

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. 1936 /G-8

Date 19.09.2023

NOTICE INVITING QUOTATION (SHORT TERM)

Sealed quotations are hereby invited from the local reputed Agency / Supplier for servicing and and Installation of following articles 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 27.09.2023 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.
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.	Printer cum Scanner - EPSON – 3210	4 nos.
2.	Scanner – HP Scanjet pro 3000 s4	1 No.

Executive Officer 19/9/23
Balurghat Municipality

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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. The Chairman, Balurghat Municipality.
2. Shri Bipul Kanti Ghosh, MCIC, Balurghat Municipality
3. The Finance Officer, Balurghat Municipality
4. The Executive Officer, Balurghat Municipality.
5. The Head Clerk, Balurghat Municipality.
6. The Accountant, Balurghat Municipality
7. The Cashier-in-Charge, Balurghat Municipality
8. Shri Amitava Chanda, Nodal, Balurghat Poura Hospital and Matrisadan.
9. Shri Swapan Hembram, Burning Ghat Recorder, Balurghat Municipality.
10. The Computer Section for uploading official website.
11. Municipal office Notice Board.

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