



Tel.22582106 (Direct); 22582972-74

Hospital: 22586262

Fax : 0091-11-22590495

Website: www.ucms.ac.in

UNIVERSITY COLLEGE OF MEDICAL SCIENCES

(UNIVERSITY OF DELHI)

DILSHAD GARDEN DELHI-110 095

F.No. (27) (4) /UCMS/CS/Rate Contract for Printing Stationery items/2017-19

Dated: 19.09.2017

M/s.....
.....
.....

Sub:- Quotation for the Supply of Printing Stationery items 2017-19

Sir,

Sealed quotations are invited for the supply of items as per list attached at Annexure-I:-

1. Quotation must be marked "Quotation for the Supply of Printing Stationery items" addressed & submitted to the Central Store Section, Room No. 06 (Ground Floor), University College of Medical Sciences, Dilshad Garden, Delhi-110095 so as to reach on 14.10.2017 upto 12.00 p.m., the bids will be opened on 16.10.2017 at 11.00 a. m.
2. Quotation must be submitted only for the articles which can be supplied within a period of 21 days from the date of issuance of order.
3. The supply / installation will be made at University College of Medical Sciences, Dilshad Garden, Delhi-110095.
4. The College reserves all rights to accept/reject/ cancel the proposal at any stage without assigning any reason.
5. The firms must quote the rates in figure as well as in words for all the items. The rates should be quoted clearly without any overwriting/ cutting.
6. The rates quoted will be binding for a period of two years approximately which can be considered for further extension on the mutual agreement between College & approved supplier and supply will be subjected to the approval of the College.
7. No request for increase in rates will be entertained during the period of contract.
8. Quotation letter is non-transferable and should be submitted as per our prescribed format on company's letter head duly signed by the competent signatory.
9. Where brand name is not specified in the list the samples must be submitted at the time submission of tender.
10. **EMD/Security Money of Rs. 5,000/- (Rupees Five Thousand Only)** in the form of DD in favour of "The Principal, University College of Medical Sciences", payable at Delhi shall be submitted along with the quotation, failing which the bid will be rejected. The EMD amount shall be converted as Security Money for the approved supplier for the contracted period. The EMD will be returned without any interest after completion of the contract period.

Yours faithfully,

sd/
Assistant Registrar

Encl: As above

Printing Stationery Items

DEPARTMENT:-- CENTRAL STORE

Annexure-1

S.No	NAME OF THE ITEMS AND SPECIFICATION	Rate per Piece/Register /Answer Sheet/pad/ Book.	Percentage of GST item wise	Total Price Item wise (Including Taxes)
1.	White Envelops without window duly printed 95 GSM Size: 6"x4" with Flap 1½"	Per 1000 Envelops		
2.	White Envelops without window duly printed 95 GSM Size: 11"x5" with flap 1½"	Per 1000 Envelops		
3.	White Window Envelops duly printed 95 GSM Size: 6"x4" with flap 1½"	Per 1000 Envelops		
4.	White Window Envelops duly printed 95 GSM Size: 11"x5" with flap 1½"	Per 1000 Envelops		
5.	Brown Envelops duly printed 95 GSM Size: 12"x10" with flap 1½"	Per 1000 Envelops		
6.	Brown Envelops duly printed 95 GSM Size: 16"x12" with flap 2"	Per 1000 Envelops		
7.	Brown Envelops with Cloth duly printed 95 GSM Size: 16"x12" with flap 2½"	Per 1000 Envelops		
8.	Brown Envelop with Cloth duly printed 95 GSM Size: 12"x10" with flap 1½"	Per 1000 Envelops		
9.	Register 2 Quire (192 Page) (Ruled) white paper 75 GSM Duly printed Cover page (Brand -Neelgagan)	Per Register		
10.	Register 3 Quire (288 Page) (Ruled) White Paper 75 GSM Duly printed Cover page (Brand -Neelgagan)	Per Register		
11.	Register 4 Quire (384 Page) (Ruled) white paper 75 GSM Duly printed Cover page (Brand -Neelgagan)	Per Register		
12.	Rough Pads Size: 7.5"x5" 100 sheet in a pad duly printed & perforated On white paper 75 GSM	Per Pad		

13.	Answer Sheet 12 pages duly printed and staples. Size 11"x9" On white paper 75 GSM	Per Sheet		
14.	Answer Sheet 4 pages duly printed Size 11"x9" On white paper 75 GSM	Per Sheet		
15.	Conveyance Register Size: 20"x14" 100 Sheet in a register with half leather binding. On ledger paper 95 GSM (Cash Book No. 100)	Per Register		
16.	Establishment Register Size: 17"x27" 200 Sheet in a register with half leather binding. on ledger paper 95 GSM	Per Register		
17.	Establishment Check Register Size: 17"x22" 100 sheets in a register with half leather binding. on ledger paper 95 GSM	Per Register		
18.	Other Charges Register with Index Size: 8.5"x13" 200 Sheet in a register with half leather binding On ledger paper 95 GSM	Per Register		
19.	Over Time Register with Index Size: 8.5"x13" 200 Sheet in a register with half leather binding On white paper 95 GSM	Per Register		
20.	Casual Leave Register with Index Size: 8.5"x13" 200 Sheet in a register with half leather binding On ledger paper 95 GSM	Per Register		
21.	Contingency Voucher Pad Size: 7"x8.5" 100 sheet in a pad ordinary binding both side printing perforated. On ledger paper 95 GSM	Per Pad		
22.	Stock Register Consumable with Index. Size: 8.5"x13" 400 Sheet in a register with half leather binding On ledger paper 95 GSM	Per Register		
23.	Stock Register Non-Consumable with Index. Size: 13"x17" 200 Sheet in a register_ with half leather binding On ledger paper 95 GSM	Per Register		

24.	Certificate 'A' Full scape paper one side printing 100 Sheet in a pad On white paper 75 GSM	Per Pad		
25.	Medical Claim Bill Size: 16"x13" both side printing On white paper 75 GSM	Per Bill		
26.	Medical Reimbursement Register Size: 8"x13" 200 Sheet in a register with half leather binding with Index On ledger paper 95 GSM	Per Register		
27.	Log Book Size: 13"x17" 150 Sheet in a register with half leather binding. – On white paper 95 GSM	Per Book		
28.	Salary Register with index Size: 13"x17" 200 Sheet in a register with half leather binding with Index. On Ledger paper) 95 GSM	Per Register		
29.	Salary Register with index Size: 13"x17" 300 Sheet in a register with half leather binding with Index. On Ledger paper 95 GSM	Per Register		
30.	Cash Book Size: 13"x17" 200 Sheet in a register with half leather binding On Ledger paper 95 GSM	Per Book		
31.	Salary Bill Non-Teaching /Teaching Staff Duly printed Size: 21"x17" on white paper one side printing On white paper 95 GSM	Per Bill		
32.	Chest Book Duly printed 13"x17" 150 page on ledger paper 95 GSM	Per Book		
33.	Attendance Sheet Pad Duly printed Size: 9"x14" 100 sheet in a Pad. On white paper 75 GSM	Per Pad		
34.	Attendance Register Size:13.5"x 8.5" (50 Sheet) in a register with ordinary binding. On ledger paper 95 GSM	Per Register		
35.	Note Sheet Pad (Green) Size: 8.5"x13" duly printed 100 sheets On ledger paper 95 GSM	Per Pad		

36.	Dispatch Register Duly printed Size: 17"x13" 400 Sheet in a register with half leather binding. On white paper 95 GSM	Per Register		
37.	Diary Register Duly printed Size: 13"x17" 400 Sheet in a register with half leather binding. On white paper 95 GSM	Per Register		
38.	Student Record Card Size: 10"x13" 4 Sheet +Cover page duly printed On ledger paper & Card paper 95 GSM (300GSM)	Per Card		
39.	Consolidated Abstract Register Size: 13"x17" 150 Sheet in a register with half leather binding. On ledger paper 95 GSM	Per Register		
40.	G.P.F.&C.P.F.Loan Form Duly printed Size: 9"X14" (Hindi & English) Both side printed On white paper 75 GSM	Per Form		
41.	File Cover Laminated with Tag system 10" x14" Duly printed. (Card Board) 23 KG.	Per Piece		
42.	File Cover Laminated with Tag system 10" x14" Duly printed. (PVC) 23 KG.	Per Piece		
43.	Information Bulletin 2017-19 Size: 7"X9.5" Duly Printed (Front colors printing) 50 Sheet On Art paper 90 GSM (Cover 300GSM)	Per Piece		
44.	P.G. Leave Card Size: 8"x12.5" duly printed on Yellow(240GSM) card paper (Both Side Printing)	Per Card		
45.	P.G. Certificate Pad Size: 12"x8" duly printed on ledger paper and perforated 100 sheets in a Pad. On ledger paper 75 GSM	Per Pad		
46.	L.T.C./H.T.C. Final Claim Bill pad Both side printed Size: 13"x8.5" 100 sheet in a pad On white Ledger paper 75 GSM	Per Pad		
47.	Internship Record Book Size 8.5"x12" 24 Sheet in a book Both side printing On white ledger paper 75 GSM First & Last Green card paper (300GSM)(Center Stitching)	Per Book		

48.	Internship Completion Certificate Pad duly printed One side printed Size 8"x12" 100 sheet in a pad On ledger paper 95 GSM	Per Pad		
49.	Interns Leave Card Size: 10"x7.5" duly printed on white Card paper Both side printed On white card. (300GSM)	Per Card		
50.	Petty Contingency Pad Duly printed Size: "5x2 8x2"100 sheet in a Pad. on white paper 75 GSM	Per Pad		
51.	College Receipt Book Duly printed Size: 10"x7" Original paper white & yellow duplicate with half ledger binding 100 sheets in a Book 75 GMS(50 receipt in a book)	Per Book		
52.	Abstract Register Size: 8.5"X13" 300 Sheet in a Register with half leather binding On ledger paper 95 GSM	Per Register		
53.	T.A./D.A Halting Pad Duly printed one side Size: 13"x8" 100 sheet in a Pad on white paper 75 GSM	Per Pad		
54.	Tuition Fee Pad duly printed One side printed Size: 17"x11" 100 sheet in a Pad on white paper 75 GSM	Per Pad		
55.	Subsidy Cash Book Duly printed Size: 13"x17" 150 sheet with half lather binding On Ledger paper 95 GSM	Per Book		
56.	Mark Register with index Duly printed Size 8.5"x13" 150 Sheet with half lather binding On ledger paper 95 GSM	Per Register		
57.	Imprest Register duly printed Size: 13"x17" 300 sheet in a Register with half lather binding Cash Book No. 300 on Ledger paper 95 GSM	Per Register		

58.	Bonafied Certificate Pad Duly printed one side Size: 8"x11" 100 sheet in Pad on Ledger paper 95 GSM	Per Pad		
59.	MBBS Course Form Duly printed one side Size: 8"X13" 100 Form in a Pad on white paper one side printing 75 GSM	Per Pad		
60.	Talent Search form Duly printed one side Size: 12"x8" 100 Form in a Pad on white paper One side print 75 GSM	Per Pad		
61.	Drugs Register duly printed Size: 13"x17" 200 Sheet in a register with half. Leather binding On ledger paper 95 GSM	Per Register		
62.	Conveyance Allowance Form pad one side printed Size: 8"X13" 100 sheet in a Pad.white paper 75 GSM	Per Pad		
63.	Telephone Directory on Maplitho paper Size: 8"x10" cover on Art paper (250 GSM)Both side 4 colour Printing with Lamination Maximum 50 page (Single Colour) 95 GSM	Per Directory		
64.	B.Sc Radiography Prospectus on Maplitho paper Size: 5.5"x8.5" cover on Art paper (250 GSM)Both side 4 colour Printing with Lamination Maximum 40 page 75 GSM	Per Prospectus		
65.	M.Sc Radiography Prospectus on Maplitho paper Size: 5.5"x8.5" cover on Art paper(250 GSM) Both side 4 colour Printing with Lamination Maximum 40 page 75 GSM	Per Prospectus		
66.	Income Tax declaration Form Duly printed both side printed (6 Page) A-4 Size On white ledger paper 75 GSM	Per Form		
67.	Hospitalization Form Pad Size: 8"x13" 100 Form in a Pad Two side print on ledger paper 75 GSM	Per Pad		
68.	Intern Register size 13"x17" both side print 100 sheet in a register with half. Leather binding on ledger paper 95 GSM	Per Register		
69.	Indent Book Consumable items Size : 7"x10" duly printed 200 Sheet Duplicate Copy with Numbering (100+100)	Per Book		
70.	Indent Book Non- Consumable items Size : 7"x10" duly printed 200 Sheet Duplicate Copy with Numbering(100+100)	Per Book		

71.	Payment of Bill pad duly printed Size : 7"x8" 100 Sheet in a pad On white paper 75 GSM	Per Pad		
72.	Parking Stickers color (Round) Duly printed Plastic Card Faculty & Staff (Car & Scooter)	Per Sticker		
73.	Admission Register dully printed size 12"x17" 200 sheet in a register with half lather binding on ledger paper 95 GSM	Per Register		
74.	Bill Movement Register dully printed size 8"x13" 200 sheet in a register with half lather binding on ledger paper 95 GSM	Per Register		
75.	Scholarship Register dully printed size 8"x13" 200 sheet in a register with half lather binding on ledger paper 95 GSM	Per Register		
76.	Leave Account Register Teaching dully printed Size 10"X13" 100 sheet in a register with half lather binding on ledger paper 95 GSM	Per Register		
77.	Service Book dully printed size 8"x12" 30 sheet in a register with ledger binding on ledger paper 95 GSM	Per Book		
78.	General Provident Fund dully printed ledger with index size 13"x17" 150 sheet in a lather binding on ledger paper 95 GSM	Per Pad		
79.	Distribution Register with index dully printed size 9"x13" 200 sheets in a lather binding on ledger paper 95 GSM	Per Register		
80.	Leave Account Register dully printed size 10"x13" 200 Sheets half ledger binding on ledger paper 95GSM	Per Register		
81.	Advance Register dully printed size 10"x13" 200 sheets in a half lather binding on ledger paper 95 GSM	Per Register		
82.	Pension Register dully printed size 10"x13" 150 sheet in a register with half lather binding on ledger paper 95 GSM	Per Register		
83.	Deduction Register dully printed size 10"X13" 150 sheet in a register with half lather binding on ledger paper 95 GSM	Per Register		
84.	Security Refund Register dully printed size 10"X13" 150 sheet in a register with half lather binding on ledger paper 95 GSM	Per Register		
85.	College Letter Head on Bond paper A-4 size 100 sheet in a pad size "21x29" (100 GSM)	Per Pad		

Note: Where brand name is not specified, the samples must be submitted at the time submission of tender.

Note:- Numbering is must on all register.