

**REGIONAL OFFICE
EMPLOYEES STATE INSURANCE CORPORATION
5/1 GRANT LANE, KOLKATA-12**

No. C/AG-2/15/32/Tender/Genl Items/2015(G)

07 Dec 15

To
M/S

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Sub- Limited Tender for procurement of Forms 2015-16

Sir,

This office intends to procure the following items. You are requested to quote your best rate in a sealed envelope latest by 30/12/15 .

| Sl No. | Item Name | Size | Brand/ Specification | Qty Reqd | Denomination | Rate (Delivery at 5/1 Grant Lane, Kol-12) |
|--------|-------------------------|---------------------------|--|----------|--------------|---|
| (a) | (b) | (c) | (d) | (e) | (f) | (g) |
| 1 | Annexure-A | 28 x 21 cm | 43 x 69 cm 8.6 kg white wove paper (Andhra) | 550 | Nos | |
| 2 | Annexure-D | As per sample | As per sample | 550 | Nos | |
| 3 | B. I- 3 | 17 x 21 cm | 43 x 69 cm 8.6 kg white wove paper (Andhra) | 10000 | Nos | |
| 4 | B.I. - 1 | 25 x 19 cm | 51 x 76 cm 11.6 kg white wove paper (Andhra) | 3500 | Nos | |
| 5 | C - 23 | 21 x 34 cm | 43 x 69 cm 8.6 kg white wove paper (Andhra) | 3500 | Nos | |
| 6 | C- 10 B | 21 x 28cm Double pages | 43 x 69 cm white century wove paper (Andhra) | 5000 | Nos | |
| 7 | CRO - 348 | 12.5 x 19 cm | 11.2 kg white wove paper (Andhra) | 3500 | Nos | |
| 8 | CRO 376 | 21 x 28 cm | 8.6Kg white wove paper (Andhra) | 3000 | Nos | |
| 9 | CRO 47 | 22 x 28 cm | 8.6 kg white wove paper (Andhra) | 10000 | Nos | |
| 10 | CRO 47A | 22 x 28 cm | 8.6 kg white wove paper (Andhra) | 6000 | Nos | |
| 11 | ESIC L-1 Loose sheet | 9 X 11 Inch | 23 X 36cm 29 kg West Coast paper | 15000 | Nos | |



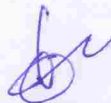
| | | | | | |
|----|-----------------------|---------------|---|--------|-----|
| 12 | ESIC L-2 | 9 X 11 Inch | 23 x 36 cm 29 kg West Coast paper | 18000 | Nos |
| 13 | ESIC -142 | 25 x 19 cm | 51 x 76 cm 10 kg white wove paper (Andhra) | 55000 | Nos |
| 14 | ESIC 16 Docket | 12.75 x 19 cm | 51 x 76 cm 11.2 kg white cream wove paper (Andhra) | 50000 | Nos |
| 15 | ESIC- 134 | 12.5 cm | 11.6 kg white cream wove paper (Andhra) | 10000 | Nos |
| 16 | ESIC- 99 | 28 X 18 cm | 56 X 71 cm 11.5 kg white century Board | 5000 | Nos |
| 17 | Form 9 | 12.5 x 19 cm | 51 x 76 cm 11.2 kg white wove paper (Andhra) | 21000 | Nos |
| 18 | Form- 10 | 12.5 x 19 cm | 51 x 76 cm 11.2 kg white wove paper (Andhra) | 95000 | Nos |
| 19 | R.M 1 | 25 x 19 cm | 51 x 76 cm 10.4 kg white wove(Andhra) | 160000 | Nos |
| 20 | R.M 3 | 25 x 19 cm | 51 x 76 cm 11.2 kg white wove(Andhra) | 150000 | Nos |
| 21 | R.M 4 | 17 x 21cm | 43 x 69 cm 8.6 kg white wove(Andhra) | 70000 | Nos |
| 22 | R.M 5 | 8 x 14 cm | 56 x 71 cm 13.2 kg white century board paper (Andhra) | 65000 | Nos |
| 23 | T.R.-30 | As per sample | As per sample | 6500 | Nos |
| 24 | ESIC – 154 | As per sample | As per sample | 14000 | Nos |
| 25 | CRO – 499 | As per sample | As per sample | 18000 | Nos |
| 26 | CRO – 415 | As per sample | As per sample | 2500 | Nos |
| 27 | GAR-14C/ TR 25C | As per sample | As per sample | 3500 | Nos |
| 28 | GAR-14 / TR 25A | As per sample | As per sample | 5000 | Nos |
| 29 | PPR | As per sample | As per sample | 10000 | Nos |
| 30 | Form -23 PD Life Cert | As per sample | As per sample | 6000 | Nos |
| 31 | Form -14 PD Claim | As per sample | As per sample | 6000 | Nos |
| 32 | Form -24 DB Claim | As per sample | As per sample | 6000 | Nos |

Terms and conditions are as follows:

1. Security deposit @ 5% of order value to be deposited by the successful bidder within 07 days of issuance of purchase order. The said amount will be released. after 14 months.
2. Supply to be made at Regional Office Store within 15 days of receipt of the purchase order.

3. The rate quoted should be valid for one year from the date of issuing of purchase order. This office may place supply order of any quantity subsequent to this procurement, at any time during the one year to the successful bidder who shall be liable to supply the items at the quoted rate.
4. Bidders are required to submit one demand draft in favour of ESI A/C for Rs. 6000/- (Rupees six thousand only) along with the quotation as EMD.
5. APS stands for 'As per sample' which is available at Regional Office Store. Vendor participating in tender may visit RO store between 11 am to 5 pm on any working day to take cognizance of the sample.
6. Agency will invariably quote as per Sl. No. and format given. In case Agency is unable to participate in any item the column Sl No. for the respective items will be filled up with 'NP' (Not participating) but skipping of Sl. No. may lead the tender cancelled. All Sl No .i.e. 1 to 32 have to be filled up.
7. ESI Corporation reserves the right of rejection/acceptance of tender without assigning any reason. The decision of the Regional Director will be final.
8. Participating agency will submit mandatory documents namely copy of PAN Card/Trade Licence/One Supply Order issued by any govt. agency within last two years.
9. Vendor should ensure that all pages of tender documents are invariably duly authenticated by an authorised person of the vendor with rubber stamp.
10. Envelope should be superscribed "Quotation for supply of Forms 2015-16"

Yours faithfully,



(Rudradeep Dutta)
Dy. Director (General Branch)
For Regional Director