



OFFICE OF THE BALURGHAT MUNICIPALITY

SOVA MAJUMDER SARANI

BALURGHAT : DAKSHIN DINAJPUR

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website : www.balurghatpurasava.webs.com

Memo No- _____/HS-20

Date:-

NOTICE INVITING QUOTATION

Sealed Quotations are hereby invited by the undersigned from the local supplier for supplying & installation of Cool water an water purifier machine providing cool & normal water bearing capacity 80(eighty) lts, installed at the library room of "Suresh Ranjan Park" under Balurghat Municipality. The intending quotationers should quote their rates both in figures and in words.

Terms and conditions:-

- The quotation must be submitted as per proforma cited below.
- The quotation should be submitted by the quotationer of his own letter head duly signed by him along with the required all papers of taxes.
- The quotation should be superscripted with Memo no. Date and the works to be done as mentioned above.
- The quotations should be submitted along with Copies of updated Trade license, , PAN Card & GST etc.
- The quotations to be submitted to the receive counter of this office on working days on or before 04.10.2024 by 2 P.M and the same will be opened at 3 P.M on last date where quotationers may remain Present.
- The undersigned will reserve the right to cancel the quotations without assigning any reason and not bound to accept the lowest rate.

Specifications of the item along with required rate:-

SL NO	SPECIFICATIONS	QUANTITY	REQUIRED RATE (INCLUDING ALL TAXES)
01	Cool and normal water purifier machine including installation and one year warranty for free of cost servicing, rectification of mechanical error of the machine.	01 (one)	
02	Capacity of the machine should be minimum 80 ltrs.		
Total amount in words=			

Sdt
Executive Officer
Balurghat Municipality

Memo no :-/ HS-20

Date:-

Copy to :-

- The District Magistrate, Dakshin Dinajpur, Balurghat.
 - The Sub-Divisional officer, Balurghat sadar, Dakshin Dinajpur.
 - The District Information & Cultural officer, Dakshin Dinajpur, Balurghat.
- _____ for information & wide publication through their notice board.

Sdt
Executive officer
Balurghat Municipality

Memo No 2498/259 /HS-20

Date- 26/9/2024

Copy forwarded for information to:-

- The Chairman, Balurghat Municipality.
 - The MCICs.....Balurghat Municipality.
 - The Finance officer, Balurghat Municipality.
 - The Head clerk Balurghat Municipality
 - The Asst. Head Clerk, Balurghat Municipality.
 - The Accountant, Balurghat Municipality.
 - Receive section, Balurghat Municipality.
 - Notice Board, Balurghat Municipality for Display.
 - Sri Mrinmoy das, IT Support specialist/ Sri, Ramkrishno skider, IT Coordinator, Balurghat Municipality.
- _____ He is directed to upload the NIQ on the Municipal website.

Sdt
Executive officer
Balurghat Municipality