



OFFICE OF THE

# BALURGHAT MUNICIPALITY

SOVA MAJUMDER SARANI  
BALURGHAT : DAKSHIN DINAJPUR

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Memo No:-

212

/G-8

Date:- 27.04.2022

## NOTICE INVITING QUOTATION

Sealed quotation are hereby invited for supply all kinds of Stationary articles during the year 2022- 2023 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 11/05/2022 at 1 p.m through the currier or by hand. 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 2022 - 2023). 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 11-05-2022 at 3 p.m. in the office and quotationers may remain present at the time to opening.

Encl: list of articles

Memo No. 212/1(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)

Executive officer

Balurghat Municipality

Date:- 27.04.2022

Executive officer

Balurghat Municipality

Date:- 27.04.2022

Memo No:- 212/2(11)/G-8

### Copy to:-

- 1) The Chairman, Balurghat Municipality.
- 2) The Vice Chairman, Balurghat Municipality.
- 3) The Finance Officer, Balurghat Municipality.
- 4) The Head Clerk Balurghat Municipality.
- 5) The Asst. Head Clerk, Balurghat Municipality.
- 6) The Accountant, Balurghat Municipality.
- 7) The Store keeper (G), Balurghat Municipality.
- 8) The Cashier, Balurghat Municipality.
- ✓ 9) The I.T. Specialist / I.T. coordinator Balurghat Municipality, directed to upload the said NIQ in our official Website.
- 10) Receive Section, Balurghat Municipality.
- 11) Municipality Notice Board for wide publication.

Executive officer

Balurghat Municipality



**BALURGHAT MUNICIPALITY**  
**LIST OF STATIONARY ARTICLES**

Date:- 27/9/22

Ref. Memo No. 2/2/GC-8

NAME OF THE ARTICLES

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, (POLY 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-5 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

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# BALURGHAT MUNICIPALITY LIST OF STATIONARY ARTICLES

Ref. Memo No. 212/GC-8

NAME OF THE ARTICLES

Date:- 27/4/22

SL NO.	NAME OF ITEM	SPECIFICATION
41	CANDLE BIG SIZE, EACH	BEST QUALITY
42	ENVELOP SIZE 16*12 (IN SIDE CLOTH) EACH	BEST QUALITY
43	ENVELOP SIZE 10*12 (IN SIDE CLOTH) EACH	BEST QUALITY
44	BOUND REGISTER (CONQUEST PAPER, CLOTH BAINING RULED NO.20/18/16/14/12/10/08/06 EACH	BEST QUALITY
45	HALF BOUND REGISTER (RULE NO.8/6/4) EACH	GOOD BOY
46	BIG EXCRISE BOOK (80 PAGE) EACH	GOOD BOY
47	STAPLER MACHINE HS-45 EACH	KANGARO
48	STAPLER MACHINE HS-10 EACH	KANGARO
49	STAPLER PIN EACH 24/6, NO.10 PER BOX	KORES / KKANGARO
50	DOT PEN, ADD GEL EACH	ACHIEVER/CAT
51	DOT PEN EACH	LINE SIREN
52	DOT PEN GEL EACH	CELLO X-TEND
53	DOT PEN EACH	LINE OCEAN GEL
54	DOT PEN EACH	CELLO TECHINO TIP
55	DOT PEN EACH	SMART GEL
56	DOT GEL REFILL	ADD GEL /LINC OCEAN GEL/CELLO GEL
57	LOCK & KEY 70 MM WITH 3 KEYS EACH	GODREJ
58	LOCK & KEY 65MM WITH 3 KEYS EACH	HOUSE KING /CAPTAN
59	LOCK & KEY 70 MM WITH 3 KEYS EACH	HOUSE KING / CAPTAN
60	LOCK & KEY 60 MM WITH 3 KEYS EACH	HOUSE KING / CAPTAN
61	LOCK & KEY 50 MM WITH 3 KEYS EACH	HOUSE KING/CAPTAN
62	LOCK & KEY 45 MM WITH 3 KEYS EACH	HOUSE KING/ CAPTAN
63	LOCK AND KEY MOBILE NO.51,21,3	BEST QUALITY
64	TORCH LIGHT 3 CELL BIG HEAD WITH CELLS	EVEREADY
65	TORCH LIGHT 2 CELL BIG HEAD WITH CELLS	EVEREADY
66	TORCH BATTERY EACH	EVEREADY
67	PENCIL BATTERY EACH	EVEREADY
68	REMORT BATTERY EACH	EVEREADY
69	CODLESS BATTERY(MICRO PHONE) EACH	EVEREADY /BEST QUALITY
70	TORCH BATTERY 3/2 CELLS	EVEREADY
71	WATER DRINKING GLASS (BIG SIZE) EACH	BEST QUALITY
72	DETTOL 200 ML.EACH	DETTOL
73	HAND WASH 500 ML. EACH	DETTOL /LIFE BOY
74	ODO NILL (75 GRAMS) EACH	



# **BALURGHAT MUNICIPALITY** **LIST OF STATIONARY ARTICLES**

Ref . Memo No. 212/Gr-8

NAME OF THE ARTICLES

Date:- 27/9/22

SL NO.	NAME OF ITEM	SPECIFICATION
75	MAGIC CLENER, PLASTIC BOTTLE EACH	BEST QUALITY
76	WASHING POWDER ,PER PACKET	WHEEL
77	SOAP	LIFE BOY
78	WASHING POWDER PER K.G,	RITHA / AYNÄ
79	PHENYLE (SCENTED) PER BOTTLE	NIMYLE
80	PHENYLE 5 LT. JAR (SENTED ) EACH	NIMYLE
81	PHENYLE (SENTED)EACH	AYNA
82	MOSQUITOES COIL , PER PACKET	MORTIN
83	MOSQUITOES MACHINE WITH OIL EACH	ALL OUT
84	MOSQUITOES OIL EACH	ALL OUT
85	COMPUTER PAPER 15 X 12 SINGLE ( 80.GSM)	BEST QUALITY
86	COMPUTER PAPER 10 X 12 DOUBLE ( 80 GSM)	BEST QUALITY
87	COMPUTER PAPER 10 X 12 SINGLE ( 80 GSM)	BEST QUALITY
88	MOSQUITOES SPARY , HIT	MORTIN
89	BROOM STICK , PER KG.	BEST QUALITY
90	BATHROOM CLEANER 500 ML. EACH	HARPIC
91	NAPHTHALENE PER KG	BEST QUALITY
92	PHOOL JHARU (BIG SIZE) EACH	BEST QUALITY
93	LATRINE CLEANING BRUSH, EACH	BEST QUALITY
94	WASHING POWDER EACH	TIDE
95	BLACK PHENYLE 500 ML. BOTTLE	BENGAL/DOCTOR/ DOLPHINE
96	HIGH LIGHT PEN EACH	CAMEL/ NATARAJ/ CAMLIN
97	MARKER PEN (BLACK & RED) EACH	KOREX/CAMEL/CAMLIN
98	STICK NOTE PAD (FLAP) EACH	BEST QUALITY
99	ROOM FRESHNER	(JASMIN/ RAJANIGANDHA/SANDAL/LAVENDER.)
100	PLASTIC FOLDER .	BEST QUALITY
101	CALCULATOR	ORPET
102	PARKER PEN	BEST QUALITY
103	PENCIL	NATARAJ
104	SHAPNER	NATARAJ
105	ERAZER	NATARAJ
106	COLIN SPARY	BEST QUALITY
107	24 NO. FULL REGISTER (DOCKET ) KHATA	BEST QUALITY
108	MOPER	BEST QUALITY
109	CELLING CLENING BRUSH	BEST QUALITY



**BALURGHAT MUNICIPALITY**  
**LIST OF STATIONARY ARTICLES**

Ref. Memo No. 212/62-8

NAME OF THE ARTICLES

Date:- 27/9/22

SL NO.	NAME OF ITEM	SPECIFICATION
110	HAND WASH	LIFE BOY/ DOCTOR
111	COCONUT STRICK	BEST QUALITY
112	TABLE GLASS	BEST QUALITY
113	FEVI STICK	BEST QUALITY
114	PILLOW	BEST QUALITY
115	PILLOW COVER	BEST QUALITY
116	CAUSHION	BEST QUALITY
117	CHAIR CAUSHION	BEST QUALITY
118	BED SHEET/COVER	BEST QUALITY
119	ADMISSION REGISTER	BEST QUALITY
120	NATIONAL FLAG	BEST QUALITY
121	PEN STAND	BEST QUALITY
122	PLASTIC CLIP FILE	BEST QUALITY
123	ROPE	BEST QUALITY
124	GREEN TEA	BEST QUALITY
125	SPIRAL NOTE BOOK	BEST QUALIT
126	TRIMAX PEN	BEST QUALITY
127	BINDER CLIP	BEST QUALITY
128	RESULATION KHATA	BEST QUALITY
129	STUDENT ATTENDENT KHATA	BEST QUALITY
130	TEACHER ATTENDENT KHATA	BEST QUALITY
131	WATER GLASS COSTER	BEST QUALITY
132	CHALK	BEST QUALITY
133	SELLOTAPE	BEST QUALITY
134	ASHTRAY	BEST QUALITY
135	MILTON FLAX	BEST QUALITY
136	WATER BOTTLE	GOOD QUALITY
137	PANCHING MACHINE	BEST QUALITY

  
 27/10/2022  
 Executive officer  
 Balurghat Municipality