

# BALURGHAT MUNICIPALITY



OFFICE OF THE

SOVA MAJUMDER SARANI

BALURGHAT : DAKSHIN DINAJPUR

PH. NO : 03522 – 255450 / 255680 / 256930 / 255649 / 256931 / 255655

e-mail – bmpality@gmail.com / bmpality@hotmail.com

website : www.balurghatpurasava.webs.com

Memo No- \_\_\_\_\_ /HS-20

Date:-

## NOTICE INVITING QUOTATION

The under signed are hereby invited Sealed quotations from bonafied suppliers for supplying a Xerox machine for Sanitary & Conservancy section under Balurghat Municipality for the year 2023 of this office. Rate & specifications should be quoted for the item cited below. The intending quotationers are requested to quote their rates both in figures and words. The quotation must be accompanied with self attested copies of valid Municipality Trade license ,G.S.T, IT, Pan Card & Bank Details, in favour of the quotation. The quotation will be received by the office at the receive section by 23.02.2023 up to 1 p.m and opened on the same date at 3 p.m. where the quotationers may remain present. The undersigned reserves the right to cancel any or all the quotations without assigning any reason and is not bound to accept lowest rate. Installation of Xerox machine be made within 7 (seven) days after receive the supply order. The agency will be bound to provide 01(one) year warranty & free of cost servicing for this Xerox machine including all accessories. The payment be made after installation the machine at the office.

### Specification of the quotation :-

SI No	Specification	Quantity	Required Rate
1	Xerox machine Canon copier 2206.	01 nos.	

Sdt  
Chairman

Balurghat Municipality  
Date:-

Memo no:- .....

copy to :-

1. The District Magistrate, Dakshin Dinajpur, Balurghat.
2. The Sub-Division officer, Balurghat sadar, Dakshin Dinajpur.
3. The District Information & Cultural officer, Dakshin Dinajpur, Balurghat.

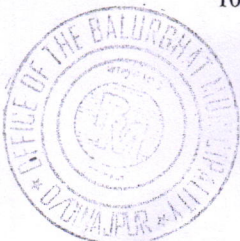
Sdt  
Chairman

Balurghat Municipality  
Date:- 16/02/2023

Memo No 343/2/HS-20

Copy forwarded for information to:-

- 1 The Vice-Chairman Balurghat Municipality
2. The MCIC.....,Balurghat Municipality.
3. The Executive officer, Balurghat Municipality.
4. The Finance officer, Balurghat Municipality
5. The Head Clerk , Balurghat Municipality
6. The Asst.Head Clerk , Balurghat Municipality
7. The Accountant Balurghat Municipality
8. Receive section , Balurghat Municipality
8. Notice Board, Balurghat Municipality.
9. Sri Mrinmoy das, IT Support specialist/ Sri, Ramkrishno skider , IT Coordinator , Balurghat Municipality . He is directed to upload the NIQ on the Municipal website.
10. Municipal Notice Board for wide publication.



Chairman

Balurghat Municipality

Sdt  
16/02/23