

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. 3201 /G-8

Date 20.01.2023

NOTICE INVITING QUOTATIONS

Sealed quotations are hereby invited from the local reputed Agency / Supplier for servicing and and Installation of following Laptops accessories as per below mentioned specifications. The Quotation will be received by Post, Currier or by hand (through Receive Section) at this office upto 3:00 P.M. on 08.02.2023 and will be opened on the same date of the chamber of the undersigned at 4.00 PM when the quotationers may remain present.

The Quotations must be accompanied with self attested copies of Trade License, PAN, GST and IT.

The undersigned reserves the right to cancel or accept any or all the quotations without assigning any reason.

Terms & Condition

1. The agencies who have credential for supplying computers under Govt. Department or Municipality will be eligible to participate in the Quotation.
2. The Laptops accessories shall have to be supplied within 3 (three) days from the date of received of the supply order.
3. The agency will be bound to provide 1 (One) years warranty and free of cost servicing for those laptops.
4. Quotationers are directed to quote their rates in figure and wards including all taxes with GST. Rates will be quoted as per specification of the works described below.
5. The Quotationers submit their rates per quantity wise.
6. The undersigned reserved the right to accept the lowest rate.

Sl. No.	Description of items	Quantity
1.	M.2 SSD HARD DISK (Laptop) 500 GB	3 nos.
2.	SSD Hard Disk (Laptop) 500 GB	2 Nos.
3.	LAPTOP BATTERY 6 CELL	5 nos.
4.	Laptop LED Screen	1 No.

Memo No. 3201 /1(3)/G-8

Copy to :-

1. The District Magistrate, Dakshin Dinajpur, Balurghat
2. The Sub-Divisional Officer, Balurghat SADAR, Balurghat, Dakshin Dinajpur
3. The District Information and Cultural Officer, Dakshin Dinajpur, Balurghat

Memo No. 3201 /2(9)/G-8

Copy forwarded for information and necessary action to :-

1. The Chairman, Balurghat Municipality.
2. The Vice-Chairperson, Balurghat Municipality.
3. All the MCIC, Balurghat Municipality
4. The Finance Officer, Balurghat Municipality
5. The Head Clerk, Balurghat Municipality.
6. The Accountant, Balurghat Municipality
7. The Cashier-in-Charge, Balurghat Municipality
8. Shri Swapan Hembram, Burning Ghat Recorder, Balurghat Municipality.
9. The Computer Section for uploading official website.
10. Municipal office Notice Board
11. The Receive Section, Balurghat Municipality



24/1/23
Executive Officer
Balurghat Municipality

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