

**TENDER PAPER
FOR PRINTING OF
THE FORM AND
REGISTER
FOR THE
FINANCIAL
YEAR 2025-26**

ODISHA STATE CO-OP. HANDICRAFTS CORPORATION, KHANDAGIRIBARI, KHANDAGIRI, BHUBANESWAR-751030
Form for Submission of Tender Paper for Printing Items for the year - 2021-22

Form No

Date of Issue

Sl. No.	Particulars	Size	Quality of paper	Quantity	Rate (Excluding GST)		Remarks
1	Advance requisition form (other than T.A) Size 8X10.5X1X100	Size 8X10.5X1X100 (One side printing with half pound board at bottom)	Sample at HO				
2	Attendance Register 100 Folio	8 1/2" x 13 1/2" Cover binding with fall cloth and printing					
3	Bank Book 100 page	8.5" x 13.5" canvas binding with cloth indexing & printing					
4	Bank Payment Voucher (1X100) Yellow Color	8.5"X7" printing with pad setting with Half Pound Board.	Sample at HO				
5	Bank Receipt Voucher (1X100) (Light Green)	8.5"X7" printing with pad setting with Half Pound Board.	Sample at HO				
6	Cash Book - Head Office 300pgs	8.12" x 13.5" canvas with full cloth binding in dexing and printing	Conquest Paper 11.90kg.				
7	Cash Memo, Airport, Bhubaneswar (1X3X100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
8	Cash Memo, Bangalore (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
9	Cash Memo, Bhubaneswar (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
10	Cash Memo, Cuttack (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
11	Cash Memo, Grand Centre Puri (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				

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12	Cash Memo, Jeypore (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
13	Cash Memo, Navi Mumbai (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
14	Cash Memo, New-Delhi (1x4x100)	Size 8.1/2 x 7" demy cloth lining with 1.50 pound brard	Amarabati 3 Copy SPA 1 Copy				
15	Cash Memo, Pipili (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
16	Cash Memo, Pune (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
17	Cash Memo, Roumkela (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
18	Cash Memo, Sambalpur (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
19	Cash Memo, General (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
20	Cash Memo, Hyderabad (1X3X100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
21	Cash Memo, Kolkata (1x3x100)	Size 8 1/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy				
22	Cash Sheet for Branch (1x100)	13"x16" printing with pad setting with Half Pound Board.	11.90 kg. M. Bloan S.F.				
23	Cash Payment Voucher (1x100)	8.5X7 printing with pad setting with Half Pound Board.	Sample at HO				
24	Credit Bank Voucher	5"X8" printing with pad setting with Half Pound Board.	Sample at HO				

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25	Credit Bill (1x4x25)	8.5"x10.5" demoy cloth lining with 1.5 pound Board.	Amarabati 3 Copy SPA 1 Copy			
26	DCCS Journal Voucher (1X100)	A-4 Size (Printing with pad setting with Half Pound Board.)	Sample at HO			
27	D.F.A Pad (1x100)	8" x 13" printing with pad setting with half pound board.	MB White Legal Size Balarpur 7.90 kg.			
28	Debit Bank Voucher	5"X8" printing with pad setting with Half Pound Board.	Sample at HO			
29	Debit Cash Voucher	5"X8" printing with pad setting with Half Pound Board.	Sample at HO			
30	Envelop 10"x5"	Bi - Colour Printing	52 kg craft white paper			
31	Envelop 12" x 8.5"	Bi - Colour Printing	52 kg craft white paper			
-32	Fly Leaf	10"x14' Bi-colour printing with pasted cloth in middle 2.1/2"	18.00kg Board			
33	General Ledger 500 pg with index	Size 81/2" x 7" demy cloth lining with 1.50 pound board	Amarabati 3 Copy SPA 1 Copy			
34	General Ledger 700 pg with index	9" x 14' canvas binding with full cloth indexing and printing	Conquest paper 11.9 kg.			
35	Invoice - Cum - Challan (1x4x25)	8" x 10.1/2" printing stitching with cloth binding numbering and three copies perforated and hard board fitting at	Amarabati Colour - 3 Copy SPA - 1 Copy			
36	Invoice - Cum - Challan (1x4x50)	8" x 10.1/2" printing stitching with cloth binding numbering and three copies perforated and hard board fitting at bottom.	Amarabati Colour - 3 Copy SPA - 1 Copy			

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37	Journal Register 100 Folio	8 1/2" x 13 1/2" Canvas binding with fall cloth indexing and printing				
38	Journal Register 200 Folio	8 1/2" x 13 1/2" Canvas binding with fall cloth indexing and printing				
39	Journal Register 400 Folio	8 1/2" x 13 1/2" Canvas binding with fall cloth indexing and printing				
40	Journal Voucher 1x 100	8.5X7 printing with pad setting with Half Pound Board.	Sample at HO			
41	Ledger 200 folio with index	8.5" x 13.5" canvas binding with cloth indexing & printing				
42	Letter Pad (1x100) A4 size	8" x 11.1/2" with pad setting with half pound board (Bi-Colour printing)	J. K. Paper			
43	Mail inward 100pg	8.5" x 13.5" canvas binding with full cloth and printing.	Conquest paper 11.9kg.			
44	Mail inward 200pg	8.5" x 13.5" canvas binding with full cloth and printing.	Conquest paper 11.9kg.			
45	Mail outward 100pg	8.5" x 13.5" canvas binding with full cloth and printing.	Conquest paper 11.9kg.			
46	Mail outward 200pg	8.5" x 13.5" canvas binding with full cloth and printing.	Conquest paper 11.9kg.			
47	Money receipt book 1x2x100 size 5" x 8.5"	One side printing demy cloth lining with 1.5 pound board				
48	Money receipt book 1x2x50 size 5" x 8.5"	One side printing demy cloth lining with 1.5 pound board				
49	Money Receipt Size- 8x10.5x1x100	One side printing with half pound board at bottom				

Sl. No.	Particulars	Size	Quality of paper	Quantity	Rate (Excluding GST)		Remarks
50	Monthly Craft wise return 1x3x50	8.5" x 12.5" printing with pad setting with half pound board	Amarabati two copy one copy SPA				
51	Note Sheet (1x100)	8" x 13" both side printing with pad setting half pound board.	Conquest paper 11.9kg.				
52	Packing List (1x4x50)	10.1/2" x 8.5" printing stitching with cloth binding and three copies perforated and hard board fitting at bottom.	Amarabati Colour - 3 Copy SPA - 1 Copy				
53	Price Sticker	1" x 2" one side printing					
54	Purchase Order (1x4x50)	10.1/2" x 8.5" printing stitching with cloth binding and three copies perforated and hard board fitting at bottom.	Amarabati Colour - 3 Copy SPA - 1 Copy				
55	Purchase Voucher (1x4x50)	10.1/2" x 8.1/2" printing stitching with cloth binding numbering and three copies perforated and hard board fitting	Amarabati Colour - 3 Copy SPA - 1 Copy				
56	Requisition Slip 1x100 size 8-5" x 5"	One side printing with half pound board at bottom Sample at HO					
57	Rough Pad / Note pad size 8" x 8 1/2 ", 1x50	Size 8" x 8 1/2 ", 1x50	Sample at HO				
58	Sticker (Washing Instruction)	Size 2.5"X9"	Sample at HO				
59	Store Ledger 100pg	8.1/2"x13.1/2" Canvas binding with full cloth indexing and printing	Conquest paper 11.9kg.				
60	Store Ledger 200pg	8.1/2"x13.1/2" Canvas binding with full cloth indexing and printing	Conquest paper 11.9kg.				
61	Subsidiary ledger 100 folio, with index	8.5" x 13.5" canvas binding with cloth indexing & printing					

Sl. No.	Particulars	Size	Quality of paper	Quantity	Rate (Excluding GST)	Remarks
62	T.A. Bill Form	Size 8x13 DF one side printing with half pound board at bottom	Balarpur 7.00 kg			
63	Tour Certificate form 8" x 13"	Size 8x13 DF one side printing with half pound board at bottom	Sample at HO			
64	Travelling Advance requisition Form	Size 8x10.5" (1x100) one side printing with half pound board at bottom	Balarpur 7.00 kg			
65	Verification Sheet 1x100	13"x16" printing with pad setting with Half Pound Board.	Sample at HO			
66	Voucher Abstract 1x100	8.5"x13 printing with pad setting with Half Pound Board.	Sample at HO			

NB:

- 1 Copy of GST registration certificate to be submitted.
- 2 Sample of the paper to be submitted
- 3 Money receipt in original for purchase of tender paper is to be submitted
- 4 EMD @4% will be deposited on order amount before execution of order.
- 5 In Case of failure for execution of order in full with in the stipulated period liable for forfeited of EMD
- 6 The authority reserves the right to accept/ cancell the tender, without assigning any reason thereof.
- 7 The tender should reach this office on or before Dt 26.03.2021 by 3:00 pm. representative.
- 8 The tender paper will be open on Dt. 26.03.2021 at 4.00 PM in presence of the Tenderer or their authorised representatives and officials of the Corporation.



Signature of Tenderer