

OFFICE OF THE
BALURGHAT MUNICIPALITY



SOVA MAJUMDER SARANI
BALURGHAT : DAKSHIN DINAJPUR

e-mail – bmpality@gmail.com
website : www.balurghatmunicipality.org

Memo No. 3353 /G-8

Date 11.12.2025

NOTICE INVITING QUOTATIONS

Sealed quotations are hereby invited from the local reputed Agency / Firm for supplying of Two Nos. of Xerox Cum Printer for Sanitary and Conservancy Section and Chamber of the Executive Officer under Balurghat Municipality. The Quotation can be submitted by Post, Currier or by hand at Receive Section of this office up to 3:00 P.M. on or before 19.12.2025. The quotations will be opened on the same date of the chamber of the undersigned at 4.30 PM when the quotationers may remain present.

Terms & Condition

1. The Quotations must be accompanied with copies of Trade License, PAN, IT and credential.
2. The agencies / firm who have credential for developing software or apps under Govt. Department or Municipality or any reputed company will be given preference.
3. The Mentioned items have to be supplied within 10 (Ten) days from the date of receipt of the work order.
4. The agency / firm will be bound to provide 1 year free maintenance for below mentioned products.
5. Quotationers are requested to quote their rates in figure and words including all taxes. Rates will be quoted as per specification of the works described below.
6. The Quotationers submit their rates per quantity.

| Sl. No. | Item | Quantity |
|---------|--|----------|
| 1 | Colour Printer cum Xerox (All In One, Duplex, wifi, Scanner, Printer, Bluetooth etc.) | 1 |
| 2 | All-In-One Wifi ink Tank Color Printer with FAX for High Volume Document Printing with 2 Years Standard Warranty | 1 |

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

Chairman
Balurghat Municipality

Memo No. 3353 /1(3)/G-8

Date. 11.12.2025

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

Chairman
Balurghat Municipality

Memo No. 3353 /2(9)/G-8

Date 11.12.2025

Copy forwarded for information and necessary action to :-

1. The All MCIC, Balurghat Municipality.
2. The Executive Officer, 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. Municipal website "www.balurghatmunicipality.org"
9. Municipal office Notice Board.

Chairman
Balurghat Municipality