



OFFICE OF THE
BALURGHAT MUNICIPALITY

SOVA MAJUMDER SARANI
BALURGHAT: DAKSHIN DINAJPUR

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Memo No:- 426 2/G-8

Date:- 12/02/2025

NOTICE INVITING QUOTATION

Sealed quotation is hereby invited for supply of all kinds of Stationary articles for the financial year 2025- 2026 from the bonafied local supplier / agency. The quotation is to be submitted on or before **20.01.2025** up to 3.30 p.m. by hand or by post or by courier at receive section of the Balurghat Municipality . The quotationers shall have to deposit earnest money of Rs.5000.00 (five thousand) only in cash to cash section of this Municipality. The receipt of the deposit should be attached along with the quotation papers. The earnest money will be kept in the Municipal fund till the validation of quotation. If the supplier fails to supply the articles within the stipulated time the aforesaid earnest money will be forfeited without any notice.

The intending quotationers are requested to submit only 1 (one) rate against 1 (one) item, More than 1(one) rate against a single item will be treated as cancelled.

The quotation have to submit self attested X-erox copies of the valid trade License, P.Tax, GST, Pan Card along with the quotation papers. The rate/rates of each article should have to be quoted mentioning brand, quality and quantity as per notice including all taxes.

The quotationers, whose rate/rates will be accepted against the articles, shall be responsible to supply the necessary articles during the whole financial year (i.e 2025 - 2026) as and when required basis during the financial year 2025-2026. The all articles of the supply order are to be supplied within 7 (seven) days on presentation of the supply order otherwise the supply order will be treated as cancelled.

The undersigned reserves the right to accept or reject any rate/rates of the quotations without assigning any reason and is not bound to accept lowest rate/rates of the quotations.

The quotation will be opened on **20.01.2025 at 4 p.m.** in the office of the undersigned. The quotationers may remain present at the time of opening.

NOTE:- Samples of the goods to be supplied are kept in the store section of the Municipality for verification by the quotationers before submission of quotation. No items will be accepted if the qualities are not as per sample kept in the store section.

Encl: list of articles

Memo No: 426 2 /1 (3)/G-8

Copy for information and wide publication to:-

- 1) The District Magistrate, D/Dinajpur, Balurghat
- 2) The District information and Cultural officer, D/Dinajpur, Balurghat
- 3) The DIO, NIC, Dakshin Dinajpur District, Balurghat (request for uploading to District Website)

Executive Officer
Balurghat Municipality
Date:- 12.02.2025

Memo No:- 426 2/2(13)/G-8

Copy to:- 1) The Chairman, Balurghat Municipality

- 2) The shri.....MCIC,Balurghat Municipality.
- 3) The Tender Committee Members, Balurghat Municipality
- 4) The Finance officer, Balurghat Municipality.
- 5) The Head Clerk, Balurghat Municipality.
- 6) The Accountant, Balurghat Municipality.
- 7) The Cashier, Balurghat Municipality.
- 8) The Store-in-Charge (general), Balurghat Municipality.
- 9) The I.T. Specialist /I.T. coordinator Balurghat Municipality directed to upload the said NIQ in our official website.
- 10) Receive Section, Balurghat Municipality.
- 11) Municipality Notice Board for wide Publication.

Executive Officer
Balurghat Municipality
Date:- 12.02.2025

Executive Officer
Balurghat Municipality

SL.NO	NAME OF ARTICLES (STATIONARY)		
1	F.C. PAPER (WHITE , BIG SIZE PER REAM, ORIENT SPT. SUPREME)		
2	F.C. PAPER (Ruled), BIG SIZE PER REAM, ORIENT SPL.		
3	CARBON PAPER (F.C.) PER BOX KORES SAPPHIRE, CAMEL		
4	CARBON (DFC) PER BOX, KORES SAPPHIRE.		
5	DOUBLE SIDE CARBON PAPER, PER BOX, KORES		
6	XEROX PAPER SIZE A-4, PER RIM.	75 GSM	
		80 GSM	
		100 GSM	
7	XEROX PAPER SIZE A-4, PER RIM. ALPHA POWER 75 GSM		
8	XEROX PAPER SIZE A-3 , PER RIM 75 GSM		
9	ARCH FILE, BIG SIZE, EACH. AMBASSADOR		
10	COMPUTER FILE, SIZE 15*12 EACH. BEST QUALITY.		
11	COMPUTER FILE, SIZE 10*12 EACH, BEST QUALITY		
12	CHANEL FILE, SIZE A-4, EACH. BEST		
13	CHANEL FILE, SIZE F-S EACH. BEST		
14	FLAT FILE (CHIP SYSTEM) BIG SIZE EACH, BEST QUALITY		
15	COVER FILE, SPL.QUALITY, PER 100 NOS. EAGLE/ FREEDOM EXTRA STRONG.		
16	COVER FILE, (POLY COATED) BEST QUALITY EACH, AMBASSADR.		
17	ERAZ- EX / WHITENER PEN, CAMLIN		
18	PIN (ALPIN) ,PER BOX , KING		
19	ZEMS CLIP PER BOX NOVEX		
20	ZEMS CLIP PER BOX GRIPEX.		
21	STAMP PAD EACH BEST QUALITY		
22	PIN CUSHION (MAGNET)		
23	STAM INK 60ML. PARAGON		
24	DUSTER (CLOTH) 20"X20" CACH BEST QUALITY		
25	PAPER WEIGHT (DESIGU) EACH, BEST QUALITY		
26	WATER SPONG ,EACH, BEST QUALITY		
27	SCALE, 18"X12", EACH, BEST QUALITY.	PLASTIC	
		STELL	
28	GUM, BEST QUALITY	22.5ML.	
		100 ML.	
29	TABLE, BASKET (PLASTIC) EACH, BEST QUALITY		
30	WEASTE PAPER BASKET (PLASTIC) EACH , BEST QUALITY		
31	TAG, SIZE 9". (COLOURED) PER BUNDLE. BEST QUALITY		

32	THREAD BALL, EACH BEST QUALITY		
33	PHORANI (PLASTIC) EACH BEST QUALITY		
34	CLIP BOARD (PLASTIC) EACH BEST QUALITY		
35	PLASTIC BUCKET NO.132/1016/1013, EACH HI-PLAST		
36	PLASTIC GUMLA, MEDIUM SIZE, EACH BEST QUALITY		
37	PLASTIC JUG,BIG/ MEDIUM SIZE, EACH BEST QUALITY		
38	PLASTIC MUG ,BIG SIZE, EACH BEST QUALITY (2200 ML)		
39	ENVELOPE, SIZE 16"X12" (IN SIDE CLOTH)EACH BEST QUALITY		
40	ENVELOPE,SIZE 10"X12" (IN SIDE CLOTH) EACH BEST QUALITY		
41	BOUND REGISTER (CONQUEST PAPER, CLOTH BINDING), RULED NO.24/20/18/16/14/12/10/8/6		
42	HALF BOUND REGISTR (RULE) OXFORD	NO.08	
		NO.06	
		NO.04	
43	BIG EXCRISE BOOK (80 PAGES) EACH, OXFORD		
44	STAPLER MACHINE ,KANGARO HS-45 , EACH		
45	STAPLER MACHINE , KANGARO HS-10,EACH		
46	STAPLER PIN 24/6, NO.10 PER BOX KORES /KANGARO		
47	PILOT LUXAR (HI-TECPOINT 05) PEN , EACH		
48	DOT PEN, ORION XTREAM , EACH		
49	DOT PEN , LINE OCEAN GEL , EACH		
50	DOT PEN, LINE PENTONIC, EACA		
51	DOT PEN , GOLDEX EXEL, EACH		
52	DOT PEN , PENTONIC		
53	REFILL (ADD GEL CAT /CELLO GEL/LINC OCEAN GEL/ ADD ON/CELLO)		
54	LOCK & KEY ,GODREJ 70 MM EACH WITH 3 KEYS, EACH		
55	LOCK & KEY ,GODREJ 65 MM EACH WITH 3 KEYS, EACH		
56	LOCK & KEY HOUSE KING 65 MM EACH WITH 3 KEYS ,EACH		
57	LOCK & KEY , HOUSE KING 60 MM WITH 3 KEYS, EACH		
58	LOCK & KEY ,HOUSE KING 45 MM WITH 3 KEYS , EACH		
59	LOCK & KEY , CAPTAIN 70 MM WITH 3 KEYS ,EACH		
60	LOCK & KEY CAPTAIN /HOUSE KING 50 MM WITH 3 KEYS, EACH		
61	LOCK & KEY MOBILE, NO. 51,21,3		
62	TORCH LIGHT ,3 CELLS (BIG HEAD) WITH CELLS EVREDAY		
63	TORCH LIGHT , 2 CELLS WITH CELLS EVREDAY		
64	REMORT BATTERY, EVREDAY		
65	TORCH BATTERY , EACH EVREDAY		

66	PENCIL BATTERY , EVREDAY		
67	COD LESS BATTERY (MICRO PHONE) , EVREDAY		
68	TORCH BATTERY 3/2 CELLS, EVREDAY		
69	WATER DRINKING GLASS (BIG SIZE) EACH, (BOROSIL)		
70	DETTOL 200 ML. EACH		
71	DETTOL HAND WASH 500 ML. EACH / LIFE BOY HAND WASH 500 ML. EACH		
72	ODO NILL(75 GRAMS) EACH		
73	MAGIC CLENER ,PLASTIC BOTTLE BEST QUALITY		
74	WASHING POWDER	WHEEL 1KG	
		TIDE 1KG	
		SURF EXCEL 1KG	
75	SOAP. 125 GM	LIFE BOY	
		DETOL	
76	PHENYLE PER BOTTLE 500 ML.	LOCAL MADE	
		NIMYLE	
77	PHENYLE 5 LT. JAR	LOCAL MADE	
		NIMYLE	
78	MORTIN MOSQUITOES COIL, PER PKT.		
79	MACHINE WITH OIL, (FOR MOSQUITOES) EACH	Good knight	
		ALL OUT	
80	MACHINE OIL (FOR MOSQUITOES) EACH	Good knight	
		ALL OUT	
81	COMPUTER PAPER 15 X 12, SINGLE BEST QULAITY (80 GSM)		
82	COMPUTER PAPER 10 X12, DOUBLE (WITH CARBON) BEST QUALITY (80 GSM)		
83	MORTIN SPARY / HIT , EACH		
84	BROOM STICK, PER KG. BEST QUALITY		
85	HARPIC , EACH	1 LITER	
		500 ML	
86	NAPHTHALENE, PER 200 gm Packet. BEST QUALITY		
87	PHOOL JHARU (BIG SIZE) EACH, BEST QUALITY		
88	LATRINE CLEANING BRUSH , EACH BEST QUALITY		
89	BACK PHENYLE 1 LITER. BOTTLE , BENGAL/ DOCTOR+/ DOLPHINE		
90	HIGH LIGHT PEN CAMEL / NATARAJ/ CAMLIN		
91	PLASTIC FOLDER, GOOD QUALITY		

92	PLASTIC FOLDER, BEST QUALITY	
93	MERKER PEN (BLACK & RED) CAMEL / KOREX/ CAMLIN	
94	STICK NOTE PAD (FLAP) EACH	
95	CALCULATOR	CASIO
	CALCULATOR	ORPAT
96	FEVI STICK	
97	SHAPNER	
98	ERAZER	
99	COLIN SPARY 250 ML	
100	MOPER	
101	CELLING CLENIING BRUSH	
102	HAND WASH	LIFE BOY 100mL
		DETTOL 100mL
103	COCONUT STRICK	
104	TABLE GLASS	
105	PILLOW	
106	PILLOW COVER	
107	CAUSHION	
108	CHAIR CAUSHION	
109	BED SHEET/COVER	
110	ADMISSION REGISTER	
111	NATIONAL FLAG	
112	PEN STAND	
113	PLASTIC CLIP FILE	
114	ROPE	
115	GREEN TEA	
116	SPIRAL NOTE BOOK	
117	BINDER CLIP	
118	RESULATION KHATA	
119	STUDENT ATTENDENT KHATA	
120	TEACHER ATTENDENT KHATA	
121	WATER GLASS COSTER	
122	CHALK	
123	SELLOTAPE	
124	ASHTRAY	
125	MILTON WATER BOTTLE	

126	WATER BOTTLE GOOD QUALITY	
127	PANCHING MACHINE	
128	ROOM FRISHNER	
129	DUST BEEN (BEST QUALITY)	
130	NILKAMAL PLASTIC OUTDOOR CHAIR (H-87 cm ,W-43.6 cm, L-56 cm)	
131	SUPREME PLASTIC CHAIR WITH CUSHION	
132	COMPUTER TABLE (ENGINEERED WOOD)	
133	WOODEN CHAIR WITH HANDLE (BEST QUALITY)	
134	BLICHING POWDER (per kg)	
135	LIME (Chune) PER KG	
136	VIP OFFICE CHAIR WITH ARM	
137	OFFICE ALMIRAH (METAL STEEL, H-6.5 foot,W-16 inc,L-30inc)	
138	PLASTIC BUCKET NO.132/1016/1013, EACH (MILTON)	

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12/02/25

