

OFFICE OF THE
BALURGHAT MUNICIPALITY



SOVA MAJUMDER SARANI
BALURGHAT : DAKSHIN DINAJPUR

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website : www.balurghatmunicipality.org

Memo No. 3962 /G-8

Date 06.03.2024

NOTICE INVITING QUOTATIONS(SHORT TERM)

Sealed quotations are hereby invited from the local reputed Agency / Firm for Supply and Installation Color printer cum xerox Machine at Municipal Office Campus. The Quotation can be submitted by Post, Currier or by hand at Receive Section of this office up to 1:00 P.M. on 09.03.2024. The quotations will be opened on the same date of the chamber of the undersigned at 2.00 PM when the quotationers may remain present.

Terms & Condition

1. The Quotations must be accompanied with copies of Trade License, PAN, GST and IT and credential.
2. The agencies / firm who have credential for supplying and Installation of same related articles under Govt. Department or Municipality will be given preference.
3. The Mentioned items shall have to be supplied within 3 (Three) days from the date of received of the supply order.
4. The agency / firm will be bound to provide 1 years warranty for this items.
5. Quotationers are requested to quote their rates in figure and words including all taxes and GST. Rates will be quoted as per specification of the works described below.
6. The Quotationers submit their rates per quantity.

Sl. No.	Item	Specification	Quantity
1	HP Smart Tank 670 All-In-One Printer	Functions - Print, Scan, Copy, Wireless, Duplex Printing – Autometric, Wireless Capability - 2.4/5G dual band Wi-Fi, Wi-Fi Direct, BLE, HP Thermal Inkjet	1

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

Executive Officer
Balurghat Municipality

Memo No. 3962 /1(3)/G-8

Date. 06.03.2024

Copy forwarded with a request to kindly arrange for displaying the same on his notice board to :-

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

Executive Officer
Balurghat Municipality

Memo No. 3962 /2(9)/G-8

Date 06.03.2024

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 Head Clerk, Balurghat Municipality.
5. The Asstt. Head Clerk, Balurghat Municipality.
6. The Accountant, Balurghat Municipality
7. The Computer Section, Balurghat Municipality.
8. The Receive Section, Balurghat Municipality.
9. Municipal office Notice Board.



Executive Officer
Balurghat Municipality