

OFFICE OF THE  
**BALURGHAT MUNICIPALITY**



SOVA MAJUMDER SARANI  
BALURGHAT: DAKSHIN DINAJPUR

E-mail – [bmpality@gmail.com](mailto:bmpality@gmail.com)

Memo No. 3129 /G-8

Date: - 28/11 /2025

**NOTICE INVITING QUOTATION**

Sealed quotation are hereby, invited from bonafied local supplier General & Good Quality diary for the year 2026 of this office.

Rate should be quoted for each item including all taxes & charges as per requirement .The intending quotationers are requested to quote their rates both in figure and words.

The quotation must be accompanied with self attested copies of valid Municipal provisional certificate, I.T, P.T, PAN, GST, Trade License etc certificate in favor of the quotationers.

The quotation will be received on or before 05/12/2025 up to 2.00 p.m. by hand or by post or by courier at receive section and will be opened on the same date at 3.00 p.m. when the quotationers may remain present.

The undersigned reserved the right to cancel any or all the quotation without assigning any reason.

Sl.No	Particulars	Quantity	@ Rate (Rs.)	
1	General Diary (18*24 cms)	As per requirement		Sample verification after notify.
2	Good Quality Diary (18*24 cms)	As per requirement		

Chairman  
Balurghat Municipality

Date: - 28/11 /2025

Memo no.: 3129 /1(2)/G-8

- 1) The District Magistrate, D/Dinajpur, Balurghat.
- 2) The District information and cultural officer/Dinajpur, Balurghat.  
For the information and wide publication through their notice Board please and their departmental website.

Chairman  
Balurghat Municipality

Date: - 28/11 /2025

Memo No.: 3129 /1(9)/G-8

**Copy to:-**

- 1) The ..... MCIC, Balurghat Municipality
- 2) The, Executive Officer, Balurghat Municipality.
- 3) The Finance Officer, Balurghat Municipality.
- 4) The Asstt. Engineer, Balurghat Municipality.
- 5) The Head Clerk, Balurghat Municipality.
- 6) The Accountant, Balurghat Municipality.
- 7) Receive Section, Balurghat Municipality.
- 8) Municipality office notice board, Balurghat Municipality for wide publication.
- 9) Mrinmoy Das / Ramkrishna Sikder for publication in Municipality Web site.

Chairman  
Balurghat Municipality