



# KANCHRAPARA MUNICIPALITY

42 Netaji Subhash Path, Kanchrapara  
North 24 Parganas  
Phone: 2585 9391



E-Mail: [kchpara@yahoo.com](mailto:kchpara@yahoo.com), website: [kanchraparamunicipality.org](http://kanchraparamunicipality.org)

NIQ.No. 3942

Dated 02.03.2026

## NOTICE INVITING QUOTATION

Sealed rate quotations are invited by the Chairman on the behalf of Kanchrapara Municipality from bonafied, resourceful & reliable Companies/Firms/ suppliers for the supply of the following stationery items to the store department of kanchrapara Municipality at 42, Netaji Subhash Path, Kanchrapara, North 24 Parganas, Pin- 743145, W.B.

Sl. No.	Items	Qty.	Sl. No.	Items	Qty.
1.	Arch File Big Size	60 pcs.	9	Channel File	60 pcs.
2.	Ruled Register No.4	18 pcs.	10	Income Certificate Pad	100 pads
3.	Ruled Register No.6	18 pcs.	11	Residential Certificate Pad	100 pads
4.	Ruled Register No.10	18 pcs.	12	Note Sheet Pad	30 pcs.
5.	Ruled Register No.12	18 pcs.	13	Exercise Book (120 Pages, White)	24 pcs.
6.	Ruled Register No.16	10 pcs.	14	Steel Scale 12"	10 pcs.
7.	Ruled Register No.18	12 pcs.	15	Wood Pencil	20 pcs.
8.	Cover File without Printing	200 pcs.	16	Stapler Pin 24/6 Size	40 boxes

The last date of quotation paper submitted on **10.03.2026** Upto 2pm. & opening on the same day after 2.30 pm.

Sealed quotation must be supported with self attested Xerox copies of Pan Card, Last year IT Return, Last year GST Return, updated Trade License & Credential of similar nature of work. The authority reserves the right to accept or reject any or all quotation without assigning reason, whatsoever.

### **Other Terms and Conditions if any:**


1. Complete the work within stipulated time as per mentioned in Work Order.
2. If the work /supply could not be completed within the stipulated time then authority have cancel the order without showing any reason.
3. If authority have found any inferior or low quality materials then authority have cancel the order.
4. Delivery and any other charges could not paid by the Municipality.
5. Rate must be quoted including GST.
6. Rate to be quoted per unit piece and inclusive all taxes.
7. Payment will be made after available of Fun.

**Memo No. 3942/1(6), Dated. 02.03.2026**

Copy forwarded for information & necessary action to :

1. SDO, Barrackpore, North 24 Pgs.
2. Executive Officer, Kanchrapara Municipality.
3. Finance Officer, Kanchrapara Municipality.
4. Accounts Department, Kanchrapara Municipality.
5. Store Department, Kanchrapara Municipality
6. Notice Board and Official Website, Kanchrapara Municipality.

  
Chairman  
Kanchrapara Municipality  
**(KAMAL ADHIKARY)**  
CHAIRMAN  
KANCHRAPARA MUNICIPALITY

  
Chairman  
Kanchrapara Municipality  
**(KAMAL ADHIKARY)**  
CHAIRMAN  
KANCHRAPARA MUNICIPALITY

  
Store In-charge  
Kanchrapara Municipality