



BALURGHAT MUNICIPALITY

SOVA MAJUMDER SARANI

BALURGHAT : DAKSHIN DINAJPUR

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Memo No:- 3046

/G-8

Date:- 25.02.2020

NOTICE INVITING QUOTATION

With reference This office to order vide Memo No.2965/G-8, Date:- 17.02.2020 Sealed quotation are hereby invited for supply all kinds of Stationary articles during the year 2020- 2021 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 06/03/2020 at 1 p.m through the currier or by post. 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 2020 - 2021). 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 06-03-2020 at 3 p.m. in the office and quotationers may remain present at the time to opening.

Enclo : list of articles

Memo No. 3046/1(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)

Chairperson

Board of Administrators

Balurghat Municipality

Date:- 25.02.2020

Chairperson

Board of Administrators

Balurghat Municipality

Date:- 25.02.2020

Memo No:- 3046/2(8) /G-8

Copy to:-

- 1) Smt. Arpita Ghosh, Mmember, Board of Administrators Balurghat Municipality.
- 2) Sri. Shankar Chakraborty, Member, Board of Administrators Balurghat Municipality.
- 3) The Executive Officer, Balurghat Municipality.
- 4) The Finance Officer, Balurghat Municipality.
- 5) Office Superintendent Balurghat Municipality.
- 6) The Accountant, Balurghat Municipality.
- 7) J.dev staff Balurghat Municipality.

M.Das I.T. Expert for up loading to Municipality Web -Site.

- 8) Municipality Office Notice Board



Chairperson

Board of Administrators

Balurghat Municipality

LIST OF STATIONARY ARTICLES

Ref . Memo No.

Date:-

NAME OF THE ARTICLES

1	F.C. PAPER
2	F.C. PAPER (Ruled),
3	CARBON PAPER (F.C.)
4	CARBON (DFC)
5	DOUBLE SIDE CARBON
6	XEROX PAPER SIZE A-4 ,
7	XEROX PAPER SIZE LEGAL
8	XEROX PAER SIZE A-3,
9	COVER FILE,
10	COVER FILE ,
11	ARCH FILE ,
12	COMPUTER FILE
13	COMPUTER FILE,
14	CHANEL FILE
15	CHANEL FILE ,
16	FLAT FILE
17	ERAZ- EX/WHITENER PEN,
18	PIN (ALPIN) ,
19	ZEMS CLIP
20	ZEMS CLIP
21	STAMP PAD MEDIUM
22	PIN CUSHION (MAGNET)
23	STAM INK 60ML . PARAGON
24	DUSTER (TOWEL)
25	<u>DUSTER (CLOTH)</u>
26	<u>PAPER WEIGHT</u>
27	WATER SPONG ,
28	SCALE (PLASTIC)
29	GUM, 22.5ML./45 ML.
30	TABLE, BASKET (PLASTIC)
31	WEASTE PAPER BASKET
32	TAG,SIZE 9" .
33	THREAD BALL,
34	PHORANI (PLASTIC)
35	CLIP BOARD (PLASTIC)
36	PLASTIC BUCKET

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LIST OF STATIONARY ARTICLES

Ref . Memo No.

Date:-

NAME OF THE ARTICLES

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37	PLASTIC GUMLA
38	PLASTIC JUG,BIG
39	PLASTIC MUG
40	CANDLE
41	ENVELOPE, SIZE 16"X12"
42	ENVELOPE,SIZE 10"X12"
43	ENVELOPE ,SIZE 10"X6"
44	BOUND REGISTER
45	HALF BOUND REGISTR
46	BIG EXCRISE BOOK
47	STAPLER MACHINE ,
48	STAPLER MACHINE ,
49	STAPLER PIN 24/6,
50	DOT PEN ,
51	DOT PEN,
52	DOT PEN ,
53	DOT PEN,
54	DOT PEN ,
55	DOT PEN ,
56	DOT PEN
57	DOUBLE COLOR DOT PEN ,
58	HANDLE PEN,
59	DOT REFILL
60	DOT REFILL,
61	DOT REFILL,
62	LOCK & KEY ,
63	LOCK & KEY,
64	LOCK & KEY
65	LOCK & KEY ,
66	LOCK & KEY ,
67	LOCK & KEY ,
68	LOCK & KEY
69	LOCK & KEY MOBILE
70	TORCH LIGHT ,
71	TORCH LIGHT ,
72	TORCH BATTERY ,
73	PENCIL BATTERY ,

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LIST OF STATIONARY ARTICLES

Ref . Memo No.

Date:-

NAME OF THE ARTICLES

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74	REMORT BATTERY,
75	COD LESS BATTERY
76	TORCH BATTERY
77	WATER DRINKING GLASS
78	DETTOL 200 ML. EACH
79	DETTOL HAND WASH
80	ODO NILL
81	MURIATIC ACID
82	MAGIC CLENER ,
83	WASHING POWDER ,
84	LIFE BOY SOAP,
85	WASHING POWDER ,
86	NIMYLE PHENYLE
87	NIMYLE PHENYLE
88	AYNA PHENYLE
89	MORTIN MOSQUITOES COIL,
90	ALL OUT MACHINE WITH OIL,
91	ALL OUT MACHINE OIL
92	COMPUTER PAPER 15 X 12,
93	COMPUTER PAPER 10 X12,
94	COMPUTER PAPER 10 X12
95	MORTIN SPARY / HIT , EACH
96	BROOM STICK,
97	HARPIC 500 ML, EACH
98	NAPHTHALENE,
100	PHOOL JHARU (BIG SIZE)
101	LATRINE CLEANING BRUSH ,
102	WASHING POWDER TIDE ,1 KG.
103	BACK PHENYLE 500 ML.
104	HIGH LIGHT PEN CAMEL /
105	MERKER PEN (BLACK & RED)
106	STICK NOTE PAD (FLAP) EACH
107	ROOM FRESHNER (JASMIN/
108	PLASTIC FOLDER,
109	CALCULATOR ORPET
110	PARKER PEN BEST QUALITY
111	PENCIL (NATARAJ)

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LIST OF STATIONARY ARTICLES

Ref . Memo No.

Date:-

NAME OF THE ARTICLES

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112	SHAPNER
113	ERAZER
114	COLIN SPARY
115	24 NOS. FULL REGISTER
116	MOPER
117	CELLING CLENING BRUSH
118	HAND WASH
119	COCONUT STRICK
120	TABLE GLASS
121	FEVI STICK
122	PILLOW
123	PILLOW COVER
124	CAUSHION
125	CHAIR CAUSHION
126	BED SHEET/COVER
127	ADMISSION REGISTER
128	NATIONAL FLAG
129	PEN STAND
130	PLASTIC CLIP FILE
131	ROPE
132	GREEN TEA
133	SPIRAL NOTE BOOK
134	TRIMAX PEN
135	BINDER CLIP
136	RESULATION KHATA
137	STUDENT ATTENDENT KHATA
138	TEACHER ATTENDENT KHATA
139	WATER GLASS COSTER
140	CHALK
141	SELLOTAPE
142	ASHTRAY
143	MILTON FLAX
145	WATER BOTTLE GOOD QUALITY
146	PUNCHING MACHINE SINGLE HOLE/DUBAL HOLE