



OFFICE OF THE
BALURGHAT MUNICIPALITY

SOVA MAJUMDER SARANI
BALURGHAT : DAKSHIN DINAJPUR

PH. NO : 03522 - 255450 / 255680 / 256930 / 255649 / 256931 / 255655
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Memo No:-

488

/G-8

Date:-

12-06-19

NOTICE INVITING QUOTATIONS

Sealed quotation are hereby invited for supply all kinds of stationary articles during the year 2019- 2020 from the local established shop as per list enclosed. Firm having sufficient credentials of supplying stationary and office articles in Govt./ semi Govt. Under taking offices .

The quotation will be received in sealed cover by this office of up to 1 p.m on 19/06/2019 through the currier or by post. The quotationers shall have to deposit Application free of Rs.2000.00 (Rupees two thousand) only, direct to the Bank A/C. And X-erox copy of deposited challan to be attached with quotation .

Bank Details:- State Bank of India, Balurghat Branch.

A/C No :- 33794258780. **IFCS CODE:-** SBIN0000020.

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 2019 - -2020). The all articles of 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 received quotation will be opened on 19-06-2019 at 3 p.m. in the office and quotationers may remain present at the time to opening.

Enol : list of articles

Memo No. 488/1(08) /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)

11/6/19
Administrator
Balurghat Municipality
Date:- 12-06-18

Memo No:- 488/1(10) /G-8

Copy to:-

- 1)Municipality Office Notice Board
- 2)The Executive Officer Balurghat Municipality
- 3)Finance Officer Balurghat Municipality
- 4) Office Superintendent Balurghat Municipality
- 5) The Asstt.Head Clerk/The Accountant/The Store -Keeper in-Charge Balurghat Municipality./ J.dev staff Balurghat Municipality.
- 6) M.Das I.T. Expert for up loading to Municipality Web -Site.

11/6/19
Administrator
Balurghat Municipality
Date:- 12-06-18



11/6/19
Administrator
Balurghat Municipality

LIST OF STATIONARY ARTICLES

Ref.Memo No. 488/a-8

Date:- 12.6.19

Sl No.	NAME OF ARTICLES
1	F.C. PAPER (WHITE, BIG SIZE) PER REAM, ORIENT SPT. SUPREME)
2	F.C. PAPER (Ruled), BIG SIZE PER REAM, ORIENT SPL.
3	CARBON PAPER (F.C.) PER BOX KORES SAPPHIRE, CAMEL
4	CARBON (DFC) PER BOX, KORES SAPPHIRE.
5	DOUBLE SIDE CARBON PAPER, PER BOX, KORES
6	XEROX PAPER SIZE A-4, PER REM COPY POWER/ JK SPARKEL
7	XEROX PAPER SIZE LEGAL, PER REM, COPY POWER
8	XEROX PAER SIZE A-3, REAM, COPY POWER
9	COVER FILE, SPL. QUALITY, PER 100 NOS. EAGLE/ FREEDOM EXTRA STRONG.
10	COVER FILE, (POLY COATED) BEST QUALITY EACH, AMBASSADR.
11	ARCH FILE, BIG SIZE, EACH. AMBASSADOR
12	COMPUTER FILE, SIZE 15*12 EACH. BEST QUALITY.
13	COMPUTER FILE, SIZE 10*12 EACH, BEST QUALITY
14	CHANEL FILE, SIZE A-4, EACH. BEST
15	CHANEL FILE, SIZE F-5 EACH. BEST
16	FLAT 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)
23	STAM INK 60ML. PARAGON
24	DUSTER (TOWEL) CACH, BEST QUALITY
25	DUSTER (CLOTH) 20"X20" CACH BEST QUALITY
26	PAPER WEIGHT (DESIGU) EACH, BEST QUALITY
27	WATER SPONG, EACH, BEST QUALITY
28	SCALE (PLASTIC) 18"X12", EACH, BEST QUALITY.
29	GUM, 22.5ML./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 HI-PLAST
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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Sd/-
Anil Kumar

Office Superintendent
Balurghat Municipality



Sd/-

Administrator
Balurghat Municipality

LIST OF STATIONARY ARTICLES
REF MEMO NO. 088-12/8

DATE:- 12-6-19

41	ENVELOPE, SIZE 16"X12"(IN SIDE CLOTH)EACH BEST QUALITY
42	ENVELOPE,SIZE 10"X12" (IN SIDE CLOTH) EACH BEST QUALITY
43	ENVELOPE ,SIZE 10"X6" (IN SIDE CLOTH) EACH BEST QUALITY
44	BOUND REGISTER(CONQUEST PAPER, CLOTH BINDING),RULED NO. 20/18/16/14/12/10/8/6
45	HALF BOUND REGISTR (RULE) NO.8/6/4 GOOD BOY
46	BIG EXCRISE BOOK (80 PAGES) EACH GOOD BOY
47	STAPLER MACHINE , KANGARO HS-45 , EACH
48	STAPLER MACHINE , KANGARO HS-10,EACH
49	STAPLER PIN 24/6, NO.10 PER BOX KORES/KANGARO
50	DOT PEN , ADD GEL ACHIEVER /CAT, EACH
51	DOT PEN, LINE SIREN , EACH
52	DOT PEN , LINE OCEAN GEL , EACH
53	DOT PEN, CELLO X-TEND, EACA
54	DOT PEN ,CELLO TECHINO -TIP, EACH
55	DOT PEN , LINE SMART GEL, EACH
56	DOT PEN USE & THROUGH, EACH
57	DOUBLE COLOR DOT PEN , SUPER QUALITY LINC, FLORA
58	HANDLE PEN, EACH FLORA
59	DOT REFILL(SRP) PER 100 NOS. LINC
60	DOT REFILL, BIG SIZE PER 100 NOS .LINC
61	DOT REFILL, ADD GEL CAT /CELLO GEL/LINC OCEAN GEL/ ADD ON/CELLO
62	LOCK & KEY , GODREJ 70 MM EACH WITH 3 KEYS, EACH
63	LOCK & KEY,MIDAS 65 MM WITH 3 KEYS , EACH
64	LOCK & KEY HOUSE KING 70 MM EACH WITH 3 KEYS ,EACH
65	LOCK & KEY , HOUSE KING 60 MM WITH KEYS, EACH
66	LOCK & KEY , HOUSE KING 45 MM WITH 3 KEYS , EACH
67	LOCK & KEY , CAPTAIN 70 MM WITH 3 KEYS ,EACH
68	LOCK & KEY CAPTAIN 50 MM WITH 3 KEYS, EACH
69	LOCK & KEY MOBILE NO. 51,21,3
70	TORCH LIGHT ,3 CELLS (BIG HEAD) WITH CELLS EVREDAY
71	TORCH LIGHT , 2 CELLS WITH CELLS EVREDAY
72	TORCH BATTERY , EACH EVREDAY
73	PENCIL BATTERY , EVREDAY
74	REMORT BATTERY, EVREDAY
75	COD LESS BATTERY (MICRO PHONE) , EVREDAY
76	TORCH BATTERY 3/2 CELLS, EVREDAY
77	WATER DRINKING GLASS (BIG SIZE) EACH H. W.
78	DETTOL 200 ML. EACH
79	DETTOL HAND WASH 500 ML. EACH
80	ODO NILL (75 GRAMS) EACH
81	MURIATIC ACID , 600 ML. BEST QUALITY
82	MURIATIC ACID , PLASTIC BOTTLE BEST QUALITY

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Sindhu K.
Ankur Chandra

11/6/19
Office Superintendent
Balurghat Municipality



Administrator
Balurghat Municipality

LIST OF STATIONARY ARTICLES

REF. MEMO NO. 488-02/8 DATE:- 12.6.19

83	WASHING POWDER , PER PACKET WHEEL (K.G)
84	LIFE BOY SOAP, 125/ 90 GM.
85	WASHING POWDER , PER K.G. RITHA (AYNA)
86	NIMYLE PHENYLE (SCENTED), PER BOTTLE 500 ML.
87	NIMYLE PHENYLE (SCENTED) 5 LT. JAR
88	AYNA PHENYLE (SCENTED) PER BOTTLE 500 ML.
89	MORTIN MOSQUITOES COIL, PER PKT.
90	ALL OUT MACHINE WITH OIL, (FOR MOSQUITOES) EACH
91	ALL OUT MACHINE OIL (FOR MOSQUITOES) EACH
92	COMPUTER PAPER 15 X 12, SINGLE BEST QULAIT (80 GSM)
93	COMPUTER PAPER 10 X12, DOUBLE (WITH CARBON) BEST QUALITY (80 GSM)
94	COMPUTER PAPER 10 X12 SINGLE BEST QUALITY (.80 GSM).
95	MORTIN SPARY / HIT , EACH
96	BROOM STICK, PER KG. BEST QUALITY
97	HARPIC 500 ML, EACH
98	NAPHTHALENE, PER KG, BEST QUALITY
100	PHOOL JHARU (BIG SIZE) EACH, BEST QUALITY
101	LATRINE CLEANING BRUSH , EACH BEST QUALITY
102	WASHING POWDER TIDE ,1 KG. EACH
103	BACK PHENYLE 500 ML. BOTTLE , BENGAL/ DOCTOR+/ DOLPHINE
104	HIGH LIGHT PEN CAMEL / NATARAJ/ CAMLIN
105	MERKER PEN (BLACK & RED) CAMEL / KOREX/ CAMLIN
106	STICK NOTE PAD (FLAP) EACH
107	ROOM FRESHNER (JASMIN/ ROSE/RAJANIGANDHA /SANDAL/ LAVENDER.)
108	PLASTIC FOLDER, BEST QUALITY
109	CALCULATOR ORPET
110	PARKER PEN BEST QUALITY
111	PENCIL (NATARAJ)
112	SHAPNER
113	ERAZER
114	COLIN SPARY
115	24 NOS. FULL REGISTER (DOCKET) KHATA
116	MOPER
117	CELLING CLENING BRUSH
118	HAND WASH
119	COCONUT STICK.

Submitted
Ain
Clerk

[Signature]
11/6/19
Office Superintendent
Balurghat Municipality



[Signature]
Administrator
Balurghat Municipality