



OFFICE OF THE  
CHAIRPERSON

**BERHAMPORE MUNICIPALITY**

118 R.N. TAGORE ROAD BERHAMPORE, MURSHIDABAD

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Website: www.berhamporemunicipality.org.in, E-mail Id: chairman.berhampore@gmail.com

Memo No.: 135/PWD/NIQ/21/BM

Date: 25/02/2021

**NOTICE INVITING QUOTATION**

Sealed Quotations are invited by the Executive Officer on behalf of The Chairperson, Board of Administrators of Berhampore Municipality from bonafied, resourceful & reliable suppliers/agencies for supply of the following item:-

| Sl. No. | Particular                                                       | Specifications                                               | Quantity | Unit |
|---------|------------------------------------------------------------------|--------------------------------------------------------------|----------|------|
| 1       | Register Book of Special Conservancy Charge (2021-22 to 2025-26) | Size- wide 12"& height 18" (300 Pages in each register book) | 100      | Nos. |

The suppliers/agencies are required to submit their quotations from 25/02/2021 to 04/03/2021 upto 1 P.M. by post/physical appearance in sealed separate envelopes to this office. The sealed quotations will be opened on 04/03/2021 at 1.30 PM in the office of the Executive Officer of Berhampore Municipality.

**Terms & Conditions:-**

1. The intending supplier/agency are advised to visit the store Department of Berhampore Municipality to acquire all information regarding the specification of the item before quoting rayed.
2. The suppliers/agencies should be able to supply the above mentioned item within the 7 days from issuance of supply order in his/her favour.
3. Quoted rate should be inclusive of all taxes.
4. Current Trade license, GST registration certificate, PAN card must be submitted along with quotation.
5. The item should be delivered at store department of Berhampore Municipality Authority at no extra cost.
6. The payment will be release as per availability of fund.
7. The item should be supplied as per specification directed by the authority of Berhampore Municipality at no extra cost.
8. The undersigned reserves the right to cancel/accept any quotation without assigning any reason thereof.
9. The quotation notice can be seen on official notice board of Berhampore Municipality.

Executive Officer  
Berhampore Municipality

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Copy for warded for information and favour of wide circulation to:-

1. The Additional District Magistrate(Dev.), Murshidabad.
2. Sub-Divisional Officer (Sadar), Berhampore, Murshidabad.
3. The District Information & Cultural Officer, Berhampore, Murshidabad.
4. The Executive Engineer, Berhampore Division, M.E.Dte, Babulbona Road, Berhampore.
5. IT, Berhampore Municipality with a request to publish the notice on the Berhampore Municipality Website.
6. Office Notice Board

Executive Officer  
Berhampore Municipality