

## Office of The Burdwan Municipality

**Memo No:** 478/XI-6/Aeff

**Date:** 14/12/2020

Quotations are invited from consultancy firms/ persons to obtain the rates for following jobs under Burdwan Municipality. Please quote your rate at Municipal Office, Burdwan for the above noted work. The quotation should be sent in a sealed envelope and the name of the sender with full address should be stated in the envelope along with the Trade Enlistment certificate of the concerned person firms / Company. Open quotation will be treated as cancelled. The Authority shall reserve the right to accept or reject any or all quotations without assigning any reason whatsoever. The quotation should reach this office at 7 days sharp and quotation received after that date and time may not be taken into consideration. The quotations will be open at 4pm on the said date. The details of the quotation can be available at this office in any working day during office hours or can be downloaded from our website [www.burdwanmunicipality.gov.in](http://www.burdwanmunicipality.gov.in) rate will be valid for one year period.

**Description of Item :-**

- 1) G.S.T. related total matter.
- 2) Bank Reconciliation Statement every month.

**Executive Officer  
Burdwan Municipality**

**Date:**

**Memo No:**

Copy forwarded for information & wide publication in your office Notice Board to:

- 1 Executive Officer, Burdwan Municipality.
- 2 Finance Officer, Burdwan Municipality
- 3 Secretary, Burdwan Municipality.
- 4 Office of the District Magistrate, Burdwan
- 5 Office of the Sub-Divisional Officer, Burdwan.
- 6 I.T. Co-Ordinator for publishing in website [www.burdwanmunicipality.gov.in](http://www.burdwanmunicipality.gov.in)
- 7 Office Notice Board, Burdwan Municipality.

**Executive Officer  
Burdwan Municipality**