

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 QUOTATION

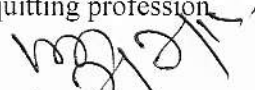
No. I-9 (A) / DR-2 / 1747

Date : 7 / 7 / 2014 .

Quotation in Sealed Cover superscribing a Quotation for printing of Forms and Registers etc. for the year 2014-2015 are invited from the bonafide and resourceful printers/ job workers of printing. Quotation should reach the office of the undersigned on or before 3.00 P.M. by 18th July, 2014 and the same will be opened at 3.30 P.M. on the same day. If successful quotationer 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 earnest money deposit will be forfeited.

TERMS AND CONDITION

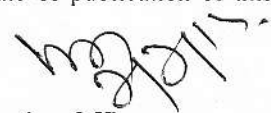
- 1 The rate must be inclusive of all charges including value Added Tax etc.
- 2 Clearance of Income Tax / P.Tax /Trade License and Credential if any should be submitted along with the quotation.
- 3 Delivery of the Printing Articles are to be made at the Main office of Bhatpara Municipality at printers cost.
- 4 Supply is to be made strictly as per specimen.
- 5 Inferior quality of articles will be rejected and the supplier must replace those, if any, within a week at his/her cost.
- 6 No proforma bill will be entertained.
- 7 The rate accepted by the undersigned will remain valid for 12 months.
- 8 The undersigned does not bind himself to accept the lowest rate and assign any reason for rejecting any or all the quotation whatsoever.
- 9 The quantity as mentioned in the list (enclosed) may be increased / decreased as per requirement of the office. Articles may be procured by part order according to necessity.
- 10 That Quotation will have to be submitted along with **Enlisted Contractor/ General Order suppliers Certificate granted by the Municipal Authority**. If Quotation is found submitted by persons other than Enlisted Certificate holder it shall not be considered. But before submission of Quotations intending quotationers can enlist his/ her names after depositing the charge fixed by the Municipal Authority. The said enlistment amount will be treated as security money and will be refundable after the expiry of license and on his/ her quitting profession.


Executive Officer,
Bhatpara Municipality.

Encl : List of articles .

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 Head Clerk .do. .do.
- 6 The officiating Accountant , .do. .do.
- 7 The Cashier .do. .do.
- 8 The Receiving Section, Bhatpara Municipality .
- 9 Office Notice Board Municipal Main Office at Bhatpara & Br. Office at Shyamnagar
- 10 IT- Co- ordinator- With the request 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 09.07.2014 and send a report of compliance to the head clerk regarding date of publication of this Tender Notice in the website.


Executive Officer,
Bhatpara Municipality.


Enclosure of NIQ No.I-9(a)/DR-2/1747 dated 07.07.2014.

Sl.	Description of printing Items	Quantity	Rate
1	Licence Department Form No.24 (Enlistment Certificate) Certificate of Enlistment (Rules82,83).	5000 Pcs loose	
2	Form J (Rule 81) Application for Certificate of Enlistment .	20 Books of 100 pages each .	
3	Form No .11 (See Rule II) P.F.A.	5 Books of 100 pages in duplicate .	
4	Certificate paper of van ricksaw .	200 Pcs loose.	
5	Advertisement application form A (salable)	10 Books of 100 pages.	
6	Form No. 39 (Receipt) New, Miscellaneous Receipts .	20 Books of 100 pages in duplicate .	
7	Engineering Department Form ' A' (See rule 5) application for approval of a site for a building (salable Form)	10 Books of 100 pages in each .	
8	Form' B' (See Rule 13(2) application for permission to construct or re-construct /Addition or alteration of Masonary Building (Salable Form)	1000 Forms of 3 pages in each form .	
9	Building Plan Register .	1 Book of 200 folios each .	
10	Site Plan Register .	1 Book of 200 folios each .	
11	Sewer Connection Plan Register	1 Book of 200 folios each .	
12	Form No. 64 (vide rule 179) Work Register.	25 Books of 200 pages each .	
13	Tender Sale Register .	3 Books of 100 folios each .	
14	Tender Opening Register .	2 Books of 100 folios each .	
15	Work progress Register .	1 Books of 100 folios each .	
16	Muster Rool for Employment Generation Scheme .	6000 Pcs loose .	
17	Petty work order Form .	5 Books of 100 pages each .	
18	Application for permission of layout plan of the land U/s 193 of the West Bengal Municipal Act, 1993 (Salable) .	20 Books of 100 pages each .	
19	Form No. 52 (vide rule 148) Estimate Form .	25 Books of 100 pages each .	
20	Form No. 54 (Vide rule 169) Contract Certificate (Bill Form) .	10 Books of 100 pages each .	
21	Sanction slip of Site plan /Building plan.	10 Books of 100 pages in triplicate .	
22	Estimate Register .	1 Books of 200 folios each .	
23	Land Register .	1 Books of 200 folios each .	
24	Road Register .	1 Books of 200 folios each .	
25	Asset Register .	1 Books of 200 folios each .	
26	Acknowledgement Receipt of building /site plan .	20 Pad of 100 pages each .	
27	Register of Works	04 Books of 200pages each.	
28	Letter for money deposite (Residential) Vice-Chairman regarding water Connection .	10 Books of 100 pages in duplicate .	
29	Letter for Objection .	5 Books of 100 pages in duplicate .	

30	Letter for Sanction .	20 Books of 100 pages in duplicate .	
31	Letter for money deposite(Commercial)	2 Books of 100 pages in duplicate .	
32	Duplicate Collection Register as Per Specimen .	7000 Pages with Canvas Binding .	
33	Un-organised Sector Register of Un-Organised Workers .	1 Books of 200 pages each .	
34	Janani Suraksha Yojana Muster Roll of J.S.Y.(as per Specimen)	2 Books of 100 pages each .	
35	Health Department Live Birth Report Form (as per Specimen)	5 Books of 100 pages each .	
36	Death Report Form (as per specimen)	10 Books of 100 pages each .	
37	Muster Roll (small) Form No. 56, Vide Rule 171 .	2500 pcs loose .	
38	Voucher (as per specimen supplied by the Department) .	10 Books of 100 pages each .	
39	Burning Ghat & Burial Ground Register	5 Books of 100 folios each .	
40	Application Form for Birth Certificate .	30 Books of 100 pages each .	
41	Aplication Form for Cremation/Death Certificate .	20 Books of 100 pages each .	
42	Printing Death Certificate (as per specimen) .	1500 Pcs Loose .	
43	Printing Birth Certificate (as Per specimen).	3000 Pcs loose .	
44	Accounts Department P.F.Leager for Staff (Leather Binding) .	1 Book of 600 folios each .	
45	P.F.Leager for worker (Leather Binding) .	5 Books of 100 folios each .	
46	P.F.Leager for worker (Leather Binding).	1 Books of 150 folios each .	
47	Sub -Voucher (Big) as per specimen .	6 Books of 100 pages each .	
48	Sub -Voucher(Half) as per specimen .	6 Books of 100 pages each .	
49	Earned Leave Register .	1 Books of 400 pages each .	
50	Casual Leaved Register .	1 Books of 400 pages each .	
51	Form 75(Vide rules 181and 216) Grant Register , Leather Binding	02 Books of 100 folios each .	
52	Outdoor Charitable Dispensary Outdoor Patient Tickets (slip) (as per specimen) .	300 pads of 100 pags each .	
53	Homoeo Outdoor Charitable Dispensary Outdoor patient Ticket (as per specimen) Jagatdal/Bhatpara / Athpur/ Shyamnagar B.R.S./chhatraSangathan .	100 Books of 100 pages each .	
54	Mukterpur Burningghat Kancha money receipt of electric Crematorium at Mukterpur Burning Ghat.	15 Books of 100 pages in duplicate .	
55	Gate Pass (as per Specimen)	10 Books of 100 pages each in duplicate	
56	Admission Form (as per specimen) .	400 pcs loose .	
57	Pupils Attendance Register .	10 Books of 25 folios each .	
58	Printing of question papers for annual examination class i-Viii.	(As per specimen)	
59	Result Sheets for Class infant-viii	500 Pcs Loose	

60	Teachers Attendance Register	1 book of 100 folios	
61	Progress report Register Vto Viii	01 Book of 200 folio each	
62	Vehicle Department Log Book of Tractor Driver .	5 Books fo 100 pages each .	
63	Log Book of Ambulance Driver .	3 Books of 100 pages each .	
64	Log Book of Jeep/ Car Driver .	1 Books of 100 pages each .	
65	Kancha money receipt of Ambulance .	20 Books of 100 pages in duplicate .	
66	General Department Form 17 (Vide rule 105) Daily collection Challan Book for Receipt other than taxes .	20 books of 100 filois each .	
67	Acknowledgement Receipt (slip pad)for use of different Section of this Municipality ,as per specimen .	200 pad of 100 pages each .	
68	Peon Book .	10 Books of 200 pages each .	
69	Form No 51 (Vide rule 146) Stationary Stock Book .	2Books of 200 folios each .	
70	9"X 7 1/2" (1/ 6th full scape, Chairman/ mayor pad , English (Sunlid Bond paper)	25 Books of 100 pages each .	
71	9" X 7 1/2" (1/6th size) Certificate pad of Chairman/ Mayor, Residential (Maplitho paper) .	500 Books of 100 pages each .	
72	9"X 7 1/2" (1/6th size) Certificate pad of Chairman/ Mayor, SC/ST/OBC (Maplitho Paper) .	200 Books of 150 pages each .	
73	9" X 7 1/2" (1/6th size) Certificate pad of Chairman/ Mayor (Medical) Maplitho Paper .	200 Books of 100 pages each .	
74	9"X7 1/2 " (1/6th size), Vice chairman/ Mayor Pad , English ,Sunlit Bond Paer .	10 Books of 100 pages each .	
75	9"X 7 1/2" (1/6th size) Certificate pad of V.C. / Mayor Residential, Maplitho Paper .	50 books of 100 pages each .	
76	9"X7 1/2" (1/6th size) Certificate pad of V.C/ Mayor Medical , Maplitho Paper .	35 books of 100 pages each .	
77	9" X 7 1/2" (1/6th size) SC/ST/ OBC Certificate pad of V.C/ Mayor Maplitho Paper .	35 books of 100 pages each .	
78	9"X7 1/2" (1/6th size) Councillor White pad, Maplitho Paper .	400 Books of 100 pages each .	
79	9"X7 1/2"(1/6th size) Councillor /Chairman Certificate pad, Maplitho paper .	250 Books of 100 pages each .	
80	9"X7 1/2" (1/6th size) Councillor Certificate pad, Maplitho Paper .	500 Books of 100 pages each .	
81	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 .	200 Books of 100 pages each .	
82	Folder File, 14Kg. Paper (including printing)	1500 Pcs loose .	

83	Envelop(including printing) 5" Inside cover with Bandage Cloth.	i) 11"X II) 14" X10" III)	1000Pcs loose 500Pcs loose 4000 Pcs loose 4000 Pcs loose	
84	Note Sheet .		10 Books of 100 pages each .	
85	Aplication form for cleaning of Septic Tank (Salable) .		10 Books of 100 pages each .	
86	Form Sale Register (for receiving section)		1 book of 200 folios each	
87	Loose form (E.L,M.L,Extra Ordinary Leave) [Leave application]		500 loose forms	
88	Form for Statement of Utilisation (Mid Day Meal)		1500 Pcs loose	
89	Received Register (Form No 63)		2 books of 100 pages each	
90	Application form for booking of Guest House		5 books of 100 pages each	
91	NSAP Life Certificate		50 books double steup 100 pages	
92	Printed copy of Mid Day Meal-II Fom		5000 Pcs loose	
93	Mid Day Meal Scheme school Monthly Data Capture Format		2500 pcs loose	
94	Register of Group Insurance (Leather binding)		1 folio of 100 pages	
95	Patient Registration Receipt for Outdoor Charitable Dispensary (Cupon) [in duplicate]		30000 cupon	
96	Patient Registration Receipt for Homoeo Charitable Dispensary (Cupon) [in duplicate]		30000 cupon	
97	Sanction letter pad (Book of water connection form)		10 Books of 100 pages each	
98	Form No.05 (vide Rule47) Assessment register of Bhatpara Municipality		500 loose sheet	
99	Book for petition of Mutation case		10 Nos. of Book	
100	Application form for water supply connection, Sl.D		10 Pads of 100 pages each	
101	Bill movement docket register for A/C deptt.		3 Books of 100 pages each	
102	Statement of Utilisation certificate of food grains for Mid Day Meal Programme		10 pads of 100 pages each	
103	Form 9 (Revised) EPF Scheme Para 36(1) EPF Scheme Para 15(1)		2 Nos. of Register of 100 folios each	
104	Attendance register		6 books of 100 folios each	
105	Form H (Form for granting Occupancy Certificate)		1500 Pcs loose	
106	Form G (Form for Notice of Completion)		1500 Pcs loose	
107	New water connection report form		25 Books of 100 pages each .	


 Executive officer
 Bhatpara Municipality