



OFFICE OF THE
BALURGHAT MUNICIPALITY

SOVA MAJUMDER SARANI
BALURGHAT: DAKSHIN DINAJPUR

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Memo No:- 4381/G-8

Date:- 20/02/2025

NOTICE INVITING QUOTATION

Sealed quotation is hereby invited for supply all kinds of printing articles during the financial year 2025- 2026 from the local established Printing press as per list enclosed. Firm having sufficient credentials of supplying Printing and office articles in Govt. / semi Govt. Under taking offices.

The quotation is to be submitted on or before **28.02.2025** up to **3.30 p.m.** on working days of Municipality, by hand or by post or by courier at receive section of the Balurghat Municipality.

The quotationers shall have to deposit earnest money of an amount of Rs.5000.00 (Five thousand) only in cash to the cash counter of this Municipality. The receipt of the deposit should be furnished along with the quotation papers. The earnest money will be kept in the Municipal fund till the quotation will remain valid. 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 quotationer 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). 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 **28 .02.2025 at 4 p.m.** in the office of the undersigned and quotationers may remain present at the time of opening.

Enclo: list of articles

Chairman

Balurghat Municipality

Date:- 20/02/2025

Memo No:- 4381/1(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)

Chairman

Balurghat Municipality

Date:- 20/02/2025

Memo No:- 4381/2(14)/G-8

Copy to:-

- 1) The shri.....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, Balurghat Municipality.
- 7) The Store keeper (general) , Balurghat Municipality.
- 8) The I.T. Specialist /I.T. coordinator Balurghat Municipality directed to upload the said NIQ in our official website.
- 9) Receive Section, Balurghat Municipality.
- 10) Municipality Notice Board for wide Publication.

Chairman

Balurghat Municipality

Date:- 20/02/2025

Sl. No.	Item	Rate
1	M.R. Book (Mis.)	
2	M.R. BOOK KSHANIKA & SOUHARDYA	
3	M.R.BOOK BALURGHAT BHABAN	
4	M.R.BOOK SWIMMING	
5	M.R.BOOK FOR GYMNASIUM	
6	LATRINE COUPON (PER 1000)	
7	URINE COUPON (PER 1000)	
8	PARK GENERAL COUPON (PER 1000)	
9	COUPON FOR SLAUGHTER HOUSE (PER 1000)	
10	BATH COUPON (PER 1000)	
11	APPLICATION FORM FOR SWIMMER	
12	PARKING BIG CAR COUPON (PER 1000)	
13	PARKING FREE RECEIPT COUPON (PER 1000)	
14	PARKING FREE RECEIPT TRUCK TERMINUS (PER 1000)	
15	PARKING ENTRY SLIP TRUCK TERMINUS (PER 1000)	
16	TOY TRAIN COUPON (PER 1000)	
17	DRY DOLE TOKEN (PER 1000)	
18	RECEIPT FOR NIGHT HALT (PER 1000)	
19	MIKI MOUSE COUPON (PER 1000)	
20	MEASUREMENT BOOK (MB) (100 PAGES)	
21	DAILY COLLECTION CHALLAN (100 PAGES)	
22	INDENT STORE REGISTER (100 PAGES)	
23	TENDER FORM	
24	AGREEMENT FORM	
25	ACCOUNT CASH BOOK (100 PAGES)	
26	LOG BOOK (100 PAGES)	
27	RESIDENTIAL, INCOME etc. CERTIFICATE PAD/ OFFICE PAD/ LETTER HEAD PAD (100 PAGES)	
28	REGISTER OF LETTER ISSUE (100 PAGES)	
29	CREMATION CERTIFICATE	
30	SAMOBATHI REGISTER BOOK (100 PAGES)	
31	CASH BOOK (100 PAGES)	
32	PARKING ZON CUPON (Andalan setu, Taxi Stand) (PER 1000)	
33	FLY LEAF (THIN)	
34	FLY LEAF (THIK)	
35	WORK REGISTER (100 PAGES)	
36	STOCK & STORE REGISTER (100 PAGES)	
37	ENVELOP WITH PRINTING (1000 NO'S)	
38	BURNING GHAT REGISTER (100 PAGES)	
39	BOARD FILE	
40	Requisition slip (Petrol, Diesel etc.) (PER 100)	
41	PENSION REGISTER (100 PAGES)	
42	LIVE REGISTER (100 PAGES)	
43	BALURGHAT BHABAN REGISTER (100 PAGES)	

Sl. No.	Item	Rate
44	RESOLUTION BOOK (100 PAGES)	
45	APPROPRIATION REGISTER (100 PAGES)	
46	ACCOUNT DEPT. REGISTER (100 PAGES)	
47	PMFS REGISTER (100 PAGES)	
48	TUBWELL & PLUMBING REGISTER (100 PAGES)	
49	ANDALAN SETU MARKET CUPON (PER 1000)	
50	HOUSE HOLD WAST COLLECTION REGISTER (100 PAGES)	
51	TIFIN CUPON (PER 1000)	
52	FLEX per sq Ft	
53	FLAX WITH WOODEN FRAME per sq Ft	
54	HAND BILL 1 COLLOR 1/2 SIZE PER 100	
55	HAND BILL 1 COLLOR 1/6 SIZE PER 100	
56	HAND BILL 1 COLLOR 1/8 SIZE PER 100	
57	HAND BILL 1 COLLOR A4 SIZE PER 100	
58	HAND BILL 2 COLLOR 1/2 SIZE PER 100	
59	HAND BILL 2 COLLOR 1/6 SIZE PER 100	
60	HAND BILL 2 COLLOR 1/8 SIZE PER 100	
61	HAND BILL 2 COLLOR A4 SIZE PER 100	
62	OTHERS REGISTER 100 PAGE	
63	OTHERS REGISTER 200 PAGE	
64	A4 SIZE PAD WITH BINDING 100 PAGE (75 gsm paper)	
65	A4 SIZE 2 COLLOR PAD WITH BINDING 100 PAGE (75 gsm paper)	
66	A4 SIZE DUBLE SIDE PRINTING PAD WITH BINDING 100 PAGES (75GSM PSER)	
67	OTHERS CUPON PER 1000	

Chairman
Balurghat Municipality

20/2/25