



BALURGHAT MUNICIPALITY

SOVA MAJUMDER SARANI

BALURGHAT : DAKSHIN DINAJPUR

PH. NO : 03522 – 255450 / 255680 / 256930 / 255649 / 256931 / 255655

<<< FAX – 03522 – 255649 >>>

e-mail – bmpality@gmail.com / bmpality@hotmail.comwebsite : www.bmpality@gmail.com

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 offical website.
- 11) Receive Section , Balurghat Municipality.
- 12) Municipality Notice Board for wide Publication.

Chairman

Balurghat Municipality

LIST OF PRINTING ARTICLES

Ref.Memo No. 3773/6-8

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 | REAPPROPRIATION 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 64,66) |
| 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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