



**GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR
(DISTRICT RURAL DEVELOPMENT CELL)**

3rd Floor, Minority Building, Collectorate Campus, Medinipur, Paschim Medinipur, PIN – 721101

Phone: 03222-265281/ Email: anandadhara.pmid@gmail.com

NIT No: 01 / Proc/ DMMU

Date: 30-05-25

E-TENDER NOTICE

E-Tender is hereby invited by the Project Director & Additional District Mission Director, DRDC & DMMU, Paschim Medinipur from bonafide Firms/Agencies for supply of “SHG Books of Accounts Sets” to the 21 (twenty one) Block Headquarters & District Headquarter (as per Section-VIII).

One SHG Books of Accounts Set comprises : a) One Cashbook, b) One Meeting Book, c) One Loan Book, d) One Savings Book & e) Ten Pass Book (One for each SHG member).

Intended bidders are requested to submit their bids through e-Tender Portal (<https://wbtenders.gov.in>) by following the terms & conditions of this e-NIT and as per the date & time schedule mentioned below-

DATE & TIME SCHEDULE FOR THE E-TENDER

Sl. No.	Particulars	Date & Time
1	Date of publishing of NIT & Other Documents online.	30.05.2025, 06:00 pm
2	Online documents download start date.	02.06.2025, 10:00 am
3	Online Bid submission start date.	02.06.2025, 10:00 am
4	Online Bid submission closing date.	21.06.2025, 07:00 pm
5	Online Bid opening date for Technical Proposals.	23.06.2025, 12:30 pm
6	Online uploading the list for technically qualified bidders.	To be notified later
7	Date of online opening of Financial Proposal.	To be notified later

Any subsequent notices/circulars/corrigendum related to this e- tender shall be uploaded at <https://wbtenders.gov.in> and <https://www.paschimmedinipur.gov.in> websites only. Bidders are requested to check these websites regularly for this purpose.

This e-tender document comprises of the following sections:

Section I : Definition

Section II : Requirements

Section III : EMD

Section IV: General Instructions to Bidders (GIB)

Section V : Draft Proforma for Non-Conviction Certificate.

Section VI: Tender Application Form

Section VII : Item list & Specifications

Section VIII: Eligibility Criteria & Terms & Conditions

Section IX: Item Delivery Address

The e-tender shall be evaluated under the two-bid system, i.e., through evaluation of technical and financial bids uploaded by the bidder online on the e-tender website of <https://wbtenders.gov.in>.



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Section I : Definition

1. "Purchaser" means the e-tender inviting authority, purchasing goods and/ or services as incorporated in this e- tender enquiry document, either directly or on behalf of consignees. For this e-tender the purchaser is the PD & ADMD, DRDC & DMMU, Paschim Medinipur.
2. "Bid" means Proposal/ Quotation received from a Firm / Bidder against the e-tender.
3. "Bidder" means the Individual or Firm or Agencies submitting Bids/ Quotations.
4. "Contractor" means the individual or the firm supplying the goods and/ or services as incorporated in the contract.
5. "Goods" means the articles/material required to supply to the purchaser under the contract.
6. "Earnest Money Deposit" (EMD) means Bid Security/ monetary amount or financial guarantee to be furnished by a bidder along with its bid.
7. "Contract" means the written agreement entered into between the purchaser/ consignee and the contractor, together with all the documents mentioned therein and including all attachments, annexure etc. therein.
8. "Specification" means the document/ standard that prescribes the requirement with which goods and/ or service has to conform.
9. "Inspection" means activities such as measuring, examining, testing, gauging features of the goods and / or service and comparing the same with the specified requirement to determine conformity.
10. "Bill of Quantity (BOQ)" is the name for price schedule (financial bid) in e-tender software.

Section II : Requirements

1. **Supply of "SHG Books of Accounts Sets", to the 21 (twenty one) Block Headquarters & District Headquarter (As per Section VIII of this e-NIT).**

Section III : EMD

Sl. No	Particulars	EMD Amount
1	Supply of "SHG Books of Accounts Sets" (As per Section VII & IX of this e-NIT).	Rs. 1,00,000.00

- a) Registered SSI units participating in Govt. tenders are eligible for exemptions from payment of earnest money and security deposit (EMSD) under Rules 47(A) (1) and 47(B)(7) of WBFR, vol.-I, read with Finance Dept. notification No. 10500-F Dt. 19.11.2004 and its clarification Vide memo. No.4245-F (Y) dated 20.05.2013.
- b) The amount of Earnest Money to be submitted shall be **Rs. 1,00,000/- (Rupees One Lakh only)**.
- c) The process may be followed as per memorandum of the Finance Department Audit Branch vide Memo No-3975-F(Y) dated: 28 th. July, 2016.



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1. Login by bidder:

- a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD for that tender by selecting from either of the following payments modes :-
 - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
 - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

2. Payment procedure:

a) Payment by Net Banking (any enlisted bank) through ICICI Bank Payment Gateway:

- i.) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway web page (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
- ii.) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
- iii.) Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv.) If the transaction is successful, the account paid by the bidder will get credited in the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/P, R.Is, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD.
- v.) If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT:

- i) On selection of RTGS/NEFT as the payment mode, the e-Procurement Portal will show a pre-filled challan having details to process RTGS/NEFT transaction.
- ii) The bidder will print the challan and use the prefilled information to make RTGS/NEFT payment using his bank account.
- iii) Once payment is made, the bidder will come back to the e-procurement portal after expiry of a reasonable time to enable the NEFT/ RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv) If verification is successful, the fund will get credited to the respective Pooling Account of the State Government / PSU/Autonomous Body/Local Body/ PRIs etc. Maintained with the focal point branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD /Tender Fees.
- v) Hereafter, the bidder will go to e-Procurement Portal for submission of the bid.
- vi) But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.



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3. Refund/ Settlement Process.

- i) After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-payment portal of the State Government, the tender inviting committee will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of unsuccessful bidders, to the ICICI Bank by the e procurement portal through web services.
- ii) On receipt of the information from the e procurement portal, the bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank account from which they made payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on rejection of bid is uploaded to the e procurement portal by the tender inviting authority.
- iii) Once the financial bid evaluation is electronically processed in the e- procurement portal, EMD of the technically qualified bidders other than that of L1 and L2 bidders will be refunded, through an automated process, to the respective bidder's bank account from which they made the payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on rejection of bid is uploaded to the e procurement portal by the tender inviting authority. However, L2 bidder should not be rejected till the LOI process is successful.
- iv) If the L1 bidder accept the LOI and the same is processed electronically in the e-procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 bank working days where T will mean the date on which information on Award of contract (AOC) to the L1 bidder is uploaded to the e-procurement portal the tender inviting authority.
- v) As soon as the L1 bidder is awarded the contract (AOC), and the same is processed electronically in the e- procurement portal –
 - a) EMD of the L1 bidder for the tenders of the State/PSU/Autonomous Bodies/ Local Bodies/ PRIs etc. will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L1 bidder.

In the above cases, such Transfer will take place within T+1 bank working days where T will mean the date on which the award of contract (AOC) is issued.
- vi) The bank will share the details of GRN No. generated on successful entry in GRIPS with the e- procurement portal for updation.
- vii) Once the EMD of L1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically to the respective linked bank accounts for State/ PSU/Autonomous Body/Local Body/ PRIs etc. Tenders.
- viii) All refunds will be made mandatorily to the bank account from which the payment of EMD and tender fees (if any) were initiated.



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4. Performance Security:

The EMD furnished with the tender will be retained as performance security for selected bidder. The performance security shall be retained for 6 (six) months and the same will release without any interest to the bidder.

EMD/ Performance security money will be returned to the unsuccessful bidders without any interest after conclusion of the resultant contract. The earnest money of successful bidder shall be returned without any interest after completion of entire job assigned to the selected bidder on furnishing the completion certificate from the concerned authority.

Section IV: General Instruction to the bidders

Technical Proposal

1. Statutory Cover shall contain the following documents:
 1. Application to participate in e-tender as per Section VI.
 2. Technical Documents
 3. Scanned copy of EMD.



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2. Non Statutory Cover will contain the following documents-

Sl. No.	CategoryName	Detail(s)
1	Certificate (s)	1. PAN 2. IT return (AY 2025-26) 3. Professional Tax Registration Certificate and Challan deposited for the Financial Year 2025-26. 4. GST Registration Certificate 5. Updated Trade License/ Enlistment (2025-2026).
2	CompanyDetail(s)	1. Certificate of Incorporation/ Partnership Deed (*WA) 2. Updated Trade License/Enlistment.(2025-2026) 3. Power of Attorney in favour of signatory of bid.(*WA)
3.	Credential	1. The intending tenderers should produce credentials of a similar nature work or Printing related work of the minimum value of 40% of the estimated amount i.e. 20 Lakh put to tender during 5 years prior to the date of issue of this tender notice or intending tenderers should produce credential of 2 similar nature of work or 15 lakh each to Central/State Govt./Central or State PSU/other Local Body/any other concern. Copies of relevant contract/agreement/order awarded to the bidder along with satisfactory completion certificate issued by the authority awarding the contract is to be submitted as proof of experience.
4.	Declaration	1. Last three financial year Audited Balance Sheet , Trading and Profit & Loss A/c of (F.Y: 2022-23, 2023-24, 2024-25) 2. Non-Conviction Certificate as per Section-V. (Duly Notarized after the date of publication of this NIT). 3. Application in the letter head of the firm/company.
5.	Others	1. As mentioned in Section VII

(*WA- Where Applicable)

3. Financial Proposal (Single File):

The price schedule in form of BOQ (excel file) will be found under the published e - NIT schedule in the website (<https://wbtenders.gov.in>) and the least/ offer price must be quoted against each item(s).

Opening of Tender:

The purchaser will open the bids on the specified date and time as indicated in the e-NIT. The Bidder/Authorized representative of the bidder may attend on the date of opening of bid as per schedule. The EMD for the said tender shall be verified first. The statutory papers will be examined and evaluated before evaluation of non-statutory documents. After this, the online price bids or financial bid of only the technically qualified bidders shall be opened for further evaluation.



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Opening of Technical Proposals:

Technical proposals will be opened by members of the Tender Evaluation Committee electronically from the e-tender website using their Digital Signature Certificates (DSCs).

In the Technical Proposal, the Cover (folder) for Statutory Documents will be opened first and if found in order, the cover (folder) for Non-Statutory Documents will be opened. IF ANY DOCUMENT REQUIRED TO BE SUBMITTED FOR e-TENDER BY THE BIDDER IN HIS/HER TECHNICAL/FINANCIAL PROPOSAL, BUT NOT SUBMITTED OR IS FOUND TO BE DEFICIENT IN ANY MANNER AT ANY STAGE AFTER OPENING OF BID, THE BID MAY BE SUMMARILY REJECTED.

During evaluation, the Committee will examine the original documents as they are uploaded as e- tender documents as per Section-IV clause 1 & 2. The date & time of such examination of documents will be notified later. If the said documents in original are not produced within the specified date & time, the bid proposals will be liable for rejection.

The e-Tender Selection Committee reserves the right to reject any application/bid without assigning any reason.

Section V: Draft Proforma for Non-Conviction (In a form of affidavit in Rs.10 Non-judicial Stamp Paper).

The bidder shall provide an undertaking that the proprietor/ promoter/ director of the firm, its employee, partner or representative are not convicted by a court of law for offence involving moral turpitude in relation to business dealings such as bribery, corruption, fraud, substitution of bids, interpolation, misrepresentation, evasion, or habitual default in payment of taxes etc. The firm does not employ a government servant, who has been dismissed or removed on account of corruption. The firm has not been de- barred, blacklisted by any government ministry/ department/ local government/ PSU etc. in the last two years from scheduled date of opening of this e-tender.



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Section VI : Tender Application Form (to be given in Official letter head with proper seal & signature)

To

**The Project Director, DRDC &
Additional District Mission Director,
DMMU, Paschim Medinipur.**

Ref: Your e-tender document No.

I/We, the undersigned have examined the entire e-tender document, including amendment/corrigendum number, dated.....(if any) eligibility criteria, required documentations, terms & conditions etc. The receipt of which is hereby confirmed.

I/We now offer to supply and deliver the goods and/ or services in conformity with your above referred document for the sum, as shown in the price schedule/Bill of Quantity attached herewith and made part of this bid.

I/We hereby declare that all data and documents submitted by us in our bid in this e-tender are genuine and true, to the best of our knowledge and belief.

If my/our bid is accepted, we undertake to supply the goods or service as per the specification, in accordance with the delivery schedule and terms and conditions, including amendment/corrigendum if any.

I/We further understand that you are not bound to accept the lowest or any bid you may receive against your above-referred tender enquiry.

I/We confirm that we do not stand deregistered/banned/blacklisted by any Government Authorities/ Organization/ Institution/ local bodies and never convicted by any Court of law for any offence.

Brief of court/legal cases pending, if any, are following:

We would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by you to verify this statement.

I/We understand that the e-Tender Selection Committee reserves the right to reject any application/bid without assigning any reason.

(Signature with date)

(Name, designation, seal of authorized person to sign bid for and on behalf of Bidder)



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Section VII : Products& its Specifications:

Sl No	Name of the books for SHG	Required number for One SHG	Specification as per 897/WBSRLM/11Pr-16/ Goods/ 2016 Date: 30.07.2018			Base price / rate as per including GST and Delivery charges 897/WBSRLM/11Pr-16/Goods/2016 Date: 30.07.2018
			Number of pages	Size, Printing & Colour	Paper, Cover & Binding	
1	Cash Book	1	50 plus cover (Open folio)	Open folio size 16.5" X 13.25" both size 8.25" X 13.25" both side to be printed black and white colour on 80GSM Conquest paper, Consecutive page numbering and multi colour label pasting on front cover	80 GSM Conquest paper, cover with half canvas hard board binding (20 Oz)	Rs.40.85/-
2	Meeting Book	1	100 plus cover	8.25" X 13.25" both sides to be printed black and white colour on 80 GSM conquest paper, consecutive page numbering and multi colour label pasting on front cover.	80 GSM Conquest paper, cover with half canvas hard board binding (20 Oz)	Rs.40.85/-
3	Savings Book	1	100 plus cover	8.25" X 13.25" both sides to be printed black and white colour on 80 GSM conquest paper, consecutive page numbering and multi colour label pasting on front cover.	80 GSM Conquest paper, cover with half canvas hard board binding (20 Oz)	Rs. 40.85/-
4	Loan Book	1	100 plus cover	8.25" X 13.25" both sides to be printed black and white colour on 80 GSM conquest paper, consecutive page numbering and multi colour label pasting on front cover.	80 GSM Conquest paper, cover with half canvas hard board binding (20 Oz)	Rs. 40.85/-
5	Pass Book	10	52 plus cover	7" X 8.5" both sides to be printed black and white colour on 80 GSM Maplitho paper, consecutive page numbering and multi colour.	80 GSM Maplitho paper, cover 250 at board and centre stitch binding.	Rs. 9.25/-



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Section VIII: Item Delivery Address:

SI N o	Name of Block	Required number of sets	Delivery address	Remarks
1	Chandrakona-I	20,000	Khirpai (Block HQ)	<u>Terms & Conditions:-</u> To be delivered at Block end as per the Supply Order, which will be issued after completion of tender process. Block wise Quantity will be mentioned in supply order Rate to be offered inclusive of all taxes & transportation charges. Quantity may be increased.
2	Chandrakona-II		Chandrakona (Block HQ)	
3	Dantan-I		Dantan (Block HQ)	
4	Dantan-II		Dhaneswarpur, Khakurda (Block HQ)	
5	Daspur-I		Daspur (Block HQ)	
6	Daspur-II		Sonakhali (Block HQ)	
7	Debra		Debra (Block HQ)	
8	Ghatal		Ghatal (Block HQ)	
9	Garhbeta-I		Garhbeta-I (Block HQ)	
10	Garhbeta-II		Goaltore (Block HQ)	
11	Garhbeta-III		Chandrakona Road / Satbankura (Block HQ)	
12	Kharagpur-I		Satkui (Block HQ)	
13	Kharagpur -II		Madhpur (Block HQ)	
14	Keshiary		Keshiary (Block HQ)	
15	Keshpur		Keshpur (Block HQ)	
16	Midnapur Sadar		Midnapur (Block HQ)	
17	Mohanpur		Mohanpur (Block HQ)	
18	Narayangarh		Belda (Block HQ)	
19	Pingla		Pingla (Block HQ)	
20	Sabang		Sabang (Block HQ)	
21	Salboni		Salboni (Block HQ)	
22	District HQ		District HQ	
Total		20,000		

Section IX: Eligibility, Terms & Conditions

1. Tender Selection Committee (TSC) reserves the right to accept or reject any tender or any part of the tender without assigning any reason whatsoever.
2. Incomplete or bid with insufficient documents required for this NIT will be rejected.
3. The successful bidder(s) are bound to complete the entire work as per specification of Section VII. The authority will check or test the quality of the material of each part of entire work to ensure the quality of work as per the specification given herewith. If any deviation found according to the specification at any stage, the authority reserves the right to cancel the total and or part of the work with forfeiting the security money & EMD submitted for this e-tender.
4. Bills with delivery challans from the concerned block authority must be submitted to the office of the undersigned for payment.
5. The final amount reflects in the financial bid by the bidder(s) will be treated as inclusive of all taxes, GST, Delivery Cost, all direct & indirect Taxes, all Incidental charges etc. No further/ extra charges/amount will be



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paid beyond the price quoted and approved in the said financial bid.

6. To be delivered at Block end as per the Supply Order, which will be issued after completion of tender process.
7. Block wise quantity will be mentioned in the supply order.
8. Rate to be offered inclusive of all taxes & transportation charges.
9. The applying Agency/Firm/ Individuals must be registered with PAN, GST & P.Tax, of current validity.
10. Total value of all items in the e-Tender considered as a lowest price. In case of equal rate/amount, draw of lots will be done.
11. TIA is not bound to accept the lowest rate or lowest amount. Quality of above stated items will also be considered in selection of the bidder for supply of items.
12. After evaluation of technical bids, the financial bid of technically eligible bidders will be opened and finalized.
13. Delivery must be done as per **Section-VIII** within 21 days from the date of issue of Supply Order, failing which the tender will be liable to be cancelled.

Additional District Mission Director,
DMMU (Anandadhara
Paschim Medinipur.

NIT No: 01/1(18)/Proc/ DMMU

Date: 30-05-25

Copy forwarded for information and taken necessary action to:-

- 1-5. The Additional District Magistrate (Gen/Dev/LR/ZP/Panchyat), Paschim Medinipur with a request to instruct his/her office to display on notice board.
6. The SDO, Midnapur Sadar, Midnapore with a request to instruct his/her office to display on notice board.
- 7-9. The Dy. PD (Monitoring/Credit/Accounts), DMMU, Paschim Medinipur.
10. The NDC, Paschim Medinipur with a request to instruct his/her office to display on notice board.
11. The Secretary, Paschim Medinipur Zilla Parishad with a request to instruct his/her office to display on notice board.
12. The DIO, NIC, Paschim Medinipur with a request to upload this notice in the district website.
13. The RTO, Paschim Medinipur Collectorate with a request to instruct his/her office to display on notice board.
14. CA to the District Magistrate, Paschim Medinipur.
15. The Accountant, DMMU, Paschim Medinipur.
17. Office Notice Board.
18. Office Copy.

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DMMU (Anandadhara)
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