

BID DOCUMENT

**TENDER FOR PRINTING OF
FORMS
FOR USE IN BELGAUM SSA**

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SECTION I

Bharat Sanchar Nigam Limited

(A Government of India Enterprise)

NOTICE INVITING TENDER

Sealed Tenders are invited up to 1500 Hours On 14-10-2009 for Printing of forms as per specification from reputed printing firms /individuals having experience in similar type of works for the last two years to any Central / State Government organization or a large Public Sector Undertaking.

Schedule to the invitation of Tender

1.	Tender NO.	G.6/Tender/Print forms/2009-10/1 dated 16-09-2009
2.	Time & last date of issue of Bid Document	12.00 Hours of 13-10-2009
3.	Time & Date of depositing tender/bid by Speed/Regd Post.	1300 Hours of 14-10-2009
4.	Time and date of opening of Tender/Bid	16.00 Hours of 14-10-2009
5.	Minimum Validity of Tender offer	90 days from the date of opening.
6.	Services to be provided	Supply of forms as per specification are available with SDE(Genl)%GMT T/E compound Belgaum-1
7.	Duration of contract	One Year from the date of Award of contract.
8.	EMD amount	Rs. 12,000/- (Twelve thousand only)

Intending eligible bidders may obtain Bid Document from S.D.E.(Genl) O/o GMT Telephone Exch. Compound, Belgaum on payment of Rs. 575/- (Rupees five hundred seventy five non refundable,500+75 sales tax) payable in cash to Accounts Officer (Cash) O/o GM BM TD Belgaum between 10.00 hrs to 12.00 hrs on all working days from 01-10-2009 to 13-10-2009.

Bidders shall have to deposit Earnest Money Deposit of Rs. 12000 (Rupees twelve thousand Only) as Bid Security in the form of Demand Draft drawn in favour of BSNL Belgaum along with the bid.

If tender document is downloaded from website , it is requested to enclose separate DD of Rs.575/(500+75 sales tax) drawn in favor of A. O. Cash, O/oGMT, BSNL, Belgaum payable at Belgaum. The office is not responsible for any postal delay.

Website www.karnatak.bsnl.co.in/belgaum

AGM (Admn)
O/o GMT
Belgaum

SECTION II

INSTRUCTIONS TO BIDDERS

SERVICES TO BE PROVIDED

Supply of printed Forms as per specifications given in clause 10.1 of section III.

2. Eligible Bidders

- (a) Reputed firms /individuals having experience in printing similar type of work.
- (d) The bidder shall have experience of minimum period of 2 years for similar type of work in Govt. organization or any large Public Sector undertaking.

3. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the bid. BSNL in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

4. Bid Document

- 4.1 Bid document includes
 - a. Notice Inviting Tender
 - b. Instructions to bidders
 - c. General condition (Commercial) of the contract
 - d. Special conditions of contract, if any.
 - e. Schedule of requirement .
 - f. Bid form and price schedule
 - g. Bid Security Form
 - h. Performance Security Bond Form
 - i. Letter of authorization to attend bid opening
- 3.2 The bidder is requested to examine all instructions, forms, terms and specification in the Bid documents. Failure to furnish all the information required as per Bid Documents on submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the Bid.

3.3 A prospective bidder requiring any clarification on the Bid document shall notify the purchaser in writing. The purchaser shall respond in writing to any request for the clarification of bid document which it receives not later than 3 days prior to the date of opening of Tender.

Documents required to be submitted for establishing Bidder Eligibility and Qualifications.

1. The bidder shall furnish the particulars of past performance with supporting documents.
2. Partnership Deed or proprietorship deed or articles / Memorandum of Association as the case may be, latest Annual Account in form C6.

5. Amendment of bid document

- i) At any time, prior to the date of submission of bid, BSNL may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.
- ii) The amendments shall be notified in writing to all prospective bidders and these amendments will be binding on them.

6. Documents comprising the bid

The bid prepared by the bidder shall comprise of the following components.

- a) Documentary evidence established in accordance with clause 2 that the bidder is eligible to bid and is qualified to perform the contract if his bid is accepted.
- b) Bid security furnished in accordance with clause 9.
- c) Bid Form and price schedule completed in accordance with clause 7 and 8.
- d) Registration certificate for KST/CST copy duly self attested.
- e) Original powers of Attorney in case any persons other than the Tenderer himself has signed the tender document.
- f) The list of printing machines (offset) and other equipment used in connection with printing work which the tenderer possessed indicating whether these assets are hypothecated and mortgaged

or otherwise encumbered in any manner, the nature and extent thereof and the name and addresses of the lien holder should also be furnished. The General Manager Telecom, Belgaum or his assigned representatives have right to visit and inspect the infrastructure available with the tenderer.

- g) Authenticated copy of partnership deed in case of partnership deed and power of attorney to the representative of the firm who operates the tender.
- h) Latest and valid NSIC certificate duly certified by NSIC.

7. BID FORM

The bidder shall complete the Bid form and the appropriate price schedule furnished in the bid document (Annexure-B) covering the services to be rendered, quality and price schedules as per Section V should be in figures as well as in words and it should be signed by the tenderer.

8. Bid Price.

- i) The supplier shall quote as per price schedule given in section V for printing of forms as per specification.
- ii) The form of quotation to be prepared and furnished is appended herewith (Annexure-B). All factors such as cost of paper including KST/ED/SC/etc., transportation charges, delivery charges, labour charges for printing and other cost connected with the printing materials of work and also all other taxes should be taken into account while computing the bid.
- iii) The price quoted by the bidder shall remain fixed during entire period of contract & shall not be subject to variation on any account. A BID submitted with an adjustable price quotation will be treated as non-responsive and rejected. Rate or price for printing should be quoted for per thousand forms which should be inclusive of all levies taxes ,packaging, forwarding ,freight ,loading & unloading up to 1st floor of GM's Office % GMT Telephone Exchange Compound Belgaum-1.
- iv) While quoting any item of the tender, the requirement & specifications should be clearly understood as per ANNEXURE-A & the tender quotations given accordingly. The GSM , specification, size of the printing paper & paper boards/pulp boards etc specified against each of the item of the tender should be clearly noted while preparing quotation. Any subsequent request to

modify the tendered quotation due to oversight/misunderstanding/typographical error etc will not be entertained & may be construed as withdrawing from the tender.

- v) "Discount" or extra charges if any mentioned by the bidders shall not be considered unless these are specifically indicated in the price schedule.

09. Bid Security

- 9.1 Each Tender should be accompanied by EMD of Rs. 12500/- payable by DD drawn in favour of BSNL Belgaum. The bids received without the EMD are liable to be rejected. The EMD of the successful tenderer will be adjusted against the performance security payable as per Clause 2.1 of Section III.
- 9.2 EMD of the unsuccessful tenderer will be released without interest after finalization of the tender & award of the work.
- 9.3 The SD of the successful tenderer will be released after the expiry of the tender provided no claims are pending.
- 9.4 The bidders (Small Scale units) who are registered with National small scale Industries corporation under single point registration scheme & having 3 years renewal certificate valid on the date of bid opening are exempted from bid security up to the amount equal to their monitory limit. In case of bidders having monitory limit as "NO LIMIT" the exemption will be limited to Rs. 50,00,000 (Fifty lacks) as per existing policy of BSNL .A proof regarding current registration with NSIC for the tendered items will have to be attached along with bid document.

10.0 The BID Security may be forfeited :

- a) If bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form.
- b) If the successful bidder fails.
- i. to sign and submit agreement in accordance with clause 17.
 - ii. to furnish performance security in accordance with clause 2 of Section III.
 - iii. A bid not secured in accordance with Para 9.1 shall be rejected by the BSNL as non-responsive at the bid opening date and returned to the bidder.
 - iv. The bid security of unsuccessful bidder will be discharged/returned as early as possible but not later than 30 days after the expiry of the period of bid validity.

- v. In both above cases ie 10 (a) & (b) the bidder will not be eligible to participate in the tender of same item for one year from the date of issue of P.O.

11. Format and signing of bid.

The bidder shall prepare one complete set of original bid.

11.1 The tenderer signing the tender should indicate as follows :

1. Whether signing as the sole proprietor of the firm.
2. Whether signing as the partner of the firm.
3. Whether signing as the Secretary, Manager, Managing Director, Managing Partner, Director etc.

11.2 The original bid shall be signed by the bidder or a person duly authorized to bind the bidder the contract.

11.2 The over writing /erasures in the bid made by the bidder shall be signed by the person signing the bid.

12. Submission of bid.

Sealing & marking of bid, the tender bid consists of following documents

- a) Bid security / Valid NSIC
- b) All documents as per clause 6 as per eligibility.
 - i) Each page of the bid document duly signed with seal (individual or firm) should be submitted in wax sealed envelop and addressed to Sri.V.Ravisankar AGM(Admn), % G M Telecom, BSNL, Telephone Exchange compound ,Belgaum-1 and delivered by registered post / speed post on or before the due date.
 - ii) Any bid received after the last date for submission of bids even due to postal delay shall be rejected and returned to the bidder unopened.
 - iii) The wax sealed envelop containing all documents under clause 12 shall be addressed at the address mentioned at 12(i)

13. Bid opening

BSNL shall open bids in the presence of bidders or their authorized representative who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening (Format is given in section IX).

14. Evaluation

- 14.1 BSNL shall evaluate the bids to determine whether they are complete, whether any computational errors have been made whether documents have been properly signed and whether bids are generally in order.
- 14.2 If there is a discrepancy between words and figures the amount in words shall prevail. Prior to detailed evaluation, BSNL will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which confirms to all the terms and conditions of bid documents without material deviation. A bid determined as substantially non-responsive will be rejected by BSNL.
- 14.3 BSNL shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price of the services offered inclusive of all levies and charges as indicated in the price schedule in section V of the bid document.
- 14.4 Acceptance of tender will be considered only if the rates are quoted for all the items.
- 14.5 Lowest L-1 will be arrived by taking each item rate & its quantity multiplied and the sum of all items taken together. No multivender system is proposed.

15. Award of Contract

BSNL shall consider placement of letter of intent to those bidders whose offers have been found technically, commercially and financially

acceptable. The bidder shall within 10 days of issue of letter of indent, give his acceptance along with performance security in conformity with section VIII with the bid document and agreement to be entered into with BSNL.

16. Right to vary quantities

- 16.1 BSNL reserves the right at the time of award of contract to increase or decrease up to 25% of the required quantity of services specified in the schedule of requirements without any change in charges of the offered quantity of other terms and conditions.
- 16.2 The contract will be a rate running contract & except herein after mentioned no guarantee is given that the quantities indicated or any other quantity of forms & books will necessarily be ordered, but as idea of the number & nature of books/forms which may be ordered & their average annual requirements are given in Annexure-A. These are estimates only. The books/forms now in the use are liable to revision or cancellation. No guarantee can be given that the supplies of every item contained in the annexure will be required during the term of the contract nor order will be given for the quantity therein. Specimens of the books/forms can be inspected at the o/o the G.M.T. Belgaum TD, 1st Floor, Telecom Bldg., Telephone Exchange Compound, Camp, Belgaum-1 from 1100 hrs to 1600 hrs on all working days.

17. Signing of Contract

17.1 Signing of Agreement shall constitute the award of contract on the bidder.

17.2 Upon the successful bidder furnishing the Performance Security the BSNL shall discharge its bid security in pursuant to clause 9.

18. Annulment of Award

Failure of the successful bidder to comply with the requirement of clause 17 shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event BSNL may make the award to any other bidder at the discretion of BSNL or call for new bids.

19. Period of validity of bids

- (i). The bid shall remain valid for 90 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by BSNL as non-responsive.
- (ii). A bidder accepting the request of BSNL for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.

Validity of the tender is one year from the date of acceptance of tender.

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SECTION III

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

1. Application

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or in NIT unless otherwise agreed by BSNL.

2. Performance Security

- 2.1 The successful bidder shall be required to deposit an amount of Rs25000/- (rupees twenty five thousand only) as Performance Security. E.M.D. can be adjusted towards security deposit.

- 2.2 Performance Security shall be submitted in the form of Bank Guarantee issued by Nationalized / Scheduled Bank and the Performa provided in section VIII of the bid document or in the form of Cash/DD payable to AO(Cash), BSNL Belgaum Telecom District. Bank guarantee should be valid for eighteen months from the date of provisional acceptance of letter of BSNL Belgium.
- 2.3 Performance Security will be discharged after completion of contractor's performance obligations under the contract.
- 2.4 If the contractor fails or neglects any of his obligations under the contract it shall be lawful for BSNL to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

3. EXECUTION TIME LIMIT

- 3.1 The time period as stipulated in the contract or letter of intent shall be deemed to be essence of the contract.
- 3.2 A time limit to delivery and installments for the delivery of books/forms required will ordinarily be fixed by the authority issuing the print order in each case having regard to the quantum, nature & magnitude of the work involved.
- 3.3 The actual printing work should be commenced by the tenderer only after getting the proof approved by the authority placing the supply order. The sample specimen quality of printing paper proposed to be used for the work should also be furnished to this office for approval before commencing the printing.

4. PAYMENT TERMS AND PENALTY

Bill may be submitted in duplicate along with delivery challan and pre-receipt within 15 days of supply of forms

- 4.1 Payment will be made by Account Payee cheque (and not by cash) to the contractor after deduction of income tax and other statutory taxes (as applicable) on each bill from time to time.

- 4.2 The bills (running/final) complete in all respect submitted by the contractor beyond the prescribed period mentioned in the previous clauses are at the supplier's risk.
- 4.3 The bills (running/final) complete in all respect submitted by the contractor after six months after completion of the work, will be treated as invalid and no payment will be made on them. However in exceptional cases payment will be authorised with applicable penalties mentioned in the bid document by the head of SSA only, after detailed investigation & on appeal by the contractor.
- 4.4 Time is the essence of contract and there shall be no delay in printing and delivering the forms on or before the due date specified in the print orders. If the forms or the books are not delivered on or before the due date are liable for penalties of 0.5% per week and 5% in all. No extension time will be permitted. However, if the printing and delivery of forms/books are delayed due to change in the format, or delay in returning the proof duly approved by the department or if the raw materials are not available in the market due to Government policy or any such eventuality which are deemed to be beyond the control of the tenderer, such delay may be waived and the extension of time will be granted by the competent authority depending upon the merits of the case.

5. Termination of Contract

- 5.1 BSNL may without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts.
- a) If the contractor fails to arrange the supply of printing forms as per Purchase order. within the period (s) specified in the contract or any extension thereof granted by BSNL.

- b) If the contractor fails to perform any other obligation (s) under the contract.
- 5.2 Any breach of the contract by the printer or failure to supply a given quantity of the printing items, or fail to show progress of the work the department will have to rescind the contract by giving the notice. There should be a progress of supply of materials as per the time schedule spread over the period of completion of the work. If the printing is of a low or poor or inferior quality or on a inferior printing paper which is not in accordance to the specification as accepted in the tender, the department will have a right to rescind the contract in all the above mentioned circumstances, the G.M. or authorities concerned reserves the right to forfeit to the BSNL the security deposit or Bank Guarantee or both.
- 5.3 The Successful tenderer is precluded from assigning the work to any other agency on the plea that his capacity to carryout the work allotted to him is limited and/or it is not economically viable for him to carryout the work at the rate accepted as per tender quotation. The competent authority reserves the right to forfeit to the BSNL, the security deposit or the Bank Guarantee, in case the above conditions are violated and take any other action deemed fit under the circumstances.
- 5.4 BSNL may without prejudice to other rights under law or the contract provided get the printing forms done at the risk and cost of the contractor, in above circumstances.

6. Termination for insolvency

BSNL may also by giving written notice and without compensation to the contractor terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

7. Force Majeure

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics,

quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall be reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an even may come to an end or cease to exit and the decision of BSNL as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

8. Arbitration

8.1 In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), shall be referred to the sole arbitrator, i.e. the General Manager Telecom, Belgaum Telecom District or an officer appointed by him on his behalf whose decision will be final and binding on both the parties, within the jurisdiction of Belgaum SSA.

8.2 The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and conciliation Act. 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to arbitration proceeding under this clause.

8.3 The venue of the arbitration proceeding shall be Office of General Manager Telecom, Belgaum Telecom District, BSNL at Belgaum or such other place as the arbitrator may decide.

9. Set Off

Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by BSNL and set off the same against any claim of BSNL for payment of a sum of money arising out of this contract or under any other contract made by contractor with BSNL.

10. Specifications

- 10.1 Requirement of printing forms as detailed in Annexure-'B'
- 10.2 Specification as detailed in Annexure-A

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SECTION IV

SPECIAL CONDITIONS OF CONTRACT

1. The special conditions of contract shall supplement the instruction to the Bidders as contained in Section II and general (commercial) conditions of the contract as contained in section III and wherever there is a conflict, the provisions herein shall prevail over those in Section II and Section III.
2. In case the date fixed for opening of bids is subsequently declared as holiday by the Government of India, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
3. BSNL reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with BSNL.
4. BSNL reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient ground.
5. The G.M.T. Belgaum TD reserves the right to reject any unsatisfactory work and the tenderer will be required to carryout the said work afresh at his own cost.

6. Whenever sales tax is claimed by the tenderer, a certificate is required to be furnished by the supplier "Certified that the goods for which S.T. is charged has not been exempted under Central/State sales tax Act Rules made thereunder and the charge on account of sales tax on the supplies is correct under the provisions of S.T.Act or rules made thereunder".
7. Any disputes arising out this contract will be subject to Belgaum Municipal Corporation Area.
8. Conditional tender will not be considered. There should not be any corrections/overwriting while quoting the rates.
9. The General Manager Telecom, Belgaum Telecom District, Belgaum reserves the right to reject any or all tenders without assigning any reasons and the decision of the General Manager Telecom shall be final and is binding on all concerned and the G.M.T. Belgaum also reserves the right to order quantity in full or partial as per the requirement.
10. The General Manager Telecom, Belgaum is not bound to accept the lowest tender.
11. The General Manager Telecom, Belgaum Telecom District, Belgaum shall also reserve the right to approve more than one tenderer in respect of same or different items listed in the tender.
12. All legal matters arising out of this tender are subject to judicial jurisdiction of Belgaum Courts.

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SECTION-V

ANNEXURE-A (specification)

<p>Item No.2</p> <p>a) Description of Book</p> <p>b) Size of the Book</p> <p>c) Quantity required</p> <p>d) Time allotted for work</p> <p>e) Other details</p>	<p>: ACG-20 (Outer)</p> <p>: 1/3 D/Demy</p> <p>: 2000 Nos of 4 leaves 8 pages</p> <p>: 15 days</p> <p>: The form will have to be printed on 60 GSM white MPM cream wove 7.6kg Demy printing paper. The form has to be printed on both sides. The form has to be printed in bilingual. There are horizontal lines and vertical columns. The form will have to be packed in bundles of 1000 forms. This form contains 4 leaves (8 pages).</p>
<p>Item No.3</p> <p>a) Description of form</p> <p>b) Size of the form</p> <p>c) Quantity required</p> <p>d) Time allotted for work</p> <p>e) Other details</p>	<p>: APP-54 Confidential Report for Gr.B</p> <p>: 1/4th DFC</p> <p>: 2000 forms of 8 pages</p> <p>: 10 days</p> <p>: The form has to be printed in bilingual. The printed matter is available on both sides. This form has 8 pages in all. As this is an important form the printing has to be made in 70 GSM or 80 GSM West Coast Azurelaid 12.2 kg. Printing paper. The form should be packed in bundles of 1000 each and delivered.</p>
<p>Item No.4</p> <p>a) Description of Book</p> <p>b) Size of the Book</p> <p>c) Quantity required</p> <p>d) Time allotted for work</p> <p>e) Other details</p>	<p>: APP-9 Confidential Report for Gr.C</p> <p>: 1/4th DFC</p> <p>: 2000 forms of 6 pages</p> <p>: 15 days</p> <p>: The form has to be printed in bilingual. The printed matter is available on both sides. This form has 6 pages. This form has to be printed on 60 GSM MPM cream wove 8.9 kg. DFC printing paper. The form should be packed in bundles of 1000 each and delivered.</p>
<p>Item No.5</p> <p>a) Description of Book</p> <p>b) Size of the Book</p> <p>c) Quantity required</p> <p>d) Time allotted for work</p> <p>e) Other details</p>	<p>: ATC - 2 (a) Additional Service Book</p> <p>: 1/4th DFC when closed.</p> <p>: 100 books of of 26 leaves</p> <p>: 10 days</p> <p>: The books has printed matter the top while the lines and columns all over the page. 26 leaves of ½ DFC size should form a book. The pages will have to be numbered at the left hand side corner. The book will have centre pinning at two places. The next should be printed on 60 GSM MPM cream wove 8.9 kg. DFC paper and the cover should be in cartridge 110 GSM or thick craft paper. The cover will have an emblem "BHARAT SANCHAR NIGAM LIMITED ATC - 2 (a)" at the top right hand side corner with description of the book "ADDITIONAL SERVICE BOOK".</p>
<p>Item No.6</p> <p>a) Description of form</p> <p>b) Size of the form</p> <p>c) Quantity required</p> <p>d) Time allotted for work</p> <p>e) Other details</p>	<p>: ENG-6 Sanction for small works</p> <p>: 1/4th Demy</p> <p>: 3000 forms</p> <p>: 1 week</p> <p>: The printing has to be made on 60 GSM MPM cream wove 7.5 Kg demy printing paper. The printed matter is available on both sides. The form has to be printed in Bilingual. The form contains vertical columns.</p>

<p>Item No.7</p> <p>a) Description of Book b) Size of the Book c) Quantity required d) Time allotted for work e) Other details</p>	<p>: EBG-27 Local Purchase Sanction forms : : : 1/8th DFC/(15 x 21.5 cm trimmed) : 300 books of 60 leaves each (bilingual) : 15 days The form will have to be printed on 60 GSM MPM cream wove 8.9 kg DFC/printing paper. The printing has to be made in Bilingual on one side only. Each book will consists of 60 leaves. The books will have thick craft wrapper on both sides duly pinned on the left hand side at two places.</p>
<p>Item No.8</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: ENG-21 Application for New Telephone Connection : : (revised) : : : A-4 size or 1/4th Demy : 10000 forms of 4 pages : 20 days a) The form has to be printed in one language. The printing has to be made on one side. The form has to be printed on 80 GSM West Coast While Ledger paper of good quality. 21.8 kg. b) The main application form has to be printed separately in A-4 size in one leave. c) The portion containing instructions & Form No.60 of Income Tax Rules 1952 etc. Should be printed separately to form 4 pages. The printing has to be made back to back on 80 GSM Ledger paper as per format. d) The form will have one running number on the obverse of the main application form. e) In all 3 (three) numbers will have to be embossed on one set of application which will form as one set. All the above said items with application will have to be formed by staple pin at left hand top corner of the form. The printed forms have to be packed in card board box. Atleast 500 forms have to be packed in each box. The serial number of forms packed inside each box should be indicated outside the box. The number of the box packed should also be indicated on the box.</p>
<p>Item No.9</p> <p>Description of form a) Size of the form b) Quantity required c) Time allotted for work d) Other details</p>	<p>: MSOT-11(a) Leave Account Form : : : 1/4th DFC : 2000 forms of 7 pages : 1 week The form has to be composing 3 pages & horizontal line and vertical columns 7 pages. This form has to be printed on 60 GSM MPM cream wove 8.9 kg DFC/printing paper. The printing has to be made as per specimen given. The outer cover of the form is in F.C. Folio when closed & the inner sheet will be 1/6th of DFC when folded and 1/3rd DFC when opened. The outer cover has printed matter & columns alone. The printing has to be made on both sides. The columns on the outer sheet and inner sheet should be analogous and matching.</p>

<p>Item No.10</p> <p>a) Description of item b) Size of the item c) Quantity required d) Time allotted for work e) Other details</p>	<p>: S-97 Office File Covers (Bilingual)</p> <p>: : 35 cm x 51 cm when not folded : 20,000 file covers : 30 days</p> <p>This item has to be printed on 320 GSM board with smooth surface on either side. The printed matter is available on the top page of the file. The file cover will have creasing at the middle as shown in sample. The creased portion has to be pasted with calico of size 10 cm x 34 cm. After pasting the calico two eyelets will have to be fixed on either side at the top portion of the file cover. The printing has to be made as per the sample. The workmanship should be neat and clean. Inferior quality board should not be used for this item.</p>
<p>Item No.11</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: TR-25 Tour TA Bill (Bilingual)</p> <p>: : 1/4th DFC (4 pages) : 5000 forms of 4 pages : 15 days</p> <p>This is a bilingual form. The printing has to be made on both sides as per format. The form has to be printed on 60 GSM MPM cream wove 8.9 kg DFC printing paper. The forms should be formed by pinning at the center.</p>
<p>Item No.12</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: ACG-64(a) Bill of OTA for operative offices for Sundays</p> <p>: 1/2 DFC : 500 forms : 15 days</p> <p>The form has to be printed in bilingual on both sides. The printing has to be made in Black Ink. The printing has to be made by using 60 GSM MPM Cream wove 8.9 kg DFC printing paper.</p>
<p>Item No.13</p> <p>a) Description of Book b) Size of the Book c) Quantity required d) Time allotted for work e) Other details</p>	<p>: ACG-61 Charge Report Form (Bilingual)</p> <p>: : 16 cm x 14 cm when trimmed. 1/20th D/Demy 20 pads of 100 leaves. : 15 days</p> <p>The printing has to be made on both sides in bilingual. Only 60 GSM MPM cream wove 8.9 kg demy printing has to be made in Black Ink only. The printing has to be made strictly as per the format given. Each pad will contain 100 leaves.</p>
<p>Item No.14</p> <p>a) Description of Book b) Size of the Book c) Quantity required d) Time allotted for work e) Other details</p>	<p>: Assistant's Diary NOT REQUIRED</p> <p>: : 32 x 22 when closed : 5 books of 100 leaves : 20 days</p> <p>The register will have horizontal lines in Blue Ink and vertical lines in red ink. The 2nd and 3rd inner cover of the register will have flap at the top of the inner cover pages said above with captions on them corresponding to the vertical columns in the inner pages. The book will have to be bound with 1 ½ lb board with good calico marble bindings. The printing has to be made by using 60 GSM MPM cream wove 8.9 kg DFC printing paper. The front cover on the book will have printed matter as follows :-</p> <p>“BHARAT SANCHAR NIGAM LIMITED” ‘Assistant's Diary’</p>

<p>Item No.15</p> <p>a) Description of Book b) Size of the Book c) Quantity required d) Time allotted for work e) Other details</p>	<p>: ENG-53 Demand Note (Bilingual) NOT REQUIRED</p> <p>: : 21 cm x 17 cm when trimmed (1/4th DFC) : 50 of 50 leaves : 20 days : The form has to be printed in Bilingual as per the given format. The printing has to be made in black ink only. Each book will have 100 leaves. The printing has to be made on both sides using only 60 GSM MPM cream wove 7.6 kg Demy printing paper. The padding has to be done by using good vajra.</p>
<p>Item No.16</p> <p>a) Description of Book b) Size of the Book c) Quantity required d) Time allotted for work e) Other details</p>	<p>: EST-36 Memo of leave order (Bilingual)</p> <p>: : 1/8th DFC (14 x 22 cm) : 100 Pads of 100 leaves each : 15 days : The form has to be printed in bilingual on both sides in black ink only. Using 60 GSM MPM cream wove 8.9 kg DFC printing paper. Each pad will contain 100 leaves.</p>
<p>Item No.17</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: EST-95 Medical Certificate/Fitness Forms</p> <p>: : 1/4th DFC : 1,000 forms : One week : This is a bilingual form. The printing has to be made on one side only in black ink as per the given format. The form should be printing using 60 GSM MPM cream wove 8.9 kg DFC printing paper.</p>
<p>Item No.18</p> <p>a) Description of Book b) Size of the Book c) Quantity required d) Time allotted for work e) Other details</p>	<p>: ENG-8 (Bilingual) Receipt Books</p> <p>: : 1/8th DFC when trimmed, Book of 50 + 50 leaves : 500 books in the form of 1+1 (duplicate) : 60 days : The book will have numbering from 001 to 250 on receipts in running order. Each book will contains 250 receipts. The printing has to be made in Bilingual. The printing has to be made on one side only in black ink as per the given sample. Each page will have 5 receipts. The book will wrapper both at top and bottom. Only 60 GSM MPM cream wove 8.9 kg DFC/paper has to be used for the text and craft for the wrapper.</p>
<p>Item No.19</p> <p>a) Description of Book b) Size of the Book c) Quantity required d) Time allotted for work e) Other details</p>	<p>: ENG-9 Receipt Book of Telephone Revenue</p> <p>: : 1/8th DFC when trimmed (bilingual) : 250 books (50 = 50 leaves) : 15 days : Book will have printed matter on one side only. On each page there will 5 receipts. The receipts should be printed in the form of 1+1 (duplicate). The book has 50+50 leaves. The receipt numbers should run from 001 to 250 and the book number will start from 0001 to 2000. There will be cover page at the top and bottom. The book number will have to be printed in Red on the receipts. The top front cover of the book will bear the number of the book. The inner text has to be printed in 60 GSM MPM cream wove 8.9 kg DFC paper and wrapper should be of good craft paper. The original will have perforation along the binding edge.</p>

<p>Item No.20</p> <p>a) Description of Book b) Size of the Book c) Quantity required d) Time allotted for work e) Other details</p>	<p>: Genl-18 Indent Book (Budget & Non-Budget) (Bilingual)</p> <p>: 1/4th Demy when trimmed (21 cm x 28 cm)</p> <p>: 100 Pads of 100 leaves each</p> <p>: 15 days</p> <p>: This form has vertical and horizontal lines/columns. The form has to be printed in bilingual. The printing has to be made on both sides. Each book will consist of 100 leaves. The leaves should be fastened with wire pinning at two places on the sides. After pinning the wrapper should be turned over the book and fixed with fevicol. The text matter has to be printed on 60 GSM MPM cream wove 7.6 kg Demy printing paper. The wrapper should be of good cardboard or craft paper of 110 GSM.</p>
<p>Item No.21</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: Genl-30 GPF Temporary Advance Form</p> <p>: 1/4th DFC (Printing in Bilingual)</p> <p>: 3000 forms</p> <p>: 20 days</p> <p>The form contains printed matter on both sides. This is a bilingual form. The printing has to be made as per the format given on 60 GSM MPM cream wove 8.9 kg DFC printing paper.</p>
<p>Item No.22</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: TR-25 C LTC Claim Bill (Bilingual)</p> <p>: 1/4th DFC</p> <p>: 1,000 forms loose of 4 pages.</p> <p>: 10 days</p> <p>The form has to be printed in Bilingual as per the given format. The printing has to be made on both sides. The form contains 4 pages. The form has to be printed on MPM Cream wove 8.9 kg DFC printing paper.</p>
<p>Item No.23</p> <p>a) Description of item b) Size of the item c) Quantity required d) Time allotted for work e) Other details</p>	<p>: Subscriber File Covers</p> <p>: 35 cm x 51 cm when not folded</p> <p>: 20,000</p> <p>: 45 days</p> <p>Printing has to be made as per the given specimen only 210 GSM Pulp Board will have to be used for this work.</p>
<p>Item No.24</p> <p>a) Description of Book b) Size of the Book c) Quantity required d) Time allotted for work e) Other details</p>	<p>: TI-201 (Phonogram Tickets)</p> <p>: 16 cm x 10 cm</p> <p>: 1,000 Books of 100 leaves</p> <p>: 20 days</p> <p>This ticket is a number item. The numbering will be from 1 to 1000 using alphabet from A to Z. Tickets of 24 alphabets would form one set. This is an important form and care should be taken to print the form with Nos. 60 GSM MPM cream wove 7.6 kg demy printing paper should be used for printing.</p>
<p>Item No.25</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: TI-117 Delivery Slips (Bilingual)</p> <p>: 1/8th DFC (14 cm x 22 cm)</p> <p>: 10,000 forms</p> <p>: 10 days</p> <p>The form has to be printed as per sample. The form contains printer matter in Hindi & English. The printed matter exists on both sides. Only 60 GSM MPM c/w 8.9 kg DFC printing paper has to used for printing.</p>

<p>Item No.26</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: ACE 106(a) Telephone Revenue collection</p> <p>: : 1/4th DFC (Bilingual)</p> <p>: 5,000 forms</p> <p>: 15 days</p> <p>The form has printed matter on both sides. This has to be printed on 60 GSM MPM white cream wove 8.9 kg printing paper. The forms should be printed in black ink only. The delivery should be made in bundles of 1000 each or inconvenient numbers.</p>
<p>Item No.27</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: Med-104 Medical Certificate 'B'</p> <p>: : A4 size</p> <p>: 500 forms</p> <p>: 10 days</p> <p>The form should be printed on both sides on 60 GSM cream wove paper.</p>
<p>Item No.28</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: SR-1 Forms</p> <p>: : 21 cm x 28 cm (Bilingual)</p> <p>: 5,000 forms</p> <p>: 15 days</p> <p>The printing has to be made on 60 GSM MPM cream wove 7.5 kg Demy printing paper. The printed matter is available on both sides. The form has to be printed in Bilingual. The form contains vertical columns.</p>
<p>Item No.29</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: Cycle Advance form</p> <p>: : F.S.Size NOT REQUIRED</p> <p>: 0 forms</p> <p>: 10 days</p> <p>The form has to be printed on one side printing on 60 GSM paper as per format.</p>
<p>Item No.30</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: TA Bill for Transfer</p> <p>: : A3 Size paper</p> <p>: 1500 forms</p> <p>: 10 days</p> <p>The form has printing on both sides. The form has to be printed on maplitho 80 GSM paper.</p>
<p>Item No.31</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: TA Advance for Tour</p> <p>: : A4 Size</p> <p>: 1500 forms</p> <p>: 10 days</p> <p>The form has to be printed on one side only. It should be printed on maplitho 80 GSM paper on both sides.</p>
<p>Item No.32</p> <p>a) Description of Book b) Size of the Book c) Quantity required d) Time allotted for work e) Other details</p>	<p>: Med-97 Medical Bill</p> <p>: : A4 Size</p> <p>: 2000 forms</p> <p>: 10 days</p> <p>The form should be printed on maplitho 80 GSM paper on both sides.</p>

<p>Item No.33</p> <p>a) Description of form</p> <p>b) Size of the form</p> <p>c) Quantity required</p> <p>d) Time allotted for work</p> <p>e) Other details</p>	<p>: APP-11 Confidential Report form Gr.C</p> <p>:</p> <p>: 1/4th DFC (Bilingual)</p> <p>: 1000 forms</p> <p>: 15 days</p> <p>The form has to be printed in bilingual. The printed matter is available on both sides. This form has 4 pages. This form has to be printed on 60 GSM MPM cream wove 8.9 kg DFC printing paper. The form should be packed in bundles of 1000 each and delivered.</p>
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<p>Item No.42</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: EMR Complaint i/r/o Telephone Number</p> <p>: : A4 Size NOT REQUIRED : 0 forms : 10 days : The form should be printed on 60 GSM cream wove paper. It has printed matter on one side only.</p>
<p>Item No.43</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: Information to be furnished by Exchange I/C regarding</p> <p>: Excess Billing Complaint. NOT REQUIRED</p> <p>: : A4 Size : 0 forms : 10 days : The form should be printed on maplitho 80 GSM paper. It has printed matter on one side only.</p>
<p>Item No.44</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: Overtime Allowance Claim</p> <p>: A4 Size : 1000 forms : 15 days : The form should be printed on cream wove 60 GSM paper. It has printed matter on one side only.</p>
<p>Item No.45</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: Rebate Calculation Sheet NOT REQUIRED</p> <p>: : A4 Size : 1000 forms : 10 days : The form should be printed on 60 GSM cream wove paper. It has printed matter on one side only.</p>
<p>Item No.46</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>Refund of Deposits NOT REQUIRED</p> <p>1/8TH Size 3000 forms 10 days The form should be printed on 60 GSM cream wove paper. It has printed matter on one side only. Two copies to be printed on the same page</p> <p>.</p>
<p>Item No.47 Description of form</p> <p>a) Size of the form b) Quantity required c) Time allotted for work d) Other details</p>	<p>: Pre-Receipt</p> <p>: : A4 Size : 3000 forms : 10 days : The form should be printed on 60 GSM cream wove paper. It has printed matter on one side only. Two copies to be printed on the same page.</p>

<p>Item No.48</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: Form 'B' Final Withdrawal of GPF - Gr -C & D</p> <p>: : A4 Size : 3000 forms : 10 days : The form should be printed on maplitho 80 GSM paper. It has printed matter on one side only.</p>
<p>Item No.49</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: Reimbursement of Tuition Fees</p> <p>: : A4 Size : 2500 forms : 20 days : The form should be printed on maplitho 80 GSM paper. It has printed matter on both sides.</p>
<p>Item No.50</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: Application Form for Shifting of Telephone</p> <p>: : 21 x 33 Cms : 5,000 forms : 20 days : The form contains printed matter on both sides. The printing has to be made as per the format given on 60 GSM MPM cream wove 8.9 kg DFC printing paper.</p>
<p>Item No.51</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: Special Report on work & conduct for promotion</p> <p>: : A4 Size : 500 forms : 10 days : The form should be printed on maplitho 80 GSM paper. It has printed matter on one side only.</p>
<p>Item No.52</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: Special Report for HPC NOT REQUIRED</p> <p>: : A4 Size : 500 forms : 10 days : The form should be printed on maplitho 80 GSM paper. It has printed matter on one side only.</p>
<p>Item No.53</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: ACE-3 Statement of Expenditure incurred</p> <p>: : 1/8th DFS Size (Bilingual) NOT REQUIRED : : 0 forms : 15 days : The form should be printed on cream wove 60 GSM paper. It has printed matter on one side only. (Bilingual)</p>
<p>Item No.54</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: Note Sheet Pads (bilingual)</p> <p>: : A4 Size : 3000 pads of 100 leaves : 15 days : The form has to be printed in bilingual. The printing has to be made on both sides. The form has to be printed on 60 GSM paper.</p>

<p>Item No.55</p> <p>a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details</p>	<p>: Application for Broadband Service(DataOne)</p> <p>: : A4 Size : 5000 sets (each 2 pages) : 20 days It is a bunch of 5pagesout of which2 pages are to be printed on both sides and 1 is to be printed only on one side. The paper should be 80 GSM maplitho.</p>
<p>Item No.56</p> <p>f) Description of form g) Size of the form h) Quantity required i) Time allotted for work j) Other details</p>	<p>: Application form Private Guranteed Local PT</p> <p>: : A3 Size : 1000 forms : 20 days The form should be printed on maplitho 80 GSM paper. It has3 pages printed matter,1 page on both sides</p>
<p>Item No.57</p> <p>Description of form</p> <p>f) Size of the form g) Quantity required h) Time allotted for work i) Other details</p>	<p>: Application Form for STD/ISD Public Telephone</p> <p>: : Full Scale/A3 : 2000 forms : 20 days It contains 6 pages.All 6 pages are printed both sides..</p>
<p>Item No.58</p> <p>f) Description of form g) Size of the form h) Quantity required i) Time allotted for work j) Other details</p>	<p>: Appln for conversion to sulabh scheme</p> <p>: : A4 Size : 8000 forms : 10 days The form should be printed on maplitho 80 GSM paper. It has printed matter on one side only.</p>
<p>Item No.59</p> <p>f) Description of form g) Size of the form h) Quantity required i) Time allotted for work j) Other details</p>	<p>: Appln for closure/surrender of telephone</p> <p>: : A4 Size : 10000 forms : 10 days The form should be printed on maplitho 80 GSM paper. It has printed matter on one side only.</p>
<p>Item No.60</p> <p>k) Description of form l) Size of the form m) Quantity required n) Time allotted for work o) Other details</p>	<p>: Appln for closure of mobile post paid</p> <p>: : 1\8 Size : 6000 forms : 20 days The form should be printed on maplitho 80 GSM paper. It has printed matter on both sides.</p>
<p>Item No.61-65</p> <p>j) Description of form k) Size of the form l) Quantity required m) Time allotted for work n) Other details</p>	<p>: Forms for SB entry & nominations</p> <p>: : 1\8 and FS : 500 forms : 20 days The form contains printed matter on both sides. The printing has to be made as per the format given on 60 GSM MPM cream wove 8.9 kg DFC printing paper.The form contains 6 pages.</p>

Item No.72 Description of form n) Size of the form o) Quantity required p) Time allotted for work q) Other details	: Account of telegrams accepted on deposit : A4 Size : 1000 forms : 10 days : The form should be printed on maplitho 80 GSM paper. It has printed matter on both side only.
Item No.73 i) Description of form j) Size of the form k) Quantity required l) Time allotted for work m) Other details	: Appln form for SIM replacement Post Paid /Pre-Paid : A4 size : 5000 form : 20 days : The form contains printed matters on one side.The printing has to be made I as per format.
Item No.74 v) Description of form w) Size of the form x) Quantity required y) Time allotted for work z) Other details	: Daily list showing post paid booking at CSR : FS Size : 2000 forms : 10 days : The form should be printed on maplitho 80 GSM paper. It has printed matter on one side only.
Item No.75 r) Description of form s) Size of the form t) Quantity required a) Time allotted for work b) Other details	: Remittance of cheques to Corporation Bank : FS Size : 500 forms : 10 days : The form should be printed on maplitho 80 GSM paper. It has printed matter on one side only.
Item No.76 a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details	: Challan for remittance of money : FS Size : 100pads : 20 days : The form should be printed in 3 parts.In one pad 100 leaves
Item No.77 a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details	: India telephone cards Mobile recharge coupons : ½-1/8 large NOT REQUIRED : 300 forms : 20 days : The form contains printed matter on one side.
Item No.78 a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details	: Application form for telegrams : 1/8 size : 50000 : 30 days : The form has to be printed on one side only.
Item No.79 a) Description of form b) Size of the form c) Quantity required d) Time allotted for work e) Other details	: Telegrams : Cover Size : 10000 forms : 10 days : The form should be printed on maplitho 80 GSM paper. It has printed matter on one side only.

Item No.80 c) Description of form d) Size of the form e) Quantity required f) Time allotted for work g) Other details	: Telegram attached slip : : 1/8 Size 4 part with cut : 4000 forms : 10 days The form should be printed on maplitho 80 GSM paper. It has printed matter on one side only.
Item No.81 f) Description of form g) Size of the form h) Quantity required i) Time allotted for work j) Other details	: Local number slip : : 1/2FS Size : 3000 forms : 10 days The form should be printed on maplitho 80 GSM paper. It has printed matter on one side only.
Item No.82 f) Description of form g) Size of the form h) Quantity required i) Time allotted for work j) Other details	: Form No II Sanction of advance from GPF : : FS Size : : 500 forms : 20 days The form should be printed in bilingual on one side
Item No.83 Description of form f) Size of the form g) Quantity required h) Time allotted for work i) Other details	: Leave Memo : : FS size : 5000 forms : 20 days The form contains printed matter on one side in bilingual.
Item No.84 k) Description of form l) Size of the form m) Quantity required n) Time allotted for work o) Other details	: Form T.R. 58-A Bill for withdrawals : : FS Size : 500 forms : 10 days The form should be printed on maplitho 80 GSM paper. It has printed matter on both side .
Item No.85 h) Description of form i) Size of the form j) Quantity required k) Time allotted for work l) Other details	: ACE-9 list of unserviceable & obsolete stores : : A4 SIZE : 2000 forms : 10 days The form should be printed on maplitho 80 GSM paper. It has printed matter on one side only.
Item No.86 p) Description of form q) Size of the form r) Quantity required s) Time allotted for work t) Other details	: Payment slip for post paid mobile numbers /FS A4 Size in : : three parts : : 10000 forms : 10 days The form should be printed on maplitho 80 GSM paper. It has printed matter on one side only.
Item No.87 u) Description of form v) Size of the form w) Quantity required x) Time allotted for work y) Other details	: Employees provident fund organization form : : A4 Size in buff green colour : 500 forms : 10 days The form should be printed on one side only in bilingual .

Item No.88 k) Description of form l) Size of the form m) Quantity required n) Time allotted for work o) Other details	: Provident fund form to RPF Commissioner : : 1/8 dummy size : 200pads : 20 days : The form should be printed on one side only
Item No.89 j) Description of form k) Size of the form l) Quantity required m) Time allotted for work n) Other details	: Employees provident fund organization 12-A : : FS : 500 forms : 20 days : The form contains printed matter on one side.in English and Kannada
Item No.90 f) Description of form g) Size of the form h) Quantity required i) Time allotted for work j) Other details	: Employees provident fund scheme : : FS size : 500 forms : 30 days : The form has to be printed on both sides
Item No.91 z) Description of form aa) Size of the form bb) Quantity required cc) Time allotted for work dd) Other details	: Form II Confidential Report : : FS Ledger Paper : 100 forms : 10 days : The form should be printed on maplitho 80 GSM paper.The form is having a set of 16 pages and are to be printed on both sides in bilingual.
Item No.92 ee) Description of form ff) Size of the form gg) Quantity required hh) Time allotted for work ii) Other details	: Cell One Mobile Post Paid Form : : A-4 Size : 5000 forms : 10 days : The form is having 4 pages and are to be printed on maplitho 80 GSM paper.
Item No.93 jj) Description of form kk) Size of the form ll) Quantity required mm) Time allotted for work nn) Other details	: Excel Pre Paid form : A-4 Size : 5000 forms : 10 days : The form is having 4 pages and are to be printed on maplitho 80 GSM paper.
Item No.94 oo) Description of form pp) Size of the form qq) Quantity required rr) Time allotted for work ss) Other details	: Sanction Memo For LTC Advance form : A-4 Size : 500 forms : 10 days : The form is having one page and is to be printed on maplitho 80 GSM paper.
Item No.95 tt) Description of form uu) Size of the form vv) Quantity required ww)Time allotted for work xx) Other details	: Sanction Memo For Tour/Transfer Advance form : A-4 Size : 500 forms : 10 days : The form is having one pages and is to be printed on maplitho 80 GSM paper.

Item No.96 yy) Description of form zz) Size of the form aaa) Quantity required bbb) Time allotted for work Other details	Consolidated Asset Register A-4 10 books 15 days The forms are to be printed on maplitho 80 GSM paper Set of 100 forms both side
Item No.97 ccc) Description of form ddd) Size of the form eee) Quantity required fff) Time allotted for work Other details	A.C.G. 67 ¼ th demmy when trimmed 100 books each contains 100pages in duplicate 15 days The forms are to be printed on maplitho 80 GSM paper In bilingual on one side only.

From:

To: The Assistant General Manager (Admn),
O/o G.M.Telecom, Belgaum-590 001.

Sir,

I have gone through the terms and conditions in the Tender Notice No. G-6/2008-09/Tender/print forms/1 dated.09-04-2008. I am agreeable to all the terms and conditions included in the above cited Tender notification.

My rates for printing forms including purchase of paper, ST,CST and transportation are furnished in the enclosed Annexure-B

I enclose DD NO _____ Dated _____ drawn on _____ for Rs. _____ towards EMD.

I am agreeable to all terms & conditions of the tender Notification No.

----- dtd ----- of tender document

I have quoted the rates as per 8 (ii) clause of section II of tender document .

Place :

Date :

Signature of the Tenderer

ANNEXURE - B (schedule of Requirement)

Signature of the Tenderer with Seal

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SL.NO.	PARTICULARS OF ITEM IN TENDER	QUANTITY	SIZE OF THE FORM	TYPE OF PAPER/BOARD TO BE USED	QUOTATION BID FOR PRINTING WITH PRINTING PAPER ETC.	
					RATE PER 100	AMOUNT Rs.
1	ACE-2 Regr.	300 Books of 200 pages	1/4th DFC	60 GSM white MPM cream wove 8.9 kg DFC paper		
2	ACG-20	2000 forms of 8 pages	1/3rd D/Demy (8 pages)	60 GSM white MPM cream wove 7.6 kg Demy		
3	APP-54 Confidential Report form	2000 forms of 8 pages	1/4th DFC	70 or 80 GSM Azurelaid 12.2 kg		
4	APP-9 Confidential form	2000 forms of 6 pages	1/4th DFC	60 GSM white 8.9 kg cream wove DFC		
5	ATC-2(a) Additional Service Book	100 books of 26 leaves	1/4th DFC when closed	60 GSM 8.9 kg cream wove cover should be in cartridge 110 GSM or thick craft		
6	ENG-6 Sanction for small works	3000 forms	1/4th Demy	60 GSM 7.5 kg Demy cream wove		
7	ENG-27 Local Purchase Sanction form	300 books of 60 leaves each (bilingual)	1/8th DFC/ (15 x 21.5 cm trimmed)	60 GSM 8.9 kg DFC thick craft wrapper on both sides		
8	ENG-21 Application for new Telephone Connection	10000 forms with 6 pages	Form-A4	Form-80 GSM Ledger paper 21.8 kg Board (white)		
9	MSOT-11(a) Leave Account form	2000 forms of 7 pages	1/4th DFC	60 GSM cream wove 8.9 kg DFC		
10	S-97 Office File Covers (bilingual)	20000 file covers	35 cm x 51 cm when not folded	320 GSM Pulp Board with smooth surface of either side		
11	TR-25 Tour TA Bill form (bilingual)	5000 forms of 4 pages	1/4th DFC	60 GSM cream wove 8.9 kg DFC		
12	ACG-64(a) Bill of OTA for operative office for Sundays	500 forms	1/2 DFC	60 GSM cream wove 8.9 kg DFC		

13	ACG-61 Charge Report Form (bilingual)	20 pads of 100 leaves	16 cm x 14 cm when trimmed 1/20th D/Demy	60 GSM cream wove 8.9 kg DFC		
14	Assistant's Diary	0 books of 100 leaves	32 x 22 cm when closed	60 GSM cream wove 8.9 kg DFC 1 1/2 lb Board good calico marble bindings		
15	ENG-53 Demand Note (bilingual)	100 of 50 leaves	21 x 17 cm when trimmed (1/4th DFC)	60 GSM cream wove 7.6 kg Demy		
16	EST-36 Memo of leave order (bilingual)	100 pads of 100 leaves each	1/8th DFC (14cm x 22 cm)	60 GSM cream wove 8.9 kg DFC		
17	EST-95 Medical Certificate/Fitness Form	1000 forms	1/4th DFC	60 GSM cream wove 8.9 Kg DFC		
18	ENG-8 Receipt of Tel. Public call (bilingual)	500 books in the form of 1+1 (duplicate)	1/8th DFC when trimmed (10 cms x 30 cms)	60 GSM cream wove 8.9 kg DFC		
19	ENG-9 Receipt Book of Telephone Revenue (bilingual)	250 books (50+50 leaves)	1/8th DFC when trimmed (10 cms x 30 cms)	60 GSM cream wove 8.9 kg DFC wrapper good craft		
20	Genl-18 Indent Book (Budget & Non-Budget) Bilingual	100 pads of 100 leaves each	1/4th Demy when trimmed (21 cm x 28 cm)	60 GSM cream wove 7.6 kg Demy good cardboard or craft of 110 GSM		
21	Genl-30 GPF Temporary Advance Form (bilingual)	3000 forms	1/4th DFC (printing in bilingual)	60 GSM MPM cream wove 8.9 kg DFC printing paper		
22	TR-25 C LTC Claim Bill	1000 forms loose	1/4 th DFC of 4 pages	MPM cream wove 8.9 kg DFC		
23	Subscriber File Covers	20000	35 x 51 cms when not folded	210 GSM pulp board as per specimen		
24	TI-201 (Phonogram tickets)	1000 books of 100 leaves each	16 x 10 cms	60 GSM MPM cream wove 7.6 kg Demy		

25	TI-117 Delivery slips (Bilingual)	10000 forms	1/8th DFC (14 cm x 22 cm)	60 GSM MPM cream wove 8.9 kg DFC		
26	ACE-106(a) Telephone Revenue collection (bilingual)	5000 forms	1/4th DFC	60 GSM MPM cream wove 8.9 kg DFC printed in black ink only		
27	Med-104 Medical Certificate'B'	500 forms	A4 size	The form should be printed on both sides on 60 GSM cream wove paper		
28	SR-1 forms (bilingual)	5000 forms	21 x 28 cm (bilingual)	60 GSM MPM cream wove 7.5 kg demy, printing in bilingual		
29	Cycle Advance Form	0 forms	F.S.Size	The form has to be printed on one side printing on 60 GSM paper as per format		
30	TA Bill for Transfer	1500 forms	A3 size	The form has to be printed on 80 GSM maplitho paper		
31	TA Advance on tour	1500 forms	A4 size	The form has to be printed on 80 GSM maplitho paper		
32	Med-97 Medical Bill	5000 forms	A4 size	The form has to be printed on 80 GSM maplitho paper		
33	APP-11 Confidential Report form Gr-C Bilingual	2000 forms of 4 pages	1/4 th DFC of 4 pages	60 GSM MPM cream wove 8.9 kg packed in bundles of 1000 each and delivered.		
34	LTC Advance	1000 forms	A4 size	The form should be printed on maplitho 80 GSM paper on one side printing.		
35	Festival Advance (Bilingual)	500 forms	A4 size	The form should be printed on maplitho 80 GSM paper on one side printing.		
36	Lab-54 Cover (small) (Bilingual)	70,000 covers	10 x 23 cms (folded)	55 GSM cream wove 7.6 kg.		
37	Lab-55 Cover Medium (Bilingual)	5000 covers	Craft Envelope size (26 cms x 30 cms)	The cover should be printed on 80 GSM craft paper. It has printed matter on top one side. (bilingual)		

38	Excess Billing Complaint	1000 forms	A4 size	The form should be printed on maplitho 80 GSM paper. It has printed matter on one side only.		
39	Payment of Telephone Dues	2000 forms	A4 size	The form should be printed on maplitho 80 GSM paper. It has printed matter on one side only.		
40	Reconnection of Telephone Number	2000 forms	A4 size	The form should be printed on maplitho 80 GSM paper. It has printed matter on one side only.		
41	Application form in r/o All India Transfer	0 forms	1/8th Demy size	The form should be printed on 60 GSM cream wove paper. It has printed matter on one side only. Two forms on one page.		
42	EMR Complaint	1000 forms	A4 size	The form should be printed on 60 GSM cream wove paper. It has printed matter on one side only.		
43	Information to be furnished by Exch. I/C regd. Excess Billing complaint	1000 forms	A4 size	The form should be printed on maplitho 80 GSM paper. It has printed matter on one side only.		
44	Overtime Allowance claim	1000 forms	A4 size	The form should be printed on cream wove 60 GSM paper. It has printed matter on one side only.		
45	Rebate Calculation Sheet	1000 forms	A4 size	The form should be printed on 60 GSM cream wove paper. It has printed matter on one side only.		
46	Refund of Deposits	3000 forms	A4 size	The form should be printed on 60 GSM cream wove paper. It has printed matter on one side only. Two copies to be printed on the same page.		

47	Pre-Receipt	3000 forms	A4 size	The form should be printed on 60 GSM cream wove paper. It has printed matter on one side only. Two copies to be printed on the same page.		
48	Form'B' Final Withdrawal of GPF - Gr C&D	3000 forms	A4 size	The form should be printed on maplitho 80 GSM paper. It has printed matter on one side only.		
49	Reimbursement of Tuition Fees	2500 forms	A4 size	The form should be printed on maplitho 80 GSM paper. It has printed matter on both sides.		
50	Application form for shifting of Telephone	5000 forms	21 cm x 33 cm	60 GSM white MPM cream wove 8.9 kg DFC paper		
51	Special Report on the work and conduct	500 forms	A4 size	The form should be printed on maplitho 60 GSM paper. It has printed matter on one side only.		
52	Proforma for Special Report - HPC	500 forms	A4 size	The form should be printed on maplitho 60 GSM paper. It has printed matter on one side only.		
53	ACE-3 Statement of Expenditure incurred (bilingual)	0 forms	1/8th of DFS size	The form should be printed on maplitho 60 GSM paper. It has printed matter on one side only.(bilingual)		
54	Note Sheet Pads (bilingual)	3000 pads of 100 leaves	A4 size	The form has to be printed in bilingual. The printing has to be made on both sides. The form has to be printed on 60 GSM paper.		

55	Application for Broadband Service (Data One)	5000 sets	A4 size	It is a bunch of 3 pages out of which 2 pages are to be printed on both sides and 1 page is to be printed on one side only. The paper should be 80 GSM malpitho.		
56	Appln for pg local PT	1000 forms	A4 size	80 GSM malpitho paper has 3 pages printed matter 1 page on both side		
57	Appln form for STD\ISD booth	2000 forms	Fullscale\A4	80 GSM malpitho paper has 6 pages printed matter on both side		
58	Appln for conversion to sulabh scheme	8000 forms	A4 size	The form is to be printed on malpitho 80 GSM paper .has printed on one side		
59	Appln form for closure/surrender	10000 forms	A4 size	The form is to be printed on 80GSM paper, and has one side printed matter		
60	Appln form for closure of mobile post paid	6000 forms	1/8 size	The form is to be printed on 80 GSM malpitho paper and has printed matter on one side		
61-65	Forms for SB entries & nominations	500 forms	1/8 and FS	The form contains printed matter on both sides. The printing has to be made as per the format given on 60 GSM MPM cream wove 8.9 kg DFC printing paper and has 6 pages		
66	Appln form for rent free telephone for retired officials	200	A4 size	The form is to be printed on 80 GSM malpitho paper and has printed matter on one side		
67	Declaration form	500	A4 size	The form is to be printed on 80 GSM malpitho paper and has printed matter on one side		

68	Declaration by BSNL employee	500	A4 size	the form should be printed malpitho 80 GSM paper and has printed matter on one side		
69	Received telegram delivery sheet	2000	FS size	The form should be printed on 80 GSM malpitho paper.and has printed matter on both sides		
70	Daily list control slip	50,000	1/2-1/8 large	The form is having printed matter on one side only on 80 GSM malpitho paper		
71	Bills of telegrams accepted on deposit	12000	1/2-1/8 large	The form should be printed on one side only		
72	Account of telegrams accepted on deposit	1000	A4 size	The form should be printed on 80 GSM malpitho paper.and has printed matter on both sides		
73	Appln form for SIM replacement POST-PAID/PRE-PAID	5000	A4 size	The form should be printed on malpitho 80GSM paper and has one side printed matter		
74	Daily list of post paid booking at CSR	2000	A4 size	The form should be printed on malpitho 80GSM paper and has one side printed matter		
75	Remittance of cheques to Corporation Bank	500	FS size	The form should be printed on malpitho 80GSM paper and has one side printed matter		
76	Challan for remittance	100 pads	FS size	the form should be printed in 3 parts of 100 leaves in one pad		
77	ITC and Mobile recharge coupons	300	1/2-1/8 large	The form is to be printed on one side		
78	Appln form for telegrams	50000	1/8 size	The form is to be printed on one side		

79	Telegram forms	10000	Cover size	The form is to be printed on one side in bilingual		
80	Telegrams attached slip	4000	1/8 size 4 part with cut	The form is to be printed on one side		
81	Local no.slip	3000	1/2 FS size	The form is to be printed on one side		
82	Form no.II sanction of advance from GPF	500	FS size	The form is to be printed on both side in bilingual		
83	Leave memo	5000	FS size	The form is to be printed on one side in bilingual		
84	Form T.R. 58-A Bill for withdrawls	500	FS size	The form should be printed on 80 GSM malpitho paper.and has printed matter on both sides		
85	ACE 9	2000	A4 size	The form should be printed on malpitho 80GSM paper and has one side printed matter		
86	Payment slip for post paid mobile	10000	A4 size in three parts	The form should be printed on malpitho 80GSM paper and has one side printed matter		
87	Employees PF organisation form	500	A4 size inbuff green colour	The form should be printed on one side in bilingual		
88	PF form to RPF Commr	200 pad	1/8 dummy size	Printed on one side only		
89	EPF Orgnisation 12-A	500forms	FS size	Form contains printed matter on one side in English & Kannada		
90	EPF Scheme	500 forms	FS size	Printed on both side		
91	FORM II CR	100 forms	FS Ledger paper	Forms to be printed on maplitho 80 GSM. Set of 16 pages.To be printed on both side bilingual		
92	Cell One Mobile Post Paid Form	5000 forms	A4	Forms to be printed on maplitho 80 GSM paper.Form is having 4 pages.		

93	Excel Mobile Pret Paid Form	5000 forms	A4	Forms to be printed on maplitho 80 GSM paper. Form is having 4 pages.		
94	Sanction Memo For LTC advance	500	A4	The form is having one page is to be printed on maplitho 80 GSM		
95	Sanction Memo For Tour/Transfer advance	500	A4	The form is having one page is to be printed on maplitho 80 GSM		
96	Consolidated Asset Register	10 books each 100 pages	A4	Forms are to be printed on maplitho 80 GSM. Set of 100 pages To be printed on both sides		
97	A.C.G. 67	100 books each 100 pages	1/4 TH Demmy size	Forms are to be printed on maplitho 80 GSM. Each book contains 100 pages in duplicate and to be printed on one side in bilingual		

SECTION VI

BID FORM

Tender No

Date

A: (Name & Address of the Purchaser)

Dear Sir,

Having the conditions of contract and services to be provided Nos. the receipt of which is hereby duly acknowledge, we, undersigned, offer to provide printing forms in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.

2. We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc. and agreement will be binding on us.

Signature of the Tenderer with Seal

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3. If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the Contract.

4. We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted of anytime before the expiration of that period.

5. Until an agreement is signed and executed, this Bid together with your written acceptance there of in your notification of award shall constitute a binding contract between us.

6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent an replacement.

7. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated thisDay of2008

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of

Witness.....

Address.....

Signature

SECTION VII

BID SECURITY FORM

Whereas (hereafter called "the Bidder") has submitted its bid dated For hiring contract of commercial vehicles Tender No.

..... KNOW ALL MEN by these Presents that We ofhaving our registered office at (hereafter called "the Bank") are bound untoBSNL in the sum of Rs. For which payment will and truly to be made the Bank binds itself, its successors and assigns by these presents.

THE CONDITION of the obligation are:

1 If the Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form: or

2 If the Bidder, having been notified of the acceptance of its bid by the purchaser during the period of Bid Validity.

(a) fails or refuses to execute the Contract, if required or

(b) fails or refuses to furnish performance security, in accordance with the instructions to Bidders.

We undertake to pay to BSNL up to the above amount upon receipt of its first written demand, without having to substantiate its demand, provided that in its demand. BSNL will note that the amount claimed by it is due to it owing to the occurrence of one or two or both conditions specifying the occurred condition or conditions.

This guarantee will remain in force as specified in clause 10 of section II of the Bid Document as to and including thirty (30) days after the period of bid validity and any demand in respect thereof should reach the Bank not later than the specified date dates.

Signature of the Bank

Signature of Witness
Branch

Name of Witness
Address of Witness

Name
Signed in Capacity of
Full Address of

Tel. No. of Branch
Fax. No. of Branch

SECTION VIII

PERFORMANCE SECURITY BOND FORM

AT consideration of Bharat Sanchar Nigam Ltd. , New Delhi (here in after called the BSNL., New Delhi) having agreed to exempt ----- (here in after called the said Contractor(S) from the demand of security deposit earnest money of Rs. -----On production of Bank Guarantee for Rs.----- For the due fulfillment by the said contractors of the terms & conditions to be contained in an Agreement in connection with the contract for supply of -----We, (name of the Bank) -----Here in after referred to as “the Bank” at the request of-----Contractor’s do hereby undertake to pay to the BSNL. -----An amount of not exceeding ----, against any loss of damage caused to or suffered or would be caused to or suffered by the BSNL,----- By reason of any breach by the said contractor’s of any of the terms & conditions contained in the said agreement.

2. We (name of the Bank) -----do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the BSNL.,-----Stating that the amount claimed is due by way of loss of or damages caused to or would be caused to or suffered by BSNL.-----Reason of breach by the said contractor’s of any of the terms & conditions contained in the said agreement or by reason of the contractors failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the BSNL, -----in these counts shall be final and binding on the Bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. -----.

3. We undertake to pay to the BSNL.,-----Any money so demanded not withstanding any disputes raised by the contractor(s) supplier(s) in any suit or proceeding pending before any court or tribunal relating there to our liability under the present being absolute and equivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s) / supplier(s) shall have no claim against us for making such payment.

4. We (name of the Bank)----- further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of one year from date herein and further agrees to extend the same from time to time (one year after) so that it shall continue to enforceable till all the dues of the BSNL.,----- Under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till BSNL., -----certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharge this guarantee.

5. We (name of the bank) further agree with the BSNL _____ that the BSNL _____ shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary and of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for anytime to time any of the powers exercisable by the BSNL _____ against the said contractor(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor(s) or for any forbearance and or any omission of the part of the BSNL _____ or any indulgence by the BSNL _____ to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank contractor(s) / supplier(s)

7. This guarantee shall be irrevocable and the obligations of the Bank herein shall not be conditional any prior notice by BSNL.

Dated: _____

For _____
(Indicating the name of the bank)

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with stamp act.

SECTION IX

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach on _____ or before date of bid opening)

To

The
Bharat Sanchar Nigam Ltd.

Subject - Authorisation for attending bid opening on _____
(date) in the Tender of _____

Following persons are hereby authorized to attend the bid opening for
the tender mentioned above on behalf of _____ (Bidder)

Order of Preference	Name	Specimen Signature
---------------------	------	--------------------

I.

II.

Alternate Representative

Signature of bidder

Or

Officer authorized to sign the bid
Documents on behalf of bidder

Note: 1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.

2. Permission for entry to the hall where bids are opened maybe refused in case authorization as prescribed above is not received.