



## NOTICE INVITING TENDER

Sealed tenders on the prescribed format duly affixed with revenue stamps worth Rupees Two only and accompanied with earnest money in the form of CDR/FDR of the amount mentioned below pledged to the Chief Accounts Officer, SMVDSB are invited on behalf of the Chairman, Shri Mata Vaishno Devi Shrine Board from the concerned suppliers for supply of **Printed Stationery Materials** for a period of one year F.O.R. at Non-Engineering Stores, SMVDSB Banganga (Katra) as under: -

<u>S. No.</u>	<u>Name</u>	<u>Amount of CDR/FDR</u>
1	Printed Stationery Material	Rs. 20,000/-

The tenders complete in all respects should reach the office of the Chief Executive Officer, SMVDSB, Katra by or before 25/01/ 2010 upto 3:00 PM IST. Conditional, illegible, ambiguous tender(s) and tender(s) without CDR/FDR and received after the stipulated date and time shall be out rightly rejected. The tender(s) will be opened on the same day or any other subsequent day convenient to the undersigned in presence of such tenderers who may like to be present on spot. The detailed terms and conditions and Tender Format in which details of Printed Stationery Items have been mentioned can be had from the Central Office of the Shrine Board Katra against a cash payment of Rs.300/- on any working day from 10:00 AM to 5:00 PM and the same can also be downloaded from our website [www.maavaishnodevi.org](http://www.maavaishnodevi.org) & [www.tenders.indiatimes.com](http://www.tenders.indiatimes.com). Cost of tender form in the shape of Demand Draft drawn on S.B.I. Katra (Branch code No. 4223) must accompany the downloaded tender format. Tender complete in all respects must be sent to the undersigned through speed post / registered A.D. / reputed courier service or be put in the sealed tender box available in SMVDSB, Central Office, Katra by the due date and time.

No.: Co/Pur/312/9336  
Dt.: 04/01/2010

Dy. Chief Executive Officer,  
Shri Mata Vaishno Devi Shrine Board  
Katra



# Shri Mata Vaishno Devi Shrine Board

**Katra-182301**

**Phone: 01991-232189**

**E-mail: purchase\_sec@maavaishnodevi.net**

**Web site: www.maavaishnodevi.org**

## **Terms and conditions of NIT No. CO/PUR/312/9336**

**Dated: 04/01/2010**

1. The approved tenderers will have to supply the Printed Stationery material strictly as per approved samples against the supply orders issued from the Central Office in writing or on telephone, subsequently followed by written supply orders from this office from time to time during the rate approval period.
2. The rate approval order finalized on the basis of these tenders shall remain valid for a period of one year.
3. The quantities mentioned in the tender format are indicative in nature and can be increased / decreased according to our requirements from time to time during the rate approval period.
4. The Shrine Board reserves the right to approve the rates of more than one bidders declaring them as "Successful tenderers" and split the demand during the period under reference.
5. The required quantities during the contract period shall be communicated to the approved supplier in writing from time to time separately.
6. In case the approved supplier fails to supply the material within the stipulated period he/she shall be liable to a penalty for delays: -
  - a. Upto 15<sup>th</sup> day 1%,
  - b. From 16<sup>th</sup> day to 22<sup>nd</sup> day 1½%,
  - c. From 23<sup>rd</sup> day to 30<sup>th</sup> day 2 %.

Beyond 30<sup>th</sup> days, the supply order will be deemed to have been cancelled and the CDR of the supplier will be forfeited in favour of Shri Mata Vaishno Devi Shrine Board Katra and the rate approval order shall be treated as cancelled and the material shall be procured from the open market at the risk and cost of the defaulter supplier, where after the supplier will be debarred from any further dealings with the Shrine Board.

7. The firms registered with Shri Mata Vaishno Devi, Shrine Board, Katra for supply of the said items will be given preference.
8. In case of any dispute arising out of the contract, the Addl. Chief Executive Officer, Shri Mata Vaishno Devi Shrine Board, Katra will be the arbitrator and his decision shall be final and binding upon, both the supplier as well as the Shrine Board.
9. All the disputes are subject to Jurisdiction in the Court of Law at Reasi/Katra.
10. The Addl. Chief Executive Officer, SMVDSB reserves the right to terminate the rate approval order during its validity without assigning reason there to.
11. These terms and conditions will form a part of the contract with the successful tenderers.

**Dy. Chief Executive Officer  
Shri Mata Vaishno Devi Shrine Board  
Katra**



## TENDER FORMAT

Amount of CDR/FDR with number and date

To,

**The Addl. Chief Executive Officer,  
Shri Mata Vaishno Devi Shrine Board,  
Katra,**

Sir,

I, \_\_\_\_\_, M/s \_\_\_\_\_

hereby submit my tender for the supply of Printed Stationery Material alongwith sample of papers mentioned against each items for approval as per details given below: -

S. No.	Description of material	Specification	Approx. Qty. Reqd.	Net Rates F.O.R. at Non-Engineering Stores, SMVDSB, Banganga (Katra)
1	Accommodation booking register	Size 30cmX19cm, 200 leaves in each register, book binding, both side gatta, printing & numbering (Ballarpur, Sirpur, JK ledger paper 70 GSM)	200 Register	
2	Attendance register	Size 39cmX31cm, both side gatta, 200 leaves in each register, book binding, both side printing, ruling and numbering (Ballarpur, Sirpur, JK ledger paper 70 GSM)	70 Register	
3	Bin Card	Size 28cmX18cm, printing and paper as per sample Cardboard sheet	2500 Nos.	
4	Blanket issue book	Size 17cmX11cm, 100 leaves in triplicate in each book, 1st two copies perforated, 1st copy in pink colour, 2ndcopy in yellow colour and 3rd copy in white colour, book binding, numbering printing single side (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	4000 Books	
5	Blanket issue register	Size 31cmX20cm, book binding, both side gatta, 200 leaves in each register, both side printing and numbering (Ballarpur, Sirpur, JK ledger paper 70 GSM)	200 Register	
6	Complaint/suggestion book	Size 22cmX14cm, each pad containing 100 leaves, pad binding, single side printing JK paper as per sample (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	30 Books	
7	Complaint / suggestion register	Size 36cmX24cm, 200 leaves in each register, book binding, both side gatta as per sample (Ballarpur, Sirpur, JK ledger paper 70 GSM)	10 Register	
8	Check post register Banganga	Size 18.5cmX29cm, each register containing 200 leaves, both side gatta, book binding, printing and paper as per sample (Ballarpur, Sirpur, JK ledger paper 70 GSM)	50 Register	
9	Clock room token book	Size 21cmX19cm, 100 leaves in duplicate, 400 cash memos in each book, 1st copy in red colour & 2nd copy in black colour, book binding, numbering printing single side (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	1500 Books	
10	Dispatch Challan book (G)	Size 18cmX31cm, book binding, 100 leaves in quadruplicate, printing as per sample (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	250 Books	
11	Debit/credit voucher	Size 22cmX13cm, 100 leaves in each pad, printing single side binding (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	200 Nos.	
12	Donation thanks letter pad	Size 18.5cmX21cm, each pad containing 100 leaves, book binding, printing single side as per sample. (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	50 Pad	

13	Dispatch register	Size 19cmX29.5cm, 200 leaves in each register, book binding, both side gatta, numbering and printing (Ballarpur, Sirpur, JK ledger paper 70 GSM)	70 Register	
14	Daily sale statement Register.	Size 30cmX 20 CM, book binding in 100 leaves in triplicate, both side gatta, printing numbering and ruling single side (Ballarpur, Sirpur, JK ledger paper 70 GSM)	20 Register	
15	Daily consumption statement register	Size 38cmX31cm in quadruplicate 100 leaves in each register, book binding, both side gatta, printing and numbering single side (Ballarpur, Sirpur, JK ledger paper 70 GSM)	20 Register	
16	Discrepancy statement material check post register	Size 28.5cmX19.5cm in duplicate, book binding, both side gatta, printing and numbering single side (Ballarpur, Sirpur, JK ledger paper 70 GSM)	20 Register	
17	Gold/yellow metal register	Size 30cmX19cm containing 200 leaves in each register, book binding, both side gatta, printing and numbering both side (Ballarpur, Sirpur, JK ledger paper 70 GSM)	15 Register	
18	Statement of expenses incurred by Incharge Banganga	Size 30cmX19cm containing 100 leaves in duplicate in each register, book binding, both side gatta, printing and numbering single side (Ballarpur, Sirpur, JK ledger paper 70 GSM)	20 Nos.	
19	Envelope white with logo	Size 23cmX10cm, printing single side with Shrine Board logo as per sample	25,000 Nos.	
20	Car dairy for Driver	Size 20x16 cms. (As per sample) (Ballarpur, Sirpur, JK ledger paper 70 GSM)	100 Nos.	
21	File movement register	Size 32.5cmX20.5cm, containing 200 leaves in each register, book binding, both side gatta, printing and numbering both side (Ballarpur, Sirpur, JK ledger paper 70 GSM)	10 Register	
22	File cover	Size 34cmX25cm of laminated card Board sheet of 300 GSM with two eyes at top duly printed, fold portion, supported by the cloth on the inner side in different colour (Magenta, green, orange, wood & cream) Card Sheets	8000 Nos.	
23	General dormitory book for Vaishnavi Dham, Jammu	Size 21.5cmX27CM, 100 leaves in triplicate numbering perforated and book binding, 1st copy in pink colour, 2nd copy yellow and 3rd in white colour (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	60 Books	
24	Instruction pad for guest arrangements	Size 10.5cmX13cm containing 100 leaves in each pad, pad binding, numbering and printing single side, as per sample (Sr. No.12001 to onwards.) (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	200 Pads	
25	Inter office communication pad (small)	Size 13cmX22cm), 100 leaves in each pad, pad binding and single side printing (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	150 Pads	
26	Inter office communication pad (big)	Size 21.5cmX26.5cm, 100 leaves in each pad, pad binding and single side printing (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	200 Pads	
27	Imprest form	Size 20cmX32cm, printing as per sample (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	5000 Nos.	
28	Increment form Pad	Size 31cmX19cm, 100 leaves in each pad, pad binding and single side printing, printing as per sample (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	20 Nos.	
29	Letter head pad (medium/small size)	Size 17.5cm X22cm, containing 100 leaves in each pad, pad binding, single side printing as per sample (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	40 Pads	
30	Leave record register	Size 31cmX20cm, book binding, both side gatta, 200 leaves in each register, printing and numbering (Ballarpur, Sirpur, JK ledger paper 70 GSM)	20 Register	
31	Log book	Size 15cmX19cm, containing 200 leaves in each book, book binding, both side gatta, printing and numbering (Ballarpur, Sirpur, JK ledger paper 70 GSM)	50 Books	
32	Material movement register	Size 28.5cmX20.5cm, containing 200 leaves in register, book binding, both side gatta, printing and numbering (Ballarpur, Sirpur, JK ledger paper 70 GSM)	60 Register	
33	Medical Aid Register	Size 31cmX20cm, book binding, both side gatta, 200 leaves in each register, printing and numbering (Ballarpur, Sirpur, JK ledger paper 70 GSM)	20 Register	

34	Out Patient Door slip Pad	Size 13.5cmX21.5cm, containing 100 leaves in each pad, pad binding and single side printing (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	20 Pads	
35	Peon book	Size 18.5cmX15.5cm, containing 200 leaves in each book, book binding, both side gatta, printing and numbering (Ballarpur, Sirpur, JK ledger paper 70 GSM)	60 Books	
36	Property statement form	Size 39cmX31cm, printing single side, (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	1600 Nos.	
37	Personal information sys. form for officers	Size 40cmX31cm, printing and paper as per sample (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	200 Nos.	
38	Pre-printed Room reservation slip	Size 25.5cmX15cm, 80Col. Part-I, 60 GSM containing printing as per sample	1,00,000 Slips	
39	Pre-printed Priority slip	Size 19cmX10cm, both side printing and paper as per sample (100 GSM Gloria red colour)	35,000 Slips	
40	Priority slip of Sub Divisional Magistrate, Bhawan (Bathing Ghat)	Size 13cmX11cm, containing 100 leaves in each pad, pad binding, single side gatta, single side printing in pink colour (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	800 Pads	
41	Priority slip of Sub Divisional Magistrate, Bhawan (Gate No. 3)	Size 13cmX11cm, containing 100 leaves in each pad, pad binding, single side gatta, single side printing in yellow colour (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	800 Pads	
42	Receipt register	Size 31cmX19cm containing 200 leaves in each register, book binding, both side gatta and printing (Ballarpur, Sirpur, JK ledger paper 70 GSM)	30 Register	
43	Room rent book	Size 11cmX17.5cm, containing 100 pages in triplicate, 1st copy pink colour, 2nd copy yellow colour & 3rd copy in white colour, numbering portion perforated, book binding, single side printing (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	550 Books	
44	Ruled register	Size 17cmX29cm, containing 200 leaves in each register, book binding, both side gatta, covering printing, printing and numbering (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	700 Register	
45	Statement showing offering and donation pad	Size 19cmX30cm, 200 leaves in each pad, pad binding, printing single side (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	10 Pads	
46	Stock Ledger 500 leaves with index Alphabetically	Size 25cmX36cm both side gatta, superior book binding, 500 leaves in each ledger with side printing, numbering (Ballarpur, Sirpur, JK ledger paper 70 GSM)	100 Nos.	
47	Stock Ledger 250 leaves with index Alphabetically	Size 25cmX36cm both side gatta, superior book binding, 250 leaves in each ledger with side printing, numbering (Ballarpur, Sirpur, JK ledger paper 70 GSM)	100 Nos.	
48	Stock Register	Size 31cmX19.5cm, containing 200 leaves in each register, book binding, both side gatta printing and numbering (Ballarpur, Sirpur, JK ledger paper 70 GSM)	50 Register	
49	Staff out duty slip	Size 13cmx22cm, containing 100 leaves in each pad, pad binding and single side printing (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	20 Slips	
50	Slip pad Big and Small	Size 14cmX21cm, 100 leaves in each pad, pad binding, single side printing as per sample (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	600 Nos.	
51	Slip pad for Management Development training	Size 21.5cmX26.5cm, containing 200 leaves in each pad, pad binding, single side printing and one side gatta (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	350 Pads	
52	Master Sheet	Size 39cmX30cm, Paper & Printing as per sample (Ballarpur, Sirpur, JK ledger paper 70 GSM)	5000 Sheets	
53	Performa for claiming Traveling expenses	Size 31cmX19cm, 100 leaves in each book, book binding, one side gatta, one side printing (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	5 Nos.	
54	Track report form	Size 62cmX20cm, printing both side as per sample (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	6000 Nos.	

55	Temporary duty pass	Size 8.5cmX6.5cm, printing & Paper as per sample (I-Card size)	550 Nos.	
56	Yatra Registration Counter Register	Size 31cmX19cm, 200 leaves in each register, book binding, both side gatta and cover printing, printing both side & white paper (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	100 Register	
57	Yatra slip for Garbhjoon, Adhkuwari in three colour (white, yellow & pink)	Size 12.5cmX9cm, each pad containing 100 leaves, printing both side as per sample (Ballarpur, ABC, Sirpur, Satya, JK paper of 60 GSM)	7,00,000 Slips	
58	Pre-Printed Computerized Donation Slip with leaflet	i) Outer docket (Leaflet like cover) on minimum 120 gms of Sinar Mass Art Paper with four colour offset printing, size A4, Pre-Numbered with machine from Sr. No. _____to onwards, two folds, Perforated Pacca Binding in sets of 100 leaflets per book. ii) Computerized continuous roll of approx. 5 x3 inches with strong gumming Pre-numbered with machine from Sr. no. _____ to onward, Roll of minimum 2000 stickers, Pre-Printed as per the format	1,50,000 sets	
59	Priority Slip of Running Group	Size 15cmX11.5cm, each pad containing 100 leaves in each pad, printing single side and numbering as per sample (JK Bond Paper)	100 Pads	
60	Shrine Board Act Book	Size 22cmX13.5cm, each book containing 8-10 leaves in each book, both side Printing and numbering, book binding as per sample	20 Nos.	
61	Yatra Guide Booklet Hindi	Size 13.5 cm. x 20.5 cm. in Hindi Multi Colour cover with Lamination paper as per sample	5000 Nos.	
62	Yatra Guide Booklet English	Size 13.5 cm. x 20.5 cm. in English Multi Colour cover with Lamination paper as per sample	5000 Nos.	
63	Yatra Booklet Hindi & English	Size 13.5 cm. x 20.5 cm. in English Multi Colour cover with Lamination paper as per sample	5000 Nos.	
64	Measurement Book	Size 13.5 cm. to 16.5 cm. (100 leaves) (Ballarpur, Sirpur, JK ledger paper 70 GSM)	200 Books	
65	Clock Room Token Books for Vaishnavi Dham	Size 22 cm x26 cm 100 leaves in duplicate, 400 cash memo in each Book, 1 <sup>st</sup> copy in Red Colour & 2 <sup>nd</sup> copy in Yellow colour, Printing Book, Binding, Numbering, Printing single side (ABC Paper of 60 GSM)	20 Books	
66	Card for Pricing with logo	Size 7 cms. x 9 cms., Printing in Black colour, Billarpur Paper 60 GSM.	30,000 Nos.	
67	PP Computer SSVP Receipt	(i) Outer docket (Leaflet Like Cover) on Minimum 120 Gms. Of Sinar Mass Art Paper with four colour offset printing, size A4, Pre-numbered with machine from Sr. no. 1 to onwards, two folds perforated pacca binding in sets of 100 leaflet per book.	5000 Nos.	
68	Bill Bash Memo Book	Size 19cmX30cm, 100 leaves in duplicate in each book containing 400 cash memos, numbering perforated and book binding, printing single side, news prints for duplicate blank copy (Ballarpur paper of 60 GSM)	500 Nos	
69	Material Check Post Register Milk Bar	Size 28.5cmX19.5cm in duplicate, book binding, both side gatta, printing and numbering single side (Ballarpur paper of 70 GSM)	100 Nos	
70	Daily Donation Record register	Size 20cmX32cm, 200 leaves in each register, book binding, both side printing numbering and ruling Ballarpur ledger paper 70 GSM)	100 Nos	
71	Goods Receipt Book	Size 31cmX19cm, Both side Gatta book binding 100 leaves in duplicate, 1 <sup>st</sup> copy in red colour and 2 <sup>nd</sup> copy in black colour perforated, single side printing and numbering (Ballarpur paper of 60 GSM)	100 Nos	
72	Hand Receipt Book	Size 12.5cmX30cm containing 100 leaves each book, book binding, both side gatta, printing as per sample (Ballarpur paper of 60 GMS)	100 Nos	

73	Register of Visitor	Size 29.5cmX19cm containing 200 leaves in each register, book binding, both side gatta, printing and numbering both side (Ballarpur paper of 70 GSM)	100 Nos	
74	Accommodation reservation slip	Size 13.5 cm x 22 cm, 100 lvs. In each pad, pad binding printing single side as per sample (Ballarpur ABC Sirpur Satya, JK Ledger Paper 60 GMS)	300 Nos	
75	Uniform issue Book	Size 19 cm x 20.5 cm, 10 lvs. Each book, book binding single side printing (Ballarpur ABC Sirpur Satya, JK Ledger Paper 60 GMS)	200 Nos	

I further affirm that I have read and fully understood the tender notice and have agreed and signed to abide by all the terms and conditions laid therein.

If the contract of the above said material is allotted to me, I agree to supply the material within stipulated period as mentioned in the terms and conditions. In case, I fail to do so, the Shrine Board is authorized to forfeit my CDR pledged to the Chief Accounts Officer, Shri Mata Vaishno Devi Shrine Board, Katra.

**Signature** \_\_\_\_\_

**Of M/s** \_\_\_\_\_

\_\_\_\_\_

**Ph.** \_\_\_\_\_

**M.:** \_\_\_\_\_