



## BALURGHAT MUNICIPALITY

SOVA MAJUMDER SARANI  
BALURGHAT : DAKSHIN DINAJPUR

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Memo No:-

809

/G-8

Date:-

08.07.2021

**NOTICE INVITING QUOTATION**

Sealed quotation are hereby invited for supply all kinds of Printing articles during the year 2021- 2022 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 19/07/2021 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 for /-fitted 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 2021 - -2022 ). 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 19-07-2021 at 3 p.m. in the office and quotationers may remain present at the time to opening.

Encl : list of articles

Memo No. ....

809/1(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:- 08.07.2021

Chairperson

Board of Administrators  
Balurghat Municipality

Date:- 08.07.2021

Memo No:-

809/2(8)/G-8

**Copy to:-**

- 1) The Executive Officer, Balurghat Municipality.
- 2) The Finance Officer ,Balurghat Municipality.
- 3) Office Superintendent Balurghat Municipality.
- 4) The Accountant ,Balurghat Municipality.
- 5) The Cashier , Balurghat Municipality.
- 6) The Receive Section , Balurghat Municipality.
- 7) M.Das I.T. Expert for up loading to Municipality Web –Site.
- 8) Municipality Office Notice Board

Chairperson

Board of Administrators  
Balurghat Municipality

