

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE ADDITIONAL DISTRICT MAGISTRATE
& DISTRICT LAND & LAND REFORMS OFFICER
NORTH 24 PARGANAS, BARASAT.**

MEMO NO. L-16013/05/2013-DL&LRO /112583 , DATED: 27.01.2015

NOTICE INVITING TENDER

Sealed Tenders are being invited from the benefited suppliers for supplying to the following Register & forms as per specification given against each item.

The Tenders will have to be dropped in the Tender Box to be kept in this office of the undersigned up to 2 P.M. on 17.02.2015 and the Box will be opened at 3 P.M. on the same day. All the participants are requested to remain present in this office at the time of opening of the Tender Box. The articles will have to be supplied within seven days from the date of receipt of the supply order and The undersigned reserves the right of the acceptance or cancellation of any or all the tender without prior notice at any time. If the quality of any article is found to be sub-standard, supplied order will be cancelled. Sales Tax and Income Tax Clearance Certificate, PAN No Registration No. should be furnished by the agencies for contract value above Rs. 50,000/-

SL.NO.	ITEM	REMARKS.
1.	REGISTER - IV	SAMPLE PROVIDED
2.	REGISTER - III	SAMPLE PROVIDED
3.	T.R - 26	SAMPLE PROVIDED
4.	T.R.-50	SAMPLE PROVIDED
5.	T.R.- 47	SAMPLE PROVIDED
6.	T.R.- 7	SAMPLE PROVIDED
7.	T.R.- 60	SAMPLE PROVIDED
8.	T.R.- 61	SAMPLE PROVIDED
9.	T.R.- 10	SAMPLE PROVIDED
10.	T.R.- 12	SAMPLE PROVIDED
11.	T.R.- 53	SAMPLE PROVIDED
12.	T.R.- 18 (outer sheet)	SAMPLE PROVIDED
13.	T.R.- 18. (inner shet)	SAMPLE PROVIDED
14.	Issue Register	SAMPLE PROVIDED
15.	Receive Register	SAMPLE PROVIDED
16.	Attendance Register	SAMPLE PROVIDED
17.	O.P.R. FORM FORM GR-D	SAMPLE PROVIDED
18.	O.P.R. FORM FORM GR-C	SAMPLE PROVIDED
19.	BILL REGISTER	SAMPLE PROVIDED
20.	LOG BOOK	SAMPLE PROVIDED
21.	Asset Statement Form	SAMPLE PROVIDED
22.	Attendance Form	SAMPLE PROVIDED
23.	Peon Book	SAMPLE PROVIDED

SAMPLE ARE AVAILABLE AT THE CHEMBER OF THE DDO OF THIS OFFICE.

All Agencies Offering Rates (AOR) should submit the following documents (duly self attested only) in the name of the Agency:

- 1) Current Trade License for 2014 – 2015.
- 2) Value Added Tax (VAT) Registration Certificate.
- 3) Current VAT Return.
- 4) Income Tax Return for the Assessment Year. 2014 – 2015.
- 5) Income Tax Audit Report for the Assessment Year. 2014 – 2015.
- 6) Permanent Account Number (PAN) Card.
- 7) Professional Tax Registration Certificate.
- 8) Professional Tax Challan with current validity.


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**ADDITIONAL DISTRICT MAGISTRATE
& DISTRICT LAND & LAND REFORMS OFFICER
NORTH 24 PARGANAS, BARASAT**

MEMO NO. L-16013/05/2013-DL&LRO / 112583/11 , DATED: 27.01.2015

Copy forwarded for information with a request to display for wide publicity-

- 1) The Superintendent of Police, North 24 Parganas.
- 2) The Superintendent of Post., Barasat, North 24 Parganas.
- 3) The District Information & Cultural Officer, North 24 Parganas .
- 4 – 11) Notice Board of DM/ADM (G)/ ADM (LR)/ADM (D) ADM (T)/SDO (SADAR)/NZIP/ B.D.O. Bst-I,/ North 24 Parganas.

n) D.I.O. Barasat 24 Psa


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