

OFFICE OF THE
SAINTHIA MUNICIPALITY

P.O.-SAINTHIA : DIST.-BIRBHUM

From: The Chairman / Executive Officer

Memo No. 76/3/Tax Counter/SM/2025

SAINTHIA MUNICIPALITY

Dated :- 11/03/2025

Sub:- Notice inviting for sealed Quotation for Printed Articles
of this Municipality for this year 2025-2026.

Sealed quotation is hereby invited by the undersigned from reliable, sourceful outside bonafide suppliers for the purchase of under noted materials and quantity.

Sl. No.	Name of the Articles	Size / Quality	Pages / Book	Min. Qty.	Quoted Rate
1	Register Book	Legal / Dammy 14 kg	300 Pages	1 Pc.	
2	Register Book	Legal / Dammy 14 kg	200 Pages	1 Pc.	
3	Register Book	Legal / Dammy 14 kg	100 Pages	1 Pc.	
4	Register Book	Legal / Dammy 14 kg	50 Pages	1 Pc.	
5	Register Book	Double Legal / Dammy 14 kg	300 Pages	1 Pc.	
6	Register Book	Double Legal / Dammy 14 kg	200 Pages	1 Pc.	
7	Register Book	Double Legal / Dammy 14 kg	100 Pages	1 Pc.	
8	Register Book	Double Legal / Dammy 14 kg	50 Pages	1 Pc.	
9	Register Book	Legal / White	300 Pages	1 Pc.	
10	Register Book	Legal / White	200 Pages	1 Pc.	
11	Register Book	Legal / White	100 Pages	1 Pc.	
12	Register Book	Legal / White	50 Pages	1 Pc.	
13	Register Book	Double Legal / White	300 Pages	1 Pc.	
14	Register Book	Double Legal / White	200 Pages	1 Pc.	
15	Register Book	Double Legal / White	100 Pages	1 Pc.	
16	Register Book	Double Legal / White	50 Pages	1 Pc.	
17	Register Book	17"x13.5"/ Dammy 14 kg	200 Pages	1 Pc.	
18	Register Book	17"x13.5"/ Dammy 14 kg	100 Pages	1 Pc.	
19	Register Book	17"x13.5"/ White	200 Pages	1 Pc.	
20	Register Book	17"x13.5"/ White	100 Pages	1 Pc.	
21	Bus Stand Toll Book	1/8	100 Pages	1 Pc.	
22	Various Printed Matter	1/6 (Multi Colour)	One Side	1000 Pcs.	
23	Various Printed Matter	1/4 (Multi Colour)	One Side	1000 Pcs.	
24	Various Printed Matter	1/6 (One Colour)	One Side	1000 Pcs.	
25	Various Printed Matter	1/4 (One Colour)	One Side	1000 Pcs.	
26	Various Printed Matter	1/6 (Multi Colour)	Both Side	1000 Pcs.	
27	Various Printed Matter	1/4 (Multi Colour)	Both Side	1000 Pcs.	
28	Various Printed Matter	1/6 (One Colour)	Both Side	1000 Pcs.	
29	Various Printed Matter	1/4 (One Colour)	Both Side	1000 Pcs.	
30	Note Sheet Page	Legal	-	1000 Pcs.	

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Sl. No.	Name of the Articles	Size / Quality	Pages / Book	Min. Qty.	Quoted Rate
31	Various Printed Matter	1/8 (One Colour)	One Side	1000 Pcs.	
32	Various Printed Matter	1/8 (Multi Colour)	One Side	1000 Pcs.	
33	Various Printed Matter	1/8 (One Colour)	Both Side	1000 Pcs.	
34	Various Printed Matter	1/8 (Multi Colour)	Both Side	1000 Pcs.	
35	Muster Roll Paper	17"x13.5"/ White	One Side	2000 Pcs.	
36	Various Printed Matter	Legal	One Side	1000 Pcs.	
37	Various Printed Matter	Legal	Both Side	1000 Pcs.	
38	Various Printed Matter	1/3	One Side	1000 Pcs.	
39	Various Printed Matter	1/3	Both Side	1000 Pcs.	
40	Various Printed Matter	Legal / Dammy 14 kg	One Side	1000 Pcs.	
41	Various Printed Matter	Legal / Dammy 14 kg	One Side	1000 Pcs.	
42	Various Printed Matter	¼ Dammy 14 kg	One Side	1000 Pcs.	
43	Various Printed Matter	¼ Dammy 14 kg	Both Side	1000 Pcs..	
44	Plain Paper	1/4	-	1000 Pcs.	
45	Plain Paper	1/8	-	1000 Pcs.	
46	Cashier Cash Book	17"x27"/ Dammy 14 kg	200 Pages	1 Pc.	
47	Cash Book	Legal / Dammy 14 kg	100 Pages	1 Pc.	
48	Pay Register of Office Staff	17"x27"/ White	100 Pages	1 Pc.	
49	Register Book	½ of Legal / Dammy 14 kg	100 Pages	1 Pc.	

The intending quotationers are requested to quote their rate including W.B. Govt. all taxes & delivery charge up to office. Last date of submitting sealed quotation is 26/03/2025 up to 3.00 pm. No quotation will be accepted after the stipulated date & time.

The undersigned reserves the right to accept or reject any or all quotation without assigning any reason what so ever.


Chairman
SAINTHIA MUNICIPALITY
Sainthia, Birbhum
Dated: - 11/03/2025

Memo No. 76/3/Tax Counter/SM/ 2025

Notice forwarded for wide circulation to :-

1. Office Notice Board of Sainthia Municipality Office;
2. Station Manager, Sainthia Railway Station, Sainthia, Birbhum;
3. Officer-in-charge, Sainthia Police Station, Sainthia, Birbhum;
4. Post Master, Sainthia Post Office, Sainthia, Birbhum;
5. Block Development Officer, Sainthia Dev. Block, Ahmedpur, Birbhum.
6. Tarak Nath Das, IT Co-ordinator, Sainthia Municipality for uploading into Office Website.


Chairman
SAINTHIA MUNICIPALITY
Sainthia, Birbhum