



No.UKD/D-14021/JE(HQ)/2010/

Government of India  
Central Water Commission  
Upper Krishna Division



TEL.: 020-24380073, FAX: 020-24381086

National Water Academy Complex  
2<sup>nd</sup> Floor, Khadakwasla R.S.  
Pune-411 024.  
Dated: 23/01/2010

### **NOTICE INVITING QUOTATION**

On behalf of the President of India, sealed quotations are invited for Printing and supply of Data forms and Registers by the undersigned from the bonafied/ Govt. approved firms as per the following terms and conditions on or before 1430 hrs. of 10/02/2010. The quotation will be opened on the same day at 1500 hrs.

#### **TERMS AND CONDITIONS:**

- 1 For all the forms and registers, minimum **65 GSM A grade** company good quality paper is to be used
- 2 The rates are to be quoted F.O.R destination inclusive of packing forwarding, freight, insurance, if any, at the office of the Executive Engineer, Upper Krishna Division, CWC, Pune-411 024
- 3 The rates are to be quoted in figures as well as in words.
- 4 The quotation should be addressed to the Executive Engineer, Upper Krishna Division, Central Water Commission, 2<sup>nd</sup> floor, National Water Academy Complex, Khadakwasala R.S. (P.O.), Pune 411024.
- 5 All duties, taxes (except octroi) transportation and other levies payable by the supplier/contractor under the contract shall be included in the total price. Actual sales/ VAT tax or 4% whichever is minimum is payable against form D/H. Octroi exemption certificate, if necessary, shall be issued on request.
- 6 The sealed cover containing the quotation should be super scribed with the words "**QUOTATIONS FOR PRINTING AND SUPPLY OF DATA FORMS AND REGISTERS**".
- 7 Only those firms who are using good quality of materials as stipulated in the **Indian Standards (I.S.)** and will be able to make supply immediately need to quote their rates.
- 8 Any dispute arises in this supply will be referred to Superintending Engineer, Krishna and Co-ordination Circle, Central Water Commission, Hyderabad and his decision will be final and binding on both the parties.
- 9 All the eraser mistakes, over writing should be duly attested. Else it will make the quotation disqualify.
- 10 The sample for each form and paper proposed to use for printing of each form need to be shown and got it confirmed by this office before printing work and for office file covers should be prepared in three shades (Blue, Red and Green).
- 11 For office file binding, binding cloth must be pasted 6cms wide and to full length vertically in side the files and on eyelet at a distance of 1" from edge need to be provided.
- 12 Payment will generally be made by crossed cheque / demand draft payable at near by SBI branch within 15 days from the date of completion of work/ Supply, correct and in good condition in all respect or receipt of your bill whichever is later.
- 13 The material may need to be delivered at office of the undersigned within 30 days at your own cost.

- 14 Validity of your quotation should be for a period of minimum 60 days from the date of opening of quotation.
- 15 The undersigned reserves the right to reject a part or the whole of quotation without assigning any reason thereof.

Executive Engineer  
For and on behalf of President of India

Copy to,

1. The Superintending Engineer, Krishna & Co-ordination Circle, CWC, Hyderabad for information.
2. The Deputy Director, SMD, CWC, Sewa Bhavan, R.K. Puram, New Delhi for publishing in CWC web site.
3. The Accounts Branch, UKD, CWC, Pune.
4. Notice Board, UKD, NWA Pune.
5. Concerned Firms/ Suppliers

Upper Krishna Division  
Central Water Commission

**ANNEXURE**

Sr. No.	Description/Specification of form and register	Tentative Quantity required	Rate/Unit in Rs
1	CWC-HP-SW-02 Bound Register, each register having 100 sheets ( 8.5" X 13") on one side printing	<b>5 registers</b>	Rate per register
2	CWC-HP-SW-04 forms ( 16.5" X 12" ) on both side printing	<b>500 forms</b>	Rate per 100 forms
3	CWC-HP-SW-04 bound register, each register having 200 sheets ( 16.5" X 12" ) on both side printing	<b>6 registers</b>	Rate per register
4	CWC-HP-SW-05 forms ( 16.5" X 12" ) on one side printing	<b>300 forms</b>	Rate per 100 forms
5	CWC-HP-SW-06 forms (8.5" X 13.5") on one side printing	<b>200 forms</b>	Rate per 100 forms
6	CWC-RD-07 forms	<b>1000 forms</b>	Rate per 100 forms
7	Discharge Field book 200 pages	<b>12 registers</b>	Rate per register
8	Field Inspection and Quality audit report for River Gauging Station form of size 8.5" X 13.5" on both sides (each set having 6 pages)	<b>1000 sets</b>	Rate per 100 sets
9	Field Inspection and Quality audit report for River Gauging Station bound register, each register having 50sets (8.5" X 13.5") on both side printing (each set having 6 pages)	<b>4 registers</b>	Rate per register
10	Office file covers of standard size on 22 kg Board (Matter to printed on two sides)	<b>600 files</b>	Rate per each file
11	Monday data forwarding letter forms (8.5" X 13.5" ), each pad consist of 100 sheets, on one side printing	<b>10 Pads</b>	Rate per each pad
12	Attendance forwarding letter forms (8.5" X 13.5" ), each pad consist of 100 sheets, on one side printing	<b>10 Pads</b>	Rate per each pad
13	E.L sanctioned order	<b>10 Pad</b>	Rate per each pad
14	Imprest Voucher form	<b>20 Pad</b>	Rate per each pad

Note: If needed, the sample of forms, office files and type of register binding may be collected from this office.

1 pad= 100 forms