

TENDER FORM

Tenders are invited from Manufacturers/Authorised Dealers, Stockists, reputed firms for the purchase and registration of firms in order of preference for the following.

S.No.	Description of material.	Quantity.	Rate.
	Printing & Stationery as per Specimens		
A)	Cane Department:-		
1.	Voucher File	200 Nos.	
2.	Seed Permit Book (50 Page) Triplicate copy	25 Nos.	
3.	Payment Register	02 Nos.	
4.	Purchase Register	02 Nos.	
5.	Insentive Sugar Register	02 Nos.	
6.	Subsidy Form Pesticide (100 Page)	10 Nos.	
B)	Manufacturing Department :-		
1.	Four hourly report pad	15 pads of each 100 Nos.	
2.	Daily Calculation Scheme Register	03 Nos. each 150 Page	
3.	Daily Pan graph Register	02 Register each of 150 Pages	
C)	Security:-		
1.	Inward book triplicate	20 Nos.	
2.	Attendance Form	12 Pad	
D)	Sugar Sale :-		
1.	Molasses weighment slip (Two page) (Serial No. 1-100)	01 Books	
2.	Molasses Sale Register	01 Nos.	
3.	Sugar Sale Register	01 Nos.	
4.	Employee Sugar Quota Record Register	01 No.	
5.	Sugar proceeding register (Serial No. 1 to 100)	07 Register	
6.	Agg weighment slip (Serial No 501 to 1000 Triplicate)	05 Books	
E)	Engineering Department :-		
1.	Log book (200 Pages) for Engoneering	02 Nos.	
2.	Overtime Time Book	10 Nos.	
3.	Gate Pass (50 Page)	100 Pad.	
4.	Electrical complaint book 200 pages l/binding	02 Nos.	
5.	Thyrestor Panel log book 200 pages l/ binding	02 Nos.	
6.	Acknowledgement book	02 Nos.	
7.	Green Noting Sheet	05 Nos.	
8.	Index File	50 Nos.	
9.	D.G.' Set Log book (100 Pages)	01 No.	
10.	Duplicate Book (100 Pages)	05 Nos.	
11.	Indent Book (50 Pages)	12 Nos.	
F)	Store :-		
1.	Day Book of store received with L.B. 200 Pages	03 Nos.	
2.	Store Purchase register 200 page with L.B.	03 Nos.	
3.	Store consumption day Book 150 page each with L.B.	12 Nos.	
4.	Store Stock Ledger 150 page with Index & L.B.	18 Nos.	
5.	Consumption Form Pad 100 x 2	10 Pad	
6.	File Cover	1500 Nos.	
G)	Time office :-		
1.	Daily Attendance register 26 foilio L.P.L.B. (as per specimen)	50 Register	
2.	Leave application form 100 sheet in each pad (as per specimen)	50 Pad	
3.	Attendance & Payment Register 65 Foilio L.P.L.B. (as per specimen) for Sugar Mills.	10 Register	

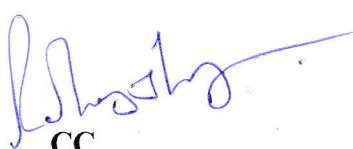
S.No.	Description of material.	Quantity.	Rate.
4.	Absentee-cum-Overtime Register 200 Folio L.P.L.B. (as per specimen)	05 Register	
5.	Mendays register 300 Folio L.P.L.B. (as per specimens)	02 Nos.	
6.	Payment of Gratuity Register having 300 Folio L.P.L.B. (as per specimen)	02 Nos.	
7.	Overtime Register 300 folio L.P.L.B. (as per specimen)	03 Nos.	
H)	Godown Department :-		
1.	Sugar Stock Qtl. Report (Sr. No.1-50 per pad)	15 Pad	
2.	Bank Report	15 Pad	
3.	Sugar Stock Pad	20 Pad.	
4.	Daily Sugar report having sheet in each Pad	20 Pad	
5.	Stock Card	15 Pad	
6.	Daily Stock Account Register (400 Page)	04 Nos.	
I)	Fair Price Shop :-		
1.	Stock Register (400 Page)	02 Nos.	

Note:-The quantity of material may increase or decrease at the time of order.

TERMS AND CONDITIONS

1. Last date for receipt of tender is 14/11/2025 upto 05:00 AM. Which will be opened and negotiations will be held on 15/11/2025 at 10:00 AM. with the lowest quote only, if required.
2. Material offered should be strictly as per our specifications and in the Tender Form Issued by the Mills only.
3. Minimum delivery period must be mentioned.
4. 100% after receipt of material & quality verification
5. Rates should be FOR Mills, GST extra as applicable. if applicable should be mentioned separately in percentage.
6. The envelope of tender should be superscribed as Tender for **Printing of Stationery.**
7. The undersigned reserves the right to reject/accept any or all tenders without assigning reasons.


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General Manager