOVA MAJUMDER SARANI
BALURGHAT : DAKSHIN DINAJPUR

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Memo Nö- 3097 /HS-20

Date:- 11/01/2023

NOTICE INVITING QUOTATION

Scaled quotations are hereby invited from the reputed Agency / Supplier for supplying of Computers as per below-mentioned specification. The quotations will be received by this office up to 3 p.m. on 19.01.2023 and will be opened on the same date at the chamber of undersigned at 4.00 p.m. when the quotatioiners may remain present.

The quotation must be accompanied with valid self-attested copies of PAN, Trade License, IT & GST.

The undersigned reserves the right to reject or accept any rate without assigning any reason and is not bound to accept the lowest rate.

Terms & Conditions :-

1. The agencies who have credentials for supplying Computers under Govt. department of Municipality will be eligible to participate in the quotation.
2. The computers shall have to be supplied within 7 (seven) days from the date of receipt of the supply order.
3. The agency will be bound to provide 02 (Two) year warranty and free of cost servicing for these computers including all accessories.

SI No	Specification	Quantity
1	I-3 processor (11 Generation),SSD Hard Disk-500GB, 4 GB Ram, Licensed Windows 11, original MS Office package, HDMI port along with 18.5 inch Monitor (HP/ Lenovo / Dell);Desktop	01 nos.
2	Canon PIXMA all in one Printer with Scanner MG2924.	01 nos.

Memo no :- 3097/1(3)/HS-20
Copy to :-

1. The District Magistrate, Dakshin Dinajpur, Balurghat.
2. The Sub-Divisional officer , Balurghat sadar, Dakshin Dinajpur.
3. The District Information & Cultural officer, Dakshin Dinajpur, Balurghat.

Memo no :- 3097/2(9)/HS-20
Copy to :-

1. The Chairman, Balurghat Municipality
2. The Vice-Chairman, Balurghat Municipality.
3. The MCIC,Balurghat Municipality.
4. The Finance officer, Balurghat Municipality.
5. The Head clerk , Balurghat Municipality.
6. The Accountant , Balurghat Municipality.
7. The Asst Head clerk , Balurghat Municipality.
8. Sri Mrinmoy Das, I.T. Support Specialist / Sri, Ramkrishna Sikdar , I.T. Coordinator , Balurghat Municipality. He is directed to upload the N.I.Q. on the Municipal website.
9. Municipal Notice Board for wide publication.

Executive officer
Balurghat Municipality

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