



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 supply of "Forms and Registers for Admin. and Accounts" by the undersigned from the bonafied/ Govt. approved firms as per the following terms and conditions on or before 1530 hrs. of 10/02/2010. The quotation will be opened on the same day at 1600 hrs.

**TERMS AND CONDITIONS:**

- 1 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
- 2 The rates are to be quoted in figures as well as in words.
- 3 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.
- 4 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.
- 5 The sealed cover containing the quotation should be super scribed with the words "**QUOTATIONS FOR FORMS AND REGISTERS FOR ADMN. AND ACCOUNTS**".
- 6 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.
- 7 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.
- 8 All the eraser mistakes, over writing should be duly attested. Else it will make the quotation disqualify.
- 9 The samples should be supplied and should be shown to the undersigned / his representative for inspection and approval.
- 10 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.
- 11 The material may need to be delivered at office of the undersigned within 30 days at your own cost.

- 12 Validity of your quotation should be for a period of minimum 60 days from the date of opening of quotation.
- 13 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

**ANNEXURE**

Sl.No	Name of the Form/ Register	Form No	Tentative Quantity	Unit	Rate per Unit	Amount
1	Cash book 200 folios	CPWA-1	3 No	each		
2	Application for claiming refund of medical expenses (OPD)	Med 97	8 Pads	Pad		
3	Medical charge reimbursement form	TR-27A	700 Nos	100 forms		
4	Form of application for leave	SR-1	2 Pads	Pad		
5	Attendance Register (24 folios)	S – 37	50 Nos.	Each		
6	Detailed Pay bill of Establishment (outer)- 30 Col	TR-22 (Outer)	800 forms	100 forms		
7	T.A. Bill on Tour Regular	GAR – 14 A	500 forms	100 forms		
8	T.A. bill forms for W.C. Staff	TR – 26	300 forms	100 forms		
9	Receipt Register (200pages)	S -31	5 Nos	Each		
10	Dispatch Register (200pages)	S – 32	8 Nos	Each		
11	Public Work Dept. Register of sanction to estimate	PWD-33	2 nos	Each		
12	Imprest Cash Account (100 sheets with counter Foil)	CPWA – 2(ii)	6 nos	Each		
13	Peon Book		10 nos	each		
14	T.A. Bill certificate		10 Pads	Pad		
15	Hand receipt	CPWA -28	15 Pads	Pad		
16	Revised Service Book as per 6 <sup>th</sup> pay commission		100 nos.	each		
17	Application for Leave encashment		3 Pads	Pad		
18	Application for L.T.C Advance		3 Pads	Pad		
19	Application for T.A Advance on Tour		5 Pads	Pad		

Executive Engineer  
Upper Krishna Division

