



THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.
Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur-302005
Phone: 0141-5115760-64, Fax: 0141-5115766
Website : www.rajsico.com * e-mail : rajsico@rajsico.com

Tender Form

1. Tender for stationery item (name of the articles for which the tender is submitted).
2. Name and postal address of the firm submitting the tender.
3. Addressed to:
4. Reference
5. The tender fee amounting to Rs. _____ Has been deposited vide cash receipt No. _____ date _____
6. We agree to abide by all the conditions mentioned in Tender Notice Number dated _____ issued by _____ and also the further conditions of the said Tender Notice given in the attached sheets (all the pages of which have been signed by us in token of our acceptance of the terms mentioned therein).
7. The rates for the printing work are given in schedule and the quantity to be supplied noted against each.
8. Goods will be delivered within a period of _____ from the date of the receipt of firm order/goods will be delivered as under.
Quantity _____ Period/Date if any _____
9. The rates quoted above are valid upto _____. The period can be extended with mutual agreement.
10. Bank Draft/Bankers Cheque No. _____ drawn on _____
(name of bank) Cash Receipt No. _____ dt. _____ for Rs. _____
To cover earnest money is enclosed.

DECLARATION BY TENDERER

I/We declare that I am/We are authorised Dealers/Dealer/Sole Selling/Bonafide/Mfg./Whole Seller/Sole Distributors/Marketing Agent in the goods for which I/We have tendered.

If this declaration is found to be incorrect then without prejudice to any other action That may be taken, my/our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Signature of the Tenderer.

CONDITIONS OF TENDER AND CONTRACT FOR OPEN TENDER

Note: Tenderers should read these conditions carefully and comply strictly while sending their tenders.

1. Tenders must be sent in a properly sealed envelope according to the directions given in the tender notice.
2. "Tenders by bona-fide Dealer/Printers" Tenders shall be given only by bona-fied Dealers/Printers in the goods. They shall, therefore, furnish a declaration in the SR FORM.
3. (i) Any change in the constitution of the firm, etc., shall be notified forth with by the contractor in writing to the purchase officer and such change shall not relive any former member of the firm, etc. from any liability under the contract.
(ii) No. new partner/partners shall be accept in the firm by the contractor in respect of the contract unless he/they agree to avoid by all its terms. conditions and deposit with the Purchase Officer a written agreement to this effect. The contractors receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them and will be sufficient discharge for any of the purpose of the contract.
4. Tender form shall be filled in ink or typed. No tender filled in pencil shall be considered. The tenderer shall sign the tender form at each page and at the end in token of acceptance of all the terms and conditions of the tender.
5. Rates shall be written both in words and figures. There should not be errors and/or over writings. Corrections if any, should be made clearly and initialed with dates. The rates should mention element of the Rajasthan State Sales Tax and Central Sales Tax separately.
6. All rates quoted must be FOR destination and should include all incidental charges except octroi, Central/Rajasthan Sales Tax which should be shown separately. In case of local supplies the rates should include all taxes etc. and no cartage or transportation charges will be paid by the Government and the delivery of the goods shall be given at the premises of Purchase Officer. Goods to be purchased are for the purpose of official use, hence octroi is not payable. The rates therefore should be exclusive of octroi, and local tax. In case goods to be purchased are for the purpose of resale or use as manufacture of any goods for sale, the rates shall be inclusive of octroi and local tax. In the former case, a certificate in the prescribed form will be furnished along with the supply order.
7. (i) Comparison of rates:- In comparing the rates tendered by firms outside Rajasthan and those in Rajasthan but not entitled to Price Preference under the Rules, the element of Rajasthan Sales Tax shall be excluded whereas that of Central Sales Tax shall included.
(ii) While comparing the rates in respect of firms within Rajasthan, the element of Rajasthan Sales tax shall be included.
8. **Price Preference:**
 - (i) Price preference will be given to the goods produced or manufactured by Small and Cottage Industries of Rajasthan over goods produced or manufactured by Small and Cottage Industry from outside Rajasthan, large

and medium Industries in Rajasthan and from outside Rajasthan as per purchase of stores (preference to Cottage and Small Scale Industries) Rules 1966.

- (ii) Price Preference will also be given to the goods produced or manufactured by and medium scale industries or Rajasthan over goods produced or manufactured outside Rajasthan or imported from abroad under Purchase of Stores (Preference to large and medium Scale Industries) Rules, 1996

9. **Validity:** Tenders shall be valid for a period of 12 months from the date of opening of tender.

10. The approved supplier shall be deemed to have carefully examined the conditions, specifications, size, make and drawings etc. of the goods to be supplied. If he has any doubts as to the meaning of any portion of these conditions or of the specification, drawing, etc. he shall, before signing the contract, refer the same to the Purchase Officer and get clarifications.

11. The Contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.

12. Specifications:

- (i) All article supplied shall strictly conform to the specifications. trade mark laid down in the tender form and wherever articles have been required according to ISI specifications, those articles should conform strictly to those specifications and should bear such marks.
- (ii) The supply of articles marked with asterisk/at serial number _____ shall in addition, conform strictly to the approved samples and in case of other material where there are no standard or approved samples. the supplier shall be of the very best quality and description. The decision of the Purchase Officer/Purchase Committee whether the articles supplied conform to the specifications and are in accordance with the samples if any, shall be final and binding on the tenderers.
- (iii) Warranty/Guarantee clause: The tenderer would give guarantee that the goods/stores/articles would continue to conform to the description and quality as specified for a period of _____ days/months from the date of delivery of the said goods/stores/articles, to the purchased and that notwithstanding the fact that the purchaser may have inspected and/or approved the said goods/stores/articles, if during the aforesaid period of _____ days/months, the said goods/stores/articles, to the purchased and that notwithstanding the fact that the purchaser may have inspected and/or approved the said goods/stores/articles, if during the aforesaid period of _____ days/months, the said goods/sotres/articles, be discovered not to conform to the description and quality aforesaid or have determined (and the decision of the Purchase Officer in that behalf will be final and conclusive), the purchaser will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality, on such rejection the goods/articles/stores will be at the seller's risk and all the provisions relating to rejection of goods etc. shall apply. The tenderer shall if so called upon to do, replace the goods etc. or such portion thereof as is

rejection by the Purchase Officer, otherwise the tenderer shall pay such damage as may arise by reasons of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right to the Purchase Officer in that behalf under this contract or otherwise.

(iv) In case of machinery and equipment also, guarantee will be given as mentioned in clause (iii) above and the tenderer shall during the guarantee period replace the parts if any and remove any manufacturing defect if found during the above period so as to make machinery and equipment operative. The tenderer shall also replace machinery and equipment in case it is found defective which cannot be put to operation due to manufacturing defect etc.

(v) In case of machinery and equipment specified by the Purchase Officer the tenderer shall be responsible for carrying out annual maintenance and repairs on the terms and conditions as may be agreed. The tenderer shall also be responsible to ensure adequate regular supply of spare parts needed for a specific type of machinery and equipments whether under their annual maintenance and repairs rate contract or otherwise. In case of change of model he will give sufficient notice to the Purchase Officer who may like to purchase spare parts from them to maintain the machinery and equipments in perfect condition.

13. Inspection:

- (a) The Purchase Officer or his duly authorised representative shall at all reasonable time have access to the suppliers premises and shall have the power at all reasonable time to inspect and examine the materials and workmanship of the goods/equipment/machineries during manufacturing process or afterwards as may be decided.
- (b) The tenderer shall furnish complete address of the premises of his office, godown and workshop where inspection can be made together with name and address of the person who is to be contacted for the purpose. In case of those dealers who have newly entered in business, a letter of introduction from their bankers will be necessary.

14. **Samples:** Tenders for articles marked within the schedule shall be accompanied by two set of samples of the articles tendered properly packed. Such samples if submitted personally will be received in the office. A receipt will be given for each samples by the officer receiving the samples. Samples if sent by train, etc., should be dispatched freight paid and the R/R or G.R. should be sent under a separate registered cover. Samples for catering/food items should be given in a plastic box or in polythens bags at the cost of the tenderer.

15. Each sample shall be marked suitably either by written on the sample or on a slip or durable paper securely fastened to the sample, the name of the tenderer and serial number of the item, of which it is a sample in the schedule.

16. Approved samples would be retained free of cost upto the period of six months after the expiry of the contract. The Govt. shall not be responsible for any damage, wear and tear or loss, during testing, examination, etc. during the period these samples are retained.

The sample shall be collected by the tenderer on the expiry of stipulated period. The Corpn. shall in no way make arrangements to return the samples. The samples uncollected with 9 months after expiry of contract shall be forfeited by the Corporation and no claim for their cost etc. shall be entertained.

17. Samples not approved shall be collected by the unsuccessful tenderer. The corporation will not be responsible for any damage, wear and tear, or loss during testing, examination, etc. during the period these samples are retained. The uncollected samples shall be forfeited and no claim for their cost etc. shall be entertained.
18. Supplies when received shall be subject to inspection to ensure whether they conform to the specifications or with the approved. Samples where necessary or prescribed or practical, tests shall be carried out in Govt. Laboratories, reputed testing house like Sri Ram Testing House, New Delhi and the like and the supplies will be accepted only where the articles conform to the standard of prescribed specifications as a result of such tests.
19. **Drawal of samples:** In case of tests, samples shall be drawn in four sets in the presence of tenderer or his authorised representative and properly sealed in their presence. Once such set shall be given to them, one or two will be sent to the laboratories and/or testing house and the third or fourth will be retained in the officer for reference and record.
20. **Testing Charges:** Testing charges shall be borne by the Corpn. in case urgent testing is desired to be arranged by the tenderer or in case of test results showing that supplies are not upto the prescribed standards or specifications, the testing charges shall be payable by the tenderer.
21. **Rejection:**
 - (i) Articles not approved during inspection or testing shall be rejected and will have to be replaced by the tenderer at his own cost within the time fixed by the Purchase Officer.
 - (ii) If, however due to exigencies of Corpn. work, such replacement either in whole or in part, is not considered feasible, the Purchase Officer after giving an opportunity to the tenderer of being heard, shall for reasons to be recorded, deduct a suitable amount from the approved rates. The deduction so made shall be final.
22. The rejected articles shall be removed by the tenderer within 15 days of intimation of rejection after which Purchase Officer shall not be responsible for any loss, shortage or damages and shall have the right to dispose of such articles as he thinks fit, at the tenderer's risk and on his account.
23. The tenderer shall be responsible for the proper packing so as to avoid damage under normal conditions of transport by sea, rail and road or air and delivery of the material in good condition to the consignee at destination. In the event of any loss, damage, breakage or leakage or any shortage the tenderer shall be liable to make good such loss and shortage found at the checking /inspection of the materials by the consignee. No extra cost on such account shall be admissible.

24. The contract for the supply, can be repudiated at any time by the Purchase Officer if the supplies are not made to his satisfaction after giving an opportunity to the tenderer of being heard and recording of the reasons for repudiation.

25. Direct or indirect canvassing on the part of the tenderer or his representative will be a disqualification.

26. Deliver Period :

- (i) The Tenderer whose tender is accepted shall arrange supplies within a period of 30 days from the date of supply order or as per supply order of RSIC. The rates so approved shall remain valid for a period upto 31.3.16
- (ii) *Extend of quantity - Repeat orders* : if the orders are place in excess of the quantities shown in tenderer the notice, the tenderer shall be bound to meet the required supply. Repeat orders may also be placed on the rate and conditions given in the tenderer provided that the repeat orders are upto 50% of the quantity originally purchased and the period is not more than one month from the date of expiry of last supply. If the tenderer fails to do so, the Purchase Officer shall be free to arrange for the balance supply by limited tender or otherwise and the extra cost incurred shall be recoverable from the tenderer. **But not more than 25% of the valude of total amount of supply order.**
- (iii) If the Purchase officer does not purchase any of the tendered articles or purchases less than the quantity indicated in the tender form, the tenderer shall not be entitled to claim any compensation.

27. Earnest money : -

- (a) Tender shall be accompanied by an earnest money of Rs. _____ without which tenders will not be considered. The amount should be deposited in either of the following forms in favour of _____
 - (i) Cash through Receipt No. _____ date _____ deposited under head "Earnest money & Security Deposited" of Corporation.
 - (ii) Bank Drafts/Bankers Cheque of the scheduled bank
- (b) *Refund of Earnest Money:-* The earnest money of unsuccessful tenderer shall be refunded soon after final acceptance of tender.
- (c) *Exemption from Earnest Money:-* firms which are registered with the Director of Industries and Supplies, Rajasthan need not furnish the amount of earnest money respect of items for which they are registered as such, subject to their furnishing registration certificate in original or a Photostat copy or a copy thereof duly attested by any Gazetted Officer alongwith a competency Certificate from the Director of Industries, Rajasthan.
- (d) The Central Government and Govt. of Rajasthan Undertaking need not furnish any amount of earnest money.
- (e) The earnest money/security deposit lying with the Department/office in respect of other tenders awaiting approval or rejected or on account of contracts being completed will not be adjusted towards earnest money/security

money for the fresh tenders. The earnest money may however, be taken into consideration in case tenderers are re-invited.

28. Forfeiture of earnest money: The earnest money will be forfeited in the following cases:-

- (i) When tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.
- (ii) When tenderer does not execute the agreement if any prescribed within the specified time.
- (iii) When the tenderer does not deposit the security money after the supply order is given.
- (iv) When he fails to commence the supply of the items as per supply order within the time prescribed.

29. (1) Agreement and Security Deposit

- (i) Successful tenderer will have to execute an agreement in the Form 2 within a period of 7 days of receipt of order and deposit security equal to 5% of the value of the stores for which tenders are accepted subject to the maximum of Rs. 50,000/- within 15 days from the date of dispatch on which the acceptance of the tender is communicated to him.
 - (ii) The earnest money deposited at the time of tender will be adjusted towards security amount. The security amount shall in no case be less than earnest money.
 - (iii) No interest will be paid by the department on the security money.
 - (iv) The forms of security money shall be as below :-
 - (a) Cash/Bank Draft/Bankers Cheque/
 - (b) Post-Office Savings Bank Pass Book duly pledged.
 - (c) National Savings Certificate, Defence Savings Certificates, Kisan Vikas Patras, or any other script/instrument under national Saving Scheme for Promotion of small savings issued by a post office in Raj. If the same can be pledged in favour of Corporates. These certificates shall be accepted at surrender value.
 - (v) The Security money shall be refunded within one month of the final supply of the items as per purchases order in case of one time purchase and two months in case delivery is staggered, after the expiry of the period of guarantee if any, whichever is later and after satisfied there are no dues outstanding against the tenderer.
- (2) (i) Firms registered with the director of Industries, Rajasthan in respect of Stores for which they are registered, subject to their furnishing the registration and prescribed Competency Certificate in original form the Director of Industry or a Photostat copy or a copy thereof duly attested by any Gazetted officer will be exempted from furnishing Security money.
- (ii) Central Government and Government of Rajasthan's Undertakings will be exempted from furnishing security amount.

- (3) Forfeiture of Security Deposit : - Security amount in full or part may be forfeited in the following cases : -
- (a) When any terms and conditions of the contract is breached.
 - (b) When the tender fails to make complete supply satisfactorily.
 - (c) Notice of reasonable time will be given in case of forfeiture of Security Deposit. The decision of the Purchase Officer in this regard shall be final.
- (4) The expenses of completing and stamping the agreement shall be paid by the tenderer and the department shall be furnished free of charge with one executed stamped counter part of the agreement.
30. (i) All goods must be sent freight paid through Railways or goods transport. If goods are sent freight to pay, the freight together with departmental charge 5% of the freight will be recovered from the suppliers bill.
- (ii) R. R. should be sent under Registered cover.
 - (iii) In case supply is desired to be sent by the Purchase Officer by passenger train, the entire railway freight will be borne by the Department.
 - (iv) Remittance charges on payment made shall be borne by the tenderer.

31. Insurance:

- (i) The goods will be delivered at the destination godown in perfect condition. The supplier, if he so desires, may be insure the valuable goods against loss by theft, destruction damage, by fire, flood, under exposure to whether or otherwise viz. (war, rebellion, riot, etc.). The insurance charges will be borne will be borne by the supplier and State will not be required to pay such charges, if required.
- (ii) The articles may also be got insured at the cost of the purchaser, if so desired by the Purchaser. In such cases, the insurance should invariably be with Life Insurance Corporation of India or its subsidiaries.

32. Payments :

- (i) Advance payment will not be made except in rare and special cases. In case of advance payments being made, it will be against proof of dispatched and to the extent as prescribed in financial powers by rail/reputed goods transport companies, etc. and prior inspection, if any. The balance if any will be paid on receipt of the consignment in good condition with the certificate to that effect endorsed on the inspection not given to the tenderer.
- (ii) Unless otherwise agreed between the parties payment for the delivery of the stores will be made on submission of bill in proper form by the tenderer to the Purchase Officer in accordance with GF & AR all remittance charges will be bore by the tenderer.
- (iii) In case of disputed items, 10 to 25% of the amount shall be with held and will be paid on settlement of the dispute.

- (iv) Payment in case of those goods, which need testing, shall be made only when such tests have been carried out, test results received conforming to the prescribed specification.
- 33. (i) The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the successful tenderer shall arrange supplies within the period on receipt of the firm order from the Purchase Officer.
- (iii) Liquidated Damages: In case of extension in the delivery period with liquidated damages the recovery shall be made on the basis of following percentages of value of Stores which the tenderer has failed to supply : -
 - (1) (a) Delay up to one fourth period of the 2½ %
the prescribed delivery period.
 - (b) Delay exceeding one fourth but not 5%
exceeding half of the prescribed period
 - (c) Delay exceeding half but not exceeding three 7½ %
fourth of the prescribed period.
 - (d) Delay exceeding three fourth of the 10 %
Prescribed period.
 - (2) Fraction of a day in reckoning period of delay in supplies shall be eliminated if it is less than half a day.
 - (3) The maximum amount of liquidated damages shall be 10%.
 - (4) If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the authority, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.
 - (5) Delivery period may be extended with or without liquidated damages if the delay in the supply of goods is on account of hindrances beyond the control of the tenderer.
- 34. Recoveries: Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinary be made from bills. Amount may also be withheld to the extent of short supply, breakages, rejected articles and in case of failure in satisfactory replacement by the supplier along with amount of liquidated damages shall be recovered from his dues and security deposit available with the department. In case recovery is not possible recourse will be taken under Rajasthan PDR Act or any other law in force.
- 35. Tenderers must make their own arrangements to obtain import license, if necessary.
- 36. If a tenderer imposes conditions, which are in addition to or in conflict with the conditions mentioned herein, his tender is liable to summary rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of tender issued by the Purchase Officer.

37. The Purchase Officer reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which tenderer has been given or distribute items of stores to more than one form/supplier.
38. The tenderer shall furnish the following documents at the time of execution of agreement:-
- (i) Attested copy of Partnership Deed in case of Partnership Firms.
 - (ii) Registration Number and year of registration incase partnership firm is registered with register of Firms.
 - (iii) Address of residence and officer, telephone numbers in case of Sole proprietorship.
 - (iv) Registration issued by Registrar of Companies in case of Company.
39. If any dispute arises out of the contract with regard to the interpretation, meaning and breach of the terms of the terms of the contract, the matter shall be referred to by the Parties to the Chairman & Managing Director of the Corporation who will be the Sole Arbitrator of the dispute. The Contractor has accepted this condition knowing that the Chairman & Managing Director has its own interest in the affairs of the Corporation.
40. All legal Proceedings. If necessary arises to institute may be any of the Parties (Corporation or Contractor) shall have been lodged in courts situated in Jaipur and not elsewhere.
41. I/We will abide by all above terms and conditions.

Signature of Tenderer.



THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.

Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur-302005

Phone: 0141-2227267 Fax: 0141-5115766

web site : - www.rajsico.gov.in e-mail : - rajsico@rajasthan.gov.in

Sr.No.	Name of the Articles	Specification	Quantity (Tentative)	Unit Rate	Rate (please Quote the rate here)	Total Value	Remark
1.	Cello Tap Big	½" as per sample 50 Mtrs. Length	50 Nos	Per Pcs			
2.	Glue Stick	Koras	20 Nos.	Per Pcs			
3.	Reynolds Ball Pen	0.45 Red & Blue	200 Pcs	Per Pcs			
4.	Correcting White Fluid	Koras	100 Pcs	Per Pcs			
5.	Gum Bottle 700 ml	Koras	20 Pcs	Per Pcs			
6.	Gum Bottle 300 ml	Koras	20 Pcs	Per Pcs			
7.	Photo State Paper Rim FS 75 grm 500 Sheet Red Packing	J. K.	100 Rim	Per Rim			
8.	Photo State Paper Rim A4 75 grm 500 Sheet Red Packing	J. K.	400 Rim	Per Rim			
9.	Envelop Khaki RSIC Printed 11 x 5	60 GSM	5000 Packet	Per Packet			
10.	Envelop Khaki RSIC Printed 9 x 4	60 GSM	5000 Packet	Per Packet			
11.	Envelop Khaki Window RSIC Printed	60 GSM	5000 Packet	Per Packet			

Sr.No.	Name of the Articles	Specification	Quantity (Tentative)	Unit Rate	Rate (please Quote the rate here)	Total Value	Remark
	11 x 5						
12.	Envelop Khaki Window RSIC Printed 9 x 4	60 GSM	5000 Packet	Per Packet			
13.	Brown Tape 1inch		5 Pcs	Per Packet			
14.	File Cover Superior 27 Kg 6 Eyeless 2½" Patti Printed with RSIC	Sirpur Mills	2000 Nos	Per Nos			
15.	File Less		5000 Pcs	Per Pcs			
16.	File Pad 14 x 11 with RSIC Print	Super Quality	2000 Pcs	Per Pcs			
17.	Pencil Rubber	Natraj	1 Gross	Per Gross			
18.	Poker (Plastic Handle)	Superior	20 Nos	Per Nos			
19.	Ruled Register one Quare 100 pages 17 x 27 x 4 RSIC Printed	Orient Paper (Ambali)	50 Pcs	Per Pcs			
20.	Ruled Register Two Quare 192 pages 17 x 27 x 4 RSIC Printed	Orient Paper (Ambali)	100 Pcs	Per Pcs			
21.	Ruled Register Three Quare 288 pages 17 x 27 x 4 RSIC Printed	Orient Paper (Ambali)	3 Dozens	Per Dozen			
22.	Reynold Refill	0.45	100 Pcs	Per Pcs			
23.	Scale 12" (Plastic) as per sample	Camlin	10 Nos	Per Nos			
24.	Slip Pad RSIC Printed as per sample		200 Nos	Per Nos			
25.	Stapler Pin	Koras	20 Packet	Per Packet			
26.	Stamp Pad Medium	BCR	20 Nos	Per Nos			

Sr.No.	Name of the Articles	Specification	Quantity (Tentative)	Unit Rate	Rate (please Quote the rate here)	Total Value	Remark
27.	File Tag	Superior Quality	6000 Nos	Per Nos			
28.	Type Carbon Paper	Koras	50 Packet	Per Packet			
29.	Shapnor	Natraj	100 Nos	Per Nos			
30.	Plastic Folder RSIC Printed as per sample		500 Nos	Per Nos			
31.	Stapler	Kangaroo	40 Nos.	Per Nos			
32.	High Light Pen	Faber Castell	10 Nos	Per Nos			
33.	Post it Pad 3x2 Coloured		30 Nos	Per Nos			
34.	Panching Machine Big	Koras	10 Nos	Per Nos			
35.	Envelop Khaki <u>10 x 12</u>		2000 Nos	Per Nos			
36.	Dak Pad		50 Pcs	Per Pcs			
37.	Basta Cloth Colured		200 Pcs				
38.	Gem U Clip (Plastic/Steel		20 Packet				



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Computer Stationery Items

Sr.No.	Name of the Articles	Specification	Quantity (Tentative)	Unit Rate	Rate (please Quote the rate here)	Total Value	Remark
1.	Samsun Laser Printer 2161 Toner	MLT-D101S	10				
2.	Refilling of Samsun Laser Printer 2161 Toner (Powder Refilling)	MLT-D101S	50				
3.	Refilling of Samsun Laser Printer 2161 Toner (Powder Refilling) with Changing of Sensor Chip / Drum	MLT-D101S	50				
4.	Computer CD-R Blank		200				
5.	Spike Buster Steel Box 5 Meter		10				
6.	CD-R Polythnie		200				
7.	DVD R/W Moserbear		50				
8.	Tonner HP Leaser Jet A388 Printer Toner Fax Machine		2				
9.	Refilling Toner HP Leaser Jet A388 Printer Toner Fax Machine		5				



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Sr. No.	Particular	Size	Quantity	Amount
1.	<u>STOCK REGISTER RHE</u> 100 Leaf in each register paper to be used of West Coast Paper Mill Ledger Paper 15.9 K.g. Numbering rulling and both side printing leather binding with index	20 x 30 / 4	30 Register	
2.	<u>CASH SALE REGISTER (RHE)</u> 100 leaf in each register numbering pakki binding kone patti & rulling white paper to be used of orient paper mills of 8.6 kg. One side printing	17 x 27 / 2	30 Register	
3.	<u>BILL REGISTER</u> 100 leaf in each register numbering both side printing & KP white paper used of orient paper mills 8.9 Kg	17 x 27 / 4	30 Register	
4.	<u>RECEIPT REGISTER BIG</u> 200 Leaf in each register of 8.6 kg of white orient paper mills rulling numbering ordinary pakki binding kona patti both side printing	17 x 27 / 4	30 Register	
5.	<u>CASH MEMO BOOK (TRIPLICATE COPY)</u> As per sample 300 leaf kacchi binding.		500	
6.	<u>DESPATCH INTIMATION (FOUR COPIES)</u> As per sample 400 leaf kacchi binding		20	



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SCHEDULE SPECIFICATION OF ANNUAL REPORT

Size 18 x 23 x 4 Language English 200 Copies

And Hindi 300 Copies total page 56 i.e.48

Pages on 80 GSM Maplitho paper and 8 Pages

On Art paper of 130 GSM

S.No.	Particulars	Amount
1.	56 Pages DTP Composing	
2.	48 Pages on 80 GSM Mapplitho Paper in single Colour processing, plate making and plate printing in black ink.	
3.	8 Pages of Director's Report on 130 GSM Art Paper i.e. 4 papers with colour printing and 4 pages in single black colour printing .	
4.	Scanning of 8 Photographs to be done	

5.	Same Bilingual Title cover front and back side four colour processing , plate making and printing for both languages Annual Reports.	
6.	Art Card 300GSM is to be used for cover	
7.	Front and Back Cover Pages Lamination to be done	
8.	Pin Binding	