

<p>EMPLOYEES' STATE INSURANCE CORPORATION SUB REGIONAL OFFICE BARRACKPORE (ISO 9001:2000 QMS CERTIFIED) 5th FLOOR, E.S.I. HOSPITAL, KAMARHATI 24 PARGANAS (NORTH)</p>		<p>PH: 033-25231954-6 Fax: 033-25231949 WEBSITE: www.esicbarrackpore.org Email: jdicsro@yahoo.co.in</p>
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No. 40-D-17/13/66/06-Gen-Vol. II(P)

Date:-18/12/2009

Sub:- Corrigendum to the tender enquiry for Printing of Forms and Registers.

To. _____

Sir(s),

Please refer to the Tender notice of even no. dated 04/12/2009 wherein the last date of submission of the tender was fixed as 23/12/2009. However, due to certain inadvertent errors and omissions in the attached sheet "Ann. IV", **the last date of submission is being postponed to 05/01/2010, by 2 p.m.** The tender will be opened on the same day at 3 p.m. Meanwhile, the revised "Annexure IV" shall be duly delivered to you after rechecking/ altering the said schedule.

Further, you are advised to attend this Office on or after 29/12/2009 so as to check the samples prior to submission of the tender.

The following payment terms may be considered as a corrigendum to the "Special Terms And Conditions" (Ann. II), under Sl no. E :

CORRIGENDUM TO SPECIAL TERMS AND CONDITIONS (ANN.II)

E. PAYMENT TERMS : The payment to the successful bidder(s) will be made within a period of 30 days from the date of completion of delivery of total goods in proper order alongwith submission of proper bills and delivery challans. Where ever the goods delivered are found to be not in order, the period of 30 days shall be counted only after the delivered goods are found to be acceptable and from the date of completion of the said acceptable goods only. **If the bill and the challans are not submitted alongwith the goods, the period of 30 days shall be counted from the date of submission of proper bills, challans etc. or date of completion of delivery of acceptable goods, whichever is later. The payment will be made by cheque only.**

Yours faithfully,

Asstt. Director (Gen.)
for Joint Director (In-Charge)

<p>EMPLOYEES' STATE INSURANCE CORPORATION SUB REGIONAL OFFICE BARRACKPORE (ISO 9001:2000 QMS CERTIFIED) 5th FLOOR, E.S.I. HOSPITAL, KAMARHATI 24 PARGANAS (NORTH)</p>		<p>PH: 033-25231954-6 Fax: 033-25231949 WEBSITE: www.esicbarrackpore.org Email: jdicsro@yahoo.co.in</p>
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No. 40-D-17/13/66/06-Gen-Vol. II(P)

Date:-

Sub:- Tender Enquiry for Printing of Forms and Registers.

(NOTE: The envelope containing the tender as well as subsequent communications should be addressed and delivered to “ The Joint Director (In-Charge), ESI Corporation, Sub-Regional Office Barrackpore, Kamarhati, Kolkata-58, West Bengal. All Communications must be addressed to the officer named above by title only (and not by mane.)

To. _____

Sir(s), _____

Sealed tenders are invited by post / per bearer from bona fide manufacturers / authorized for “Printing of Forms and Registers” as per categories / specifications and / or quantities detailed in the Schedules / Specifications (Annexure-IV) attached.

The “Tender Documents” comprising the General Terms and Conditions of Contract (Annexure I) and the special Terms and Conditions of Contract (Annexure II) which will govern any contract made, the Tender Application Form (Annexure III) and the Schedule of contract / specifications of items (Annexure -IV) are enclosed herewith. If you are in a position to quote for the contract in accordance with the requirements stated in the attached schedule as per the terms and conditions stated, please submit your quotation to this office.

Tenderers are requested that, before quoting their rates or sending tender, the tender forms may please be read out thoroughly (line by line) so as to have a clear knowledge of the requirement contained therein, otherwise purchaser will not be held responsible for any error / oversight of his own and the penalties shall be levied for not complying with the requirements stated herein or supply of the required item / services.

The Tender forms containing the Terms and Conditions (Annexure – I & II) the Tender Application Form (Annexure III) and the Schedule of Contract / specifications of items (Annexure-IV) **Should be returned in original, intact, after filling up the same and duly signing in full with stamp, on each page.**

In the event of the space on the Schedule of contract / specifications of items / proforma being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, bearing the Tender Number and be duly signed and stamped by the tenderer. In such cases, reference to the additional pages must be made in the Tender Form. If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent along with the Tender.

Period for supply of blank Tender Forms and related documents at the Office on all Working Days (Except Saturdays, Sundays and Holidays)	08/12/2009 to 22/12/2009 11.00 AM to 5.00 PM on all working day form Monday to Friday.
Last Date & Time of submission of completed Tender Document in the Tender Box kept in the Office of ESI Corporation, Sub-Regional Office Barrackpore.	23/12/2009 up to 2.00PM
Date & Time of Opening of Tender	23/12/2009 at 3.00 PM

Joint Director (In-Charge), ESI Corporation, Sub-Regional Office Barrackpore, does not pledge himself to accept the lowest or any tender and reserves the right of accepting or rejecting the whole or any part of the tender without assigning and reason thereof and you shall supply the same / execute the work at the rate quoted by you. Canvassing in any form by the tenderer or his representative with any of the officials of Sub-Regional Office Barrackpore, shall render the tender liable to be rejected.

Acceptance by the purchaser shall be communicated in due course. You are requested that the instructions contained in the said communication be acted upon immediately / as asked for.

Enclosures:

- Annexure-I (General Tender Terms & Conditions).
- Annexure-II(Special Tender Terms & Conditions).
- Annexure-III(Tender Application Form).
- Annexure-IV(Specifications of items).

Yours faithfully,

Asstt. Director(Gen.)
for Joint Director (In-Charge)

Copy for information and necessary action to:

1. D. D. (Finance), ESI Corporation, Sub-Regional Office Barrackpore,

GENERAL TERMS AND CONDITIONS FOR TENDER / BID

1. PREPARATION OF TENDER:

a. The Tender form containing the Terms and Conditions (General and Special) and the Schedule should be returned in original after filling up the form and duly signing in full on each page with stamp, whether you are quoting for any item or not. If any item in the schedule is not being tendered for, the corresponding space against the item should be defaced by writing “**not quoting**”.

b. In the event of the space on the schedule form being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered consecutively, bear the Tender Number and be duly signed and stamped by you. In such cases, reference to the additional pages must be made in the Tender Form .

c. If any modification of the schedule is considered necessary, you should communicate the same by means of separate letter sent with Tender.

d. The Tenderer shall, whenever, called upon to do so, give full information with reference to the services in hand and shall also permit the Joint Director (In-Charge) or any other officer nominated by him to inspect the premises of the tenderer at all reasonable times and shall give full assistance and information as may be required by him in connection with the contract.

2. SIGNING OF TENDER:

a) The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the tender are not duly & fully filled in. Particular attention may be given to the dates of delivery, places of delivery and also to the particulars referred to in the conditions of contract so as to comply with them.

- b) Individuals signing tender or other documents connected with the contract must specify;
- i) Whether signing as a 'Sole Proprietor' of the firm or his Attorney?
 - ii) Whether signing as a 'Registered Active Partner' of the firm or his Attorney?
 - iii) Whether signing for the firm 'Per Procreation'?

In the case of companies and firms registered under the Indian Partnership Act, the capacity in which signing e.g. Secretary, Manager, and Partner etc. or their attorney and produce copy of documents, empowering him to do so, if called upon to do so.

NOTE: In case of unregistered firms, all the members or all Attorneys duly authorized by all of them or the Manager of the firm should sign the tender and subsequent documents.

3. PROCEDURE FOR SUBMISSION OF TENDERS / BIDS:

- I. The original copy of tender (Annexure-I to Annexure-IV), duly completed and signed on each page, should be submitted / returned, enclosed along with Tender.
- II. The tender documents and the price bid should be enclosed in a double cover and sealed. The covers shall be super – scribed with “**Tender for Printing of Forms and Registers**”
- III. The outer cover should also be sealed and addressed to the Joint Director (In-Charge) in the address mentioned herein before.
- IV. The right to ignore / reject any tender, which fails to comply with the above instructions is reserved. All outstation tenders should be sent by Registered Post.

4. LATEST HOUR FOR RECEIPT OF THE TENDER:

Your tender must reach this office not later than the date and time notified in the Tender Notice stated in the TENDER DOCUMENT. Any tender received after that shall be rejected. In the event of the stipulated date of opening of the tender being declared a closed holiday for Govt. Offices, the date of opening of the tender(s) will be the next working day. Tender sent by hand delivery, should be delivered at this office not later than the due date and time stipulated in the schedule of tender.

5. PERIOD FOR WHICH THE OFFER WILL REMAIN OPEN AND PERIOD OF VALIDITY:

- I) All should remain open for acceptance of a Period of twelve months from the date of **award of Contract** / tender or for such period as stated in Special Terms & Conditions.
- II) The contract / tender, if awarded, shall be valid **initially for one year from the date of award of Contract** subject to continuous satisfactory performance and on failure on this aspect by the contractor, the Competent Authority will reserve the right to terminate the contract. The period of the contract can be extended for further period at the discretion of the Competent Authority, to a maximum of one year, on terms and conditions of the Corporation, while accepting the tender.
- III) Quotation qualified by such vague and indefinite expressions such as 'subject to immediate acceptance'; 'subject to prior sale' etc. will not be considered.

6. OPENING OF TENDER:

- I) The **tender shall** be opened in the presence of bidders / representatives who choose to attend on the date and time as mentioned.
- II) The bidders / representatives who are present in the opening shall sign evidencing their attendance.
- III) The decision of the committee on technical / price suitability shall be final and shall not be opened for discussion.

7. PRICES:

- I) Prices quoted in the Bid must be meaningful and measurable in the context.
- II) The prices quoted must be per unit shown in the schedule inclusive of all packaging and delivery charges wherever applicable. Refunds on account of returnable package (if any) are to be separately specified. Price & Fund must be clearly shown in figures and words in Indian Currency.
- III) Tenderers should clearly specify whether prices quoted are inclusive of Sales Tax / VAT / duties / statutory charges or such charges as extra. Where no specific mention is made to Sales tax / VAT or other duties, prices quoted shall be deemed to be inclusive of such taxes / charges.
- IV) TDS will be deducted as per rule.
- V) Service Tax will be considered for payment only after submission of proper document.

8. DELIVERY TERMS:

- a) The delivery of the stores / execution of work / providing the services etc. are required **within a period of two weeks after approval of proof and not later than one month after placing of order.**
- b) The tenderer shall deliver the stores / at the destination / defined to the consignee / authority in good order of which the Joint Director (In-Charge) ESI Corporation, Sub-Regional Office Barrackpore, shall be the sole judge) within the limits of the time as specified and in such quantities / qualities as may be ordered by him from time to time.
- c) Time for and date of delivery: The essence of contract :- The time for and the date of delivery of the stores / date of execution of work as stipulated in the schedule shall be deemed to be the essence of contract and delivery / execution must be completed not later than the date(s) specified.

But if the delay shall have arisen from any cause, such as strikes, lockouts, fire accidents, riots etc., which, the Joint Director(In-Charge) ESI Corporation, Sub-Regional Office Barrackpore, may admit it as reasonable ground for further time, the Joint Director(In-Charge) may allow such additional time required by circumstances of the case.

9. OTHER TERMS:

- A) **Responsibility for executing Contract:** The contractor is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of tender.
- B) The contractor shall not sublet, transfer or assign the contract to any part thereof without the written permission of the Joint Director(In-Charge). In the event of the contractor contravening this

condition, Joint Director(In-Charge) be entitled to place the contract elsewhere on the contractors account at his risk and the contractor shall be liable for any loss or damage, which the Joint Director (In-Charge), ESI Corporation, Sub-Regional office Barrackpore, may sustain in consequence of arising out of such replacing of the contract.

C) **Bid Security / Earnest Money:** The tenderer shall have to deposit an earnest money amount of Rs. 20,000/- (Rupees Twenty thousand only) along with the tender at the time of application, failing which the tender shall be rejected. The earnest money is to be paid by **Demand Draft drawn in favour of ESI Fund A/c 1, payable at Kolkata, NO CHEQUES WILL BE ACCEPTED.** In the event of the withdrawal / revocation of tenders before the date specified for acceptance, the earnest money shall stand forfeited. In the event of acceptance of the tender the earnest money may be adjusted towards the amount of security required to be deposited by the contractor in terms of Clause mentioned herein. The earnest money will however, be returned without interest to the tenderer whose tender is not accepted after the finalisation of the tender.

D) **Security Deposit / Performance security:** On acceptance of the tender, within the period specified by the Joint Director(In-Charge), the contractor shall deposit a sum equivalent to 10% (Ten Percentages) of the Bill Value, as security deposit, for due compliance & fulfillment of the terms and conditions of the contract. This has to be in the form of a bank draft, drawn in any of the nationalised bank, in favour of ESI Fund A/c No. 1, payable at Kolkata. **NO CHEQUES WILL BE ACCEPTED** for this purpose. On due performance and successful completion of the contract in all respect, the security money deposited shall be returned to the contractor without any interest on presentation of an absolute 'No Demand Certificate' in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the purchaser, which may have been issued to the contractor. If the contractor fails in fulfilling the terms and conditions mentioned here in different parts of this tender document, such failure will constitute a breach of the contract and the Joint Director (In-Charge) shall be entitled to make other arrangements at the risk and expense of the contractor, Also, non-performance / unsatisfactory performance or violation of terms and conditions of the contract will make the contractor liable for forfeiture of security deposit. The decision of the Joint Director (In-Charge) shall be final and binding on this count.

E) **Recovery of sums due:** Whenever any claim for the payment of a sum of money arises out of or under this contract against the contractor the purchaser shall be entitled to recover of such sum by appropriating, in part or whole the security / earnest money deposited by the contractor, when the balance or the total sum to be recoverable, as the case may be shall be deducted from any sum then due or which at any time thereafter may become due or recoverable under this or any other contract with the purchaser. Should this sum not be sufficient or cover the full amount recoverable, the contractor shall pay to the purchaser on demand the remaining balance due.

F) **Insolvency and breach of contract:** The Joint Director(In-Charge) may at any time by notice in writing summarily terminate the contract without compensation to the contract in any of the following events, that is to say:

- i) If the contractor being an individual or if firm, any partner in the contractor's firm, shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements of composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or
- ii) If the contractor being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver of Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which

- entitled the court or debenture holders to appoint a receiver or Manager.
- iii) If the contract commits any breach of this contract not herein specifically proved for; Provided always that such determination shall not prejudice any right of action or remedy which shall accrued or shall accrue thereafter to the purchaser and provided also that the contractor shall be liable to pay the purchaser for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.

G. **Arbitration:** In the event of any question, dispute or difference arising under these conditions or any special conditions of the contract, or in connection with this contract, except as to any matter the decision of which is specially provided for by these on the special conditions, the same shall be referred to the sole arbitration as appointed by the Joint Director (In – Charge). It will be no objection that the arbitrator is a Govt. servant, that he had to deal with the matter to which the contract relates for that in the course of his duties as a Govt. servant he had expressed views on all or any of the arbitration dispute or difference. The award of the arbitrator shall be final and binding on the parties to the contract, it is a term of this contract:-

1.If the arbitrator be Joint Director(In-Charge), ESI Corporation, Sub-Regional Office Barrackpore

- In the event of his being transferred to vacating his office by resignation or otherwise, it shall be lawful for his successor in office either to proceed with the reference himself or to appoint another person as arbitrator, OR
- In the event of his becoming unable to act for any reason, it shall be lawful for Joint Director(In-Charge), ESI Corporation, Sub-Regional Office Barrackproe, to appoint another person as arbitrator.

2. If the arbitrator be a person appointed by the Joint Director(In-Charge)

In the event of his denying, neglecting or refusing to act / being unable to act, for any reason, it shall be lawful for the Joint Director(In-Charge) either to proceed with the reference himself or to appoint another person as arbitrator in place of the outgoing arbitrator. It is further a term of this contract that no person other than the Director General, ESI Corporation or the person appointed by him should act as arbitrator and that if for any reason that is not possible, the matter is not to be referred to arbitrator at all. Upon every and such reference, the assessment of the costs incidental to the reference and award respectively shall be in the discretion of arbitrator.

Subject as aforesaid the Arbitration Act, 1940 and the rules there under and any statutory modifications thereof for the time being in force shall be deemed to apply to the arbitrator proceedings under this clause. Work under the contractor shall, if reasonable / possible continue during the arbitration proceeding and no payment due to payable by the purchaser shall be withheld on account of Proceedings:-

The venue of arbitration shall be at Kolkata.

In the clause, the expression “The Director General’, ESI Corporation means, the Joint Director(In-Charge) for the time being and includes if there be no Joint Director(In-Charge), the officer who is for the time being the administrative head of the ESI Corporation, Sub-Regional Office Barrackpore, whether in addition or otherwise.

For the purpose of the contract including arbitration proceedings there under, the ESI Corporation, Sub-Regional Office Barrackpore, shall be entitled to exercise all the rights and powers of the purchaser.

H. **Document:** The tenderer should have a valid **Trade license / PAN / TAN / VAT / other statutory document as applicable** and **produce attested copies of such certificates** along with the

tender papers.

Right to accept / reject : The authority reserves the right to **reject** any or all tender without assigning any reason whatsoever. Also, the authority reserves the right to **award** any or part or full contract to any successful agency at its discretion and this will be binding on the tenderer.

I. **Assistance to contractor:** The contractor shall not be entitled to assistance either, in the procurement of raw materials required for the fulfillment of the contract or in the securing of transport facilities.

J. The tenderer should have a permanent place of business in Kolkata and the complete Postal Address, Telephone / Mobile / Fax E-Mail address, etc. should be provided, while submitting the completed tender form.

K. The rates once accepted by the Corporation shall remain unaltered throughout the period of contract, including any extended period.

L. in case of failure to comply with the provisions of the terms and conditions mentioned, by the agency that has been awarded the contract, the authority reserves the right to award the contract to the next higher tenderer or outside agency and the difference of price will be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the tenderer.

M. Joint Director(In-Charge) ESI Corporation, Sub-Regional Office Barrackpore, does not pledge himself to accept the lowest or any tender and reserve to himself the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same / execute the work at the rate quoted by you. You are at liberty to tender for the whole or any part.

N. **Failure and Termination:** If the contractor fails to deliver the stores or any installments thereof within the period prescribed of such delivery in the contract or any time liquidation the contract before the expiry of such period, the Joint Director(In-Charge) may without prejudice to his right to recover damages for breach of the contract, be entitled at his option.

1. To recovery from the contractor as agreed liquidated damages, and not by way of penalty a sum equivalent to 2% of the price of any stores which the contractor has failed to deliver within the period fixed for delivery for the schedule for each month or part of the month during which the delivery of such stores may be in arrears, where delivery thereof is accepted after expiry of the aforesaid period, or
2. To purchase elsewhere, without notice to the contractor, on his account and at the risk of the contractor, the stores not delivered or stores of similar description (where stores exactly complying with the particulars are not in the opinion of the Joint Director(In-Charge), ESI Corporation, Sub-Regional Office Barrackpore, readily procurable such opinion being final) without canceling the delivery in respect of the consignments not yet due for delivery, or
3. To cancel the contract or a portion thereof, and if so decided to purchase or authorise to purchase of stores not so delivered or other of a similar description (where stores exactly complying with the particulars are not, in the opinion of the Joint Director(In-Charge) readily procurable, such opinion being final) at the risk and cost of the contractor.

Asstt. Director(Gen.)
for Joint Director (In-Charge)

SPECIAL TERMS AND CONDITIONS

The following special terms and conditions shall apply for **Printing of Forms and Registers** at ESI Corporation, Sub-Regional Office Barrackpore.

A. GENERAL:

- 1. The tenderer should have a permanent place of business in Kolkata and the complete Postal address, telephone / mobile / Fax / E-Mail address, etc. while submitting the completed tender form.**
2. The agency while submitting their tender form shall enclose certified Photostat copies of experience, trade licence essential for carrying out the activities under reference, Sales Tax / VAT and any such other documents specified hereto. Tender form incomplete in any respect and not supported with Earnest Money and the above mentioned requisite documents, will be summarily rejected by the Corporation.
3. The tender application form and related documents along with the Earnest Money is to be submitted in a sealed cover as specified in Annexure – I (General Terms and Conditions) of the tender document and it shall be dropped in the Tender Box kept for the purpose in the Office of the ESI Corporation, Sub-Regional Office Barrackpore at the date and time specified in this document.
4. The Competent Authority reserves the right to reject any or all tenders without assigning any reason whatsoever.

B. INSPECTION / INSTALLATION OF STORES / EQUIPMENT:

Supplies shall be accepted subject to the complete satisfaction of Joint Director(In-Charge). Any defect found in the materials / stores supplied / work done will render the supplies / work open to rejection and decision of the Joint Director(In-Charge), ESI Corporation, Sub-Regional Office Barrackpore, shall be final and legally binding. The rejected store shall **have to be taken back** at their own cost and risk, and such rejections shall be replaced with the items of standard specifications / quality as acceptable to the Authority. Alternatively, the stores may be purchased from others / work may be executed through others, at the risks and costs of the tenderer, at the discretion of the authority.

C. SAMPLES

Wherever applicable / whenever asked, the firms shall have to submit samples of item(s) for verification / inspection, approval, etc., if required and the firm shall have to comply with such conditions. It is, therefore, in the own interest of the firm(s) (concerned to get their proofs / samples, etc. verified / inspected before effecting supply at their own cost. Samples supplied should not be less than the quantity necessary for the test give in the specifications (if any) or in the schedule to tender. Each sample should have a card affixed to the sample which should bear the following information.

- i. Your Name and address
- ii. Tender Number
- iii. Date of opening of tender
- iv. Item no. against which tendered
- v. Any other relevant description deemed fit.

Samples shall not be returned normally and shall be the property of the ESI Corporation. No payment will be made for samples submitted by the Tenderer.

D. DETAILS OF ITEMS QUOTED:

It is mandatory to indicate the full name, make / brand, model number, and detailed specifications of the items quoted by them, (in addition, a brochure of product information may be attached along with). Tenderers also have to indicate clearly the Name, Address, Web site / E-mail address if any and all Contact numbers of the MANUFACTURING FIRM of the items quoted by them.

Asstt. Director(Gen.)
for Joint Director (In-Charge)

ANNEXURE-III**TENDER APPLICATION FORM**

1	Name of the firm:-	
2.	a	Full Postal Address
	b	Cell Phone No.
	c	Telephone No.
	d	Fax No.
3	Date of Establishment of Firm:-	
4.		If your Firm Registered under:-
	a	The Indian Factories Act:-
	b	Any other Act
5	Name of the Owners along with full address:-	
6	Name and Address of your Bankers stating the name in which the Account stands:-	
7	Whether insured against fire, theft, burglary etc. If so, please state the amount and name of company with policy No.:-	
8	PAN No.:-	
9	VAT No.:-	
10	Total number of Employees:-	
11	ESI No.:-	
12	PF No.:-	
13.	Are you in the list of approved contractors of any other organisations / institutions, if any, give details (Append extra page if necessary):-	
14	Give details of any Government contracts executed during the last twelve months (Append extra page necessary):-	
15	Any other information which you consider necessary to furnish:-	

16	Whether attested photocopies of Trade License, PAN, VAT, other documents enclosed herewith.	YES / NO.
17	Whether Samples enclosed.	YES / NO

UNDERTAKING

- a. I, the undersigned certify that I have gone through the terms and conditions mentioned in the tender document and undertake to comply with them.
- b. The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted are the lowest quoted for any other institution in India.
- c. The earnest money of Rs. _____ to be deposited by me has been enclosed herewith vide Demand Draft No. _____, Dt. _____ drawn on bank _____, Branch _____.
- d. I/We give the rights to Joint Director (In-Charge), ESI Corporation, Sub-Regional Office Barrackpore, to forfeit the earnest money deposited by me / us if any delay occur on my / agent's part or failed to supply the article within the appointed time or items of desired quality.
- e. There is no vigilance / CBI case or court case pending against the firm.
- f. I hereby undertake to supply the items as per directions given in the tender document / supply order within stipulated period.

Signature of the tenderer:-

Date:-

Full Name:-

Place:-

Designation:-

(Office seal of Tenderer)

Annexure-IV

Logo is to be printed in each page of Form/Register. Specimen of Papers to be submitted with quotation. Paper to be used “Andhra Paper Mill” exclusively, except where mentioned otherwise. Logo will be provided by the Office.

Sl. No.	Name of Form/Register & Size	Paper specification	Quantity	Printing Instruction	Rate (to be quoted inclusive of all taxes) in Rs.
1	Form-1 (DF) Size 21 Cm x 34 Cm.	43 Cm x 69 Cm, 60 GSM Maplitho Paper.	1,00,000	Back to back, bilingual, black ink, Pad of 100 forms. Three holes to be done in the left side of the Form according to the specimen. Perforation to be done at the portion 9 cm from the bottom of the form as per specimen	
2	Form-3(RDF) 21 Cm x 17 Cm.	43 Cm x 69 Cm, 60 GSM Maplitho Paper.	2,00,000	Back to back, bilingual, black ink, Pad of 100 forms.	
3	Form-9 19 Cm. x 12.5 Cm	51 Cm x 76 Cm, 60 GSM Maplitho Paper.	2,00,000	To be printed in Black ink and supply to be made in pad of 100 forms and bilingually back to back(Front English and Back Hindi)	
4	Form-10 19 Cm. x 12.5 Cm	51 Cm x 76 Cm, 60 GSM Maplitho Paper.	13,000	To be printed in Black ink and supply to be made in pad of 100 forms and bilingually back to back (Front English and Back Hindi)	
5	Form-12 34 Cm. x 21.5 Cm	43Cm x 69 cm, 60GSM, Maplitho Paper.	3,500	To be printed back to back in Black ink and supply to be made in pad of 100 forms and bilingually	
6	Form-18 18.5 Cm. x 25Cm	51 Cm x 76 Cm, 60 GSM Maplitho Paper.	50,000	To be printed back to back in Black ink and supply to be made in pad of 100 forms and bilingually	
7	Form-2 21 Cm. x 17 Cm	43 Cm x 69 cm, 60 GSM Maplitho Paper.	7,500	To be printed in Black ink bilingually and supply to be made in pad of 100 forms	
8	ESIC-16 25 Cm. x 16 Cm	51 Cm x 76 Cm, 60 GSM Maplitho Paper.	5,00,000 Sets	To be printed in Black ink bilingually. The two forms containing one set. The pad containing 50 sets with gum binding. The set will be interleaved.	
9	ESIC-47 35 Cm. x 14 Cm	56 Cm x 71 cm, 12.2Kg. white Century Board	5,000	To be printed back to back in Black ink bilingually and supply to be made in loose condition.	
10	ESIC-54 19 Cm x 12.5 Cm.	51 Cm x 76 cm, 60GSM.. Maplitho Paper.	2,000	To be printed back to back in Black ink bilingually and to be supplied in pad of 100 forms	

11	ESIC-71 18 Cm. x 14 Cm	56 Cm x 71 cm, 12.2 Kg. Century Board paper (Pink color)	2,000	To be printed back to back in Black ink bilingually and to be supplied in loose condition.	
12	ESIC-72 17 Cm. x 21 Cm	43 Cm x 69 cm, 60 GSM Maplitho Paper	2,000	To be printed back to back in Black ink bilingually and supply to be made in pad of 100 forms.	
13	ESIC-86 22Cm. x 34 Cm	43 Cm x 69 cm, 60 GSM Maplitho Paper	4,000	To be printed back to back in Black ink bilingually and supply to be made in loose condition with central fold.	
14	ESIC-89 21 Cm. x 34 Cm	43Cm x 69 Cm, 60GSM. Maplitho Paper	4,000	To be printed in Black ink bilingually and supply to be made in pad of 100 forms.	
15	ESIC-101 34 Cm. x 42 Cm	69 Cm x 43 cm, 60 GSM Maplitho Paper.	1,000	To be printed back to back in Black ink bilingually and supply to be made in loose condition with middle fold.	
16	ESIC-133 21 Cm. x 23 Cm	43 Cm x 69 cm, 60GSM. Maplitho Paper.	1,000	To be printed back to back in Black ink bilingually and supply to be made in pad of 100 forms.	
17	RM-1 25 Cm x 17 Cm	51 Cm x 76 cm, 60GSM. Maplitho Paper.	2,00,000	To be printed back to back in black ink and bilingually and to be supplied in pad of containing 100 forms.	
18	RM-3 25 Cm x 17 Cm	51 Cm x 76 cm, 60GSM. Maplitho Paper.	2,00,000	To be printed back to back in black ink and bilingually and to be supplied in pad of containing 100 forms.	
19	B.I-3 17 Cm x 21 Cm	43 Cm x 69 cm, 60GSM. Maplitho Paper.	2,000	To be printed back to back in black ink and bilingually and to be supplied in pad containing 100 forms.	
20	B.I-2 (a) 25 Cm x 38 Cm	51 Cm x 76 cm, 60GSM. Maplitho Paper.	2,000	To be printed in black ink and bilingually, back to back set of two pages and to be supplied in loose condition with central fold.	
21	B.I-4 19 Cm x 12.5 Cm	51 Cm x 76 cm, 60GSM. Maplitho Paper.	2,000	To be printed in black ink and bilingually and to be supplied in pad containing 100 forms.	
22	B.I-7 14 Cm x 23 Cm	43 Cm x 69 cm, 60GSM. Maplitho Paper.	2,000	To be printed in black ink, back to back and bilingually and to be supplied in pad containing 100 forms.	
23	C-18 (Actual) 43Cm x 34 Cm	43 Cm x 69 cm, 60GSM. Maplitho Paper.	10,000	To be printed back to back in black ink and bilingually and to be supplied in loose condition with central fold.	
24	C-18 (Interest) 21.5 Cm x 34 Cm	43 Cm x 69 cm, 60GSM. Maplitho Paper.	2,000	To be printed back to back in black ink and bilingually and to be supplied in pad containing 100 forms.	
25	C-19	43 Cm x 69 cm,	5,000	To be printed back to back	

	43 Cm x 34 Cm	60GSM. Maplitho Paper.		in black ink and bilingually with central fold and to be supplied in loose condition.	
26	C-19 (Interest) 21.5 Cm x 34 Cm	43 Cm x 69 cm, 60GSM. Maplitho Paper.	2,000	To be printed back to back in black ink and bilingually and to be supplied in pad containing 100 forms.	
27	Adjournment letter 21 Cm x 34 Cm	43 Cm x 69 cm, 60GSM. Maplitho Paper.	1,000	To be printed in black ink and bilingually back to back and to be supplied in pad containing 100 forms.	
28	C-23 Survey Report 43 Cm x 34 Cm	43 Cm x 69 cm, 60GSM. Maplitho Paper.	2,000	To be printed back to back in black ink and bilingually with central fold to be supplied in loose condition.	
29	Personal Hearing 21.5 Cm x 34 Cm	43 Cm x 69 cm, 60GSM. Maplitho Paper.	5,000	To be printed in black ink and bilingually back to back and to be supplied in pad containing 100 forms.	
30	Plain Paper Report 21.5 Cm x 34 Cm	43 Cm x 69 cm, 60GSM. Maplitho Paper.	1,000	To be printed in black ink and bilingually back to back and to be supplied in pad containing 100 forms.	
31	Mislo-01 21.5 Cm x 34 Cm	43 Cm x 69 cm, 60GSM. Maplitho Paper.	23,000	To be printed back to back in black ink and bilingually and to be supplied in pad containing 100 forms.	
32	Mislo-02 21.5 Cm x 34 Cm	43 Cm x 69 cm, 60GSM. Maplitho Paper.	50,000	To be printed back to back in black ink and bilingually and to be supplied in pad containing 100 forms.	
33	Mislo-03 43 Cm x 34 Cm	43 Cm x 69 cm, 60GSM. Maplitho Paper.	2,000	To be printed back to back in black ink and bilingually with central fold and to be supplied in loose condition.	
34	Mislo-04 43 Cm x 34 Cm	43 Cm x 69 cm, 60GSM. Maplitho Paper.	2,000	To be printed back to back in black ink and bilingually with central fold and to be supplied in loose condition.	
35	Mislo-05 21.5 Cm x 34 Cm	43 Cm x 69 cm, 60GSM. Maplitho Paper.	2,000	To be printed in black ink and bilingually and to be supplied in pad of containing 100 forms.	
36	Mislo-06 21.5 Cm x 17 Cm	43 Cm x 69 cm, 60GSM. Maplitho Paper.	2,000	To be printed in black ink and bilingually back to back and to be supplied in pad containing 100 forms.	
37	Entitlement to Med. Bft. Form. 21.5 Cm x 34 Cm	43 Cm x 69 cm, 60GSM. Maplitho Paper.	2,000	To be printed in black ink and bilingually back to back and to be supplied in pad containing 100 forms.	
38	SRO-101 10.5 Cm x 34 Cm	43 Cm x 69 cm, 60GSM. Maplitho Paper.	2,000	To be printed in black ink and bilingually back to back and to be supplied in pad containing 100 forms.	
39	SRO-141 21.5 Cm x 17	43 Cm x 69 cm, 60GSM. Maplitho	1,000	To be printed back to back in black ink and bilingually	

	Cm	Paper.		and to be supplied in pad containing 100 forms.	
40	SRO-248 21.5 Cm x 34 Cm	43 Cm x 69 cm, 60GSM. Maplitho Paper.	3,000	To be printed back to back in black ink and bilingually and to be supplied in pad containing 100 forms.	
41	SRO-294 21.5 Cm x 17 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	1,000	To be printed back to back in black ink and bilingually and to be supplied in pad containing 100 forms.	
42	ESIC-26 (P.D Register) 21.5 Cm x 34 Cm	43 Cm x 69 cm, 14.5 Kg Ledger Paper	60 Registers	To be printed back to back in Black ink bilingually. The offset rulings to be drawn vertically & horizontally. The Register will be 100 pages with numbering of pages and bounded with 1 ½ leather. 20 Kg. paper board to be used for binding.	
43	ESIC-59 (R.M-1 Register) 21.5 Cm x 34 Cm	43 Cm x 69 Cm, 60GSM. Maplitho Paper.	30	To be printed in black ink bilingually back to back. The Register containing 100 pages ruling to be done by offset vertically and horizontally and bounded with 1 ½ leather and page will be numbered. 20Kg. paper board to be used for cover title.	
44	ESIC-60 (Register) 21.5 Cm x 34Cm	43 Cm x 69 cm, 14.5 Kg Ledger Paper.	20	To be printed back to back in black ink bilingually. The Register containing 200 pages ruling to be done by offset vertically and horizontally and bounded with 20 Kg. paper board, 1 ½ leather binding.	
45	ESIC-62 (Register) 21.5 Cm x 34Cm	43 Cm x 69 cm, 14.5 Kg Ledger Paper.	20	To be printed back to back in black ink bilingually. The Register containing 200 pages ruling to be done offset vertically and horizontally and bounded with 20 Kg. paper board with cover title. 1 ½ leather binding.	
46	ESIC-105 14 Cm x 14 Cm	56 Cm x 71 cm, 12.2 Kg. Century Board paper (Yellow color)	2,000	To be printed back to back in Black ink bilingually and supply to be made in loose condition	
47	ESIC-116 (DIC Register) 43 Cm x 34 Cm	43 Cm x 69 Cm, 60GSM. Maplitho Paper.	50 Registers	To be printed back to back in black ink bilingually. The Register containing 100 folios with central fold, ruling to be done offset vertically and horizontally and bounded with 1 ½ leather and page will be	

				numbered. Binding to done by duplex paper board.	
48	ESIC-122			DELETED	
49	SRO-98 21.5 Cm x 17 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	2,000	To be printed back to back in black ink and bilingually and to be supplied in pad containing 100 forms.	
50	SRO-292 21.5 Cm x 17 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	4,000	To be printed back to back in black ink and bilingually and to be supplied in pad containing 100 forms.	
51	SRO-299 21.5 Cm x 34 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	5,000	To be printed back to back in black ink and bilingually and to be supplied in pad containing 100 forms.	
52	SRO-318 21.5 Cm x 34 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	2,000	To be printed back to back in black ink and bilingually and to be supplied in pad containing 100 forms.	
53	SRO-337 21.5 Cm x 34 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	2,000	To be printed back to back in black ink and bilingually and to be supplied in pad containing 100 forms.	
54	SRO-339 21.5 Cm x 34 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	2,000	To be printed back to back in black ink and bilingually and to be supplied in pad containing 100 forms.	
55	SRO-348 21.5 Cm x 17 Cm	43 Cm x 69 cm, 60GSM Maphlitho Paper.	4,000	To be printed in black ink back to back and bilingually and to be supplied in pad containing 100 forms.	
56	SRO-385 21.5 Cm x 34 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	2,000	To be printed back to back in black ink and bilingually and to be supplied in pad containing 100 forms.	
57	SRO-395 21.5 Cm x 34 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	1,000	To be printed back to back in black ink and bilingually and to be supplied in pad containing 100 forms.	
58	SRO-403-A 21.5 Cm x 17 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	1,000	To be printed back to back in black ink and bilingually and to be supplied in pad containing 100 forms.	
59	SRO-415 21.5 Cm x 34 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	2,000	To be printed back to back in black ink and bilingually and to be supplied in pad containing 100 forms.	
60	SRO-404 21.5 Cm x 34 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	2,000	To be printed in black ink and bilingually back to back and to be supplied in pad containing 100 forms.	
61	TR-25A 43 Cm x 34 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	500	To be printed back to back in black ink and bilingually and to be supplied in loose condition with central fold.	
62	Application Form for LTC Advance	43 Cm x 69 cm, 60GSM Maphlitho Paper.	1,000	To be printed back to back in black ink and bilingually and to be supplied in loose	

	43 Cm x 34 Cm			condition, with central fold.	
63	Certificate of Transfer of Charge 21 Cm x 34 Cm	43 Cm x 69 Cm, 60GSM Maplitho Paper.	1,000	To be printed in black ink and bilingually and to be supplied in pad containing 100 forms.	
64	Br. Office Inspection Report (each set of 3-Pages) 21.5 Cm x 34 cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	1,000 sets	To be printed in black ink and bilingually and to be supplied in stiched condition containing each set of 3 pages printed back to back.	
65	TR-22 (Outer) 42 Cm x 69 Cm	43 Cm x 69 cm, 12.2 Kg. Ledger paper	2,000	To be printed back to back in black ink and bilingually and to be supplied in loose condition.	
66	Attendance Register 43 Cm x 34 Cm.	43 Cm x 69 cm, 12.2 Kg. Ledger paper	25 Large Size	To be printed back to back in black ink bilingually. The Register containing 50 folios ruling to be done offset vertically and horizontally and bounded with 1 ½ leather and page will be numbered, 20 Kg. board to be used for binding.	
67	T.R-56 (G.P.F Deduction Form) 21.5 Cm x 34 cm	43 Cm x 69 cm, 60GSM Maphlitho Paper.	2,000	To be printed back to back in black ink and bilingually and to be supplied in pad containing 100 Forms	
68	D.O (L-14) 34Cm x 21 Cm	43 Cm x 69Cm 12.2 Kg. Ledger Paper	500	To be printed in black ink in English and to be supplied in pad of 100 Forms.	
69	D.O (L-15) (WB Form No.- 873) 34Cm x 21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	500	To be printed in black ink in English and to be supplied in pad containing 100 Forms	
70	DO (L-16)			DELETED	
71	GSLI Form 21 Cm x 17 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	5,000	To be printed back to back in black ink and bilingually and to be supplied in pad containing 100 Forms	
72	Ledger Sheet (L-1) 29 Cm x 21.5 Cm	43 Cm x 116 Cm, 14.2 Kg. Ledger Paper.	50,000	To be printed back to back in black ink bilingually both side ruling to be drawn vertically and horizontally and T cutting to be made as per specification supplied in loose condition.	
73	Ledger Binder	As per specification	500	As per specification.	
74	TR-30 21.5 Cm x 34 cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	7,000	To be printed back to back in black ink and bilingually and to be supplied in pad containing 100 Forms.	
75	Receipt Diary Register	43 Cm x 69 cm, 60GSM Maphlitho	20	To be printed back to back in black ink bilingually both	

	21 Cm x 34 cm	Paper.		side ruling to be drawn vertically and horizontally each Register containing 400 pages with number, 20 Kg. board to used for binding.	
76	Despatch Register 21 Cm x 34 cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	15	To be printed back to back in black ink bilingually both side ruling to be drawn vertically and horizontally each Register containing 400 pages with number, 20 Kg. board to used for binding.	
77	Assistant Diary 21 Cm x 34 cm	43 Cm x 69 cm, 60GSM Maplitho Paper	200	To be printed back to back in black ink bilingually both side ruling to be drawn vertically and horizontally each Register containing 200 pages with number, 20 Kg. board to used for binding.	
78	TR-22A (Pay Bill Register) 42 Cm x 34Cm	43 Cm x 69m, 14.2 KG Ledger Paper.	40	To be printed back to back in black ink bilingually. The Register containing 100 folios ruling to be done offset vertically and horizontally and bounded with 1 ½ leather and folio will be numbered. 20 Kg. board to used for binding-3 matters.	
79	P.F Bill for withdrawal (GAR-42) 34 Cm x 21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	2,000	To be printed back to back in Red ink bilingually and to be supplied in pad containing 100 forms.	
80	Increment Certificate 34 Cm x 21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	2000	To be printed back to back in black ink and bilingually and to be supplied in pad containing 100 Forms	
81	Service Book 21 Cm x 34 Cm.	43 Cm x 69m, 14.2 KG Ledger Paper	100	To be printed back to back in black ink bilingually 8 different matters plus cover pages containing 4 matters. The Register containing 71 pages excluding cover pages. Ruling to be done offset vertically and horizontally. Pages will be numbered. Cover binding will be duplex paper board.	
82	MED-97 21.5 Cm x 34 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	1,000	To be printed in black ink and bilingually back to back and to be supplied in pad containing 100 forms.	
83	Peon Book 17 Cm x 21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	50	To be printed in black ink bilingually back to back. The Register containing 300 Pages printing to be done	

				offset vertically and horizontally. Pages will be numbered. Binding by 20 Kg. paper board.	
84	D.B Register 43 Cm x 69 Cm	43 Cm x 69m, 14.2 KG Ledger Paper	50	To be printed back to back in black ink bilingually. The Register containing 200 folios printing to be done vertically and horizontally, Folios to be numbered. 20Kg. board to be used for binding with 1 ½ leather.	
85	Objection Book Register (T.A. L.T.C etc.) 68 Cm x 43 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	2	To be printed in black ink bilingually back to back. The Register containing 200 folios printing to be done vertically and horizontally, folios will be numbered. 20 Kg. paper board to be used for binding with 1 ½ leather.	
86	T.A / L.T. C. Audit Register 34Cm x 43 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	2	To be printed in black ink bilingually back to back. The Register containing 200 folios printing to be done vertically and horizontally, folios will be numbered. 20 Kg. paper board to be used for binding and 1 ½ leather.	
87	Short Inspection Report 34 Cm x21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	1000 sets.	To be printed back to back in black ink and bilingually and to be supplied in loose condition each sets, having two pages.	
88	Adjustment Register (T.A/LTC etc.) 34 Cm x 21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	2	To be printed back to back in black ink bilingually. The Register containing 400 pages printing to be done vertically and horizontally, Pages will be numbered 20 Kg. paper board to be used for binding and 1 ½ leather to be used.	
89	Establishment Audit Register. 68 Cm x 43 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	5	To be printed in black ink bilingually back to back. The Register containing 200 folios printing to be done vertically and horizontally leather binding of 1 ½ and 20 Kg. paper board to be used. Folio will be numbered.	
90	Form-A/129 (P.D Register) 43 Cm x 68Cm	43 Cm x 69m, 14.2 KG Ledger Paper.	2	To be printed in black ink bilingually back to back. The Register containing 200 folios printing to be done vertically and horizontally and folios will be numbered. 20 Kg. paper board to be	

				used for binding with 1 ½ leather.	
91	Form-A/130 (D.B Register) 43 Cm x 68 Cm	43 Cm x 69m, 14.2 KG Ledger Paper.	2	To be printed in black ink bilingually back to back. The Register containing 200 folios printing to be done vertically and horizontally. Folios will be numbered. 20 Kg. paper board to be used for binding with 1 ½ leather.	
92	Benefit Payment Register. 68 Cm x 43 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	2	To be printed in black ink bilingually back to back. The Register containing 200 folios printing to be done vertically and horizontally. Folios will be numbered. 20 Kg. paper board to be used for binding with 1 ½ leather.	
93	Consolidated Bft. Payment Register. 43 Cm x 68Cm	43 Cm x 69 cm, 60GSM Maphlitho Paper.	2	To be printed in black ink bilingually back to back. The Register containing 100 folios printing to be done vertically and horizontally and will be numbered. 20 Kg. paper board to be used for binding with 1 ½ leather.	
94	Bill Return Memo 34 Cm x 21 Cm.	43 Cm x 69 cm, 60GSM Maplitho Paper.	3,000	To be printed in black ink and bilingually and to be supplied in pad containing 100 Forms	
95	Pension Form 7/18 (Revised)			DELETED	#####
96	Letter to I.I for Inspection 34 Cm x 21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	1,000	To be printed in bilingually back to back and to be supplied in pad containing 100 Forms	
97	SRO-164 42 Cm x 34 Cm	43 Cm x 69 cm, 60GSM. Maplitho Paper.	1,000 sets.	To be printed back to back in black ink and bilingually and with central fold to be supplied in loose condition.	
98	Demand Letter 42 Cm x 34 Cm	43 Cm x 69 cm, 60GSM. Maplitho Paper.	1,000 sets.	To be printed in black ink and bilingually back to back and to be supplied in loose condition with central fold.	
99	Final Date of Coverage 21 Cm x 34 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	1,000	To be printed in black ink and bilingually back to back and to be supplied in pad of 100 forms.	
100	L.E Form 21 Cm x 34 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	1,000	To be printed in black ink and bilingually back to back and to be supplied in pad containing 100 forms.	
101	Form-4 & 5 (Medical leave	43 Cm x 69 cm, 60GSM Maplitho	5,000	To be printed in black ink in and bilingually, back to back	

	Certificate) 21 Cm x 34 Cm	Paper.		and to be supplied in pad containing 100 forms. Perforation to be done in the middle.	
102	Application for T.A Advance 42 Cm x 34 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	2,000	To be printed in black ink and bilingually back to back and to be supplied in loose condition with central fold.	
103	Note of LTC for the Block of year. 21 Cm x 34 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	2,000	To be printed in black ink and bilingually back to back and to be supplied in pad containing 100 Forms	
104	MEMO- Actual Conveyance 21 Cm x 34 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	2,000	To be printed in black ink and bilingually, back to back and to be supplied in pad containing 100 Forms	
105	MEMO- TA/DA Bill 21 Cm x 17 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	2,000	To be printed in black ink and bilingually, back to back and to be supplied in pad containing 100 Forms	
106	SRO-121 (Advance Slip) 21 Cm x 34 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	2,000	To be printed in black ink and bilingually, back to back and to be supplied in pad containing 100 Forms	
107	Declaration regarding utilization of P.F Advance 21 Cm x 17 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper	2,000	To be printed in black ink and bilingually, back to back and to be supplied in pad containing 100 Forms	
108	TR-58A (PF Bill Form) 34Cm X 21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper	2,000	To be printed in red ink and bilingually, back to back and to be supplied in pad containing 100 Forms	
109	Sanction Memo of P.F 42 Cm x 34 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper	2,000	To be printed in black ink and bilingually, back to back and to be supplied loose condition with central fold.	
110	Sanction Memo of Non- refundable P.F 42 Cm x 34 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper	2,000	To be printed in black ink and bilingually, back to back and to be supplied loose condition with central fold.	
111	Form of Nomination (GPF) 42Cm x 34 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper	2,000	To be printed in black ink and bilingually, back to back and to be supplied loose condition with central fold.	
112	Cash Book A/C No. 1			DELETED	

113	Consolidated Cash Book A/c. No. 1 68 Cm x 43 Cm	69 Cm x 43 Cm, 14.2 Kg. Ledger Paper	2 Nos.	To be printed in black ink bilingually, back to back. The Register containing 200 folios printing to be done offset vertically and horizontally. Folio will be numbered. 20 Kg. paper board to be used for binding with 1 ½ leather.	
114	Fly Leaf of Audit Register. 42 Cm x 34 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper	15	To be printed in black ink bilingually, back to back. The Register containing 200 folios printing to be done offset vertically and horizontally. Folio will be numbered. 20 Kg. paper board to be used for binding with 1 ½ leather.	
115	Letter to Recovery Officer. 34 Cm x 21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper	1,000	To be printed in black ink in English only and to be supplied in pad containing 100 Forms.	
116	For document submission in the E.I Court. 34 Cm x 21 Cm	69 Cm x 43 Cm, 12.2 Kg. Ledger Paper	500	To be printed in black ink in English and to be supplied in pad containing 100 Forms	
117	Cash Advance Form 34 Cm x 21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper	500	To be printed in black ink and bilingually back to back and to be supplied in pad containing 100 Forms	
118	Filing of Case (E.I Court) 34 Cm x 21 Cm	69 Cm x 43 Cm, 12.2 Kg. Ledger Paper.	500	To be printed in black ink in English only and to be supplied in pad containing 100 Forms	
119	Court Attendance by Br. Mgr./I.I 21 Cm x 34 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper	500	To be printed in black ink in English and to be supplied in pad containing 100 Forms	
120	Filing of Document in CMM Court 21 Cm x 17 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper	500	To be printed in black ink in English only and to be supplied in pad containing 100 Forms	
121	Compliance position of Employer. 21 Cm x 17 Cm.	43 Cm x 69 cm, 60GSM Maplitho Paper	500	To be printed in black ink and bilingually back to back and to be supplied in pad containing 100 Forms	
122	Confirmation of compliance position from Rev. Br. 21 Cm x 34 Cm.	43 Cm x 69 cm, 60GSM Maplitho Paper	500	To be printed in black ink English and to be supplied in pad containing 100 Forms	
123	Intimation to Rev. Br. reg.	43 Cm x 69 cm, 60GSM Maplitho	500	To be printed in black ink English only and to be	

	Disposal Cases. 21 Cm x 34 Cm.	Paper		supplied in pad containing 100 Forms	
124	A.P case in E.I Court 34 Cm x 21 Cm	69 Cm x 43 Cm, 12.2 Kg. Ledger Paper.	500	To be printed in black ink in English only and to be supplied in sets, each set containing 4 pages	
125	Vakalatnama of High Court 34 Cm x 21 Cm	69 Cm x 43 Cm, 12.2 Kg. Ledger Paper.	500	To be printed in black ink in English and to be supplied in pad containing 100 Forms.	
126	Reminder to Rev. Br. 21 Cm x 34 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper	500	To be printed in black ink English only and to be supplied in pad containing 100 Forms.	
127	Withdrawal of CCJ of E.I Court. 34 cm x 21 Cm	69 Cm x 43 Cm, 12.2 Kg. Ledger Paper.	5,000	To be printed in black ink in English and to be supplied in pad containing 100 Forms	
128	Stay Order intimated to Recovery Officer in r/o Cft. Case 34 cm x 21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	500	To be printed in black ink in English only and back to back and to be supplied in pad containing 100 Forms.	
129	Proforma additional document before E.I Court 34 cm x 21 Cm	69 Cm x 43 Cm, 12.2 Kg. Ledger Paper.	500	To be printed in black ink in English and to be supplied in pad containing 100 Forms.	
130	Proforma for written statement in r/o I.P for E.I Court. 34 cm x 42 Cm	69 Cm x 43 Cm, 12.2 Kg. Ledger Paper	500	To be printed back to back in black ink in English and to be supplied in loose condition and with central folds.	
131	Form for case in E.I Court 34 cm x 21 Cm	69 Cm x 43 Cm, 12.2 Kg. Ledger Paper.	500	To be printed in black ink in English and to be supplied in pad of containing 100 Forms	
132	Decision of E.I Court intimated to Bft. Br. 34 cm x 21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	500	To be printed in black ink in English and to be supplied in pad containing 100 Forms	
133	Refund of deposit money by the Corporation as	43 Cm x 69 cm, 60GSM Maplitho Paper.	500	To be printed in black ink in English and to be supplied in pad containing 100 Forms	

	per court order. 34 cm x 21 Cm				
134	Recovery of dues as the case is dismissed. 34 cm x 21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	500	To be printed in black ink in English and to be supplied in pad containing 100 Forms	
135	Kept in abeyance as per E.I Court order intimated to Rev. Br. 34 cm x 21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper	500	To be printed in black ink in English and to be supplied in pad containing 100 Forms	
136	Collection of CCJ from CMM Court. 34 Cm x 21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper	500	To be printed in black ink in English and to be supplied in pad containing 100 Forms	
137	SRO-164 (Intimation of Rev. Br. after filing case against) 34 cm x 21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper	500	To be printed in black ink English only and back to back and to be supplied in pad containing 100 Forms	
138	Summon for Prosecution Case (U.O) 34 cm x 21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper	500	To be printed in black ink English only and to be supplied in pad 100 forms.	
139	Withdrawal of Prosecution case addressed to Advocate. 34 cm x 21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper	500	To be printed in black ink in English and to be supplied in pad containing 100 Forms.	
140	Intimation to Rev. Br. for Judgement of CMM Court. 34 Cm x 21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper	500	To be printed in black ink in English and to be supplied in pad containing 100 Forms	
141	Case filing in the High Court addressed to CMM Court 34 cm x 21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	500	To be printed in black ink English and to be supplied in pad of 100 forms.	
142	Time Pray in the E.I court. 34 cm x 21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper.	500	To be printed in black ink English and to be supplied in pad of 100 forms.	

143	Summon to the Doctor of Medical Board. 34 cm x 21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper	500	To be printed in black ink in English and to be supplied in pad of 100 forms.	
144	Supply of document written to Br. Manager. 34 Cm x 21 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper	500	To be printed in black ink, back to back, bilingually and to be supplied in pad of 100 forms.	
145	ESIC-102 (D.B. Register)			DELETED	#####
146	Commutation Register			DELETED	#####
147	Communication to Br. Manager on D.O letter to Jt. Director (I/C) 34 cm x 42 Cm	43 Cm x 69 cm, 60GSM Maplitho Paper	500	To be printed back to back in black ink and bilingually and to be supplied in loose condition with central folds.	
148	Mislo-07 21 Cm x 17 Cm	43cm x 69cm, 60GSM. Maplitho Paper	2,000	To be printed in black ink and bilingually back to back and to be supplied in pad of 100 forms	
149	RM-7 21 Cm x 17 Cm	43cm x 69cm, 60GSM. Maplitho Paper	2,500	To be printed in black ink and bilingually back to back and to be supplied in pad of 100 forms	
150	Mislo-08 21.5 Cm x 34 Cm	43 Cm x 69 Cm, 60GSM. Maplitho Paper	2,000	To be printed in black ink and bilingually and to be supplied in pad of 100 forms	
151	Mislo-09 21.5 Cm x 34 Cm	43 Cm x 69 Cm, 60GSM. Maplitho Paper	2,000	To be printed in black ink and bilingually and to be supplied in pad of 100 forms	
152	Mislo-14 21.5 Cm x 34 Cm	43 Cm x 69 Cm, 60GSM. Maplitho Paper	2,000	To be printed in black ink and bilingually and to be supplied in pad of 100 forms.	
153	SRO-277 34 Cm x 21 Cm	43 Cm x 69 Cm, 60GSM. Maplitho Paper	25,000	To be printed in black ink and bilingually and to be supplied in pad of 100 forms.	
154	SRO-47 21 Cm x 17 Cm	43 Cm x 69 Cm, 60GSM. Maplitho Paper	5,000	To be printed back to back in black ink and bilingually and to be supplied in pad of 100 forms.	
155	DB Register (ESIC-40) 22 Cm x 33 Cm.	43 Cm x 69 Cm 14.2 KG. Ledger Paper	60 Nos.	To be printed back to back in black ink and bilingually. The Register containing 400 pages printing to be done offset vertically and horizontally pages will be numbered. 20 Kg. paper board to be used for binding	

				with 1 ½ leather.	
156	SRO-460 (Check list) 42 Cm x 34 Cm	43 Cm x 69 Cm, 60GSM Maplitho Paper	2,000	To be printed back to back in black ink and bilingually and to be supplied in loose condition with central folds.	
157	SRO-499 21.5 Cm x 17 Cm	43 Cm x 69 Cm, 60GSM Maplitho Paper	2,000	To be printed back to back in black ink and bilingually and to be supplied in pad of 100 forms.	
158	Claim form for News paper reimbursemen t 21 Cm x 34 Cm.	43 Cm x 69 Cm, 60GSM Maplitho Paper	1,000	To be printed back to back in black ink and bilingually and to be supplied in pad of 100 forms.	
159	Entitlement of super speciality treatment 34Cm x 21 Cm	43 Cm x 69 Cm, 60GSM Maplitho Paper	1,000	To be printed in black ink and bilingually back to back and to be supplied in pad of 100 forms.	
160	F-1 17 Cm x 21 Cm	43 Cm x 69 Cm, 60GSM Maplitho Paper	25,000	To be printed in black ink and bilingually and to be supplied in pad of 100 forms	
161	Rule 60/61 21 Cm x 34 Cm	43 Cm x 69 Cm, 60GSM Maplitho Paper	10,000	To be printed back to back in black ink and bilingually and to be supplied in set of 5 pages in stitch condition.	
162	Inspection Report and Test Audit notes. 21 Cm x 34 Cm.	43 Cm x 69 Cm, 60GSM Maplitho Paper	1,000	To be printed in black ink and bilingually and to be supplied in pad of 100 forms	
163	Submission of initial replies to the Inspection Report and Test Audit notes. 21 Cm x 34 cm.	43 Cm x 69 Cm, 60GSM Maplitho Paper	1,000	To be printed in black ink and bilingually back to back and to be supplied in pad of 100 forms	
164	Inspection Report and Audit Notes on the accounts. 21 Cm x 34 cm.	43 Cm x 69 Cm, 60GSM Maplitho Paper	1,000	To be printed in black ink and bilingually and to be supplied in pad of 100 forms	
165	Register for Benefit Payment			DELETED	#####
166	Ruled Register for F&A Br. 42 cm x 68 Cm	43 Cm x 69 Cm 14.2 KG. Ledger Paper	10	To be printed in black ink and back to back. The Register containing 300 Folios printing to be done	

				offset vertically and horizontally and folios will be numbered 20 Kg. paper board to be used for binding with 1 ½ leather.	
167	Classified Register 42 cm x 68 Cm for F & A Br.	43 Cm x 69 Cm 14.2 KG. Ledger Paper	10	To be printed in black ink and back to back . The Register containing 300 Folios printing to be done offset vertically and horizontally and folios will be numbered 20 Kg. paper to be used for binding with 1 ½ leather.	
168	Consolidated Register			DELETED	#####