



BALURGHAT MUNICIPALITY

SOVA MAJUMDER SARANI

BALURGHAT : DAKSHIN DINAJPUR

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Memo No:- 3047 /G-8

Date:- 25.02.2020

NOTICE INVITING QUOTATION

With reference This office to order vide Memo No.2965/G-8, Date:- 17.02.2020 Sealed quotation are hereby invited for supply all kinds of Printing articles during the year 2020- 2021 from the local established Printing press as per list enclosed. Firm having sufficient credentials of supplying Printing and office articles in Govt./ semi Govt. Under taking offices .

The quotations will be received in sealed cover by this office of up to 06/03/2020 at 1 p.m through the currier or by post. The quotationers shall have to deposit and earnest money amounting to Rs.5000.00 (five thousand) only in cash to Municipal fund. The receipt of the deposit should be furnished along with the quotation papers. The earnest money will be kept with the Municipal fund till the quotation will remain valid. If the supplier quotation fails to supply the articles within the stipulated time the aforesaid earnest money will be for /-fitted without any notice.

The intending quotationers are requested to submit only 1 (one) rate against 1 (one) item, More than 1(one) rate against a single item will be treated as cancelled.

The quotation have to submit self attested X-erox copies of the valid trade License, p.Tax, GST, Pan Card along with the quotation papers. The rate/rates of each articles should have to be quoted mentioning brand, quality and quantity as per notice including F.O.R & GST to Municipality office.


The quotationers ,whose rate/rates will be accepted against the articles, shall be responsible to supply the necessary articles during the whole financial year (i.e 2020 - -2021). The all articles of the supply order are to be supplied within 7 (seven) days on presentation of the supply order otherwise the supply the order will be treated as cancelled.

The undersigned reserves the right to accept or reject any rate/rates of the quotations without assigning any reason and is not bound to accept lowest rate/rates of the quotations without assigning any reason and he is not bound to accept lowest rate/rates of the quotation.

The received quotation will be opened on 06-03-2020 at 3 p.m. in the office and quotationers may remain present at the time to opening.

Enco : list of articles

Memo No. 3047/1(3) /G-8



25/2/2020
Chairperson

Board of Administrators
Balurghat Municipality

Date:- 25.02.2020

Copy for information and wide publication to:-

- 1)The District Magistrate, D/Dinajpur, Balurghat
- 2)The District information and Cultural office, D/Dinajpur, Balurghat
- 3)The DIO,NIC, Dakshin Dinajpur District, Balurghat (request for uploading to District Website)


25/2/2020
Chairperson


Board of Administrators
Balurghat Municipality

Date:- 25.02.2020

Memo No:- 3047/2(8) /G-8

Copy to:-

- 1) Smt. Arpita Ghosh, Mmember, Board of Administrators Balurghat Municipality.
- 2) Sri. Shankar Chakraborty, Member, Board of Administrators Balurghat Municipality.
- 3) The Executive Officer, Balurghat Municipality.
- 4) The Finnnance Officer , Balurghat Municipality.
- 5) Office Superintendent Balurghat Municipality.
- 6) The Accountant , Balurghat Municipality.
- 7) J.dev staff Balurghat Municipality.
- M.Das I.T. Expert for up loading to Municipality Web -Site.
- 8) Municipality Office Notice Board


25/2/2020
Chairperson

Board of Administrators
Balurghat Municipality

LIST OF PRINTING ARTICLES

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1	BUDGET ESTIMATE (rule 27 & 29)
1(A)	SCHEDULE FOR REVENUE EXPENDITURE (27)
1(B)	SCHEDULE FOR CAPITAL EXPENDITURE (27)
1 (C)	ABSTRACT OF BUDGET ESTIMATE (RULE 27)
2	REPROPRIATION STATEMENT (RULE 32)
3	VALUATION LIST (RULE 45)
4	ASSESSMENT LIST (RULE 46)
5	ASSESSMENT LIST (RULE 47)
6	APPL. FOR REVIEW OF ASSESSMENT RULE (53)
7	REGISTER OF APPL. FOR REMI.OR. RED. (RULE 53)
8	REMISSION / MUTIATION REGISTER (RULE 56)
9	BILL FOR PROPERTY TAX (RULE 60)
10	RECEIPT FORM (RULE 61)
11	STOCK REGISTER OF BILL AND LICENSE (RULE 120)
12	DEMAND & COLLECTION REGISTER (RULE 35,36,63)
13	ABSTRACT OF DEMAND & COLLECTION REG.(RULE 63)
14	CONSOLIDATED ABSTRACT (RULE 63)
15	STOCK ACCOUNT OF RECEIPT FROM (RULE 67)
16	DAILY COLLECTION CHALLAN (RULE 67)
17	DAILY COLLECTION CHALLAN FOR RECEIPTS OTHER THAN TAXES (RULE 105)
18	REG. OF CASES OF EXCESSIVE HARDSHIP (RULE 65)
19	REGISTER OF RAAES REFUNDABLE (RULE 59)
20	REMISSION ORDER (RULE 64)
21	REGISTER OF REMISSION ORDER(RULE 64,66)
22	WARRANT REGISTER (RULE 77)
23	REG. OF DISTRAINT OF PROPERTIES (RULE 77)
24	CERTIFICATE OF ENLISTMENT (RULE 82, 83)
25	REGISTER OF CERTIFICATE OF ENLISTMENT (RULE 83)

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27	ADVERTISEMENT TAX RECEIVE FROM
28	REGISTER OF ADBVERTISEMENT TAX (RULE 91)
29	LICENCE FOR REG.OF CARTS & CARRAIGES (RULE 96)
30	REGISTER OF CART & CARRIAGE REGISTRATION AND OTHER TICKETS (RULE 100)
31	STOCK ACCOUNT OF CARTS OR CARRIAGE REG. AND OTJHER TICKETS (RULE 100)
32	HACKNEY CARRIAGE, JIN-RICKSHAW BEARER'S LICENCE REGISTER (RULE 101)
33	HACKNEY CARRIAGE, DRIVERS, TIN-RICKSHAW BEARER'S OF PALAQUIN BEARER'S LICENCE REG.(RULE 101)
34	LICENCE FOR HACKNEY CARRIAGE DRIVER'S JIN-RICKSHAW /PLANQUIN BEARERS (RULE 101)
35	BILL FOR LICENCE FEES KUNDER DIFFERENCT SECTORS (RULE 102)
36	BILL FOR LICENCE FEES UNDER DIFFERENCT SECTORS (RULE 102)
37	DEMAND & COLLECTION REG. OF RENTS (RULE 103)
38	MISC. RECEIPTS (RULE 105,118,121,122)
39	MARKET TICKET (RULE 110)
40	SARKAR'S DEBIT AND CREADIT ACCOUNT OF TICKETS (RULE 121)
41	MISCELLANEOUS BILL (RULE 105)
42	MISC. DEMAND REGISTER (RULE 16 & 126)
43	LICENCE FOR USING PREMISES FOR NON-RESIDENTIAL PURPOSES AS GIVEN IN SCHEDULE II (RULE 123)
44	SUBSCRIPTION REGISTER (RULE 125)
45	DEPERMENT -WISE SALARY BILL (RULE 127)
46	ABSENTEE STATEMENT (RULE 127)
47	PERIODICAL INCREMENT CERTIFICATE (RULE 127)
48	CONTINGENT BILL (RULE 138)

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52	RSTIMATE FROM (RULE 148)
53	MESEREMENT BOOK (RULE 150)
54	CONTRACT CERTIFICATE (RULE 169)
55	PETTY CONTRACT BILL (RULE 169)
56	MUSTER ROLL (RULE 171)
57	REG. OF WORKS WITHOUT SUB-HEAD (RULE 175)
58	REG. OF WORKS WITH SUB-HEAD (RULE 175)
59	STOCK AND STORES REGISTER (RULE 176)
60	ACCOUNT OF DAILY RECEIPTS AND ISSUES OF MATERIALS AND STORES (RULE 176)
61	STATEMENT OF RECEIPTS, ISSUES AND BALANCE OF STOCK (RULE 176)
62	HALF-YEARLY RETURN (RULE 176)
63	INDENT REGISTERS OF STORES (RULE 177)
64	WORKS REGISTER (RULE 179)
65	PROFORMA ACCOUNT OF DISPENSARY (RULE 184)
66	ACCOUNT OF RECEIPTS AND PAYUMENTS OF HOSPITAL AND DISPENSARY (RULE 184)
67	AD LEDGER (RULE 187)
68	QUARTERLY LIST OF OURSTANDING ADVANCES (RULE 189)
69	DEPOSIT LEDGER (RULE 190)
70	QUARTERLY LIST OF OURSTANDING DEPOSITS (RULE 193 & 189)
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74	ABSTRACT OF ACCOUNT (RULE 206)
75	CASHIR'S CASH BOOK (RULE 217)
76	REGISTER OF DETAILS OF DAILY CASH BALANCE (RULE 290)
77	BANK /TREASURY CAHLLAN (RULE 222)
78	UNPAID BILL REGISTER (RULE 233)
79	ACCOUNT'S CASH BOOK.
80	REG. OF WORKS WITH SUB- HEAD (RULE 175)
81	REG. OF DISBURSEMENT OF CAHS DRAWN ON CHEQUES IN FAVOUR OF THE CAHIRMAN OF SOME OTHER OFFICER (RULE 247)
82	ABSTRACT REGISTER OF RECEIPTS (RULE 253)
83	ABSTRACT REGISTER OF PAKYMENTS (RULE 253)
84	REGISTER OF ADJUSTMENTS (RULE 256)
85	QUERTERLY AND ANNUAL FINANCIAL STATEMENT OF RECEIPTS (RULE 260)
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88	ESTABLISHMENT CHECK REGISTER (RULE 256)
89	REGISTER OF LANDS (RULE 268)
90	REGISTER OF TOOLS AND PLANTS (RULE 269)
91	REGISTER CIVIL SUITS (RULE 273) PROSECUTION REGISTER (RULE 275)
92	PROSECUTION REGISTER (RULE 275)
93	NOTICE OF ASSESSMENT -FROM A (RULE 42 (4)
94	`NOTIC OF ASSESSMENT -FROM B (RULE 42 (4)
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98	DISTRESS WARRANT (MOVEABLE PROP- FROM -G (RULE 77 (A))
99	INVENTORY & NOTIC- COM H (RULE 77 (1) & (2))
100	DISTRESS WARRANT (IMMOVABLE PROP .) FROM (RULE 77 (2))
101	APPL. FOR CERTIFICATE OF ENLISTMENT -FROM -J (RULE 81)
102	TENDER -FROM A TO K (RULE 160)
103	TENDER -FROM L TO (RULE 162)
104	FLAT FILES (WITH THE NAME OF THE MUNICIPALITY)
105	BOARD FILE
106	FLY LEAF (THICK PAPER)
107	Folder file
108	PROVIDENT FUND LEDGER (GENERAL)
109	SUBSIDIARY CASH BOOK (P.F)
110	P.F INTIMATION FROM
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112	GROUP INSURANCE REGISTER
113	PENSION ORDER BOOK
114	FROM OF DECLARATION
115	LIST SHOWING OUTSTANDING DEMAND
116	ACQUITTANCE ROLL BILL EXTRACT FROM
117	DUDGET HEAD BILL FROM (LARGE)
118	DUBGET HEAD BILL FROM (SMALL)
119	RECOUPMENT VOUCHER
120	GRANT- IN- AID BILL
121	MISCELLANEOUS PETITION REGISTER
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126	BIRTH CERTIFICATE (AS PER GOVT. RULE)
127	REGISTER OF BIRTH
128	REGISTER OF DEATH
129	BURNING GHAT RECEIPT FROM
130	BURNING PLAN REGISTER
131	APPLICATION FROM FOR CONST./RENO.OF BUILDING
132	BUILDING PLAN REGISTER
133	APPLICATION FORM FOR WATER CONNECTION
134	LOG BOOK OF WATER WORKS
135	LOG BOOK OF AMBULANCE
136	DEPARTMENTAL MOVEMENT REGISTER
137	TUBE - WELL -REGISTER
138	REGISTER OF IRRECOVERABLE TAXES
139	GARAGE REGISTER
140	INDOOR PATIENT TICKES
141	OUTDOOR PATIENT TICKES
142	WEEKLY EPIDEMIC FROM
143	RED NOTICE, ETC.
144	DAMAND & COLLECTION REGISTER OF LICENSE (SCH.IV)
145	LEAVE REGISTER
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153	REGISTER OF LETTER RECEIVED
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157	ADMINISTRATION REPORT FORM I-III & A TO N (NEW)
158	PEON BOOK (BOOK OF 100 PAGES)
159	PEON BOOK (BOOK OF 200 PAGES)
160	DUPLICATE DEMAND REGISTER / HAND DEMAND
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163	FODDER REGISTER
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165	AMBULANCE HIRE REGISTER
166	SALES TAX DUDUCTION
167	INCOME TAX DEDUCTION REGISTER
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169	REGISTER FOR COLLECTION FOR CHEQUES
170	GOVT. PAYMENT /CHEQUE RECEIVING REGISTER
171	CONTRACTOR'S PAYMENT REGISTER
172	TELEPHONE BILL PAYMENT REGISTER
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174	MATERIALS ISSUE REGISTER

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