

OFFICE OF THE BARIPADA MUNICIPALITY

No. 3988 /Dtd. 25/04/18

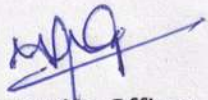
QUOTATION CALL NOTICE FOR PRINTING AND SUPPLY OF REGISTERS, FORMS ETC. DURING THE YEAR 2018-19

Sealed quotation are invited from intending Printers/ Firms having valid registration under GST for printing and supply of Register, Forms etc. for the year 2018-19 according to requirement for time to time. The Terms and conditions of supply along with list of required items can be downloaded from our official Website www.baripadamunicipality.in from 27.04.18 to 17.05.18.

The quotationers are to enclose a sum of Rs.5,000-00 as EMD in shape of DD/BD in favour of Executive Officer, Baripada Municipality along with the paper. The Xerox copy of latest GST registration certificate, I.T. clearance certificate, PAN Card should be enclosed in the quotation. The quotation should reach this office of the undersigned on or before dt.18.05.18 up to 12.00 Noon and will be opened on the same day at 12.30 p.m. The undersigned will not be held responsible for postal delay. The quotationer or their authorized representative may remain present at the time of opening of quotation. No quotation will be accepted without clearance certificate copies, deposit of EMD.

The rate of each item should be mentioned in figures on their letter pad which should be exclusive of GST.

The undersigned reserves the right to reject any or all the quotations without assigning any reason thereof.


Executive Officer,
Baripada Municipality.
25/4

Memo No. _____/Dtd.

Copy submitted to the Notice Board of the O.I.C., Gen. & Misc. , Collectorate, Baripada/ Sub-Collector, Baripada/ Tahasildar, Baripada/ B.D.O., Baripada/ P.A. I.T.D.A., Baripada/ P.D. D.R.D.A., Mayurbhanj, Baripada/ D.I. & P.R.O., Mayurbhanj/ Executive Engineer, P.H.E.D., Baripada and Municipal Office Notice Board for wide circulation. Further the same may also be seen from the Baripada Municipality Website i.e. www.baripadamunicipality.in.

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Executive Officer,
Baripada Municipality.

Memo No. _____/Dtd.

Copy forwarded to the District Information Officer, N.I.C., Baripada with a request to put this quotation call Notice on District Website for wide publicity.

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Executive Officer,
Baripada Municipality.

TERMS AND CONDITIONS

| Sl. No. | Terms & Conditions | Documents to be Submitted |
|---------|--|---------------------------|
| 1 | The organization should be a bonafide registered body | Sales tax /Firm act. |
| 2 | The organization should have GST Registration Certificate. | Photo copy of GST |
| 3 | The organization should have PAN. | Photo copy of PAN |
| 4 | The organization should have latest Income Tax Clearance Certificate (ITCC). | Certified copy of ITCC |
| 5 | Conditional Tenders are liable to be rejected. In the event of acceptance, Executive Officer, Baripada Municipality decision will be final. The tender, which is not as per our required specifications, will not be considered. | |
| 6 | If the successful bidder fails to supply within the stipulated period i.e. 60 days, liquidated damage @ .5% of the tender value, per week of delay shall be deducted from the final payment. Deduction shall be made till 4% of purchase order rate. If the bidder still fails to supply, his order stand cancelled. | |
| 7 | The Executive Officer, Baripada Municipality will not pay any advance payment to the organization. The organization will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job and submission of bill in that regard. | |
| 8 | All information, documents and data coming in the possession of the organization as a result of execution of the job shall at all time remain the property of the Executive Officer, Baripada Municipality. The organization shall not make or allow any of his employee or agents etc. to make an unauthorized copy, use, access or other utilization of this material commercially or otherwise, directly or indirectly except as agreed to by the Office. The organization shall also ensure complete confidentiality of the information and data provided to it in the course of carrying out the job. | |
| 9 | Bidder must have sound knowledge of latest intellectual and properly right. The authority who assigns the work is no way responsible for any deviation made by the supplier in this regard. | |
| 10 | The cost towards the testing of sample will be borne by the successful bidder. The payment stand cancelled if any mismatch found with the ordered goods with standard of specification schedule. | |
| 11 | The Executive Officer, Baripada Municipality reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever. | |
| 12 | Under no circumstance shall the organization appoint any sub-contractor or sublease the contract. If it is found that the organization has violated these conditions the contract will be terminated forthwith without any notice and security deposited by the organization shall be forfeited. | |
| 13 | Rates quoted against this tender enquiry shall remain valid up to 12 months after publication of approved rate. No request for increase in rates, if any, will be allowed or entertained during this period. | |
| 14 | The head of the organization (bidder) should submit an authorization and specimen signature of their authorized signatory. | |
| 15 | The bidder should have previous year working experience in Mayurbhanj district. (Work order in support of work to be attached). | |

PRINTING OF FORMS

| Sl. No. | Forms | Specification | Per Unit | Price |
|---------|--|--|----------|-------|
| 1 | Bill Form(Running Bill) | Size – 16cmX10cm, 80 GSM, Conquest – M.B Paper (D.F.) both side print | 1000 | |
| 2 | Bill Form(Final) | Size – 32x20cm, Paper - 80 GSM, Conquest – ½ D.F. | 1000 | |
| 3 | Estimate Form | Size – A3, Paper - 70 GSM both side printing | 1000 | |
| 4 | Amin bodor Form | Size – 30X19cm, Paper - 54 GSM | 1000 | |
| 5 | Increment form | Size – 19x15cm Paper - 54 GSM, Demy – 1/4 D.F. | 1000 | |
| 6 | E.L. application form | Size – A4, Paper - 70 GSM | 1000 | |
| 7 | Note Sheet | Size – A4 Paper - 70 GSM, both side printing. | 1000 | |
| 8 | 1st order sheet | Size – Full scape, Paper - 80 GSM, Conquest - ¼ D.F. | 1000 | |
| 9 | 2nd order sheet | Size – Full scape", Paper - 80 GSM, Conquest - ¼ D.F. | 1000 | |
| 10 | Plan approval letter Form | Size – 32X 20cm, Conquest – ½ D.F. | 1000 | |
| 11 | Scroll (big size) | Size – A3, Paper - 70 GSM | 1000 | |
| 12 | Scroll(small size) | Size – 30X19cm, Paper - 54 GSM | 1000 | |
| 13 | Demand Notice | Size –30X19cm, Paper - 54 GSM, 1/8 D.F.(maplitho) | 1000 | |
| 14 | Assessment Form(new) | Size – A4, Paper - 70 GSM, A4 | 1000 | |
| 15 | Mutation Form | Size – 16cmX10cm), 80 GSM, Conquest – M.B Paper | 100 | |
| 16 | Information Sheet | Size – A4 Paper - 70 GSM, | 100 | |
| 17 | Muster Roll | Size – A3 Paper - 70 GSM | 1000 | |
| 18 | Notice Form(Big size) | Size – A4, Paper - 70 GSM, | 1000 | |
| 19 | Notice form(Small size) | Size - A4/2 ,Paper - 70 GSM, | 1000 | |
| 20 | Grant-in-Aid Form | Size – A3, Paper - 70 GSM, | 100 | |
| 21 | R.T.I. Form | Size – A4, Paper - 70 GSM, | 100 | |
| 22 | Form of application for copier | Size – Full scape, Paper - 70 GSM | 1000 | |
| 23 | Reminder Notice Form | Size – A4 Paper - 70 GSM, | 1000 | |
| 24 | Survey Form | Size – A4,Paper - 70 GSM, (3 pages both side print & stitching) | 1000 | |
| 25 | Scroll U/S 255 and 290 | Size – Full scape, Paper - 70 GSM | 1000 | |
| 26 | Renewal Form u/s 255 with numbering | Size – Full scape Paper - 70 GSM, Conquest - ¼ D.F. | 1000 | |
| 27 | Holding calculation Sheet | Size – A4,Paper - 70 GSM, | 1000 | |
| 28 | Budget Head Form | Size – 30x19cm, Paper - 65 GSM, ¼ D.F. | 1000 | |
| 29 | Holding Tax receipt book (TriPLICATE)100 pages per book with numbering | Size – 19 cm X 15 cm, No. of sheets-100 pages per book (triplicate copy) with binding and unique numbering, Paper quality – 60 GSM, D.F. | Per book | |
| 30 | Misc. Receipt book(duplicate)100 pages per book with numbering | Size – 22 cm X 13.2 cm, No. of sheets-100 pages per book (duplicate copy) with binding and unique numbering, Paper quality – 60 & 54 GSM, D.F. | Per book | |

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| 31 | Parking service fee collection receipt book(100 pages per book with numbering) | Size – 20x7cm, No. of sheets-100 pages per book, Single side printing receipt binding with par-potting; Paper quality - 60 GSM, colour- Maplitho and unique numbering | Per book | |
| 32 | Voucher form | Size – A4,Paper - 70 GSM, | 1000 | |
| 33 | NULM Loan application Form | Size – A4,Paper - 70 GSM, (3 pages printing & stitching) | 1000 | |
| 34 | M.B.P.Y./I.G.N.O.A.P. Form | Size – A3, Paper - 1/2 D.F. (both side printing) | 1000 | |
| 35 | Harish Chandra Sahayata Form | Size – A4,Paper - 70 GSM, (3 pages printing & stitching) | 1000 | |
| 36 | Housing For All by 2022(HFA) Form | Size – A4, Paper - 70 GSM, (4 pages printing & stitching) -1 set | 1000 | |
| 37 | NFBS Form | Size - 28"X 17", Paper - 80 GSM, Conquest – ½ D.F. | 1000 | |
| 38 | Leaf late-1/8 size(one side printing) | Size – ½ of A4 Paper - 54 GSM, 1/8 D.F. | 1000 | |
| 39 | Leaf late-1/8 size(both side printing) | Size – ½ of A4, Paper - 54 GSM, 1/8 D.F. | 1000 | |
| 40 | Plan approval Form both side printing(3 pages Stitching & Numbering) | Size – Foolsaps, Paper - 80 GSM, Conquest – ¼ D.F. (3 pages printing , stitching & numbering) | 100 | |
| 41 | C.P.F. application Form | Size – A4,Paper - 70 GSM, | 1000 | |
| 42 | Death Report Form | Size – A4, Paper - 65 GSM, D.F. | 1000 | |
| 43 | Birth Application Form | Size – A4, Paper -70 GSM | 1000 | |
| 44 | Death Application Form | Size – A4, Paper -70 GSM | 1000 | |
| 45 | Treasury Challan Form (Original & Duplicate on A4) | Size – 22 cm X 13.2 cm, No. of sheets-100 pages per book (duplicate copy) with binding and unique numbering, Paper quality – 60 GSM, D.F. | 1000 | |
| 46 | Format for Birth Certificate/ Death Certificate/Trade License Certificate | Size – 28 cm X 22 cm, Process- multi colour (4 colour), Paper quality – 130 GSM art paper | Per piece | |
| 47 | Receipt Book for Birth & Death Section | Size – 1/12, No. of sheets-100 pages per book, Single side printing receipt binding with par-potting; Paper quality - 60 GSM, colour- Maplitho and unique numbering | Per book | |
| 48 | Fly Leaf good quality | (Colour)with printing of "BARIPADA MUNICIPLALITY" (sample submit) | Per piece | |
| 49 | Ticket Book for park(100 pages per book) | Size – 20x7cm, No. of sheets-100 pages per book, Single side printing receipt binding with par-potting; Paper quality - 60 GSM, colour- Maplitho and unique numbering | Per book | |
| 50 | Pension Pass Book | Unit- Booklet, Paper size- 21 cm X 14 cm, No. of sheets-4 pages per book, Double side printing with central stitch, Cover page: 170 GSM, Paper- glossy. | 100 | |

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|----|----------------------------|--|-----------|--|
| 51 | A4 single side printing | Size – A4, Paper- 70 GSM | 100 | |
| 52 | A4 double side printing | Size – A4, Paper- 70 GSM | 100 | |
| 53 | Legal Single Side Printing | Size – Legal, Paper - 70 GSM | 100 | |
| 54 | Legal Double side Printing | Size – Full scape, Paper - 70 GSM | 100 | |
| 55 | Wall painting | Size-6'X5' Process-multi colour Enamel paint | Per Sqft. | |
| 56 | Painting for fine art | Size-6'X5' Process-multi colour Real art paint | Per Sqft. | |
| 57 | Flex Banner | Size-6'X5' | Per Sqft. | |
| 58 | Flex Banner for hoarding | 20'X10'(with fitting),16'X8'(with fitting) | Per Sqft. | |
| 59 | Vinyl Printing | Solvent Vinyl printing | Per Sqft. | |
| | | Eco-Solvent Vinyl printing | Per Sqft. | |
| 60 | Glow Sign Board (15X3)ft. | Star Backlit Flex printing, Farming-20 gauge GI sheet wit Philips/Havells choke& Tube, Finolex 1.5 mm wire | Per Sqft. | |

The rate should be quoted **exclusive of GST**. The cost so cited above may be placed with order for other printing items with similar specification.

PRINTING OF REGISTERS

| Sl. No | Binding Registers | Specification | Per Unit | Price |
|--------|------------------------------------|--|-----------|-------|
| 1 | Attendance Register | Unit- Book, Paper size – 43 cm X 28 cm, No. of pages- 42, Printing type- Double side, Paper quality- 70 GSM (Conquest paper), Binding type- Plain binding | Per piece | |
| 2 | Register of Estimate and Allotment | Unit- Book, Paper size – 30.6x19cm, No. of pages - 200, Printing type- Double side, Paper quality- 60 GSM(white maplitho paper), Binding type- Cloth binding | Per piece | |
| 3 | Works Register | Unit- Book, Paper size – 30.6x19cm, No. of pages - 100, Printing type- Double side, Paper quality- 60 GSM(white maplitho paper), Binding type- Cloth binding | Per piece | |
| 4 | Accountant Cash Book | Unit- Book, Paper size – 33cmX 21cm, No. of pages - 500, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 5 | Accounting Ledger | Unit- Book, Paper size – 33cmX 21cm, No. of pages - 500, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 6 | Accountant Cash Book | Unit- Book, Paper size – 33cmX 21cm, No. of pages - 200, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 7 | Cashier Cash Book | Unit- Book, Paper size – 42cmX 33cm, No. of pages - 250, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 8 | Subsidiary Cash Book | Unit- Book, Paper size – 33cmX 21cm, No. of pages - 500, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 9 | Cash Book(N.U.L.M) | Unit- Book, Paper size – 33cmX 21cm, No. of pages - 200, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 10 | Cash Book(M.P. Lad/M.L.A. Lad) | Unit- Book, Paper size – 33cmX 21cm, No. of pages - 200, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 11 | Cash Book(S.O.A.P/N. O.A.P) | Unit- Book, Paper size – 33cmX 21cm, No. of pages - 200, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 12 | Grant Register | Unit- Book, Paper size – 33cmX 21cm, No. of pages - 200, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 13 | Allotment Register | Unit- Book, Paper size – 33cmX 21cm, No. of pages - 200, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 14 | Advance ledger | Unit- Book, Paper size – 33cmX 21cm, No. of pages - 250, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |

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| 15 | Adjustments ledger Book | Unit- Book, Paper size – 33cmX 21cm, No. of pages - 250, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 16 | Deposit Ledger | Unit- Book, Paper size – 33cmX 21cm, No. of pages- 250, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 17 | Monthly Received Abstract Register | Unit- Book, Paper size – 42cmX 33cm, No. of pages- 200, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 18 | Monthly Income Register | Unit- Book, Paper size – 42cmX 33cm, No. of pages- 200, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 19 | Annual Abstract Received Register | Unit- Book, Paper size – 42cmX 33cm, No. of pages- 200, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 20 | Annual Abstract Expenditure Register | Unit- Book, Paper size – 42cmX 33cm, No. of pages- 200, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 21 | Treasury PassBook | Unit- Book, Paper size – 33cmX 21cm, No. of pages- 100, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 22 | Register of Treasury Challan Triplicate | Unit- Book, Paper size – 45cmX 14cm, No. of pages- 100, Printing type- Single side, Paper quality-80 GSM(Conquest paper), Binding type- Top pad binding | Per piece | |
| 23 | Arrear Demand Register | Unit- Book, Paper size – 33cmX 21cm, No. of pages- 200, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 24 | Demand Collection Register | Unit- Book, Paper size – 42cmX 33cm, No. of pages- 300, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 25 | Copy Demand Register | Unit- Book, Paper size – 21cmX 17cm, No. of pages- 200, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 26 | Copy Demand Register | Unit- Book, Paper size – 21cmX 17cm, No. of pages- 100, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 27 | DCR for shop room U/S-290 & 255 | Unit- Book, Paper size – 33cmX 21cm, No. of pages- 200, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 28 | Copy Demand Register U/S-290 & 255 | Unit- Book, Paper size – 42cmX 33cm, No. of pages- 200, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 29 | D.C.B. Register | Unit- Book, Paper size – 42cmX 33cm, No. of pages- 200, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 30 | Objection Register | Unit- Book, Paper size – 33cmX 21cm, No. of pages- 200, Printing type- Double side, Paper quality- 70 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |

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| 31 | Room Rent Collection Register | Unit- Book, Paper size – 33cmX 21cm, No. of pages- 200, Printing type- Double side, Paper quality- 80 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 32 | Rents from Market/ Roadside lands/ Refugees Stall/ Vegetable Pandal | Unit- Book, Paper size – 42cmX 33cm, No. of pages- 200, Printing type- Double side, Paper quality- 80 GSM (Conquest paper), Binding type- Cloth binding | Per piece | |
| 33 | Salary Bill Register | Unit- Book, Paper size – 33cmX 21cm, No. of pages- 200, Printing type- Double side, Paper quality- 80 GSM (Conquest paper), Binding type- Cloth binding | Per piece | |
| 34 | Stock & Store Register | Unit- Book, Paper size – 30.6cmX 19cm, No. of pages- 200, Printing type- Double side, Paper quality- 70 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 35 | Stationery Stock Register | Unit- Book, Paper size – 42cmX 33cm, No. of pages- 200, Printing type- Double side, Paper quality- 70 GSM(Conquest paper), Binding type- Cloth binding | Per piece | |
| 36 | Log Book | Unit- Booklet, Paper size –A4, No. of pages- 50, Printing type- Double side, Paper quality- 60 GSM map litho white , Binding type- White Glossy paper | Per piece | |
| 37 | Dak File | Full Scape size cover file with cloth binding | Per piece | |
| 38 | Peon Book | Unit- Book, Paper size – 30.6cmX 19cm, No. of pages- 200, Printing type- Double side, Paper quality- 70 GSM, Binding type- Cloth binding | Per piece | |
| 39 | Diary Register | Unit- Book, Paper size – 34cmX 22cm, No. of pages- 300, Printing type- Double side, Paper quality- 70 GSM (Conquest paper), Binding type- Cloth binding | Per piece | |
| 40 | Issue Register | Unit- Book, Paper size – 34cmX 22cm, No. of pages- 300, Printing type- Double side, Paper quality- 70 GSM map litho white paper, Binding type- Top pad binding | Per piece | |
| 41 | Pension Distribution Register | Unit- Book, Paper size – 43cmX 28cm, No. of pages- 60, Printing type- Double side, Paper quality- 70 GSM (map litho white paper), Binding type- Cloth binding | Per piece | |
| 42 | MBPY/IGNOP Bill Register (100 pages) | Unit- Book, Paper size – 42cmX 33cm, No. of pages- 200, Printing type- Single side printing(duplicate copy) Paper quality- 70 & 60 GSM(White Maplitho paper), Binding type- Top pad binding | Per piece | |

The rate should be quoted **exclusive of GST**. The cost so cited above may be placed with order for other printing items with similar specification.

(Signature with seal of Authorized bidder)

Place :

Date: