



**OFFICE OF THE MUNICIPAL COUNCILLORS OF KHARDAH**  
**KHARDAH MUNICIPAL OFFICE**  
**B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOLKATA – 700 117**

No.: *KdM/2/316/18*.....

Date: *12/03/18*.....

**QUOTATION NOTICE**

Quotation in sealed cover is invited from resourceful vendors/stockiest/resellers/retailers/printers of the following items.

Sl.No	Description of materials	Unit	Rate
1.	Note sheet		
2.	Chairman's Pad		
3.	Councillors pad		
4.	P.F. Form		
5.	Leave application form		
6.	Requisition slip (for central stores)		
7.	Indent book		
8.	Councillors Certificate format		
9.	Budget estimate (rule 27 and 29)		
10.	Schedule for revenue expenditure (rule 27)		
11.	Schedule for capital expenditure (rule 27)		
12.	Re-appropriation statement (rule 32)		
13.	Valuation list (rule 45)		
14.	Assessment register (rule 47)		
15.	Assessment register (rule 46)		
16.	Appl. For review of Assessment (rule 53)		
17.	Register of Appl. For Remi or Red (rule 54)		
18.	Remission/Mutation register (rule 56)		
19.	Bill for property tax (rule 60)		
20.	Receipt Form (rule 61)		
21.	Stock Register of Bill and License (rule 120)		
22.	Demand and Collection Register (rule 35,36,63)		
23.	Abstract of Demand and Collection reg (rule 63)		
24.	Consolidated abstract (rule 63)		
25.	Stock Account of Receipt Form (rule 72)		
26.	Daily collection challan (rule 67)		
27.	Daily Collection challan for Receipts other than taxes (rule 105)		
28.	Reg. of cases of Excessive Hardship (rule 65)		
29.	Register of Raes Refundable (rule 59)		
30.	Remission order (rule 64)		
31.	Register of remission order (rule 64,66)		
32.	Warrant Register (rule 77)		
33.	Reg. of Distraints of Properties (rule 77)		
34.	Certificate of Enlistment (rule 82,83)		
35.	Register of Certificate of Enlistment (rule 83)		
36.	License for use of site for the purpose of advertisement (rule 87)		
37.	Advertisement Tax Receipt Form (rule 91)		
38.	Register of Advertisement Tax (rule 91)		
39.	License for Reg. of Carts & Carriages (rule 96)		
40.	Register of Cart & Carriage Registration and Other Tickets (rule 100)		
41.	Stock Account of Carts or Carriage Reg. and Other tickets (rule 100)		

Phone: 2553-3060 / 2583-4943, FAX: 2563-1171

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42.	Hackney Carriage, Jin-Rickshaw Bearers License Register (rule101)		
43.	Hackney Carriage, Jin-Rickshaw Bearers, or Palanquin Bearers License Reg. (rule 101)		
44.	License for Hackney Carriage Drivers Jin Rickshaw/Palanquin bearers (rule 101)		
45.	Bill for license fees under different sectors (rule 102)		
46.	Bill for License fees/Tax under section 122/123 (rule 102)		
47.	Demand & collection reg. of Rents (rule 103)		
48.	Miscellaneous Bill (rule 105)		
49.	Misc. Receipt (rule 105,118,121,122)		
50.	Market Ticket (rule 110)		
51.	Sarker's Debit and Credit Account of Tickets (rule 112)		
52.	Misc. Demand Register (rule 116 & 126)		
53.	License for using premises for non-residential purposes as given in Schedule-II (rule 123)		
54.	Subscription Register (rule 125)		
55.	Department wise salary bill (rule 127)		
56.	Absentee statement (rule 127)		
57.	Periodical increment certificate(rule 130)		
58.	Contingent Bill (rule 138)		
59.	Permanent advance account (rule 140)		
60.	Stamp Register (rule 144)		
61.	Stationary accounts (rule 146)		
62.	Estimate form (rule 148)		
63.	Measurement Book (rule 150)		
64.	Contract Certificate (rule 169)		
65.	Petty contract Bill (rule 169)		
66.	Muster roll (rule 171)		
67.	Reg. of Works-without sub-head (rule 175)		
68.	Reg. of Works with sub-head (rule 175)		
69.	Stock & Store Register (rule 176)		
70.	Account of Daily Receipts and Issues of Materials and Stores (rule 176)		
71.	Statement of Receipts, Issues and Balance of Stock (rule 176)		
72.	Half – yearly return (rule 176)		
73.	Indent Register of Stores (rule 177)		
74.	Works Register (rule 179)		
75.	Proforma Account of Dispensary (rule 184)		
76.	Accounts of Receipts and Payments of Hospital and Dispensary (rule184)		
77.	Advance Ledger (rule 187)		
78.	Quarterly list of Outstanding Advances (rule 189)		
79.	Deposit Ledger (rule 190)		
80.	Quarterly list of Outstanding Deposits (rule 193)		
81.	Register of Security Deposits and Investments (rule 195)		
82.	Loan Register (rule 203)		
83.	Cash Book of Accounts of Trust Fund (rule 206)		
84.	Abstract of Accounts (rule 206)		
85.	Appropriation Register (rule 216)		
86.	Cashier's Cash Book (rule 217)		
87.	Register of Details of Daily Cash Balance (rule 220)		

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88.	Bank/Treasury Challan (rule 222)		
89.	Unpaid Bill Register (rule 233)		
90.	Accountant's Cash Book (rule 235)		
91.	Consolidated Balance Sheet (rule 239)		
92.	Reg. of Disbursement of Cash Drawn on Cheques in favour of the Chairman or some other Officers (rule 247)		
93.	Abstract Register of receipts (rule 253)		
94.	Abstract Register of Payments (rule 253)		
95.	Register of Adjustments (rule 256)		
96.	Quarterly and annual financial statement of receipts (rule 260)		
97.	Quarterly and annual financial statement of payments (rule 260)		
98.	Annual Financial Statement (rule 261)		
99.	Establishment Check Register (rule 265)		
100.	Register of lands (rule 268)		
101.	Register of Tools and Plants (rule 269)		
102.	Register of Civil Suits (rule 273)		
103.	Prosecution Register (rule 275)		
104.	Notice of Assessment –Form A [rule 42(4)]		
105.	Notice of Assessment –Form B [rule 42(4)]		
106.	Notice of Assessment –Form C [rule 42(7)]		
107.	Notice of Assessment –Form D [rule 43]		
108.	Notice of Assessment –Form E [rule 44(3)]		
109.	Notice of Assessment –Form F [rule 74]		
110.	Distress Warrant (Moveable Prop) –Form G [rule 77(a)]		
111.	Inventory and Notice – Form H [rule 77(1) & (2)]		
112.	Distress Warrant (immoveable Prop) –Form I [rule 77(2)]		
113.	Appl. For certificate of enlistment –Form J [rule 81]		
114.	Tender Form A to K [rule 160]		
115.	Tender Notice – Form L (rule 162)		
116.	Flat Files (with the name of the Municipality)		
117.	Board File		
118.	Fly leaf (thick paper)		
119.	Provident Fund Ledger (general)		
120.	Subsidiary Cash Book (P.F)		
121.	P.F. Intimation Form		
122.	Pension Order Book		
123.	Pension Register		
124.	Group Insurance Register		
125.	Form of Declaration		
126.	List showing Outstanding Demand		
127.	Acquaintance Roll		
128.	Bill Extract Form		
129.	Budget Head Bill Form (large)		
130.	Budget Head Bill Form (small)		
131.	Recoupment Voucher		
132.	Grant-in-Aid Bill		
133.	Miscellaneous Petition register		
134.	List of New/Improved Holdings		
135.	Attendance Register		

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136.	Form of Application of Birth Certificate		
137.	Form of Application of Death Certificate		
138.	Birth Certificate (as per Govt. Rule)		
139.	Death Certificate (as per Govt. Rule)		
140.	Register of Birth		
141.	Register of Death		
142.	Burning Ghat Receipt Form		
143.	Burning Ghat Register		
144.	Application Form for Const./Reno. Of Building		
145.	Building Plan Register		
146.	Application Form for Water Connection		
147.	Log Book of Water works		
148.	Log Book of Ambulance		
149.	Departmental Movement Register		
150.	Tube Well-Register		
151.	Register of Irrecoverable Taxes		
152.	Garage Register		
153.	Indoor Patient Tickets		
154.	Outdoor Patient Tickets		
155.	Weekly Epidemic Form		
156.	Red Notice etc.		
157.	Demand & Collection Register of License (Sch.IV)		
158.	Leave Register		
159.	Casual Leave Register		
160.	Leave Application Form		
161.	Register of Notice of Demand		
162.	Envelop (Large)		
163.	Envelop (Medium)		
164.	Envelop (Small)		
165.	Sub-Voucher Form		
166.	Letter Head ½ F cap. Size		
167.	Letter Head 1/4 <sup>th</sup> Size		
168.	Letter Head 1/5 <sup>th</sup> Size		
169.	Letter Head 1/6 <sup>th</sup> Size		
170.	Letter Head 1/8 <sup>th</sup> Size		
171.	Register of Letter Received		
172.	Register of Letter Issued		
173.	Resolution Book		
174.	Road Register		
175.	Administration Report Form I-III & A to N (new)		
176.	Peon Book (Book of 100 pages)		
177.	Peon Book (Book of 200 pages)		
178.	Duplicate Demand Register/Hand Demand		
179.	Circulation Form		
180.	Temporary Receipt (Book of 100 x 2 Forms)		
181.	Fodder Register		
182.	Road – roller Hire Register		
183.	Ambulance Hire Register		
184.	Sales Tax Deduction Register		

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185.	Income Tax Deduction Register		
186.	Register for Issue of Cheques		
187.	Register for Collection for Cheques		
188.	Govt. Payment/Cheques Receiving Register		
189.	Contractors Payment Register		
190.	Telephone Bill Payment Register		
191.	Electric Bill Payment Register		
192.	Materials Issue Register		
193.	Register of Purchase (Petrol, Mobil, Diesel)		
194.	Miscellaneous Notice Forms		
195.	Slip Pad		
196.	Quotation form for House connection (yellow and Red Page)		
197.	Application for Ferrule Wash & etc. (Bengali form)		
198.	Application form for Mutation		
199.	Application form for Food License		
200.	Building Rules Book		
201.	Gate Pass / Issue Challan		
202.	Vehicle Log Book		
203.	Mutation Notice Form		
204.	Completion Notice		
205.	Completion Certificate		
206.	Cash Register for Water Supply Department		
207.	Register of disbursement of cash drawn on cheques in favour of Chairman or E.O or some other officer (Form – 82, Vide Rule – 247)		
208.	Food License Certificate		
209.	FORM B [(See rule 11(3)]Application for Permission to Construct or Reconstruct, Addition to, or Alteration of Building		

**TERMS & CONDITIONS:-**

1. The intended vendors should furnish the quotations on their company letter head, containing authorized signatures and will have to be dropped the same in sealed envelopes, addressed to **The Chairman, Khardah Municipality, B. T. Road, Khardah, Kolkata** and clearly marked as “Quotation for Printing
2. **Items of Khardah Municipality”** along with our **Quotation No. and Invitation of Quotation Date** in the **Tender Box** at the **Chamber of Executive Officer** of the Municipality, **within 21/03/2018 and up to 02.00 p.m. sharp.**
3. The vendors will furnish the latest I.T., P.T. VAT, G.S.T Current Trade License, Clearance Certificate and other relevant Credentials / Certifications of satisfactory completion of similar types of works during the last two / three years from their clients along with their quotations.
4. The rates quoted by the vendors should be inclusive of all sorts of taxes and other incidental charges and will be **valid up to the current financial year (i. e. 31-03-2019) from the date of acceptance of this quotation.**
5. The successful vendors have to be served this municipal office, in terms of supply the stationary items or required re-filling works within the current financial year, as and when required basis. The delivery of the materials / required re-filling works have to be

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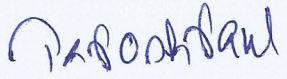


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accomplished within the 07 (seven) calendar days from the date of issue of the corresponding work order excepting any sorts of force majeure like Fire, explosion, cyclone, floods, War, revolution, acts of public enemies, blockage or embargo.

6. The vendor should confirm the acceptance of all the 'Terms & Conditions' relating to technical specification, comprehensive on-site warranty, delivery, validity etc. furnished in the quotation notice. Offer by vendor not conforming to the tender's terms and conditions explicitly will be rejected.
7. The Authority reserves the exclusive right to further negotiate with the successful vendors. While negotiating, the following aspects may be considered: Further reduction in unit price of the quoted items for undertaking the Work / Advancing the delivery schedule / Any Additional services.
8. The Authority has every right to cancel / reject any or all quotations without assigning any reason thereof. However, in calculating the lowest rate offered by the vendor, parameters including yearly consumption will be considered on unit wise and strictly as per the technical specifications as well as the terms & conditions.

  
Chairman  
Khardah Municipality  
**Chairman**  
Khardah Municipality

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