



कोलकाता पत्तन न्यास
KOLKATA PORT TRUST
हल्दिया गोदी परिसर

HALDIA DOCK COMPLEX
सामग्री प्रबंधन प्रभाग, जवाहर टावर, द्वितीय तल,
Office of M.M Division, Jawahar Tower, 2nd floor,
पो. : - हल्दिया टाउनशिप, जिला:- पूर्ब मेदिनीपुर
P.O. - Haldia Township, Dist: Purba Medinipur

Phone: +913224-263266 Fax: +913224 263255; E-mail: spb.hdc@nic.in/ncmaji.hdc@gov.in



Tender No: HDC/MM/LT-03/13/106

Date: /07/2019

Sealed tender in **one part system** are invited from reliable, bonafied & experienced Manufacturers / authorised dealers /general order suppliers for supply and delivery of "Printed Books & Forms" as per Bill of Quantity to Haldia Dock Complex.

Bid Document may be downloaded from **KoPT** (www.kolkataporttrust.gov.in), and **CPP** (www.eprocure.gov.in) website. Corrigendum or clarifications, if any, shall be hoisted on the above mentioned websites only.

SCHEDULE OF TENDER (SOT)

a) TENDER NO.	::	HDC/MM/LT-03/13/106
b) MODE OF TENDER	::	Procurement System 1) Part I - Techno-Commercial Bid and 2) Part II - Price Bid.
c) Date of NIT available to parties to download	::	01 /08/2019
d) Pre-Bid Meeting starting date & Time	::	N/A
e) Pre –Bid Meeting closing date & Time	::	N/A
f) Bid Document fee	::	Nil
<u>Cost of Postal charges for sending Tender Document by Post</u>	::	Rs. 100.00
g) Earnest Money Deposit	::	The intending bidders should submit Earnest Money of Rs. 1000.00 (Rupees one thousand only) along with their offer otherwise their offer will be summarily rejected.
h) Last date of submission of EMD	::	22/08/2019 up to 1.00 HRS
i) Date of Starting of Tender for submission of Techno-Commercial Bid and price Bid.	::	01/08/2019
j) Date of closing of tender for submission of Techno-Commercial Bid & Price Bid.	::	22 /08/2019 up to 15.00 HRS
k) Date & Time of opening (i.e. Techno-Commercial Bid)	::	22 /08/2019 after 15.30 HRS
l) Part-II Price Bid: Date of opening	::	22 /08/2019 after 15.30 HRS.

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Annexure - I**Important instructions**

You are requested to read the terms & conditions (Annexure- II) of this tender before submitting tender. Tenderers who do not comply with the conditions with documentary proof (wherever required) will not qualify in the Tender for opening of price bid.

1. Techno-Commercial bid and Price bid will be opened on specified date and time as given in the NIT. Bidder(s) can witness opening of bid.
2. All entries in the tender should be entered in Technical & Commercial Formats without any ambiguity.
3. All notices and correspondence to the bidder(s) shall be sent by email / post/ Fax during the process till finalization of tender by HDC. Hence the bidders are required to ensure that their corporate email I.D. provided is valid
4. (i) Please note that there is no provision to take out the list of parties downloading the tender document from the web site mentioned in NIT. As such, bidders are requested to see the web site once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigendum, if any, will be that of the downloading parties.
(ii) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer(s) who have downloaded the documents from web site. Please see websites as stated above.
5. Tender can not be submitted after the due date and time mentioned in NIT.
6. Bidding in Tender :
 - a. Bidder(s) need to submit necessary EMD, Tender fees (If any) to be eligible to bid in the tender. Tender fees are non refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by HDC
 - b. The bidder(s) who have submitted the above fees, only those bidder's Techno Commercial Bids will be opened.
 - c. No deviation of the terms and conditions of the tender document is acceptable.
 - d. Unit of Measure (UOM) is indicated in the tender. Rate to be quoted should be in Indian Rupee as per UOM indicated in the tender document.
7. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
8. No deviation to the technical and commercial terms & conditions are allowed.
9. HDC has the right to cancel this tender without assigning any reason thereof.
10. The tender should be submitted with Signature and Official Seal on every page strictly as per the terms and conditions and laid down procedures only.
11. The bidders must submit all the documents required as per terms of NIT. Any other document submitted along with tender which is not required as per the terms of the NIT shall not be considered.
12. The bid will be evaluated based on the evaluation clause of the tender.
13. The documents submitted by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders.
14. Necessary addendum/ corrigendum (if any) of tender would only be hosted in the above noted website.
15. Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Earnest Money having valid NSIC Certificate with list of items registered must be submitted with tender / Udyog Aadhar Certificate / DIC.

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16. 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.

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.

17. If Micro & 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.
18. In case there is an unscheduled HOLIDAY / BANDH / STRIKE on the prescribed last date of submission and opening of Bid, the next working day will be treated as the scheduled prescribed day for the same.
19. Those who have deposited Earnest Money of Rs 5,000.00 (Rupees five thousand only) under dynamic Register Scheme vide Notice No. HDC/MM/238, they need not deposit earnest money. However, they must submit photo copy of proof of E.M. deposit of Rs.5,000.00 in envelope -1.
20. **Due date of submission of tender will not be extended under any situation.**



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Phone: 03224-263266 Fax: +913224 263255; E-mail: spb.hdc@nic.in/ncmaji.hdc@gov.in



Annexure –II

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SL
NO. 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 bid and Price bid will be opened on specified date and time as given in the NIT
3. Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Earnest Money having valid NSIC Certificate along with Udyog Adhar certificate / DIC 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. 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.
If Micro & 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.
6. Due date of submission of tender will not be extended under any situation.
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) along with / Udyog Aadhar Certificate / DIC.
9. **SCOPE OF WORK** :
The work comprises of loading, supplying, delivery unloading & stacking of "Printed Books & Forms" as specified in the Bill of Quantities at Central Stores of MM Division at Chiranjibpur of Haldia Dock Complex.
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.

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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.
13. The Trustees also reserve the right to obtain revised commercial bid to the extent and in areas required from the technically acceptable bidders.
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.
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. **VALIDITY :**
The tender shall remain open for acceptance for a period of 120 days from the date of opening of 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 tender, the Earnest Money deposited shall be liable to forfeiture at the option of the Trustees/sanctioning Authority.
19. **NON- RESPONSIVE BIDDER :-**
The offer/tender shall be treated as non-responsive, if :
i) 120 days validity from the date of opening of techno-commercial bid is not accepted/ agreed to as per tender condition.
ii) Offer / tender is submitted with any deviation from the tender terms & conditions.
20. **EARNEST MONEY AND SECURITY DEPOSIT :**
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.
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.
The Security Deposit shall be refunded without interest after the successful execution of the order and completion of guarantee period.
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.
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'.

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Signature of the Tenderer with office seal

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21. PRICING OF BIDS :

- i) Price 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.
- ii) The Bidder shall state clearly the percentage of GST with HSN code No. that will be charged extra over his quoted rates.
- 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.

22. 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.
 II) Any modification (addition /deletion /alteration of GST) in taxes by the GOI shall be applicable.

23. EVALUATION CRITERIA :

- i) 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 and 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 & 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.
- 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.
- 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.

24. PAYMENT :

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.

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).

25. DELIVERY :

- i) Delivery of the materials must be completed within **60 days** from the date of receipt of order by the supplier.
- ii) Materials are to be delivered at HDC's Central store of MM Division, Chiranjibpur, Haldia, Purba Medinipur. Materials shall be delivered by the supplier at their cost, risk and responsibility up to Central store of MM Division, of Haldia Dock Complex.
- 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.
- 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 whole or, any portion of the supply remaining undelivered or, not approved.

26. DESPATCH ARRANGEMENTS:

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.

27. INSPECTION :

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.

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.

28. TRANSIT RISK :

Transit risk will be on supplier's account since the delivery is to be made on F.O.R. Destination basis.

29. DOCK PERMITS :

The successful Bidder shall have to obtain permits from the Central store, M.M. Division or as directed for entry of their vehicles and workers into the Trustees' Stores for unloading and stacking of the materials. 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 days.

30. REJECTION OF MATERIALS :

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.

The supplier shall at his own arrangement and cost replace within a period of 1 (one) month of all such defective and rejected materials.

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.

31. PACKING OF MATERIALS:

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.

32. LIQUIDATED DAMAGES :

(I) 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(Materials Management Division) 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. GST on L. D. amount at the prevailing rate (presently @18.0%) will be levied.

33. **LIQUIDATED DAMAGES :**

(II) 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 money due 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. GST on L.D. amount as per law in force, shall be levied.

Any delay will be considered for non-imposition of L.D. provided the bidder submits documentary evidence to substantiate the same.

34. **RISK PURCHASE :**

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 Sr. Dy. Manager (M.M.) or, his representative. In case of risk purchase extra cost will be borne by the supplier (successful tenderer).

35. **BANNED OR DE - LISTED CONTRACTORS:**

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

36. **FORCE MAJEURE :**

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.

37. **JURISDICTION OF COURT :**

The contract shall be governed by all relevant Indian Acts applicable within the jurisdiction of High Court at Kolkata.

38. **WORKMEN COMPENSATION :**

The successful bidder(s) must cover his employees / workers, who will be engaged for delivery, unloading & 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.

39. **PERSONAL PROTECTIVE EQUIPMENT(PPE):**

Suppliers and their workmen including driver & helper must use PPE i.e. safety helmet etc. at the time of supply of materials inside the dock premises.

40. **SAMPLES:**

Samples are available at the office of the M M Division. Bidders may inspect the samples if they wish before quoting the rates.

Signature of the Tenderer with office seal

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41. GST & STATUTORY LEVY :- [TO BE SUBMITTED ALONGWITH TECHNO-COMMERCIAL BID]
TO INDICATE THE FOLLOWING DETAILS OF STATUTORY LEVIES:-

TO INDICATE THE FOLLOWING DETAILS OF STATUTORY LEVIES:-

Item SL. NO. of Bill of Qunty.	TARIFF HEAD	<u>GST</u>		
		HSN Code No.	Percentage of GST.	Whether INCLUSIVE / EXCLUSIVE
	CGST		12%	
	SGST		12%	
.	IGST			
	CGST		18%	
	SGST		18%	
.	IGST			

Date : -----

Signature of Tenderer with Office Seal

Place : -----

Name : _____

Phone:

Address : _____

Fax:

E-mail:

(TO BE SUBMITTED ALONG WITH ENVELOPE - 2)**UNPRICED BILL OF QUANTITIES**

(Tender No. HDC/MM/LT-03/13/106)

Tender for supply and delivery of Printed Books & Forms to Haldia Dock Complex**IMPORTANT: a) This Un-priced Bill of Quantities must be submitted with the Techno-Commercial Bid.****b) Do not mention any rates or amounts in this part.**

Sl. No.	Item Code No.	Description of Item	Qty	Unit	OFFERED SPECIFICATION (If specification is same please write "Yes" if applicable) (No other specification will be accepted)
1	44050011	<u>ATTENDANCE REGISTER (G-44)</u> 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 samaple, paper label, printing in both sides.	60	No.	
2	44010163	<u>PETTY CASH G-24</u> 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.	2000	Leaves	
3	44010160	<u>ISSUE CHALLAN BOOK S – 31</u> 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 perforated , 2nd copy "AUDIT"without ruling and perforated,3rd copy "DELIVERY "without ruling and perforated ,4th copy "LEDGER "without ruling and perforated ,5th copy "BLOCK",without ruling and un perforated ,blue ruling on receipt copy only ,numbering serially ,ordinary book binding with thick brown paper ,paper lable with book no. and nsl. no.	50	Books	
4.	44010164	<u>PEON BOOK (G-26)</u> 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.	100	Nos.	
5.	44020047	<u>G- 147 CASUAL LEAVE</u> 100 nos. in a bunch, white cregmwove paper, Leaf Size: 167 mm. X 210 mm., Leaf GSM: 53-58, printing in one side.	4000	Leaves	
6.	44050053	<u>LEAVE APPLICATION FORM FOR CLASS IV STAFF, (G-140).</u> 100 nos in a bunch, White creamwove paper, Leaf size: 170 mm X 210 mm., Leaf GSM : 53-58, Printing in one side, Printing nomenclature as per sample.	4000	Leaves	

Signature of the Tenderer with office seal

No.: HDC/MM/LT-03/13/106

Sl. No.	Item Code No.	Description of Item	Qty	Unit	OFFERED SPECIFICATION (If specification is same please write "Yes" if applicable) (No other specification will be accepted)
7.	44020049	<u>T.A. BILL FORM (G-160)</u> 100 Nos. in a bunch, white creamwove paper, Leaf Size : 210 mm. X 335 mm., Leaf GSM: 53-58, printing in both sides, printing nomenclature as per sample.	500	Leaves	
8	44020051	<u>LEAVE ENCASHMENT FORM</u> Bunch of 100 sheets each, White Creamwove Paper, Leaf Size: 210 mm. X 335 mm., Leaf GSM: 53-58, Printing in both sides.	1200	Leaves	
9	44030006	<u>LOG OF MOBILE EQUIPMENT BOOK (CME-66A)</u> Book of 100 leaves each with numbering, white creamwove paper, Leaf Size: 180 mm. X 245 mm., Leaf GSM: 53-58, Leather calico binding with pustani, left side covered with 75 mm. wide leather and the corners with 45 mm. wide leather. Top & bottom 3 mm. thick red board covered with calico. One side printed. Printing nomenclature as per sample. Paper label.	50	Book	
10	44040002	<u>DAILY OVER TIME RETURN (E2A)</u> 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.	4000	Sheets	
11	44050001	<u>WINDOW ENVELOPE, (G-84)</u> 100 nos in a bunch, 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.	4000	No.	
12	44050029	<u>ENVELOPE (LARGE). [G-68]</u> 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.	2000	No.	
13	44990104	<u>ENVELOPE (SMALL) (G-83)</u> 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.	7000	No.	
14	44050060	<u>INWARD LETTER REGISTER (G-21)</u> 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.	80	No.	
15	44050061	<u>(G-22) - LETTER REGISTER (OUTWARD)</u> Book of 250 leaves each with numbering as per sample 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 corners with 55 mm. wide leather, top and bottom 3 mm. thick red board covered with calico. Printing nomenclature as per sample. Paper label.	80	No.	

Signature of the Tenderer with office seal

No.: HDC/MM/LT-03/13/106

Sl. No.	Item Code No.	Description of Item	Qty	Unit	OFFERED SPECIFICATION (If specification is same please write "Yes" if applicable) (No other specification will be accepted)
16.	44050078	<u>PAPER BLOCK. (G-75).</u> 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.	80	Pad	
17.	44050085	<u>PLAIN LABEL TAG (G-14).</u> 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.	2000	No.	
18.	44050086	<u>POCKET BOOK (G-121).</u> 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.	100	Book	
19.	44050094	<u>RULED BOOK (G-107).</u> 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.	300	No.	
20.	44050093	<u>RULED BOOK. (G-108).</u> Ruled Book, 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.	200	No.	
21.	44050097	<u>RULED BOOK (G-109).</u> 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.	200	No.	
22.	44990031	<u>HALF SIZE RULED BOOK. (G-105).</u> 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.	100	No.	
23.	44050105	<u>SHORT HAND NOTE BOOK (G-78).</u> 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.	80	No.	

Sl. No.	Item Code No.	Description of Item	Qty	Unit	OFFERED SPECIFICATION (If specification is same please write "Yes" if applicable) (No other specification will be accepted)
24.	44050121	<u>INDENT BOOK G-29A.</u> Book of 150 leaves each, White creamwove paper, Leaf size :- 220mm x 280mm., Leaf GSM: 53-58, 1 st copy ruled and perforated, 2 nd copy unruled and perforated, 3 rd 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.	60	Book	
25.	44050122	<u>FORM OF CLAIM UNDER REGULATION 14-(i) OF KOLKATA PORT TRUST EMPLOYEES :-</u> 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.	2000	No.	
26.	44080011	<u>APPLICATION FOR E.L (G-16) (EXCEPT CLASS IV).</u> 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.	5000	No.	
27.	44990023	<u>NOTE SHEET, SY/1A</u> , 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.	5000	Sheets	
28.	44990028	<u>STOCK ADJUSTMENT BOOK (S-31B).</u> 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.	20	No.	
29	44990010	<u>RULLED BOOK G-104</u> 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.	200	No.	
30	44020026	<u>CERTIFICATE OF COMPLETION.</u> 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	4000	Leaves	
31	44060007	<u>CERTIFICATE OF COMPLETION OF INWARD VESSELS :</u> 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.	4000	Leaves	

Sl. No.	Item Code No.	Description of Item	Qty	Unit	OFFERED SPECIFICATION (If specification is same please write "Yes" if applicable) (No other specification will be accepted)
32	44060039	<u>CERTIFICATION OF COMPLETION OF OUTWARD VESSELS</u> 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.	4000	Leaves	
33	44040033	<u>MANAGER, MARINE OPERATION'S LOG BOOK . PA - 63</u> Book of 33 leaves each with numbering sl. No.(1 to 32) as per sample to make a complete set. Ledger paper, sizes of leaf : 245mm. X 345mm., GSM of the paper : 94-98, Leather calico binding with pustani, Left side covered with 85mm. wide leather and all the corners with 50mm. wide leather, Top & bottom 3mm. thick red board covered with calico, printing on both sides, printing nomenclature as per sample, paper label.	Book	30	
34	44030032	<u>T-146, A.T.O'S DIARY.</u> 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	
35.	44050071	<u>MUSTER ROLL AND OVERTIME REGISTER (G-85).</u> 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 pustani, 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	
36.	44070063	<u>T-7A , DISCHARGE NOTICE.</u> Book of 200 leaves each with numbering , 1 st copy perforated and 2 nd copy unperforated. White creamwove paper , Sizes of leaf 135 mm X 160 mm, GSM of the paper 53-58 ,Calico M.P. side flush cut binding , Top side covered with 75 mm wide Calico , Top & Bottom 2 mm thick red board covered with M.P. Printing in one side , printing nomenclature as per sample. Paper label.	Books	200	

No.: HDC/MM/LT-03/13/106

Sl. No.	Item Code No.	Description of Item	Qty	Unit	OFFERED SPECIFICATION (If specification is same please write "Yes" if applicable) (No other specification will be accepted)
37.	44070066	<u>T-71, Wagon Tally Sheet:</u> Book of 100 leaves each, white creamwove paper, leaf Size: 165 mm.X 210 mm, Leaf GSM: 53-58, 1 st copy perforated and 2 nd copy un – perforated, ordinary book binding covered with thick brown paper, printing in one side, .Printing nomenclature as per sample. Paper Label.	Pads	30	
38.	44990043	<u>GATE REGISTER.</u> Book of 200 leaves each with numbering, ledger paper, leaf size : 208 mm. X 335 mm., leaf GSM:72-78, leather calico binding with pustani, left side covered with 105 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 samaple, paper label, printing in both sides.	No	5	
39.	44020097	<u>RESUMPTION ORDER FORM</u> Pad of 100 leaves each, white creamwove paper, sizes of leaf:170mm X 200mm, GSM of the paper : 53-58, pad must be well-pasted on top & left side with M.P. and card board back, printing in one side, printing nomenclature as per sample.	Pads	10	
40	44030075	<u>DEPLOYMENT FORMAT (STAFF & MAZDOOR)</u> Pad of 100 leaves each ,white creamwove paper ,sizes of leaf :208mm X 335 mm , GSM of the paper53-58.,Pad must be well pasted on the Top & Left side . Printing in one side . Printing nomenclature as per sample .	pads	10	

Date : _____

Telephone No.(s) : _____

Fax No.: _____

Mobile No. : _____

E-mail ID : _____

Signature of the Tenderer with Office Seal

Full Address : _____

Signature of the Tenderer with office seal

Contd. Page No. 17

ANNEXURE -IV**PRE-QUALIFICATION CRITERIA FOR BIDDERS: -**

1) Experience of having successfully completed similar works (supply) during last 5 years ending last day of month previous to the one in which applications are invited should be either of the following:-

a. **Three similar completed works (supply) costing not less than the amount equal to Rs.70,000.00**

Or

b. **Two similar completed works (supply) costing not less than the amount equal to Rs.86,500.00**

Or

c. **One similar completed works (supply) costing not less than the amount equal to Rs.1,38,500.00**

1a) **Similar works means:** supply and delivery of Hardware items / Plumbing & sanitary items / Consumable items / printed books & forms/Stationeries /Lamination Job/ similar type of Items and general order supply materials to State Govt./Central Govt./ PSU or Public / Private organization, which should be substantiated by producing **PURCHASE ORDER** copy along with any one or more of the following documents:

Certificate of execution / Goods Receipt Note / Excise Invoice / Tax Invoice / Receipted challan copy / Payment receipted documents or any other documents substantiating the proof of supply of materials to the satisfaction of the tender issuing authority.

2. Copy of **GST** Registration Certificate.

3. Copy of Valid **Professional Tax Payment Challan**, if applicable.

3.3 TENDER AUTHORITY:-

Sr. Dy. Manager (MM), Haldia Dock Complex, Jawahar Tower [2nd Floor], P.O.- Haldia, Dist. Purba Medinipur – 721 607, Tele-Fax: - [03224]-263266.

Due Date Of submission	21.08.2019	Time	UPTO 15:00 hrs.	Date of Opening of Techno Commercial Bid of the Tender	21.08.2019	Time	15:30 hrs. onwards.
Bid document will be available on CPP portal. Bidders will have to participate in bidding process through website https://eprocure.gov.in/eprocure/app only							
<u>Date and Time for pre-bid meeting & site visit</u>			NA				

Cost of Tender document (Non-refundable)	Nil
Time Of Completion	60 (sixty) days from the date of receipt of order by the successful bidder.

ANNEXURE-V**DECLARATION OF THE BIDDER**

Sr.Dy.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:

.....

No.: HDC/MM/LT-03/13/106

ANNEXURE-VI**BIDDER'S INFORMATION**Sr.Dy.Manager (MM Division),
Haldia Dock Complex

Tender No.	HDC/MM/LT-03/13/106
Name of work/Item Description:	SUPPLY AND DELIVERY 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 : _____

No.: HDC/MM/LT-03/13/106

ANNEXURE-VII

TENDER No.: HDC/MM/LT-03/13/106

Tender for Supply and delivery of "Printed Books & Forms" to Haldia Dock Complex.**Bidder's Bank Details**

A/c No.	
A/c holder Name:	
Bank Name & Bank Address:	
Branch Name:	
IFSC:	

Date :-----

Signature of Tenderer with Office Seal

Place :-----

Name : _____

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PART-II**ANNEXURE-VIII****PRICED BILL OF QUANTITIES**

(Tender No. HDC/MM/LT-03/13/106)

Tender for supply and delivery of Printed Books & Forms to Haldia Dock Complex .

Do not mention terms & condition in this part.

Sl. No.	Item Code No	Description	Unit	Qty.	Basic Rate exclusive of GST (in Rs.)	Total amount exclusive of GST (in Rs.)
1	44050011	<u>ATTENDANCE REGISTER (G-44)</u> 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 samaple, paper label, printing in both sides.	60	No		
2	44010163	<u>PETTY CASH G-24</u> 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.	2000	Leaves		
3	44010160	<u>ISSUE CHALLAN BOOK S – 31</u> Book of 250 leaves each with numbering ,white creamwove paper ,Leaf Size :180mm.x 300mm. ,Leaf GSM 53-58,1 st copy "RECEIPT" with ruling and perforted , 2 nd copy "AUDIT"without ruling and perforated,3 rd copy "DELIVERY "without ruling and perforated ,4 th copy "LEDGER "without ruling and perforted ,5 th 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 nsl. No.	50	Books		
4.	44010164	<u>PEON BOOK (G-26)</u> 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.	100	Nos.		
5.	44020047	<u>G- 147 CASUAL LEAVE</u> 100 nos. in a bunch, white creqmwove paper, Leaf Size: 167 mm. X 210 mm., Leaf GSM: 53-58, printing in one side.	4000	Leaves		
6.	44050053	<u>LEAVE APPLICATION FORM FOR CLASS IV STAFF, (G-140).</u> 100 nos in a bunch, White creamwove paper, Leaf size: 170 mm X 210 mm., Leaf GSM : 53-58, Printing in one side, Printing nomenclature as per sample.	4000	Leaves		
7.	44020049	<u>T.A. BILL FORM (G-160)</u> 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.	500	Leaves		

Sl. No.	Item Code No.	Description	Unit	Qty.	Basic Rate exclusive of GST (in Rs.)	Total amount exclusive of GST (in Rs.)
8	44020051	<u>LEAVE ENCASHMENT FORM</u> Bunch of 100 sheets each, White Creamwove Paper, Leaf Size: 210 mm. X 335 mm., Leaf GSM: 53-58, Printing in both sides.	1200	Leaves		
9	44030006	<u>LOG OF MOBILE EQUIPMENT BOOK (CME-66A)</u> Book of 100 leaves each with numbering, white creamwove paper, Leaf Size: 180 mm. X 245 mm., Leaf GSM: 53-58, Leather calico binding with pustani, left side covered with 75 mm. wide leather and the corners with 45 mm. wide leather. Top & bottom 3 mm. thick red board covered with calico. One side printed. Printing nomenclatures as per sample. Paper label.	50	Book		
10	44040002	<u>DAILY OVER TIME RETURN (E2A).</u> 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.	4000	Sheets		
11	44050001	<u>WINDOW ENVELOPE, (G-84).</u> 100 nos in a bunch, 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	4000	No.		
12	44050029	<u>ENVELOPE (LARGE). [G-68]</u> 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.	2000			
13	44990104	<u>ENVELOPE (SMALL) (G-83).</u> 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.	7000			
14	44050060	<u>INWARD LETTER REGISTER (G-21).</u> 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.	80	No.		
15	44050061	<u>(G-22) - LETTER REGISTER (OUTWARD).</u> Book of 250 leaves each with numbering as per sample 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 corners with 55 mm. wide leather, top and bottom 3 mm. thick red board covered with calico. Printing nomenclature as per sample. Paper label.	80	No.		

No.: HDC/MM/LT-03/13/106

Sl. No.	Item Code No.	Description	Unit	Qty.	Basic Rate exclusive of GST (in Rs.)	Total amount exclusive of GST (in Rs.)
16.	44050078	<u>PAPER BLOCK, (G-75).</u> Pad of 150 leaves each, white creamwave 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.	80	Pad		
17.	44050085	<u>PLAIN LABEL TAG (G-14).</u> 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.	2000	No.		
18.	44050086	<u>POCKET BOOK (G-121).</u> Book of 100 leaves each, White Creamwave 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.	100	Book		
19.	44050094	<u>RULED BOOK (G-107).</u> Ruled Book, Book of 50 leaves each, white creamwave 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.	300	No.		
20.	44050093	<u>RULED BOOK , (G-108).</u> Ruled Book, Book of 100 leaves each, White Cream wave 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.	200	No.		
21.	44050097	<u>RULED BOOK (G-109).</u> Book of 150 leaves each with numbering from sl. No. 01 to 300 . white Creamwave 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.	200	No.		
22.	44990031	<u>HALF SIZE RULED BOOK, (G-105).</u> Book of 100 leaves each, white cremwave 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.	100	No.		
23.	44050105	<u>SHORT HAND NOTE BOOK (G-78).</u> Book of 100 leaves each, white creamwave 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.	80	No.		

No.: HDC/MM/LT-03/13/106

Sl. No.	Item Code	Description	Unit	Qty.	Basic Rate exclusive of GST (in Rs.)	Total amount exclusive of GST (in Rs.)
24.	44050121	<u>INDENT BOOK G-29A.</u> Book of 150 leaves each, White creamwove paper, Leaf size :- 220mm x 280mm., Leaf GSM: 53-58, 1 st copy ruled and perforated, 2 nd copy unruled and perforated, 3 rd 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.	60	Book		
25.	44050122	<u>FORM OF CLAIM UNDER REGULATION 14-(i) OF KOLKATA PORT TRUST EMPLOYEES :-</u> 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.	2000	No.		
26.	44080011	<u>APPLICATION FOR E.L (G-16) (EXCEPT CLASS IV).</u> 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.	5000	No.		
27.	44990023	<u>NOTE SHEET, SY/1A</u> , 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.	5000	Sheets		
28.	44990028	<u>STOCK ADJUSTMENT BOOK (S-31B).</u> 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.	20	No.		
29	44990010	<u>RULLED BOOK G-104</u> 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.	200	No.		
30	44020026	<u>CERTIFICATE OF COMPLETION.</u> 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	4000	Leaves		
31	44060007	<u>CERTIFICATE OF COMPLETION OF INWARD VESSELS :</u> 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	4000	Leaves		

Signature of the Tenderer with office seal

Sl. No.	Item Code No	Description	Unit	Qty.	Basic Rate exclusive of GST (in Rs.)	Total amount exclusive of GST (in Rs.)
32	44060039	<u>CERTIFICATION OF COMPLETION OF OUTWARD VESSELS</u> 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.	4000	Leaves		
33	44040033	<u>MANAGER, MARINE OPERATION'S LOG BOOK . PA - 63</u> Book of 33 leaves each with numbering sl. No.(1to 32) as per sample to make a complete set. Ledger paper, sizes of leaf : 245mm. X 345mm., GSM of the paper : 94-98, Leather calico binding with pustani, Left side covered with 85mm. wide leather and all the corners with 50mm. wide leather, Top & bottom 3mm. thick red board covered with calico, printing on both sides, printing nomenclature as per sample, paper label.	Book	30		
34	44030032	<u>T-146, A.T.O'S DIARY.</u> 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		
35.	44050071	<u>MUSTER ROLL AND OVERTIME REGISTER (G-85).</u> 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 pustani, 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		
36.	44070063	<u>T-7A, DISCHARGE NOTICE.</u> Book of 200 leaves each with numbering , 1 st copy perforated and 2 nd copy unperforated. White creamwove paper , Sizes of leaf 135 mm X 160 mm, GSM of the paper 53-58 ,Calico M.P. side flush cut binding , Top side covered with 75 mm wide Calico , Top & Bottom 2 mm thick red board covered with M.P. Printing in one side , printing nomenclature as per sample. Paper label.	Books	200		

No.: HDC/MM/LT-03/13/106

Sl. No.	Item Code No.	Description	Unit	Qty.	Basic Rate exclusive of GST (inRs.)	Total amount exclusive of GST (in Rs.)
37.	44070066	T-71, Wagon Tally Sheet: Book of 100 leaves each, white creamwove paper, leaf Size: 165 mm.X 210 mm, Leaf GSM: 53-58, 1 st copy perforated and 2 nd copy un – perforated, ordinary book binding covered with thick brown paper, printing in one side, .Printing nomenclature as per sample. Paper Label.	Pads	30		
38.	44990043	GATE REGISTER. Book of 200 leaves each with numbering, ledger paper, leaf size : 208 mm. X 335 mm., leaf GSM: 72-78, leather calico binding with pustani, left side covered with 105 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 samaple, paper label, printing in both sides.	No	5		
39.	44020097	RESUMPTION ORDER FORM Pad of 100 leaves each, white creamwove paper, sizes of leaf: 170mm X 200mm, GSM of the paper : 53-58, pad must be well-pasted on top & left side with M.P. and card board back, printing in one side, printing nomenclature as per sample.	Pads	10		
40	44030075	DEPLOYMENT FORMAT (STAFF & MAZDOOR) Pad of 100 leaves each ,white creamwove paper ,sizes of leaf :208mm X 335 mm , 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 .	pads	10		
Total Amount:						

Date : _____

Telephone No.(s) : _____

Fax No.: _____

Mobile No. : _____

E-mail ID : _____

Signature of the Tenderer with Office Seal

Full Address : _____

