



CHANDERNAGORE MUNICIPAL CORPORATION

No.IA/Tend/ 2018-19/195

Dated. 05.02.2019

TENDER NOTICE

Sealed tenders are invited from the enlisted suppliers of this Corporation, as well as from the experienced, resourceful and interested suppliers for supply of the following Printing items required for the different department of this Corporation, during the Financial Year 2019-2020.

Tenders are to be submitted on or before 20.02.2019 within 3.00 p.m. and will be open on the same day at 3.30 p.m. Rates should be inclusive of all the taxes and other incidental charges if any.

In case accepted tenderer, fails to supply the required printing items within the stipulated date & time, necessary items will be procured from the available sources & the difference in cost will be recovered from the tenderers.

This Corporation reserves the right to accepted or reject any tender without assigning any reason whatsoever.

This Tender Notice may visit in CMC website No. www.chandernagoremunicipalcorporation.in

It is also noted that the items should be as per specification.

[Description of the items are attached in separate sheets]

It is here noted that all items should be as per our specification, for further detail about specification tenderer are requested to contact Store Department of this Corporation.

Commissioner/Secretary/Finance Officer
Chandernagore Municipal Corporation

Copy to :-

1. F. O.
2. Engineer
3. A. O.
4. System Analyst, I.T. Cell, for immediate uploading the notice in the official website.
5. Store
6. Office Notice Board
7. Borough Notice Board 1,2,3,4,5
8. M/S.....

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Commissioner/Secretary/Finance Officer
Chandernagore Municipal Corporation

R.B.D. DEPARTMENT (BIRTH & DEATH)

Sl. No.	Description of the items	Quantity Required	Rate Required
1.	Application 'Form' for the Registration of child's name (as per our sample)	100 books x 100 pgs	Lot
2.	Application 'Form' for the Registration of Deaths/cremation (as per our sample)	100 books x 100 pgs	-do-
3.	Blank certification of Birth(10 x 12 x 1,100 GSM)(as per our sample)	3,000 pcs	-do-
4.	Blank certificate of Deaths(10 x 12 x 1,100 GSM) (as per sample)	4,000 pcs	Lot
5.	Blank certificate of Cremation(10 x 12 x 180 GSM) (as per sample)	3,000 pcs	-do-
6.	Receipt Challan Books(Yellow , Pink, White) as per sample	60 Books x 150 pgs. each (Two duplicate)	Lot
7.	Requisition pay slip(Order of Money Receipt)	100 Books x 100 Pages each	Lot
8.	Blank Certificate current system of Birth (8x12x1, 100 GSM) (E-Governance)	3,000 pcs.	Per thousand
9.	Blank Certificate current system of Death (8x12x1, 100 GSM) (E-Governance)	3000 pcs.	Per thousand
10.	Blank Certificate of Cremation System (E-Governance) (8 x 12 x 1, 100 GSM)	2000 pcs.	Per thousand
11.	Register of Cremation Record	2 Books x 100 Pages	Each/Lot
12.	Register of Death Cremation Record (Wooden)	2 Books x 100 Pages	Each/Lot
13.	Register of Death Record (Electric)	2 Books x 100 Pages	Each/Lot
14.	Daily Register of Birth Certificate	5 Books x 100 Pages	Each/Lot
15.	Daily Register of Death Certificate	5 Books x 100 Pages	Each/Lot
16.	Birth Certificate Issue Register	2 Books x 100 Pages	Each/Lot
17.	Birth & Death Sheet A-4 Size white paper 130 GSM MG Board	10,000 pcs.	Per Pkt. of 500 pcs./thousand pcs.

TAX DEPARTMENT & P.W.D.

Sl. No.	Description of the item.	Quantity Required	Rate Required
18.	Demand Bill for property Tax(as per our sample)	42,000 pgs.(10x10-60GSM)	Lot/per thousand
19.	Tender Form(as per our sample)	600 pcs.	Lot/per thousand
20.	Form No. 97(as per our sample)	1000 pcs.	per thousand
21.	Permission for Puja & Festival(Erection poles & pandels) as per sample	50 books x 100 pgs	Lot
22.	Erection of poles and pandels (permission Form) as per sample	50 book x 100 page each	Lot
23.	Work order pad	100 pads x 50 pgs.	Lot
24.	Form No. PW/01	200 pcs.	Lot

BUILDING DEPARTMENT

Sl. No.	Description of the item.	Quantity Required	Rate Required
25.	B.D.-7 for fine	6 pads x 100 pages each	each
26.	ক্রমান্বয় বাস্তব বিভাগ/৪	3 pads x 100 pages each	Lot
27.	B.D.-3 Issuing Register	2 Books x 100 Pages	Each/Lot
28.	B.D. - 1 Notice Pad	10 Pads x 100 Pages Each	Lot/Thousand
29.	B.D. - 4/A Notice Pad	10 Pads x 100 Pages Each	Lot/Thousand
30.	B.D. - 2/M Notice Pad	25 Pads x 100 Pages Each	Lot/Thousand

(EDUCATION DEPTT.)

Sl. No.	Description of the items	Quantity required	Rate Required
31.	Result Sheet	500 pcs	Lot
32.	Salary Bill (Loose)	500 Pcs.	Lot
33.	Student Fees Collection Receipt Book	20 Book x 25 Pages each	Lot
34.	School Certificate	10 Books x 50 Pages each	Lot
35.	Transfer Certificate	10 Books x 50 pages each	Lot

(EDUCATION DEPTT.)

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Sl. No.	Description of the items	Quantity required	Rate Required
36.	Triple Challan	5 Nos.	
37.	Student Fees Collection Receipt Book	10 Books x 100 pages each (4 Receipt in each page of 10 Books)	Lot
38.	Student Attendance Register (Single Folio)	100 Nos.	Per No.
39.	Student Attendance Register (Double Folio)	100 Nos.	Per No.
40.	Report Card (Class-I & II)	500 Nos.	Per No.
41.	Report Card (Class-III & IV)	500 Nos.	Per No.
42.	Contingency Form	500 Nos.	Per No.

CASH DEPARTMENT

Sl. No.	Description of the items	Quantity required	Rate Required
43.	Cashier Cash Book	4 Books	
44.	Treasury Challan	6 Books	Each
45.	Miscellaneous Challan	12 Books	Each
46.	Cash Disbursement Register	4 Books	Each
47.	Register of details daily cash balance(as per our sample)	3 books x 150 folio each	Each
48.	Imprest cash Register (as per sample)	1 book x 100 folio each	Each
49.	Undisburse Register of Pension	1 book x 100 folio each	Each
50.	Revenue Register	1 book x 100 folio each	Each

MAYOR OFFICE & TYPE

Sl. No.	Description of the item.	Quantity Required	Rate Required
51.	Letter Head pad Blank Legal size (Eng.) Best quality (loose sheet)	60 pkts. x 100 pgs	per lot/Each
52.	Letter Head pad Blank Legal (Beng) Best quality (loose sheet)	50 pkts. x 100 pgs	per lot/Each
53.	Letter Head pad (Blank) A 4 size (Eng.) Best quality (loose sheet)	100 pkts. x 100 pgs.	per lot/Each
54.	Letter Head pad Blank small size (Beng) Best quality (loose sheet) 1/6 with Printing	40pkts x 100 pgs	per lot/Each
55.	Letter Head pad Blank small size (Eng.) Best quality (loose sheet) 1/6 with Printing	40pkts x 100 pgs	per lot/Each
56.	Letter Head Pad) A 4 size (Beng.) Best quality (loose sheet)	25pkts x 100 pgs	per lot/Each

RABINDRA BHAWAN

Sl. No.	Description of the item.	Quantity Required	Rate Required
57.	Provisional Booking permission Form	10Books x 100 page each	per lot
58.	Rabindra bhaban final booking permission Form	10Books x 100 page each	per lot
59.	Rabindra Bhaban declaration Form	5 Books x 100 page each	per lot
60.	Rabindra Bhaban scating arrangement chart	5 Books x 100 page each	per lot
61.	Cash memo of Puthighar (with duplicate)	50Books x 100 Page each	per lot
62.	Challan Boook (Puthighar) with 2 cap duplicate)	20Booksx150 pages each	per lot
63.	Puthighar Book purchase requisition pad	10Booksx100 pages each	per lot
64.	Rabindra Bhaban letter head pad	10 Books x 100 pages each	per lot
65.	Register of Rabibdra Bhaban Hall, Guest House Booking	3 Books x 400 Pages each	Lot
66.	Register of Rabindra Bhaban Hall & Guest House Booking 400 Page as per sample	4 Books x 400 Pages	Lot

WONDERLAND PARK

Sl. No.	Description of the item.	Quantity Required	Rate Required
67.	Coupon for Boating (Value Rs.15/-)	30,000 Nos.	Lot
68.	Entry ticket of Wonderland Park (Value Rs. 20/-)	1,00,000 Nos.	Per 10,000 Nos.
69.	Parking fees Ticket (Value Rs. 50/- Per Vehicle)	10,000 Nos.	Per thousand
70.	Picnic Spot Booking ticket (Value Rs. 200/- Per Spot)	5000 Nos.	Per thousand
71.	Application Form for Booking of Wonderland Guest House.	5 Books x 100 Pages each	Lot
72.	Application Form for provisional Booking of Wonderland Guest House	5 Books x 100 Pages each x 3	Lot
73.	Application Form for Final Booking of Wonderland Guest House	5 Books x 100 Pages each x 5	Lot
74.	Format for intimation of Guest/Boarder for stay in Wonderland Guest House.	5 Books x 100 Pages each	Lot
75.	Form for instruction to the in-charge Wonderland Park Guest House, Khalisani Bowbazar, Chandernagore.	5 Books x 100 Pages each	Lot

LICENSE DEPTT.

Sl. No.	Description of Stores	Quantity Required	Rate required
76.	Challan (As per our sample)	8 books x 250 folio (each)	Lot
77.	Richshaw Register(As per our sample)	2 books x 200 folio(each)	Lot
78.	Cycle Van Register (As per our sample)	-do-	-do-
79.	Puller Register (As per our sample)	-do-	-do-
80.	Certificate Book of enlistment Trade License (As per our sample)	100 books x 100 folio(each)(with duplicate)	lot
81.	Receipt book of cycle Rickshaw (Form No.36/94)	20 Books x 100 pages(each) (with duplicate) (As per our sample)	Lot
82.	Receipt book of cycle van Rickshaw (Form No. 24(83))	10 books x 100 pages(each)(with duplicate) (as per our sample)	Lot
83.	Receipt book of Puller -do-	20 Books x 100 pages (each) (with duplicate)	Lot
84.	Application Form for New Trade License Enlistment (as per our sample)	30 books x 100 pages each	lot
85.	Rickshaw driver from(as per sample)	10 books x -do-	-do-
86.	Rickshaw License Renewal form (as per our sample)	10 books x -do-	-do-
87.	Demand Notice -do-	100 books x -do- (Double Carbon)	Lot
88.	Business Matter Meeting Notice(as per our sample)	5 Books x -do-	Lot
89.	Business matter permit Notice(as per our sample)	5 Books x -do-	Lot
90.	Cycle Rickshaw Owner Card with Plastic Cover	(2000 Nos. with Printing) (As per our sample)	Lot
91.	Cycle Rickshaw Owner Envelope	2000 Pcs. (White Plustic) Envelope	Lot
92.	Cycle Rickshaw Owner Form (as per our sample)	10 Books x -do-	Lot
93.	Trade License Renewal Form	10 books x 100 pages each	Lot
94.	Notice for visiting	10 books x 100 pages each with duplicate	Lot
95.	Puller Owner Card	2000 Pcs.	Lot
96.	Puller Owner Envelope (White) Plastic	2000 Pcs.	Lot

ASSESSMENT DEPARTMENT & ALL BOROUGH OFFICES

Sl. No.	Name of Item	Quantity required	Rate Required
97.	Final Bill Form (Yellow 1 st page)	1000 pcs.	-do-
98.	Final Bill Form (Yellow 2 nd page)	1000 Pcs.	-do-
99.	Running Bill Form (1 st page)	500 Pcs.	-do-
100.	-do- 2 nd page	500 Pcs	-do-
101.	Building Plan Form "A"	50 Pad x 100 pages each	-do-
102.	-Do-"B"	30 Pad x 100 pages each	-do-
103.	-Do-"C"	80 Pad x 100 Pages each	-do-
104.	-Do-"D"	-do-	-do-
105.	-Do-"E"	30 Pad x 100 pages each	-do-
106.	-Do-"F"	-do-	-do-
107.	-Do-"G"	-do-	-do-
108.	-Do-"H"	-do-	-do-
109.	-Do-"I"	-do-	-do-
110.	-Do-"L"	-do-	-do-
111.	-Do-"O"	-do-	-do-
112.	Old Building form (Bengali)	5 Books x 100 pages each	lot
113.	Master Roll (for G.R.)	500 pcs.	Lot
114.	Master Roll (Attendance Sheet)	2000 pcs.	Lot
115.	Application for Vat & septic tank clearance	40 Books x 100 pages each	lot
116.	Notice under sub rule 114/3 of C.M.C Act 1990	20 Books x 100 pages each	lot
117.	Notice 138	20 B x 100 Pages each	lot
118.	Departmental Charges Receipt	15 Pads x 100 Pages each	lot
119.	Letter of visiting	40 Pads x 100 Pages each	lot
120.	Form No.Ass/01 Order sheet Mutation	40 Books x 100 pages (each)	Lot
121.	Form No.Ass/02 Order sheet Sub-Division	40 Books x 100 pages (each)	Lot
122.	Form No.Ass/03 Order sheet Creation	40 Books x 100 pages (each)	Lot
123.	Form No.Ass/06 Application from for A.R.True Copy	60 Books x 100 pages (each)	Lot
124.	Form No.Ass/07 Notice for Mutation/Sub-Division/Amalgamation (Duplicate)	60 Books x 100 pages (each)	Lot
125.	Form No.Ass/08 Notice for deed verification	50 Books x 100 pages (each)	Lot
126.	Form No.Ass/09 Order sheet Amalgamation (Bengali)	40 Books x 100 pages (each)	Lot
127.	Form No.Ass/10 Notice for Rectification (Bengali)	40 Books x 100 pages (each)	Lot
128.	Form No.Ass/11 Notice form Annual Valuation (Bengali)	40 Books x 100 pages (each)	Lot
129.	Form No.Ass/12 Application from for Mutation	50 Books x 100 pages (each)	Lot
130.	A.R. Copy Deposit Slip (Code No. 230)	(100 x 2)x50 pad	Lot
131.	Plinth Notice	30 Books x 100 Pages (each)	Lot/Each
132.	Information Notice	30 Books x 100 Pages (each)	Lot/Each
133.	Notice 138	5 Books x 100 Pages (each)	Lot/Each
134.	Work Register	15 Books x 100 Pages (each)	Lot/Each
135.	Review Notice	50 Books x 100 Pages (each)	Lot/Each
136.	Assessment Review Order Sheet	50 Books x 100 Pages (each)	Lot/Each
137.	New Building Format	30 Books x 100 Pages (each)	Lot/Each
138.	Building Plan Register	10 Books x 200 Pages (each)	Lot/Each
139.	Site Plan Register	10 Books x 200 Pages (each)	Lot/Each
140.	Stock Register	10 Books x 200 Pages (each)	Lot/Each

MARKET DEPTT.

Sl. No.	Description of Stores	Quantity Required	Rate Required
141.	Toll token	400 Books x 250 pages each Price 2/-	Lot
142.	Collection Register (For room of L.G. Bazar Daily rent collection with Front level)	2 Books x 450 pages each	each
143.	Collection Register (For Goomti of L.G. Bazar Daily rent collection with Front level)	2 Books x 350 pages each	each
144.	Monthly Rent Collection Register (For room of L.G. Bazar Front Level)	1 Book x 100 pages each	each

MARKET DEPTT.

Sl. No.	Description of Stores	Quantity Required	Rate Required
145.	Monthly Rent Collection Registrar (for Khalisani P.B. & Others) with front level	1 Book x 100 pages each	each
146.	Monthly Rent Collection Register (For Khalisani Bowbazar & Others) with front level	1 Book x 100 pages each	each
147.	Daily Rent collection receipt book (with duplicate) each	150 books x 100 pages	each/lot
148.	Slaughter house Register	4 Books x 200 folio each	each/lot
149.	Slaughter house receipt Books (with duplicate)	100 books x 100 pages each	each/lot
150.	Daily Rent collection receipt book (with duplicate) for church Road Barabazar	5 books x 100 pages each	each/lot
151.	Daily Rent Collection Register (For Church Road to Barabazar with Front Level)	2 Books x 100 pages each	each/lot

CONSERVANCY DEPTT.

Sl. No.	Description of Stores	Quantity Required	Rate Required
152.	Details of daily attendance(from No.CN/01)	80 Pad x 100 Page each	do
153.	Form No. CN/02	100 Pad x 100 Page each	do
154.	Present & Absent of Labour (form No.CN/03)	50 Pad x 100 Page each	do
155.	Daily work Report(Form No.4)	60 Pad x 100 Page each	do
156.	Monthly Absent list Form No.CN/05	30 Pad x 100 Page each	-do-

ADM Deptt.

Sl. No.	Description of Stores	Quotation Required	Rate Quantity
157.	Material list (For comparative statement)	20 Books x 100 pages each	Lot

STORE & RECEIVING DESPATCH

Sl.NO.	Description of the Stores	Quantity required	Rate required
158.	Miscellaneous receipt Book (as per sample) (9"x5")	1000 books x100 pages (each) with duplicate (size 9"x5")	Lot
159.	Holding Tax receipt from No.10, (as per our sample)	1000 books x 100 pages (each) with duplicate	per thousand

STORE & RECEIVING DESPATCH

Sl.NO.	Description of the Stores	Quantity required	Rate required
160.	Stock and store Register (as per sample)	4 Nos. x 200 folio(each)	pcs
161.	Register of Letter Received	100 Books x 200 Pages	each/lot
162.	Register of Letter Issued	100 Books x 200 Pages	each/lot

R/D DEPARTMENT

Sl.NO.	Description of the Stores	Quantity required	Rate required
163.	Visitors slip (As per sample)	100 Books x 250 pages (each)	Lot

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WATER WORKS DEPARTMENT

Sl. No.	Description of the item.	Quantity Required	Rate Required
164.	Duty slip pad	15 Books x 100 pages each	Lot
165.	Honorarium Sheet	15 Books x 100 pages each	-do-
166.	Leakage line repairing notice at G.T Road F.No. ww/06	25 books x 100 page each	-do-
167.	Road restoration charge fee Register	2 books x 100 folio each	-do-
168.	Particulars of new connection of water lines of different Holding Register	1 books x 200 pages each	Lot
169.	Daily Job allotment slip (As per sample)	12 books x 100 pages each	-do-
170.	Leakage Notice for private Holding	12 books x 100 pages each	-do-
171.	Notice for private Holding	6 books x 100 pages each	-do-
172.	Remarks letter (Bengali) Form No.ww/03	30 books x 100 pages each	-do-
173.	Notice pad for intimation to P.W.D. Gr. Elec. supply etc.	20 books x 100 pages each	-do-
174.	Notice pad for repairing of leakage	30 books x 100 pages each	-do-
175.	Notice pad for new water connection/leak/repair/ferule etc. Form No.ww/02	30 books x 100 pages each	-do-
176.	Pad for enquiry report in connection with new water connection	30 books x 100 pages each	-do-
177.	Pad for Honorarium(small)	10 books x 100 pages each	-do-
178.	New connection Notes sheet	10 books x 100 pages each	-do-
179.	C.M.C Notice works (Bengali)	20 books x 100 pages each	-do-
180.	Scheme Register	5 books x 100 folio each	-do-

LAW DEPARTMENT

Sl. No.	Description of the item.	Quantity Required	Rate Required
181.	Suit Register	1 book x 200 pages each	Each
182.	Special conquest Register	12 Books x 100 Pages each	Each/Lot

NUHM CELL UNDER HEALTH DEPARTMENT

Sl. No.	Description of the item.	Quantity Required	Rate Required
183.	OPD Ticket Binding Book	200 Books x 200 Pages each	Each/Lot
184.	Prescription Book for the Out-reach Camp	100 Books x 100 Pages each	Each/Lot
185.	Lab Report Card	80 Packets x 100 Pages	Per Pkt.
186.	UHND Attendance Format	1000 pcs.	Per pc.
187.	Referral Slip Book	10 Books x 100 slips	Per Slip
188.	Medicine Stock Register (As per sample)	---	---
189.	Lab Stock Register (As per sample)	---	---
190.	Printed Medicine Register (As per sample)	---	---
191.	P.P Ziplock Packet (4"x6", 5"x7" & 8"x6")	10 Packets	Per Pkt.
192.	Vaccine Tagging Sticker (Small)	5 Packets	Per Pkt.

WATER WORKS DEPTT.

Sl. No.	Description of the item.	Quantity Required	Rate Required
193.	Duty slip pad	15 Books x 100 pages each	Lot
194.	Honorarium Sheet	15 Books x 100 pages each	-do-
195.	Honorarium sanction pad (Eng.)Form No.WW/01	25 Books x 100 pages each	-do-
196.	Honorarium Register	4 books x 100 folio each	-do-
197.	Authorization pad for plumbing works F.No.WW/05	80 books x 100pgs each	-do-
198.	Application for House connection Form No.ww/04	50 books x 100 pgs each	-do-
199.	Drinking water supply fee Register	2 books x 200 folio each	-do-
200.	Leakage line repairing notice at G.T Road F.No. ww/06	25 books x 100 page each	-do-

WATER WORKS DEPTT.

Sl. No.	Description of the item.	Quantity Required	Rate Required
201.	Water Meter sealed register	2 books x 200 folio each	-do-
202.	house connection fee Register	2 books x 200 folio each	-do-
203.	Road restoration charge fee Register	2 books x 100 folio each	-do-
204.	Water tank supply Form (Beng.)	50 books x 100 pages each	-do-
205.	Particulars of new connection of water lines of different Holding Register	1 books x 200 pages each	Lot
206.	Daily Job allotment slip (As per sample)	12 books x 100 pages each	-do-
207.	Leakage Notice for private Holding	12 books x 100 pages each	-do-
208.	Notice for private Holding	6 books x 100 pages each	-do-
209.	Remarks letter (Bengali) Form No.ww/03	30 books x 100 pages each	-do-
210.	Notice pad for intimation to P.W.D. Gr. Elec. supply etc.	20 books x 100 pages each	-do-
211.	Notice pad for repairing of leakage	30 books x 100 pages each	-do-
212.	Notice pad for new water connection/leak/repair/ferule etc. Form No.ww/02	30 books x 100 pages each	-do-
213.	Pad for enquiry report in connection with new water connection	30 books x 100 pages each	-do-
214.	Water connection from issue Register	5 books x 200 folio each	-do-
215.	Plumbing works Register	2 books x 200 folio each	-do-
216.	Pad for Honorarium(small)	10 books x 100 pages each	-do-
217.	Log Book(for pumps)	100 books x 200 pages each	-do-
218.	New connection Notes sheet	10 books x 100 pages each	-do-
219.	Register of Assets	2 books x 100 pages each	-do-
220.	Daily consumption Register Book(water Treatment plant) Log Sheet (1 MGD)	10 books x 100 folio each	Lot
221.	Log Sheet (5 MGD) G.W.T. Plant	10 books x 100 folio each	-do-
222.	C.M.C Notice works (Bengali)	20 books x 100 pages each	-do-
223.	Scheme Register	5 books x 100 folio each	-do-

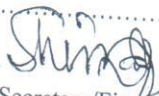


Commissioner/Secretary/Finance Officer
Chandernagore Municipal Corporation

Copy to :-

1. F. O.
2. Engineer
3. A. E. (Mechanical)
4. A. O.
5. Computer Deptt. (for immediate uploading the notice in the official website.)
6. Store
7. Office Notice Board
8. Borough Notice Board 1,2,3,4,5

9. M/S.....



Commissioner/Secretary/Finance Officer
Chandernagore Municipal Corporation

06/02/2019