



Headquarters Office
EMPLOYEES' STATE INSURANCE CORPORATION
(ISO 9001-2008 Certified)
PANCHDEEP BHAVAN, CIG ROAD, NEW DELHI-110002

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No. D-31/12/10/2010-PR

Dated: 05.01.2011

SHORT TERM TENDER NOTICE

Rate quotations in sealed cover are invited so as to reach the office of the undersigned latest by **2.00 P.M. on 17.01.2011** for printing & supply of 2000 Regular Receipt books.

The quotations shall be opened the same day at 3.00.P.M. at ESI Corporation, Hqrs. Office, P.R. Branch, 2nd Floor. The rate quotations should be accompanied by samples of papers etc. as asked for in Schedule 'A' and shall be complete in all respects.

The rates need necessarily be quoted on the printed letter head of the Firm and not on this tender document itself or plain paper in which case the tender will be summarily rejected. The Competent Authority reserves the right to reject the tender without assigning any reason therefor.

(R.K. Gautam)
Joint Director(PR)

SCHEDULE 'A'

ENCLOSURE TO TENDER INVITAION

No. D-32/12/10/2010-PR
05.01.2011

Dated:

Last date & time for submission of tender by	➤ 17.01.2011 at 2.00 P.M.
Date & time of opening of tender by	➤ 17.01.2011 at 3.00 P.M.
Last date upto which tender would remain valid for acceptance.	➤ 90 days from the date of opening of tenders
Period of completion of order.	➤ 10 days from the date of approval of final proof.

Sl. No.	Name of Forms	Size		Specification of Paper/other instructions.
1.	Form No. 2000(two thousand) Regular Receipt Book in English/Hindi	11 cms. X 27.5 cms.	2000 books containing 100 receipt in each book in 'DD' series.	1. 80 GSM Maplitho Paper.The paper of the following Mills will be preferred. a. Ballarpur. b. J.K. Paper Mills 09 c. West Coast 2. Front Cover: 120 GSM Hindustan cover paper. 3. Back Cover: Straw Board of 18 Oz. of star Mills. 4. Staple stitching and cloth binding of good quality.

PRINTING INSTRUCTIONS :-

1. Composing printing is to be done in Hindi/English on Single side in black ink.
2. Perforation to be provided between the foil 16.5 cms. x 11 cms. and counterfoil 11 x 11 cms.
3. Numbering of receipt in duplicate on foil and counterfoil. Both Book No. and Serial No. (400 impressions per Book). Book No. in Black/Serial No. in Red.
4. Book numbering to be done against book number of the folios as well as on the cover by hand numbering machine.
5. Receipt numbering to be done on the foil as well as on counterfoil.

6. Numbering of receipt book will be start from DD-101 onwards and folios number from 1 onwards. In other words the 1st receipt book No. DD-101 will contain 100 folio fro 000001 to 000100 and so on.
7. Numbering should be done at the particular place provided for the purpose neatly and cleanly. Cutting, over numbering, indecipherable numbering, over lapping of numbering, missing folios in books etc. will not be acceptable.
8. The relevant book number may be provided on the cover page on each book.
9. The following matter shall be printed on 2nd inner cover page is to be printed in English as well as in Hindi :-

<p>“Certified that I have this day the _____</p> <p>Counted the receipts in this book and found them to be 100 (One hundred only) in number and in order in all respects.”</p>	<p>“Certified that I have this day the _____</p> <p>Counted the receipts in this book and found them to be 100 (One hundred only) in number and in order in all respects.”</p>
<u>DY. DIRECTOR(F)</u>	<u>USER</u>

10. Stitching should be done with staple.
11. Ordinary binding to be done with straw board on back side and cover papers as per specification on the front side will also be given on the title of each book.
12. Receipt Book should be supplied in bundles of 20 books duly tied with sutli in chronological order in one lot.
13. Specimen straw board, cover paper and paper for text and binding cloth should be submitted alongwith the tender which should need duly signed stamped.

Note :- Specimen of printed receipt book can be seen in this office on any working day during office hours.

(R.K. Gautam)
Joint Director(PR)