



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation

श्रम एवं रोजगार मंत्रालय, भारत सरकार

Ministry of Labour and Employment, Govt. of India

क्षेत्रीय कार्यालय, 171, ग्रीन पार्क, सहोता कॉम्प्लेक्स, जालंधर

Regional Office, 171, Green Park, Sahota Complex, Jalandhar

Website : www.epfindia.gov.in
E-Mail : sro.jalandhar@epfindia.gov.in
Phone No. : 0181-2226685, 2226687
Fax No. : 0181-2222504

निविदा संख्या : आर.ओ./जालंधर/24581

दिनांक:- 19.03.2018

निविदा सूचना – कोटेशन हेतु

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, जालंधर द्वारा अपने कार्यालय के लिए वर्ष 2018-19 के दौरान (i) स्टेशनरी और (ii) प्रिंटिंग और बाइंडिंग की आपूर्ति के लिए सक्षम एजेंसियों से मोहरबंध निविदाएँ (कोटेशन) आमंत्रित की जाती हैं। संबन्धित विवरण एवं निबंधन और शर्तें कर्मचारी भविष्य निधि संगठन की आधिकारिक वेबसाइट www.epfindia.gov.in से प्राप्त कर सकते हैं। निविदा दस्तावेज पूर्णतः भर कर क्षेत्रीय भविष्य निधि आयुक्त-1, कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, जालंधर 171, ग्रीन पार्क, सहोता कॉम्प्लेक्स, जालंधर को 28.03.2018 अपराह्न 3.00 बजे से पहले पहुँच जाने चाहिए। क्षेत्रीय भविष्य निधि आयुक्त, जालंधर निविदा स्वीकार या अस्वीकार करने का अधिकार सुरक्षित रखते हैं।


(मोहन सिंह)

सहायक भविष्य निधि आयुक्त

क्षेत्रीय कार्यालय, जालंधर

मोहन सिंह हीरा
MOHAN SINGH HIRA
सहायक भविष्य निधि आयुक्त
Assistant P.F. Commissioner
क्षेत्रीय कार्यालय, जालंधर
Regional Office, Jalandhar



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Regional Office, 171, Green Park, Sahota Complex, Jalandhar

No. JAL/CT Cell/24581

Dated: 19.03.2018

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TENDER NOTICE - Quotations regarding

EPFO, Regional Office, Jalandhar, invites sealed tender (quotations) from competent & reputed agencies for supply of (i) Stationery and (ii) Printing & Binding of Forms etc. for financial year 2018-19. Interested parties may collect the details and Terms & Conditions of the Tender from E.P.F.O. website www.epfindia.gov.in/ www.epfindia.com. Last date of submission of tender 28.03.2018 up to 3:00 PM. RPFC-I, R.O., Jalandhar reserves right to accept or reject the tender.

(Mohan Singh)

Assistant P.F. Commissioner (Admin)

RO, Jalandhar

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सहायक भविष्य निधि आयुक्त
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Regional Office, Jalandhar



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TENDER DOCUMENT (Quotations)

EMPANELMENT FOR SUPPLY OF

(i) STATIONERY AND

(ii) PRINTING & BINDING OF FORMS, ETC.

FOR

EPFO, REGIONAL OFFICE, JALANDHAR

PERIOD OF CONTRACT: ONE YEAR

(01/04/2018 to 31/03/2019)

मोहन सिंह हीरा
MOHAN SINGH HIRA
सहायक सचिव निधि क्षेत्र :
Assistant P.F. Commissioner
क्षेत्रीय कार्यालय, जालंधर
Regional Office, Jalandhar



कर्मचारी भविष्य निधि संगठन

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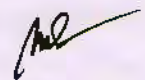
TENDER DOCUMENT FOR SUPPLY OF GENERAL STATIONARY AND PRINTING/BINDING ITEMS OF FORMS, ETC.

Regional Office, Jalandhar invites sealed quotations for supply of (i) STATIONERY ITEMS (Annexure I) and (ii) PRINTING & BINIDING OF FORMS, ETC (Annexure-II)

1. The Tender Document can be obtained from Regional office Jalandhar on payment of Demand Draft for Rs. 500/- of any nationalized Bank drawn in favour of Regional Provident Fund Commissioner, Jalandhar. Tender Document can also be downloaded from EPFO's website "www.epfindia.gov.in" or "www.epfindia.com". If downloaded from website the D.D. of Rs.500/- shall be attached with Tender document as Tender Document Fee.
2. Summary of the Tender Notice is as follows:

Tender Reference	01/2018
Price of Tender Document	Rs.500/-
Date of availability of Tender Form on website	19.03.2018
Last date and time for submission of Tender	28.03.2018 upto 1.00 PM
Time and Date of Opening of Tender offers	28.03.2018 at 3.00 PM
Address of Communication	Assistant P. F. Commissioner (Admin) Regional Office, EPFO 171, Green Park, Sahota Complex, Jalandhar-144001

3. Tender shall remain valid for acceptance up to Three months from the date of opening the Tender.
4. The Regional P.F. Commissioner - I, RO Jalandhar reserves the right to accept or reject any or all tender offers, without assigning any reason thereof.
5. The validity of the rates for supply of Stationery items and Printing and Binding will be for one year (01.04.2018 to 31.03.2019). However, extension of another one year can be given with mutual agreement.
6. The interested agency shall quote rate for all the items in one category I/II. The agency may submit Tender for one or more Category.
7. CEO/Partner/Proprietor himself or authorized representative with a valid written authority letter issued by the firm may attend opening of tender process meeting.


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सहायक भविष्य निधि आयुक्त
Assistant P.F. Commissioner
क्षेत्रीय कार्यालय, जालंधर
Regional Office, Jalandhar



कर्मचारी भविष्य निधि संगठन

Employees' Provident Fund Organisation

श्रम एवं रोजगार मंत्रालय, भारत सरकार

Ministry of Labour and Employment, Govt. of India

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INSTRUCTIONS TO TENDERERS

I. TERMS AND CONDITIONS:

- 1) The cost of each item should be quoted independently.
- 2) The bidder should have experience of at least 3 years and past performance on similar contracts for the last 3 years with a turnover of at least 5 Lakhs in a financial year. Please submit details in Annexure 'III'.
- 3) The bidders shall submit the proof of their Machinery i.e. printing press, and manufacturing facilities in the press.
- 4) The samples, design and specifications of the forms for printing and binding can be seen and / collected during the Office hours.
- 5) Articles not found as per requirement/specifications are liable to be rejected. No correspondence or discussion shall- be entertained in this regard.
- 6) In case of printing, two copies of proof must be sent for approval. After approval of the final copy of the compose of work, final printing of Forms may be done.
- 7) Loose sheets of printing related matters should be supplied in a paper packing each of 1000 / 500 / 200 / 100 sheets as per specifications duly keeping/pasting one printed sheet on the packet.
- 8) Quotation with overwriting or any manual corrections will be considered invalid and rejected.
- 9) The quantum of items supplied should strictly confirm to the specification provided.
- 10) **Sample paper to be used for printing should be enclosed with the quotation.**
- 11) The rates quoted should be inclusive of printing charges, all taxes, GST, delivery charges, freight charges, TDS etc. The printed forms etc should be delivered to this office at door step.
- 12) The material should be supplied within 15 days of issue of the supply order.
- 13) The quotation should indicate the quality, brand name for all the items in the list enclosed.
- 14) The quotation will be finalized based on cumulative comparison of items.
- 15) All the pages of quotation including terms and conditions should be signed by the Tenderer in token of having understood and agree to abide by the terms and conditions.
- 16) In case of breach of any of the aforesaid terms and conditions, the E.M.D.

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shall be forfeited.

- 17) The Successful Bidder has to submit Demand Draft for Rs. 25,000/- as security deposit in favour of Regional P.F. Commissioner, Regional Office, Jalandhar. In case of breach of any of the above said terms and conditions, the Security Deposit shall be forfeited.
- 18) In the event of rates being accepted, the same shall remain in force for a period of one year.
- 19) The payment shall be made only after the receipt of items in full and good condition as per specification.
- 20) You are instructed to enclose list of all clients (Govt. Agencies) to which you supply the items.
- 21) You are requested to enclose your Registration Certificate, GST/VAT Registration, Income Tax PAN, Service Tax Number and Certificate, TIN, Sales Tax Certificate.
- 22) The interested agency shall quote for the items furnished in Annexure-I and Annexure-II.
- 23) For any queries in this matter, interested parties may contact to the undersigned on any working day between 11 am to 5pm.

II. PRE QUALIFICATION CRITERIA

- 1) The Tenderer should not have been blacklisted by any Government Department or organization. Tenderer shall give Declaration to this effect.
- 2) Notwithstanding anything stated above, the EPFO Regional Office, Jalandhar reserves the right to assess the Tenderer's Financial, Technical capabilities.

III. COMPLETENESS OF TENDER OFFERS

The Tenderer is expected to examine all instructions, forms, terms & conditions in the Tender Document. Failure to furnish information required as per the tender documents or submission of a tender offer not substantially responsive in every respect to the tender documents will be at the Tenderer's risk and may result in rejection of its tender offer. The tender offer is liable to be rejected outrightly without any intimation to the Tenderer if complete information as called for in the tender document is not given therein, or if particulars asked for in the Forms / Proforma in the tender are not fully furnished or found false on scrutiny.

IV. EMD (EARNEST MONEY DEPOSIT)

- 1) The EMD of Rs. 25,000/- by DD/Pay Order from Scheduled/ Nationalized Bank in the name of Regional Provident Fund Commissioner, Jalandhar payable at JALANDHAR shall be attached to the Tender Form. Tender without EMD shall be liable to be rejected during scrutiny of Technical Bid.
- 2) EMD of Unsuccessful Tenderers will be returned within 30 days from finalization of the Tender Process.
- 3) EMD of the successful Tenderers will be discharged on executing the Agreement and furnishing the Security Deposit or adjusted as the case may be.
- 4) The quotation without E.M.D. will be summarily rejected.

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MOHAN SINGH HIRA
असिस्टेंट प्रोविडेंट फंड कमिशनर
Ass. to P.F. Commissioner
जलंधर
Jalandhar

- 5) Government agencies as well as NCCF, Kendriya Bhandar, etc are exempted from payment of Earnest Money Deposit & Security Deposit.
- 6) Successful Tenderers will have to deposit Rs. 25,000/- as Security Deposit, which will be refunded after successful completion period of contract (2018-19).

V. THE EMD / BID SECURITY MAY BE FORFEITED

- 1) If a Tenderer withdraws his Tender during the period of bid validity or
- 2) In case of a successful Tenderer, if the Tenderer fails to execute the agreement / contract within the period specified in communication from EPFO.

Interested parties should submit quotation in sealed cover duly super scribed "QUOTATION FOR SUPPLY OF GENERAL STATIONERY AND PRINTING & BINDING OF FORMS ETC." and addressed to Shri Mohan Singh, Assistant P.F. Commissioner, Regional Office, Jalandhar. The last date of submission of quotation is 27.03.2016 before 1.00 pm. The Employees' Provident Fund Organisation, Regional Office, Jalandhar reserves the right to accept or reject any or all the quotations without assigning any reasons.

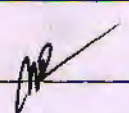
Enclosures: Annexure – I, II, III


मोहन सिंह

सहायक भविष्य निधि आयुक्त (प्रशासन)
क्षेत्रीय कार्यालय, जालंधर


मोहन सिंह हीरा
MOHAN SINGH HIRA
सहायक भविष्य निधि आयुक्त
Assistant P.F. Commissioner
Regional Office, Jalandhar

QUOTATION FOR STATIONARY ITEMS

SN	Description of Items	Preferable Brand	Qty for quoting rate	Rate quoted inclusive of all taxes (in Rs.)
1	Calculator Small	Citizen	per Calculator	
2	Calculator Big	Citizen	per Calculator	
3	Carbon Paper, Blue, 210 mm x 330 mm (100 sheets per packet)	Kores / Best quality	per Packet	
4	U-clips, colored (plastic coating)	Best Quality	per box	
5	Binder Clips, 19mm(3/4"), 12 pcs/box	Best Quality	per Box	
6	Binder Clips, 32mm(1-1/2"), 12 pcs/box	Best Quality	per Box	
7	Binder Clips, 41mm(1-5/8"), 12 pcs/box	Best Quality	per Box	
8	Binder Clips, 51mm(2"), 12 pcs/box	Best Quality	per Box	
9	CD	Moserbear	per CD	
10	DVD	Moserbear	per DVD	
11	Mouse Pad	Best Quality	per pad	
12	Era zex Correction Fluid bottle 15 gm	Kores / Best quality	per bottle	
13	Correction Fluid Pen	Kores / Best quality	per Pen	
14	Date Stamp Simple	Best Quality	per item	
15	Dumper	Best Quality	per Dumper	
16	Dustbin Small Bucket Plastic	Best Quality	per item	
17	Dustbin Medium Bucket Plastic	Best Quality	per item	
18	Dustbin Big Bucket Plastic	Best Quality	per item	
19	Duster White Big	Best Quality	per Duster	
20	Duster Yellow Big	Best Quality	per Duster	
21	Envelope Big Yellow with cloth (12 inch x 15 inch)	Best Quality	per envelope	
22	Envelope Small Yellow with cloth (10 inch x 12 inch)	Best Quality	per envelope	
23	Plastic Envelop (A4) (For Sp Sign)	Best Quality	per item	
24	Eraser (Non Dust)	Apsara	per item	
25	File Flapper	Best Quality	per item	
26	A-4 Ring Binder File (100 Pages) with clip	Trio / Best quality	per binder file	
27	A-4 Ring Binder File (200 Pages) with clip	Trio / Best quality	per binder file	
28	L- Folder A-4 size Simple Transparent	Linc / Best quality	per folder	
29	A-4 Box file with steel Grip (BOX FILE)	Best Quality	per file	
30	A-4 Transparent File with Stick (STICK FILE)	Best Quality	per file	
31	Document Folder with Burton	Best Quality	per Folder	

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	(BUTTON FOLDER)			
32	Dak File	Best Quality	per file	
33	File Cover , Size 10"x14", Printed (EPFO address and details) (Red /Green/ Blue)	Best Quality	per File cover	
34	File Cover , Size 10"x14" (Yellow) (RTI)	Best Quality	per File cover	
35	Computer Paper Folder 10x12	Produt	per folder	
36	Computer Paper Folder 15x12	Produt	per folder	
37	Self Stick Notes Pad : 75 x 75 mm, 3 colors strips of 1"x3", 80 sheets per strip i.e. total 240 sheets	Oddy / Best quality	per Pad	
38	Self Stick Notes Pad : 1.5"x2", 2 colors strips of 1.5"x2", 50 sheets per strip i.e. total 100 sheets	Oddy / Best quality	per Pad	
39	Water Glass Simple 250 ml.	Best Quality	per Glass	
40	Gum Bottle Small (150 ml)	Brill / Camel	per bottle	
41	Gum Bottle Big (900 ml)	Brill / Camel	per bottle	
42	Glue Stick 8 gm	Fevicol / Kores	per stick	
43	Glue Stick 5 gm	Fevicol / Kores	per stick	
44	Note-Pad - Rulled [Size : B5 (6.9"x9.8", 40 pages, Top Biuding]	Best Quality	per Pad	
45	Note-Pad - Rulled [Size : B6 (4.9"x6.9"), 40 pages, Top Biuding]	Best Quality	per Pad	
46	Note-Pad - Ruled [Size : B7 (3.5"x4.9"), 50 pages, Top Binding)	Best Quality	per Pad	
47	Note-Pad - Ruled [Size : B5 (6.9"x9.8", 40 pages, Top Binding] with EPFO Emblem and address on the cover	Best Quality	per Pad	
48	Note-Pad - Ruled [Size : B6 (4.9"x6.9"), 40 pages, Top Binding] with EPFO Emblem and address on the cover	Best Quality	per Pad	
49	Note-Pad - Ruled [Size : B7 (3.5"x4.9"), 50 pages, Top Binding) with EPFO Emblem and address on the cover	Best Quality	per Pad	
50	Noting Sheet Pad (100 pages) (80 GSM)	Best Quality	per pad	
51	Numbering Machine (Self Ink)	Best Quality	per item	
52	Computer Paper 10x12x1 (80 GSM)	Century/ Best quality	per ream	
53	Computer Paper 10x12x2 (80 GSM)	Century/ Best quality	per ream	<i>me</i>
54	Computer Paper 10x12x3 (80 GSM)	Century/ Best quality	per ream	
55	Computer Paper 10x12x4 (80 GSM)	Century/ Best quality	per ream	
56	Computer Paper 15x12x1 (80 GSM)	Century/ Best quality	per ream	
57	Computer Paper 15x12x4 (80 GSM)	Century/ Best quality	per ream	

58	A/4 copier paper (75 GSM)	Trident/ITC/Century	per ream	
59	Legal Paper (Green) (90 GSM)	Trident/ITC/Century	per ream	
60	Legal Paper (White) (90 GSM)	Trident/ITC/Century	per ream	
61	Plain White paper (60 GSM)	Best Quality	per ream	
62	Ruled Paper, Full Size (60 GSM)	Best Quality	per ream	
63	Round Glass Heavy	Best Quality	per piece	
64	Square Plastic Heavy	Best Quality	per piece	
65	Parker Classic Stainless Steel GT Ball Pen	Parker	per Pen	
66	Parker Beta Standard Ball Pen	Parker	per Pen	
67	Pilot HiTechpoint V7 (Black, Blue)	Luxor	per Pen	
68	Pilot HiTechpoint V5 (Black, Blue)	Luxor	per Pen	
69	Reynolds Jetter Gel Pen (Black, Blue, Green)	Reynolds	per Pen	
70	Cello Butterflow Ball Pen (Blue, Black, Green, Red)	Cello	per Pen	
71	Reynolds Ball Pen - 045 (Blue)	Reynolds	per Pen	
72	Reynolds Ball Pen - Fastline (Blue)	Reynolds	per Pen	
73	Permanent Marker Pen	Luxor	per Pen	
74	Use & Throw Pens	Best Quality	Per packet (10 nos.)	
75	Sketch Pen	Best Quality	Per packet (10 nos.)	
76	Signor Sketch Pen	Best Quality	Per Packet (10 nos.)	
77	Bold Marker Sketch Pen	Luxor / Camlin	per Pen	
78	White Board Marker Pen	Luxor / Camlin	per Pen	
79	Highlighter	Luxor / Faber-Castel	per Pen	
80	CD Writer Pen	Reynolds	per Pen	
81	Transparent Tape Dispenser (Big Size)	Omega Elite	per item	
82	Refill - Pilot HiTechpoint V7 (Black, Blue)	Luxor	per Refill	
83	Refill - Reynolds Jetter Gel Pen (Black, Blue, Green)	Reynolds	per Refill	
84	Refill - Cello Butterflow Ball Pen (Blue, Black, Green, Red)	Cello	per Refill	
85	Refill - Reynolds Ball Pen - 045 (Blue)	Reynolds	per Refill	
86	Refill - Reynolds Ball Pen - Fastline (Blue)	Reynolds	per Refill	
87	Pen Stand	Best Quality	per item	
88	Pencil	Natraj	per pencil	
89	Pushpin Plastic (50 pins per packet)	Oddy/Best Quality	per Packet	

90	Paper Pin (100 pins per packet)	Oddy/Best Quality	per Packet	
91	Board Pin brass	Best Quality	per packet	
92	Pin Cushion	Best Quality	per item	
93	Stainless Steel Pocker	Best Quality	per piece	
94	Punching Machine (Single Hole) Simple	Kangaroo	per item	
95	Punching Machine (Double Hole) Simple	Kangaroo	per item	
96	Ruled Register (13"x8") 200 pages	Best Quality	per Register	
97	Ruled Register (13"x8") 100 pages	Best Quality	per Register	
98	Ruled Register (13"x5.5") 100 pages	Best Quality	per Register	
99	Stock Register (350 pages) with Hard Cover	Best Quality	per register	
100	Plastic 12"	Best Quality	per scale	
101	Steel 12"	Best Quality	per scale	
102	Scissor (Small)	Kangaroo / Best quality	per scissor	
103	Scissor (Medium)	Kangaroo / Best quality	per scissor	
104	Scissor (Big)	Kangaroo / Best quality	per scissor	
105	Sharpner (Long Tip)	Natraj /Apsara	per item	
106	Sharpner (Normal Tip)	Natraj /Apsara	per item	
107	Stamp Pad, Metal (110 x 69 mm) - Purple / Red	Kores / Supreme	per stamp pad	
108	Stamp Pad, Plastic (110 x 69 mm) - Purple / Red	Faber-Castell / Kores / Supreme	per stamp pad	
109	Stamp Pad ink Purple / Red	Best Quality	per bottle	
110	Stapler Small No. 10 Series	Kangaroo	per stapler	
111	Stapler Medium No. 24/6 Series	Kangaroo	per stapler	
112	Stapler Big No. 23/17 Series	Kangaroo	per stapler	
113	Stapler Pin SMALL No. 10	Kangaroo	per Packet	
114	Stapler Pin MEDIUM No. 24/6	Kangaroo	per Packet	
115	Stapler Pin MEDIUM No. 23/17	Kangaroo	per Packet	
116	File Tag Green 30" Bundle (100 nos.)	Best Quality	per bundle	
117	White Tag (Small) 4.5" (100 tags per packet)	Best Quality	per packet	
118	Transparent Tape 3/4" wide	Best Quality	per tape	
119	Transparent tape 3/4" wide	Best Quality	per tape	
120	Transparent tape 2" wide	Best Quality	per tape	
121	Brown Tape 2" wide	Best Quality	per tape	
122	Black Tape 2" wide	Best Quality	per tape	

QUOTATION FOR PRINTING AND BINDING ITEMS

S.No.	Name of the Items	Name of the Brand / specification	Qty for quoting rate	Rate quoted inclusive of all GST taxes (in Rs.)
1	Certificate Hindi	As per Sample	per certificate	
2	Envelope with logo and office address	9x4 with window, 80 GSM, 250 envelopes per packet	per packet	
3	Envelope with logo and office address	11x5 with window 80 GSM, 250 envelopes per packet	per packet	
4	A.S.R. Proforma	As per Sample, 70 GSM white F/S single side printing, 100 sheet pad	per Pad	
5	Claim Return Proforma	As per Sample, 70 GSM white F/S double side printing, 100 sheet pad	per Pad	
6	Appendix E	As per Sample, 70 GSM white F/S single side printing, 100 sheet pad	per Pad	
7	Common Challans Form	As per Sample, 70 GSM Paper, Set of 48 pages (White, Red, Blue & Green)	Each Pad	
8	Contingent Bill	As per Sample, 70 GSM White Paper, 100 sheet pad	per Pad	
9	E.L. Proforma	As per Sample, 70 GSM white F/S single side printing, 100 sheet Pad	per Pad	
10	Enquiry Report E.O.	As per Sample, 70 GSM white F/S single side printing, 100 sheet pad	per Pad	
11	Letter Pad, EO, Big	80 GSM Orient White paper 100 sheet pad, Size A-4	per Pad	
12	Letter Pad Office Big	80 GSM Orient White paper 100 sheet pad, Size A-4	per pad	
13	Letter Pad Office Small	80 GSM Orient White paper 100 sheet pad, Size B-6 (4.6"x6.9")	per pad	
14	Letter Pad Recovery Officer	80 GSM Orient White paper 100 sheet pad, Size A-4	per pad	
15	Receipt Slips	As per Sample, Orient white paper 100 sheet pad, size B8 (2.4"x3.5")	per pad	
16	Visitors slip	As per Sample, 70 GSM white B/B printing, size B8 (2.4"x3.5")	per pad	
17	Noting Sheet 7A/14B printed	As per Sample, 70 GSM white F/S single side printing, 100 sheet Pad, Size- Legal	per Pad	
18	Form 15G	Income Tax Form 100 sheet pad	per pad	
19	Form 15H	Income Tax Form 100 sheet pad	per pad	
20	Inspection Proforma	As per Sample, 70 GSM white F/S single side printing, 100 sheet pad	per pad	
21	Investigation Proforma	As per Sample, 70 GSM white F/S single side printing, 100 sheet pad	per pad	
22	Joining Report	As per Sample, 70 GSM white F/S single side printing, 100 sheet pad	per pad	
23	Less Deposit Proforma	As per Sample, 70 GSM white F/S single side printing, 100 sheet pad	per Pad	
24	Life Certificate	As per Sample, 17x27x1/4 57 GSM Orient White Paper 100 sheet pad	per Pad	

25	Specimen Signature Proforma	As per Sample, 70 GSM Orient White Paper 100 sheet pad	per pad	
26	T.A. Bill Form	As per Sample, 70GSM, A/3 size 11.5X18 B/B printing, 100 sheet pad	per pad	
27	Tour Diary EO	As per Sample, white 70 GSM A/4 size B/B printing, 100 sheet pad	per pad	
28	Tour Programme Proforma	As per Sample, white 70 GSM A/4 size B/B printing, 100 sheet pad	per pad	
29	Form 5A	As per Sample, white F/S B/B printing, 100 sheet pad	per pad	
30	7A/14B Adjournment Notice	As per Sample, 70 GSM white A4 single side printing, 100 sheet pad	per pad	
31	Form 9 (12 pages) Bound Volume	As per Sample, 80 GSM Laser paper, Cloth binding and numbering	per set	
32	Form 9 (25 pages) Bound Volume	As per Sample, 80 GSM Laser paper, Cloth binding and numbering	per set	
33	Blue Book	As per Sample, 70 GSM paper, 18"*13" B/B printing, 200pages.	Per book	
34	Cash Book Bank	As per Sample, 80 GSM 100 pages Register with Cloth Binding Green Paper	Per Book	
35	Dairy Register	As per Sample, 200 pages green register, Hard Bound Cover	per register	
36	Dispatch Register	As per Sample, 200 pages green register, Hard Bound Cover	per register	
37	Receipt Register	As per Sample, 200 pages green register, Hard Bound Cover	per register	
38	Red Book Register	As per Sample, 70 GSM paper, 18"*13" B/B printing, 200pages.	per book	
39	VDR Register	As per Sample, 80 GSM 100 pages Register with Cloth Binding Green Paper	per register	
40	Service Book	As per Sample, ledger 70 GSM 120 pages B/B with office name	Per book	
41	Scroll Register Register	As per Sample, 200 pages register, Hard Bound Cover	per register	
42	Recovery Register	As per Sample, 70 GSM paper, 18"*13" B/B printing, 200pages.	per register	

Also provide the rates for the following items for printing:

S.No.	Paper Size (75 gsm)	Rate of printing per 100 pages Single Side (INCLUSIVE OF ALL TAXES)	Rate of printing per 100 pages both sides (INCLUSIVE OF ALL TAXES)
1	A4		
2	Legal		
3	Half size of A4		
4	Double A4 size paper		
5	Double Legal size paper		

मोहन सिंह जी
MOHAN SINGH H
आधीन मन्त्रालय, गांधी
आधीन P.F. Office, Gandhinagar
20/05/2024

DETAILS OF TENDERER

1. Name of the Tenderer Firm _____
2. Full Address of the firm with PIN Code _____
3. Name of the Partners/Directors/Proprietor _____
4. Telephone Numbers/Mobile Numbers _____
5. Fax Number _____
6. Year of Establishment _____
7. Name of Bankers with full address &
Telephone, Fax No. _____
8. Details of work completed by the Tenderer during last three years _____ Please attach in separate sheet
9. Registration Number under Shops & Establishment Act _____
10. PAN (Please attach attested photo copy) : _____
11. Turnover for the last three years (in lakhs) : 2015-16 _____, 2016-17 _____
2017-18 _____
12. Nature of work (please specify – supply of Stationery or Printing & Binding) _____
- 13 Earnest Money Deposit: Rs. _____
DD/PAY ORDER No. _____
Name of Bank, Branch _____
- 14 Service Tax Number and Certificate _____ (Encl. copy)
15. GST Number _____ (Encl. copy)

Place : _____

Date : _____

मोहन सिंह हीरा
MOHAN SINGH HIRA

Signature of Tenderer/
Competent Authority of Company/Agency
Official Stamp & Seal