

COST OF TENDER: Rs. 1000/- By Hand  
Rs. 1100/- By Post

**DOEACC SOCIETY, CHANDIGARH CENTRE**  
**An Autonomous Body of Department of Information Technology,**  
**Ministry of Communications & Information Technology, Govt. of India,**  
**SCO 114-116, SECTOR 17-B, CHANDIGARH - 160017.**

**Tender No. PUR-11/2010**

**LAST DATE OF SUBMISSION : 2<sup>nd</sup> June, 2010 by 3.00 p.m.**

Tender documents containing terms and conditions and specifications for supply of Computer Stationery

**Tender Documents are not transferable and cost of bidding document is not refundable under any circumstances. In case the tender document is downloaded from the Web-site, the tenderer shall have to deposit the cost of tender of Rs.1000/- separately in the form of demand draft in favour of the Director, DOEACC Society, Chandigarh Centre payable at Chandigarh.**

Tenders are invited on behalf of DOEACC Society, Chandigarh Centre, from manufacturers capable of supplying large quantities of good quality computer stationery at DOEACC Society, Chandigarh Centre and its Sub Centres in Ludhiana in Punjab, Rohtak, Jind, Kurukshetra, Yamuna Nagar, Kaithal and Jhajjar in Haryana.

Rates quoted should be F.O.R. Store Rooms, DOEACC Society, Chandigarh Centre /Sub Centres, at above locations inclusive of all charges on account of packing, forwarding, sales tax/VAT, octroi and any other taxes/levies applicable and also charges for stacking the supplies in our store rooms.

**NOTE : RATES QUOTED SHOULD BE PER PACK OF COMPUTER STATIONERY ONLY**

**I. DESCRIPTION OF ITEMS WITH APPROX. REQUIRMENT & SPECIFICATIONS**

Detailed specifications, requirements and terms and conditions for the supply of following approximate quantities of computer stationery are as under:-

<b>SNo.</b>	<b>Description of Items</b>	<b>Description of Items</b>	<b>Grammage of Paper</b>	<b>Estimated Requirement</b>
1	38.1 x 30.48 cms blank continuous stationery, <b>single part</b> , pure white paper	Single Part 132 Col	57 GSM	500 packs of 1000 forms each per month
2	38.1 x 30.48 cms blank continuous stationery, <b>single part</b> , pure white paper	Single Part 132 Col	80 GSM	50 packs of 1000 forms each per month
3	38.1 x 30.48 cms blank continuous stationery, <b>single part</b> , pure white paper ( <b>easy to read paper</b> )	Single Part 132 Col <b>Easy to Read</b>	57 GSM	50 packs of 1000 forms each per month
4	25.4 x 30.48 cms blank continuous stationery, <b>single part</b> , pure white paper ( <b>easy to read paper</b> )	Single Part 80 Col <b>Easy to Read</b>	57GSM	15 packs of 1000 forms each per month

5	25.4 x 30.48 cms blank continuous stationery, <b>Two Part</b> , pure white paper	Two Part 80 Col	57 GSM	10 packs of 500 forms each per month
6	25.4 x 30.48 cms blank continuous stationery, <b>Single Part</b> , pure white paper	Single Part 80 Col	57 GSM	750 packs of 1000 forms each per month
7	25.4 x 30.48 cms blank continuous stationery, <b>single part</b> , pure white paper	Single Part 80 Col	80 GSM	50 packs of 1000 forms each per month
8	38.1 x 30.48 cms blank continuous stationery, <b>Two Part</b> , pure white paper	Two Part 132 Col.	57 GSM	100 packs of 500 forms each per month
9	38.1 x 30.48 cms blank continuous stationery, <b>Three Part</b> , pure white paper	Three Part 132 Col.	57 GSM	300 packs of 250 forms each per annum
10	38.1 x 30.48 cms pre-printed continuous stationery, single part, for <b>DS/NRS Bill on behalf of PSPCL</b> with Advertisement on pure white paper (5 colours printing on front side and Black colour on back side)	PSPCL DS / NRS Bills 132 Col.	70 GSM	1100 packs of 1000 forms each per month
11	38.1x30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>DS/NRS Ledger on behalf of PSPCL</b> (One side printing in Red Colour)	PSPCL DS /NRS Ledger 132 Col.	57 GSM	350 packs of 1000 forms each per month
12	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>DS/NRS Meter Blanks on behalf of PSPCL</b> (One side printing in Red Colour)	PSPCL DS/NRS Meter Blank 80 Col.	80 GSM	350 packs of 1000 forms each per annum
13	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>TDCO on behalf of PSPCL</b> (One side printing in Red Colour)	PSPCL TDCO 132 Col.	57 GSM	100 packs of 1000 forms each per month
14	38.1x30.48 cms pre-printed continuous stationery, single part, on pure white paper, for <b>Bills for S.P. Consumers on behalf of PSPCL</b> with Advertisement (5 colours printing on front side and Black colour on back side)	PSPCL S.P. Bills 132 Col.	70 GSM	45 packs of 1000 forms each per month
15	38.1 x 30.48 cms pre-printed continuous stationery, single part on pure white paper for <b>ledger for S.P. Consumers on behalf of PSPCL</b> (One side printing in Blue colour)	PSPCL SP Ledger 132 Col.	57 GSM	12 packs of 1000 forms each per month
16	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>Meter Blanks for S.P. Consumers on behalf of PSPCL</b> (One side printing in Blue colour)	PSPCL SP Meter Blank 80 Col.	80 GSM	150 packs of 1000 forms each per annum

17	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper, for <b>Bills for M.S. Consumers on behalf of PSPCL</b> with Advertisement (5 colours printing on front side and Single colour on back side)	PSPCL M.S. Bills 80 Col.	70 GSM	25 packs of 1000 forms each per month
18	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>Ledger for M.S. Consumers on behalf of PSPCL</b> (One side printing in Magenta Colour)	PSPCL MS Ledger 132 Col.	57 GSM	10 packs of 1000 forms each per month
19	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>Meter Blanks for M.S. Consumers on behalf of PSPCL</b> (One side printing in Magenta colour)	PSPCL MS Meter Blank 80 Col	80 GSM	30 packs of 1000 forms each per annum
20	25.4 x 30.48 cms pre-printed continuous stationery, for <b>Bills of Public Lighting on behalf of PSPCL</b> on pure white paper (both side printing in mazenta colour)	PSPCL PL Bills 80 Col.	57 GSM	60 packs of 1000 forms each per annum
21	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>Ledger of Public Lighting on behalf of PSPCL</b> (One side printing in Purple Colour)	PSPCL PL Ledger 132 Col.	57 GSM	35 packs of 1000 forms each per annum
22	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>Meter Blanks of Public Lighting on behalf of PSPCL</b> (One side printing in Purple Colour)	PSPCL PL Meter Blank 80 Col	80 GSM	50 packs of 1000 forms each per annum
23	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>Bills on 20 KW DS/NRS</b> on behalf of PSPCL (5 colours printing on front side and ight brown on back side)	PSPCL Bills 20 KW 132 Col.	70 GSM	10 packs of 1000 forms each per month
24	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>Ledger of 20 KW DS/NRS on behalf of PSPCL</b> (One side printing in Light Brown Colour)	PSPCL Ledger 20 KW 132 Col.	57 GSM	10 packs of 1000 forms each per month
25	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>Meter Blank on 20 KW DS/NRS on behalf of PSPCL</b> (One side printing in Light Brown Colour Item No. 20)	PSPCL Meter Blank 20 KW 80 Col.	80 GSM	30 packs of 1000 forms each per annum
26	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>Bills of AP consumers</b> on behalf of PSPCL (Both side printing in green colour)	PSPCL AP Bills 132 Col.	57 GSM	125 packs of 1000 forms each per month

27	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>Ledger of AP Consumers on behalf of PSPCL</b> (One side printing in Green Colour)	PSPCL AP Ledger 132 Col.	57 GSM	50 packs of 1000 forms each per month
28	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper four slips in each form with perforation for <b>Consumer Receipts</b> for Energy Bills payment <b>on behalf of PSPCL</b> (One side printing in red colour )	PSPCL Consumer Receipt 80 Col.	60 GSM	350 packs of 1000 forms each per month
29	Pre-printed <b>rolls for Spot Billing behalf of PSPCL</b> (Both side printing) as per samples. Roll width 57mm in 40 mtrs. length, maplitho paper outer diameter of roll should be 65mm, printing to be done on white paper in bi-lingual as per sample.	PSPCL SPOT Rolls	60 GSM	5000 rolls (each box contain 50 rolls per month
30	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>Bills of Large supply</b> on behalf of PSPCL, CBC, Ludhiana, (Two side printing in green Colour)	PSPCL LS Bills 80 Col.	80 GSM	120 packs of 1000 forms each per annum
31	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Bill <b>Ledger of Large Supply</b> on behalf of <b>PSPCL, CBC, Ludhiana</b> (One side printing in Blue Colour)	PSPCL LS Ledger 132 Col.	70 GSM	10 packs of 1000 forms each per annum
32	25.4 x 30.48 cms blank continuous stationery, single part, on pure white paper for <b>calculation sheets of Large Supply of PSPCL</b> , CBC, Ludhiana (One side printing in green Colour)	PSPCL LS Calculation Sheets 80 Col.	80 GSM	120 packs of 1000 forms each per annum
33	25.4 x 30.48 cms pre-printed continuous stationery, single part, for <b>Bills on behalf of UHBVN</b> on pure white paper (5 colours with logo on front side and Single colour on back side)	UHBVN Bills 80 Col.	70 GSM	800 packs of 1000 forms each per month
34	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper four slips in each form with perforation for <b>UHBVN Consumer Receipt</b> for Energy bills payment (one side printing in Red colour)	UHBVN Consumer Receipt 80 Col.	60 GSM	50 packs of 1000 forms each per month
35	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Bill <b>Ledger on behalf of UHBVN</b> (One side printing in Red Colour)	UHBVN Ledger 132 Col.	57 GSM	200 packs of 1000 forms each per month

36	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>Meter Blanks on behalf of UHBVN</b> (One side printing in Red Colour)	UHBVN Meter Blank 80 Col.	70 GSM	200 packs of 1000 forms each per annum
37	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>Mohali Water Bills</b> with perforation (both side printing in Sky Blue colour)	Mohali Water Bills 132 Col.	60 GSM	100 packs of 1000 forms each per annum
38	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper <b>"Notice" for Mohali Water Billing</b> printing in Punjabi Language with perforation in centre (Single side printing in Royal Blue colour)	Notice for Mohali Water Billing 132 Col.	60 GSM	10 packs of 1000 forms each per annum
39	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>Mohali Water Ledger</b> (One side printing in Sky Blue Colour)	MHL Water Ledger 132 Col.	57 GSM	25 packs of 1000 forms each per annum
40	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>Mohali Water Meter Blank</b> (One side printing in Sky Blue Colour)	MHL Water Meter Blank 132 Col.	70 GSM	12 packs of 1000 forms each per annum
41	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper three slips in each form with perforation for <b>Mohali Water Consumer Receipts</b> for Energy Bills payment (One side printing in sky blue colour)	Mohali Water Consumer Receipt 80 Col.	60 GSM	40 packs of 1000 forms each per annum
42	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>Mohali Rural Water Bills</b> (Front side printing in 2 Colour and Single sky blue colour in back side)	Mohali Rural Water Bills 132 Col.	60 GSM	200 packs of 1000 forms each per annum
43	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>Mohali Rural Water Ledger</b> (One side printing in Royal Blue Colour)	MHL Rural Water Ledger 132 Col.	60 GSM	50 packs of 1000 forms each per annum
44	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>bills on behalf of U.T. Electricity</b> with perforation (Front side printing in 2 Colour and Single colour (Pink) on back side)	UT Combined Bills 132 Col	70 GSM	90 packs of 1000 forms each per month
45	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>SP/MS Bills on behalf of U.T. Electricity</b> (Both side printing in Green colour)	UT Electricity SP/MS Bills 132 Col.	60 GSM	25 packs of 1000 forms each per annum

46	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>Bill Ledger on behalf of U.T. Electricity Deptt.</b> (One side printing in Red Colour)	UT Electricity Ledger 132 Col.	57 GSM	10 packs of 1000 forms each per month
47	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>Meter Blanks on behalf of U.T. Electricity Deptt.</b> (One side printing in Red Colour)	UT Electricity Meter Blanks 132 Col.	60 GSM	36 packs of 1000 forms each per annum
48	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>TDCO on behalf of U.T. Electricity Deptt.</b> (One side printing in Red Colour)	UT Electricity TDCO 132 Col.	57 GSM	25 packs of 1000 forms each per annum
49	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>Bill Ledger of U.T. Water Billing of Public Health</b> (One side printing in Brown Colour)	UT Water Ledger 132 Col.	57 GSM	10 packs of 1000 forms each per month
50	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper in Brown colour for <b>Meter Blanks of U.T. Water Billing of Public Health</b> (One side printing in Brown Colour)	UT Water Meter Blanks 132 Col.	60 GSM	25 packs of 1000 forms each annum
51	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for <b>SP/MS Bill Ledger on behalf of U.T. Electricity Deptt.</b> (One side printing in Green Colour)	UT Electricity SP/MS Ledger 132 Col.	60 GSM	25 packs of 1000 forms each per annum
52	38.1 x 30.48 cms pre-printed continuous stationery, single part, pure white paper, for proforma of <b>Property Tax Demand Bill</b> on behalf of Municipal Corporation, Chandigarh (front side printing in light Yellow colour and Black colour on back side, as per sample enclosed)	UT Property Tax Demand Bill 132 Col.	70 GSM	20 packs of 1000 forms each

**NOTE:**

- i) TENDERER MUST QUOTE RATE FOR ALL GRAMMAGE WEIGHTS.
- ii) TENDERER MUST GIVE GROSS WEIGHT OF ONE PACK OF 1000 SHEETS ON 57/60/70/80 GSM PAPER AND ALLOWABLE TOLERANCE AS PER RELEVANT I.S. SPECIFICATION 1060 OR EQUIVALENT.
- iii) NORMALLY, TWO VENDORS ARE FINALLY SELECTED FOR THE PROCUREMENT OF COMPUTER STATIONERY. HOWEVER, THE DIRECTOR, DOEACC SOCIETY, CHANDIGARH CENTRE, RESERVES THE RIGHT TO PLACE ORDER WITH ONE OR MORE VENDORS.

## II. SPECIFICATIONS

- i) The size of the paper to be supplied has been indicated above. The colour of printing in case of pre-printed stationery can be changed from time to time.
- ii) The paper to be supplied should be conformed to the ISI specifications No. 1060 and pure white (except where mentioned otherwise). It should be either of **Ballarpur Industries Ltd., Tamil Nadu News Print & Papers Ltd., Century Paper Mills Ltd. or Seshasayee Paper and Board Ltd.** The vendor will enclose two samples of each type of stationery i.e. Plain, one side printed and both sides printed, with name of the manufacturing mill (to be supplied by him) and GSM written on it and duly signed by authorized signatory and superscribed with the words "**Sample against Tender No. PUR-11/2010 dated 2<sup>nd</sup> June, 2010**" failing which the tender is likely to be ignored. The paper supplied during the contract period should strictly be according to the sample(s) so approved. The carbon paper to be used in Two Part and Three Part stationery should be of tissue paper 21 GSM with five to seven GSM coating.
- iii) Uniform quality of stationery will be maintained throughout the period of contract.
- iv) Three Part stationery is to be supplied on 57 GSM pure white paper purchased from aforesaid Paper Mills.
- v) All the stationery is required for use on high speed printers (1200/1400/1800/2000 lines per minute) of DOEACC Society, Chandigarh Centre. The paper should run smoothly on them without getting damaged and without damaging the printers.
- vi) Stationery should be completely free from paper pieces of round punches made for sprockets and the punched holes should be free from fibres etc.
- vii) Perforation should be of proper intensity so that the paper does not tear off automatically during printing and simultaneously it should be possible to tear it off easily when desired. Carbon paper should not get separated automatically during handling.
- viii) Printing should be clear, sharp and without smudges. The complete lot of stationery supplied in a consignment will be rejected if found to be of unacceptable quality and the decision of the Director, DOEACC Society, Chandigarh Centre, in this regard will be final.
- ix) Unless otherwise specified each form would bear name and logo of DOEACC Society, Chandigarh Centre, on left top corner. Each form in a pack would be numbered. Numbering on every type of stationery will be done in chronological order continuously from 0001 to 01000 and so on. Alternately numbering may commence from any digit and will end after 1000 numbers so as to ensure that each pack contains 1000 sheets. The name of the supplying firm would be printed in very small font on the

right hand side of the form. A sample should be got approved by the Supplier from DOEACC Society, Chandigarh Centre well in advance.

- x) DOEACC Society, Chandigarh Centre, may require some stationery without name and logo of DOEACC Society, Chandigarh Centre and also that of the manufacturer. However, such requirement would be specifically indicated on supply order.
- xi) It will be the responsibility of the supplier to get the art work for pre-printed stationery approved within 15 days from receipt of instructions from the officer authorised by DOEACC Society, Chandigarh Centre, for the same in one or more visits through special messenger only. **The submission of art work through courier/post will not be entertained.** In urgent cases, art work will be got approved on priority basis and stationery shall be supplied within the stipulated period. The approved art work may require some changes or modifications from time to time and the vendor shall be liable to incorporate the changes and to ensure its accuracy before printing the stationery.  
The time taken for more than one day for approval of art work would add to the 15 days' period allowed to the supplier as above. However, no extra time will be allowed for rectification of errors in art work due to fault of the supplier.  
Penalty would be levied as per penalty clause, if the supply of stationery is delayed due to extra time taken by the supplier for approval of the art work.  
Negative and positive of the art work and zinc/polymer plates got prepared by the vendor(s) shall become property of DOEACC Society, Chandigarh Centre. The Centre will be free to use the same for getting the printing done from any other source(s).
- xii) The colour of paper/printing would also be got approved. Colour of printing can be changed at any time while placing subsequent repeat orders. Printing should be clear, sharp and without smudges.
- xiii) Each pack should indicate, on the cover, the type of stationery it contains, serial number and month of supply.
- xiv) The Supplier shall submit the details regarding the manufacturer's name, paper used and the lot Nos. along with invoice of every supply failing which payment will not be released.
- xv) PSPCL bill stationery relating to DS/NRS, SP, MS, LS and 20KW category may have one or more than one type of advertisement. Some of the bill stationery may have one advertisement and remaining may have the others. Advertisement on the bills can be changed any time after 2 months. Supplier will be intimated accordingly in time.

### III. WEIGHT PER PACK SPECIFICATIONS

The weight per pack of computer stationery should be as under :-

1.	Single Part, 57 GSM, 1000 sheets	38.1 x 30.48	6.584 kg
2.	Single Part, 60 GSM, 1000 sheets	38.1 x 30.48	6.931 kg
3.	Single Part, 70 GSM, 1000 sheets	38.1 x 30.48	8.086 kg
4.	Single Part, 80 GSM, 1000 sheets	38.1 x 30.48	9.242 kg
5.	Single Part, 57 GSM, 1000 sheets	25.4 x 30.48	4.378 kg
6.	Single Part, 60 GSM, 1000 sheets	25.4 x 30.48	4.609 kg
7.	Single Part, 70 GSM, 1000 sheets	25.4 x 30.48	5.377 kg
8.	Single Part, 80 GSM, 1000 sheets	25.4 x 30.48	6.145 kg
9.	Two Part, 60 GSM, 500 sheets	38.1 x 30.48	8.144 kg
10.	Two Part, 60 GSM, 500 sheets	25.4 x 30.48	5.415 kg
11.	Three Part, 57 GSM, 250 sheets	38.1x30.48	6.152 kg
12.	Three Part, 57 GSM, 250 sheets	25.4x30.48	4.080 kg

### IV. SUBMISSION OF TENDER

The tenderer will be required to send TWO SEPARATE ENVELOPES, FIRST ENVELOPE WILL CONTAIN DEPOSIT OF EARNEST MONEY, SAMPLES OF PAPER/ PRINTING, LIST OF MAJOR USERS SERVED, TURNOVER IN LAST THREE YEARS, AS SPECIFIED IN THE RELEVANT CLAUSES, WHEREAS THE SECOND ENVELOPE WILL CONTAIN COMMERCIAL TENDER SHOWING RATES ETC. While opening the tenders, the envelopes containing technical bids and earnest money shall be opened first and acceptance of the tender according to the specified clauses will be ascertained. In case DOEACC Society, Chandigarh Centre, is satisfied that the tenderer is capable of supplying quality computer stationery as per our requirement only then the second envelope containing commercial bid will be opened. Both the envelopes should be sealed and superscribed in bold letters :

**"TECHNICAL BID FOR SUPPLY OF COMPUTER STATIONERY"**  
**"COMMERCIAL BID FOR SUPPLY OF COMPUTER STATIONERY"**

COMMERCIAL BID of the technically short-listed tenderers shall be opened by the Purchase Committee for which separate date will be fixed.

Annexure I attached to this Tender Document should be filled in and attached to the **Technical Bid**.

Annexure II attached to this Tender Document should be filled in original and attached to the **Commercial Bid**.

## **V. VALIDITY OF TENDER**

The tender should be valid for 120 days for acceptance, from the date of opening of tenders.

## **VI. EARNEST MONEY**

- i) Irrespective of any relaxation/exemption to a Small Scale Industry by any Government department or otherwise, each tender must be accompanied by earnest money of **Rs.1,00,000/-** paid through bank draft drawn in favour of DOEACC Society, Chandigarh Centre, payable at any scheduled Bank at Chandigarh.

In case the payment is expressly due from DOEACC Society, Chandigarh Centre, the tenderer will be required to obtain a certificate from this Centre that amount of **Rs. 1,00,000/-** has been adjusted towards Earnest Money Deposit. The Tenderer will be required to attach the certificate with the Technical Bid.

- ii) In case of withdrawal/modification of an offer within the validity period, the Earnest Money shall be forfeited.
- iii) Tenders received without earnest money or after the specified date and time shall be rejected. Earnest money in respect of unsuccessful vendors will be refunded on finalisation of the contract whereas in case of successful vendors, the amount will be converted into security deposit. The tenderer shall be required to deposit the balance amount of security deposit within the specified period.

## **VII. QUANTITIES – VARIATIONS etc.**

The quantities indicated above are estimated. The total quantity of stationery shall be distributed between two/three suppliers. The new suppliers not having prior dealing with DOEACC Society, Chandigarh Centre, might be given order for relatively small quantity and purely on trial basis notwithstanding that their price is lowest. If after three-four months' trial, the firm proves its credibility, quantity may be progressively increased to equal proportion. The quantity can be increased or reduced to any extent during the period of contract. No claim on this account shall be entertained and the vendor shall be required to supply the quantities according to our requirements within the specified period failing which the amount of security deposited by the vendor shall be forfeited.

The supply would be arranged by the supplier strictly as per schedule given by the Centre from time to time.

## **VIII. DELIVERY SCHEDULE**

On execution of contract agreement as mentioned in para XX below, the vendor will be given delivery schedule from time to time for making supplies keeping in view our requirements and the vendor will have to make the supplies accordingly. The supply will be arranged by the vendor according to priority schedule given by the Centre from time to time.

## **IX. PENALTY**

- a) **For late delivery :**

The supplier will be liable to pay penalty @ 1/2% (half percent) per day subject to a maximum of 5% of the value of such portion of material which has not been

supplied within the stipulated period or the actual loss, if any, whichever is higher, as a result of delay/undelivered stationery. In case the stationery is not supplied within 15 days after the specified period, the Director, DOEACC Society, Chandigarh Centre, will have the right to purchase stationery from any other source at the risk and cost of the supplier and 5% penalty due to late delivery will also be payable by the defaulting supplier in addition to the difference in actual cost of stationery.

**b) If computer stationery supplied is not as per specifications, the penalty may be imposed at the following rates :-**

- i) The stationery supplied will be checked by weighing as per ISI norms.
- ii) Computer stationery with plus/minus 4% tolerance limit relating to weight as per ISI norms may be accepted without penalty.
- iii) Penalty will be imposed in case of less weight after tolerance limit as under:-

Quantum of Less weight	If weight of less than or equal to 50% sample test checked is less	If weight of more than 50% sample test checked is less
More than 4% or equal to 5%	8% on proportionate basis of supplied lot	4% on entire lot
More than 5% or equal to 6%	12% on proportionate basis of supplied lot	6% on entire lot
More than 6% or equal to 7.5%	20% on proportionate basis of supplied lot	10% on entire lot
More than 7.5%	If accepted, 30% on proportionate basis of supplied lot (normally supply will be rejected)	15% on entire lot, if accepted. However, normally supply will be rejected

iv) In addition to above, the penalty would be imposed if computer stationery supplied carries one or more of the following defects:-

- a) At the rate of 2% on entire lot if printing is not clear, sharp, smudged and not as per the approved sample
- b) At the rate of 2% on entire lot if alignment of sprockets is not proper or perforation is not of proper intensity
- c) At the rate of 2% on entire lot if Packs carry pieces of round punches, joints, omission of logo, name of mill not properly indicated or dust in the packs
- d) At the rate of 2% on entire lot if Stationery supplied is not as per approved art work

If defect is such due to which computer stationery does not run properly on the Printers, or cannot be used due to administrative reasons, entire lot will summarily be rejected. However maximum penalty to be imposed for the above defects shall not exceed 5% on the entire lot supplied on the same date.

## X. INSPECTION

- i) The stationery supplied in each consignment will be subject to inspection by a Committee constituted by the Director, DOEACC Society, Chandigarh Centre. A sample of 10%, subject to minimum of 5 packs of each type of stationery may be checked by the Committee in each lot of delivery.
- ii) In case the stationery supplied is found to be under weight and/or the quality of printing is not found satisfactory, the Director, DOEACC Society, Chandigarh Centre, shall have the right to reject the entire lot or accept the stationery with penalty. If accepted, penalty shall be levied as indicated at IX (b) above.
- iii) Stationery supplied may also be got tested from a laboratory by sending sample from any of the lot(s) supplied by the supplier. In case the stationery does not conform to the following specifications, the entire lot may be rejected :

Weight	- Specified Grammage (57/60/70/80 GSM) with Plus Minus 4 percent (Test as prescribed in specification No. 6 of IS 1060 (Part I) : 1966)
Tensile Index	- Minimum CD 1700 (MD 2500) (Test as prescribed in specification No. 12.4 of IS 1060 (Part I) : 1966)
Brightness	- Minimum 70 (Test as prescribed in specification No. 13 of IS 1060 (Part 2) : 1960)

At both the sides of computer paper, on the width side, there shall be uniformed punched feed holes, free from fibres and lours. The diameter of these holes shall be 4 +/- 0.05 mm at a distance of 12.5 +/- 0.05 mm from each side. The hole Centre from the edge of the paper shall be 6.5 +/- 0.05 mm.

## XI. QUALITY OF THE STATIONERY

The Director, DOEACC Society, Chandigarh Centre, will have the right to reject the stationery of unacceptable quality. Director, DOEACC Society, Chandigarh Centre, may impose such penalty as deemed fit for supply of poor/unsatisfactory quality of stationery or defect in printing even if the same is accepted for use by this Centre. The decision of Director, DOEACC Society, Chandigarh Centre, in this regard will be final.

The rejected pre-printed stationery would be lifted by the supplier within one month after the date of letter of rejection issued by DOEACC Society, Chandigarh Centre, after getting the same defaced to the satisfaction of DOEACC Society, Chandigarh Centre, before lifting. If the supplier does not lift the rejected material after defacing it within stipulated period, DOEACC Society, Chandigarh Centre, would be at liberty to get the stationery suitably defaced at the cost of supplier and dispose of the same as per discretion of DOEACC Society, Chandigarh Centre. Otherwise DOEACC Society, Chandigarh Centre, may claim the storage charges at the rate of Rs.2/- per pack per month or part thereof for the rejected stationery not lifted within the stipulated period.

## **XII. RISK PURCHASE**

If the supplier fails to affect supplies even within fifteen days after the specified delivery period, DOEACC Society, Chandigarh Centre would be within its rights to obtain supplies of the quantities ordered from other sources/ suppliers at the then prevailing market rates without floating any formal enquiry at the cost and risk of the supplier. In such event, the defaulting supplier would also be liable to pay 10% penalty over and above the cost of stationery due to delay and disturbance faced by the buyer. Similar purchases would be made in the case of supplies of stationery which is rejected on account of poor quality at the risk and cost of the supplier. Each empanelled vendor would be required to provide one plate after getting the art work approved of the urgently required item as specified, for the use of this Centre as and when necessitated.

## **XIII. TERMINATION OF THE CONTRACT**

If the supplier is found to have defaulted in making supplies in full on more than one occasion or has delayed supplies on more than one occasion, or has supplied stationery of a quality not acceptable to Director, DOEACC Society, Chandigarh Centre, more than once, it will be open to DOEACC Society, Chandigarh Centre, after serving a show cause notice of 15 days of its intention to do so, to terminate the contract and to make purchases at risk and cost of the supplier. The security deposit may be confiscated and no further dealings with such a firm would be had by this Centre. The firm may also be black listed.

## **XIV. DURATION OF THE CONTRACT**

The contract shall be for the period of one year from the date of placement of first order and may be extended maximum one month. Subject to price variation clause XVIII, the rates offered and once accepted by both the parties, will be valid for one year and during the subsistence of the contract. The rates will be firm for first four months. The contract shall be irrevocable by the vendor and the vendor shall be required to maintain regular supplies throughout the period of contract according to the schedule of supply given to the vendor.

## **XV. TERMS OF PAYMENT etc.**

Subject to any deduction, as covered by the terms and conditions of the contract, 95 percent amount of the bill for each consignment (except in the case of last consignment) would be paid within 4 to 6 weeks of the receipt of the consignment, in case the stationery is found to be as per terms and conditions of the order. The remaining 5 percent amount of the bill will be released after receipt of the next consignment of stationery from the vendor.

Payment will be made by "A/c Payee cheque" only. Payment can be arranged by bank draft if the supplier agrees to bear the bank charges.

## **XVI. ARBITRATION**

All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator to be appointed by the Director, DOEACC Society, Chandigarh Centre. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Conciliation Act 1996 and Rules framed thereunder. Such arbitration shall be held at Chandigarh.

In all matters and disputes arising hereunder, the appropriate courts at Chandigarh alone to the exclusion of all other courts, shall have jurisdiction to entertain and try them.

## **XVII. SECURITY DEPOSIT**

The successful tenderer(s) will be required to deposit Rs. 1.00 lac (Rupees One lac only) as security deposit by way of bank draft drawn in favour of the Director, DOEACC Society, Chandigarh Centre, payable at Chandigarh within ten days of issue of the first supply order for faithful execution of the contract. In the event of default on the part of the contractor in the faithful execution of the contract, the security deposit shall be forfeited in full or part thereof. On successful completion of the contract, the amount of security deposit will be released after three months from the date of expiry of the contract.

## **XVIII. PRICE VARIATION**

The prices of various items will remain firm for four months after the rates have been accepted/revised. The price variation will be subject to production of documentary proof by the vendor. The vendor will be required to submit the proof of escalation of rates of any of two mills out of the mills mentioned in clause II “specifications” of which they normally use the paper for supply of stationery to this Centre. The vendor may however, continue to supply the stationery on the paper of any of the four Mills. The variation in price(s) will be subject to production of documentary proof by the vendor, which will be considered from the first of the month following the month in which necessary documents will be submitted.

### **FORMULA FOR CALCULATING PRICE VARIATION**

#### **DIFFERENCE IN BASIC PRICE OF PAPER W.E.F.**

Basic price of paper as on the date of acceptance of rates	-	Rs. X Per Kg.
Average Basic price of paper after four months	-	Rs. Y Per Kg.
Difference in basic price	-	Rs.X per kg. – Rs. Y per Kg.
Net increase (X – Y)	-	Rs. Z Per Kg. (Rounded to Nearest Rs.)

Based on the above data, increase for different grammage of paper is worked out as under:-

1.	Single Part, 57 GSM, 1000 sheets	38.1 x 30.48	6.584 x Z	Rs.
2.	Single Part, 60 GSM, 1000 sheets	38.1 x 30.48	6.931 x Z	Rs.
3.	Single Part, 70 GSM, 1000 sheets	38.1 x 30.48	8.086 x Z	Rs.
4.	Single Part, 80 GSM, 1000 sheets	38.1 x 30.48	9.242 x Z	Rs.
5.	Single Part, 57 GSM, 1000 sheets	25.4 x 30.48	4.378 x Z	Rs.
6.	Single Part, 60 GSM, 1000 sheets	25.4 x 30.48	4.609 x Z	Rs.

7.	Single Part, 70 GSM, 1000 sheets	25.4 x 30.48	5.377 x Z	Rs.
8.	Single Part, 80 GSM, 1000 sheets	25.4 x 30.48	6.145 x Z	Rs.
9.	Two Part, 60 GSM, 500 sheets	38.1 x 30.48	8.144 x Z	Rs.
10.	Two Part, 60 GSM, 500 sheets	25.4 x 30.48	5.415 x Z	Rs.
11.	Three Part, 57 GSM, 250 sheets	38.1x30.48	6.152 x Z	Rs.
12.	Three Part, 57 GSM, 250 sheets	25.4x30.48	4.080 x Z	Rs.

Documents of Base price of Mills are to be attached with the Technical Bid, of which tenderer will normally supply the paper.

## **XIX. FORCE MAJURE**

During the pendency of the contract, if the performance in whole/part by either party or obligation there under is prevented/ delayed by cause arising out of any war hostilities, civil commotion, acts of the public, enemy sabotage, fire, floods, explosion/epidemics or non availability of Govt. controlled raw material under orders/instructions of Central/State Govt. regulations, strikes, lockouts, embargo, act of civil/military authorities or any other causes beyond their reasonable control, neither of the party shall be made liable for loss or damage due to delay or failure to perform the contract during the currency of force majeure conditions provided that the happening is notified in writing (with documentary proof) within 30 days from the date of occurrence. The work shall be resumed under the contract as soon as practicable after happening (event) ceases to exist.

## **XX. EXECUTION OF AGREEMENT**

The supplier who is awarded the contract for supply would be required to execute, within a period of ten days of issue of letter awarding the contract, a contract agreement on non-judicial paper valuing Rs.3/- alongwith Security Deposit of Rs. 1.00 lakh failing which the contract will be terminated and the earnest money deposited by the tenderer will be forfeited.

## **XXI. EXPERIENCE**

Only those tenderers should quote the rates who are manufacturers of computer stationery and are supplying large quantities of good quality computer stationery to large Public Sector Undertaking/Private Enterprises for the last three years. Certificate from present client may be enclosed with the tender.

Tenders from tenderers/firms who are blacklisted or with whom business dealings are suspended shall not be entertained and their tender will be rejected.

## **XXII. GENERAL INFORMATION**

The tenderers should supply the following information alongwith the technical bid failing which the tender may be ignored.

1. Composition of the firm alongwith names of its Directors, partners or proprietor, as the case may be.

2. Experience and standing in the market and per day capacity and number of working shifts.
3. The vendor should have facility for 5 (five) colours printing of the bills.
4. List of major clients to whom supplies were made during the last three years (alongwith quantities supplied).
5. Annual turn over for the last three years alongwith proof..
6. Customer's certificate of satisfaction regarding supply of computer stationery.

Information is also to be filled in Annexure I to be attached with the Technical Bid.

- XXIII.** Incomplete tenders may be rejected by the Director, DOEACC Society, Chandigarh Centre.
- XXIV.** The Director, DOEACC Society, Chandigarh Centre, reserves the right to reject any tender without assigning any reasons.
- XXV.** The Director, DOEACC Society, Chandigarh Centre, reserves the right to modify any of the terms and conditions of the contract without assigning any reason.
- XXVI.** The vendor must agree to supply all the items. Those who offer only selected items will not be considered.

**XXVII. OPENING OF THE TENDER**

Tender duly complete in all respects and accompanied with earnest money of **Rs.1,00,000/-** in the shape of bank draft in favour of the Director, DOEACC Society, Chandigarh Centre, should reach this office by **3.00 p.m. on 2<sup>nd</sup> June, 2010**. Technical Bids will be opened at 4.00 p.m. on the same day in the presence of representatives of the tenderers, if any available at the time of opening of the technical bids and financial bids will be opened after evaluating the technical bids for which date will be fixed separately. Any further details required by the tenderers can be obtained after prior appointment with Ms. Sunita Goyle, Additional Director (Tel: 0172-2728889), Mr. Tarsem Sharma, Principal Systems Analyst (Tel. 0172-2700619).

**XXVIII. TECHNICAL BID**

Tenderer is required to sign each page of this tender document. EMD, sample of papers and all other documents considered necessary for technical evaluation should be attached with the Technical Bid.

Copy of the tender document including Annexure I duly signed and stamped, must be attached with the technical bid in lieu of acceptance of the terms and conditions.

Dated: \_\_\_\_\_

Signatures \_\_\_\_\_

(Name with full postal address)  
Tel No. Off:

**TECHNICAL BID**

1. NAME OF THE TENDERER : \_\_\_\_\_
2. EARNEST MONEY DEPOSIT : \_\_\_\_\_  
Name of Bank and Branch : \_\_\_\_\_  
Bank Draft No and date : \_\_\_\_\_  
Amount of bank draft : \_\_\_\_\_
3. PAPER OFFERED : \_\_\_\_\_  
(NAME OF THE MILL/MILLS)
4. GRAMMAGE : \_\_\_\_\_  
(GSM OF PAPER)
5. SPECIFICATION OF CARBON : \_\_\_\_\_
6. SPECIFICATIONS OF THE MACHINE : \_\_\_\_\_  
FOR 5 COLOURS PRINTING
7. i) WEIGHT : \_\_\_\_\_  
15 x 12 x 1  
PER PACK OF 1000 SHEETS  
OF DIFFERENT GSMS  
ii) 12x10 x 1 : \_\_\_\_\_  
PER PACK OF 1000 SHEETS OF  
DIFFERENT GSMS
8. TOLERANCE LIMIT AS PER ISI : \_\_\_\_\_  
SPECIFICATIONS (Y/N)
9. MAJOR USERS : \_\_\_\_\_  
AND CERTIFICATES FROM  
THE CUSTOMERS CONFIRMING  
SATISFACTORY PERFORMANCE
10. ANNUAL TURNOVER (IN LACS)  
2007 - 2008 : \_\_\_\_\_  
2008 - 2009 : \_\_\_\_\_  
2009 - 2010 : \_\_\_\_\_
12. PARTICULAR OF TIN/VAT/SALE TAX NO: \_\_\_\_\_
13. ANY OTHER IMPORTANT INFORMATION: \_\_\_\_\_

Authorised Signatory

And seal of the Company / Supplier

**COMMERCIAL BID**

<b>SNo.</b>	<b>Description of Items</b>	<b>Description of Items</b>	<b>Grammage of Paper</b>	<b>Estimated Annual Requirement ( Packs) A</b>	<b>Rate in Rs. per pack ( Normally pack is of 1000 pages) B</b>	<b>Total value A * B</b>
1	38.1 x 30.48 cms blank continuous stationery, <b>single part</b> , pure white paper	Single Part 132 Col	57 GSM	6000		
2	38.1 x 30.48 cms blank continuous stationery, <b>single part</b> , pure white paper	Single Part 132 Col	80 GSM	600		
3	38.1 x 30.48 cms blank continuous stationery, <b>single part</b> , pure white paper ( <b>easy to read paper</b> )	Single Part 132 Col <b>Easy to Read</b>	57 GSM	600		
4	25.4 x 30.48 cms blank continuous stationery, <b>single part</b> , pure white paper (easy to read paper)	Single Part 80 Col <b>Easy to Read</b>	57GSM	180		
5	25.4 x 30.48 cms blank continuous stationery, Two Part, pure white paper	Two Part 80 Col	57 GSM	120		
6	25.4 x 30.48 cms blank continuous stationery, Single Part, pure white paper	Single Part 80 Col	57 GSM	9000		
7	25.4 x 30.48 cms blank continuous stationery, single part, pure white paper	Single Part 80 Col	80 GSM	600		
8	38.1 x 30.48 cms blank continuous stationery, Two Part, pure white paper	Two Part 132 Col.	57 GSM	1200		
9	38.1 x 30.48 cms blank continuous stationery, Three Part, pure white paper	Three Part 132 Col.	57 GSM	300		
10	38.1 x 30.48 cms pre-printed continuous stationery, single part, for DS/NRS Bill on behalf of PSPCL with Advertisement on pure white paper (5 colours printing on front side and Black colour on back side)	PSPCL DS / NRS Bills 132 Col.	70 GSM	13200		

<b>SNo.</b>	<b>Description of Items</b>	<b>Description of Items</b>	<b>Grammage of Paper</b>	<b>Estimated Annual Requirement (Packs) A</b>	<b>Rate in Rs. per pack (Normally pack is of 1000 pages) B</b>	<b>Total value A * B</b>
11	38.1x30.48 cms pre-printed continuous stationery, single part, on pure white paper for DS/NRS Ledger on behalf of PSPCL (One side printing in Red Colour)	PSPCL DS /NRS Ledger 132 Col.	57 GSM	4200		
12	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for DS/NRS Meter Blanks on behalf of PSPCL (One side printing in Red Colour)	PSPCL DS/NRS Meter Blank 80 Col.	80 GSM	350		
13	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for TDCO on behalf of PSPCL (One side printing in Red Colour)	PSPCL TDCO 132 Col.	57 GSM	1200		
14	38.1x30.48 cms pre-printed continuous stationery, single part, on pure white paper, for Bills for S.P. Consumers on behalf of PSPCL with Advertisement (5 colours printing on front side and Black colour on back side)	PSPCL S.P. Bills 132 Col.	70 GSM	540		
15	38.1 x 30.48 cms pre-printed continuous stationery, single part on pure white paper for ledger for S.P. Consumers on behalf of PSPCL (One side printing in Blue colour)	PSPCL SP Ledger 132 Col.	57 GSM	144		
16	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Meter Blanks for S.P. Consumers on behalf of PSPCL (One side printing in Blue colour)	PSPCL SP Meter Blank 80 Col.	80 GSM	150		
17	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper, for Bills for M.S. Consumers on behalf of PSPCL with Advertisement (5 colours printing on front side and Single colour on back side)	PSPCL M.S. Bills 80 Col.	70 GSM	300		
18	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Ledger for M.S. Consumers on behalf of PSPCL (One side printing in Magenta Colour)	PSPCL MS Ledger 132 Col.	57 GSM	120		

<b>SNo.</b>	<b>Description of Items</b>	<b>Description of Items</b>	<b>Grammage of Paper</b>	<b>Estimated Annual Requirement ( Packs)</b> <b>A</b>	<b>Rate in Rs. per pack ( Normally pack is of 1000 pages)</b> <b>B</b>	<b>Total value</b> <b>A * B</b>
19	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Meter Blanks for M.S. Consumers on behalf of PSPCL (One side printing in Magenta colour)	PSPCL MS Meter Blank 80 Col	80 GSM	30		
20	25.4 x 30.48 cms pre-printed continuous stationery, for Bills of Public Lighting on behalf of PSPCL on pure white paper (both side printing in mazenata colour)	PSPCL PL Bills 80 Col.	57 GSM	60		
21	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Ledger of Public Lighting on behalf of PSPCL (One side printing in Purple Colour)	PSPCL PL Ledger 132 Col.	57 GSM	35		
22	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Meter Blanks of Public Lighting on behalf of PSPCL (One side printing in Purple Colour)	PSPCL PL Meter Blank 80 Col	80 GSM	50		
23	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Bills on 20 KW DS/NRS on behalf of PSPCL (5 colours printing on front side and ight brown on back side)	PSPCL Bills 20 KW 132 Col.	70 GSM	120		
24	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Ledger of 20 KW DS/NRS on behalf of PSPCL (One side printing in Light Brown Colour)	PSPCL Ledger 20 KW 132 Col.	57 GSM	120		
25	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Meter Blank on 20 KW DS/NRS on behalf of PSPCL (One side printing in Light Brown Colour Item No. 20)	PSPCL Meter Blank 20 KW 80 Col.	80 GSM	360		
26	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Bills of AP consumers on behalf of PSPCL (Both side printing in green colour)	PSPCL AP Bills132 Col.	57 GSM	1500		

<b>SNo.</b>	<b>Description of Items</b>	<b>Description of Items</b>	<b>Grammage of Paper</b>	<b>Estimated Annual Requirement ( Packs)</b> <b>A</b>	<b>Rate in Rs. per pack ( Normally pack is of 1000 pages)</b> <b>B</b>	<b>Total value</b> <b>A * B</b>
27	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Ledger of AP Consumers on behalf of PSPCL (One side printing in Green Colour)	PSPCL AP Ledger 132 Col.	57 GSM	600		
28	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper four slips in each form with perforation for Consumer Receipts for Energy Bills payment on behalf of PSPCL (One side printing in red colour )	PSPCL Consumer Receipt 80 Col.	60 GSM	4200		
29	Pre-printed rolls for Spot Billing behalf of PSPCL (Both side printing) as per samples. Roll width 57mm in 40 mtrs. length, maplitho paper outer diameter of roll should be 65mm, printing to be done on white paper in bi-lingual as per sample.	PSPCL SPOT Rolls	60 GSM	60000		
30	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Bills of Large supply on behalf of PSPCL, CBC, Ludhiana, (Two side printing in green Colour)	PSPCL LS Bills 80 Col.	80 GSM	120		
31	38.1x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Bill Ledger of Large Supply on behalf of PSPCL, CBC, Ludhiana (One side printing in Blue Colour)	PSPCL LS Ledger 132 Col.	70 GSM	10		
32	25.4 x 30.48 cms blank continuous stationery, single part, on pure white paper for calculation sheets of Large Supply of PSPCL , CBC, Ludhiana (One side printing in green Colour)	PSPCL LS Calculation Sheets 80 Col.	80 GSM	120		

<b>SNo.</b>	<b>Description of Items</b>	<b>Description of Items</b>	<b>Grammage of Paper</b>	<b>Estimated Annual Requirement ( Packs) A</b>	<b>Rate in Rs. per pack ( Normally pack is of 1000 pages) B</b>	<b>Total value A * B</b>
33	25.4 x 30.48 cms pre-printed continuous stationery, single part, for Bills on behalf of UHBVN on pure white paper (5 colours with logo on front side and Single colour on back side)	UHBVN Bills 80 Col.	70 GSM	9600		
34	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper four slips in each form with perforation for UHBVN Consumer Receipt for Energy bills payment (one side printing in Red colour)	UHBVN Consumer Receipt 80 Col.	60 GSM	600		
35	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Bill Ledger on behalf of UHBVN (One side printing in Red Colour)	UHBVN Ledger 132 Col.	57 GSM	2400		
36	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Meter Blanks on behalf of UHBVN (One side printing in Red Colour)	UHBVN Meter Blank 80 Col.	70 GSM	200		
37	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Mohali Water Bills with perforation (both side printing in Sky Blue colour)	Mohali Water Bills 132 Col.	60 GSM	100		
38	38.1x30.48 cms pre-printed continuous stationery, single part, on pure white paper "Notice" for Mohali Water Billing printing in Punjabi Language with perforation in centre (Single side printing in Royal Blue colour)	Notice for Mohali Water Billing 132 Col.	60 GSM	10		
39	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Mohali Water Ledger (One side printing in Sky Blue Colour)	MHL Water Ledger 132 Col.	57 GSM	25		

<b>SNo.</b>	<b>Description of Items</b>	<b>Description of Items</b>	<b>Grammage of Paper</b>	<b>Estimated Annual Requirement ( Packs) A</b>	<b>Rate in Rs. per pack ( Normally pack is of 1000 pages) B</b>	<b>Total value A * B</b>
40	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Mohali Water Meter Blank (One side printing in Sky Blue Colour)	MHL Water Meter Blank 132 Col.	70 GSM	12		
41	25.4 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper three slips in each form with perforation for Mohali Water Consumer Receipts for Energy Bills payment (One side printing in sky blue colour)	Mohali Water Consumer Receipt 80 Col.	60 GSM	40		
42	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Mohali Rural Water Bills (Front side printing in 2 Colour and Single sky blue colour in back side)	Mohali Rural Water Bills 132 Col.	60 GSM	200		
43	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Mohali Rural Water Ledger (One side printing in Royal Blue Colour)	MHL Rural Water Ledger 132 Col.	60 GSM	50		
44	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for bills on behalf of U.T. Electricity with perforation (Front side printing in 2 Colour and Single colour (Pink) on back side)	UT Combined Bills 132 Col	70 GSM	1080		
45	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for SP/MS Bills on behalf of U.T. Electricity (Both side printing in Green colour)	UT Electricity SP/MS Bills 132 Col.	60 GSM	25		
46	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Bill Ledger on behalf of U.T. Electricity Deptt. (One side printing in Red Colour)	UT Electricity Ledger 132 Col.	57 GSM	120		
47	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Meter Blanks on behalf of U.T. Electricity Deptt. (One side printing in Red Colour)	UT Electricity Meter Blanks 132 Col.	60 GSM	36		

SNo.	Description of Items	Description of Items	Grammage of Paper	Estimated Annual Requirement (Packs) A	Rate in Rs. per pack (Normally pack is of 1000 pages) B	Total value A * B
48	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for TDCO on behalf of U.T. Electricity Deptt. (One side printing in Red Colour)	UT Electricity TDCO 132 Col.	57 GSM	25		
49	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for Bill Ledger of U.T. Water Billing of Public Health (One side printing in Brown Colour)	UT Water Ledger 132 Col.	57 GSM	120		
50	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper in Brown colour for Meter Blanks of U.T. Water Billing of Public Health (One side printing in Brown Colour)	UT Water Meter Blanks 132 Col.	60 GSM	25		
51	38.1 x 30.48 cms pre-printed continuous stationery, single part, on pure white paper for SP/MS Bill Ledger on behalf of U.T. Electricity Deptt. (One side printing in Green Colour)	UT Electricity SP/MS Ledger 132 Col.	60 GSM	25		
52	38.1 x 30.48 cms pre-printed continuous stationery, single part, pure white paper, for proforma of Property Tax Demand Bill on behalf of Municipal Corporation, Chandigarh (front side printing in light Yellow colour and Black colour on back side, as per sample enclosed)	UT Property Tax Demand Bill 132 Col.	70 GSM	20		
<b>TOTAL VALUE( in RS.)</b>						

Authorised Signatory  
And seal of the Company / Supplier