



# CHANDERNAGORE MUNICIPAL CORPORATION

No.IA/Re-Tend/ 2017-18/05

## RE-TENDER NOTICE

Dated. 26.05.2017

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 2017-2018.

Tenders are to be submitted on or before 12.06.2017 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.

### Head of A/c. Municipal Fund

Tender is hereby invited in 2 (two) bid forms :

- a) Technical bid,
- b) Financial bid.

**Technical bid envelop should contain the following documents :-**

1. Address Proof
2. Copy of Trade License
3. Copy of PAN Card
4. Copy of Last I.T. Return
5. Copy of Last Sales Tax Return
6. Experience Certificate
7. Non Conviction Certificate

**Financial bid envelop should contain :-**

1. Rate Chart of the items.

Two separate envelops must be submitted for each bid. Both bids submitted in a single envelop will automatically be cancelled.

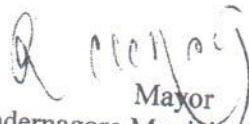
In case of accepted tenderer, whose rates have been accepted, fails to supply the required items within the stipulated date & time, necessary items will be procured from the available sources & the difference in cost will be recovered from the tenderers.

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](http://www.chandernagoremunicipalcorporation.in)

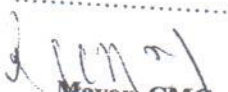
It is also noted that the items should be as per specification.

**[ Description of the items are attached in separate sheets ]**

  
 Mayor  
 Chandernagore Municipal Corporation

**Copy to :-**

1. Dy. Mayor
2. M, M.I.C. (SI)
3. M, M.I.C. (Relief)
4. M, M.I.C. (Market)
5. M, M.I.C. ( License)
6. M, M.I.C. (Store & Garage)
7. F. O.
8. Engineer
9. A. O.
10. M.S. Dishari
11. System Analyst, I.T. Cell, for immediate uploading the notice in the official website.
12. Store
13. Office Notice Board
14. Borough Notice Board 1,2,3,4,5
15. M/S.....

  
 Mayor, CMC



**CHANDERNAGORE MUNICIPAL CORPORATION**  
**Marie Park, P.O. Chandernagore, Hooghly – 712136**

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**Tender Notice No. IA/Re-Tend/ 2017-18/05 Date : 26.05.2017**

**List of Requisition from different department  
of this Corporation**

**Subject of the Tender : Printing Items**

**Date of Opening : 12.06.2017**

**Time : 3-30 p.m.**

**This Tender Notice may visit in CMC website  
No. [www.chandernagoremunicipalcorporation.in](http://www.chandernagoremunicipalcorporation.in)**

**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.**

**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)	90 books x 100 pgs	Lot
2.	Application 'Form' for the Registration of Deaths/cremation ( as per our sample)	50 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)	3,000 pcs	Lot
5.	Blank certificate of Cremation(10 x 12 x 1,80GSM) (as per sample)	2,000 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

**TAX DEPARTMENT & P.W.D.**

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

**BUILDING DEPARTMENT**

Sl. No.	Description of the item.	Quantity Required	Rate Required
18.	B.D.-7 for fine	6 pads x 100 pages each	each
19.	ক্রমিক বাস্ত বিভাগ/৪	3 pads x 100 pages each	Lot

**(EDUCATION DEPTT.)**

Sl. No.	Description of the items	Quantity required	Rate Required
20.	Result Sheet	500 pcs	Lot
21.	Salary Bill (Loose)	500 Pcs.	Lot
22.	Student Fees Collection Receipt Book	20 Book x 25 Pages each	Lot
23.	School Certificate	10 Books x 50 Pages each	Lot
24.	Transfer Certificate	10 Books x 50 pages each	Lot
25.	Triple Challan	5 Nos.	Lot
26.	Student Fees Collection Receipt Book	10 Books x 100 pages each	Lot

**CASH DEPARTMENT**

Sl. No.	Description of the items	Quantity required	Rate Required
27.	Register of details daily cash balance(as per our sample)	3 books x 150 folio each	Lot
28.	Imprest cash Register (as per sample)	1 book x 100 folio each	Lot
29.	Undisburse Register of Pension	1 book x 100 folio each	Lot
30.	Revenue Register	1 book x 100 folio each	Lot

**MAYOR OFFICE & TYPE**

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Sl. No.	Description of the item.	Quantity Required	Rate Required
31.	Dy. Mayor Small 1/6 Eng./or Beng. Letter Head Pad	10 pkts x 100 pages	per lot
32.	Letter Head pad Blank Legal size (Eng.) Best quality (loose sheet)	60pkts. x 100 pgs	per lot
33.	Letter Head pad Blank Legal (Beng) Best quality (loose sheet)	50pkts. x 100 pgs	per lot
34.	Letter Head pad (Blank) A 4 size (Eng.) Best quality (loose sheet)	100 pkts. x 100 pgs.	per lot
35.	Letter Head pad Blank small size (Beng) Best quality (loose sheet) 1/6 with Printing	100pkts x 100 pgs	per lot
36.	Special letter Head (Eng. or Beng.) Best quality (loose sheet)	25pkts x 100 pgs	per lot
37.	Letter Head pad Board of Management for Chandernagore Stadium	6pkts x 100 pgs	per lot

**RABINDRA BHAWAN**

38.	Provisional Booking permission Form	10Books x 100 page each	per lot
39.	Rabindra bhaban final booking permission Form	10Books x 100 page each	per lot
40.	Rabindra Bhaban declaration Form	5 Books x 100 page each	per lot
41.	Rabindra Bhaban seating arrangement chart	5 Books x 100 page each	per lot
42.	Cash memo of Puthighar (with duplicate)	50Books x100 Page each	per lot
43.	Challan Boook (Puthighar) with 2 cap duplicate)	20Booksx150 pages each	per lot
44.	Puthighar Book purchase requisition pad	10Booksx100 pages each	per lot
45.	Rabindra Bhaban letter head pad	10 Books x 100 pages each	per lot
46.	Register of Rabindra Bhaban Hall, Guest House Booking	3 Books x 400 Pages each	Lot
47.	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
48.	Coupon for Boating (Value Rs.15/-)	30,000 Nos.	Lot
49.	Entry ticket of Wonderland Park (Value Rs. 10/-)	1,00,000 Nos.	Per 10,000 Nos.
50.	Parking fees Ticket (Value Rs. 50/- Per Vehicle)	10,000 Nos.	Per thousand
51.	Picnic Spot Booking ticket (Value Rs. 200/- Per Spot)	5000 Nos.	Per thousand
52.	Application Form for Booking of Wonderland Guest House.	5 Books x 100 Pages each	Lot
53.	Application Form for provisional Booking of Wonderland Guest House	5 Books x 100 Pages each x 3	Lot
54.	Application Form for Final Booking of Wonderland Guest House	5 Books x 100 Pages each x 5	Lot
55.	Format for intimation of Guest/Boarder for stay in Wonderland Guest House.	5 Books x 100 Pages each	Lot
56.	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
57.	Challan (As per our sample)	8 books x 250 folio (each)	Lot
58.	Richshaw Register(As per our sample)	2 books x 200 folio(each)	Lot
59.	Cycle Van Register (As per our sample)	-do-	-do-
60.	Puller Register (As per our sample)	-do-	-do-
61.	Certificate Book of enlistment Trade License (As per our sample)	100 books x 100 folio(each)(with duplicate)	lot
62.	Receipt book of cycle Rickshaw (Form No.36/94)	20 Books x 100 pages(each) (with duplicate) (As per our sample)	Lot

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Sl. No.	Description of Stores	Quantity Required	Rate required
63.	Receipt book of cycle van Rickshaw (Form No. 24(83))	10 books x 100 pages(each)(with duplicate) (as per our sample)	Lot
64.	Receipt book of Puller -do-	20 Books x 100 pages (each) (with duplicate)	Lot
65.	Application Form for New Trade License Enlistment ( as per our sample)	30 books x 100 pages each	lot
66.	Rickshaw driver from(as per sample)	10 books x -do-	-do-
67.	Rickshaw License Renewal form (as per our sample)	10 books x -do-	-do-
68.	Demand Notice -do-	100 books x -do- (Double Carbon)	Lot
69.	Business Matter Meeting Notice(as per our sample)	5 Books x -do-	Lot
70.	Business matter permit Notice(as per our sample)	5 Books x -do-	Lot
71.	Cycle Rickshaw Owner Card with Plastic Cover	(2000 Nos. with Printing) (As per our sample)	Lot
72.	Cycle Rickshaw Owner Envelope	2000 Pcs. (White Plustic ) Envelope	Lot
73.	Cycle Rickshaw Owner Form (as per our sample)	10 Books x -do-	Lot
74.	Trade License Renewal Form	10 books x 100 pages each	Lot
75.	Notice for visiting	10 books x 100 pages each with duplicate	Lot
76.	Puller Owner Card	2000 Pcs.	Lot
77.	Puller Owner Envelope (White) Plastic	2000 Pcs.	Lot

### ASSESSMENT DEPARTMENT & ALL BOROUGH OFFICES

Sl. No.	Name of Item	Quantity required	Rate Required
78.	Final Bill Form (Yellow 1 <sup>st</sup> page)	1000 pcs.	-do-
79.	Final Bill Form (Yellow 2 <sup>nd</sup> page)	1000 Pcs.	-do-
80.	Running Bill Form (1 <sup>st</sup> page)	500 Pcs.	-do-
81.	-do- 2 <sup>nd</sup> page	500 Pcs	-do-
82.	Building Plan Form "A"	50 Pad x 100 pages each	-do-
83.	-Do-"B"	30 Pad x 100 pages each	-do-
84.	-Do-"C"	80 Pad x 100 Pages each	-do-
85.	-Do-"D"	-do-	-do-
86.	-Do-"E"	30 Pad x 100 pages each	-do-

### ASSESSMENT DEPARTMENT & ALL BOROUGH OFFICES

Sl. No.	Name of Item	Quantity required	Rate Required
87.	-Do-"F"	-do-	-do-
88.	-Do-"G"	-do-	-do-
89.	-Do-"H"	-do-	-do-
90.	-Do-"I"	-do-	-do-
91.	-Do-"L"	-do-	-do-
92.	-Do-"O"	-do-	-do-
93.	Old Building form(Bengali)	5 Books x 100 pages each	lot
94.	Master Roll (for G.R.)	500 pcs.	Lot
95.	Master Roll (Attendance Sheet)	2000 pcs.	Lot
96.	Application for Vat & septic tank clearance	40 Books x 100 pages each	lot
97.	Notice under sub rule 114/3 of C.M.C Act 1990	20 Books x 100 pages each	lot
98.	Notice 138	20 B x 100 Pages each	lot
99.	Departmental Charges Receipt	15 Pads x 100 Pages each	lot
100.	Letter of visiting	40 Pads x 100 Pages each	lot
101.	Form No.Ass/01 Order sheet Mutation	40 Books x 100 pages (each)	Lot
102.	Form No.Ass/02 Order sheet Sub-Division	40 Books x 100 pages (each)	Lot
103.	Form No.Ass/03 Order sheet Creation	40 Books x 100 pages (each)	Lot
104.	Form No.Ass/06 Application from for A.R.True Copy	60 Books x 100 pages (each)	Lot

Sl. No.	Name of Item	Quantity required	Rate Required
105.	Form No.Ass/07 Notice for Mutation/Sub-Division/Amalgamation (Duplicate)	60 Books x 100 pages (each)	Lot
106.	Form No.Ass/08 Notice for deed verification	50 Books x 100 pages (each)	Lot
107.	Form No.Ass/09 Order sheet Amalgamation (Bengali)	40 Books x 100 pages (each)	Lot
108.	Form No.Ass/10 Notice for Rectification (Bengali)	40 Books x 100 pages (each)	Lot
109.	Form No.Ass/11 Notice form Annual Valuation (Bengali)	40 Books x 100 pages (each)	Lot
110.	Form No.Ass/12 Application from for Mutation	50 Books x 100 pages (each)	Lot
111.	A.R. Copy Deposit Slip (Code No. 230)	(100 x 2)x50 pad	Lot

**MARKET DEPTT.**

Sl. No.	Description of Stores	Quantity Required	Rate Required
112.	Toll token		Lot
113.	Collection Register (For room of L.G. Bazar Daily rent collection with Front level)	400 Books x 250 pages each Price 2/- 2 Books x 450 pages each	each
114.	Collection Register (For Goomti of L.G. Bazar Daily rent collection with Front level)	2 Books x 350 pages each	each
115.	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
116.	Monthly Rent Collection Registrar (for Khalisani P.B. & Others) with front level	1 Book x 100 pages each	each
117.	Monthly Rent Collection Register (For Khalisani Bowbazar & Others) with front level	1 Book x 100 pages each	each
118.	Daily Rent collection receipt book (with duplicate) each	150 books x 100 pages	each/lot
119.	Slaughter house Register		
120.	Slaughter house receipt Books (with duplicate)	4 Books x 200 folio each	each/lot
121.	Daily Rent collection receipt book (with duplicate) for church Road Barabazar	100 books x 100 pages each 5 books x 100 pages each	each/lot each/lot
122.	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
123.	Details of daily attendance(from No.CN/01)	80 Pad x 100 Page each	do
124.	Form No. CN/02	100 Pad x 100 Page each	do
125.	Present & Absent of Labour (form No.CN/03)	50 Pad x 100 Page each	do
126.	Daily work Report(Form No.4)	60 Pad x 100 Page each	do
127.	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
128.	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
129.	Miscellaneous receipt Book (as per sample) (9"x5")	1000 books x100 pages (each) with duplicate (size 9"x5")	Lot
130.	Holding Tax receipt from No.10, (as per our sample)	1000 books x 100 pages (each) with duplicate	per thousand

**STORE & RECEIVING DESPATCH**

SLNO.	Description of the Stores	Quantity required	Rate required
131.	Stock and store Register ( as per sample)	4 Nos. x 200 folio(each)	pcs

**R/D DEPARTMENT**

SLNO.	Description of the Stores	Quantity required	Rate required
132.	Visitors slip ( As per sample)	100 Books x 250 pages (each)	Lot

**WATER WORKS DEPARTMENT**

Sl. No.	Description of the item.	Quantity Required	Rate Required
133.	Duty slip pad	15 Books x 100 pages each	Lot
134.	Honorarium Sheet	15 Books x 100 pages each	-do-
135.	Leakage line repairing notice at G.T Road F.No. ww/06	25 books x 100 page each	-do-
136.	Road restoration charge fee Register	2 books x 100 folio each	-do-
137.	Particulars of new connection of water lines of different Holding Register	1 books x 200 pages each	Lot
138.	Daily Job allotment slip (As per sample)	12 books x 100 pages each	-do-
139.	Leakage Notice for private Holding	12 books x 100 pages each	-do-
140.	Notice for private Holding	6 books x 100 pages each	-do-
141.	Remarks letter (Bengali) Form No.ww/03	30 books x 100 pages each	-do-
142.	Notice pad for intimation to P.W.D. Gr. Elec. supply etc.	20 books x 100 pages each	-do-
143.	Notice pad for repairing of leakage	30 books x 100 pages each	-do-
144.	Notice pad for new water connection/leak/repair/ferule etc. Form No.ww/02	30 books x 100 pages each	-do-
145.	Pad for enquiry report in connection with new water connection	30 books x 100 pages each	-do-
146.	Pad for Honorarium(small)	10 books x 100 pages each	-do-
147.	New connection Notes sheet	10 books x 100 pages each	-do-
148.	C.M.C Notice works (Bengali)	20 books x 100 pages each	-do-
149.	Scheme Register	5 books x 100 folio each	-do-