

Office of the Municipal Councillors, Bhatpara

[Address: 1/1, West Ghoshpara Road, P.O. Kankinara, District: North 24 Parganas. PIN-743 126]

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NOTICE INVITING TENDER

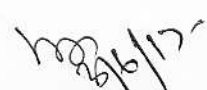
No. I-9(a)/DR-2/690

Date : 03/06/2013

Tender in Sealed Cover superscribing a Tender for Printing Supply of Forms and Registers for the year 2013-2014 are invited from the bonafide and resourceful registered suppliers. Tender should reach the office of the undersigned on or before 3.00 P.M. by 21st June, 2013 and the same will be opened at 3.30 P.M. on 21.06.2013. If a successful tenderer fails to supply with the order of acceptance within the stipulated period, the said order of acceptance of tender will be liable for cancellation and in the event of cancellation of the said order of acceptance, his /her registration money will be forfeited.

TERMS AND CONDITION

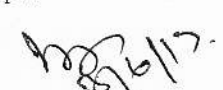
1. Specimen samples of the forms and Registers will be available for inspection of the Municipal Office on any working day between the hours of 12 noon and 3.00 P.M. except Saturday.
2. Clearance of Income Tax / P.Tax /Trade License and Credential if any should be submitted along with the quotation paper.
3. The registered supplier of the Bhatpara Municipality need not deposit earnest money to participate this Notice inviting tender.
4. The unregistered supplier of Bhatpara Municipality may participate to the Notice inviting Tender after obtaining registration certificate as suppliers from Bhatpara Municipality.
5. Delivery of the Forms and Registers are to be made at the Main office of Bhatpara Municipality at suppliers cost.
6. Supply is to be made strictly as per approved samples.
7. Inferior quality of articles will be rejected and the supplier must replace those, if any, within a week at his/her cost.
8. No proforma bill will be entertained.
9. The rate offered and accepted by the undersigned will remain valid up to 31.03.2014.
10. The undersigned does not bind himself to accept the lowest rate and assign any reason for rejecting any or all the quotation whatsoever.
11. The quantity as mentioned in the list (enclosed) may be increased / decreased. Articles may be procured by part order according to necessity.
12. Before final printing proofs are to be approved by the concerned Departmental Heads of the Municipality.
13. The rate must be inclusive of all charges i.e. VAT, Sales Tax etc.


Executive Officer,
Bhatpara Municipality.

Encl : List .

Copy forwarded for information to :

1. The Chairman, Bhatpara Municipality .
2. The Vice Chairperson, Bhatpara Municipality .
3. Sri /Smt . Member, C-in-C .
4. The Finance Officer, Bhatpara Municipality .
5. The O. S. ,Bhatpara Municipality .
6. The Head Clerk .do. .do.
7. The Accountant, .do. .do.
8. The Cashier .do. .do.
9. The Receiving Section, Bhatpara Municipality .
10. Office Notice Board Municipal Main Office at Bhatpara & Br. Office at Shyamnagar
11. IT- Co- Ordinators- With the direction to publish this tender notice in the official website of Bhatpara Municipality and website of Govt of West Bengal and ensure publication of the same in the website by 05.06.2013 and send a report of compliance to the head clerk regarding date of publication of this Tender Notice in the website .


Executive Officer,
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(List of Printing Articles for the year 2013 - 2014)

NAME OF DEPTT	SL NO	DESCRIPTION OF PRINTING ITEMS	QUANTITY
LICENCE DEPTT	1	Printing Enlistment Certificate . (as per Specimen) .	15000 Pcs Loose .
	2	Form No 11 (see rule II) P F A	20 Books of 100 pages in duplicate .
	3	Certificate Paper of van rickshaw	3000 Pcs Loose .
	4	Form No 39 (Receipt) New Miscellaneous Receipt .	40 Books of 100 pages in duplicate .
	5	Form J (Rule 81) Application for Certificate of Enlistment .	90 Books of 100 pages each .
	6	Advertisement application form A(salable)	100 pages 20 Books
ENGINEERING DEPTT	7	Form 'A' (see Rule 5) application for approval of a site for a building (salable) .	15 Books of 100 pages each .
	8	Form 'B' (see Rule 13 (2) application for permission to construct or re-construct /Addition or altaration of masonary building (salable Form) .	2000 Forms of 4 pages in each Form .
	9	Building plan Register .	01 Book of 200 folios each .
	10	Site plan Register .	01 Book of 200 folios each .
	11	Sewer Connection plan Register .	01 Book of 200 folios each .
	12	Form No 64(vide rule 179) Work Register .	20 Books of 200 pages each.
	13	Tender sale Register .	06 Books of 100 folios each .
	14	Tender opening Register .	06 Books of 100 folios each .
	15	Works progress Register .	02 Books of 100 folios each .
	16	Muster Rool for Employment Generation Schme .	10000 Pcs Loose .
	17	Notice of Filling of Pond	02 Books of 100 pages each.
	18	Petty work order form .	50 Books of 100 pages each.
	19	Application for permission of layout plan of the land u/s 193 of the West Bengal Municipal Act ,1993(Salable) .	30 Books of 100 Pages Each.
	20	Form No 52. (Vide rule 148) Estimate Form .	50 Bokks of 100 pages each .
	21	Form No 54. (vide rule 169) Contract Certifdcate (Bill Form)	50 Books of 100 pages each .
	22	Sanction slip of site plan /building plan .	40 Books of 100 pages in triplicate
	23	Estimate Register .	02 Books of 200 folios each .
	24	Land Register .	01 Books of 200 folios each.
	25	Road Register .	01 Books of 200 folios each.
	26	Asset Register .	01 Books of 200 folios each.
	27	Acknowledgement receipt of Building /site plan .	20 Pad of 100 pages each .
	28	Work Register	20 Books of 200 pages each.
Water Works DEPARTMENT	29	Measurment Books Form No 53(Vide rule 150) Oxford .	200 Books of 200 Pages each .
	30	Register for water levy Collector .	12 Books of 200 pages each .
	31	Letter for money deposite (residential) Vice - Chairman regarding water connection .	25 Books of 100 pages in duplicate .
	32	Letter for objection .	05 books of 100 pages duplicate.
	33	Letter for sanction .	20 Books of 100 pages in duplicate .

	34	Letter for money deposit (commercial)	05 Books of 100 pages in duplicate
Collection Department	35	Duplicate collection Register as per specimen	10000 Pages with canvas Binding
UN-ORGANISED SECTOR	36	Register of un-organised workers	10 Books of 200 pages each
JAMANI SUF AKSHA YO. ANA	37	Muster Roll of J.S.Y. (as per specimen)	10 Books of 100 pages each
	38	Stipend form for pre-matric students of uncleaned occupation	20 Books of 100 pages each
HEALTH DEPARTMENT	39	Live birth Report form (as per specimen)	20 Books of 100 pages each
	40	Death report form (as per specimen)	20 Books of 100 pages each
	41	Absentee Statement Register	10 Books of 150 folios each
	42	Earned leave Register	10 Books of 100 pages each
	43	Muster Roll (small) form No 56, vide rule 171.	10000 Pcs loose
	44	Voucher (as per specimen supplied by the department)	20 Books of 100 pages each
	45	Pay slip	250 Books of 100 pages in duplicate
	46	Burning ghat & Burial Ground Register	20 Books of 100 folios each
	47	Application form for Birth Certificate (salable)	60 Books of 100 Pages each
	48	Printing Death Certificate (as per Specimen)	6000 Pcs loose
	49	Printing Birth Certificate (as per specimen)	12000 Pcs Loose
	50	Application form for cremation / Death Certificate (salable)	40 Books of 100 pages each
ACCOUNTS DEPT	51	P.F. Ledger for staff (Leather Binding)	01 Book of 600 folios each
	52	P.F. Ledger for worker (Leather Binding)	10 Books of 100 folios each
	53	P.F. Ledger for worker (Leather Binding)	03 Books of 150 folios each
	54	Sub-Voucher (Big) as per Specimen	25 Books of 100 pages each
	55	Sub-Voucher (half) as per specimen	40 Books of 100 Pages Each
	56	Supplementary Bill form	20 Books of 100 pages each
	57	Earned leave Register	02 Books of 400 Pages Each
	58	Casual Leave Register	02 Books of 400 Pages Each
	59	Form 75 (Vide rules 181 and 216) Grant Register, Leather Binding	10 Books of 100 folios each
OUTDOOR CH/ RITABLE DISPENSARY	60	Outdoor patient Tickets (slip) (as per specimen)	200 pads of 100 pages each
ASSESSMENT DEPT	61	Notice u/s 113 (2) to the W.B. Municipal Act, 1993. Application form for Mutation of name, Salable (as per specimen)	4000 Pcs Loose form containing 4 pages in each pcs
HO/OEO OUTDOOR CH/ RITABLE DISPENSARY	62	Outdoor patient Tickets (slip) (as per specimen) . Jagatdal /Bhatpara /Authpur /Shyamnagar B.R.S / Chhatra Sangathan	300 Books of 100 pages
MUJTERPUR BURNING GHAT	63	Kuncha money receipt of electric Crematorium at Mukterpur Burning ghat	35 Books of 100 pages in duplicate
CENTRAL STORE	64	N 146 Stores Ledger (as per specimen)	20 Books of 400 folio each 20 Books of 200 folio each
	65	Water tank Booking Register (as per specimen)	6 Books of 100 Pages

	66	Gate pass (as per specimen)	20 Books of 100 pages each in duplicate .
COI SERVANCY BO S SCHOOL	67	Notice Book	01 Book of 100 pages each .
	68	Admission Register .	01 Book of 100 pages each .
	69	Progress Report Register V to VIII	01Book of 200 Folio each .
	70	Result sheets for class V-VIII	1000 Pcs Loose
	71	Result sheets for class infant-IV	1000 Pcs Loose .
	72	School Letter Pad	10 Pads 100 pages
	73	Admission Form (as per specimen) .	1000 Pcs Loose .
	74	Pupils Attendance Register .	10 Books of 25 folios each .
	75	Printing of Question papers For annual examination class i -VIII	As per specimen .
VEHICLE DEPARTMENT	76	Logbook of Tractor Driver	60 Books of 100 Pages each .
	77	Logbook of Ambulance Driver	10 Books of 100 pages each .
	78	Log book for jeep / car driver .	03 Books of 100 pages each .
	79	Kancha money receipt of Ambulance .	20 Books of 100 pages in duplicate .
Collection Department	80	Form 17(vide rule 105) Daily collection Challan book for receipt other than taxes .	40 Books of 100 folios each .
GENERAL DEPARTMENT .	81	N 146(Receipt) New , Miscellaneous Receipt.	40 Books of 100 pages each induplicate .
	82	Supply /work order pad (as per specimen) .	06 Books of 100 pages each .
	83	Register of Letter Issued .	15 Books of 200 folios each .
	84	Receive Register .	40 Books of 200 folios each .
	85	Acknowledgement Receipt (slip pad) for use of different section of this Municipality , as per specimen .	400 pad of 100 pages each .
	86	Peon Book .	12 Books of 200 pages each .
	87	Form No 51 (Vide rule 146) Stationery Stock Book .	02 Book of 200 folios each .
	88	Store Demand Slip .	100 Books of 100 pages each in duplicate .
	89	9"X 7-1/2" (1/6 th full scape, Chairman pad , English (sunlid bond paper) .	50 Books of 100 pages each .
	90	9"X 7-1/2" (1/6 th size) , Certificate pad of Chairman , Residential (Maplitho paper) .	1000 Books of 100 pages each .
	91	9"X7-1/2" (1/6 th size) , Certificate pad of Chairman , SC/ST/OBC(Maplitho Paper)	400 Books of 100 pages each .
	92	9"X7-1/2" (1/6 th size) , Certificate pad of Chairman , Medical(Maplitho Paper)	400 Books of 100 pages each .
	93	9"X7-1/2"(1/6th size) , Vice-Chairman pad , English , Sunlit Bond paper .	25Books of 100 pages each .
	94	9"X7-1/2" (1/6th size) ,Certificate pad of V.C.Residential , Maplitho paper .	100 Books of 100 pages each .
	95	9"X 7-1/2" (1/6th size) ,Medical Certificate pad of V.C.Maplitho Paper .	70 Books of 100 pages each .
	96	9"X7-1/2"(1/6th size) , SC/ST/OBCCertificate pad of V.C.Maplitho paper .	70 Books of 100 pages each .
	97	9"X7-1/2"(1/6th size) , Councillor White pad ,Maplitho paper .	800 Books of 100 page each .
	98	9"X7-1/2"(1/6th size) , Councillor/Chairman certificate pad ,Maplitho paper .	500 Books of 100 pages each .
	99	9"X7-1/2" (1/6th size), Councillor Certificate pad , Maplitho paper .	2000 Books of 100 page each .

	100	9"X7-1/2" (1/6th size) Member CIC Certificate pad and blank pad, Maplitho paper .Printing should be made 80 books of each Member .	900 Books of 100 pages each
	101	Folder file , 14 KG. Paper (Including Printing) .	12000 Pcs Loose .
	102	Envelop (Including printing) i) 11" X5" ii) 24'X10" Inside cover with Bandage Cloth iii) lii)9"X 4" iv) 6"X3 1/2"	i) 2000 Pcs Loose ii) 1000 Pcs Loose iii) 8000 Pcs Loose iv) 8000 Pcs Loose
	103	Note Sheet .	100 Books of 100 pages each .
	104	Application Form for Cleaning of Septic Tank (Salable) .	10 Books of 100 pages each .
	105	T.R. Form No .7	03 Books of 100 pages (both side printing).
BSI P (JNNURM)	106	Beneficiary Contribution Register (as Per Specimen)	2 Nos Books

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1/11/13
15.5.13

[Handwritten Signature]

EXECUTIVE OFFICER ,
BHATPARA MUNICIPALITY.