# Office of the Burdwan Municipality

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Memo No: 790/6/x11-9

Date: 08/06/23

### Notice Invited Quotation

Burdwan Municipality here by invites sealed Quotation from reputed & experienced Suppliers for printing & supplying of the Log Book & Requisition book for Water Works Deptt., BM to carry out the official work smoothly. Other details with terms & conditions are given below.

#### Quotation Schedule:

- 1. Last date of submission of quotation: 15.06.23 at 12.00 p.m.
- 2. Opening of quotation: 15.06.23 at 2.00 p.m.
- 3. Place of submission of quotation: General Deptt, B.M.
- 4. This quotation will be valid for 1 year from the date of first order issue.

## Description of Item (Contact at Genl. Department for others details):

- 1. Daily Log Book for Motor and Pump set x 100 pcs.
- 2. Requisition Book for Departmental work x 500 pcs.

#### Terms & Conditions:

- 1. Payment will be made on satisfactory delivery of the materials.
- 2. Rate to be quoted per unit piece and inclusive of all taxes and duties as applicable freight, forwarding and delivery charges at site, if any.
- 3. One representative of each quotation may attend the opening of the sealed quotation.
- 4. The authority reserves the right to accept or reject any quotation without assigning any reason or any correspondence

Memo No: 7946/1(8)/x11-9

Copy to:

1. Vice Chairman, B.M.

2. Members of Tender Committee, B.M

3. Executive officer, B.M.

4. Finance Officer, B.M.

5. Accountant, B.M.

6. IT - Co ordinator, B.M

7. UDC, B.M.

8. Office Notice Board

Burdwan Municipality Chairmante:

Burdwan Municipality

Burdwan Municipali

Chairman **Burdwan Municipality**