

OFFICE OF THE
BALURGHAT MUNICIPALITY



SOVA MAJUMDER SARANI
BALURGHAT : DAKSHIN DINAJPUR

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

e-mail – bmpality@gmail.com

website : www.balurghatmunicipality.org

Memo No. 1468 /G-8

Date 18.08.2023

NOTICE INVITING QUOTATIONS(SHORT TERM)

Sealed quotations are hereby invited from the local reputed Agency / Supply and Installation of below mentioned All in All Desktop and printer cum scanner. The Quotation will be received by Post, Currier or by hand (through Receive Section) at this office upto 3:00 P.M. on 25.08.2023 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 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 Mentioned items 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 3 years warranty for Desktop and 1 Year warrenty for Printer cum scanner.
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	HP, Intel i3 12 th Generation, All in one PC, windows 11 Professional and Office 2021, DDR4 RAM 8 GB, Hard disk 512 GB SSD, 24 Inch Display Wireless Mouse and Keyboard	1 No.
2	HP 720 Printer Cum Scanner with Both Side printing facility	1 No.

Memo No. 1468 /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

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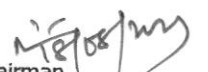
Copy forwarded for information and necessary action to : -

1. Shri Bipul Kanti Ghosh MCIC, Balurghat Municipality.
2. The Executive Officer, Balurghat Municipality.
3. The Finance Officer, Balurghat Municipality.
4. The Head Clerk, Balurghat Municipality.
5. The Accountant, Balurghat Municipality
6. The Cashier-in-Charge, Balurghat Municipality.
7. Shri Swapan Hembram, Clerk, Balurghat Municipality.
8. Municipal office Notice Board.
9. Municipal website i.e. www.balurghatmunicipality.org




Chairman
Balurghat Municipality
Date 18.08.2023


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