

November - 2020

[Tender No. :HDC/MM/OT-11/13/109]

## TABLE OF CONTENTS

| Sl. NO | SUBJECT   | PAGE MKD  |
|--------|---|-----------|
| 1      | PRE-FACE  | 1         |
| 2      | TABLE OF CONTENTS   | 2         |
| 3      | SCHEDULE OF TENDER (SOT)  | 3-4       |
| 4      | NOTICE INVITING TENDER (NIT)  | 5 -6      |
| 5      | IMPORTANT INSTRUCTIONS FOR E-PROCUREMENT  | 7         |
| 6      | INSTRUCTION TO BIDDER   | 8- 10     |
| 7      | KOPT eNivida Special Instruction to Bidders   | 11-12     |
| 8      | COMMERCIAL TERMS AND CONDITIONS   | 13 -18    |
| 9      | BILL OF QUANTITIES  | 19 - 36   |
| 10     | ANNEXURE – IV (Format for submitting declaration regarding banning/delisting, bidding documents downloaded from website, price schedule etc.) | <b>37</b> |
| 11     | ANNEXURE – V (Bidder's Information)   | <b>38</b> |
| 12     | ANNEXURE – VI (Bidder's Bank details)   | 39        |
| 13     | PREAMBLE TO THE BILL OF QUANTITIES  | <b>40</b> |
| 14     | ANNEXURE – VII (Priced Bill of Quantities)  | 41 - 58   |
| 15     | ANNEXURE – VIII (Check list)  | 59        |

[Tender No. :HDC/MM/OT-11/13/109]

## 1. SCHEDULE OF TENDER (SOT)

E-Tender in onepart system are invited from reliable Manufacturers, Dealers, bonafide & experienced suppliers for supply and delivery of deferent types of Printed Books & Forms(as per Bill of Quantity) to Haldia Dock Complex.

The Bid Document may be seen from the Rail Tel e-procurement portal (RailTel). Corrigenda or clarifications, if any, shall be hosted on the above mentioned website only. Bidders will have to participate in bidding process through website <https://kopt.enivida.in> only. The tender is also published on KoPT website ([www.kolkataporttrust.gov.in](http://www.kolkataporttrust.gov.in)).

## SCHEDULE OF TENDER (SOT)

(Tender No. HDC/MM/OT-11/13/109)

|     |  |    |  |
|-----|--|----|--|
| 1.1 | Work Title   | :: | <i>Supply and delivery of "deferent types of Printed Books &amp; Forms)" as per Bill of Quantities to Haldia DockComplex.</i>  |
| 1.2 | Tender Authority   | :: | General Manager (Engg),<br>Haldia Dock Complex ;<br>Kolkata Port Trust.<br><br>Address:<br>Office of the M.M. Division,<br>Jawahar Tower (2 <sup>nd</sup> floor);<br>P.O.: - Haldia Township;<br>Dist.: - Purba Medinipur ;<br>PIN: -721607<br>West Bengal, India.<br><br>Telephone no. : + 91-3224-26 3266<br>Mobile no. : +91-9434063649<br>E. mail : <a href="mailto:spb.hdc@kolkataporttrust.gov.in">spb.hdc@kolkataporttrust.gov.in</a> |
| 1.3 | Mode of Tender   | :: | e-Procurement System<br>(Online through RailTel Portal ( <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> )).<br><br>The intending bidders are required to submit their offers electronically through e-tendering portal.<br><br>No physical tender is acceptable by Haldia Dock Complex, Haldia.   |
| 1.5 | Date and time from which bidding documents are available for downloading by the intending bidders. | :: | 20/11/2020 from 15:30 Hrs. (IST).  |
| 1.6 | Pre-Bid Meeting starting date & Time.  | :: | NA   |
| 1.7 | Pre-Bid Meeting closing date & Time.   | :: | NA   |
| 1.8 | Venue of Pre-Bid Meeting   | :: | NA   |

[Tender No. :HDC/MM/OT-11/13/109]

|     |  |    |   |
|-----|--|----|---|
|     | i) Bid Document Fee<br>(Cost of bidding document)  | :  | The intending bidders should deposit Rs. 590.00 (Indian Rupees: five hundred ninety only) [including GST @ 18%], as Bid document Fee (non-refundable), to Haldia Dock Complex, through DD/Banker Cheque in favour of Kolkata Port Trust on any Scheduled/Nationalized Bank payable at Kolkata, otherwise their offer will be summarily rejected. Copy of the DD/Banker's Cheque should be uploaded. In case the aforesaid Bid Document fee [non-refundable] is not deposited by the Bidder, the respective bid will be summarily rejected, treating the same as non-responsive. |
|     | ii) Earnest Money Deposit (EMD)  | :  | The intending bidders must deposit Rs. 2,600.00 (Indian Rupees: two thousand six hundred only), as Earnest Money, to Haldia Dock Complex, through DD/Banker Cheque in favour of Kolkata Port Trust on any Scheduled/Nationalized Bank payable at Kolkata, otherwise their offer will be summarily rejected. Copy of the DD/Banker's Cheque should be uploaded. In case the said Earnest Money is not deposited by the bidder, the respective bid will be summarily rejected, treating the same as non-responsive.   |
| 2.0 | Last date and time for deposition of Earnest Money and Bid Document Fee to the office of Tender Authority of Kolkata Port Trust, Haldia Dock Complex.                                  | :: | 08/12/2020 up to 15:00 Hrs. (IST).<br>(Copy of the DD/Banker's Cheque should be uploaded on line).  |
| 2.2 | i) Starting date & time of e-Tender for submission of on line Pre-qualification & Techno-commercial Bid and price Bid at <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> | :: | 20/11/2020 from 15:30 Hrs(IST)  |
|     | ii) Closing date & time of e-Tender for submission of on line Pre-qualification & Techno-commercial Bid and price Bid at <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> | :: | 11/12/2020 from 15:00 Hrs(IST)  |
|     | iii) Date & time of opening of Techno-commercial & Price Bid of Tender   | :: | 11/12/2020 after 15:30 Hrs. (IST)] onwards.   |

**TENDER NOTICE**

E-Tender in one part system are invited from reliable, Manufacturers, Dealers, bonafide & experienced suppliers for supply and delivery of deferent types of Printed Books & Forms.)" to Haldia DockComplex, as per Prequalification criteria stipulated in Tender Document for the following work at Haldia Dock Complex.

|   |    |   |
|---|----|---|
| ➤ Name of work  | :: | Supply and delivery of "deferent types of Printed Books & Forms)" to Haldia Dock Complex,         |
| ➤ Date and Time for pre-bid meeting & site visit                                    | :: | <b>NA</b>   |
| ➤ Last date of submission of e-tender and opening of Techno Commercial & Price Part | :: | <b>Submission Up to 15:00 hrs. on 11/12/2020</b><br><b>Opening After 15:30 hrs. on 11/12/2020</b> |

Details of the Tender & Tender Documents are available in web site of RailTel and have to participate in bidding process through their website <https://kopt.enivida.in>.

[Tender No. :HDC/MM/OT-11/13/109]

**3. NOTICE INVITING TENDER**

WORK TITLE : -Supply and delivery of "deferent types of Printed Books & Forms(As per Bill Of Quantities)toHaldia Dock Complex.

E-Tender in one part system are invited from reliable, bonafied & experienced suppliers with sound technical and financial capabilities on fulfilling the following Pre-qualification Criteria;

**3.2 PRE-QUALIFICATION CRITERIA FOR BIDDERS: -**

1.Credential for supply and delivery ofprinted books & forms/Stationeries /Lamination Job/ Miscellaneousitems/ similar type of Items in various supply contract(s) during the last five (5) years of total cumulative amount not less than Rs.3,10,000.00 to the Govt. Organization / PSU / Private Organization which should be substantiated by producing Purchase Order copies along with any one of the following documents :-

- i) **Receipted Challan,**
- ii) **Certificate of Execution,**
- iii) **GRN,**
- iv) **Excise Invoice,**
- v) **Tax Invoice,**
- vi) **Consignment Note.**

etc. as a proof of supply as required by the tender issuing authority.

|  |
|--|
| 2. Copy of GST Registration Certificate. |
|--|

|  |
|--|
| 3. Copy of Valid Professional Tax Payment Challan. |
|--|

**3.3 TENDER AUTHORITY:-**

General Manager (Engg), Haldia Dock Complex, Jawahar Tower [2<sup>nd</sup> Floor], P.O.- Haldia, Dist. Purba Medinipur – 721 607, Tele-Fax: - [03224]-263266.

|                                   |                   |             |                                |   |                   |             |   |
|-----------------------------------|-------------------|-------------|--------------------------------|---|-------------------|-------------|---|
| <b>Due Date<br/>Of submission</b> | <b>11/12/2020</b> | <b>Time</b> | <b>UPTO<br/>15:00<br/>hrs.</b> | Date of<br>Opening of<br>Techno<br>Commercial &<br>Price Bid of<br>the Tender | <b>11/12/2020</b> | <b>Time</b> | <b>15:30<br/>hrs.<br/>onward<br/>s.</b> |
|-----------------------------------|-------------------|-------------|--------------------------------|---|-------------------|-------------|---|

**Bid document will be available on RailTel portal.**

**Bidders will have to participate in bidding process through website <https://kopt.enivida.in> only.**

|  |           |
|--|-----------|
| Date and Time for pre-bid meeting & site visit | <b>NA</b> |
|--|-----------|

|  |   |
|--|---|
| Cost of Tender document (Non-refundable) | <b>Rs. 590.00 (Rupees five Hundred ninety only) including 18% GST.</b>      |
| Earnest Money Deposit                    | Rs. 2,600.00 (Indian Rupees: two thousand six hundred only)                 |
| Time Of Completion                       | 60 (sixty) days from the date of receipt of order by the successful bidder. |

[Tender No. :HDC/MM/OT-11/13/109]

|              |  |
|--------------|--|
| <b>3.4 :</b> | <b><u>OTHER INSTRUCTIONS:-</u></b>   |
| 3.4.1:       | E-Tender invited in one part system are reliable, Manufacturers, Dealers, bonafide & experienced suppliers for supply and delivery of Bleaching Powder (Grade – 1) on Biennial Rate Contract basis" (As per Bill Of Quantities) to Haldia DockComplex.                           |
| 3.4.2 :      | Details of the Tender Documents and Notification of any Addendum / Corrigendum to the tender documents are available in web site of RailTel and have to participate in bidding process through their website <a href="https://kopt.enivida.in">https://kopt.enivida.in</a> only. |
| 3.4.3 :      | E-Tenderers are not permitted to alter/change/delete/modify any clause of the tender document<br>Down loaded from the website. If any deviation / discrepancy is found after submission of tender, the submitted offer will be summarily rejected.                               |
| 3.4.4:       | Bidders shall submit the Bid Document as stipulated in the "Instructions To Bidders" of the e-tender document. Trustees reserve the right to verify the submitted copies of documents / credentials with the original documents.   |
| 3.4.5 :      | E-Tenderers will be received through RailTel up to 15:00 hrs. on the last date of submissionand opening of tender specified above.   |
| 3.4.6 :      | Techno Commercial Part of the e-Tender will be opened shortly after 3.30 p.m. on the stipulated date.  |
| 3.4.7:       | Techno Commercial Part and Price Part of the e-Tender will be opened shortly after 3.30 p.m. on the stipulated date.   |
| 3.4.8:       | In case of unscheduled Holiday / Bandh on the date of opening of E-Tender, the same will be opened on the next working day.  |
| 3.4.9 :      | It is stated here that the subject tender may not be extended further.   |
| 3.4.10:      | Kolkata Port Trust reserves the right to reject any or all offers or to accept the offer in whole or in part without assigning any reason whatsoever thereof.  |

Sr. Dy. Manager (MM)  
Haldia Dock Complex

[Tender No. :HDC/MM/OT-11/13/109]

## 4. Important instructions for E-procurement

**Bidders are requested to use internet Browsers Firefox version below 50 / Internet Explorer version 8 or above, and Java 8 Update 151 or 161.**

**Further, bidders are requested to go through the following information and instructions available on the RailTel Portal <https://kopt.enivida.in> before responding to this e-tender:**

- Bidders ManualKit
- Help forContractors
- FAQ

**Contact Persons (Kolkata Port Trust, Haldia Dock Complex):**

1. S. P. Bhattacharjee, Sr. Dy. Manager(MM), Mob: 9434063649, email: spb.hdc@kolkataporttrust.gov.in
2. N. C. Maji, Store Purchase Officer (MM), Mob: 9434035713, e mail: ncmaji.hdc@kolkataporttrust.gov.in

**Contact persons (RailTel Portal):**

1. **Sri Siddharth Ghosh – Mob: 9355030604**  
Email: [ewizardsiddharth@gmail.com](mailto:ewizardsiddharth@gmail.com)
2. **Sri Dipak Jha – Mob: 8448288981**  
Email: [ewizarddipak@gmail.com](mailto:ewizarddipak@gmail.com)

|   |   |
|---|---|
| 1 | All entries in the tender should be entered in online Technical & Commercial Formats without any ambiguity.   |
| 2 | E-tender cannot be accessed after the due date and time mentioned in NIT.   |
| 3 | KoPT reserves the right to cancel or reject or accept or withdraw or extend the   |
| 4 | Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.   |
| 5 | No deviation to the technical and commercial terms & conditions are allowed.  |
| 6 | The bidders must upload all the documents required as per terms of tender. Any other document uploaded which is not required as per the terms of the tender shall not be considered.  |
| 7 | The bid will be evaluated based on the filled-in technical & commercial formats.  |
| 8 | Bidder has fully read and understood the entire Tender Document, GCC, Corrigendum and Addenda, if any downloaded from under the instant e-tender and no other source, and will comply to the said document, GCC, Corrigendum and Addenda" .<br><b>A declaration in this regard is to be made by the bidder.</b> |
| 9 | (A) Tender will be opened electronically on specified date and time as mentioned in the NIT. Bidder's can witness electronic opening of Bid.<br>(B) Necessary addendum/corrigendum (if any) of the tender would only be hoisted in the RailTel portal   |

[Tender No. :HDC/MM/OT-11/13/109]

|                           | 5. INSTRUCTION TO BIDDER  |
|---------------------------|---|
|                           | Tender for Supply and Delivery of "deferent types of Printed Books & Forms(AS PER BILL OF QUANTITIES) to HALDIA DOCK COMPLEX.   |
| <b>5.0 PREFACE:</b>       | The Supply and Delivery work as described in the tender shall be executed in Haldia and in accordance with the attached General Conditions of Contract, Special Conditions of Contract, Particular Specifications & detailed Bill of Quantities. Location Plan of the place of work might be inspected at the office of the SR. DY. MANAGER (MM) on any working day before quoting for the tender.  |
| <b>5.1 EARNEST MONEY:</b> | <p>Earnest money and cost of tender document are to be physically deposited at the office of Tendering Authority (General Manager (Engg), 2<sup>nd</sup> floor Jawahar Tower, Haldia Dock Complex, Haldia, PIN 721607), separately in a single sealed envelope, mentioning Tender no. with proper marking.</p> <p>Demand Draft /Banker's Cheque /Pay Order etc. against Earnest money and cost of tender document, should be submitted/deposited on any scheduled/ nationalized Bank, by the bidder in favour of Kolkata Port Trust, payable at Haldia before opening of the tender, as specified in the Tender Document.</p> |
| <b>5.1.1</b>              | <p>Details of cost of e-tender paper remitted should be entered by the participating bidder in the space provided in the e-tender as indicated hereunder:</p> <ul style="list-style-type: none"> <li>a) Name of remitting bidder :</li> <li>b) Tender No.:</li> <li>c) Amount remitted :</li> <li>d) Date of remittance:</li> <li>e) DD/BC No. :</li> </ul>   |
| <b>5.1.2</b>              | <p>Details of Earnest money remitted should be entered by the participating vendor/contractor in the space provided in the e-tender as indicated hereunder:</p> <ul style="list-style-type: none"> <li>a) Name of remitting bidder :</li> <li>b) Tender No. :</li> <li>c) Amount remitted :</li> <li>d) Date of remittance :</li> <li>e) DD/BC No. :</li> </ul> <p>Tender submitted without requisite Earnest Money and tender paper will be liable for</p>   |
| <b>5.2</b>                | <b>MÔDE OF SUBMISSION OF BID :</b>  |
| <b>5.2.1</b>              | All bidders must submit their offers through e- tendering in accordance with the terms and conditions set out in the bid documents and no deviation will be accepted.   |
| <b>5.2.2</b>              | Techno commercial part shall contain the following which are to be uploaded: -  |
|                           | a) That the Bidding Firm has Not been debarred / de-listed by any Govt / Quasi Govt. /Public Sector undertaking in India.   |
|                           | b) The proprietor/partner(s)/authorized signatory of the bidding firm (in the case of proprietorship firm /partnership firm /limited company, as the case may be) is/are not associated with any other firm bidding for the same work.  |



[Tender No. :HDC/MM/OT-11/13/109]

|       |  |
|-------|--|
|       | c) The un-priced "Abstract Form Of Tender" & "Form Of Tender" (without price quoted) shall not only be signed and stamped by the Bidder, but must also be duly witnessed and scan copy   |
|       | d) Bidder's information to be submitted as per enclosed format marked as Annexure-II.  |
|       | e) A Declaration as per ' <b>Annexure – I</b> ' that no conditions / deviations have been added in the price part of the Bid.  |
|       | f) Scan copy of the following documents to be uploaded: -  |
|       | i) GSTIN / Provisional GST registration certificate.   |
|       | iii) Valid Professional Tax Clearance Certificate / Up to date tax payment, if applicable.   |
|       | iv) Proof of possessing valid Employees' Provident Fund (EPF) Account, if applicable.  |
|       | v) Proof of being registered with Employees' State Insurance Corporation (ESIC), if applicable.  |
| g)    | Credentials in the form of copies of Letters of Award of Works (supply) along with corresponding document to justify that the intending bidder satisfies the pre-qualification criteria, regarding completion of supply  |
|       | Addendum/Corrigendum / Notice / Extension Notice issued and drawings (if any) duly signed by the Bidder under office seal. The bidder will have to produce the original documents or any additional documents, if asked for, to satisfy the Authorities.   |
| 5.2.3 | The bidders should submit the e-tender in accordance with the Mode of submission of Bid as aforesaid.  |
| 5.3   | <b><u>OP OPENING OF BIDS:</u></b><br>Techno Commercial Part and Price Part as stated above will be opened on the date and time as fixed in the e-tender document online.   |
| 5.4   | <b>SECURITY DEPOSIT:</b>   |
| 5.4.1 | For the successful Bidder, the Security Deposit shall be converted from the Earnest Money deposit in accordance with clause 3.4 (f) and (g) of the General Conditions of Contract.   |
| 5.4.2 | Refund of S.D. and forfeiture of S.D. shall be guided by Cl. 3.5 (i) & (ii) of the G.C.C.  |
| 5.5   | <b>REFUND OF EARNEST MONEY:</b><br>The Earnest Money received, will be refunded or released as the case may be to the unsuccessful Bidders without any interest after finalization of the e-Tender.  |
| 5.6   | <b><u>VALIDITY OF OFFER :</u></b><br>The e-tender shall remain valid for a period of 120 [One Hundred Twenty] days from the date of opening the same. If before expiry of this validity period, the Bidder amends his quoted rates or tender, making them unacceptable to the Trustees and / or withdraws his e-tender, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees/ Sanctioning Authority/Engineer. |
| 5.7   | <b>DETAILED SCRUTINY OF E-TENDERERS:</b>   |
| 5.7.1 | During the course of examination of Techno Commercial Part of the bid, the bidders, if asked for, shall furnish any or additional document(s) for the purpose of evaluation of his / their bids. The price bids of those bidders who meet the qualifying criteria of NIT shall be considered for evaluation.   |
|       | During techno-Commercial Evaluation of tender, an offer shall be considered non-responsive in case :- Requisite earnest money is not deposited.  |
|       | Requisite tender paper cost is not deposited.  |
|       | (II) Validity of the offer is less than tender stipulation.  |
|       | (III) It does not meet the Qualification Criteria as stipulated in the NIT.  |
|       | (IV) The bidder submits conditional offer / impose own terms and conditions / doesnot accept tender conditions completely.   |
|       | In addition to above, a bidder may be disqualified if –  |
|       | a) The bidder provides misleading or false information in the statements and documents   |

[Tender No. :HDC/MM/OT-11/13/109]

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|--------|--|
|        | b) Record of unsatisfactory performance during the last five years, such as abandoning of work or rescinding of contract for which the reasons are attributable to the non-performance of the contractor or inordinate delays in completion or financial bankruptcy etc.   |
|        | The decision of Kolkata Port Trust in this regard shall be final and binding on the Bidder.  |
| 5.8    | For Micro & Small Enterprises (MSEs) registered with NSIC:-  |
| 5.8.1  | Micro & Small Enterprises (MSEs) shall submit the following documents for availing themselves waiver of EMD and cost of tender documents :-  |
| 5.8.2  | Micro and Small Enterprise registered with the authorities as mentioned in the Govt. of India gazette Notification dated 26.03.2012 shall be exempted from payment of Cost of Tender Document and depositing Earnest Money for which copies of valid MSE's Certificate along with the certificate of the authority as mentioned in the Govt. gazette with list of items registered must be submitted with tender.  |
| 5.8.3  | Scheduled Caste (SC) & Scheduled Tribe (ST) entrepreneurs should have documentary evidences, to get benefit in this regard.<br>[Note: -Bidders shall upload scanned copy of necessary document in this regard]   |
| 5.9.1  | For Micro & Small Enterprises (MSEs) registered with NSIC:<br>If eligible for this kind of job, the benefits as per prevailing norms will be extended to MSEs registered with Authorities as per New Public procurement Policy as notified by the Government of India, Ministry of Micro, small & medium enterprises (MSME) in The Gazette of India vide No. 503, dated 26.03.2012. It is not obligatory on the part of the Trustees to accept of Lowest Tender. They reserve the right to accept a Tender in full or in part and/or reject a Tender without assigning any reason thereof. |
| 5.10   | ACCEPTANCE OF TENDER:  |
| 5.10.1 | Kolkata Port Trust reserves the right to accept / reject any / all offer(s) without assigning any reason thereof and also reserve the right to accept the tender in part or as a whole.  |
| 5.10.2 | Any attempt to exercise undue influence in the matter of acceptance of Tender is strictly prohibited and any Tenderer who resorts to this will render his tender liable to rejection.  |
| 5.10.3 | Successful Tenderer will be notified in writing of the acceptance of his tender.   |
| 5.10.4 | Work experience, as a sub-supplier shall not be considered as the requisite qualification.   |
| 5.11   | MISCELLANEOUS:   |
|        | (I) Bidder shall submit his offer for complete scope of work, strictly in accordance with the tender documents. Any deviation from the tender documents and / or any incomplete tender shall not be considered.  |
|        | (II) The bidder shall not impose his own terms & conditions in his offer or quote his rates based on his own terms and conditions, such E-Tenderers are liable to rejection at the option of the Trustees without further reference to the bidder.   |
|        | (III) All materials shall have to be procured by the successful Bidder and shall be of the best and approved quality conforming to relevant specifications. The successful Bidder shall also arrange for the supply of all labour, tools and plants as stipulated in the Special Conditions of Contract, required for efficient execution of the work.   |
|        | (IV) All measuring units are in Metric System and rates and sums in the tender are in Indian Currency. The language used throughout shall be in English.   |
|        | (V) The Tender Documents with all the enclosures, appendices, Abstract Form of Tender and Form of Tender shall be required to be complete, duly filled in and signed and uploaded.   |
|        | (VI) The Bidder shall give a declaration about the names of their relations employed in Kolkata Port Trust. It is not the intention to debar the Contractors from working if their relatives are working in Ko.P.T, but such a declaration is necessary in the interest of Trustees against any possible lapses.   |

[Tender No. :HDC/MM/OT-11/13/109]

### **KOPT eNivida Special Instruction to Bidders**

e-Procurement is the complete process of e-Tendering from publishing of tenders online, inviting online bids , evaluation and award of contract using the system. You may keep a watch of the tenders floated under <https://kopt.enivida.in>. The link of e-procurement portal is also given on our official portal i.e www. <https://www.kolkataporttrust.gov.in/> under TENDER TAB.

These will invite for online Bids. Bidder Enrolment can be done using "**Online Bidder Enrolment**". The instructions given below are meant to assist the bidders in registering on the e-tender Portal, and submitting their bid online on the e-tendering portal as per uploaded bid.

More information useful for submitting online bids on the eNivida Portal may be obtained at: <https://kopt.enivida.in>

#### **GUIDELINES FOR REGISTRATION:**

1. Bidders are required to enroll on the e-Procurement Portal (<https://kopt.enivida.in/bidderRegistration/newRegistration>) or click on the link "**Bidder Enrolment** " available on the home page of e-tender Portal by paying the Registration fee of **Rs.2000/- +Applicable GST**.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Only Class III Certificates with signing + encryption key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded in pdf format on e-tender portal.
8. After completion of registration payment, bidders need to send their acknowledgement copy on help desk mail id **enividahelpdesk@gmail.com**/for activation of account.

#### **SEARCHING FOR TENDER DOCUMENTS**

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, you can pay the Tender fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e- tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

#### **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with Colour option which helps in reducing size of the scanned document.

[Tender No. :HDC/MM/OT-11/13/109]

4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.

5. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process. Already uploaded documents in this section will be displayed. Click "New" to upload new documents.

#### **SUBMISSION OF BIDS**

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by KOPT.

3. Bidder has to select the payment option as "e-payment" to pay the tender fee / EMD as applicable and enter details of the instrument.

4. In case of BG bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-receipt of BG amount in original by the said time, the uploaded bid will be summarily rejected.

5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white Colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission

7. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8. Upon the successful and timely submission of bid click "Complete" (i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.

9. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **For any clarification in using eNivida Portal:**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support.

Please feel free to contact eNivida Helpdesk (as given below) for any query related to e-tendering.

**Phone No. 011-49606060/7278929467/8448288981**

**Mail id: - [enividahelpdesk@gmail.com](mailto:enividahelpdesk@gmail.com)/ [ewizardkumar@gmail.com](mailto:ewizardkumar@gmail.com)/**

[Tender No. :HDC/MM/OT-11/13/109]

**Commercial Terms & Conditions:**

|     |  |
|-----|--|
| 1.  | Mere issue of Tender Document will not mean that a particular bidder will be automatically considered qualified and their bids will be entertained. Such qualification will be reviewed at the time of evaluation of bids also.  |
| 2.  | Techno Commercial Part and Price Part as stated above will be opened on the date and time as fixed in the e-tender document online.  |
| 3.  | Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money having valid NSIC Certificate/ Udyog Adhar certificate with list of items registered must be submitted with tender   |
| 4.  | i) Micro & Small Enterprises (MSEs) registered with NSIC under Single Point Registration Scheme (SPRS) are eligible to get the benefits under new Public Procurement policies for MSEs as notified by Govt. of India, Ministry of Micro, Small & Medium Enterprises (MSME) vide Gazette Notification, dated 26.03.2012.  |
| 5.  | <p>When splitting of tender quantity is not possible purely on technical ground, trustees reserve the right not to negotiate price with MSE if their price is within the band of L1+15% in comparison with L1 price of non-MSE for consideration of award of order for 20% of tender quantity against any item as per new public procurement policy.</p> <p>If Micro &amp; Small Enterprises (MSEs) registered with NSIC intends to participate in the tender, for the items they are not registered with NSIC, then they will have to deposit cost of Tender Document, full amount of Earnest Money as per NIT. Otherwise their offer for those items will not be considered.</p> |
| 6.  | <b>Due date of submission of tender will not be extended under any situation.</b>  |
| 7.  | Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money.   |
| 8.  | Tenders without requisite Earnest Money are liable to be rejected excepting in case of Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) / Udyog Aadhar Certificate / NSIC / DIC for items for which the tender is invited.   |
| 9.  | <p><b>SCOPE OF WORK :</b></p> <p>The work comprises of loading, supplying, delivery, unloading &amp; stacking of deferent types of Printed Books &amp; Forms (as per tender BOQ) to Haldia Dock Complex.</p>   |
| 10. | The Terms and Conditions of Tender shall be read in conjunction with the General Conditions of Contract, Specifications, Bill of Quantities and other documents forming part of this Contract wherever the Contract so requires.   |
| 11. | The several documents forming the Contract shall be taken, as mutually explanatory to one another and in case of any discrepancies; the Bill of Quantities shall prevail over the Specifications and the Terms and Conditions over the General Conditions of Contract. In case of any dispute, question or difference either during the execution of the Contract or any other time as to any matter or thing connected with or arising out of this Contract, the decision of the Sr.Dy.Manager (MM), Haldia Dock Complex, thereon shall be final and binding upon all parties.  |
| 12. | The Contract will include the Client's Bid Documents with the General Conditions of Contract and the Bidder's Offer as finally accepted by the Client, together with Addenda, if there be any. Trustees' General Conditions of contract is the integral part of the tender / contract. The above mentioned General Conditions of Contract may be inspected at the office of the undersigned on any working day before quoting for the Tender.  |
| 14. | The Trustees are not bound to accept the lowest or any Tender and reserve the right to accept a tender in full or in part and / or reject a tender in full or in part without assigning any reason thereof.  |

[Tender No. :HDC/MM/OT-11/13/109]

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| 15  | The contract shall be governed by all relevant Indian Acts applicable only within the jurisdiction of the High Court at Kolkata.  |
| 16  | Intending bidders must take into account any cost or expense incurred by them in connection with the preparation and delivery of their bids or for any other expenses incurred in connection with such bidding.   |
| 17  | Bidders may visit Central Store of MM Division, Haldia before submission of their bid. Bidder shall get himself thoroughly familiarized with the site conditions and existing road facilities for carrying materials etc before submission of the tender. Non compliance of the same will in no way relieve the successful bidder of any of his obligations in performing the work in accordance with this Bid Document within the quoted price.  |
| 18  | <b><u>VALIDITY :</u></b><br>The tender shall remain open for acceptance for a period of 120 days from the date of opening of the same.<br>If before expiry of this validity period, the Bidder amends his quoted rates or tender, making them unacceptable to the Trustees and/or withdraws his tender, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees/sanctioning Authority.  |
| 19. | <b><u>NON- RESPONSIVE BIDDER :-</u></b><br>The offer/tender shall be treated as non-responsive, if :<br>i) 120 days validity from the date of opening of techno-commercial bid is not accepted/ agreed to as per tender condition.<br>ii) Offer / tender is submitted with any deviation from the tender terms & conditions.  |
| 20  | <b><u>EARNEST MONEY AND SECURITY DEPOSIT :</u></b><br>i) The Earnest Money received will be refunded or released as the case may be to the unsuccessful Bidder without any interest subject to the provisions made in clause above. The Earnest Money of the successful Bidder will be retained and converted to as a part of the Security Deposit.<br>ii) The Security Deposit shall be equal to 5% of the basic value. Balance Security Deposit shall have to be deposited by Banker's Cheque or by Demand Draft of any Scheduled/ Nationalized Bank of India drawn in favour of Kolkata Port Trust and payable at Haldia, by the successful Bidder within 30 days from the date of placement of order. Failing this, the Trustees reserve the right to cancel the acceptance and forfeit the Earnest Money.<br>The Security Deposit shall be refunded without interest after the successful execution of the order and completion of guarantee period.<br>iii) If the contract value aggregates to Rupees one lakh and above, the supplier may offer a Bank Guarantee in the Trustees' specified Pro-forma from any Scheduled/ Nationalized Bank of India having Branch at Haldia in lieu of Security Deposit.<br>iv) In the event of the successful bidder failing to execute the order within the stipulated delivery period without sufficient reasons acceptable to the Trustees, the Security Deposit may be forfeited and the order be cancelled at the option of the Trustees'. |
| 21. | <b><u>PRICING OF BIDS :</u></b><br>i) Prices should be quoted F.O.R HDC's site/store at Haldia including charges for packing, forwarding, loading, stacking, transportation, unloading, and transit risk, necessary for the complete services as described in the documents i.e. on free delivery basis upto HDC's site/store at Haldia, but excluding GST.<br>ii) The Bidder shall state clearly the percentage of GST that will be charged extra over his quoted rates.<br>iii) Orders may be placed in parts. Each bidder shall keep in mind while quoting his rate against any item that, in the event of part order being placed, his quoted rate against the ordered item, shall form the basis of the subject order. Price(s) to be quoted should remain firm till the entire supply of goods is completed.  |

[Tender No. :HDC/MM/OT-11/13/109]

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| 22. | <p>i) No Price escalation is admissible other than statutory increase in GST. In case of decrease in rates of statutory GST, the price would be correspondingly decreased.</p> <p>II) Any modification (addition /deletion /alteration of GST) in taxes by the GOI shall be applicable.</p>  |
| 23. | <p><b><u>EVALUATION CRITERIA :</u></b></p> <p>Evaluation will be made on the lowest (L1) landed price excluding GST quoted against individual item among the techno-commercially qualified bids subject to the fulfilment of necessary Tender conditions. Benefits will be extended to MSEs registered with NSIC as per New Public Procurement Policy as notified by the Government of India, Ministry of Micro, Small &amp; Medium Enterprises (MSME) in The Gazette of India vide No. 503, dated 26.03.2012. When splitting of tender quantity is not possible purely on technical ground, trustees reserve the right not to negotiate price with MSE if their price is within the band of L1+15% in comparison with L1 price of non-MSE for consideration of award of order for 20% of tender quantity against any item as per new public procurement policy. It is not obligatory on the part of the Trustees to accept the Lowest Tender. They reserve the right to accept a Tender in full or in part and / or reject a Tender without assigning any reason thereof.</p> <p>ii) In the event of Part Order being placed, the rate(s) against each of the item(s) constituting the order shall be identical to the rate(s) for the corresponding item(s) quoted in the Price Bid, tender terms and conditions shall also remain unaltered. Irrespective of whether order is placed on part or, on the whole of the BOQ no plea for subsequent withdrawal or the amendment will be entertained.</p> <p>iii) The suppliers shall comply with all requirements of the GST to enable KoPT to avail full credit on buyer's GST. The payment of GST element shall be subject to compliance of the same.</p> |
| 24. | <p><b><u>PAYMENT :</u></b></p> <p>Payment will be made on the basis of actual supply and delivery of materials in good condition and acceptance of the same at designated points and on submission of Bill accompanied with Inspection Certificate, if any, and challan duly signed by consignee or his authorized representative. The bills should be submitted in quadruplicate to Sr.Dy.Manager (MM)'s Office with necessary documents e.g., receipted challan in duplicate, inspection report, if any.</p> <p>Payment will be made against supplier's clear bill within 30 (thirty) days of receipt of satisfactory acceptance of materials at central store/ site. Payments shall be credited to supplier's bank account through NEFT/RTGS mechanism at all centers where such facilities are available in the bank. Accordingly bidders are requested to submit their bank Account No with the name and address of the bank along with the branch name account no. and IFS code number in the bill. Payment may be made for two parts at per discretion of Sr.Dy.Manager (MM).</p>   |
| 25. | <p><b><u>DELIVERY :</u></b></p> <p>i) Delivery of the materials must be completed within 60 days from the date of receipt of order by the supplier.</p> <p>ii) Materials are to be delivered at HDC's Central store of MM Division, Haldia. Materials shall be delivered by the supplier at their cost, risk and responsibility up to Central store of MM Division, of Haldia Dock Complex.</p> <p>iii) Delivery period shall binding on the supplier. If delivery of materials is not made within the time undertaken without sufficient reasons acceptable to the Trustees, the order may be cancelled without notice at the option of Trustees. In the event of failure to execute the order, Trustees will take penal action against the supplier and his name will be removed from the list of approved suppliers.</p> <p>iv) In case of default in supply or, failure to deliver as per correct specification or, the approved quality within the time stipulated Trustees are entitled to purchase the Items from any other source at the risks, costs and expenses of the supplier. Such purchase may comprise the <b>whole or, any</b> portion of the supply remaining undelivered or, not approved.</p>  |

[Tender No. :HDC/MM/OT-11/13/109]

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| 26. | <p><b><u>DESPATCH ARRANGEMENTS:</u></b></p> <p>The supplier shall be fully responsible for any transit loss or damage to the materials. The supplier shall send advance intimation as to the actual date of delivery of each and every installment of supply. Delivery of materials will not be accepted on Saturday, Sundays and Port Holidays. The authorized representative of the suppliers should be present at the time delivery for jointly noting with the representative of Ko.P.T. The discrepancies, if any, regarding the particulars of materials actually delivered against the Challans for the same. Delivery will not be accepted if not accompanied with proper delivery challans (in quadruplicate) and other related documents like inspection certificates, etc. No lorry shall be permitted into the protected area during night-time. Detention of lorries, if any, will be on supplier's account.</p>   |
| 27. | <p><b><u>INSPECTION :</u></b></p> <p>i) Inspection of materials shall be done by Trustees' authorized officer (representative of Central store of MM Division, HDC) after delivery of materials at the Central store of MM Division of Haldia Dock Complex, Haldia.</p> <p>ii) The materials to be supplied by the supplier should strictly conform to the laid down specification of tender / order. If and when necessary, samples from the supplies may be drawn and the same will be tested for moisture content and identification of species by Trustees' authorized person either at the trustees own arrangement or by Government Test House or by Govt. approved test house and if found to be inferior to the laid down specifications of tender / order, the materials will be rejected in whole or in part and supplier shall be debited with the cost of test and rejected materials shall be replaced by the supplier at his own cost and arrangement.</p>  |
| 28. | <p><b><u>TRANSIT RISK :</u></b></p> <p>Transit risk will be on supplier's account since the delivery is to be made on F.O.R. Destination basis.</p>   |
| 29. | <p><b><u>DOCK PERMITS :</u></b></p> <p>The successful Bidder shall have to obtain permits from the RZ store/ site of I&amp;CF Division or as directed for entry of their vehicles and workers into the Trustees' Stores for unloading and stacking of the material. Such permits shall be issued to the Bidder against receipt of proper application with payment of necessary charges for the same during normal working hours on any working day.</p>   |
| 30  | <p><b><u>REJECTION OF MATERIALS :</u></b></p> <p>Notwithstanding the inspection and passing of materials by Trustees' authorized person (representative of Central store of MM Division, Haldia), any material found to be defective in quality and not conforming to the relevant specification, shall liable to be rejected and the supplier shall replace the same at his cost and arrangement at the earliest.</p> <p>The supplier shall at his own arrangement and cost replace within a period of 1 (one) month of all such defective and rejected materials.</p> <p>Rejected materials shall be at Supplier's risk. They must be collected from the Trustees' Central store of MM Division, H.D.C. within a fortnight from the date of rejection on observing usual procedure on the matter. If the contractor fails to remove such materials, the Trustees shall have the right to dispose of the same and the supplier shall have no claim against the Trustees in respect of the said rejected materials.</p> |
| 31. | <p><b><u>PACKING OF MATERIALS:</u></b></p> <p>The Supplier shall be responsible for proper packing and delivery at Stores. The materials should be packed by the Supplier/Manufacturer at their own cost for protection against any damage, loss, breakage or leakage etc.</p>  |



[Tender No. :HDC/MM/OT-11/13/109]

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| 32. | <p><b><u>LIQUIDATED DAMAGES :</u></b></p> <p>If the successful bidder (supplier) fails to complete the entire supply within the stipulated date or, such the extension thereof as communicated by the Sr.Dy.Manager (MM) in writing, the supplier shall pay, as compensation (Liquidated Damage) to the Trustees and not as a penalty, @½ % (half percent) of the total Landed Cost (excluding GST)of the portion of supply, which is delayed, for every week delay in supply (part of the week being treated as a full week). Provided always that the amount of such compensation shall not exceed 10% of the total Landed Cost (GST) of the order.</p> <p>Without prejudice to any of their legal rights, the Trustees shall have the power to recover the said amount of compensation / damages as stated above, from any moneydue or, likely to become due to the supplier. The payment or deduction of such compensation / damages shall not relieve the supplier from his obligation to complete the supply order or, from any of his other obligations or liabilities under the contract.</p> <p>GST on L.D. amount as per law in force, shall be levied.</p> <p>Any delay on the following two accounts beyond the time period on account of HDC will be considered for non-imposition of L.D. provided the bidder submits documentary evidence to substantiate the same.</p> |
| 33. | <p><b><u>RISK PURCHASE :</u></b></p> <p>In case of supplier's failure and at the absolute discretion of the Sr.Dy.Manager (MM), the work may be ordered to be completed by some other agency at the risk and expense of the supplier (successful tenderer) after a minimum three days' notice in writing has been given to the supplier by the Sr.Dy.Manager (MM)or, his representative. In case of risk purchase extra cost will be borne by the supplier (successful tenderer).</p>  |
| 34. | <p><b><u>BANNED OR DE - LISTED CONTRACTORS:</u></b></p> <p>Bidders must give a declaration to the effect that they have not been banned or, de-listed by any Government or, quasi - Government agency or, PSU. If a bidder has been banned / de-listed by any Government or, quasi -Govt. agency or, a PSU, the details of any such ban must be clearly stated along with the relevant documents which the Bidder is to enclose together with the Techno-Commercial Bid. Incorrect declaration or, suppression of facts will lead to rejection of the Offer</p>  |
| 35. | <p><b><u>FORCE MAJEURECLAUSE :</u></b></p> <p>In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the Contract, the relative obligation of the party affected by such Force Majeure shall, upon notification to the other party, be suspended for the period during which Force Majeure event lasts. The cost and loss sustained by either party shall be borne by the respective parties. The term "FORCE MAJEURE" as employed herein shall mean acts of God, Earth-quake, War, Revolts, Riots, Fire, Floods, Sabotage, Hurricanes/Cyclones and Strikes, excluding strikes by the employees of the Supplier or, their sub-Contractors. Upon occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid, shall notify the other party in writing immediately but not later 7 (seven) days after the alleged beginning thereof, giving full particulars and satisfactory evidence in support of its claim.</p>  |
| 36. | <p><b><u>JURISDICTION OF COURT :</u></b></p> <p>The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court at Kolkata.</p>  |
| 37. | <p><b><u>WORKMEN COMPENSATION :</u></b></p> <p>The successful bidder(s) must cover his employees / workers, who will be engaged for delivery, unloading &amp; stacking job at HDC's site, under workmen compensation act, fatal accident act and personal injuries insurance act for protection against any injury / accident and shall have to bear all the consequences and cost as applicable as per relevant acts.</p>   |
| 38. | <p><b><u>PERSONAL PROTECTIVE EQUIPMENT(PPE):</u></b></p> <p>Suppliers and their workmen including driver &amp; helper must use PPE i.e. safety helmet etc. at the time of supply of materials inside the dock premises.</p>  |

[Tender No. :HDC/MM/OT-11/13/109]

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| <b>39.</b> | <b><u>SAMPLES:</u></b><br>Samples are available at the office of the M M Division. Bidders may inspect the samples if they wish before quoting the rates.   |
|            | Successful tenderer shall collect the samples for printing nomenclature from the office of Manager (MM) immediately after receipt of order. Printing should be as per KoPT, HDC's sample. Paper should be good quality as per specification of B.Q. and free from blotting. Sample copies for printing nomenclature will be forwarded to the successful bidders along with the order. Proof copies of printing should be submitted within 7 days from the receipt of order and thereafter approved copies will be returned to the successful bidder within next 8 days. |

**GST& STATUTORY LEVY :- [TO BE SUBMITTED ALONGWITH TECHNO-COMMERCIALBID]**

**TO INDICATE THE FOLLOWING DETAILS OF STATUTORY LEVIES:-**

|            |                |                                       |                                     |  |
|------------|----------------|---------------------------------------|-------------------------------------|--|
| <b>40.</b> | <b>SL. NO.</b> | <b>TARIFF HEAD</b>                    | <b>HSN Code No. and BOQ Sl. No.</b> | <b>APPLICABLE RATE (%) Exclusive to landed cost.</b> |
|            | 1.             | CGST                                  |                                     |  |
|            | 2.             | SGST                                  |                                     |  |
|            | 3.             | IGST                                  |                                     |  |
|            | 4.             | Any other statutory taxes and levies. |                                     |  |

Date :-----

\_\_\_\_\_  
Signature of Tenderer with Office Seal

Place :-----

Name : \_\_\_\_\_

Phone: .....

Address: \_\_\_\_\_

Fax: .....

\_\_\_\_\_

E-mail: .....

\_\_\_\_\_

[Tender No. :HDC/MM/OT-11/13/109]

ANNEXURE-VI

**UN-PRICED BILL OF QUANTITIES**

**Tender for** Tender for Supply and delivery of deferent types of Printed Books & Forms to Haldia Dock Complex.

**IMPORTANT:** Do not mention any rates or amounts in this part.

| Sl. No. | Item Code No. | Description of Item  | Unit   | Qty  | Offered Specification (If specification is same please write "Yes" & "Make/Brand") (No other specification will be accepted) |
|---------|---------------|--|--------|------|--|
| 1.      | 44010149      | <b><u>AC49 (ATTENDANCE REGISTER)</u></b><br>Book of 90 Folios with two inner sheets each as per sample. Ledger paper, GSM of the paper -94-98. Outer leaf Size : 208 mm. X 335 mm. and sizes of inner sheet 110 mm. X 270 mm. Leather calico binding with Pustani, left side covered with 145 mm. wide leather and the corners with 45 mm. wide leather. Top & bottom 3 mm. thick red board covered with calico. Numbering as per sample ( 01 to 90), printing nomenclature as per sample. Paper label.  | No.    | 25   |  |
| 2.      | 44050011      | <b><u>ATTENDANCE REGISTER (G-44)</u></b><br>Book of 100 leaves each with numbering, ledger paper, leaf size : 208 mm. X 335 mm., leaf GSM: 94-98, leather calico binding with pustani, left side covered with 95 mm. Wide leather and the corners 45 mm. Wide leather, top and bottom 3 mm., thick red board covered with calico, blue ruling with numbering as per sample, paper label, printing in both sides.   | No     | 80   |  |
| 3.      | 44010163      | <b><u>PETTY CASH G-24</u></b><br>100nos in a bunch, white creamwove paper, Leaf size: - 110mm X 180mm, Leaf GSM:-53-58, printing in one side, printing nomenclature as per sample.   | Leaves | 2000 |  |
| 4       | 44010160      | <b><u>ISSUE CHALLAN BOOK, S – 31</u></b><br>Book of 250 leaves each with numbering ,white creamwove paper ,Leaf Size :180mm.x 300mm. ,Leaf GSM 53-58,1st copy "RECEIPT" with ruling and perforted , 2nd copy "AUDIT"without ruling and perforated,3rd copy "DELIVERY "without ruling and perforated ,4th copy "LEDGER "without ruling and perforted ,5th copy "BLOCK",without ruling and un perforted ,blue ruling on receipt copy only ,numbering serially ,ordinary book binding with thick brown paper ,paper lable with book no. and sl. no. | Book   | 200  |  |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item  | Unit   | Qty  | Offered Specification (If specification is same please write "Yes" & "Make/Brand") ( No other specification will be accepted) |
|---------|---------------|--|--------|------|---|
| 5.      | 44010164      | <b><u>PEON BOOK (G-26 )</u></b><br>Book of 200 leaves each, white creamwove paper, Sizes of leaf 165 mm. X 205 mm., GSM of the paper 53-58, leather calico binding with pustani, left side covered with 85 mm. wide leather and corners with 45 mm. wide leather. Top and bottom 3 mm. thick red board covered with calico,blue rulling and numbering as per sample. Paper label, both side printed. | No     | .100 |   |
| 6.      | 44020047      | <b><u>G- 147 CASUAL LEAVE</u></b><br>100 nos. in a bunch, white creamwove paper, Leaf Size: 167 mm. X 210 mm., Leaf GSM: 53-58, printing in one side.  | Leaves | 5000 |   |
| 7.      | 44050053      | <b><u>LEAVE APPLICATION FORM FOR CLASS IV STAFF, ( G-140 ).</u></b><br>100 nos in a bunch, White creamwove paper, Leaf size: 170mm X 210mm., Leaf GSM : 53-58, Printing in one side, Printing nomenclature as per sample.  | Leaves | 5000 |   |
| 8.      | 44020049      | <b><u>T.A. BILL FORM (G-160)</u></b><br>100 Nos. in a bunch, white creamwove paper, Leaf Size : 210 mm. X 335 mm., Leaf GSM: 53-58,printing in both sides, pringing nomenclature as per sample.  | No.    | 500  |   |
| 9.      | 44020051      | <b><u>LEAVE ENCASHMENT FORM</u></b><br>Bunch of 100 sheets each, White Creamwove Paper, Leaf Size: 210 mm. X 335 mm.,Leaf GSM:53-58, Printing in both sides.   | Leaves | 1500 |   |
| 10.     | 44030002      | <b><u>FORMAN'S ORDER BOOK ( CME-8)</u></b><br>Book of 100 leaves each with numbering, white creamwove paper, Leaf Size: 90 mm. X 110 mm., Leaf GSM : 53-58 ,1st copy perforated, 2nd copy unperforated, ordinary book binding, paper label. Printing as per sample.  | Book   | 100  |   |
| 11.     | 44040002      | <b><u>DAILY OVER TIME RETURN (E-2A)</u></b><br>100 nos. in a bunch and ten bunches in a polithin packet ,white creamwove paper, Leaf Size: 335 mm. X 430 mm., Leaf GSM:53-58, printing in both side as per sample.   | Sheets | 2000 |   |
| 12.     | 44050001      | <b><u>WINDOW ENVELOPE, ( G-84 ).</u></b><br>100 nos in abunch , 5 bunch in a packet . white creamwove paper , sizes :- 100 mm. x 160 mm. with flap of 55mm. breadth, GSM of the paper 53-58 , well pasted as per sample . Printing in one side . Printing nomenclature as per sample .   | No.    | 2000 |   |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item   | Unit | Qty  | Offered Specification (If specification is same please write "Yes" & "Make/Brand") ( No other specification will be accepted) |
|---------|---------------|---|------|------|---|
| 13.     | 44050029      | <b><u>ENVELOPE (LARGE), [ G-68 ]</u></b><br>100 nos.in a bunch .Brown paper, Size of paper :270 mm X 390 mm. with Flap of 45mm. breadth , GSM of Paper: 78 - 82, well pasted as per sample. Printing nomenclature as per sample.  | No.  | 2000 |   |
| 14.     | 44990104      | <b><u>ENVELOPE (SMALL) (G-83)</u></b><br>100 nos in a bunch, brown paper thick, sizes of envelope : 112 mm X 248 mm, with flap of 35 mm breadth, leaf GSM: -78-82, well pasted, printing in one side, printing nomenclature as per sample.  | No.  | 7000 |   |
| 15.     | 44990105      | <b><u>ENVELOPE ( MEDIUM) [ G-82]</u></b><br>100 nos in a bunch, brown paper thick, sizes of envelope : 146 mm X 360 mm, with flap of 40 mm breadth, leaf GSM: -78-82, well pasted, printing in one side, printing nomenclature as per sample.   | No.  | 2000 |   |
| 16      | 44050052      | <b><u>MEMO BOOK, (G-2B)</u></b><br>Book of 200 leaves each, white creamwove paper, leaf size : 135 mm. x 225 mm., leave GSM: 53-58, Ordinary book binding covered with thick brown paper, 1st copy printed and perforated, 2nd copy block copy without printing and un-perforated, paper label.   | No.  | 100  |   |
| 17      | 44050060      | <b><u>INWARD LETTER REGISTER (G-21)</u></b><br>Book of 250 leaves each with numbering to make a complete set. white creamwove paper, Leaf Size : 208 mm. X 335 mm., Leaf GSM: 53-58, Leather calico binding with Pustani, left side covered with 100 mm. wide leather and the corners with 55 mm. Wide leather Top & bottom 3 mm. thick red board covered with calico. Printing nomenclature as per sample . Paper label.     | No.  | 100  |   |
| 18      | 44050061      | <b><u>(G-22) - LETTER REGISTER</u></b><br>Book of 250 leaves each with numbering as per sample to make acomplete set . White reamwove paper, Leaf Size: 208 mm. X 335 mm., Leaf GSM: 53-58, Leather calico binding with Pustani, left side covered with 100 mm. wide leather and corners with 55 mm. wide leather, top and bottom 3 mm.thick red borad covered with calico. Printing nomenclature as per sample. Paper lable. | No.  | 100  |   |
| 19      | 44050078      | <b><u>PAPER BLOCK. ( G-75)</u></b><br>Pad of 150 leaves each, white creamwove paper leave size: 135 mm. X 220 mm. Leaf GSM: 53-58, Pad must be well pasted on top and left side with card board back, no printing.  | Pad  | 100  |   |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item   | Unit | Qty  | Offered Specification (If specification is same please write "Yes" & "Make/Brand") (No other specification will be accepted) |
|---------|---------------|---|------|------|--|
| 20      | 44050085      | <b><u>PLAIN LABEL TAG (G-14)</u></b><br>White Pulp Board with 1 punch hole re-inforced with Craft Paper and with 8" long strong string, sizes of Pulp Board :- 70 mm. x 115 mm., GSM of Pulp Board :- 330 - 335. 100 nos. in a bunch, 10 bunches in a packet of card board box, printing in one side as per sample.   | No.  | 3000 |  |
| 21      | 44050086      | <b><u>POCKET BOOK (G-121)</u></b><br>Book of 100 leaves each, White Creamwove paper, Leaf Size: 102 mm. X 165 mm., Leaf GSM: 53-58, MP side flush cut top binding, top and bottom covered with 2 mm. thick red board, paper label, printing in both side with blue ruling as per sample.  | Book | 100  |  |
| 22      | 44050093      | <b><u>RULED BOOK , ( G-108).</u></b><br>Book of 100 leaves each, White Cream wove paper, Sizes of leaf: 208 mm. X 335 mm., GSM of the paper 53-58, Leather calico binding with pustani, left side covered with 80 mm., wide leather, top and bottom 3 mm. thick red board covered with calico, blue ruling with numbering (SL.No. 01 to 200), paper label.                  | No.  | 250  |  |
| 23      | 44050097      | <b><u>RULED BOOK (G-109) .</u></b><br>Book of 150 leaves each with numbering from sl. no. 01 to 300 . white Creamwove paper, Leaf Size: 208mm X 335mm, Leaf GSM: 53-58, Leather Calico binding with pustani, left side covered with 85mm. wide leather and corners with 45mm. wide leather Top & bottom 3mm. thick red board covered with calico. No printing. paper label. | No.  | 200  |  |
| 24      | 44990010      | <b><u>RULED BOOK G-104</u></b><br>Book of 100 leaves each ,white cream wove paper ,leaf size :208 mm. x 335 mm.,leaf G.S.M.: -53-58, calico M.P. binding with pustani ,left side covered with 75 mm. wide calico , top & bottom 3 mm. thick Red board covered with M.P. Blue ruling with numbering (sl. no.1 to 200), paper label.  | NO.  | 200  |  |
| 25.     | 44990031      | <b><u>HALF SIZE RULED BOOK, ( G-105).</u></b><br>Book of 100 leaves each, white cremwove paper, Leaf Size: 100mmX 335mm, Leaf GSM :53-58, Calico M.P, side flush cut binding with pustani, left side covered with 80 mm, wide calico. Top and bottom 3mm, thick red board covered with M.P, blue ruling, No printing. paper label.  | No.  | 100  |  |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item  | Unit   | Qty  | Offered Specification (If specification is same please write "Yes" & "Make/Brand") (No other specification will be accepted) |
|---------|---------------|--|--------|------|--|
| 26      | 44050105      | <b><u>SHORT HAND NOTE BOOK (G-78)</u></b><br>Book of 100 leaves each, white creamwove paper, Leaf Size: 135 mm. X 225 mm., Leaf GSM: 53-58, Calico M.P. side Flush cut binding, left side covered with 70 mm. wide calico, top and bottom 3mm. thick red board covered with M.P, no printed, paper label.  | No.    | 80   |  |
| 27      | 44050121      | <b><u>INDENT BOOK G-29A</u></b><br>Book of 150 leaves each, White creamwove paper, Leaf size :- 220mm x 280mm., Leaf GSM: 53-58, 1st copy ruled and perforated, 2nd copy unruled and perforated, 3rd copy unruled and un-perforated with red ink over print ' Original' , "Audit copy " and 'Block copy " with numbering .Ordinary Book binding covered with brown paper thick , printing in one side, Printing nomenclature as per sample .Paper label. | Book   | 100  |  |
| 28      | 44050122      | <b><u>FORM OF CLAIM UNDER REGULATION 14-(i) OF KOLKATA PORT TRUST EMPLOYEES :-</u></b><br>100 nos. in a bunch, white creamwove paper, Leaf Size: 210 mm. X 340 mm., Leaf GSM: 53-58, both side printed, as per sample.   | No.    | 2000 |  |
| 29      | 44070075      | <b><u>VEHICLE LOG BOOK (S-119)</u></b><br>Book of 100 leaves each, white creamwove paper, Leaf size : 225 mm. X 320 mm., Leaf GSM: 53-58, Calico M.P. side flush cut binding, left side covered with 70 mm. Wide calico and top and bottom 2 mm. Thick red board covered with M.P., blue rulling, paper label.   | Book   | 50   |  |
| 30      | 44050094      | <b><u>RULED BOOK ( G-107)</u></b><br>Ruled Book, Book of 50 leaves each, white creamwove paper, sizes of leaf 208 mm. X 335 mm. ,GSM of the paper 53-58, Calico M.P. Binding with pustani, left side covered with 70 mm. Wide calico and the corners with 45 mm. Wide calico, top and bottom 3 mm. Thick red board covered with M.P., Blue rulling with numbering, paper label.  | NO.    | 200  |  |
| 31      | 44080011      | <b><u>APPLICATION FOR E.L (G-16) ( EXCEPT CLASS IV)</u></b><br>100 Nos. in a bunch, white creamwove paper, Leaf Size: 167 mm. X 210 mm., Leaf GSM: 53-58, both side printed, printing as per sample.   | No.    | 5000 |  |
| 32      | 44990023      | <b><u>NOTE SHEET, SY/1A .</u></b><br>100 nos. in a bunch, Ledger paper , Leaf size :-210 mm x 297 mm , leaf GSM 94-98, Note sheet or Continuation sheet as per sample.   | Sheets | 5000 |  |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item  | Unit  | Qty  | Offered Specification (If specification is same please write "Yes" & "Make/Brand") (No other specification will be accepted) |
|---------|---------------|--|-------|------|--|
| 33      | 44990003      | <b><u>BIN CARD WITH BRASS EYELID</u></b><br>100 Nos. in a bunch, Pulp board paper, Card size :115 mm. X 185 mm., CardGSM:260-300.Printing on both sides as per sample.   | No.   | 2000 |  |
| 34      | 44990028      | <b><u>STOCK ADJUSTMENT BOOK ( S-31B )</u></b><br>Book of 250 leaves (50 sets) each,5(five) leaves in a set i.e. 1st copy copy " Receipt" with ruled and perforated, 2nd copy "Audit" un-ruled and perforated, 3rd copy " Delivery:" unruled and perforated, 4th copy "Ledger" unruled and perforated, 5th copy " Block Copy" unruled & unperforated, blue rulling on Receipt Copy only, numbering serially, white creamwove paper, leaf size: 185 mm. X 300 mm. GSM of the paper : 53-58, Ordinary Book Binding with thick brown paper, printing in one side, paper label with Book No. & Serial No. | Book  | 20   |  |
| 35.     | 44010167      | <b><u>NON-AVAILABLE MEDICINE BOOK (MEDICINE PURCHASE SLIP)</u></b><br>Book of 200 leaves each with Book no. &sl.no (numbering serially form 01 /05 ---). 1st copyperforated and 2nd copy unperforated ( Block copy), white creamwove paper, sizes of leaf :195mm X170mm, GSM of the paper:- 53-58, calico M.P.SideFlush Cut Binding, Left side covered with75mm,wide calico, Top & Bottom covered withthick M.P., printing in one side, printingnomenclature as per sample, paper label  | Books | 900  |  |
| 36.     | 44010208      | <b><u>MEDICINE PURCHASE SLIP ( FOR INDOOR )</u></b><br>Book of 150 leaves each with Book no. & sl.no.(numbering serially from 01 / 05-----). First & second copy perforated & third copyunperforated ( Blook copy), whitecreamwove paper , size of leaf : 170 mm. x 210mm., GSM of the paper :- 53 - 58, calico M.P. SideFlush Cut Binding , Left side covered with 65 mm. ,wide calico, Top &Bottom covered with thick M.P. printing in one side printing nomenclature as per sample, paper lable.  | Books | 150  |  |
| 37.     | 44011001      | <b><u>INDOOR ADMISION / DISCHARGE REGISTER.</u></b><br>Book of 100 leaves each with numbering from sl no 1-100 to make complete set as subject matter asper sample. Ledger paper, GSM of paper 94-98. Size of leaf 165 mm X 210 mm. Leather calicobinding with pustani, left side cover with 90 mmwide leather and all the corner with 45 mm wide leather, top & bottom 3 mm thick red boardcovered with calico. Both side printing, printingnomenclature as per sample and paper label.   | No.   | 20   |  |



[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item   | Unit | Qty | Offered Specification (If specification is same please write "Yes" & "Make/Brand") (No other specification will be accepted) |
|---------|---------------|---|------|-----|--|
| 38.     | 44011018      | <b><u>DAILY ISSUE / INDENT ACCOUNT BOOK.</u></b><br>Book of 100 leaves each with numbering serially. 1st copy perforated and 2nd copy unperforated and block copy. White creamwove paper, GSM of paper 53 - 58. Size of leaf 208 mm X 335 mm Ordinary book binding on the top side. Top & bottom covered with Thick brown paper. One side printing, printing nomenclature as per sample and paper label.  | Book | 300 |  |
| 39.     | 44011019      | <b><u>APPOINTMENT REGISTER.</u></b><br>Register of 50 leaves each with numbering from slno 1-100 .. White creamwove paper, GSM of paper 53 - 58. Size of leaf 208 mm X 335mm . Calico MP binding with pustani., left side cover with 70 mm wide Calico and all the corner with 45 mm wide calico, top & bottom 3 mm thick red board covered with MP. Both side printing, printing nomenclature as per sample and paper label.   | No.  | 100 |  |
| 40.     | 44020045      | <b><u>INTAKE OUTPUT CHART.</u></b><br>Pad of 100 leaves each, white creamwove paper, sizes of leaf : 210mm X 340mm, GSM of the paper: 53-58, Pad must be well pasted on the Top & Left side, printing in one side, printing nomenclature as per sample.   | Pad  | 100 |  |
| 41.     | 44020061      | <b><u>REFERENCE / EXAMINATION SLIP CMC, VELLORE.</u></b><br>Book of 150 leaves each with book no & sl no, Numbering serially from 001 - 050. 1st copy (Original) & 2nd copy (Duplicate) both perforated and 3rd copy unperforated (Block Copy).   | Book | 20  |  |
| 42      | 44020062      | <b><u>REFERENCE / EXAMINATION SLIP.</u></b><br>Book of 200 leaves each with Book No. & Cl. No. Numbering serially from 001/ 05--, 1st copy perforated and 2nd copy unperforated (BLOCK COPY), white creamwove paper, Sizes of leaf: 195mm X 170mm, GSM of the paper : 53-58, calico M.P. Sides Flush Cut Binding left side covered with 75mm. wide calico, Top & Bottom covered with thick M.P., printing in one side, printing nomenclature as per sample, paper label.      | Book | 50  |  |
| 43.     | 44020063      | <b><u>UNFIT / FIT CERTIFICATE (MEDICAL CERTIFICATE).</u></b><br>Book of 200 leaves each with Book No. & Cl. No. Numbering serially, 1st copy perforated and 2nd copy unperforated ( BLOCK COPY ), white creamwove paper, Sizes of leaf : 165mm X 210mm, GSM of the paper : 53-58, calico M.P. Sides Flush Cut Binding left side covered with 75mm. wide calico, Top & Bottom covered with thick M.P., printing in one side, printing nomenclature as per sample, paper label. | Book | 60  |  |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item   | Unit   | Qty  | Offered Specification (If specification is same please write "Yes" & "Make/Brand") (No other specification will be accepted) |
|---------|---------------|---|--------|------|--|
| 44.     | 44040021      | <b><u>CMO-17, REQUISITION FOR CLINICAL REPORT</u></b><br>Book of 100 leaves each with numbering. Whitecream wove paper. Sizes of leaf 335 mm x 210mm, GSM of the paper 53-58, numbering serially. All copies perforated. Ordinary book binding covered with brown paper thick. Printing in both sides. Printing nomenclature as per sample, Paper label.  | Book   | 350  |  |
| 45.     | 44040026      | <b><u>CMO-16, X-RAY REQUISITION BOOK</u></b><br>Book of 100 leaves each with numbering serially, White creamwove Paper, Sizes of leaf : 210mm. x 335mm, . GSM of the Paper 53 --58, All copies perforated. Ordinary book binding covered with thick brown Paper. Printing in both side, Printing nomenclature as per sample. Paper Label.   | Book   | 250  |  |
| 46      | 44080013      | <b><u>CMO-19, CONTINUATION SHEET OF INDOOR TICKET.</u></b><br>Pad of 100 leaves each, white creamwove paper, sizes of leaf : 210 mm. X 335 mm, Leaf GSM: 53-58,. Pad must be well pasted on the top & left, printing in one side, printing nomenclature as per sample.  | Book   | 150  |  |
| 47      | 44080101      | <b><u>DIET REQUISITION &amp; SUPPLY BOOK</u></b><br>Book of 150 leaves each with Book No & Sl. No., numbering serially, 1st and 2nd copy perforated, 3rd copy "Block Copy" & unperforated, white creamwove paper, sizes of leaf : 210mm X 335mm, GSM of the paper : 53-58, Ordinary Book Binding covered with brown paper thick, printing in one side, printing nomenclature as per sample, paper label.                            | Book   | 100  |  |
| 48      | 44080097      | <b><u>PATHOLOGICAL INVESTIGATION REPORT ( PATHOLOGICAL TEST RESULT ).</u></b><br>Both side Pre-printed Multicolour continuous computer paper with serration, Front side Multicolour printing and Back side single colour printing as per sample, size of paper : 9 " x 12 " x 1 part, GSM of the paper : 60 - 62. Each length of 1000 sheets in a box.  | Sheets | 6000 |  |
| 49      | 44011002      | <b><u>HANDOVER / TAKEOVER REGISTER.</u></b><br>Register of 100 leaves each with numbering from slno 1-200. Ledger paper, GSM of paper 94-98. Size of leaf 208 mm X 335 mm. Leather calico binding with pustani, left side cover with 90 mm wide leather and all the corner with 45 mm wide leather, top & bottom 3 mm thick red board covered with calico. Both side printing, printing nomenclature as per sample and paper label. | No.    | 40   |  |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item   | Unit  | Qty | Offered Specification (If specification is same please write "Yes" & "Make/Brand") (No other specification will be accepted) |
|---------|---------------|---|-------|-----|--|
| 50      | 44011004      | <b><u>BIOMEDICAL WASTE DISPOSAL REGISTER.</u></b><br>Register of 50 leaves each with numbering from slno 1-100 .White creamwove paper, GSM of paper53 - 58. Size of leaf 208 mm X 335mm . Leathercalico binding with pustani, left side cover with 75mm wide leather and all the corner with 45 mmwide leather, top & bottom 3 mm thick red boardcovered with calico. Both side printing, printing nomenclature as per sample and paper label.  | No.   | 5   |  |
| 51      | 44011013      | <b><u>MAINTENANCE / SERVICEING CALIBRATION REPAIRING REGISTER.</u></b><br>Register of 50 leaves each with numbering from sl no 1-50 to make a complete set as subject matter as per sample. White creamwove paper, GSM of paper 53 - 58. Size of leaf 208 mm X 335 mm . Calico MP binding with pustani., left side cover with 80 mm wide Calico and all the corner with 45 mm wide Calico, top & bottom 3 mm thick red board covered with MP. Both side printing, printing nomenclature as per sample and paper label | No.   | 20  |  |
| 52      | 44011015      | <b><u>LICENCED DRUG REGISTER.</u></b><br>Register of 50 leaves each with numbering from slno 1-100 . White creamwove paper, GSM of paper53 - 58. Size of leaf 330 mm X 208 mm Calico MPbinding with pustani., left side cover with 70 mmwide Calico and all the corner with 45 mm wide leather, top & bottom 3 mm thick red boardcovered with MP. Both side printing, printingnomenclature as per sample and paper label.   | No.   | 8   |  |
| 53      | 44011016      | <b><u>BED OCCUPANY LIST.</u></b><br>Book of 100 leaves each with numbering serially.1st copy perforated and 2nd copy unperforated andblock cpy. White creamwove paper, GSM of paper53 - 58. Size of leaf 208 mm X 335 mm Ordinarybook binding on top side., top & bottom coveredwith thick brown paper. One side printing, printingnomenclature as per sample and paper label.  | Books | 10  |  |
| 54.     | 44011021      | <b><u>REGISTRATION BOOK.</u></b><br>Register of 50 leaves each with numbering from sl no 1-100 . White creamwove paper, GSM of paper53 - 58. Size of leaf 208 mm X 335 mm. Calico MPbinding with pustani., left side cover with 70 mmwide Calico and all the corner with 45 mmwidecalico, top & bottom 3 mm thick red boardcovered with MP. Both side printing, printingnomenclature as per sample and paper label.   | No.   | 20  |  |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item  | Unit   | Qty  | Offered Specification (If specification is same please write "Yes" & "Make/Brand") ( No other specification will be accepted) |
|---------|---------------|--|--------|------|---|
| 55.     | 44011022      | <b><u>DAILY PATHOLOGY TEST ACCOUNT SHEET.</u></b><br>Pad of 100 leaves each .. White creamwove paper, GSM of paper 53 - 58. Size of leaf 208 mm X 335 mm . Pad must be well pasted on top and left side. Printing in one side, printing nomenclature as per sample   | Pad    | 60   |   |
| 56.     | 44020054      | <b><u>GLASS PRESCRIPTION FORM (EYE CLINIC)</u></b><br>Pad of 100 leaves, Maplitho Paper, Sizes of leaf :165mm X 210mm, GSM of the paper : 60-62, pad must be well pasted on the Top & Left side ,printing in one side, printing nomenclature as persample.   | Pad    | 30   |   |
| 57.     | 44040034      | <b><u>B.D.TEMPERATURE CHART (CMO - 11)</u></b><br>100 Nos. in a bunch , White Maplitho Paper ,Size :- 210mm x 335mm , GSM of the Paper: -60-62,Printing in one side . Printing nomenclature asper sample .   | Leaves | 4000 |   |
| 58.     | 44050083      | <b><u>MEDICINE SUB- STOCK BOOK.</u></b><br>Book of 500 leaves each, First 26 leaves will be kept as ' INDEX', Alphabatically with box A-Z system, Numbering on balance 474 leaves from Sl.No.1-474 serially to make a complete set as subject matter as per sample, Ledger paper, Sizes of leaf : 300 mm X 385mm, GSM of the paper : 94-98, Leather calico binding with pustani, Left side covered with 170mm. wide leather and the corners with 50mm, wide leather, Top & Bottom 3mm thick red board covered with calico, Printing nomenclature & rulling as per sample, paper label. | Book   | 10   |   |
| 59.     | 44050084      | <b><u>DAILY TREATMENT REGISTER</u></b><br>Book of 200 leaves each with numbering serially to make a complete set as subject matter as persample, Ledger paper, Sizes of leaf : 208mm X335mm, GSM of the paper : 94-98, Leather calicobinding with pustani, Left side covered with 120mm. wide leather and the corners with 45mm,wide leather, Top & Bottom 3mm thick red boardcovered with calico, printing in both sides, Printingnomenclature & rulling as per sample, paper label.  | No.    | 40   |   |
| 60.     | 44080099      | <b><u>INDOOR REGISTRATION TICKET.</u></b><br>Both side preprinted multicolour continuouscomputer paper , with serrations size of paper :9"x12"x1 part , GSM of the paper : 60-62 . Eachlength of 1000 sheets must bepacked in a box.   | Sheet  | 3000 |   |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item   | Unit   | Qty  | Offered Specification (If specification is same please write "Yes" & "Make/Brand") (No other specification will be accepted) |
|---------|---------------|---|--------|------|--|
| 61.     | 44080100      | <b><u>REGISTER X - RAY</u></b><br>Book of 200 leaves each with numbering serially to make a complete set as subject matter as per sample, Ledger paper, Sizes of leaf : 208mm X335mm, GSM of the paper : 94-98, Leather calicobinding with pustani, Left side covered with 120mm. wide leather and the corners with 45mm, wide leather, Top & Bottom 3mm thick red board covered with calico, printing in both sides, Printing nomenclature & ruling as per sample, paper label.                    | No.    | 15   |  |
| 62.     | 44080104      | <b><u>VISITOR'S PASS.</u></b><br>100 Nos. in a bunch, White Cream wove Paper, Sizes of leaf :- 167mm x 210mm, GSM of the Paper: --58- 53, Printing in one side. Printing nomenclature as per sample.  | Leaves | 3000 |  |
| 63      | 44011012      | <b><u>HYGINE &amp; SURVELLANCE REGISTER.</u></b><br>Register of 50 leaves each with numbering from slno 1- 50 to make a complete set as subject matter as per sample. Ledger paper, GSM of paper 75 -80. Size of leaf 208 mm X 335 mm. Calico MP binding with pustani., left side cover with 80 mm wide Calico and all the corner with 45 mm wide Calico, top & bottom 3 mm thick red board covered with MP. Both side printing, printing nomenclature as per sample and paper label                | No.    | 25   |  |
| 64      | 44080098      | <b><u>DISCHARGE TICKET</u></b><br>One side preprinted multicolour continuous computer paper with serrations. size of paper 9" x 6" x 1 part, GSM of the paper: 105-110 each length 1000 sheets.   | Leaves | 5000 |  |
| 65.     | 44011023      | <b><u>LINEN BOOK.</u></b><br>Book of 100 leaves each with numbering serially. 1st copy perforated and 2nd copy unperforated and block copy. White cream wove paper, GSM of paper 53 - 58. Size of leaf 208 mm X 335 mm. Ordinary book binding on the top side. Top and bottom covered with thick brown paper, One side printing, printing nomenclature as per sample and paper label.   | Book   | 100  |  |
| 66      | 44011011      | <b><u>OPERATION / INVESTIGATION REGISTER.</u></b><br>Register of 100 leaves each with numbering from sl no 1- 100 to make a complete set as subject matter as per sample. White cream wove paper, GSM of paper 53 - 58. Size of leaf 165 mm X 210 mm. Calico MP binding with pustani., left side cover with 85 mm wide Calico and all the corner with 45 mm wide Calico, top & bottom 3 mm thick red board covered with MP. Both side printing, printing nomenclature as per sample and paper label | No.    | 10   |  |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item  | Unit  | Qty | Offered Specification (If specification is same please write "Yes" & "Make/Brand") (No other specification will be accepted) |
|---------|---------------|--|-------|-----|--|
| 67      | 44011006      | <b><u>UTENSIL ISSUANCE FORM.</u></b><br>Pad of 100 leaves each. White creamwove paper, GSM of paper 53 -58 , size of leaf 208 mm X 335 mm. Pad must be well pasted on the top and left side. Printing in one side, printing nomenclature is as per sample  | PAD   | 60  |  |
| 68      | 44010166      | <b><u>OVERTIME BOOKING REGISTER</u></b><br>Book of 100 leaves each, white creamwove paper, Leaf Size: 210 mm. X 338 mm., Leaf GSM: 53-58, leather calico binding with pustani, left side covered with 100 mm. wide leather and corners with 65 mm. wide leather, top and bottom 3 mm. thick red board covered with calico, paper label, both side printing in book no. and serial no., printing nomenclature as per sample.  | No.   | 15  |  |
| 69      | 44080012      | <b><u>DIARY OF OUTDOOR PATIENT ( CMO-3).</u></b><br>Book of 400 leaves each, with numbering to make a complete set as per sample, White creamwove paper, Leaf Sizes of Leaf : 120 mm. X 330 mm., GSM of the paper : 53-58, Leather calico binding with pustani, Left side covered with 140 mm., wide leather and the corners with 50 mm. wide leather, Top & Bottom 3 mm. thick red board covered with calico, paper label, printing in both sides , printing nomenclature as per sample.        | Book  | 10  |  |
| 70      | 44010139      | <b><u>BILL ISSUANCE REGISTER (MARINE)</u></b><br>Register of 250 leaves each with numbering as per sample. Ledger paper. Sizes of leaf : 208mm.x335mm. GSM of the paper : 94-98. Leather calico binding with pustani. Left side covered with 130mm. wide leather & all the corners with 45mm. wide leather. Top & bottom 3mm thick red board covered with calico, Printing in both sides. Printing nomenclature as per sample. Paper label.  | No.   | 10  |  |
| 71.     | 44010220      | <b><u>CHEQUE RECEIVING REGISTER (FOR REVENUE SECTION)</u></b><br>Book of 100 leaves each with numbering to make a complete set as subject matter as per sample .Ledger Paper , Sizes of leaf :-208 mm x 335 mm , GSM of the paper :- 94--98 ,. Leather binding with pustani , Left side covered with 115 mm wide leather and the corner with 55 mm wide leather ,top & bottom 3 mm thick red board covered with calico , both side printed , printing nomenclature as per sample . Paper Label . | Nos . | 2   |  |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item   | Unit  | Qty  | Offered Specification (If specification is same please write "Yes" & "Make/Brand") (No other specification will be accepted) |
|---------|---------------|---|-------|------|--|
| 72      | 44050129      | <b><u>Departmental bill for stores supplied or labour done (G-20)</u></b><br>White creamwove paper, leaf size: 255 m.m. x 305 m.m.(10 inch x 12 inch) Leaf GSM : 60-62, printing as per sample on one side in two part continuous stationery with carbon in between.500 sets in each packet.  | Sets  | 1000 |  |
| 73      | 44050130      | <b><u>DISTRIBUTION OF ITEMS AGAINST BUDGET ALLOTMENTS.</u></b><br>White Maplitho paper, leaf size 255 m.m.x 305 m.m.(10 inch x 12 inch) Leaf GSM: 60-62, printing on one side in single part continuous stationary. Printing in one side. Printing nomenclature as per sample.500 sheets in a packet.   | Sheet | 1300 |  |
| 74.     | 44010211      | <b><u>PENSION BOOK</u></b><br>Book of 8 (eight ) Leaves each with numbering serially from 1 to 16 as per sample . Ledger Paper. Sizes of leaf 130 mm. x 200mm. , GSM of the Paper 94-98 , Book Binding with stapled and covered with Pulp Board covered with calico as per sample Front cover should be printed as per sample . Plastic cover for each book as per sample . Printing nomenclature as per sample . | NO.   | 100  |  |
| 75      | 44010064      | <b><u>JOURNAL FORM</u></b><br>100 nos. in a bunch, white creamwove paper, Leaf Size: 208 mm. X 335 mm., GSM of the paper 53-58. Printing in one side. Printing nomenclature as per sample.  | Sheet | 1500 |  |
| 76      | 44010210      | <b><u>JOURNAL FORM : BIG</u></b><br>100 Nos. in a bunch, White Creamwove paper, Sizes of leaf : 345 mm X 430 mm,GSM of the Paper : 53-58, Printing in one side. Printing nomenclature as per sample.  | Sheet | 1500 |  |
| 77      | 44010079      | <b><u>MISCELLANEOUS RECEIPT BOOK</u></b><br>Book of 100 leaves each with numbering serially. Light Green good quality coloured Paper . GSM of the Paper 62-68 . Sizes of the leaf 225 mm. x 555 mm. ,divided in 2 Parts equally with perforation as per sample . Ordinary Book Binding .Top & Bottom covered with thick M.P. Printing in one side . printing nomenclature as per sample . Paper Label .           | Pad   | 30   |  |
| 78      | 44010075      | <b><u>MARINE RECEIPT BOOK</u></b><br>Book of 100 leaves each with numbering serially. Pink good quality coloured Paper . GSM of the Paper 62-68 . Sizes of the leaf 225 mm. x 555 mm. ,divided in 2 Parts equally with perforation as per sample . Ordinary Book Binding .Top & Bottom covered with thick M.P. Printing in one side . printing nomenclature as per sample . Paper Label .                         | Pad   | 10   |  |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item  | Unit   | Qty  | Offered Specification (If specification is same please write "Yes" & "Make/Brand") (No other specification will be accepted) |
|---------|---------------|--|--------|------|--|
| 79      | 44010114      | <b><u>RENT RECEIPT BOOK</u></b><br>Book of 100 leaves each with numbering. Ledger Paper .GSM of the Paper 68-70 .Sizes of the leaf 225 mm. x 555 mm . , divided in 2 Parts equally with perforation as per sample .Ordinary Book Binding. Top & Bottom covered with thick M. P. Printing in one side . Printing nomenclature as per sample . | Pad    | 10   |  |
| 80      | 44090017      | <b><u>DRAFT PURCHASE FORMS(NON DEDUCTION)</u></b><br>Draft purchase Form(Non-deduction),100 nos. in a bunch. White creamewove paper. GSM of paper 53-58. Sizes of leaf 180mm x 220mm.Printing in one side. Printingnomenclature as per sample.   | Leaves | 200  |  |
| 81      | 44020143      | <b><u>FORMAT OF APAR FOR ALL OFFICERS (As per HDC's sample)</u></b><br>Each Set having 11 leaf with stapling. First ten leaf would be printed at both side and last leaf would be printed at one side as per approved sample.Paper Size :- 297 mm X 210 mm (White Mapthilo Paper)GSM :- 75-80  | Set    | 250  |  |
| 82      | 44012070      | <b><u>NEW/UPDATE ADVICE FOR PAYROLL MASTER (M-FORM)</u></b><br>100 Nos. in a bunch, white maplitho paper, Leaf Size: 330 mm. X 515 mm., Leaf GSM: 58-62,   | Leaves | 2000 |  |
| 83      | 44040051      | <b><u>FORWARDING LETTER FOR SETTLEMENT</u></b><br>100 Nos in a bunch, White cream wove paper, Size of leaf 167mm X 210 mm.GSM of the paper 53-58 grams.Printing in one side . Printing nomenclature as per sample.   | Leaves | 1000 |  |
| 84      | 44040052      | <b><u>FORM FOR 10MONTHS AVERAGE PAY</u></b><br>100 Nos in a bunch, White cream wove paper, Size of leaf 210 mm X 335 mm.GSM of the paper 53-58 grams.Printing in one side . Printing nomenclature as per sample.   | Leaves | 500  |  |
| 85      | 44040053      | <b><u>CHECK LIST OF ENTRIES FORM</u></b><br>100 Nos in a bunch, White cream wove paper, Size of leaf 210mm X 335 mm.GSM of the paper 53-58 grams.Printing in one side . Printing nomenclature as per sample.   | Leaves | 500  |  |
| 86      | 44040056      | <b><u>CERTIFICATION OF LEAVE FORM</u></b><br>100 Nos in a bunch, White cream wove paper, Size of leaf 210 mm X 335 mm.GSM of the paper 53-58 grams.Printing in one side . Printing nomenclature as per sample.   | Leaves | 500  |  |
| 87      | 44080102      | <b><u>P F-7,SETTLEMENT OF DUES.</u></b><br>Ledger paper, Sizes of paper : 210mm X340mm, GSM of the paper:68-70.printig in both sides differently,(Printing Nomenclature as per sample ).   | Leaves | 500  |  |



[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item  | Unit   | Qty  | Offered Specification (If specification is same please write "Yes" & "Make/Brand") No other specification will be accepted) |
|---------|---------------|--|--------|------|---|
| 88      | 44050134      | <b><u>V-2 FORMS</u></b><br>100 nos in a bunch, white cream wove paper, sizes of paper : 245 mm x 450 mm, GSM of the paper 60 - 62, Printing in one side & printing nomenclature as per sample.   | Leaves | 500  |   |
| 89      | 44020115      | <b><u>' E' FORM</u></b><br>50 sets in a bunch, set of two leaves with different printing nomenclature stapled, White cream wove paper, Size of the leaf : 210mm X 335 mm, GSM of the paper: 53-58, Printing in one side, printing nomenclature as per sample.  | SET    | 1000 |   |
| 90      | 44040036      | <b><u>FORM – B</u></b><br>100 Nos in a bunch, white cream wove paper. Size of leaf 210 mm X 330 mm. GSM of the paper 53-58. printing in one side & printing nomenclature as per sample,  | Leaves | 500  |   |
| 91      | 44040039      | <b><u>SHIP / SHORE SAFETY CHECK LIST NO. 4 (SOURCE ISGOTT)</u></b><br>Pad of 100 leaves in 20 sets each, maplitho Paper, . Size of leaf 208 mm X 335 mm. GSM of the paper 60-62. Pad must be well pasted on the top and left side covered, with card board back. printing in one side & printing nomenclature as per sample, | Leaves | 500  |   |
| 92      | 44040042      | <b><u>SERVICE PARTICULARS FORM</u></b><br>100 Nos in a bunch, white cream wove paper. Size of leaf 210 mm X 330 mm. GSM of the paper 53-58. printing in one side & printing nomenclature as per sample,  | Leaves | 500  |   |
| 93      | 44040047      | <b><u>FORM - "L" FOR P.P.O. BOOK</u></b><br>100 Nos in a bunch, White cream wove paper, Size of leaf 210mm X 335 mm. GSM of the paper 53-58 grams. Printing in one side. Printing nomenclature as per sample.  | Leaves | 1000 |   |
| 94      | 44040049      | <b><u>COMMUTATION FORM</u></b><br>100 Nos in a bunch, White cream wove paper, Size of leaf 210 mm X 335 mm. GSM of the paper 53-58 grams. Printing in one side. Printing nomenclature as per sample.   | Leaves | 500  |   |
| 95      | 44050012      | <b><u>ANNUAL CONFIDENTIAL REPORT OF CLASS--111 OTHER THAN STENOGRAPHER/TYPIST FOR THE PERIOD 1ST. APRIL TO 31ST. MARCH.</u></b><br>100 Nos in a bunch, Maplitho paper, Leaf size : 210mm X 338mm, Leaf GSM : 60-62,, printing in both sides, printing nomenclature as per sample.  | Leaves | 600  |   |
| 96      | 44050133      | <b><u>ANNUAL CONFIDENTIAL REPORT FORM OF CLASS -III P.A. TO H.O.D., STENOGRAPHER AND TYPIST</u></b><br>50 Nos in a bunch, Maplitho paper, Leaf size : 210mm X 338mm, Leaf GSM : 60-62,, printing in both sides, printing nomenclature as per sample.   | Leaves | 50   |   |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item   | Unit   | Qty  | Offered Specification (If specification is same please write "Yes" & "Make/Brand") No other specification will be accepted) |
|---------|---------------|---|--------|------|---|
| 97      | 44020146      | <b><u>RESERVATION ROSTER REGISTER</u></b><br>Register of 300 hundred leaves each with numbering from Sl. No. 01 to 300 as per sample. White creamwove paper, GSM of the paper 53-58. Sizes of the leaves 208 MM x 335 MM. Leather calico binding with pustani. Top & Bottom 3MM thick red board cover with calico, left side cover with 140 MM wide leather. All corners with 45 MM wide leather. printing nomenclature as per sample. Paper label. | NO     | 15   |   |
| 98      | 44020026      | <b><u>CERTIFICATE OF COMPLETION</u></b><br>100 nos. in a bunch, white creamwove paper, Sizes of 4 leaf : 165 mm x 208 mm, GSM of the paper : 53 - 58. Printing in one side. Printing nomenclature as per sample   | Leaves | 3000 |   |
| 99      | 44050073      | <b><u>Monthly Oil Report Form</u></b><br>100 leaves in a bunch. White creamwove paper. Sizes of leaf : 208 mm X 335 mm, GSM of the paper : 53-58. Printing in one side. Printing nomenclature as per sample.  | Leaves | 100  |   |
| 100     | 44060007      | <b><u>CERTIFICATE OF COMPLETION OF INWARD VESSELS :</u></b><br>100 leaves in a bunch. White cream wove paper. Sizes of leaf : 208 mm X 335 mm, GSM of the paper: 53-58. Printing in one side. Printing nomenclature as per sample.  | Leaves | 3000 |   |
| 101     | 44060020      | <b><u>DOUBLE BANKING ORDER FORM</u></b><br>100 leaves in a bunch. White creamwove paper. Sizes of leaf : 208 mm X 335 mm, GSM of the paper: 53-58. Printing in one side. Printing nomenclature as per sample.   | Leaves | 3000 |   |
| 102     | 44060039      | <b><u>CERTIFICATION OF COMPLETION OF OUTWARD VESSELS.</u></b><br>100 leaves in a bunch. White cream wove paper. Sizes of leaf : 208 mm X 335 mm, GSM of the paper: 53-58. Printing in one side. Printing nomenclature as per sample.  | Leaves | 3000 |   |
| 103     | 44020077      | <b><u>OPERATION LOG - EVEN DATA</u></b><br>Book of 100 leaves in 50 sets. Set of 2 leaves i.e. 1st leaf printed in front side & other side ruled as per sample. White creamwove paper, Sizes of leaf 210 mm X 335 mm. GSM of the paper-53-58, Leather calico binding with pustani. Left side covered with 80 mm., wide leather. Top and bottom 3 mm., thick red board covered with calico, Paper label.   | Books  | 24   |   |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item   | Unit  | Qty | Offered Specification (If specification is same please write "Yes" & "Make/Brand") No other specification will be accepted) |
|---------|---------------|---|-------|-----|---|
| 104     | 44020078      | <b><u>OPERATION LOG -ODD DATA</u></b><br>Book of 100 leaves each in 50 sets. Set of 2 leaves i.e. 1st leaf printed on front side & other side ruled as per sample, second leaf ruled on both sides as per sample. White creamwove paper, sizes of leaf 210 mm X 335 mm., GSM of the paper 53-58. Leather calico binding with pustani. Left side covered with 80 mm. Wide leather and all the corners with 45 mm. Wide leather top and bottom 3 mm. thick red board covered with calico. Paper label.      | Book  | 24  |   |
| 105     | 44020080      | <b><u>OPERATION LOG WAGON TIPPLER</u></b><br>Book of 100 leaves in 50 sets. Set of two leaves i.e. 1st leaf printed on front side & other side ruled as per sample, second leaf ruled on both sides as per sample. White creamwove paper, sizes of leaf 210 mm.X 335 mm. GSM of the paper 53-58. Leather calico binding with pustani. Left side covered with 80 mm., Wide leather and all the corners with 45 mm. wide leather, top & bottom 3 mm. thick red board covered with calico, paper label.      | Books | 24  |   |
| 106     | 44020079      | <b><u>OPERATION LOG SHIP-LOADER (COAL)</u></b><br>Book of 100 leaves each in 50 sets, Set of two leaves i.e. 1st leaf printed on front side & other side ruled as per sample, second leaf ruled on both sides as per sample. White creamwove paper, sizes of leaf 210mm.x 335mm. GSM of the paper :53-58, leather calico binding with pustani, left side covered with 80mm. wide leather and all the corners with 45mm. Wide leather, Top & bottom 3mm. thick red board covered with calico, paper label. | Books | 24  |   |
| 107     | 44020085      | <b><u>DAILY REPORT (UNLOADING) THERMAL COAL</u></b><br>Pad of 100 leaves in 25 sets each, Set of 4 leaves in multi-colour i.e. 1st leaf Pink colour, 2nd leaf Green colour, 3rd leaf Yellow colour and 4th leaf White colour, Sizes of leaf : 210 mm.X 335 mm., Leaf GSM : 46-48. Pad must be well pasted on the top & left side card board back, printing in one side.   | set   | 50  |   |
| 108     | 44030032      | <b><u>T-146. A.T.O'S DIARY</u></b><br>Book of 100 leaves each with numbering as per sample, White Creamwove paper, Leaf size:-208 mm X 335 mm., Leaf GSM 53-58, Calico M.P. sides flush cut binding with pustani, left side covered with 60 mm. Wide calico, top & bottom 3 mm. thick red board covered with M.P., paper label, printing in both sides to make a complete set as per sample.  | No.   | 24  |   |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item  | Unit  | Qty   | Offered Specification (If specification is same please write "Yes" & "Make/Brand") No other specification will be accepted) |
|---------|---------------|--|-------|-------|---|
| 109     | 44050071      | <b><u>MUSTER ROLL AND OVERTIME REGISTER (G-85)</u></b><br>Book of 100 leaves each with numbering as per sample, white creamwove paper, sizes of leaf 330 mm. X 420 mm. GSM of the paper 53-58, Leather calico binding with pustan, Left side covered with 80 mm. wide leather and the corners with 45 mm. wide leather, top and bottom 3 mm. Thick red board covered with calico, paper label.   | No.   | 2     |   |
| 110     | 44040004      | <b><u>MEASUREMENT BOOK (E-81)</u></b><br>Book of 110 leaves each, white creamwove paper, Leaf Size: 145 mm. X 275 mm., Leaf GSM: 53-58, 1st page "Title Page", 2nd & 3rd page "Rulles", 4th to 20 th pages "Index" numbering of rest 100 leaves from serial no. 1 to 200 as per sample. Calico MP sides flush cut binding with pustani, top binding covered with 100 mm. wide calico and the corners with 45 mm. wide calico, top and bottom 3 mm. Red board covered with M.P. Pencil pocket with 1/4th each Elastic Tape as per sample, paper label, printing in red ink as per sample. | No.   | 30    |   |
| 111     | 44012035      | <b><u>PERMIT PRINTING SHEET</u></b><br>Permit Printing Sheet with 'Water Mark 'as per sample. White Maplitho Paper, GSM of the Paper 93--96, Sizes of sheet 99 mm. x 210 mm.<br>500 nos in a bunch, 20 bunches in a box.   | Sheet | 60000 |   |

Note: Sample and printing matter may be seen from our office before submission of tender.

Signature of the Tenderer with office seal

[Tender No. :HDC/MM/OT-11/13/109]

**ANNEXURE-IV**  
**DECLARATION OF THE BIDDER**

Manager (MM Division),  
Haldia Dock Complex

I / We have examined carefully, read and understood the above Terms and Conditions, Specifications and General Conditions of Contract. I / We hereby tender and undertake to execute and complete all the works required to be performed in accordance with the Specifications, Bill of Quantities, General Conditions of the Contract and the Terms and Conditions as stated in the Tender and at rates and prices set out in the annexed Bill of Quantities within the time period as stated in the Tender. In the event of our Tender being accepted in full or, in part, I / we also hereby agree that the said Tender, Specifications, Bill of Quantities, General Conditions of Contract and the Terms and Conditions as stated in the Tender together with the acceptance thereof in writing by or, on behalf of the Trustees shall form the Contract.

I / We have deposited Requisite Earnest Money with the Trustees'.

OR

I / We have submitted documentary evidences for Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) as per tender condition.

I / We agree that the period for which the Tender shall remain open for acceptance shall not be less than 120 days.

[Please strike out the alternative which is not applicable in your case out of the following two and initial the same.]

(a) I / We hereby declare that I / We have not been banned or, de-listed by any Government or Quasi-Government Agency or Public Sector Unit.

(b) I / We hereby enclose the details of any banned / de-listed imposed on my / our agency by any Govt. / Quasi - Govt. Agency or, PSU.

Date :-----

-----

Signature of Tenderer with Office Seal

Place :-----

Name:-----

Phone: .....

Address: .....

Fax: .....

.....

E-mail: .....

.....

[Tender No. :HDC/MM/OT-11/13/109]

**ANNEXURE-V****BIDDER'S INFORMATION**

Manager (MM),  
Haldia Dock Complex

|  |  |
|--|--|
| Tender No.   | HDC/MM/OT-11/13/109  |
| Name of work/Item Description:   | Supply and delivery of deferent types of Printed Books & Forms to Haldia Dock Complex. |
| Name of the Company:   |  |
| Address:   |  |
| Contact Person Name:   |  |
| Phone:   |  |
| Fax:   |  |
| E-Mail Address:  |  |
| Have you studied the Pre-Qualification requirement of the selected tender?   | Yes / No   |
| Is the company having Copy of GST Registration Certificate.  | Yes / No   |
| Is the company having Current valid Professional Tax Payment Challan (PTPC)?   | Yes / No   |
| Is the Company meeting the pre-qualifying criteria mentioned in the NIT?   | Yes / No   |
| Confirm that you will furnish the documentary evidence against pre-qualification criteria along with your offer.   | Yes / No   |
| Are you MANUFACTURERS / authorised dealers/ authorised stockiest/ suppliers for the tendered materials? Please indicate your status.   |  |
| I / We agree to submit the copies of pre-qualification documents as per the Notice Inviting Tender along with our offer. I / We undertake and confirm that in case we do not submit these Pre-qualifying documents with our offer or the documents are not found in order by HDC / not acceptable to HDC, our tender shall be liable for rejection. Rejected by HDC without any correspondence in this regard. |  |

Date :-----

Signature of Tenderer with Office Seal

Place :-----

Name: \_\_\_\_\_

[Tender No. :HDC/MM/OT-11/13/109]

**ANNEXURE-VI**

Tender for Supply and delivery of deferent types of Printed Books & Forms to Haldia Dock Complex.

**Bidder's Bank Details**

|                                      |  |
|--------------------------------------|--|
| <b>A/c No.</b>                       |  |
| <b>A/c holder Name:</b>              |  |
| <b>Bank Name &amp; Bank Address:</b> |  |
| <b>Branch Name:</b>                  |  |
| <b>IFSC:</b>                         |  |

Date :-----

Signature of Tenderer with Office Seal

Place :-----

Name: \_\_\_\_\_

[Tender No. :HDC/MM/OT-11/13/109]

|     |  |
|-----|--|
| 7.  | <b><u>PREAMBLE TO THE BILL OF QUANTITIES</u></b>   |
|     | E-TENDER for Supply and delivery of deferent types of Printed Books & Forms AS PER BILL OF QUANTITIES) to Haldia Dock Complex.   |
| 7.1 | The Bill of Quantities must be read with the General Conditions of Contract, the Special Conditions of Contract and the Particular Specifications of Work and the Bidder is deemed to have examined the above documents and to have thoroughly familiarise himself with the total scope of work and its mode of execution. |
| 7.2 | This being an item rate tender, the Bidder shall quote his rates against all items on line based on his own analysis.  |

The Tender Price thus established would be taken for comparative evaluation, subject to the relevant provisions of the tender.

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[Tender No. :HDC/MM/OT-11/13/109]

ANNEXURE-VII

**PRICED BILL OF QUANTITIES**

Tender for Tender for Supply and delivery of deferent types of Printed Books & Forms to Haldia Dock Complex.

IMPORTANT: a) This Priced Bill of Quantities must be submitted in a separate sealed cover Marked "PRICED BID"

| Sl. No. | Item Code No. | Description of Item  | Unit   | Qnty | Unit Rate on F.O.R. upto HDC's Store at Haldia Basis excluding GST (In Rs.) | Total amount (In Rs.) |
|---------|---------------|--|--------|------|---|-----------------------|
| 1.      | 44010149      | <b><u>AC49 (ATTENDANCE REGISTER)</u></b><br>Book of 90 Folios with two inner sheets each as per sample. Ledger paper, GSM of the paper -94-98. Outer leaf Size : 208 mm. X 335 mm. and sizes of inner sheet 110 mm. X 270 mm. Leather calico binding with Pustani, left side covered with 145 mm. wide leather and the corners with 45 mm. wide leather. Top & bottom 3 mm. thick red board covered with calico. Numbering as per sample ( 01 to 90), printing nomenclature as per sample. Paper lable.  | No.    | 25   |   |                       |
| 2.      | 44050011      | <b><u>ATTENDANCE REGISTER (G-44)</u></b><br>Book of 100 leaves each with numbering, ledger paper, leaf size : 208 mm. X 335 mm., leaf GSM:94-98, leather calico binding with pustani, left side covered with 95 mm. Wide leather and the corners 45 mm. Wide leather, top and bottom 3 mm.,thick red board covered with calico, blue ruling with numbering as per sample, paper label, printing in both sides.   | No.    | 80   |   |                       |
| 3.      | 44010163      | <b><u>PETTY CASH G-24</u></b><br>100nos in a bunch, white creamwove paper, Leaf size:- 110mm X 180mm, Leaf GSM:-53-58, printing in one side, printing nomenclature as per sample.  | Leaves | 2000 |   |                       |
| 4       | 44010160      | <b><u>ISSUE CHALLAN BOOK, S – 31</u></b><br>Book of 250 leaves each with numbering ,white creamwove paper ,Leaf Size :180mm.x 300mm. ,Leaf GSM 53-58,1st copy "RECEIPT" with ruling and perforted , 2nd copy "AUDIT"without ruling and perforated,3rd copy "DELIVERY "without ruling and perforated ,4th copy "LEDGER "without ruling and perforted ,5th copy "BLOCK",without ruling and un perforted ,blue ruling on receipt copy only ,numbering serially ,ordinary book binding with thick brown paper ,paper lable with book no. and sl. no. | Book   | 200  |   |                       |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item  | Unit   | Qty  | Unit Rate on F.O.R. upto HDC's Store at Haldia Basisexcluding GST (In Rs.) | Total amount (In Rs.) |
|---------|---------------|--|--------|------|--|-----------------------|
| 5.      | 44010164      | <b><u>PEON BOOK (G-26 )</u></b><br>Book of 200 leaves each, white creamwove paper, Sizes of leaf 165 mm. X 205 mm., GSM of the paper 53-58, leather calico binding with pustani, left side covered with 85 mm. wide leather and corners with 45 mm. wide leather. Top and bottom 3 mm. thick red board covered with calico,blue rulling and numbering as per sample. Paper label, both side printed. | No     | .100 |  |                       |
| 6.      | 44020047      | <b><u>G- 147 CASUAL LEAVE</u></b><br>100 nos. in a bunch, white creqmwove paper, Leaf Size: 167 mm. X 210 mm., Leaf GSM: 53-58, printing in one side.  | Leaves | 5000 |  |                       |
| 7.      | 44050053      | <b><u>LEAVE APPLICATION FORM FOR CLASS IV STAFF, ( G-140 ).</u></b><br>100 nos in a bunch, White creamwove paper, Leaf size: 170mm X 210mm., Leaf GSM : 53-58, Printing in one side, Printing nomenclature as per sample.  | Leaves | 5000 |  |                       |
| 8.      | 44020049      | <b><u>T.A. BILL FORM (G-160)</u></b><br>100 Nos. in a bunch, white creamwove paper, Leaf Size : 210 mm. X 335 mm., Leaf GSM: 53-58,printing in both sides, pringing nomenclature as per sample.  | No.    | 500  |  |                       |
| 9.      | 44020051      | <b><u>LEAVE ENCASHMENT FORM</u></b><br>Bunch of 100 sheets each, White Creamwove Paper, Leaf Size: 210 mm. X 335 mm.,Leaf GSM:53-58, Printing in both sides.   | Leaves | 1500 |  |                       |
| 10.     | 44030002      | <b><u>FORMAN'S ORDER BOOK ( CME-8)</u></b><br>Book of 100 leaves each with numbering, white creamwove paper, Leaf Size: 90 mm. X 110 mm., Leaf GSM : 53-58 ,1st copy perforated, 2nd copy unperforated, ordinary book binding, paper label. Printing as per sample.  | Book   | 100  |  |                       |
| 11.     | 44040002      | <b><u>DAILY OVER TIME RETURN (E-2A)</u></b><br>100 nos. in a bunch and ten bunches in a polithin packet ,white creamwove paper, Leaf Size: 335 mm. X 430 mm., Leaf GSM:53-58, printing in both side as per sample.   | Sheets | 2000 |  |                       |
| 12.     | 44050001      | <b><u>WINDOW ENVELOPE, ( G-84 ).</u></b><br>100 nos in abunch , 5 bunch in a packet . white creamwove paper , sizes :- 100 mm. x 160 mm. with flap of 55mm. breadth, GSM of the paper 53-58 , well pasted as per sample . Printing in one side . Printing nomenclature as per sample .   | No.    | 2000 |  |                       |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item   | Unit | Qty  | Unit Rate On F.O.R. upto HDC's Store at Haldia Basis (Landed Cost excluding GST (In Rs.)) | Total amount (In Rs.) |
|---------|---------------|---|------|------|---|-----------------------|
| 13.     | 44050029      | <b><u>ENVELOPE (LARGE), [ G-68 ]</u></b><br>100 nos.in a bunch .Brown paper, Size of paper : 270 mm X 390 mm. with Flap of 45mm. breadth , GSM of Paper: 78 - 82, well pasted as per sample. Printing nomenclature as per sample.   | No.  | 2000 |   |                       |
| 14.     | 44990104      | <b><u>ENVELOPE (SMALL) (G-83)</u></b><br>100 nos in a bunch, brown paper thick, sizes of envelope : 112 mm X 248 mm, with flap of 35 mm breadth, leaf GSM: -78-82, well pasted, printing in one side, printing nomenclature as per sample.  | No.  | 7000 |   |                       |
| 15.     | 44990105      | <b><u>ENVELOPE ( MEDIUM) [ G-82]</u></b><br>100 nos in a bunch, brown paper thick, sizes of envelope : 146 mm X 360 mm, with flap of 40 mm breadth, leaf GSM: -78-82, well pasted, printing in one side, printing nomenclature as per sample.   | No.  | 2000 |   |                       |
| 16      | 44050052      | <b><u>MEMO BOOK. (G-2B)</u></b><br>Book of 200 leaves each, white creamwove paper, leaf size : 135 mm. x 225 mm., leave GSM:53-58, Ordinary book binding covered with thick brown paper, 1st copy printed and perforated, 2nd copy block copy without printing and un-perforated, paper label.  | No.  | 100  |   |                       |
| 17      | 44050060      | <b><u>INWARD LETTER REGISTER (G-21)</u></b><br>Book of 250 leaves each with numbering to make a complete set. white creamwove paper, Leaf Size : 208 mm. X 335 mm., Leaf GSM: 53-58, Leather calico binding with Pustani, left side covered with 100 mm. wide leather and the corners with 55 mm. Wide leather Top & bottom 3 mm. thick red board covered with calico. Printing nomenclature as per sample . Paper label.     | No.  | 100  |   |                       |
| 18      | 44050061      | <b><u>(G-22) - LETTER REGISTER</u></b><br>Book of 250 leaves each with numbering as per sample to make acomplete set . White reamwove paper, Leaf Size: 208 mm. X 335 mm., Leaf GSM: 53-58, Leather calico binding with Pustani, left side covered with 100 mm. wide leather and corners with 55 mm. wide leather, top and bottom 3 mm.thick red borad covered with calico. Printing nomenclature as per sample. Paper lable. | No.  | 100  |   |                       |
| 19      | 44050078      | <b><u>PAPER BLOCK, ( G-75)</u></b><br>Pad of 150 leaves each, white creamwove paper leave size: 135 mm. X 220 mm. Leaf GSM: 53-58, Pad must be well pasted on top and left side with card board back, no printing.  | Pad  | 100  |   |                       |

[Tender No. :HDC/MM/OT-11/13/109]

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|---------|---------------|---|------|------|--|-----------------------|
| 20      | 44050085      | <b><u>PLAIN LABEL TAG (G-14)</u></b><br>White Pulp Board with 1 punch hole re-inforced with Craft Paper and with 8" long strong string,sizes of Pulp Board :- 70 mm. x 115 mm., GSM of Pulp Board :- 330 - 335. 100 nos. in a bunch, 10 bunches in a packet of card board box, printing in one side as per sample.  | No.  | 3000 |  |                       |
| 21      | 44050086      | <b><u>POCKET BOOK (G-121)</u></b><br>Book of 100 leaves each, White Creamwove paper, Leaf Size: 102 mm. X 165 mm., Leaf GSM: 53-58, MP side flush cut top binding, top and bottom covered with 2 mm. thick red board, paper label, printing in both side with blue ruling as per sample.  | Book | 100  |  |                       |
| 22      | 44050093      | <b><u>RULED BOOK , ( G-108).</u></b><br>Book of 100 leaves each, White Cream wove paper, Sizes of leaf:208 mm. X 335 mm., GSM of the paper 53-58, Leather calico binding with pustani, left side covered with 80 mm.,wide leather, top and bottom 3 mm. thick red board covered with calico, blue rulling with numbering (SL.No. 01 to 200), paper label.                   | No.  | 250  |  |                       |
| 23      | 44050097      | <b><u>RULED BOOK (G-109 ).</u></b><br>Book of 150 leaves each with numbering from sl. no. 01 to 300 . white Creamwove paper, Leaf Size: 208mm X 335mm, Leaf GSM: 53-58, Leather Calico binding with pustani, left side covered with 85mm. wide leather and corners with 45mm. wide leather Top & bottom 3mm. thick red board covered with calico. No printing. paper label. | No.  | 200  |  |                       |
| 24      | 44990010      | <b><u>RULLED BOOK G-104</u></b><br>Book of 100 leaves each ,white cream wove paper ,leaf size :208 mm. x 335 mm.,leaf G.S.M.: -53-58, calico M.P. binding with pustani ,left side covered with 75 mm. wide calico , top & bottm 3 mm. thick Red board covered with M.P. Blue ruling with numbering (sl. no.1 to 200), paper lable.  | NO.  | 200  |  |                       |
| 25.     | 44990031      | <b><u>HALF SIZE RULLED BOOK, ( G-105).</u></b><br>Book of 100 leaves each, white cremwove paper, Leaf Size: 100mmX 335mm, Leaf GSM :53-58, Calico M.P, side flush cut binding with pustani, left side covered with 80 mm, wide calico. Top and bottom 3mm, thick red board covered with M.P, blue ruling, No printing. paper label.   | No.  | 100  |  |                       |
| 26      | 44050105      | <b><u>SHORT HAND NOTE BOOK (G-78)</u></b><br>Book of 100 leaves each, white creamwove paper, Leaf Size: 135 mm. X 225 mm., Leaf GSM: 53-58, Calico M.P. side Flush cut binding, left side covered with 70 mm. wide calico, top and bottom 3mm. thick red board covered with M.P, no printed, paper label.   | No.  | 80   |  |                       |

[Tender No. :HDC/MM/OT-11/13/109]

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|---------|---------------|--|--------|------|---|-----------------------|
| 27      | 44050121      | <b><u>INDENT BOOK G-29A</u></b><br>Book of 150 leaves each, White creamwove paper, Leaf size :- 220mm x 280mm., Leaf GSM: 53-58, 1st copy ruled and per forated, 2nd copy unruled and perforated, 3rd copy unruled and un-perforated with red ink over print ' Original' ,"Audit copy " and 'Block copy " with numbering .Ordinary Book binding covered with brown paper thick , printing in one side, Printing nomenclature as per sample .Paper label. | Book   | 100  |   |                       |
| 28      | 44050122      | <b><u>FORM OF CLAIM UNDER REGULATION 14-(i) OF KOLKATA PORT TRUST EMPLOYEES :-</u></b><br>100 nos. in a bunch, white creamwove paper, Leaf Size: 210 mm. X 340 mm., Leaf GSM: 53-58, both side printed, as per sample.   | No.    | 2000 |   |                       |
| 29      | 44070075      | <b><u>VEHICLE LOG BOOK (S-119)</u></b><br>Book of 100 leaves each, white creamwove paper, Leaf size : 225 mm. X 320 mm., Leaf GSM: 53-58, Calico M.P. side flush cut binding, left side covered with 70 mm. Wide calico and top and bottom 2 mm. Thick red board covered with M.P., blue rulling, paper label.   | Book   | 50   |   |                       |
| 30      | 44050094      | <b><u>RULED BOOK ( G-107)</u></b><br>Ruled Book, Book of 50 leaves each, white creamwove paper, sizes of leaf 208 mm. X 335 mm. ,GSM of the paper 53-58, Calico M.P. Binding with pustani, left side covered with 70 mm. Wide calico and the corners with 45 mm. Wide calico, top and bottom 3 mm. Thick red board covered with M.P., Blue rulling with numbering, paper label.  | NO.    | 200  |   |                       |
| 31      | 44080011      | <b><u>APPLICATION FOR E.L (G-16) ( EXCEPT CLASS IV )</u></b><br>100 Nos. in a bunch, white creamwove paper, Leaf Size: 167 mm. X 210 mm., Leaf GSM: 53-58, both side printed, printing as per sample.  | No.    | 5000 |   |                       |
| 32      | 44990023      | <b><u>NOTE SHEET, SY/1A ,</u></b><br>100 nos. in a bunch, Ledger paper , Leaf size :-210 mm x 297 mm , leaf GSM 94-98, Note sheet or Continuation sheet as per sample.   | Sheets | 5000 |   |                       |
| 33      | 44990003      | <b><u>BIN CARD WITH BRASS EYELID</u></b><br>100 Nos. in a bunch, Pulp board paper, Card size :115 mm. X 185 mm., Card GSM:260-300. Printing on both sides as per sample.   | No.    | 2000 |   |                       |

[Tender No. :HDC/MM/OT-11/13/109]

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|---------|---------------|---|-------|------|---|-----------------------|
| 34      | 44990028      | <b><u>STOCK ADJUSTMENT BOOK ( S-31B )</u></b><br>Book of 250 leaves (50 sets) each, 5 (five) leaves in a set i.e. 1st copy " Receipt" with ruled and perforated, 2nd copy "Audit" un-ruled and perforated, 3rd copy " Delivery:" unruled and perforated, 4th copy "Ledger" unruled and perforated, 5th copy " Block Copy" unruled & unperforated, blue rulling on Receipt Copy only, numbering serially, white creamwove paper, leaf size: 185 mm. X 300 mm. GSM of the paper : 53-58, Ordinary Book Binding with thick brown paper, printing in one side, paper label with Book No. & Serial No. | Book  | 20   |   |                       |
| 35.     | 44010167      | <b><u>NON-AVAILABLE MEDICINE BOOK (MEDICINE PURCHASE SLIP)</u></b><br>Book of 200 leaves each with Book no. & sl.no (numbering serially form 01 /05 ---). 1st copy perforated and 2nd copy unperforated ( Block copy), white creamwove paper, sizes of leaf : 195mm X 170mm, GSM of the paper:- 53-58, calico M.P. Side Flush Cut Binding, Left side covered with 75mm, wide calico, Top & Bottom covered with thick M.P., printing in one side, printing nomenclature as per sample, paper label   | Books | 900  |   |                       |
| 36.     | 44010208      | <b><u>MEDICINE PURCHASE SLIP ( FOR INDOOR )</u></b><br>Book of 150 leaves each with Book no. & sl.no. (numbering serially from 01 / 05-----). First & second copy perforated & third copy unperforated ( Blook copy), white creamwove paper , size of leaf : 170 mm. x 210mm., GSM of the paper :- 53 - 58, calico M.P. Side Flush Cut Binding , Left side covered with 65 mm. ,wide calico, Top & Bottom covered with thick M.P. printing in one side printing nomenclature as per sample, paper lable.  | Books | 150  |   |                       |
| 37.     | 44011001      | <b><u>INDOOR ADMISION / DISCHARGE REGISTER.</u></b><br>Book of 100 leaves each with numbering from sl no 1-100 to make complete set as subject matter as per sample. Ledger paper, GSM of paper 94-98. Size of leaf 165 mm X 210 mm. Leather calico binding with pustani, left side cover with 90 mm wide leather and all the corner with 45 mm wide leather, top & bottom 3 mm thick red board covered with calico. Both side printing, printing nomenclature as per sample and paper label.   | No.   | 20   |   |                       |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item   | Unit | Qty | Unit Rate On F.O.R. upto HDC's Store at Haldia Basis (Landed Cost excluding GST (In Rs.)) | Total amount (In Rs.) |
|---------|---------------|---|------|-----|---|-----------------------|
| 38.     | 44011018      | <b><u>DAILY ISSUE / INDENT ACCOUNT BOOK.</u></b><br>Book of 100 leaves each with numbering serially. 1st copy perforated and 2nd copy unperforated and block copy. White creamwove paper, GSM of paper 53 - 58. Size of leaf 208 mm X 335 mm Ordinary book binding on the top side. Top & bottom covered with Thick brown paper. One side printing, printing nomenclature as per sample and paper label.  | Book | 300 |   |                       |
| 39.     | 44011019      | <b><u>APPOINTMENT REGISTER.</u></b><br>Register of 50 leaves each with numbering from slno 1-100 .. White creamwove paper, GSM of paper 53 - 58. Size of leaf 208 mm X 335mm . Calico MP binding with pustani., left side cover with 70 mm wide Calico and all the corner with 45 mm wide calico, top & bottom 3 mm thick red board covered with MP. Both side printing, printing nomenclature as per sample and paper label.   | No.  | 100 |   |                       |
| 40.     | 44020045      | <b><u>INTAKE OUTPUT CHART.</u></b><br>Pad of 100 leaves each, white creamwove paper, sizes of leaf : 210mm X 340mm, GSM of the paper: 53-58, Pad must be well pasted on the Top & Left side, printing in one side, printing nomenclature as per sample.   | Pad  | 100 |   |                       |
| 41.     | 44020061      | <b><u>REFERENCE / EXAMINATION SLIP CMC, VELLORE.</u></b><br>Book of 150 leaves each with book no & sl no, Numbering serially from 001 - 050. 1st copy (Original) & 2nd copy (Duplicate) both perforated and 3rd copy unperforated (Block Copy).   | Book | 20  |   |                       |
| 42      | 44020062      | <b><u>REFERENCE / EXAMINATION SLIP.</u></b><br>Book of 200 leaves each with Book No. & Cl. No. Numbering serially from 001/ 05--, 1st copy perforated and 2nd copy unperforated (BLOCK COPY), white creamwove paper, Sizes of leaf: 195mm X 170mm, GSM of the paper : 53-58, calico M.P. Sides Flush Cut Binding left side covered with 75mm. wide calico, Top & Bottom covered with thick M.P., printing in one side, printing nomenclature as per sample, paper label.        | Book | 50  |   |                       |
| 43.     | 44020063      | <b><u>UNFIT / FIT CERTIFICATE ( MEDICAL CERTIFICATE ).</u></b><br>Book of 200 leaves each with Book No. & Cl. No. Numbering serially, 1st copy perforated and 2nd copy unperforated ( BLOCK COPY ), white creamwove paper, Sizes of leaf : 165mm X 210mm, GSM of the paper : 53-58, calico M.P. Sides Flush Cut Binding left side covered with 75mm. wide calico, Top & Bottom covered with thick M.P., printing in one side, printing nomenclature as per sample, paper label. | Book | 60  |   |                       |

[Tender No. :HDC/MM/OT-11/13/109]

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|---------|---------------|---|--------|------|---|-----------------------|
| 44.     | 44040021      | <b><u>CMO-17, REQUISITION FOR CLINICAL REPORT</u></b><br>Book of 100 leaves each with numbering. Whitecream wove paper. Sizes of leaf 335 mm x 210mm, GSM of the paper 53-58, numbering serially.All copies perforated. Ordinary book bindingcovered with brown paper thick. Printing in bothsides. Printing nomenclature as per sample, Paperlabel.  | Book   | 350  |   |                       |
| 45.     | 44040026      | <b><u>CMO-16, X-RAY REQUISITION BOOK</u></b><br>Book of 100 leaves each with numbering serially , White creamwove Paper , Sizes of leaf : 210mm. x 335mm, . GSM of the Paper 53 --58 ,All copies perforated . Ordinary book binding covered with thick brown Paper . Printing in both side , Printing nomenclature as per sample . Paper Lable .  | Book   | 250  |   |                       |
| 46      | 44080013      | <b><u>CMO-19, CONTINUATION SHEET OF INDOOR TICKET.</u></b><br>Pad of 100 leaves each, white creamwovepaper,sizes of leaf : 210 mm. X 335 mm, LeafGSM: 53-58,. Pad must be well pasted on the top &left, printing in one side, printing nomenclature asper sample.   | Book   | 150  |   |                       |
| 47      | 44080101      | <b><u>DIET REQUISITION &amp;SUPPLY BOOK</u></b><br>Book of 150 leaves each with Book No & Sl. No., numbering serially , 1st and 2nd copy perforated, 3rd copy "Block Copy" & unperforated, white creamwove paper, sizes of leaf : 210mm X 335mm , GSM of the paper : 53-58, Ordinary Book Binding covered with brown paper thick, printing in one side, printing nomenclature as per sample, paper label.                       | Book   | 100  |   |                       |
| 48      | 44080097      | <b><u>PATHOLOGICAL INVESTIGATION REPORT (PATHOLOGICAL TEST RESULT).</u></b><br>Both side Pre-printed Multicolour continuous computer paper with serration ,Front side Multicolour printing and Back side single colour printing as per sample , size of paper : 9 " x 12 " x 1 part , GSM of the paper : 60 - 62 . Each length of 1000 sheets in a box.   | Sheets | 6000 |   |                       |
| 49      | 44011002      | <b><u>HANDOVER / TAKEOVER REGISTER.</u></b><br>Register of 100 leaves each with numbering from slno 1-200 . Ledger paper, GSM of paper 94-98. Sizeof leaf 208 mm X 335 mm . Leather calico bindingwith pustani, left side cover with 90 mm wide leather and all the corner with 45 mm wide leather,top& bottom 3 mm thick red board covered withcalico. Both side printing, printing nomenclature asper sample and paper label. | No.    | 40   |   |                       |



[Tender No. :HDC/MM/OT-11/13/109]

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|---------|---------------|---|-------|-----|---|-----------------------|
| 50      | 44011004      | <b><u>BIOMEDICAL WASTE DISPOSAL REGISTER.</u></b><br>Register of 50 leaves each with numbering from slno 1-100 .White creamwove paper, GSM of paper 53 - 58. Size of leaf 208 mm X 335mm . Leathercalico binding with pustani, left side cover with 75mm wide leather and all the corner with 45 mmwide leather, top & bottom 3 mm thick red boardcovered with calico. Both side printing, printing nomenclature as per sample and paper label.   | No.   | 5   |   |                       |
| 51      | 44011013      | <b><u>MAINTENANCE / SERVICEING CALIBRATION REPAIRING REGISTER.</u></b><br>Register of 50 leaves each with numbering from sl no 1-50 to make a complete set as subject matter as per sample. White creamwove paper, GSM of paper 53 - 58. Size of leaf 208 mm X 335 mm . Calico MP binding with pustani., left side cover with 80 mm wide Calico and all the corner with 45 mm wide Calico, top & bottom 3 mm thick red board covered with MP. Both side printing, printing nomenclature as per sample and paper label | No.   | 20  |   |                       |
| 52      | 44011015      | <b><u>LICENCED DRUG REGISTER.</u></b><br>Register of 50 leaves each with numbering from slno 1-100 . White creamwove paper, GSM of paper 53 - 58. Size of leaf 330 mm X 208 mm Calico MPbinding with pustani., left side cover with 70 mmwide Calico and all the corner with 45 mm wide leather, top & bottom 3 mm thick red boardcovered with MP. Both side printing, printingnomenclature as per sample and paper label.  | No.   | 8   |   |                       |
| 53      | 44011016      | <b><u>BED OCCUPANY LIST.</u></b><br>Book of 100 leaves each with numbering serially.1st copy perforated and 2nd copy unperforated andblock cpy. White creamwove paper, GSM of paper 53 - 58. Size of leaf 208 mm X 335 mm Ordinarybook binding on top side., top & bottom coveredwith thick brown paper. One side printing, printingnomenclature as per sample and paper label.   | Books | 10  |   |                       |
| 54.     | 44011021      | <b><u>REGISTRATION BOOK.</u></b><br>Register of 50 leaves each with numbering from sl no 1-100 . White creamwove paper, GSM of paper 53 - 58. Size of leaf 208 mm X 335 mm. Calico MPbinding with pustani., left side cover with 70 mmwide Calico and all the corner with 45 mmwidecalico, top & bottom 3 mm thick red boardcovered with MP. Both side printing, printingnomenclature as per sample and paper label.  | No.   | 20  |   |                       |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item  | Unit   | Qty  | Unit Rate On F.O.R. upto HDC's Store at Haldia Basis (Landed Cost excluding GST (In Rs.)) | Total amount (In Rs.) |
|---------|---------------|--|--------|------|---|-----------------------|
| 55.     | 44011022      | <b><u>DAILY PATHOLOGY TEST ACCOUNT SHEET.</u></b><br>Pad of 100 leaves each .. White creamwove paper, GSM of paper 53 - 58. Size of leaf 208 mm X 335 mm . Pad must be well pasted on top and left side. Printing in one side, printing nomenclature as per sample   | Pad    | 60   |   |                       |
| 56.     | 44020054      | <b><u>GLASS PRESCRIPTION FORM (EYE CLINIC)</u></b><br>Pad of 100 leaves, Maplitho Paper, Sizes of leaf : 165mm X 210mm, GSM of the paper : 60-62, pad must be well pasted on the Top & Left side ,printing in one side, printing nomenclature as per sample.   | Pad    | 30   |   |                       |
| 57.     | 44040034      | <b><u>B.D.TEMPERATURE CHART (CMO - 11)</u></b><br>100 Nos. in a bunch , White Maplitho Paper ,Size :- 210mm x 335mm , GSM of the Paper: -60-62,Printing in one side . Printing nomenclature as per sample .  | Leaves | 4000 |   |                       |
| 58.     | 44050083      | <b><u>MEDICINE SUB- STOCK BOOK.</u></b><br>Book of 500 leaves each, First 26 leaves will be kept as ' INDEX', Alphabetically with box A-Z system, Numbering on balance 474 leaves from Sl.No.1-474 serially to make a complete set as subject matter as per sample, Ledger paper, Sizes of leaf : 300 mm X 385mm, GSM of the paper : 94-98, Leather calico binding with pustani, Left side covered with 170mm. wide leather and the corners with 50mm, wide leather, Top & Bottom 3mm thick red board covered with calico, Printing nomenclature & rulling as per sample, paper label. | Book   | 10   |   |                       |
| 59.     | 44050084      | <b><u>DAILY TREATMENT REGISTER</u></b><br>Book of 200 leaves each with numbering serially to make a complete set as subject matter as per sample, Ledger paper, Sizes of leaf : 208mm X 335mm, GSM of the paper : 94-98, Leather calico binding with pustani, Left side covered with 120mm. wide leather and the corners with 45mm, wide leather, Top & Bottom 3mm thick red board covered with calico, printing in both sides, Printing nomenclature & rulling as per sample, paper label.  | No.    | 40   |   |                       |
| 60.     | 44080099      | <b><u>INDOOR REGISTRATION TICKET.</u></b><br>Both side preprinted multicolour continuous computer paper , with serrations size of paper : 9"x12"x1 part , GSM of the paper : 60-62 . Each length of 1000 sheets must be packed in a box.   | Sheet  | 3000 |   |                       |

[Tender No. :HDC/MM/OT-11/13/109]

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|---------|---------------|---|--------|------|---|-----------------------|
| 61.     | 44080100      | <b><u>REGISTER X - RAY</u></b><br>Book of 200 leaves each with numbering serially to make a complete set as subject matter as per sample, Ledger paper, Sizes of leaf : 208mm X 335mm, GSM of the paper : 94-98, Leather calico binding with pustani, Left side covered with 120mm. wide leather and the corners with 45mm, wide leather, Top & Bottom 3mm thick red board covered with calico, printing in both sides, Printing nomenclature & rulling as per sample, paper label.               | No.    | 15   |   |                       |
| 62.     | 44080104      | <b><u>VISITOR'S PASS.</u></b><br>100 Nos. in a bunch, White Creamwove Paper, Sizes of leaf :- 167mm x 210mm, GSM of the Paper: --58- 53, Printing in one side. Printing nomenclature as per sample.   | Leaves | 3000 |   |                       |
| 63      | 44011012      | <b><u>HYGINE &amp; SURVELLANCE REGISTER.</u></b><br>Register of 50 leaves each with numbering from slno 1-50 to make a complete set as subject matter as per sample. Ledger paper, GSM of paper 75 -80. Size of leaf 208 mm X 335 mm. Calico MP binding with pustani., left side cover with 80 mm wide Calico and all the corner with 45 mm wide Calico, top & bottom 3 mm thick red board covered with MP. Both side printing, printing nomenclature as per sample and paper label               | No.    | 25   |   |                       |
| 64      | 44080098      | <b><u>DISCHARGE TICKET</u></b><br>One side preprinted multicolour continuous computer paper with serrations. size of paper 9" x 6" x 1 part, GSM of the paper: 105-110 each length 1000 sheets.   | Leaves | 5000 |   |                       |
| 65.     | 44011023      | <b><u>LINEN BOOK.</u></b><br>Book of 100 leaves each with numbering serially. 1st copy perforated and 2nd copy unperforated and block copy. White creamwove paper, GSM of paper 53 - 58. Size of leaf 208 mm X 335 mm. Ordinary book binding on the top side. Top and bottom covered with thick brown paper, One side printing, printing nomenclature as per sample and paper label.  | Book   | 100  |   |                       |
| 66      | 44011011      | <b><u>OPERATION / INVESTIGATION REGISTER.</u></b><br>Register of 100 leaves each with numbering from sl no 1-100 to make a complete set as subject matter as per sample. White creamwove paper, GSM of paper 53 - 58. Size of leaf 165 mm X 210 mm. Calico MP binding with pustani., left side cover with 85 mm wide Calico and all the corner with 45 mm wide Calico, top & bottom 3 mm thick red board covered with MP. Both side printing, printing nomenclature as per sample and paper label | No.    | 10   |   |                       |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item   | Unit  | Qty | Unit Rate On F.O.R. upto HDC's Store at Haldia Basis (Landed Cost excluding GST (In Rs.)) | Total amount (In Rs.) |
|---------|---------------|---|-------|-----|---|-----------------------|
| 67      | 44011006      | <b><u>UTENSIL ISSUANCE FORM.</u></b><br>Pad of 100 leaves each. White creamwove paper, GSM of paper 53 -58 , size of leaf 208 mm X 335 mm. Pad must be well pasted on the top and left side. Printing in one side, printing nomenclature is as per sample   | PAD   | 60  |   |                       |
| 68      | 44010166      | <b><u>OVERTIME BOOKING REGISTER</u></b><br>Book of 100 leaves each, white creamwove paper, Leaf Size: 210 mm. X 338 mm., Leaf GSM: 53-58, leather calico binding with pustani, left side covered with 100 mm. wide leather and corners with 65 mm. wide leather, top and bottom 3 mm. thick red board covered with calico, paper label, both side printing in book no. and serial no., printing nomenclature as per sample.   | No.   | 15  |   |                       |
| 69      | 44080012      | <b><u>DIARY OF OUTDOOR PATIENT ( CMO-3).</u></b><br>Book of 400 leaves each, with numbering to make a complete set as per sample, White creamwove paper, Leaf Sizes of Leaf : 120 mm. X 330 mm., GSM of the paper : 53-58, Leather calico binding with pustani, Left side covered with 140 mm., wide leather and the corners with 50 mm. wide leather, Top & Bottom 3 mm. thick red board covered with calico, paper label, printing in both sides , printing nomenclature as per sample.         | Book  | 10  |   |                       |
| 70      | 44010139      | <b><u>BILL ISSUANCE REGISTER (MARINE)</u></b><br>Register of 250 leaves each with numbering as per sample. Ledger paper. Sizes of leaf : 208mm.x335mm. GSM of the paper : 94-98. Leather calico binding with pustani. Left side covered with 130mm. wide leather & all the corners with 45mm. wide leather. Top & bottom 3mm thick red board covered with calico, Printing in both sides. Printing nomenclature as per sample. Paper label.   | No.   | 10  |   |                       |
| 71.     | 44010220      | <b><u>CHEQUE RECEIVING REGISTER (FOR REVENUE SECTION)</u></b><br>Book of 100 leaves each with numbering to make a complete set as subject matter as per sample .Ledger Paper , Sizes of leaf : -208 mm x 335 mm , GSM of the paper : - 94--98 ,. Leather binding with pustani , Left side covered with 115 mm wide leather and the corner with 55 mm wide leather ,top & bottom 3 mm thik red board covered with calico , both side printed , printing nomenclature as per sample . Paper Label . | No s. | 2   |   |                       |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item   | Unit  | Quantity | Unit Rate On F.O.R. upto HDC's Store at Haldia Basis (Landed Cost excluding GST (In Rs.)) | Total amount (In Rs.) |
|---------|---------------|---|-------|----------|---|-----------------------|
| 72      | 44050129      | <b><u>Departmental bill for stores supplied or labour done (G-20)</u></b><br>White creamwove paper, leaf size: 255 m.m. x 305 m.m.(10 inch x 12 inch) Leaf GSM : 60-62, printing as per sample on one side in two part continuous stationery with carbon in between.500 sets in each packet.  | Sets  | 1000     |   |                       |
| 73      | 44050130      | <b><u>DISTRIBUTION OF ITEMS AGAINST BUDGET ALLOTMENTS.</u></b><br>White Maplitho paper, leaf size 255 m.m.x 305 m.m.(10 inch x 12 inch) Leaf GSM: 60-62, printing on one side in single part continuous stationary. Printing in one side. Printing nomenclature as per sample.500 sheets in a packet.   | Sheet | 1300     |   |                       |
| 74.     | 44010211      | <b><u>PENSION BOOK</u></b><br>Book of 8 (eight ) Leaves each with numbering serially from 1 to 16 as per sample . Ledger Paper. Sizes of leaf 130 mm. x 200mm. , GSM of the Paper 94-98 , Book Binding with stapled and covered with Pulp Board covered with calico as per sample Front cover should be printed as per sample . Plastic cover for each book as per sample . Printing nomenclature as per sample . | NO.   | 100      |   |                       |
| 75      | 44010064      | <b><u>JOURNAL FORM</u></b><br>100 nos. in a bunch, white creamwove paper, Leaf Size: 208 mm. X 335 mm., GSM of the paper 53-58. Printing in one side. Printing nomenclature as per sample.  | Sheet | 1500     |   |                       |
| 76      | 44010210      | <b><u>JOURNAL FORM : BIG</u></b><br>100 Nos. in a bunch, White Creamwove paper, Sizes of leaf : 345 mm X 430 mm,GSM of the Paper : 53-58, Printing in one side. Printing nomenclature as per sample.  | Sheet | 1500     |   |                       |
| 77      | 44010079      | <b><u>MISCELLANEOUS RECEIPT BOOK</u></b><br>Book of 100 leaves each with numbering serially. Light Green good quality coloured Paper . GSM of the Paper 62-68 . Sizes of the leaf 225 mm. x 555 mm. ,divided in 2 Parts equally with perforation as per sample . Ordinary Book Binding .Top & Bottom covered with thick M.P. Printing in one side . printing nomenclature as per sample . Paper Label .           | Pad   | 30       |   |                       |
| 78      | 44010075      | <b><u>MARINE RECEIPT BOOK</u></b><br>Book of 100 leaves each with numbering serially. Pink good quality coloured Paper . GSM of the Paper 62-68 . Sizes of the leaf 225 mm. x 555 mm. ,divided in 2 Parts equally with perforation as per sample . Ordinary Book Binding .Top & Bottom covered with thick M.P. Printing in one side . printing nomenclature as per sample . Paper Label .                         | Pad   | 10       |   |                       |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item  | Unit   | Qty  | Unit Rate On F.O.R. upto HDC's Store at Haldia Basis (Land ed Cost excluding GST(InRs)) | Total amount (In Rs.) |
|---------|---------------|--|--------|------|---|-----------------------|
| 79      | 44010114      | <b><u>RENT RECEIPT BOOK</u></b><br>Book of 100 leaves each with numbering. Ledger Paper .GSM of the Paper 68-70 .Sizes of the leaf 225 mm. x 555 mm . , divided in 2 Parts equally with perforation as per sample .Ordinary Book Binding. Top & Bottom covered with thick M. P. Printing in one side . Printing nomenclature as per sample . | Pad    | 10   |   |                       |
| 80      | 44090017      | <b><u>DRAFT PURCHASE FORMS(NON DEDUCTION)</u></b><br>Draft purchase Form(Non-deduction),100 nos. in a bunch. White creamwove paper. GSM of paper 53-58. Sizes of leaf 180mm x 220mm.Printing in one side. Printing nomenclature as per sample.   | Leaves | 200  |   |                       |
| 81      | 44020143      | <b><u>FORMAT OF APAR FOR ALL OFFICERS (As per HDC's sample)</u></b><br>Each Set having 11 leaf with stapling. First ten leaf would be printed at both side and last leaf would be printed at one side as per approved sample.Paper Size :- 297 mm X 210 mm (White Mapthilo Paper)GSM :- 75-80  | Set    | 250  |   |                       |
| 82      | 44012070      | <b><u>NEW/UPDATE ADVICE FOR PAYROLL MASTER (M-FORM)</u></b><br>100 Nos. in a bunch, white maplitho paper, Leaf Size: 330 mm. X 515 mm., Leaf GSM: 58-62,   | Leaves | 2000 |   |                       |
| 83      | 44040051      | <b><u>FORWARDING LETTER FOR SETTLEMENT</u></b><br>100 Nos in a bunch, White cream wove paper, Size of leaf 167mm X 210 mm.GSM of the paper 53-58 grams.Printing in one side . Printing nomenclature as per sample.   | Leaves | 1000 |   |                       |
| 84      | 44040052      | <b><u>FORM FOR 10MONTHS AVERAGE PAY</u></b><br>100 Nos in a bunch, White cream wove paper, Size of leaf 210 mm X 335 mm.GSM of the paper 53-58 grams.Printing in one side . Printing nomenclature as per sample.   | Leaves | 500  |   |                       |
| 85      | 44040053      | <b><u>CHECK LIST OF ENTRIES FORM</u></b><br>100 Nos in a bunch, White cream wove paper, Size of leaf 210mm X 335 mm.GSM of the paper 53-58 grams.Printing in one side . Printing nomenclature as per sample.   | Leaves | 500  |   |                       |
| 86      | 44040056      | <b><u>CERTIFICATION OF LEAVE FORM</u></b><br>100 Nos in a bunch, White cream wove paper, Size of leaf 210 mm X 335 mm.GSM of the paper 53-58 grams.Printing in one side . Printing nomenclature as per sample.   | Leaves | 500  |   |                       |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item   | Unit   | Qty  | Unit Rate On F.O.R. upto HDC's Store at Haldia Basis (Landed Cost excluding GST (In Rs.)) | Total amount (In Rs.) |
|---------|---------------|---|--------|------|---|-----------------------|
| 87      | 44080102      | <b><u>P F-7, SETTLEMENT OF DUES.</u></b><br>Ledger paper, Sizes of paper : 210mm X340mm, GSM of the paper:68-70.printing in both sides differently,(Printing Nomenclature as per sample ).  | Leaves | 500  |   |                       |
| 88      | 44050134      | <b><u>V-2 FORMS</u></b><br>100 nos in a bunch,white creamwave paper, sizes of paper : 245 mm x 450 mm,GSM of the paper 60 - 62, Printing in one side & printing nomenclature as per sample.   | Leaves | 500  |   |                       |
| 89      | 44020115      | <b><u>' E' FORM</u></b><br>50 sets in a bunch, set of two leaves with different printing nomenclature stapled,White cream wave paper, Size of the leaf : 210mm X 335 mm,GSM of the paper: 53-58,Printing in one side, printing nomenclature as per sample.  | SET    | 1000 |   |                       |
| 90      | 44040036      | <b><u>FORM – B</u></b><br>100 Nos in a bunch , white cream wave paper. Size of leaf 210 mm X330 mm.GSM of the paper 53-58 .printing in one side & printing nomenclature as per sample,  | Leaves | 500  |   |                       |
| 91      | 44040039      | <b><u>SHIP / SHORE SAFETY CHECK LIST NO. 4 (SOURCE ISGOTT)</u></b><br>Pad of 100 leaves in 20 sets each, maplitho Paper, . Size of leaf 208 mm X335 mm.GSM of the paper 60-62. Pad must be well pasted on the top and left side covered , with card board back .printing in one side & printing nomenclature as per sample, | Leaves | 500  |   |                       |
| 92      | 44040042      | <b><u>SERVICE PARTICULARS FORM</u></b><br>100 Nos in a bunch , white cream wave paper. Size of leaf 210 mm X330 mm.GSM of the paper 53-58 .printing in one side & printing nomenclature as per sample,  | Leaves | 500  |   |                       |
| 93      | 44040047      | <b><u>FORM - "L" FOR P.P.O. BOOK</u></b><br>100 Nos in a bunch, White cream wave paper, Size of leaf 210mm X 335 mm.GSM of the paper 53-58 grams.Printing in one side . Printing nomenclature as per sample.  | Leaves | 1000 |   |                       |
| 94      | 44040049      | <b><u>COMMUTATION FORM</u></b><br>100 Nos in a bunch, White cream wave paper, Size of leaf 210 mm X 335 mm.GSM of the paper 53-58 grams.Printing in one side . Printing nomenclature as per sample.   | Leaves | 500  |   |                       |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item   | Unit   | Quantity | Unit Rate On F.O.R. upto HDC's Store at Haldia Basis(Landed Cost excluding GST (In Rs.)) | Total amount (In Rs.) |
|---------|---------------|---|--------|----------|--|-----------------------|
| 95      | 44050012      | <b><u>ANNUAL CONFIDENTIAL REPORT OF CLASS--111 OTHER THAN STENOGRAPHER/TYPIST FOR THE PERIOD 1ST. APRIL TO 31ST. MARCH.</u></b><br>100 Nos in a bunch, Maplitho paper, Leaf size : 210mm X 338mm, Leaf GSM :60-62,, printing in both sides, printing nomenclature as per sample.  | Leaves | 600      |  |                       |
| 96      | 44050133      | <b><u>ANNUAL CONFIDENTIAL REPORT FORM OF CLASS -III P.A. TO H.O.D., STENOGRAPHER AND TYPIST</u></b><br>50 Nos in a bunch, Maplitho paper, Leaf size : 210mm X 338mm, Leaf GSM :60-62,, printing in both sides, printing nomenclature as per sample.   | Leaves | 50       |  |                       |
| 97      | 44020146      | <b><u>RESERVATION ROSTER REGISTER</u></b><br>Register of 300 hundred leaves each with numbering from Sl. No. 01 to 300 as per sample. White creamwove paper, GSM of the paper 53-58. Sizes of the leaves 208 MM x 335 MM. Leather calico binding with pustani. Top & Bottom 3MM thick red board cover with calico, left side cover with 140 MM wide leather. All corners with 45 MM wide leather. printing nomenclature as per sample. Paper lable. | NO     | 15       |  |                       |
| 98      | 44020026      | <b><u>CERTIFICATE OF COMPLETION</u></b><br>100 nos. in abunch , white creamwove paper , Sizes of 4 leaf :165 mm x 208 mm ,GSM of the paper : 53 - 58 . Printing in one side. Printing nomenclature as per sample  | Leaves | 3000     |  |                       |
| 99      | 44050073      | <b><u>Monthly Oil Report Form</u></b><br>100 leaves in a bunch. White creamwove paper. Sizes of leaf : 208 mm X 335 mm,GSM of the paper : 53-58. Printing in one side. Printing nomenclature as per sample.   | Leaves | 100      |  |                       |
| 100     | 44060007      | <b><u>CERTIFICATE OF COMPLETION OF INWARD VESSELS :</u></b><br>100 leaves in a bunch. White cream wove paper. Sizes of leaf : 208 mm X 335 mm, GSM of the paper:53-58. Printing in one side. Printing nomenclature as per sample.   | Leaves | 3000     |  |                       |
| 101     | 44060020      | <b><u>DOUBLE BANKING ORDER FORM</u></b><br>100 leaves in a bunch. White creamwovepaper.Sizes of leaf : 208 mm X 335 mm,GSM of the paper:53-58. Printing in oneside. Printing nomenclature as per sample.  | Leaves | 3000     |  |                       |
| 102     | 44060039      | <b><u>CERTIFICATION OF COMPLETION OFOUTWARD VESSELS</u></b><br>100 leaves in a bunch. White cream wove paper. Sizes of leaf : 208 mm X 335 mm, GSM of the paper:53-58. Printing in one side. Printing nomenclature as per sample.   | Leaves | 3000     |  |                       |



[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item   | Unit  | Quantity | Unit Rate On F.O.R. upto HDC's Store at Haldia Basis (Landed Cost excluding GST (In Rs.)) | Total amount (In Rs.) |
|---------|---------------|---|-------|----------|---|-----------------------|
| 103     | 44020077      | <b><u>OPERATION LOG - EVEN DATA</u></b><br>Book of 100 leaves in 50 sets. Set of 2 leaves i.e. 1st leaf printed in front side & other side ruled as per sample. White creamwove paper, Sizes of leaf 210 mm X 335 mm. GSM of the paper-53-58, Leather calico binding with pustani. Left side covered with 80 mm., wide leather. Top and bottom 3 mm., thick red board covered with calico, Paper label.   | Books | 24       |   |                       |
| 104     | 44020078      | <b><u>OPERATION LOG - ODD DATA</u></b><br>Book of 100 leaves each in 50 sets. Set of 2 leaves i.e. 1st leaf printed on front side & other side ruled as per sample, second leaf ruled on both sides as per sample. White creamwove paper, sizes of leaf 210 mm X 335 mm., GSM of the paper 53-58. Leather calico binding with pustani. Left side covered with 80 mm. Wide leather and all the corners with 45 mm. Wide leather top and bottom 3 mm. thick red board covered with calico. Paper label.     | Book  | 24       |   |                       |
| 105     | 44020080      | <b><u>OPERATION LOG WAGON TIPPLER</u></b><br>Book of 100 leaves in 50 sets. Set of two leaves i.e. 1st leaf printed on front side & other side ruled as per sample, second leaf ruled on both sides as per sample. White creamwove paper, sizes of leaf 210 mm.X 335 mm. GSM of the paper 53-58. Leather calico binding with pustani. Left side covered with 80 mm., Wide leather and all the corners with 45 mm. wide leather, top & bottom 3 mm. thick red board covered with calico, paper label.      | Books | 24       |   |                       |
| 106     | 44020079      | <b><u>OPERATION LOG SHIP-LOADER (COAL)</u></b><br>Book of 100 leaves each in 50 sets, Set of two leaves i.e. 1st leaf printed on front side & other side ruled as per sample, second leaf ruled on both sides as per sample. White creamwove paper, sizes of leaf 210mm.x 335mm. GSM of the paper :53-58, leather calico binding with pustani, left side covered with 80mm. wide leather and all the corners with 45mm. Wide leather, Top & bottom 3mm. thick red board covered with calico, paper label. | Books | 24       |   |                       |
| 107     | 44020085      | <b><u>DAILY REPORT (UNLOADING) THERMAL COAL</u></b><br>Pad of 100 leaves in 25 sets each, Set of 4 leaves in multi-colour i.e. 1st leaf Pink colour, 2nd leaf Green colour, 3rd leaf Yellow colour and 4th leaf White colour, Sizes of leaf : 210 mm.X 335 mm., Leaf GSM : 46-48. Pad must be well pasted on the top & left side card board back, printing in one side.   | set   | 50       |   |                       |

[Tender No. :HDC/MM/OT-11/13/109]

| Sl. No. | Item Code No. | Description of Item  | Unit  | Quantity | Unit Rate On F.O.R. upto HDC's Store at Haldia Basis (Land ed Cost excluding GST (In Rs.)) | Total amount (In Rs.) |
|---------|---------------|--|-------|----------|--|-----------------------|
| 108     | 44030032      | <b><u>T-146, A.T.O'S DIARY</u></b><br>Book of 100 leaves each with numbering as per sample, White Creamwove paper, Leaf size: -208 mm X 335 mm., Leaf GSM 53-58, Calico M.P. sides flush cut binding with pustani, left side covered with 60 mm. Wide calico, top & bottom 3 mm. thick red board covered with M.P., paper label, printing in both sides to make a complete set as per sample.  | No.   | 24       |  |                       |
| 109     | 44050071      | <b><u>MUSTER ROLL AND OVERTIME REGISTER (G-85)</u></b><br>Book of 100 leaves each with numbering as per sample, white creamwove paper, sizes of leaf 330 mm. X 420 mm. GSM of the paper 53-58, Leather calico binding with pustan, Left side covered with 80 mm. wide leather and the corners with 45 mm. wide leather, top and bottom 3 mm. Thick red board covered with calico, paper label.   | No.   | 2        |  |                       |
| 110     | 44040004      | <b><u>MEASUREMENT BOOK (E-81)</u></b><br>Book of 110 leaves each, white creamwove paper, Leaf Size: 145 mm. X 275 mm., Leaf GSM: 53-58, 1st page "Title Page", 2nd & 3rd page "Rulles", 4th to 20 th pages "Index" numbering of rest 100 leaves from serial no. 1 to 200 as per sample. Calico MP sides flush cut binding with pustani, top binding covered with 100 mm. wide calico and the corners with 45 mm. wide calico, top and bottom 3 mm. Red board covered with M.P. Pencil pocket with 1/4th each Elastic Tape as per sample, paper label, printing in red ink as per sample. | No.   | 30       |  |                       |
| 111     | 44012035      | <b><u>PERMIT PRINTING SHEET</u></b><br>Permit Printing Sheet with 'Water Mark 'as persample . White Maplitho Paper, GSM of the Paper 93--96, Sizes of sheet 99 mm. x 210 mm. 500 nos in a bunch, 20 bunches in a box.  | Sheet | 60000    |  |                       |

Note: Sample and printing matter may be seen from our office before submission of tender

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature of the Tenderer with Office Seal

Telephone No.(s) : \_\_\_\_\_

Full Address : \_\_\_\_\_

Fax No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-Mail \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Tender No. :HDC/MM/OT-11/13/109]

**14. ANNEXURE-VIII****CHECKLIST**

(To be printed on the bidder's Letter Head duly filled scanned and uploaded after seal and signature):-

| SI No. | DOCUMENTS TO BE UPLOADED (IF APPLICABLE)  | YES /NO/NA (as the case may be) |
|--------|---|---------------------------------|
| 1.     | Details of Bid Document Fee submission :  |                                 |
| 2.     | Details of Earnest Money Deposit (EMD) submission :   |                                 |
| 3.     | Goods and services tax registration certificate :   |                                 |
| 4.     | Certificate for allotment of Employees Provident Fund (EPF) code no. :  |                                 |
| 5.     | Registration certificate of Employees State Insurance (ESI) :   |                                 |
| 6.     | PAN card :  |                                 |
| 7.     | Valid Trade license or Trade certificate of enlistment or certificate of incorporation or certificate of registration or certificate of proof nationality of any country. : |                                 |
| 8.     | Valid NSIC certificate and DIC certificate :  |                                 |
| 9.     | Audited balance sheet and profit and loss accounts for the last three financial years. :  |                                 |
| 10.    | Credential for supply of similar work to Government /PSU/ Public or Private organization for the last five year along with any one or more of the documents. :              |                                 |
|        | A) Receipted challans.  |                                 |
|        | B) Certificate of execution goods receipt note, excise invoice, tax invoice, consignment note or any other document as a proof of supply                                    |                                 |
| 11.    | Certificate of Equivalence of Grad and Technical Literature.  |                                 |
| 12.    | Any Other Document(s) Deemed Necessary as per Tender. :   |                                 |

Signature of Tenderer with Office Seal