



KANCHRAPARA MUNICIPALITY

42, Netaji Subhash Path, Kanchrapara

North 24 Parganas

Phone: 2585 9391

E-Mail: kchpara@yahoo.com, website: kanchraparamunicipality.org

মিশ্রিত
তির্ভল বাংলা
আমাদের প্রতিজ্ঞা।
আমাদের গর্ব।



NIQ. No. 3943

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.	Whitener	20 pcs.	14	Pencil Battery (AA-30+AAA-20)	50 pcs.
2.	Gum Tube (Small)	30 pcs.	15	Plastic Scale	20 pcs.
3.	Lock 7 Levers	20 pcs.	16	Duster	50 pcs.
4.	Marker Pen (Thin)	30 pcs.	17	Tissue Paper	05 pkts.
5.	Marker Pen (Thick)	20 pcs.	18	Stapler No. 10	20 pcs.
6.	Stapler Pin No. -10	100 pkts.	19	Colin	03 pcs.
7.	Rubber Band	02 kgs.	20	Garbage Bag (20 x 24)	10 pkts.
8.	Room Freshener	10 pcs.	21	Stapler 24/6	20 pcs.
9.	Hand Wash	10 pcs.	22	Calulator Machine (Casio)	02 pcs.
10.	Highlighter Pen	20 pcs.	23	Paper Weight	15 pcs.
11.	Plastic Rope	21 pcs.	24	Eraser	30 pcs.
12.	Plastic Bottom File	50 pcs.	25	Pencil Cut ter	20 pcs.
13.	Scissor (Medium)	10 pcs.	X	X	X

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. 3943/1(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

CHAIRMAN

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Chairman

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CHAIRMAN

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Store In-charge
Kanchrapara Municipality