



Institute of Hotel Management, Catering Technology and Applied Nutrition

Veer Savarkar Marg, Dadar (W), Mumbai-400 028. India.

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Email: [director@ihmctn.edu](mailto:director@ihmctn.edu) / [admin@ihmctan.edu](mailto:admin@ihmctan.edu)

**E-TENDER NOTICE**

**NIT No: IHM/e-Tender/Print/Mumbai/15/2017-18**

**Dated: 09/03/2018**

Online tender, (Two Bid System- Technical and Financial) are invited from reputed manufactures/suppliers for **Printing Item** at Institute of Hotel Management, Catering Technology and Applied Nutrition Veer Savarkar Marg, Dadar (W). Mumbai-400028

Sr. No	Name of work	P.AC.	EMD	Time allowed for completion of supply	Cost of tender Document	
					Tender Cost	Online Processing fee
1	Supply of Printing Item at Institute of Hotel Management, Catering Technology and Applied Nutrition at IHM Mumbai.	Rs.1.00 Lacs	Rs. 2,000/- payable through DD/Bankers cheque as per the tender document.	2 days	Rs. 3000/- payable through DD/Bankers cheque as per the tender document.	Min Rs.500/- & Max Rs.7000/- payable through online only

1. The Tenderers intending to participate in this Tender are required to get enrolled on the portal [www.tenderwizard.com/IHM](http://www.tenderwizard.com/IHM). Enrolment on the above mentioned Portal is mandatory.
2. The tenderers have to digitally sign their bids before submitting the bids hashes online thus the tenderers are advised to obtain Digital Certificates. The Bidders may contact **Mr. Satadala Samanta (8013426317) & Mr. Mayank Singh (800115628)** for obtaining Class - III Digital Signature Certificates and get registration.
3. Tender documents are also available in our website [www.ihmctan.edu](http://www.ihmctan.edu) but for participation purpose you have to through [www.tenderwizard.com/IHM](http://www.tenderwizard.com/IHM) website.
4. The tenders are required to submit Envelope 'A' physically and must be upload on e-tendering portal: [www.tenderwizard.com/IHM](http://www.tenderwizard.com/IHM) as per dates Indicated in Key Dates. The Physical Envelope should contain the following. SPEED POST only to the Institute of Hotel Management, Catering Technology and Applied Nutrition Veer Savarkar Marg, Dadar (w), Mumbai-400 028
5. **Tender cost and processing fee are non-refundable.**
6. Submit EMD, of **Rs. 2,000/-** in the form of Demand draft drawn from any Nationalized Bank in favor of **Institute of Hotel Management, Catering Technology and Applied Nutrition, Mumbai** payable at **Mumbai**. **For successful bidder the EMD will be retained as Security Deposit and will be returned after the completion of contract period.**
7. Tenderer which qualifies the Technical bid will only be considered for opening of Financial Bid, rest of the financial bid will be rejected. **Institute of Hotel Management, Catering Technology and Applied Nutrition** reserve the right to reject any or all the Tenders received without assigning any reason(s) thereof.
8. Security Deposit will be Rs.2000/- to be deposited after the contract is awarded in the form of DD.

Sd/-  
PRINCIPAL  
Institute of Hotel Management  
Catering Technology and Applied  
Nutrition, Mumbai.

## Technical Document

Kindly upload scan copies of the below mentioned documents under Technical Qualification (Envelope A) & Submit Physical copy of the documents in department/office in due date **16/04/2018 06 PM**

<b>Online Tender Schedule:</b>			
<b>S. No</b>	<b>Stages Name</b>		<b>Start Date and Time</b>
1	Start of downloading of tender document		<b>12.03.2018 10:00 a.m.</b>
2	Closure of downloading of tender document		<b>10.04.2018 18:00 p.m.</b>
2	Last date and time of online submission of Bid.		<b>16.04.2018 18:00 p.m.</b>
3	<b>Last Date of BID SUBMISSION (HARD COPY OF TENDER COST, EMD AND OTHER ELIGIBLE DOCUMENT)</b>		<b>20.04.2018 18:00 p.m.</b>
5	TENDER OPENING Technical		<b>24.04.2018 11:00 a.m.</b>
6	TENDER OPENING Financial		<b>Will be intimated later</b>
7	Minimum Validity of Tender offer		<b>180 Days</b>
8	Estimated cost of tender		
9	TENDER OPENING Financial		<b>Will be intimated later</b>

**Note: - Both online and offline submission of tender are mandatory.**

**Procedure for submission of E-tender by bidder:**

Interested bidders who wish to participate should visit website [www.tenderwizard.com/IHM](http://www.tenderwizard.com/IHM) which is the ONLY website for bidding their offer. Further, the procedure is as follows:

1. Register your company in website [www.tenderwizard.com/IHM](http://www.tenderwizard.com/IHM) for obtaining a Login ID and Password.
2. Using the login ID, password and digital signature, enter the tender portal to download the tender document.
3. Pay EMD through DD and upload the scan copy in website.
4. Attach supporting documents first in "Document Library". Then attach them by selecting in particular tender.
5. Submit the tender. You will receive a system generated "Acknowledgement Copy" of tender submission.
6. Bidder can change quoted rates any time before of closing date & time.

Bidder must submit the offer before the online closing date & time. The website will automatically stop accepting the offer after online closing date and time.

e-Tendering Helpline no: 011-49424365 For Support: For e-tendering queries kindly contact **Mr. Satadala Samanta** ([twhelpdesk701@gmail.com](mailto:twhelpdesk701@gmail.com)) Mob- 8013426317, **Mr. Mayank Thakur** ([twhelpdesk605@gmail.com](mailto:twhelpdesk605@gmail.com)) Mob- 800115628

sd/-

**PRINCIPAL**

**Institute of Hotel Management  
Catering Technology and Applied  
Nutrition, Mumbai-400028**

**INSTITUTE OF HOTEL MANAGEMENT  
CATERING TECHNOLOGY & APPLIED NUTRITION**

**Veer Savarkar Marg, Dadar West, Mumbai 400 028**

**E-TENDER NOTICE**

**SEALED** tenders are invited Upto 3.00 p.m. **on Monday, 16<sup>th</sup> April, 2018**, for the supply of the following items on a rate contract basis, for the period 1 JUNE 2018 to 31 MAY 2019.

The tender is subject to the following terms and conditions:

1. Each tenderer will have to pay Earnest Money Deposit in DD. **DD SHOULD BE SUBMITTED SEPARATELY AND SHOULD NOT BE SEALED TOGETHER WITH THE TENDER FORM.** Earnest Money Deposit will be forfeited in case after the acceptance of tender, the tenderer does not furnish the requisite security deposit and execute the agreement.
2. Well known Branded products will be given preference. Past experience in supplying to reputed organizations is necessary.
3. The Institute reserves the right to reject any or all the tenders without assigning any reasons whatsoever and no representation shall be entertained on this account.
4. All rates will be inclusive of taxes and delivery charges. All items will be supplied at the Institute premises.
5. Each tender will be accepted subject to the existing tax laws prevalent in the State of Maharashtra and must state his registration number of taxes.
6. The tenders will be opened at 11.00 a.m. on Tuesday, the **24<sup>th</sup> April, 2018.**
7. Detailed tender form our website [www.ihmctan.edu](http://www.ihmctan.edu). **Tender forms can be downloaded from the website.**
8. **The Financial bids** needs to be submitted online on [www.tenderwizard.com/IHM](http://www.tenderwizard.com/IHM) , **no hard copy needs to be submitted.**

# **INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION**

**Veer Savarkar Marg, Dadar West, Mumbai 400 028**

## **General terms and conditions:**

1. While quoting rates the parties must quote for the unit mentioned in the tender paper. However if there is any change in unit of any article, this must be mentioned while quoting the rates.
2. Trade license true copy (attested by gazette officer) to be submitted along with the tender form.
3. Xerox copies of PAN certificate, Income tax filing(last year) and GSTIN Registration and Clearance certificate(last year) to be submitted along with the tender form.
4. Wherever brand and quantity of any article containing in a sealed is not mentioned in the tender form, the details of such article are to be mentioned by the tenderer in the remarks column. Article to be supplied strictly in time as briefed.
5. Parties must supply as per specification mentioned in the tender paper.
6. The successful tenderer shall have to deposit a sum of Rs.2,000.00 (Rupees two thousand) only as security deposit before the agreement and it will be refunded immediately after the contract period is over. The security deposit will carry no interest.
7. The tenderer should enter into an Agreement before commencement of supply of materials.
8. Discontinuance of supply of materials before the contract period will lead to forfeit the security deposit.
9. The Institute do not bind themselves to accept lowest or to give any reason for their decisions. The rate will be for one year and can be extended in consultation with the tenderers.

10. The undersigned reserves the right to cancel any or all the tenders without assigning any reason.
11. Rates for all items carrying printed MRP should be quoted in terms of percentage of discount on the MRP printed on each item.
12. Any paper related to tender should be provided as and when required by the Institute.
13. The purchase requisition shall be collected from the store keeper on every Friday between 4.00pm to 5.00pm and the materials to be delivered on next Monday by 5.00pm
14. The items not supplied by the contractor because of some or other reasons, will be purchased by the Institute from open market.
15. In case of repeated defaulters in the supplies, the Institute reserve the right to terminate the contract and the contractor shall have no right to any compensation of any loss.
16. Payment will be made on monthly basis.
17. Rates will be inclusive of Duties, Taxes where legally leviable and intended to be claimed should be distinctly shown separately in the Tender.
18. **Validity of Quotation:** Your quotation should be valid for 90 days from the date of opening of tender.
19. Prices quoted are FOR basis to this Institute. The rates are inclusive of freight, cartage and transit insurance etc.
20. **Final Authority:** If the tenderer desires to appeal against any matter he shall appeal to Principal/Secretary, Institute of Hotel Management Catering Technology & Applied Nutrition, Mumbai whose decision on such matters shall be final and conclusive.
21. **Arbitration:** Any dispute or difference between the parties with regard to this document and all connected and related matters whatsoever shall be discussed and settled amicably. In the event of any failure to resolve the disputes or difference whatsoever shall be referred to the sole Arbitrator appointed by the Institute. The decision of the Arbitrator will be final and binding on both sides.

22. Rates for all items carrying printed MRP should be quoted either MRP or discounted on MRP.

**The Following Documents must be uploaded along with Technical Bid otherwise the tender shall be summarily rejected.**

**CHECK LIST:**

- 1. Previous Experience in the same trade (Copy of work order/Purchase order)**
- 2. Self-attested copy of last year Income Tax Return.**
- 3. Self-attested copy of PAN card.**
- 4. EMD fee of Rs. 2,000/- (Online payment receipt).**
- 5. Self-attested copy of MSME Certificate (if applicable)**
- 6. GST registration No. (if applicable)**
- 7. Technical Specification and Tender terms and conditions –All pages duly signed and stamped and Annexure-A and Annexure-B**

IHM, Mumbai reserves the right to ask for additional documents/clarificatory documents which are not post-dated to the opening at the technical bid.

I/we have read and understood various forms and documents and am/are submitting tender complete in all respects. I/we agree to the terms & conditions as detailed in the tender documents.

Thanking You

Yours Sincerely

**Signature, Name and designation (Stamp)**



## ANNEXURE-A

SR. No.	Particulars	
1.	Name of the Firm	
2.	Address of the Firm	
3.	Name of the Banker	
4.	Contact No. & Email id (if any)	
5.	In case of MSME Firm (upload the Registration certificate)/NSIC Certificate	
6.	<b>Status of the Firm</b> -please state whether Registered, Co-operative society, Public Ltd company,	
7.	Previous Experience in the same trade with names of Hotels/Institutions served (Copy of work order/Purchase order to be uploaded)	
8.	Last year Income Tax Return (Copy to be uploaded)	
9.	Income Tax permanent Account No.(PAN) Copy to be uploaded.	
10.	<b>EMD Fee of Rs.2,000/-</b> (Online Payment)	
11.	RTGS/NEGT Details Account Name (For refund of EMD)-	Account Name- Bank Name- Account Number- IFSC Code-
12.	<b>GST registration No.</b> ( if applicable Copy to be uploaded)	
13.	Under MSME ACT exempted from payment of EMD and tender for fee- <b>if yes, please Enclose a copy of relevant certificate.</b>	

**(Signature of the tenderer & designation of the signatory status and office seal.)**

**INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED  
NUTRITION  
VEER SAWARKAR MARG, DADAR WEST, MUMBAI 400 028**

**Annexure – B: TECHNICAL BID**

Name of the Firm of the Tenderer .....

Names of all the partners of the Firm, if any .....

.....

Address of the tenderer: Shop/Office .....

.....

Telephone No., Fax No. ....

E-Mail Address: .....

State if the tenderer owns a factory/workshop anywhere. If so, give full details:

How long is the tenderer in this business of supplies? ..... Years

State if the tenderer is at present supplying to any of the Hotels, Hostels, Hospitals, Clubs, etc. and give particulars and attach copies were necessary.

1. ....

2. ....

3. ....

4. ....

5. ....

State details of Registration No. of Goods and Service Tax and enclose latest Income Tax Clearance Certificate.

.....  
Tenderer

.....  
Seal of the tenderer

Signature of the

**TO BE FILLED ONLINE**  
**FINANCIAL BID**

From: \_\_\_\_\_

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

To,  
The Principal  
Institute of Hotel Management, Catering Technology & Applied Nutrition  
Veer Sawarkar Marg  
Dadar West, Mumbai 400 028.

Sir,

With reference to your advertisement – Tender in the local newspapers and website for the year 01 June 2018 to 31 May 2019 for the following items, I/We hereby submit my/our financial bid required by you:

**PRINTING**

<u>SR. No</u>	<u>ITEM</u>	<u>DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>RATE</u>
1	Answer books ( Institute )	( Size 8 1/4" x 13 1/4" ) printing and ruling in one colour on good quality thick maplitho paper , 08 pages including cover page printed , top left side punched , pinned at two points(20 packets of 500 each as per sample )	10000 nos	lot	
2	Book Card ( Library )	( Size 3 " x 5 1/4" ) printing and ruling on good quality white cardpaper in one colour as per sample .	500 nos	lot	
3	Borrower's Card ( Library )	( size 3 " x 5 1/4 " ) printing and ruling in one colour on both sides on good quality card paper as per sample .	500 nos	lot	
4	Catalogue Institute	Page size 10" x 8 1/2" cover page in 250gms Sinar art card. Inside pages approximately 32 to 40	3000 nos	lot	

		pages in 135 gms Sinar art paper. Cover and inside six papers in full colour, the rest in three colours along with application form perforated as per sample.			
5	Certificate Housewives(students)	(size 7 1/4"x9 1/4") printing and ruling on good thick art card on one side in four colours with Institute monogram 05 packets of100 each as per sample	500 nos	lot	
6	Certificate -Honar se Rozgar	(size 9.2"x11") printing and ruling on good thick art card on one side in four colours with Institute monogram 10 packets of100 each as per sample	1000 nos	lot	
7	Certificate -Skill Testing	(size 8.6"x11.8") printing and ruling on good thick art card on one side in four colours with Institute monogram 05 packets of100 each as per sample	500 nos	lot	
8	Certificate Merit ( Students )	( size 8 1/4"x9 1/2" ) one side printing with monogram printed in two colours on good quality art papers as per sample(2pkts of 100each)	200 nos	lot	
9	Cheque Intimation Card	( size 5 1/2"x3 1/2" ) printing in one colour on both sides on goodquality card paper as per sample .	500 nos	lot	
10	Envelopes white	( size 9"x4" )printing in Hindi and English, in one colour on one side in good thick quality cover with address and monograms as persample ( envelopes supplied by you )	1000 nos	lot	
11	Envelopes white	( size 10"x12" ) printing in Hindi and English , in one colour on one side in good thick quality cover with address and monograms as	1000 nos	lot	

		per sample ( envelopes supplied by you )			
12	Envelopes white	( size 5"x11" ) printing in Hindi and English in one colour one side in good thick quality cover with address and monogram as per sample ( envelopes supplied by you ) .	500 nos	lot	
13	Envelopes canvas ( cloth lined )	( size 12"x 9 3/4" ) printing in Hindi and English in one colour on good thick quality paper with address and monogram as per sample with canvas coating	1000 nos	lot	
14	Envelopes canvas ( cloth lined )	( size 14"x 12" ) printing in Hindi and English in one colour on good thick quality paper with address and monogram as per sample with canvas coating	1000 nos	lot	
15	File folder - admission	(open size 17 1/2"x14") printing in Hindi and English in one colour on one side thick quality brown paper with white strip pasted and side punched ( 10 pkts of 100 )	1000 nos	lot	
16	Identity Card	(size 3 1/2" x 5") two sides printing in one colour on thick Artcard/cardboard paper with plastic cover with 500 loose slips as per sample	500 nos	lot	
17	Identity Card	(size 3 1/2" x 2") two sides printing in four colour on PVC Inkjet with heating, Editing and Designing.	500 nos	lot	
18	Identity Card Holder with String	Plastic holder with printed string	500 nos	lot	
19	Invitation Card	( size 7" x 5" ) printing in one colour on both sides on white ivory thick card , with white envelopes printing monograms	300 nos	lot	

		and address printed in one colour on the envelope as per sample ( envelopes supplied by you ) .			
20	Industrial Release Log Book	( size 7 1/4" x 9" ) printing and ruling in one colour superior whitemaplitho paper with PVC opaque jackets 104 pages as per sample	200 books	lot	
21	Journal Book Ordinary	( size 8 3/4" x 11" ) 250 pages good quality white maplitho paper with ruling on both sides with a hard cardboard as per sample.	1000 books	lot	
22	Journal - Degree in H&HA Std. Recipes	( size 8 3/4" x 11" ) inside 150 folios and 6 index pages good quality thick ledger paper with ruling and printing in one colour on both sides with a hard cardboard cover, each with label as per sample	600 books	lot	
23	Journal - Degree in H&HA Std. Recipes	( size 8 3/4" x 11" ) inside 192 folios and 9 index pages good quality thick ledger paper with ruling and printing in one colour on both sides with a hard cardboard cover, each with label as per sample	600 books	lot	
24	K.O.T. Books	( size 7"x4 1/2" ) printing in one colour on good quality thick maplitho paper , with monogram , 1 st copy white perforated , second copy pink perforated , third copy green fixed with serial nos. On top and on spine . Top loose cover with bottom cardboard and side binding as per sample .Serial nos 1 to 10000 each book = 1 x 100 Books	10 books	lot	
25	Label With Best Compliments from :	( size 5" x 3 1/2" ) printing in one colour on one side on good	100 nos	lot	

		quality thick maplitho paper as per sample .			
26	Letter Heads	( size 14" x 8.5" ) on executive bond paper with address and monogram printing in Hindi and English in four colour along with a watermark on one side in packet( 20 packet x 100 )	2000 nos	lot	
27	Letter Heads A4	( size 8.5" x 11" ) on executive bond paper with address & monogram printing in Hindi and English in four colour along with a watermark on one side in packet( 20 packet x 100 )	2000 nos	lot	
28	Letter Heads Foolscape	( size 8 1/4" x 14" ) on executive bond paper with address & monogram printing in Hindi and English in four colour along with a watermark on one side in packet( 20 packet x 100 )	2000 nos	lot	
29	Mess Card	size 6cm x 9 cm printing on good quality thick paper in 3 different colours as per sample .	1500 nos	lot	
30	Maintenance Book	(size 13 1/2" x 8 1/2") printing and ruling in one colour with waterline on superior quality maplitho paper having 50 folios and half bound.as per sample	1 register	lot	
31	Order Form Book	Size 7 X 8 1/2 (3x1) printing in one colour on good quality paper, 1st copy white, 2nd green, 3rd yellow. 1 book = 100X3 pages as per sample	5 books	lot	
32	Postage Register	( size 10 " x 15 1/4" ) printing and ruling in one colour on good quality thick ledger paper on both sides inside 500 pages open leather bound with gold embossed label as per sample .	1 book	lot	

33	Railway Concession Issue	( open size 17 " x 13 1/4" ) printing and ruling on both sides in	1 register	lot	
	Register	one colour on good quality white thick maplitho paper .Folio 1 to 150 open leather bound , as per sample .			
34	Results Registers ( Students )	( open size 10" x 15" ) printing and ruling in one colour on good quality thick ledger paper on both sides with A to Z index of 100 folios open leather bound with labels , as per sample .	5 Registers	lot	
35	Salary Register( Staff )	(open size 30 1/4" x 19 3/4")printing & ruling in one colour on both of good quality thick ledger paper 200 folios as per sample , open leather bound with gold embossed label .	1 Register	lot	
	Individual				
36	Visiting Card	( size 2 1/4" x 3 3/4" ) printing in one colour on standard card paper as per sample .	500 nos	lot	
B					
1	C Form - Pad	Size 8 3/4" x 11 1/4" (1+2) printing in single colour on good quality paper 1 pad = 50 x 3 pages as per sample	5 pads	lot	
2	Employees Clearance Sheet	Size 8 3/4"x11 1/4" (2x1)printing in one colour on good white paper 1 pad of 100 pages each	5 pads	lot	
3	Envelopes	Size 9 1/2" x 4 1/2" printing in one colour on good quality paper as per sample (envelopes to be supplied by you).	1000 nos	lot	



4	Envelopes	Size 11" x 5" printing in one colour on good quality paper as per sample (envelopes to be supplied by you).	1000 nos	lot	
5	Envelopes	Size 7" x 4" printing in one colour on good quality paper as per sample (envelopes to be supplied by you).	1000 nos	lot	
6	Envelope - clothlined	size 12x9 printing in English in one colour on good thick quality paper with address and monogram as per sample with canvas coating	100 nos	lot	
7	Fire Exit Plan	Size 7" x 10" printing in one colour on good quality paper as per sample	50 nos	lot	
8	Function Prospectus Book	Size 13x8 inches. Bound at the top. Top loose cover with bottom cardboard printing in one colour, two copies. 1st copy perforated. Both copies on white paper with serial number.	5 books	lot	
9	GATE PASS BOOK	Size 7 1/2 x 4 1/2 printing in one colour in good quality maplitho paper 1st copy white perforated, second copy yellow & 3rd copy green. Top loose cover with bottom cardboard in book form.	5 books	lot	
10	Guest Folio	(Computerised sheets) Size A4 (single copy) printing in one colour on good quality paper as per sample.	10000 nos	lot	
11	Guest Registration Card	Size 9 1/4" x 7 1/4" printing in one colour on card paper as per sample	5000 nos	lot	

12	Guest Stationery Book	Size 8 3/4" x 11 1/4" printing in one colour on good quality paper as per sample	1000 nos	lot	
13	House Rules	Size 7" x 10" printing in one colour on good quality paper as per sample	50 nos	lot	
14	Identity Cards	Size 6 1/2" x 4 1/2" printing in one colour on card paper with plastic cover as per sample	100 nos	lot	
15	Key demand card	Size 4.5"x3" on yugo art card (front & back printing) as per sample printing in one colour	1500	lot	
16	KOT Pad	Size 5 3/4" x 6" printing in good quality paper(1+2) with carbon paper first copy in yellow colour, 2nd copy in pink, as per sample. 1 pad of 100x2 pages each	50 pads	lot	
17	Laundry Issue Register	Size 8 1/4" x 13 1/2" printing in colour on good quality ledger paper folios 1 to 100 (open size 16 1/2"x27") in register form as per sample	2 registers	lot	
18	Laundry service rates	Size 8"x13 1/4" printing in one colour on good quality paper in pad form 1 pad of 100 pages each	5 pads	lot	
19	Left Luggage Tags	Size 3 1/2" x 3" printing in one colour on card paper as per sample	500 nos	lot	
20	Letterhead	Size 8 3/4" x 11 1/4" printing in one colour on executive bond paper as per sample	1000 nos	lot	

21	Linen Book (Receipts/Issue) Register	Size 8 1/4" x 13 1/2" printing in colour on good quality ledger paper pages 1 to 100 as per sample(open leather bound with gold embossed label)	2 registers	lot	
22	Message slips	Size 4 1/2" x 5 1/2"printing in one colour on good white maplitho paper as per sample	50 nos	lot	
23	Order Form Book	Size 7 X 8 1/2 (3x1) printing in one colour on good quality paper, 1st copy white, 2nd green, 3rd yellow. 1 book = 100X3 pages as per sample	5 books	lot	
24	Receipt Book Pad	Size 8 " x 5 1/2" (3x1) printing in one colour on good 1st copy white, 2nd copy green and 3rd copy blank in pad form 1 pad = 50 x 3 pages as per sample	5 pds	lot	
25	Record of property found	Size 7" x 8 1/2" (3x1) printing in one colour on good maplitho paper 1st copy white, 2nd green and 3rd yellow paper 1 pad = 100 x 2 pages as per sample	1 book	lot	
26	Register for Room Service	Size 8 1/4" x 13 1/2" 150 folios ledger paper single colour printing on good quality paper as per sample	2 registers	lot	
27	Scribbling pads	Size 4"x5" printing in one colour on good white maplitho paper of 20 leaves in a pad form as per sample	50 pads	lot	
28	Sticker for Geycer	(size 5"x5") printing in two colours on thick coloured sticker	100 nos	lot	

		sheets. Proper half cut to remove the sticker			
29	Suggestion card	Size 8"x11.5" printing in one colour on good quality paper (front & back printing) as per sample	500 nos	lot	
30	Tariff Cards	Size 6 1/2" x 4 1/4" open size printing on both sides in one colour on card paper as per sample	1000 nos	lot	
31	Tent cards APS	Size 14" x 6" buff card one side screen printing in one colour & punching as per sample	200 nos	lot	
32	Tray mat	Size 18x12 good quality white paper with punch as per sample	1000 nos	lot	
33	Tray mat	Size 20x16 good quality white paper with punch as per sample	1000 nos	lot	
34	Tray mat	Size 24x16 good quality white paper with punch as per sample	1000 nos	lot	
35	Tray mat	Size round 13" dia in good quality white paper with punch as per sample	1000 nos	lot	
36	Visiting cards	Standard size, non tearable good quality card paper as per sample	1000 nos	lot	
37	Whitney slips- Green	2"x3" printing in one colour on card paper as per sample	500 nos	lot	
	Pink	2"x3" printing in one colour on card paper as per sample	500 nos	lot	
	Yellow	2"x3" printing in one colour on card paper as per sample	500 nos	lot	
	Blue	2"x3" printing in one colour on card paper as per sample	500 nos	lot	

NOTE

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1. The quantities mentioned in the above schedule are only indicative of the estimated requirements of the Institute for the year and the Institute does not bind itself to purchase any or all of the Quantities indicated therein.

2. Please provide 2 to 3 pages extra in all the registers and books.

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Signature of Tenderer

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Seal of Tenderer