



## BALURGHAT MUNICIPALITY

SOVA MAJUMDER SARANI  
BALURGHAT : DAKSHIN DINAJPUR

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Memo No: 3772/G-8

Date: 17/03/2023

**NOTICE INVITING QUOTATION**

Sealed quotation are hereby invited for supply all kinds of Stationary articles during the year 2023- 2024 from the local established Printing press as per list enclosed. Firm having sufficient credentials of supplying Printing and office articles in Govt./ semi Govt. Under taking offices .

The quotations will be received in sealed cover by this office of up to 24 /03 /2023 at 1 p.m through the currier or by hand at Receive Section of this Municipality. The quotationers shall have to be deposit earnest money of an amounting to Rs.5000.00 (five thousand) only in cash to this Municipal . The receipt of the deposit should be furnished along with the quotation papers.The earnest money will be kept of 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 X-erox 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 2023 - -2024 ). The all articles of the supply order are to be supplied within 7 (seven) days on presentation of the supply order otherwise the supply 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 quotation will be opened on 24/03/2023 at 4 p.m. in the office of the undersigned and quotationers may remain present at the time of opening.

Encl : list of articles

Chairman

Balurghat Municipality

Date:- 17/03/23

Memo No. 3772/1(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)

Chairman

Balurghat Municipality

Date:- 17/03/23

Memo No:- 3772/2(11)/G-8

**Copy to:-**

- 1) The Vice Chairman, Balurghat Municipality.
- 2) The shri.....MCIC,Balurghat Municipality.
- 3) The Tender Committee Members , Balurghat Municipality
- 4) The Executive officer, Balurghat Municipality.
- 5) The Finance officer ,Balurghat Municipality.
- 6) The Head clerk , Balurghat Municipality.
- 7) The Accountant, Balurghat Municipality.
- 8) The Cashier, Balurghat Municipality.
- 9) The Store keeper(general) , Balurghat Municipality.
- 10) The I.T. Specialist /I.T. coordinator Balurghat Municipality, directed to upload the said NIQ in our official website.
- 11) Receive Section , Balurghat Municipality.
- 12) Municipality Notice Board for wide Publication.

Chairman

Balurghat Municipality



BALURGHAT MUNICIPALITY  
LIST OF STATIONARY ARTICLES

Ref. Memo No. 3772/9-8

NAME OF THE ARTICLES

Date:- 17/03/2023

| Sl 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-S 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                                    |

Chairman  
Balurghat Municipality

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