



Ref:- OS/Sty/2023-24/Tender/18

**TENDER DESCRIPTION PERFORMA FOR PRINTING STATIONERY ITEMS**

Sr.	Form no	Printing	Paper GSM	Size of Form/Pad/Register	Quantity Required	Mill Name for Paper Used	Paper Grade	Rate / Each (Without GST)
1	Proposal Form Revised{Form no 300}	Both Sides	80	17" x 11" x 3.5 With Two Centre Pins	One Lac Forms			
2	Proposal Form Revised{Form no 360}	Both Sides	80	17" x 11" x 3 With Two Centre Pins	50,000 Forms			
3	Form no. 3251 (Agents Report) ( one pad of 100 Leaves)	Both Sides	80	8.5" X 11"	500 Pads			
4	NACH Mandate Form Booklet with middle Stich 27 Leaves, 25 Leaves of Mandate Form & 2 Leaves of Instructions i.e. Front Page both side printing & last page single side printing. Space from the edge of the binding in the booklet upto the perforation line should be kept as 2 cm length of the form measures 8 inches from the perforation	Single Side	80	8" X 3.66" ( 2 Cm Perforation than 8" X 3.66"	1000 Booklets			
5	BCR {Form no 3412/4714} With Numbering & Binding with best quality gutta 100 Sheets Per Register	Both Sides	60	8.5" x 12.5"	30 Registers			
6	Medical Pads {With numbering} 55 Sheets per Pad, {50 Pages both side printing & 5 Pages Single Side} Front Side thick Paper bach side best quality Gutta	Both Sides	80	8.5" x 11"	1000 Pads			
7	Medical Diaries {With two middle stich with numbering}, 28 sheets per Diary, 26 sheets inside printing & two front & back side printing	Both Sides	60	6.5" x 8"	1000 Diaries			

- \* Submit EMD Rs 14000 /- ( Refundable) and Tender fee of Rs 118/- (Non Refundable) along with Tender
- \* RATES MUST BE QUOTED AS BASE RATE AND GST WILL BE EXTRA AS APPLICABLE FROM TIME TO TIME AS PER RULES OF THE GOVERNMENT & F.O.R. DIVISIONAL OFFICE STORES(BASEMENT), KARNAL.
- \* SUBMIT PAPER SAMPLES WITH CLEARLY MENTIONING THE GSM AND MILL NAME OF PAPER UNDER SINGED & STAMPED.
- \* PAPER MUST BE A-GRADE MILL PAPER IF ANY DEVIATION BE FOUND IN PAPER QUALITY SUPPLY WILL NOT BE CONSIDERED.

SIGNATURE OF VENDOR WITH STAMP & SEAL