



OFFICE OF THE

# BALURGHAT MUNICIPALITY

SOVA MAJUMDER SARANI

BALURGHAT: DAKSHIN DINAJPUR

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Website: [www.bmpality@gmail.com](http://www.bmpality@gmail.com)

Memo No:- 5185/G-8

Date:- 23/02/2026

## NOTICE INVITING QUOTATION

Sealed quotation is hereby invited for supply of all kinds of Stationary articles for the financial year 2025- 2026 from the bonafied local supplier / agency. The quotation is to be submitted on or before **02/03/2026** up to 3.00 p.m. by hand or by post or by courier at receive section of the Balurghat Municipality . The quotationers shall have to deposit earnest money of Rs.5000.00 (five thousand) only in cash to cash section of this Municipality. The receipt of the deposit should be attached along with the quotation papers. The earnest money will be kept in the Municipal fund till the validation of quotation. If the supplier fails to supply the articles within the stipulated time the aforesaid earnest money will be forfeited without any notice.

**Supplier / Agency having sufficient credentials of supplying Stationary Articles in Govt. / semi Govt. Under taking offices.**

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 quotation 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) as and when required basis during the financial year 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 **02/03/2026** at 4 p.m. in the office of the undersigned. The quotationers may remain present at the time of opening.

**NOTE:** - Samples of the goods to be supplied are kept in the store section of the Municipality for verification by the quotationers before submission of quotation. No items will be accepted if the qualities are not as per sample kept in the store section.

Encl: list of articles

*Sdt*  
Chairman

Balurghat Municipality

Date:-

Memo No: -      /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 Web side.

*Sdt*  
Chairman

Balurghat Municipalit

Date:- 23/02/2026

Memo No:- 5185/2(13)/G-8

Copy to:-

- 1) The Vice-Chairman, Balurghat Municipality
- 2) The shri.....MCIC, Balurghat Municipality.
- 3) The Tender Committee Members, Balurghat Municipality
- 4) The Executive Officer , Balurghat Municipality
- 5) The Finance officer, Balurghat Municipality.
- 6) The Head Clerk, Balurghat Municipality.
- 7) The Accountant, Balurghat Municipality.
- 8) The Cashier, Balurghat Municipality.
- 9) The Store-in-Charge (general), Balurghat Municipality.
- 10) The I.T. Specialist /I.T. coordinator Balurghat Municipality directed to upload the said NIQ in our official website.
- 11) Receive Section, Balurghat Municipality.
- 12) Municipality Notice Board for wide Publication.

*Sdt*  
Chirman

Balurghat Municipality

*Sdt*

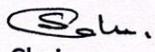
Sl. No.	NAME OF ARTICLES (STATIONARY)	RATE
1	F.C. PAPER (WHITE , BIG SIZE PER REAM, ORIENT SPT. SUPREME)	
2	F.C. PAPER (Ruled), BIG SIZE PER REAM, ORIENT SPL.	
3	CARBON PAPER (F.C.) PER BOX KORES SAPPHIRE, CAMEL	
4	CARBON (DFC) PER BOX, KORES SAPPHIRE.	
5	DOUBLE SIDE CARBON PAPER, PER BOX, KORES	
6	XEROX PAPER SIZE A-4, PER RIM.	75 GSM
		80 GSM
		100 GSM
7	XEROX PAPER SIZE A-4, PER RIM. ALPHA POWER 75 GSM	
8	XEROX PAPER SIZE A-3 , PER RIM COPY POWER	
9	XEROX PAPER SIZE A-3 , PER RIM JK SPARKEL 75 GSM	
10	XEROX PAPER SIZE A-3 , PER RIM 80 GSM	
11	ARCH FILE, BIG SIZE, EACH. AMBASSADOR	
12	COMPUTER FILE, SIZE 15*12 EACH. BEST QUALITY.	
13	COMPUTER FILE, SIZE 10*12 EACH, BEST QUALITY	
14	CHANEL FILE, SIZE A-4, EACH. BEST	
15	CHANEL FILE, SIZE F-S EACH. BEST	
16	FLAT FILE (CHIP SYSTEM ) BIG SIZE EACH, BEST QUALITY	
17	COVER FILE, SPL.QUALITY, PER 100 NOS. EAGLE/ FREEDOM EXTRA STRONG.	
18	COVER FILE, (POLY COATED) BEST QUALITY EACH, AMBASSADR, PRINCE	
19	ERAZ- EX/WHITENER PEN, EACH KORES	
20	PIN (ALPIN) ,PER BOX , KING	
21	ZEMS CLIP PER BOX NOVEX	
22	ZEMS CLIP PER BOX GRIPEX.	
23	STAMP PAD EACH BEST QUALITY (110mm*69mm)	
24	PIN CUSHION (MAGNET)	
25	STAM INK 60ML. PARAGON	
26	DUSTER (TOWEL) CACH ,BEST QUALITY	
27	DUSTER (CLOTH) 20"X20"CACH BEST QUALITY	
28	PAPER WEIGHT (DESIGU) EACH, BEST QUALITY	
29	WATER SPONG ,EACH, BEST QUALITY	
30	SCALE, 18"X12" , EACH, BEST QUALITY.	PLASTIC
		STELL
31	GUM, BEST QUALITY	50 ML.
		200 ML.
32	TABLE, BASKET (PLASTIC) EACH, BEST QUALITY	
33	WEASTE PAPER BASKET (PLASTIC) EACH , BEST QUALITY	
34	TAG, SIZE 9". (COLOURED) PER BUNDLE. BEST QUALITY	
35	THREAD BALL, EACH BEST QUALITY	
36	PHORANI (PLASTIC) EACH BEST QUALITY	

Sl. No.	NAME OF ARTICLES (STATIONARY)	RATE
37	CLIP BOARD (PLASTIC) EACH BEST QUALITY	
38	PLASTIC BUCKET NO.132/1016/1013, EACH HI-PLAST	
39	PLASTIC GUMLA, MEDIUM SIZE, EACH BEST QUALITY	
40	PLASTIC JUG,BIG/ MEDIUM SIZE, EACH BEST QUALITY	
41	PLASTIC MUG ,BIG SIZE, EACH BEST QUALITY	
42	CANDLE, BIG SIZE PER PKT,LOCAL MADE	
43	CANDEL BIG SIZE BEST QUALITY	
44	ENVELOPE, SIZE 16"X12" (IN SIDE CLOTH)EACH BEST QUALITY	
45	ENVELOPE,SIZE 10"X12" (IN SIDE CLOTH) EACH BEST QUALITY	
46	BOUND REGISTER (CONQUEST PAPER, CLOTH BINDING, GOLDEN EAGLE), RULED NO. 24/20/18/16/14/12/10/8/6	
47	HALF BOUND REGISTR (RULE ) GOOD BOY	NO.08
		NO.06
		NO.04
48	BIG EXCRISE BOOK (80 PAGES ) EACH GOOD BOY	
49	STAPLER MACHINE ,KANGARO HS-45 , EACH	
50	STAPLER MACHINE , KANGARO HS-10,EACH	
51	STAPLER PIN 24/6, NO.10 PER BOX KORES /KANGARO	
52	PILOT LUXAR (HI-TECPOINT 05) PEN , EACH	
53	DOT PEN, ORION XTREAM , EACH	
54	DOT PEN , LINE OCEAN GEL , EACH	
55	DOT PEN, LINE PENTONIC, EACA	
56	DOT PEN , GOLDEX EXEL, EACH	
57	DOT PEN , LINE SMART GEL, EACH	
58	REFILL ( ADD GEL CAT /CELLO GEL/LINC OCEAN GEL/ ADD ON/CELLO )	
59	LOCK & KEY ,GODREJ 70 MM EACH WITH 3 KEYS, EACH	
60	LOCK & KEY ,GODREJ 65 MM EACH WITH 3 KEYS, EACH	
61	LOCK & KEY HOUSE KING 65 MM EACH WITH 3 KEYS ,EACH	
62	LOCK & KEY , HOUSE KING 60 MM WITH 3 KEYS, EACH	
63	LOCK & KEY ,HOUSE KING 45 MM WITH 3 KEYS , EACH	
64	LOCK & KEY , CAPTAIN 70 MM WITH 3 KEYS ,EACH	
65	LOCK & KEY CAPTAIN /HOUSE KING 50 MM WITH 3 KEYS, EACH	
66	LOCK & KEY MOBILE, NO. 51,21,3	
67	TORCH LIGHT ,3 CELLS (BIG HEAD) WITH CELLS EVREDAY	
68	TORCH LIGHT , 2 CELLS WITH CELLS EVREDAY	
69	REMORT BATTERY, EVREDAY	
70	TORCH BATTERY , EACH EVREDAY	
71	PENCIL BATTERY , EVREDAY	
72	COD LESS BATTERY (MICRO PHONE ) , EVREDAY	
73	TORCH BATTERY 3/2 CELLS, EVREDAY	
74	WATER DRINKING GLASS (BIG SIZE ) EACH H. W.	
75	DETTOL 200 ML. EACH	

Sl. No.	NAME OF ARTICLES (STATIONARY)		RATE
76	DETTOL HAND WASH 500 ML. EACH / LIFE BOY HAND WASH 500 ML. EACH		
77	ODO NILL (75 gm.) EACH		
78	MAGIC CLENER, PLASTIC BOTTLE BEST QUALITY (500 ml.)		
79	WASHING POWDER , 500 gm ,	WHEEL 800 gm.	
		TIDE 500 gm.	
		SURF EXCEL 500 gm.	
80	SOAP	LIFE BOY 60 gm.	
		DETTOL 125 gm.	
81	WASHING POWDER , PER K.G. SAFAD		
82	PHENYLE PER BOTTLE 500 ML.	LOCAL MADE	
		NIMYLE	
83	PHENYLE 5 LT. JAR	LOCAL MADE	
		NIMYLE	
84	AYNA PHENYLE (SCENTED ) PER BOTTLE 500 ML.		
85	MORTIN MOSQUITOES COIL, PER PKT.		
86	MACHINE WITH OIL, (FOR MOSQUITOES) EACH	GOODNIGHT	
		ALL OUT	
87	MACHINE OIL (FOR MOSQUITOES) EACH	GOODNIGHT	
		ALL OUT	
88	COMPUTER PAPER 15 X 12, SINGLE BEST QULAITY (80 GSM)		
89	COMPUTER PAPER 10 X12, DOUBLE (WITH CARBON ) BEST QUALITY (80 GSM)		
90	MORTIN SPARY / HIT , EACH		
91	BROOM STICK, PER KG. BEST QUALITY		
92	HARPIC , EACH	1 LITER	
		500 ML	
93	HOME NINJA , EACH	1 LITER	
		500 ML	
94	NAPHTHALENE, PER KG. BEST QUALITY		
95	PHOOL JHARU (BIG SIZE ) EACH, BEST QUALITY		
96	LATRINE CLEANING BRUSH , EACH BEST QUALITY		
97	WASHING POWDER TIDE, 1k.g,		
98	BACK PHENYLE 1 LITER. BOTTLE , BENGAL/ DOCTOR+/ DOLPHINE		
99	ROOM FRESHNER. EACH. (BEST QUALITY)		
99	HIGH LIGHT PEN CAMEL / NATARAJ/ CAMLIN		
100	PLASTIC FOLDER, BEST QUALITY		
101	MERKER PEN ( BLACK & RED) CAMEL / KOREX/ CAMLIN		
102	STICK NOTE PAD (FLAP) EACH		
103	CALCULATOR	CITIZEN	
		ORPET	

Sl. No.	NAME OF ARTICLES (STATIONARY)	OREVA	RATE
104	PARKER PEN BEST QUALITY		
105	PENCIL ( NATARAJ)		
106	SHAPNER		
107	ERAZER		
108	COLIN SPARY		
109	24 NOS. FULL REGISTER (DOCKET) KHATA		
110	MOPER , EACH		
111	CELLING CLENING BRUSH		
112	HAND WASH	LIFE BOY 100mL DETTOL 100mL	
123	COCONUT STRICK		
114	TABLE GLASS		
115	FEVI STICK		
116	PILLOW		
117	PILLOW COVER		
118	CAUSHION		
119	CHAIR CAUSHION		
120	BED SHEET/COVER		
121	ADMISSION REGISTER		
122	NATIONAL FLAG		
123	PEN STAND		
124	PLASTIC CLIP FILE		
125	ROPE		
126	GREEN TEA		
127	SPIRAL NOTE BOOK		
128	TRIMAX PEN		
129	BINDER CLIP		
130	RESULATION KHATA		
131	STUDENT ATTENDENT KHATA		
132	TEACHER ATTENDENT KHATA		
133	WATER GLASS COSTER		
134	CHALK		
135	SELLOTAPE		
136	ASHTRAY		
137	MILTON FLAX (1Lt. Thermosteel)		
138	WATER BOTTLE GOOD QUALITY		
139	PANCHING MACHINE		
140	WHITE BOARD MARKER		
141	DUST BEEN (BEST QUALITY) , DUST BEEN WITH DHAKNA		

Sl. No.	NAME OF ARTICLES (STATIONARY)	RATE
142	NILKAMAL PLASTIC OUTDOOR CHAIR (H-87 cm ,W-43.6 cm, L-56 cm)	
143	SUPREME PLASTIC CHAIR WITH CUSHION	
144	COMPUTER TABLE (ENGINEERED WOOD)	
145	WOODEN CHAIR WITH HANDLE (BEST QUALITY)	
146	BLICHING POWDER (per kg)	
147	LIME PER KG	
148	VIP OFFICE CHAIR WITH ARM	
149	OFFICE ALMIRAH ( METAL STEEL, H-6.5 foot,W-16 inc,L-30inc)	
150	GREEN BED SHEET (COTTON, SINGLE)	
151	GREEN PILLOW COVER	
152	POSS ROLL EACH	
153	MILTON WATER BOTTLE (1 Lt. PRISM BOTTLE) EACH	

  
 Chairman  
 Balurghat Municipality  
