

SCOPE OF WORK OF EACH CATEGORY

SI	Category
1	Printing of Forms (Packets/ Pads)/ Registers/ Leaflets/ Envelopes/ Visiting cards / Letter heads
	Offset Printing Job for printing of Different forms either Pads or Packets. Different sizes e.g. Legal/ A4/ ½ Demy size / As per specimen Single Page : only front side or Back to Back Printing Multiple Pages with Pinning Back to Back printing Paper : TNPL/ Ballarpur/ JK Bond/ equivalent will be mentioned in every Inquiry for tender/ Quotation GSM :As per specimen e.g. 68 Maplitho/ 80 Green Ledge/ A Grade white Paper
2	Stationers to supply Office/ Table Stationery
	Stationers for Different types of Office and Table Stationery who can supply the same at our Stationery Dept as address mentioned above
3.	Supply of Envelopes (Window & Plain) in Different Sizes/ Brown Folders with Fastener/ Craft Envelopes /Policy Docket Envelopes
	To Supply Envelopes with size E6/E7/E8/E9/ Customized as per specimen in Plane / Window with Brown Paper/ white paper as per requirement Printing in Single color or Multiple colour Printing as per specimen.
4	Supply and printing of blank / pre printed I.T. continuous stationery.
	Printing of I.T.Continuous Stationery Plane white with LIC'S watermark and logo OR Pre printed as per requirement under rate/ running Contract
5	Supply of I.T. Consumables/ items like cartridges, ribbons, toners, Printer heads etc. only Authorized Dealers. Please note we may insist for MAF from OEM during tender process.
	Vendors must be Authorized Dealers of Different companies to supply I.T. Consumables mainly HP-SAMSUNG/RICOH/PRINTRONIX/CANON/EPSON/LIPI/TVS/TALLY etc and who can submit quotation with MAF from OEM for particular tender and within validity period.
6	Transporter for Transportation of stationery articles , Furniture etc. from Division Office to Branch Offices in Satara and Sangli District and vise a versa.
	Transporter with vehicles like Mahindra Utility/TATA 207/ACE OR same tonnage capacity vehicle TATA 407/Allwyn Nissan OR same tonnage capacity vehicle LPT 407 EICHER OR Same tonnage capacity As per requirement to supply total stationery from Division Office at Satara to Different Branches in Satara District and Sangli District.
7	Book Binding jobs
	For Book Binding of Office Books/ Ledgers mainly in size of 15 x 12 x l or 10 x 12 x l on regular basis for Division Departments of Satara DO / 13 Branch Offices/ 7 Satellite Offices under Satara Division I in Satara District and Sangli District with Services at Door Step
8	Advertising agencies for the purpose of publishing Advertisement in Newspapers
	Required for giving advertisement in Daily Marathi / English news paper.
9	Service Provider for Office upkeep , Office Maintenance and Guest house maintenance
	House keeping services with supply of labour for our branches, SSO & Division. Maintenance of proper record for contract labour & fulfillment of statutory requirement.

10	Garden Maintenance / Water Tank cleaning (Overhead/ Underground)
	Maintenance & development of Garden for properties attached to Satara DO. Also supply and Maintenance of Plants , Pots of Plant & beautification material.
11	Courier Services
	To collect Tapal from Division Office and distribute to Branch Offices / Satellite Offices as well as collect Tapal from Branch Offices, Satellite Offices to deliver at Division Offices.
12	Fire Extinguisher supply & maintenance
	Quality service for supply of Fire Extinguisher & maintenance of various types of extinguishers.
13	Name Plates / Different size board printing/ Office Stamps(Rubber/ Nylon) / Flex Banners
	Required for Printing of Statutory Boards, Name Plates, Official Rubber Stamps, visiting Cards
14	Furniture & Fittings – Office furniture like Tables, Chairs, Cupboards, Cabinets, Racks etc.
	Supply of Quality furniture – Office equipments at various addresses of our Branches.
15	Furniture & Fittings – Carpenter / repairing works
	For Immediate services required as and when required for repairs.
16	EPBAX telephone supply & maintenance
	Supply and our maintenance of EPABX System. Maintenance of Telephone Lines
17	Air Coolers supply & maintenance.
	During Summer season supply of Air Coolers to Branches and servicing of own coolers.
18	Water cooler & Purifier supply & maintenance
	Supply of water coolers for corporate use, for Staff Quarters. Maintenance & Servicing on Half Yearly basis & for attaining break down call.
19	Note counting & Fake note detecting machines – Supply & maintenance
	Supply of Note Counting & Fake note detection Machines. Servicing of the same at various branches & SO including Division.
20	Canteen & Catering Services
	Providing Canteen Services of Division Office with Maintenance of hygiene in the Canteen, proper disposal of Waste. Applicant must attach Food License
21	Supply of Cleaning materials
	Supply of Cleaning material like Soaps, Fresheners, Mops etc required for housekeeping purpose for office use for Division or may be for branches also
22	Pest Control
	To carry out pest control measures for Division Office, Other Offices of Corporation in Division Building , Branch Office & Satellite Offices.
23	Scrap Dealers (Paper/metal like steel etc.) preferably with shredding machine for paper scrap
	To dispose off Scrap Material of Division Office, BO, SO
24	Supply of Cloth/ Curtains/ Towels & similar materials
	Supply of Cloths, Curtains, Towels, Bed sheets etc as per requirements for Office / Guest House use.

25	Lifting of waste material / Garbage
	Lifting of waste material/ Garbage on Daily/ Weekly basis. Disposal with reimbursement of cost of the same to office
26	CCTV Surveillance system Supply/ Installation/ annual maintenance contract
	For Supply/ Installation/ annual maintenance contract of CCTV Surveillance system in Division Premises/ Branch office & Satellite Offices under Satara Division I
27	Rental cars and Rail and air Travel bookings
	Four wheeler cars on day to day rental basis, booking of rail and air travels.
28	ID Cards Supply of Identity Cards as per Corporate guidelines.