



OFFICE OF THE
BALURGHAT MUNICIPALITY

SOVA MAJUMDER SARANI
BALURGHAT : DAKSHIN DINAJPUR
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Memo No:- 3764/G-8

Date:-23/02/2024

NOTICE INVITING QUOTATION

Sealed quotations 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 04/03/2024 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 article 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 04/03/2024 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:-23/02/2024

Memo No:- 3764/1(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:-23/02/2024

Memo No:- 3764/2(14)/G-8

Copy to:-

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



Chairman

Balurghat Municipality

Sl No.	NAME OF ARTICLES (PRINTING)	Rat
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 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 DISTRAINT 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)	
27	REGISTER OF ADVERTISEMENT TAX (RULE 91)	
28	LICENCE FOR REG.OF CARTS & CARRIAGES (RULE 96)	
29	REGISTER OF CART & CARRIAGE REGISTRATION AND OTHER TICKETS (RULE 100)	
30	STOCK ACCOUNT OF CARTS OR CARRIAGE REG. AND OTHER TICKETS (RULE 100)	
31	HACKNEY CARRIAGE, JIN-RICKSHAW BEARER'S LICENCE REGISTER (RULE 101)	
32	HACKNEY CARRIAGE, DRIVERS, TIN-RICKSHAW BEARER'S OF PALAQUIN BEARER'S	
33	LICENCE FOR HACKNEY CARRIAGE DRIVER'S JIN-RICKSHAW /PLANQUIN	
34	BILL FOR LICENCE FEES KUNDER DIFFERENT SECTORS (RULE 102)	
35	BILL FOR LICENCE FEES UNDER DIFFERENT SECTORS (RULE 102)	
36	DEMAND & COLLECTION REG. OF RENTS (RULE 103)	
37	MISC. RECEIPTS (RULE 105,118,121,122)	
38	MARKET TICKET (RULE 110)	
39	SARKAR'S DEBIT AND CREDIT ACCOUNT OF TICKETS (RULE 121)	
40	MISCELLANEOUS BILL (RULE 105)	
41	MISC. DEMAND REGISTER (RULE 16 & 126)	
42	LICENCE FOR USING PREMISES FOR NON-RESIDENTIAL PURPOSES AS GIVEN IN	
43	DEPARTMENT -WISE SALARY BILL (RULE 127)	
44	ABSENTEE STATEMENT (RULE 127)	
45	PERIODICAL INCREMENT CERTIFICATE (RULE 127)	
46	CONTINGENT BILL (RULE 138)	



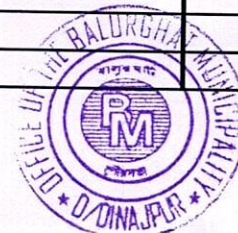
Sl No.	NAME OF ARTICLES (PRINTING)	Rat
47	PERMANENT ADVANCE ACCOUNT (RULE 140)	
48	STAMP REGISTER (RULE 144)	
49	STATIONARY ACCOUNT (RULE 146)	
50	RSTIMATE FROM (RULE 148)	
51	MESEREMENT BOOK (RULE 150)	
52	CONTRACT CERTIFICATE (RULE 169)	
53	PETTY CONTRACT BILL (RULE 169)	
54	MUSTER ROLL (RULE 171)	
55	REG. OF WORKS WITHOUT SUB-HEAD (RULE 175)	
56	REG. OF WORKS WITH SUB-HEAD (RULE 175)	
57	STOCK AND STORES REGISTER (RULE 176)	
58	ACCOUNT OF DAILY RECEIPTS AND ISSUES OF MATERIALS AND STORES (RULE 176)	
59	STATEMENT OF RECEIPTS, ISSUES AND BALANCE OF STOCK (RULE 176)	
60	HALF-YEARLY RETURN (RULE 176)	
61	INDENT REGISTERS OF STORES (RULE 177)	
62	BaNK /TREASURY CAHLLAN (RULE 222)	
63	PROFORMA ACCOUNT OF DISPENSARY (RULE 184)	
64	ACCOUNT OF RECEIPTS AND PAYUMENTS OF HOSPITAL AND DISPENSARY	
65	AD LEDGER (RULE 187)	
66	QUARTERLY LIST OF OURSTANDING ADVANCES (RULE 189)	
67	DEPOSIT LEDGER (RULE 190)	
68	QUARTERLY LIST OF OURSTANDING DEPOSITS (RULE 193 & 189)	
69	REGISTER OF SECURITY DEPOSITS & INVESTMENTS (RULE 195)	
70	LOAN REGISTER (RULE 203)	
71	CASH BOOK OF ACCOUNT OF TRUST FUND (RULE 206)	
72	ABSTRACT OF ACCOUNT (RULE 206)	
73	CASH BOOK (RULE 217)	
74	REGISTER OF DETAILS OF DAILY CASH BALANCE (RULE 290)	
75	BANK /TREASURY CAHLLAN (RULE 222)	
76	UNPAID BILL REGISTER (RULE 233)	
77	ACCOUNT'S CASH BOOK (RULE	
78	REG. OF WORKS WITH SUB- HEAD (RULE 175)	
79	REG. OF DISBURSEMENT OF CAHS DRAWN ON CHEQUES IN FAVOUR OF THE	
80	ABSTRACT REGISTER OF RECEIPTS (RULE 253)	
81	ABSTRACT REGISTER OF PAKYMENTS (RULE 253)	
82	REGISTER OF ADJUSTMENTS (RULE 256)	
83	QUERTERLY AND ANNUAL FINANCIAL STATEMENT OF RECEIPTS (RULE 260)	
84	QUARTERLY AND ANNUAL FINANCIAL STATEMENT OF PAYMENT (RULE 260)	
85	ANNUL FINANCIAL STATEMENT (RULE 261)	
86	ESTABLISHMENT CHECK REGISTER (RULE 256)	
87	REGISTER OF LANDS (RULE 268)	
88	REGISTER OF TOOLS AND PLANTS (RULE 269)	
89	REGISTER CIVIL SUITS (RULE 273) PROSECUTION REGISTER (RULE 275)	
90	NOTICE OF ASSESSMENT -FROM A (RULE 42 (4)	
91	`NOTIC OF ASSESSMENT -FROM B (RULE 42 (4)	
92	NOTIC OF ASSESSMENT -FROM C (RULE 42 (7)	
93	NOTICE OF ASSESSMENT -FROM D (RULE 43)	
94	NOTICE OF ASSESSMENT -FROM E (RULE 44 (3)	
95	DISTRESS WARRANT (MOVEABLE PROP- FROM -G (RULE 77 (A)	



Sl No.	NAME OF ARTICLES (PRINTING)	Rat
96	INVERTORY & NOTIC- COM H (RULE 77 (1) & (2)	
97	DISTRESS WARRANT (IMMOVABLE PROP .) FROM (RULE 77 (2)	
98	APPL. FOR CERTIFICATE OF ENLISTMENT -FROM -J (RULE 81)	
99	TENDER -FROM A TO K (RULE 160)	
100	TENDER -FROM L TO (RULE 162)	
101	FLAT FILES (WITH THE NAME OF THE MUNICIPALITY)	
102	BOARD FILE	
103	FLY LEAF (THICK PAPER)	
104	Folder file	
105	PROVIDENT FUND LEDGER (GENERAL)	
106	SUBSIDIARY CASH BOOK (P.F)	
107	P.F INTIMATION FROM	
108	PENSION REGISTER	
109	GROUP INSURANCE REGISTER	
110	PENSION ORDER BOOK	
111	FROM OF DECLARATION	
112	LIST SHOWING OUTSTANDING DEMAND	
113	ACQUITTANCE ROLL BILL EXTRACT FROM	
114	DUDGET HEAD BILL FROM (LARGE)	
115	DUBGET HEAD BILL FROM (SMALL)	
116	RECOUPMENT VOUCHER	
117	GRANT- IN- AID BILL	
118	MISCELLANEOUS PETITION REGISTER	
119	LIST OF BEW /IMPROVED HOLDING	
120	ATTENDANCE REGISTER	
121	FROM OF LAPPLICATION FOR BIRHT CERTIFICATE	
122	FROM OF APPLICATION DEATH CERTIFICATE	
123	BIRTH CERTIFICATE (AS PER GOVT. RULE)	
124	REGISTER OF BIRTH	
125	REGISTER OF DEATH	
126	BURNING GHAT RECEIPT FROM	
127	BURNING PLAN REGISTER	
128	APPLICATION FROM FOR CONST./RENO.OF BUILDING	
129	BUILDING PLAN REGISTER	
130	APPLICATION FORM FOR WATER CONNECTION	
131	LOG BOOK OF WATER WORKS	
132	LOG BOOK OF AMBULANCE	
133	DEPARTMENTAL MOVEMENT REGISTER	
134	TUBE - WELL -REGISTER	
135	REGISTER OF IRRECOVERABLE TAXES	
136	GARAGE REGISTER	
137	INDOOR PATIENT TICKES	
138	WEEKLY EPIDEMIC FROM	
139	RED NOTICE, ETC.	
140	DAMAND & COLLECTION REGISTER OF LICENSE (SCH.IV)	
141	LEAVE REGISTER	
142	CASUAL LEAVE REGISTER	
143	LEAVE APPLICATION FROM	
144	REGISTER OF NOTICE OF DEMAND	



Sl No.	NAME OF ARTICLES (PRINTING)	Rat
145	ENVELOP (LARGE)	
146	ENVELOP (MEDIUM)	
147	ENVELOP (SMALL)	
148	SUB VOUCHER FORM	
149	REGISTER OF LETTER RECEIVED	
150	REGISTER OF LETTER ISSUE	
151	RESOLUTION BOOK	
152	ROAD REGISTER	
153	ADMINISTRATION REPORT FORM I-III & A TO N (NEW)	
154	PEON BOOK (BOOK OF 100 PAGES)	
155	PEON BOOK (BOOK OF 200 PAGES)	
156	DUPLICATE DEMAND REGISTER / HAND DEMAND	
157	CIRCULATION FORM	
158	TEMPORARY RECEIPT (BOOK OF 100 X2 FORMS)	
159	FODDER REGISTER	
160	ROAD - ROLLER HIRE REGISTER	
161	AMBULANCE HIRE REGISTER	
162	SALES TAX DUDUCTION	
163	INCOME TAX DEDUCTION REGISTER	
164	REGISTER FOR ISSUE OF CHEQUES	
165	REGISTER FOR COLLECTION FOR CHEQUES	
166	GOVT. PAYMENT /CHEQUE RECEIVING REGISTER	
167	CONTRACTOR'S PAYMENT REGISTER	
168	TELEPHONE BILL PAYMENT REGISTER	
169	ELECTRICT BILL PAYMENT REGISTER	
170	MATERIALS ISSUE REGISTER	
171	REGISTER OF PUCHASE (PETROL, MOBILE, DIESE)	
172	1/2 F.C. SIZE ONE SIDE PRINT, PER 100	
173	1/2 F.C. SIZE BOTH SIDE PRINT, PER 100	
174	1/2 F.C. CNQUEST PAPER ONE SIDE PRINT , PER 100	
175	1/2 F.C. CNQUEST PAPER ONE BOTH PRINT , PER 100	
176	1/6 DIMY (COLOR) ONE SIDE PRITN , PER 100	
177	1/6 DIMY (COLOR) ONE BOTH PRITN , PER 100	
178	1/8 DIMY (COLOR) ONE PRINT , PER 100	
179	1/8 DIMY (COLOR) BOTH PRINT , PER 100	
180	1/4 F.C. ONE SIDE PRINT ,PER 100	
181	1/4 F.C. BOTH SIDE PRINT ,PER 100	
182	1/5 F.C. ONE SIDE PRINT,PER 100	
183	1/5 F.C.BOTH SIDE PRINT,PER 100	
184	M.R. BOOK BALURGHAT BHAVAB (TRIPLICATE PRINT) PER BOOK	
185	M.R. BOOK GYMNASIUM HALL, SWIMMING POOL ETC, (TRIPLICATE PRINT)	
186	M.R. BOOK FOR KSHANIKA , UTSAB BHAVAN ETC, (100 PAGES) PER BOOK	
187	USER FEE (PARISEBA COUPON)UNDER IPP-VII (EXTN.)PER 100/ COUPON	
188	APPLICATION FORM FOR H.B. PLAN, PER SET CONTAINS 18 PAGES (A TO H).	
189	PROGRESS REPORT FOR S.S.K. PER 100.	
190	TRADE LICENSE FORM (DUPLICATE PRINT) PER BOOK CONTAINS (1000X2)	
191	PARKING FEE RECEIPTS (N.P.) PER 1000	
192	PARKING FEE RECEIPTS COLOUR DIMY) PER 1000	
193	COUPON FOR MARKET, BUS STAND, PARK, ETC, PER 1000	



Sl No.	NAME OF ARTICLES (PRINTING)	Rat
194	ENTRY SLIP FOR TRUCK TERMINOUS (DUPLICATE PRINT) PER 1000	
195	PARKING FEE RECEIPT FOR TRUCK TERMINOUS (DUPLICATE PRINT) PER 1000	
196	LETTER HEAD	
197	1/2 F.C. SIZE PER 100	
198	1/4 BOND SIZE PER 100	
199	1/5 BOND SIZE , PER 100 (Matrisadan pad)	
200	1/8 BOND SIZE , PER 100	
201	1/6 MAPLITHO , PER 100	
202	1/8 MAPLITHO ,PER 100	
203	1/6 MAPLITHO, PER 100 / RECIDENTIAL, INCOME etc. Certificate pad	
204	ENVELOPE WITH PRINTING (CRAPE PAPER 12X5) PER 1000	
205	DEMAND & COLLECTION REGISTER OF WATER FEE	
206	DAILY COLLECTION CHALLAN OF WATER FEE	
207	CREMATION CERTIFICATE	
208	CREMATION APPLICATION FORM	
209	DRY- DOLE TOKEN	
210	TRANSPER CERTIFICATE	
211	BALURGHAT BHAVAN REQUITION FORM	
212	SUBSCRIPTION REGISTER (RULE 125)	
213	PROSECUTION REGISTER (RULE 275)	
214	OUTDOOR PATIENT TICKES	
215	RECEIPT BOOK FOR O.P.D. UNDER IPP-VII (EXTN). PER BOOK	
216	LIGAL HEAR CERTIFICATE PER 100	
217	COUPON FOR PARKING ZONE (NEAR ANDOLAN SETU & TAXI STAND) PER 1000	
218	M.R BOOK (MIS) 100 PAGE	
219	FLAX Per Sq Ft	
220	FLAX WITH WOODEN FRAME per sq Ft	
221	HAND BILL 1 COLLOR 1/2 SIZE PER 100	
222	HAND BILL 1 COLLOR 1/6 SIZE PER 100	
223	HAND BILL 1 COLLOR 1/8 SIZE PER 100	
224	HAND BILL 1 COLLOR A4 SIZE PER 100	
225	HAND BILL 2 COLLOR 1/2 SIZE PER 100	
226	HAND BILL 2 COLLOR 1/6 SIZE PER 100	
227	HAND BILL 2 COLLOR 1/8 SIZE PER 100	
228	HAND BILL 2 COLLOR A4 SIZE PER 100	

Chairman
Balurghat Municipality

