



OFFICE OF THE

**BALURGHAT MUNICIPALITY**

SOVA MAJUMDER SARANI

BALURGHAT : DAKSHIN DINAJPUR

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Memo No:- 3773/G-8

Date:- 17/03/2023

**NOTICE INVITING QUOTATION**

Sealed quotation are hereby invited for supply all kinds of Printing articles during the year 2023- 2024 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 24 /03 /2023 at 1 p.m through the currier or by hand at Receive Section of this Municipality. The quotationers shall have to be deposit earnest money of an amounting to Rs.5000.00 (five thousand) only in cash to this Municipal . The receipt of the deposit should be furnished along with the quotation papers. The earnest money will be kept of 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 forfeited 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 2023 - -2024 ). The all articles of the supply order are to be supplied within 7 (seven) days on presentation of the supply order otherwise the supply 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 quotation will be opened on 24/03/2023 at 4 p.m. in the office of the undersigned and quotationers may remain present at the time of opening.

Encl : list of articles

Chairman

Balurghat Municipality

Date:- 17/03/23

Memo No. 3773/1(3)/G- 8

**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)

Chairman

Balurghat Municipality

Date:- 17/03/23

Memo No:- 3773/2(11)/G-8

**Copy to:-**

- 1) The Vice Chairman, Balurghat Municipality.
- 2) The shri.....MCIC,Balurghat Municipality.
- 3) The Tender Committee Members , Balurghat Municipality
- 4) The Executive officer, Balurghat Municipality.
- 5) The Finance officer ,Balurghat Municipality.
- 6) The Head clerk , Balurghat Municipality.
- 7) The Accountant, Balurghat Municipality.
- 8) The Cashier, Balurghat Municipality.
- 9) The Store keeper(general) , Balurghat Municipality.
- 10) The I.T. Specialist /I.T. coordinator Balurghat Municipality, directed to upload the said NIQ in our official website.
- 11) Receive Section , Balurghat Municipality.
- 12) Municipality Notice Board for wide Publication.

Chairman

Balurghat Municipality

## LIST OF PRINTING ARTICLES

Ref.Memo No. 377316-8

Date:- 17/03/2023

Sl No.	NAME OF ARTICLES
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	REPPROPRIATION 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 APPLY. 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 645,66)
22	WARRANT REGISTER (RULE 77)
23	REG. OF DISTRAINST OF PROPERTIES (RULE 77)
24	CERTIFICATE OF ENLISTMENT (RULE 82, 83)
25	REGISTER OF CERTIFICATE OF ENLISTMENT (RULE 83)
26	LICENSE FOR USE OF SITE FOR THE PURPOSE OF ADVERTISEMENT (RULE 87)
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)


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*Chairman*  
Balurghat Municipality

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**LIST OF PRINTING ARTICLES**Ref.Memo No. 3773/6-8Date:- 17/03/23

Sl No.	NAME OF ARTICLES
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
34	LICENCE FOR HACKNEY CARRIAGE DRIVER'S JIN-RICKSHAW /PLANQUIN
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
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)
49	PERMANENT ADVANCE ACCOUNT (RULE 140 )
50	STAMP REGISTER (RULE 144)
51	STATIONARY ACCOUNT (RULE 146 )
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 )

  
**Chairman**  
 Bahurghat Municipality

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**LIST OF PRINTING ARTICLES**

Ref.Memo No. 3773/G-8

Date:- 17/03/23

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 PAYMENTS OF HOSPITAL AND DISPENSARY
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 )
71	REGISTER OF SECURITY DEPOSITS & INVESTMENTS (RULE 195 )
72	LOAN REGISTER (RULE 203 )
73	CASH BOOK OF ACCOUNT OF TRUST FUND (RULE 206 )
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 (RULE
80	REG. OF WORKS WITH SUB- HEAD (RULE 175 )
81	REG. OF DISBURSEMENT OF CAHS DRAWN ON CHEQUES IN FAVOUR OF THE
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 )
86	QUARTERLY AND ANNUAL FINANCIAL STATEMENT OF PAYMENT (RULE 260)
87	ANNUL FINANCIAL STATEMENT (RULE 261 )
88	ESTABLISHMENT CHECK REGISTER (RULE 256 )
89	REGISTER OF LANDS (RULE 268 )
90	REGISTER OF TOOLS AND PLANTS (RULE 269 )


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Chairman  
Balurghat Municipality

**LIST OF PRINTING ARTICLES**Ref.Memo No. 3773 4-8Date:- 17/03/23

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)
95	NOTIC OF ASSESSMENT -FROM C (RULE 42 (7)
96	NOTICE OF ASSESSMENT -FROM D (RULE 43)
97	NOTICE OF ASSESSMENT -FROM E (RULE 44 (3)
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
111	PENSION REGISTER
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
122	LIST OF BEW /IMPROVED HOLDING
123	ATTENDANCE REGISTER
124	FROM OF LAPPLICATION FOR BIRHT CERTIFICATE
125	FROM OF APPLICATION DEATH CERTIFICATE
126	BIRTH CERTIFICATE (AS PER GOVT. RULE)
127	REGISTER OF BIRTH
128	REGISTER OF DEATH
129	BURNING GHAT RECEIPT FROM
130	BURNING PLAN REGISTER

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 Chairman  
 Balurghat Municipality



**LIST OF PRINTING ARTICLES**

Ref.Memo No. 3773/6-8

Date:- 17/03/23

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
146	CASUAL LEAVE REGISTER
147	LEAVE APPLICATION FROM
148	REGISTER OF NOTICE OF DEMAND
149	ENVELOP (LARGE)
150	ENVELOP (MEDIUM)
151	ENVELOP (SMALL)
152	SUB VOUCHER FORM
153	REGISTER OF LETTER RECEIVED
154	REGISTER OF LETTER ISSUE
155	RESOLUTION BOOK
156	ROAD REGISTER
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
161	CIRCULATION FORM
162	TEMPORARY RECEIPT (BOOK OF 100 X2 FORMS)
163	FODDER REGISTER
164	ROAD - ROLLER HIRE REGISTER
165	AMBULANCE HIRE REGISTER
166	SALES TAX DUDUCTION
167	INCOME TAX DEDUCTION REGISTER
168	REGISTER FOR ISSUE OF CHEQUES
169	REGISTER FOR COLLECTION FOR CHEQUES
170	GOVT. PAYMENT /CHEQUE RECEIVING REGISTER

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*Chairman*  
 Belurghat Municipality


## LIST OF PRINTING ARTICLES

Ref.Memo No. 3773/G-8

Date:- 17/03/23

171	CONTRACTOR'S PAYMENT REGISTER
172	TELEPHONE BILL PAYMENT REGISTER
173	ELECTRICT BILL PAYMENT REGISTER
174	MATERIALS ISSUE REGISTER
175	REGISTER OF PUCHASE (PETROL, MOBILE, DIESE)
176	1/2 F.C. SIZE ONE SIDE PRINT, PER 100
177	1/2 F.C. SIZE BOTH SIDE PRINT, PER 100
178	1/2 F.C. CNQUEST PAPER ONE SIDE PRINT , PER 100
179	1/2 F.C. CNQUEST PAPER ONE BOTH PRINT , PER 100
180	1/6 DIMY (COLOR ) ONE SIDE PRITN , PER 100
181	1/6 DIMY (COLOR ) ONE BOTH PRITN , PER 100
182	1/8 DIMY (COLOR) ONE PRINT , PER 100
183	1/8 DIMY (COLOR) BOTH PRINT , PER 100
184	1/4 F.C. ONE SIDE PRINT ,PER 100
185	1/4 F.C. BOTH SIDE PRINT ,PER 100
186	1/5 F.C. ONE SIDE PRINT,PER 100
187	1/5 F.C.BOTH SIDE PRINT,PER 100
188	M.R. BOOK BALURGHAT BHAVAB (TRIPLICATE PRINT) PER BOOK
189	M.R. BOOK GYMNASIUM HALL, SWIMMING POOL ETC, (TRIPLICATE PRINT )
190	M.R. BOOK FOR KSHANIKA , UTSAB BHAVAN ETC, (100 PAGES) PER BOOK
191	RECEIPT BOOK FOR O.P.D. UNDER IPP-VII (EXTN). PER BOOK
192	USER FEE (PARISEBA COUPON )UNDER IPP-VII (EXTN. )PER 100/ COUPON
193	APPLICATION FORM FOR H.B. PLAN, PER SET CONTAINS 18 PAGES (A TO H).
194	PROGRESS REPORT FOR S.S.K. PER 100.
195	TRADE LICENSE FORM (DUPLICATE PRINT ) PER BOOK CONTAINS (1000X2)
196	PARKING FEE RECEIPTS (N.P.) PER 1000
197	PARKING FEE RECEIPTS COLOUR DIMY ) PER 1000
198	COUPON FOR MARKET, BUS STAND, PARK, ETC, PER 1000
199	ENTRY SLIP FOR TRUCK TERMINOUS ( DUPLICATE PRINT ) PER 1000
200	PARKING FEE RECEIPT FOR TRUCK TERMINOUS (DUPLICATE PRINT ) PER 1000

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**Chairman**  
 Balurghat Municipality

**LIST OF PRINTING ARTICLES**

	Ref.Memo No. 3773/6-8	Date:- 17/03/2023
201	LETTER HEAD	
202	1/2 F.C. SIZE PER 100	
203	1/4 BOND SIZE PER 100	
204	1/6 BOND SIZE , PER 100	
205	1/8 BOND SIZE , PER 100	
206	1/6 MAPLITHO , PER 100	
207	1/8 MAPLITHO ,PER 100	
208	1/5 MAPLITHO, PER 100	
209	ENVELOPE WITH PRINTING (CRAPE PAPER 12X5) PER 1000	
210	DEMAND & COLLECTION REGISTER OF WATER FEE	
211	DAILY COLLECTION CHALLAN OF WATER FEE	
212	CREMATION CERTIFICATE	
213	CREMATION APPLICATION FORM	
214	DRY- DOLE TOKEN	
215	TRANSPER CERTIFICATE	
216	BALURGHAT BHAVAN REQUISTION FORM	

Chairman  
Balurghat Municipality