

Office of the Municipal Councillors, Bhatpara

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

Ph: 2581-2082, 2581-9515, 2581-9514. Fax: 2581-1318. Email: bhat_09@yahoo.com & bhatparamunicipality@gmail.com

NOTICE INVITING QUOTATION

No. I-9(a)/DR-2/5554

Date : 30/11/2018

Quotation in Sealed Cover superscribing "Quotation for Printing of Different type of Forms" are invited from the bonafide and resourceful suppliers/ printers/ printing job workers. Quotation should reach the office of the undersigned on or before 12.00 noon by 07.12.2018 and the same will be opened at 12.30 P.M. on the same day. If a successful quotationer fails to supply as per order within the stipulated time, the said order liable for cancellation and in the event of cancellation of the said order of acceptance, his /her registration money/ earnest money will be forfeited.

TERMS AND CONDITION

01. The rate must be inclusive of all taxes and charges.
02. Clearance Certificate of Income Tax / P.Tax /Trade License etc. and Credential if any should be submitted along with the quotation paper.
03. Delivery of the Articles are to be made at the Main office of Bhatpara Municipality at supplier's own cost.
04. Supply is to be made strictly as per specification.
05. Inferior quality of articles will be rejected and the supplier must replace those rejected articles, if any, within a week from the date of getting information at his/her own cost.
06. No proforma bill will be entertained.
07. The rate accepted by the undersigned will remain valid for 12 months .
08. The undersigned does not bind himself to accept the lowest rate and assign any reason for rejecting any or all the quotations whatsoever.
09. The quantity as mentioned in the list (enclosed) may be increased / decreased as per requirement of office. Articles may be procured by part order according to need.
10. Earnest money @ 2% of accumulated amount of quotation to be deposited in cash to the Cashier, Bhatpara Municipality.
11. Tax will be deducted as per rate applicable which to be determined by the competent authority of Government from time to time.

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**Executive Officer
Bhatpara Municipality**

Encl : List of Printing Items.

Copy to :

- | | |
|---|-----------------------|
| 01. The Vice Chairman, | Bhatpara Municipality |
| 02. Sri /Smt _____ | Member, C-in-C, -do- |
| 03. The Finance Officer, | -do- |
| 04. The Office Superintendent, | -do- |
| 05. The Accountant, | -do- |
| 06. The Head Clerk | -do- |
| 07. The Cashier | -do- |
| 08. The Receiving Section. | -do- |
| 09. Office Notice Board Municipal Main Office at Bhatpara & Br. Office at Shyamnagar | |
| 10. Acting IT- Co- Ordinator- With the direction to publish this tender notice in the official website of Bhatpara Municipality and send a report of compliance to the Office Superintendent regarding date of publication of this Tender Notice in the website . | |

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Bhatpara Municipality**

LIST OF PRINTING ITEMS DIFFERENT TYPE OF FORMS

Ref: Tender Notice no. I-9(a)/DR-2/

Dated: / /2018

SL NO	DESCRIPTION OF PRINTING ITEMS	QUANTITY	UNIT	UNIT RATE
1	Form A (Application for approval of a site for building- see rule-5)	20 Books of 100 pages each.	Lot	
2	Form B [Application for permission to construct or reconstruct/addition or alteration of building- see rule-13(2)]	2000 Forms of 3 pages in each form.	Lot	
3	License Department Form No.24 (Enlistment Certificate) (Rules-82,83)	4000 Pcs Loose	Lot	
4	Form 39 (Receipt) Miscellaneous Receipt Book.	20 Books of 100 pages each.	Lot	
5	Form No.11 (P.F.A)	10 Books of 100 pages each.	Lot	
6	Voucher (As per specimen supplied by the department viz Water, Collection, Cash etc).	10 Books of 100 pages each.	Lot	
7	Mukterpur Burning Ghat Kancha Money Receipt of Wooden Crematorium at Mukterpur Burning Ghat.	05 Books of 100 pages each.	Lot	
8	Printing of Question Papers for Annual Examination Class I-VIII	As per specimen		
9	Result Sheet for Class I-VIII	500 Pcs Loose	Lot	
10	Form No. I (See Rule 4) Acknowledgement Receipt (Slip Pad) for use of different section of this municipality, as per specimen.	200 Pads of 100 pages each.	Lot	
11	Store Demand Slip in Duplicate.	50 Books of 100 pages each.	Lot	
12	Health Department Live Birth Report Form. (As per Specimen)	10 Books of 100 pages each.	Lot	
13	Death Report Form (As per Specimen)	10 Books of 100 pages each.	Lot	
14	Debit Voucher (As per specimen supplied by the department viz Accounts)	20 Books of 100 pages each.	Lot	
15	Paper For Death Certificate (Online) (As per Specimen)	2000 Pcs Loose	Lot	
16	Paper For Birth Certificate (Online) (As per Specimen)	2000 Pcs Loose	Lot	
17	Paper For Death Certificate (Off-line) (As per Specimen)	2000 Pcs Loose	Lot	
18	Paper For Birth Certificate (Off-line) (As per Specimen)	2000 Pcs Loose	Lot	
19	Sub Voucher (Half) (As per Specimen)	20 Books of 100 pages each.	Lot	

20	Outdoor Charitable Dispensary (M.O) Outdoor Patients Tickets (Slip) (As per Specimen)	200 Pads of 100 pages each.	Lot	
21	Mukterpur Burning Ghat Kancha Money Receipt of Electric Crematorium at Mukterpur Burning Ghat.	15 Books of 100 pages each.	Lot	
22	Gate Pass Book.	05 Books of 100 pages each.	Lot	
23	General Department Form No.17 (Vide Rule 105) Daily Collection Challan Book for Receipt other than taxes.	20 Books of 100 Folio each.	Lot	
24	Application Form For Booking of Sampriti Bhawan.	10 Books of 100 Pages each.	Lot	
25	Folder File, 14KG. Paper (Including Printing) Specimen to be collected from Govt. Officer like DLB/SUDA.	3000 Pcs Loose	Lot	
26	Note Sheet.	20 Books of 100 Pages each.	Lot	
27	Application Form for Cleaning of Septic Tank- (Saleable).	20 Books of 100 Pages each	Lot	
28	Application for Permission of Layout Plan of the land U/s 193 of the West Bengal Municipal Act, 1993 (Saleable).	20 Books of 100 Pages each	Lot	
29	Form J (Rule 81) Application for Certificate of Enlistment.	30 Books of 100 Pages each	Lot	
30	Kancha Money Receipt of Ambulance.	20 Books of 100 Pages each	Lot	
31	Application Form for Birth Certificate.	20 Books of 100 Pages each	Lot	
32	Application Form for Cremation/Death Certificate.	20 Books of 100 Pages each	Lot	
33	Application Form for Water Supply Connection, SI. D	20 Books of 100 Pages each	Lot	
34	Application Form for booking of Guest House/Maitri Lodge/Rabindra Bhawan/Community Center/Mukta Mancha/Harimohan, Rangalal, & Trailokya Nath Uddyan	10 Books of 100 Pages each	Lot	
35	Patient Registration Receipt for Outdoor Charitable Dispensary (Cupon) In Duplicate.	10000 Cupon	Lot	
36	Patient Registration Receipt for Homoeo Charitable Dispensary (Cupon) In Duplicate.	10000 Cupon	Lot	
37	Application for Mutation Form.	30 Books of 100 Pages each	Lot	
38	Form No.34 Vide 101(2) for driving/bearing tin ticket for rickshaw/van rickshaw/cycle rickshaw/palanquin for License Department.	10 Books of 100 Pages each	Lot	
39	Peon Book.	10 Books of 200 Pages each	Lot	
40	New Water Connection Report Form	30 Books of 100 Pages each	Lot	
41	Kancha Receipt For Special Drive to Collect License Fee.	20 Books of 100 Pages each	Lot	

42	Form No.10 (Vide Rule No.61) Tax Receipt of Collection Department.	500 Books of 100 Pages each in Triplicate	Lot	
43	Application Form For Booking of Prem Chand Guest House.	10 Books of 100 Pages each	Lot	
44	Application Form For Booking of Prem Chand Bhawan Auditorium.	10 Books of 100 Pages each	Lot	
45	Application Form For Permission of Shyamnagar Guest House.	10 Books of 100 Pages each	Lot	
46	Application Form For Permission of Community Center, Auditorium, Guest House At Prem Chand Bhawan, Bhatpara.	10 Books of 100 Pages each	Lot	
47	Application Form For Booking of Anil Singh Park Guest House.	10 Books of 100 Pages each	Lot	
48	Application Form For Permission of Anil Singh Park Guest House.	10 Books of 100 Pages each	Lot	
49	Requisition Slip.	50 Books of 100 Pages each in Duplicate	Lot	
50	Form K (Vide Rule 160).	1000 Forms of 25 Pages Each in Booklet	Lot	

13/12/21

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