

OFFICE OF THE  
**BALURGHAT MUNICIPALITY**



SOVA MAJUMDER SARANI  
BALURGHAT : DAKSHIN DINAJPUR

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Memo No. 2695/G-8

NOTICE INVITING QUOTATION

Date :- 06/01/2022

Sealed quotation is hereby invited from the reputed Agency / Supplier for supplying Computer articles as per enclosed list for the year 2022-2023 (i.e. from 01.01.2022 to 31.12.2022). The quotations will be received by this office upto 3.00 p.m. on 21.01.2022 and will be opened on the same date at 4.00 p.m. when the quotations may remain present.

The quotations must be accompanied with valid self attested copies of provisional certificate (Trade License), IT, & GST. An earnest money amounting to Rs. 4000.00 (Rupees four thousand) only to be deposited in cash on or before 21.01.2022 during cash hours and the M.R. to be attached with the quotation.

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

Terms & Conditions :-


1. The agency's who have credential for supplying Computer articles under Govt. department or Municipality will be eligible to participate in the quotation.
2. The articles shall have to be supplied within 3 (Three) days from the date of receipt of supply order.
3. Successful quotationers if fail to supply the articles within the schedule date, the earnest money may be forfeited.
4. The agency will be bound to provide 1 (one) year warranty and free of cost servicing except A3 Printer.

Encl :- List of the Computer articles.

Memo No:- 2695 /1(3)/G-8

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.


  
Chairperson  
Board of Administrators  
Balurghat Municipality  
Date:- 06/01/2022

Memo No:- 2695 /2(7)/G-8

Copy to:-

1. The Executive Officer, Balurghat Municipality.
2. The Finance officer, Balurghat Municipality.
3. The O.S in-charge, Balurghat Municipality.
4. The Accountant, Balurghat Municipality.
5. The Cashier, Balurghat Municipality.
6. Shri Dilip Saha, Cashier and (Incharge of Computer file), Balurghat Municipality.
7. 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 municipal website.
8. Municipal Notice Board for wide publication.

  
Chairperson  
Board of Administrators  
Balurghat Municipality  
Date:- 06/01/2022

  
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