

NORTH BARRACK PORE MUNICIPALITY
PALTA, P.O. BARRACKPORE, NORTH 24 PARGANAS

TENDER NOTICE

Ref.No. 1107 /NBM/Store

dated 19.03.2020



SEALED TENDERS are invited from the bonafide suppliers for supply of materials as mentioned in the **enclosed sheet**.

Tender(s) addressed to the Chairman, North Barrackpore Municipality, Palta, Barrackpore North -24 parganaser will be received by this office on or before 16-04-2020 up to 2-00P.M. and will be opened on same date at 3-00 P.M.

Rate should be quoted including all kinds of taxes, delivery if any. The participant should enclose documents in connection with up to date returns of IT /PAN, GSTIN Number, Professional Tax and valid Trade License issued by the appropriate authority. **Specimen of articles may be viewed at this office any working day from 11-00 A.M. to 2-00 P.M.** before submission of offering rates in order to maintain the total specification of the articles so required by this Municipality.

The total requirement will have to be supplied for the year 2020-2021 in installment as and when required.

An earnest money of Rs.1000/- (rupees one thousand only) each item in cash/DD (D/D will be drawn in the name of Chairman, North Barrackpore Municipality has to deposited along with the quotation.

No conditional Tender will be accepted.

The articles (enclosed in separate sheets) must be supplied strictly according to the specification as mentioned.

The supply order will be placed time to time as per requirement and materials must be supplied within 10(ten) days from the date of supply order and quality of materials is to be ensured at delivery.

In case of failure to supply of our yearly requirement by installment(s) at accepted rate, the work order will be liable to be cancelled and the earnest money so deposited will be forfeited.

Municipal Authority reserves the right to accept or cancel any or all Tender(s) without assigning any reason thereof and is not bound to accept lowest Tender also.

Copy to :

1. S.D.O. Barrackpore
2. Vice Chairperson
3. All Councillors
4. E.O.
5. F.O.
6. O.S.
7. I.T-Co-ordinator with requesting him to upload this notice to the Office Website
7. Cashier (Acting)
8. Accounts Deptt.
9. Office Notice Board
10. JBMM Hospital Notice Board

Chairman
North Barrackpore municipality
Chairman
North Barrackpore Municipality

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Palta ,P.O. Barrackpore , 24 Pgs (N)

Ref: 1107/NBM/5107C

Date: 19.03.2020

PRINTING ITEMS

Sl. No	Name of Articles	Rate Per	Rate
1	LETTER HEAD PAD SMALL/ Medium /LARG (N.B.M.)	1000 Nos.	
2	MINUTE BOOK (B.O.C.MEETING)	200 PAGE	
3	MINUTE BOOK (C.I.C.MEETING)	200 PAGE EACH	
4	REMISSION REGITER - 100 PAGE	100 PAGE EACH	
5	ATTENDENT REGISTER as per sample	EACH	
6	REGISTER OF ISSUED	200 FOLIO EACH	
7	REGISTER OF RECEIVED	200 FOLIO EACH	
8	NOTE SHEET	1000 Nos.	
9	LEAVE MEMO	1000Nos.	
10	LEAVE RAGISTER (LEATHER BINDING)	300/400 FOLIO	
11	STORE & STOCK REGISTER	100/200/300 PAGE	
12	PEON BOOK - PER 50 PAGE	EACH BOOK	
13	INDENT - PER BOOK 100 PAGE (CARBAN SYSTEM)	EACH BOOK	
14	INDENT - PER BOOK 100 PAGE FORe (CARBAN SYSTEM)	EACH BOOK	
15	WATER CONNECTION FORM	PER 1000 Nos.	
16	LEACK REPAIR, FERRULE WASH FORM etc.	PER 1000 Nos.	
17	MUTATION FORM	PER 1000 Nos.	
18	TRADE LICENSE FORM	PER 1000 Nos.	
19	BIRTH FORM	PER 1000 Nos.	
20	DEATH FORM	PER 1000 Nos.	
21	BUILDING RULES & BYE-LAWS	PER 1000 Nos.	
22	PLAN RENEWAL FORM	PER 1000 Nos.	
23	ASSESMENT REGISTER COPY	PER 1000 Nos.	
24	HIRING CHARGES OF WATER TANK	PER 1000 Nos.	
25	BUILDING PLAN FORM "A" SIZE 20/30	PER 1000 Nos.	
26	BUILDING PLAN FORM "B" SIZE AS PER SAMPLE	PER 1000 Nos.	
27	BUILDING PLAN FORM "E" SIZE -DO-	PER 1000 Nos.	
28	BUILDING PLAN FORM "F" SIZE -DO-	PER 1000 Nos.	
29	BUILDING PLAN FORM "G" SIZE -DO-	PER 1000 Nos.	
30	BUILDING PLAN FORM "H" SIZE -DO-	PER 1000 Nos.	
31	BUILDING PLAN FORM "I" SIZE -DO-	PER 1000 Nos.	
32	PERMANENT PAYMENT ADVANCE A/C. (FORM- 53 RULE-139)	BOOK 200PAGE	
33	PROVIDENT FUND LEDGER FORM NO. 1876-80 LGS-21-22(AS PER SAMPLE BOOK)	200 FOLIO EACH	
34	GENERAL FUND CONTRACTOR BILL REGISTER	100 PAGE EACH	

North Barrackpore Municipality

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Ref: 1107/MBM/Starz

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PRINTING ITEMS

Sl. No	Name of Articles	Rate Per	Rate
35	CHEQUE REGISTER BOOK F.NO.92 RULE-252,253/AS PER SAMPLE	100 PAGE EACH	
36	DEPOSITE LEDGER F.NO.12 RULE-1442186	200/300 PAGE EACH	
37	APPROPRIATION REGISTER F.NO.76 RULE-151,16,202	100 PAGE EACH BOOK	
38	PENSION FORM	1000 NOS.	
39	APPLICATION LOAN FORM (P.F)	1000 NOS.	
40	LEDGER BOOK as per sample 200 page	EACH BOOK	
41	ABSTRACT OF RECEIPT BOOK 100 PAGE	EACH BOOK	
42	PENSION PAYMENT REGISTER 200 FOLIO	EACH BOOK	
43	NOMINAL MASTER ROOL F.NO.59	1000 NOS.	
44	NOMINAL MASTER ROOL Register (200/300 pgs)	Each	
45	P.F.CASH BOOK 200 PAGE	EACH BOOK	
46	P.F.ABSTRACT 200 FOLIO	EACH BOOK	
47	PETTY BILL	1000 NOS.	
48	SALE TAX FORM	1000 NOS.	
49	INCOME TAX FORM	1000 NOS.	
50	FORM - 16	1000 NOS.	
51	SALE TAX / INCOME TAX CERTIFICATE FORM (TRIPLICANT)	50 PAGE E.BOOK	
52	RATE RECEIPT BOOK FORM - 10 RUL - 59 KHERO BINDING (CARBON SYSTEM)-100 PAGE	EACH BOOK	
53	DAILY COLLECTION CHALLAN FORM - 14 RULS - 50 & DO 61 (KHERO BINDING)100/ 200 PAGE	EACH BOOK	
54	HAND COLLECTION BOOK FOR T-ES. 200 PAGE	EACH BOOK	
55	STAMP RAGISTER FORM-54 RULE - 143 100 PAGE BOOK	EACH BOOK	
56	DEMAND NOTICE BOOK 100X100	EACH BOOK	
57	O.B.C. FORM	1000 NOS.	
58	MISE. RECEIPT FORM - 42 100 X 100 PAGE (CARBON SYSTEM)	EACH BOOK	
59	TREASURY CHALLAN BOOK 100 PAGE	EACH BOOK	
60	IMPREST REGISTER 100 PAGE	EACH BOOK	
61	EVENING BALANCE REGISTER 100 PAGE	EACH BOOK	
62	LICENSE FORM NO. 2 100*100 PAGE BOOK	EACH BOOK	
63	LICENSE FORM NO. 24 100*100 PAGE BOOK	EACH BOOK	

North Barrackpore Municipality

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Sl. No	Name of Articles	Rate Per	Rate
64	LICENSE FORM NO. 25 100*100 PAGE BOOK	EACH BOOK	
65	LICENSE FORM NO. 36 100*100 PAGE BOOK	EACH BOOK	
66	LICENSE FORM NO. 37 & 94 100X100 PAGE BOOK	EACH BOOK	
67	LICENSE RAGISTER FORM NO. 32 (LEATHER BINDING) - 100/200 PAGE	EACH BOOK	
68	BAZAR TICKET (SADHURBAZAR, NAWABGANJ, C.M.SAHA, & ANANDAMATH) 100 PAGE	100 PAGE BOOK	
69	e-GOVERNESS PROVISIONAL CARTIFICATE OF ENLISHMENT FOR PROFESSION / TRADE & CALLING U/S.118 .B.M. ACT.1993 100 PAGE 80 gsm paper with NBM logo	1000 nos.	
70	CHALLAN BOOK KHERO BINDING - 100/200 PAGE FOR LICENSE DEPTT.	EACH BOOK	
71	FORM SALE REGISTER	100/200 PAGE	
72	MUTATION / REMISSION REGISTER 100 FOLIO	EACH BOOK	
73	APPLICATION REGISTER 200 PAGE	EACH BOOK	
74	CERTIFICATE COPY ASSTT. REGISTER	1000 NOS.	
75	e- GOVERNESS BIRTH CERTIFICATE 100 GSM PAPER WITH MUNICIPAL LOGO AS	1000 NOS.	
76	e-governess DEATH CERTIFICATE 100 GSM PAPER WITH MUNICIPAL LOGO	1000 NOS.	
77	CREMATION CERTIFICATE 100 GSM PAPER	1000 nos.	
78	BURNING REGISTER 200 /300PAGE	each book	
79	MEASURMENT BOOK 100 & 200 PAGE	each book	
80	ESTIMATE FORMS.	1000 NOS.	
81	HEARING NOTICE FORM	1000 NOS.	
82	GARRAIGE REGISTER	200 FOLIO.	
83	PLAN REGISTER 200/300 PAGE	EACH BOOK	
84	SITE PLAN REGISTER 200/300 PAGE	EACH BOOK	
85	TENDER FORM as per sample	1000 NOS.	
86	RECEIPT BOOK for SHG and ALF 100x100 under NULM	PER BOOK	
87	RECEIPT BOOK for 100x100 NULM	PER BOOK	
88	PASS BOOK FOR SHG and ALF under NULM as per sample	PER BOOK	

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Sl. No	Name of Articles	Rate Per	Rate
89	CASH BOOK- (NULM)200 /300 folio	per book	
90	Ledger book (NULM)as per sample	EACH BOOK	
91	OBC/SC/ST CERTIFICATE	1000 NOS.	
92	SC/ST CERTIFICATE (100x100)	PER BOOK	
93	RECEIPT BOOK - 100 PAGE	1000 NOS.	
94	CARRACTER CERTIFICATE /RESIDENTIAL CERTIFICATE/INCOME CERTIFICATE	1000 NOS.	
95	ENVELOP - SMALL/ LARGE WITH PRINTING	1000 NOS.	
96	LEATRINE CLEANING FORM	1000 NOS.	
97	ENLISHMENT OF NAME A CONTRACTOR	1000 NOS.	
98	ISSUENCE OF TENDER NOTICE FORM	1000 NOS.	
99	SALARY BILL FORM-45(RULE-119)	1000 NOS.	
100	PETTY CONTRACT BILL	1000 NOS.	
101	ASSESSMENT INTERIM FORM	1000 NOS.	
102	ASSESSMENT REGISTER 200/300 PAGE	EACH BOOK	
103	OIL COUPEN 100 PAGE	EACH BOOK	
104	RUNNING ACCOUNT BILL / CONTRACT CERTIFICARE	1000 NOS.	
105	Pre -printed cont. Tax receipt10x12x1 part 70 gsm paper front side single colour print 6" HPF	1000 NOS.	
106	Receipt Coupon for collection of charges for household garbages	50 pages/each book	
107	DAILY COLLECTION CHALLAN BOOK for receipts other than taxes(for collection of charges for household garbage	200 pages /Each book	
108	Meeting Resolution Book for NULM / ALF	100 pages each	
109	Cash Book for ALF / NULM	100 Folio each	
110	NULM General Ledger for ALF/ NULM	200 pages each	
111	Loan Ledger for ALF/NULM	100 pages each	
112	Saving Ledger for NULM/ ALF	100 pages each	
113	Samabyathi Money Receipt book(50 pgs. Each)	Each book	
114	Samabyathi certificate (100 pgs book)	Each book	

Chairman

North Barrackpore Municipality