

M/s _____

To

The Managing Director,
PRTC, Patiala.

Sub: **Tender for printing and supply of registers and forms due on.**

Sir,

With reference to your "Tender Notice" dated _____ inviting tender for Printing and Supply of Registers and Forms. We hereby quote our rates for the following:-

Sr.No.	Name of item	Qty (approx.)	Period days	Amount
1	Imprest Book Size 40X65cm/2.7.8 Kg white papers 300 leaves both side printed, ruled numbered binding with straw Board 1/1/2 L.B.A-2017 1 to 300 each working	30	30 days	
2	Ledger 200 Pages Size 40X65 cm/4.7.8 Kg. white papers 100 leaves both side printed, ruled numbered index of 13 leaves binding with Straw Board 1 1/2" L..B. A-2017, 1 to 200 each working	700	40 days	
3	Ledger 550 pages Size 40X65 Cm/4,7.8 Kg white papers 275 leaves bothy side printed ruled numbered Double Aster, index of 13 leaves binding with Straw Board 21 B. A-2017, 1 to 550 each working	400	40 days	
4	Temporary Advance Slip Size 40X65 cm 8/7.8 Kg white paper 100 leaves in duplicate. one side printed upper copy perforated numbered binding	100	40 days	

	with Straw Board 1 LB Lower & Upper thick paper numbered A-2017 1 to onward			
5	Log Book MA Size 40X65 cm/4,7.8 Kg white paper 150 leaves both side printed, ruled numbered binding with straw board 1 ½" LB, A-2017 1 to 150 each working	100	40 days	
6	Revenue Receipt Book Size 51x76 cm/4.12.6 Kg white paper 200 leaves, one side printed. ruled numbered binding with straw board 1 ½" Lb back and corner should be rexikoned A-2017 1 to onward	150	40 days	
7	Log Book Bus Size 51x 70 cm/8.11.6. white paper 100 leaves both side printed ruled numbered. binding with straw 1 ½" 1 to 100 each working A-2017	1500	40 days	
8	Inspector Return Book Size 20X30/8,11.6 white paper 100 leaves both side printed ruled numbered binding with straw board 1 LB, lower & upper thick paper A-2017 1 to onward	800	40 days	
9	Inspector Detection Book Size 20X30/8, 11.6Kg white paper 100 leaves one side printed ruled numbered binding with straw board ILB lower and upper thick paper A-2017 1 to onward	800	40 dasy	
10	Ruled register 100 Pages Size 40X65 cm/4,7,8 Kg, white paper 50 leaves ruled title printed with block binding with straw board 1 ½" IB	1000	30 days	
11	Ruled Register 200 pages Size 40X65 Cm 4,7.8 Kg white paper 100 leaves ruled titled printed with block biding with straw board 1 ½"	1000	30 days	
12	Ruled Register 300 pages Size 40X65 Cm 4,7.8 Kg white	1000	30 days	

	paper 150 leaves ruled titled printed with block binding with straw board 1 ½" IB			
13	Store Quantity Maintenance Register Size 43X69 cm/4.8/9Kg white paper 200 leaves both side printed ruled numbered, Index 13 leaves, Double Astar, Full canvas binding with straw board 1 1 ½" number 1 to 400 each working A-2017	250	40 days	
14	Store Receipt register 40X65 cm/4, 7.8 Kg white paper 200 leaves ruled numbered both side printed binding with straw board 1 ½" IB number A-2017 1 to 200 each working	50	40 days	
15	Service stamp register 40X65 cm/4,7.8 Kg white paper, both side printed ruled numbered binding with straw board 1 ½" lb number A-2017, 1 to 200 each working	40	40 days	
16	Attendance Register Size 40X65CM/4,7.8Kg White Paper 64 leaves both side printed ruled binding with straw Board 1 LB, A-2017, each working	160	30 days	
17	Store Stock Register. Size 43X69 cm/4.12.2.Kg. Leger Paper 200 leaves both side printed Ruled number Index of 13 leaves double Aster full canvas bending with star board 2 LB Number A-2017 1 to 200 each working.	460	40 days	
18	History Sheet Size 40X65 CM/4, 7.8Kg. White paper 200 leaves both side printed, Ruled numbered binding with Straw Board 1-1/2 Number A-2017 1 to 200 each working	200	40 days	
19	Purchase order book Size 40X65cm/4,7.8Kg.White	15	40 days	

	paper 100 leaves in quire duplicate, numbered one side printed, upper three copies perforated, binding with straw board 2LB, lower upper thick paper Number A-2017 1 to onward.			
20	Gate Pass Book Size 40X65cm/8,7,8 Kg, whitepaper, 100 leaves in duplicate, one side printed numbered, upper copy perforated binding with straw board 1 LB, lower upper thick paper No. A-2017 1 to onward.	200	40 days	
21	Cheque Issue Register Size, 40X65cm/4.7.8Kg white paper 100 leaves both side printed ruled numbered, binding with straw board 2 Lb A-2017 1 to 100 each working.	50	40 days	
23	Pollution Certificate Sample can be seen in the office on any working days.	40 books	40 days	
22	Excess & shortage Register Size 40X65cm/4,7.8 Kg white paper 275 leaves, both side printed, ruled, numbered binding with 1-1/2 Lb. number A-2017, 1 to 550 each working	40	30 days	
23	Job Card Register Size 40X65cm/2,7.8Kg white paper 200 leaves, both side printed, numbered, centre perforated binding with straw board 1 ½ lb. Number A-2017 1 to onward.	450	40 days	
24	Ticket Issue Register Size 40X65cm/4,7.8 Kg white paper 200 leaves, both side printed, ruled numbered, binding with straw board 1 ½ lb. Number A-2017 1 to 200 each working.	120	40 days	
25	Ticket Stock Register Size 40X65cm/2,7.8 Kg white paper 200 leaves, both side	40	40 days	

	printed, ruled numbered, binding with straw board 1 ½ lb. Number A-2017 1 to 200 each working.			
26	Dead and Loss Mileage Register Size 40X65cm/4,7.8 Kg white paper 200 leaves, both side printed, ruled numbered, binding with straw board 1 ½ lb. Number A-2017 1 to 200 each working.	50	40 days	
27	Diesel Stock Register Size 40X65cm/2,7.8 Kg white paper 100 leaves, both side printed, ruled numbered, binding with straw board 1 ½ lb. Number A-2017 1 to 200 each working.	30	40 days	
28	Diesel Issue Chart Register Size 40X65cm/2,7.8 Kg white paper 100 leaves in duplicate, one side printed, ruled numbered, upper copy perforated, binding with straw board 2 lb. Number A-2017 1 to onward.	350	40 days	
29	Dak Receipt Register Size 40X65cm/4,7.8 Kg white paper 200 leaves, both side printed, ruled numbered, binding with straw board 2 lb. Number A-2017 1 to 200 each working.	100	40 days	
30	Dak Dispatch Register Size 40X65cm/4,7.8 Kg white paper 200 leaves, both side printed, ruled numbered, binding with straw board 1 ½ lb. Number A-2017 1 to 200 each working.	100	40 days	
31	Dak Book Size 40X65cm/8,7.8 Kg white paper 200 leaves, both side printed, ruled numbered, binding with straw board 1 ½ lb. Number A-2017 1 to 200 each	70	40 days	

	working.			
32	Duty Slip Buses Size 40X65cm/8,7.8 Kg white paper 100 leaves one side printed, numbered, centre perforated binding with straw board 1 lb. lower and upper thick paper, Number A-2017 1 to onward	150	40 days	
33	Docket Book SK (Issue under Return) Size 40X65cm/8,7.8 Kg white paper 100 leaves, in quire duplicate, numbered, one side printed, upper three copies perforated, binding with straw board 1 lb. lower upper thick paper, Number A-2017 1 to onward.	60	40 days	
34	Diesel M. Oil Slip Size 40X65cm/16,7.8 Kg white paper 100 leaves in triplicate, one side printed, upper two copies perforated, numbered, binding with straw board 1 lb. Lower upper thick paper, Number A-2017 1 to onward.	50	40 days	
35	Cash Book Size 20X30/2, 14/21 Ledger paper 100 leaves, both side printed, ruled numbered, binding with straw board 4 lb. Double Aster back and corner should be rexioned Number A-2017 1 to 100 each working.	50	40 days	
36	Docket Book Issue and Return Size 40X65Cm/8.7.8 Kg white paper 100 leaves in triplicate numbered one side printed upper two copies perforated binding with straw board 1 lb. lower upper thick paper, Number A-2017 1 to onward	70	40 days	
37	Pay Roll Ledger Size 17x27/2,12.2 Kg. Ledger paper 21 leaves, 13x16", 19	80	40 days	

	leaves in Mulmal Clotch patti of 5"x16", 2 sheet without patti, 18 set each containing 12 leaves of 9"x16" ruled leather binding with straw board 2 ½ lb. double aster both side printed, two leaves extra printed. Number A-2017			
38	Letter Pad Size 51x76 cm/8, 11.6 Kg. white paper, 100 leaves, one side printed, binding with straw board 1 lb. upper thick paper.	600	30 days	
39	Family Pass Book Size 45.5x56 cm./8, 7.8 Kg. white paper, one side printed(blue) numbered, centre perforated, binding with straw board 1 lb. lower and upper thick paper, 100 leaves, Number A-2017 1 to onward.	30	40 days	
40	Pass Card Plastic cover dark blue colour size 8.5X 10.5 cms which should be equal to the double folder bank passbook size 17X10.5 Cm(full size) with two pockets, front side printed with (Inner printed card)	90000	40 days	
41	Bill Book Store Size 40X65cm/8,7.8 Kg white paper 100 leaves, in triplicate, numbered, one side printed, upper two copies perforated, binding with straw board 1 lb. lower upper thick paper, Number A-2017 1 to onward	50	40 days	
42	Annual Increment Form P.I.C. Size 40X65cm/4,7.8 Kg white paper 100 leaves, one side printed, binding with straw board 1 lb. lower upper thick paper, Number A-2017.	3000	30 days	
43	Misc. Receipt Book Size 45.5x56 cm./8, 8.1 Kg. white paper, 100 leaves in	3000 books	40 days	

	duplicate, office copy marked, one side printed, numbered, perforated binding with straw board 1 lb. lower and upper thick paper, Series Number A-2017 1 to onward. Supply with seriatim extra stitched with lower ten carbon paper double sided.			
44	Note Book Size 40x65cm./10, 7.8 Kg. white paper, 50 leaves, one side printed, ruled perforated, binding with straw board 1 ½ lb. lower and upper thick paper.	1000	30 days	
45	Breakdown Register Size 40x65cm./4, 7.8 Kg. white paper, 200 leaves, both side printed, ruled numbered , binding with straw board 1 ½ lb. Number A-2017 1 to 200 each working.	100	40 days	
46	Night Allowance Register Size 40x65cm./4, 7.8 Kg. white paper, 200 leaves, both side printed, ruled , binding with straw board 1 ½ lb. Number A-2017 1 to 400 each working.	150	40 days	
47	Night Allowance Ledger Size 40x65cm./4, 7.8 Kg. white paper, 100 leaves, both side printed, ruled , binding with straw board 1 ½ lb. Index of 13 leaves, Number A-2017 1 to 200 each working.	100	40 days	
48	Route Record Register Size 40x65cm./4, 7.8 Kg. white paper, 200 leaves, both side printed, ruled , binding with straw board 1 ½ lb. Number A-2017 1 to 190 each working.	120	40 days	
49	Store issue day Book Size 40x65cm./2, 7.8 Kg. white paper, 100 leaves, both side printed, ruled , binding with straw board 1 ½ lb. Index of 13 leaves, Number A-2017 1 to 100	40	40 days	

	each working.			
50	Daily Duty Rota Register Size 40x65cm./4, 7.8 Kg. white paper, 200 leaves, both side printed, ruled, numbered , binding with straw board 1 ½ lb. Number A-2017 1 to 400 each working.	150	40 days	
51	C.P fund Statement form Size 40x65cm./2, 7.8 Kg. white paper, both side printed, ruled .	2500	30days	
52	Advance Bill Form Size 40x65cm./4, 7.8 Kg. white paper One side printed	4000	30days	
53	C. Bill Form Size 40x65cm./4, 7.8 Kg. white paper One side printed	3000	30days	
54	Rocupment form Size 40x65cm./4, 7.8 Kg. white paper One side printed	3000	30days	
55	Leave order Form Size 40x65cm./4, 7.8 Kg. white paper One side printed	3500	30days	
56	T.A. Form Size 40x65cm./2, 7.8 Kg. white paper both side printed, ruled	5000	30days	
57	Cash Detail Slip Size 40x65cm./16, 7.8 Kg. white paper one side printed.	100000	30 days	
58	File Cover Size 54x34cm, ready card sheet 14.5 Kg. face printed with block 6 holes with rings both side, inside pasted with new cotton cloth.	100000	30 days	
59	Overtime Form Drivers & Conductors Size 40x65cm./4, 7.8 Kg. white paper one side printed, ruled	30000	30 days	
60	Night Allowance Form Size 40x65cm./4, 7.8 Kg. white paper one side printed, ruled	30000	30 days	
61	Inner Sheet Size 40x65cm./2, 7.8 Kg. white paper both side printed, ruled	4000	30 days	

62	Advance Booking Form Size 40x65cm./4, 7.8 Kg. white paper one side printed, machine ruled	20000	30 days	
63	Outer Sheet Size 40x65cm./2, 7.8 Kg. white paper both side printed, ruled	7000	30 days	
64	Tyre Record Card Size 22"x28"/6, 11.6 Kg. white card both side printed, ruled	15000	30 days	
65	Bin Card Size 22"x28"/8, 11.5 Kg. white card both side printed, ruled	20000	30 days	
66	Demand Slip Stationery Size 40x65cm/16, 7.8 Kg. white paper 50 leaves in duplicate, upper copy perforated, one side printed, numbered, binding with straw board 1 lb. upper thick paper Number A-2017 1 to onward.	100	40 days	
67	Demand Slip Store Size 40x65cm/8, 7.8 Kg. white paper 100 leaves in duplicate, upper copy perforated, numbered, one side printed, binding with straw board 1 lb. lower upper thick paper Number A-2017 1 to onward.	1000	40 days	
68	M. Oil Issue Register Size 40x65cm. /4, 7.8 Kg. white paper, 100 leaves in duplicate, one side printed, numbered, upper copy perforated, binding with straw board 1 lb. lower upper thick paper Number A-2017 1 to onward.	100	40 days	
69	Monthly Ticket Issue Register Size 40x65cm./4, 7.8 Kg. white paper, 200 leaves, both side printed, ruled, numbered, binding with straw board 1 ½ lb.	200	40 days	

	Number A-2017 1 to 200 each working.			
70	Family Pension Register/ Ledger Size 43x69/4, 12.2 Kg. Index Ledger paper, 200 leaves, both side printed, ruled ,numbered, binding with straw board 2 lb. Number A-2017 1 to 400 each working	30	40 days	
71	Yard Control Register Size 40x65 cm./2, 7.8 Kg. white paper, 100 leaves in duplicate, one side printed, machine ruled ,numbered, upper copy perforated, binding with straw board 2 lb. Number A-2017 1 to onward.	500	40 days	
72	Out sources Claim Form Size 40x65cm./4, 7.8 Kg. white paper one side printed,	10000	30 days	
73	Inspection Memo. Size 40x65cm./4, 7.8 Kg. white paper, 50 leaves quire duplicate, one side printed, numbered, upper three copies perforated, binding with straw board 1 ½ lb. Number A-2017 1 to 200 each working. (or sample can be seen in the office)	160	40 days	
74	Pension Payment Book Sample can be seen in the office on any working day.	1000 books	30 days	
75	Cash Receipt Register Size 40x65cm./4, 7.8 Kg. white paper, 200 leaves, both side printed, ruled ,numbered, binding with straw board 1 ½ lb. Number A-2017 1 to 200 each working	100	40 days	

76	Pass Slip Size 40X65cm/8,7.8 Kg white paper 200 leaves, both side printed, ruled numbered, binding with straw board 1 ½ lb. Number A-2017 1 to 200 each working.	180000	40 days	
77	Pension payment form set No.10 Size 40X65/4,7.8 Kg. White paper one side printed Total page 12	500 set	30 days	
78	Sanction Mileage Register Size 40X65 Cms/4,7.8 Kg. White paper 200 leaves both side printing binding with straw board 1/ ½ Ib Number A-2017 1 to 200 each	50	40 days	
79	Student Pass Claim Form Sample can be seen in the office on any working days.	15000	30 days	
80	GR Sheet Book Sample can be seen in the office on any working days.	80 books	40 days	
81	Duty Pass Book Sample can be seen in the office on any working days.	50 books	40 days	
82	Penalty Book Sample can be seen in the office on any working days.	1000 books	40 days	

TENDER FORM- COST Rs._____**(TERMS & CONDITIONS FOOR THE TENDER FOR THE SUPPLY OF REGISTERS AND FORMS)**

The following undertaking should be given by the tenderer which should be duly signed and stamped.

I hereby agree to the following terms and conditions:-

- 1 Tenders are invited by the undersigned having own computerize printing presses. The tenders will be accepted upto 1.00 P.M. on dated_____ and will be opened on the same day at _____P.M. in the presence of tenderers and their authorized representatives who may be wish to be present. The tender may be submitted in a sealed cover and subscribed as
 "TENDER FOR THE SUPPLY OF REGISTER AND FORMS "
2. Valid certificate of approval of Government.
3. Earnest money deposit of Rs. 1,00,000/- in the shape of demand draft only . Earnest money will not be got adjusted out of outstanding bills or previous earnest money lying with the Corporation. It is also made clear that the earnest money in the shape of TDR/FDR will not be acceptable.
4. Ten sheets of sample paper alongwith report of government approved lab regarding weight of the paper/sheet strength and brightness of paper should be attached alongwith at the time of filing of tender document.
5. Printing work must be of good standard, neat and numbering accurate where the Managing Director is satisfied that the execution of job is not upto the standard the supply will be rejected/ or the penalty will be imposed on the supply as deemed by the Managing Director.
6. The work will have to be carried out in accordance with the specifications to be given with supply order.

7. The rates quoted above are inclusive of all kinds of duties and taxes and F.O.R. Corporation premises at Nabha Road, Patiala. We agree to supply/the material duly packed in Tat Bundles in properly marked & packed in serial order. We are aware that the material supplied without tat packing, seriatim, non-quoting numbers on packs Bundles is non-acceptable. Partial supply is also non-acceptable.
8. Managing Director, PRTC, Patiala reserves the right to increase or decrease the demand and accept or reject the lowest quotations without assigning any reasons.
9. All the columns of the tender form shall be duly, properly and exhaustively filled-in. The rates and Register & Forms shall not be over-written. Tender shall always be both in the figures and words.
10. A sum of Rs. 50/- per item per day shall be paid by us if the supplies are not arranged within the stipulated period. This condition will be agreeable upto 15 days after the expiry of the stipulated period. After that the rate of penalty shall be Rs. 100/- per item per day for further 15 days. After that the Corporation shall be at liberty to get the work done from any other firm at the risk and cost of the supplier.
11. **Earnest money amounting to Rs. 1,00,000/-** is sent herewith in the shape of Bank draft/Cash. We understand that the earnest money will not be got adjusted out of the outstanding bills. It is also made clear that the earnest money in the shape of STDR/FDR will not be acceptable. In case any bidder has deposited EMD in previous tender and has not been refunded by PRTC will also be considered and the bidder shall submit the proof of the previous EMD.
12. We fully understand that any addition or alternation to the terms and conditions will make the Tender liable for rejection at the discretion of the Managing Director.
13. No advance payment will be made, but the corporation may make the payment within 30 days on the receipt of the material in good and proper condition.

14. We are aware that Managing Director is at liberty to accept the tender in part for one or more items as is suitable to the Corporation.
15. We understand that the conditional, late, incomplete and telegraphic tenders are likely to be rejected.
16. We agree to deposit 10% amount of the order as security by Bank draft or cash within a week (Seven days) from the receipt of the order, failing which our earnest money may be forfeited by the PRTC and the order will automatically stand cancelled. The amount of security will be deposited afresh. The security will not be adjusted against any previous security or pending bills lying with the Corporation.
17. **We agree to use the paper of Orient or Ballarpur Paper Mills 60 G.S.M.** The name of the paper with weight and size is mentioned on the sample. In case the paper is found to be of inferior quality then the material will be rejected & the security deposit & earnest money will be forfeited. However, the Managing Directors decision in this case will be final.
18. We are quoting rates of each item in lump sum. If the rate is quoted per item by us not in lump sum, the Managing Director PRTC reserves the right not to consider and reject the same.
19. 2 ½% variation in weight of paper and 4% on account of wastage of cutting and trimming will be allowed. In case of any shortcomings in the material supplied, Managing Director may impose a suitable penalty and accept the material which will be acceptable to us.
20. The quotation shall remain valid for 60 days.
21. All disputes will be settled in the jurisdiction of Patiala Court.
22. We agree to print the Name of the Register/Book on the title.
23. If PRTC wants then the paper can be got tested from the Govt. Laboratory or any other reputed laboratory at our cost. We agree that one sample out every five items supplied, can be got tested by PRTC. If minimum five items are not ordered on one supplier then atleast one sample of his can be got tested.

24. All disputes arising out or in any way touching or concerning this tender or agreement, whatsoever shall be referred to the sole arbitration of the MD, PRTC acting as such at the time of reference. PRTC and tenderer both agree to accept the MD, PRTC or his nominee as the Sole Arbitrator. The award of such arbitrator shall be final and binding on both parties to this agreement. Further no party shall have the right to go to court or law for any dispute under this agreement for their fulfillment unless the dispute is first referred to the Sole Arbitrator specified under this agreement.
25. The tenderer shall not sublet the contract or any part thereof.

Yours faithfully

NAME OF THE TENDERER SHOULD BE
MENTIONED IN CAPITAL LETTERS WITH STAMP