

ASSAM STATE TRANSPORT CORPORATION
:: GU WAH A T I ::

TENDER FORM FOR PRINTING AND SUPPLY OF CASH BOOK, D/OIL CASH MEMO BOOK, TIME SHEET, NUMERICAL LEDGER SHEET, BIN CARD, INVENTORY FORM, MONEY RECEIPT BOOK AND LOG SHEET ETC •

SPECIFICATION OF ITEMS :

1) Cash Book (Traffic) :

- i) Size : 34" x 21"
- ii) Total page of Cash Book : 370 (Folio)
- iii) Paper : Azurlaid 10.4 Kg (Sirpur)
- iv) Binding : Pucca Rexing Buinding.
- v) Proforma of the Cash Book will be supplied .

2) Cash Book (General) :

- i) Size : 42" x 34"
- ii) Total page of Cash Book : 370 (Folio)
- iii) Paper : Azurlaid 10.4 Kg (Sirpur)
- iv) Binding : Pucca Rexing Buinding.
- v) Proforma of the Cash Book will be supplied .

3) D/Oil Cash Memo Book :

- a) Size of D/Oil Cash Memo Book - 1/4 Demmy
- b) Per Book containing 50 pages with duplicate.
- c) Every pages 6(six) vouchers with perforation in the Original page.
- d) Paper — 6.9 Kg. H.P.C. Demmy/ Superior Quality
- e) Voucher Book must be serial No. with duplicate copy and Book Serial No.
- f) Book must be bounded with thick cover paper.

4) Time Sheet (JnNURM) :

- a) Size of time sheet = L =36 cm. along with counter folio
B =22 cm.
- b) Both side printing of the every pages.
- c) Paper - 6.9 Kg. (colour)
- d) Every Book containing 100 pages with counter folio .
- e) Every Book must be bounded with thick cover paper with serial no and Book No.
- f) Proforma of the time sheet will be supplied .

5) Numerical Ledger Sheet :

- a) Size of the Ledger Sheet - D.F.C.
- b) Paper --Azurlaid 10.4 Kg. (Sirpur)
- c) Both side printing of the ledger sheet .

6) Bin Card/ Tyre Card

- a) Size of the Bin Card = 22 cm. x 14 cm.
- b) Paper — White Century Board.
- c) Both side printing of the card.

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7) VEHICLE LOG SHEET ASTC :

- a) Size of Log Sheet - $\frac{1}{4}$ Demmy
- b) Both side printing
- c) Paper of Log Sheet- 6.9 Kg. H.P.C. Demmy/ Superior Quality
- d) Proforma of the Log Sheet will be supplied.

8) INVENTORY FORM :

- a) Size of the Inventory Form = $\frac{1}{2}$ Demmy
- b) Paper - 6.9 Kg. H.P.C.
- c) I (one)) side printing only.

9) MONEY RECEIPT BOOK

- a) Size of Money Receipt : L= 22 cm.
B= 9 cm.
- b) Every book containing 100 pages with duplicate,
- c) Book No. and Serial No. starting from 1 to 100 every book with duplicate copy.
- d) Paper -- 6.9 Kg H.P.C. (same paper of duplicate copy)
- e) Book must be bounded with brown thick cover paper and book serial No.

10) TIME SHEET (ASTC)

- a) Size of time sheet along with counter folio- Length= 36 c.m.
Breath= 22 c.m.
- b) Both side printing of every page
- c) Every Book containing 100 pages
- d) Book must be bounded with thick cover paper.
- e) Serial started from 000001-100000 for every series and counter folio
- f) Paper H.P.C. D/C = 11.2 Kg.
- g) Proforma of the time sheet will be supplied.

11) SUMMARY SHEET

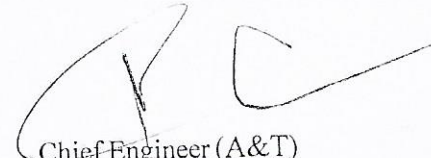
- a) Size of Summary Sheet -- Length = 34 c.m.
Breath = 22 c.m.
- b) Both side printing pages.
- c) Paper – H.P.C. 8 Kg. D.F.C

12) VEHICLE LOG BOOK (POB)

- a) Size of Book = L=23 cm
B=19 cm
- b) Total page in the book=4 pages (leaf)
- c) Both side printing of two pages.
- d) Cover of the Book= Century (Yellow colour)
- e) Paper = 7.4 k.g (white) Superior Quality.
- f) Book Serial No. on the cover.

TERMS AND CONDITIONS :

- 1) The tender must be in closed sealed cover "Quotation for Time sheet, Cash Book, Money Receipt Book, D/Oil Cash Memo Book etc." must be inscribed on the cover and name of the party in visible form.
- 2) The Earnest Money of Rs. 10,000.00 (Rupees ten thousand), in the form of Demand Draft pledging in favour of the Managing Director, ASTC, payable at Guwahati must be enclosed with the tender, without earnest money the tender will not be considered for acceptance.
- 3) Sample of the paper of its items must be enclosed with the tender.
- 4) Income Tax and Sales Tax clearance Certificate must be enclosed with the tender.
- 5) GSTNo. and Certificate of Firm must be enclosed with the tender.
- 6) Documentary evidence of the past performance must be enclosed with the tender.
- 7) The receipt of the tender will be closed at 2.00 p.m. on 15.05.2018. No tender will be accepted after the closing date and time.
- 8) Earnest money of the un-successful tenderer will be refunded after finalization of the work of allotment.
- 9) Rate must be offered against the its item separately per Book or Sheet inclusive of all GST.
- 10) Successful tenderer will be intimated after acceptances of their tender and job allotment will be issued. The earnest money of the successful tenderer will be converted into Security Deposit. Earnest Money will be forfeited if any tenderer fails to carry out the work after allotment of supply order.
- 11) The Managing Director, ASTC reserves the right to reject or accept any tender and cancel the tender notice without assigning any reason thereof .


Chief Engineer (A&T)
ASTC, Paltanbazar, Ghy-8

ASSAM STATE TRANSPORT CORPORATION
::GUWAHATI::

T E N D E R F O R M

1. Name of the owner :-
2. Address for communication :-
3. Name of the Firm :-
4. Location (in details) :-
5. License No. with Registration Certificate etc. :-
6. GST No. of the Firm :-
7. Previous supply experience
If any- a) Govt. Deptt. :-
b) Govt. Undertakings :-
8. Rate offered in Rupees per book and per sheet inclusive all GST :-
9. Particulars of E/ Money :-
10. i) Cash Book (Traffic) :-
ii) Cash Book (General) :-
iii) Time sheet (POB & ASTC) :-
iv) D. Oil Cash Memo Book :-
v) Time Sheet (JnNURM) :-
vi) Money Receipt Book :-
vii) Summary Sheet :-
viii) Numerical Ledger Sheet :-
ix) Bin Card :-
x) Vehicle Log Sheet :-
xi) Inventory Form :-
xii) Vehicle Log Book :-

Seal and Signature of the
owner/authorized person of the
press