



Divisional Office, Karnal

Ref: OS/Sty/2023-24/Tender/08

### Tender Description for Printed Stationery

Sr.no	Form Category {Pads	Pfinting	GSM	Size	Quantity	Paper	Rate per pad/form (Without GST)
1	Form no 680 {DGH} {One Pad of 100 Leaves}	Both Sides	60	7.5" x 12"	500 Pads	A Grade	
2	Form no. 3251 (Agents Report) ( one pad of 100 Leaves)	Both Sides	80	8.5" X 11"	500 Pads	A Grade	
3	Form no 3510/5074 {Surrender Form} {One Pad of 100 Leaves}	Both Sides	60	17" x 11"	300 Pads	A Grade	
4	Form no 3772 (DGH AB) {One Pad of 100 Leaves}	Both Sides	60	8.5" x 11"	100 Pads	A Grade	
5	Form no 5196/5200 Loan Application (one pad of 100 Leaves) Ledger Paper	Both Sides	80 Leger Paper	17" x 11"	200 Pads	A Grade	
6	Form No.5198 (Loan Assignment form) (one pad of 100 Leaves),	Single Side	60	6" x 7.5"	200 Pads	A Grade	
7	NEFT Form {One Pad of 100 Leaves}	Both Sides	60	7.5"x12."	300 Pads	A Grade	
8	Proposal Form Nivesh Plus {Plan no 849 & 852}	Both Sides	80	17" x 11" x 3 With Two Centre Pins	5000 forms	A Grade	
9	Proposal Form(No.441) New Jeevan Shanti {Plan no 858}	Both Sides	80	17" x 11" x 2 With Two Centre Pins	3000 forms	A Grade	

- \* RATES MUST BE QUOTED AS BASE RATE AND GST WILL BE EXTRA AS APPLICABLE FROM TIME TO TIME AS PER RULES OF THE GOVERNMENT & F.O.R. DIVISIONAL OFFICE STORES(BASEMENT), KARNAL.
- \* SUBMIT PAPER SAMPLES WITH CLEARLY MENTIONING THE GSM AND MILL NAME OF PAPER UNDER SINGED & STAMPED.
- \* PAPER MUST BE A-GRADE PAPER.
- \* SUBMIT EMD OF RS. 3000/- (REFUNDABLE) & TENDER FEE OF RS. 118/- (NOT REFUNDABLE) ALONG WITH TENDER.
- \* SUBMIT 'TERMS & CONDITIONS' DULY FILLED, SIGNED & STAMPED WITH OFFICE SEAL.
- \* IF QUANTAM OF ORDER EXCEEDS RS. ONE LAC, SECURITY DEPOSIT IN THE NATURE OF PERFORMANCE GUARTEE SHALL BE PAYABLE BY THE SUCCESSFUL TENDERER @ 10% OF THE CONTRACTED VALUE.
- \* QUOTE RATE FOR ITEMS NO. 8 & 9 PER FORM.
- \* QUOTE RATE FOR ITEM NO. 1 TO 7 PER PAD ( ONE PAD OF 100 SHEETS)
- \* CUTTINGS/ OVERWRITING ON RATES NOT ACCEPTABLE

**Signature of Vendor with office Seal**