



# OFFICE OF THE BALURGHAT MUNICIPALITY

SOVA MAJUMDER SARANI

BALURGHAT : DAKSHIN DINAJPUR

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Memo No- 1392/HS-20

Date:- 18.07.2025

## NOTICE INVITING QUOTATION

Sealed Quotations are hereby invited by the undersigned from the local suppliers for supplying **150(one hundred fifty) nos of Rain coat and Trouser for DRW staff who has been deployed for disposal of garbage from drain & Municipal area engaged under "SWM" head of Sanitary & Conservancy section of Balurghat Municipality.** Rate should be quoted for the item. The intending quotationers are requested to quote their rates both in figure and words and submitted to the receive counter of the Balurghat Municipality.

### Terms and conditions:-

- (a) The quotation must be submitted as per proforma cited below.
- (b) The quotation should be submitted by the quotationer of his/her own letter head duly signed by him/her along with the required all papers of taxes.
- (c) The quotation should be superscripted with memo no. date and the works to be done as mentioned above.
- (d) The quotations should be submitted along with Copies of updated Trade license, PAN Card & GST etc.
- (e) The quotations to be submitted to the receive counter of this office on working days on or before 25.7.2025 by 2 P.M and the same will be opened at 3 P.M on last date where quotationers may remain Present.
- (f) 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 items:-

SL NO.	NAME OF THE ITEM	QUANTITY	COMPANY & QUALITY	SIZES	OFFER RATE PER PIECE	TOTAL AMOUNT INCLUDING ALL TAXES
01	RAIN COAT WITH TROUSER	150 NOS.	BRANDED & GOOD QUALITY	FREE SIZES FOR ADULT HAVING SUPER SCRIPTED WITH MUNICIPAL LOGO AT FRONT SIDE & ALSO SUPER SCRIPTED BALURGHAT MUNICIPALITY AT THE BACK OF RAIN COAT.		
<b>Grand total =</b>						

Chairman  
Balurghat Municipality

Memo no : 1392/1(3)/HS-20

Copy forwarded for information with request to kindly arrange for displacing in the notice board to-

1. The District Magistrate, Dakshin Dinajpur, Balurghat.
2. The Sub-Divisional officer , Balurghat sadar, Dakshin Dinajpur.
3. The District Information & Cultural officer, Dakshin Dinajpur, Balurghat.

Date:- 18.07.2025

Chairman  
Balurghat Municipality

Memo No 1392/2(9)/HS-20

Copy forwarded for information to:-

1. The MCICs,.....Balurghat Municipality.
2. The Executive officer,Balurghat Municipality.
3. The Finance officer, Balurghat Municipality.
4. The Head clerk Balurghat Municipality
5. The Asst. Head Clerk, Balurghat Municipality.
6. The Accountant, Balurghat Municipality.
7. Receive section, Balurghat Municipality.
8. Notice Board, Balurghat Municipality for Display.

9. Sri Mrinmoy Das , IT support specialist / Sri Ramkrisho Sikder, IT cordinator,Balurghat Municipality , He is directed to upload the NIQ on the Municipal website

Date:- 18.07.2025

Chairman  
Balurghat Municipality