

OFFICE OF THE  
NALHATI MUNICIPALITY  
Nalhati (T.S.); Birbhum

Memo no- 6205/Nal/Muni

Date-04.02.2025

OFFICE OF THE BOARD OF COUNCILORS OF NALHATI MUNICIPALITY

NOTICE INVITING QUOTATION

N.I.Q. - 19 OF 2024-25

A)	Name of the work	1. Supply of Variety Office Stationery for all purpose of Office Work under Nalhati Municipality for one year.(04.02.2025-04.03.2026) (Annexure-I)
	Date of Opening	: 13.02.2025 upto 3.00 p.m.

B) Sealed quotation in printed form as specified is invited by the Chairperson, Nalhati Municipality for the submission of rate for following works and requirement towards submission of quotation papers will be available from the office of the undersigned as per particulars given below and will be received by the Chairperson, Nalhati Municipality on behalf of Board of the Administrator Nalhati Municipality,

C) The detailed N.I.Q. documents and other relevant particulars (if any) may be seen by the intending quotationer during office hours in the office of the Chairperson, Nalhati Municipality at Nalhati Town.

D) Deduction viz (i) SD (ii) IT or any other taxes, due as per rules, will also be deducted from the bill of the agency.

E) Applicants intending to appear to bid need to produce valid TRADE LICENCE, PAN & Bank Account details, Decision of Chairperson Nalhati Municipality shall be final & binding on the application in this regard.

F) Chairperson reserves the right to accept or reject any offer without assigning any reason and no way bound to accept the lowest rate.

Memo No:6205 (5)/Nal/Muni  
Copy for information to:-

1. S.D.O. Rampurhat, Birbhum
2. Executive Officer/ Finance Officer, Nalhati Municipality.
3. S.A.E./S.I, Nalhati Municipality.
4. A.F.C./Accountant, Nalhati Municipality.
5. Office Notice Board, Nalhati Municipality.
6. I.T. for Web uploading.

Chairperson  
Nalhati Municipality  
**Chairperson**  
**Board of Administrator**  
Nalhati Municipality  
Date: 04.02.2025

Chairperson  
Nalhati Municipality  
**Chairperson**  
**Board of Administrator**

Sl.No.	Name Of Item	SlNo.	Name of Item
1	DETTOL	45	OPD Tickets
2	LIJAL	46	Attendance Register
3	ENVELOP	47	Cover File Plastic
4	ENVELOP(CLOTH)	48	Cello Tape
5	One Time Pen	49	Medicine Tray Plastic
6	SUNLIGHT SURF	50	Medicine Box Plastic
7	XEROX	51	Water Bottle
8	PHENYL	52	Gum
9	STAPLER PIN	53	Bucket
10	STAPLER	54	Scale Plastic
11	MARKER PEN	55	Sceisor for Medical Cutting
12	FOLDER FILE	56	Naptholine
13	MOP	57	Eraser
14	WAPER	58	Sharpner
15	PAN BRASS	59	Mirror
16	HIGHLIGHTER	60	Tool
17	STICKER PACKET	61	Mug
18	ROOM SPRAY	62	Torch Light
19	PAPUS	63	Table Glass
20	2 No.Register	64	Door Mats
21	4 No.Register	65	Punching Machine
22	6 No.Register	66	Pen Rack
23	8 No.Register	67	30 litre Water
24	10 No.Register	68	Floor Cleaning Plastic Broom
25	12 No.Register	69	Dust Bin
26	HARPIK	70	Table Wooden & Plastic)
27	PHUL JHARU		
28	GEL PEN(RED,BLACK,GREEN &BLUE)		
29	TAG FILE		
30	TAG		
31	NAPKIN		
32	GUDDER		
33	LOCK		
34	CALCULATER		
35	PAPER WAIT		
36	FEVI STIK		
37	KING PIN		
38	Clip		
39	GEMS CLIP		
40	WHITNER		
41	JHARU		
42	PLASTIK JHARU		
43	Chir Plastic		
44	Medical Waste Bin		

  
**Chairperson**  
**Board of Administrator**  
**Nalhati Municipality**