

नॉर्दर्न कोलफील्ड्स लिमिटेड

(मिनिरत्न कंपनी)

(कोल इण्डिया लिमिटेड की अनुषंगी कंपनी)



Northern Coalfields Limited

(A Miniratna Company)

(A subsidiary of Coal India Limited)

सामग्री प्रबन्धक विभाग / Materials Management Department



CIN- U10102MP1985G01003160

An ISO: 9001, ISO: 14001 & OHSAS: 18001 Certified Company

पोस्ट- सिंगरौली कोलियरी, जिला- सिंगरौली, म.प्र., पिन 486889/ Post- Singrauli Colliery, Distt- Singrauli, M.P. PIN-486889

Phone: 07805- 266388, (FAX) 266640 email: gmmm@ncl.gov.in website : www.nclcil.in

FORMAL ORDER

Ref. No. 63726033 / 316A1052

Dated: 30.08.2017

M/s. Relian Data Forms Pvt Ltd Sh.No. 96, 1st floor, Jairam Complex, Sharda Chowk, Raipur- 492 001	Fax No: 0771-2255070 Phone No. 0771-2539308 / 4031400 E-mail: reliandataforms@gmail.com PCC: By Regd. Post VENDOR CODE: R-0882 Type of Vendor: MSME - SMALL
--	---

Sub: Continuous Fan Fold Computer Stationary (with CIL Logo).

Ref:

1. Our Open Tender Enquiry No. NCL/SGR/MMD/Sec. IV/RK/316A1052/43 Dated: 30.07.2016,(Tender ID: 2016_NCL_44237_1) opened on 06.09.2016.
2. Your Offer submitted online (Bid ID: 130055 dated 02.09.2016) & subsequent Shortfall / confirmatory documents submitted online.
3. Your Letter No. Nil dated 20.07.2017 through e – mail dated 19.07.2017.

Dear Sirs,

With reference to the above, we hereby place our formal Supply Order on you for supply of materials as per details given below. The supply shall be governed by the specifications, prices, terms & conditions mentioned hereunder and also unless otherwise specified as per General Terms & Conditions enclosed with the subject NIT.

Sl.No.	Item Description	Unit	/Qty	Unit Basic Rate per 1000 Nos/1000 Sets in Rs.	Extended Value in Rs.
1	EZR CONTINUOUS FAN FOLD COMPUTER Stationery with CIL logo, 60 GSM, Size: 15"X12"X1 Part. It should conform to IS-12766:1989 (Part No: CP-EZR-B01) HSN code 4820.40.00	No	220000	410.00	90200.00

2	EZR CONTINUOUS FAN FOLD COMPUTER Stationery with CIL logo, 60 GSM, Size: 15"X12"X 2 Part. It should conform to IS-12766:1989 (Part No: CP-EZR-B02) HSN code 4820.40.00	Set	120000	1085.00	130200.00
3	EZR CONTINUOUS FAN FOLD COMPUTER Stationery with CIL logo, 60 GSM, Size: 15"X12"X 3 Part. It should conform to IS-12766:1989 (Part No: CP-EZR-B03) HSN code 4820.40.00	Set	570000	1760.00	1003200.00
4	EZR CONTINUOUS FAN FOLD COMPUTER Stationery with CIL logo, 60 GSM, Size: 10"X12"X 1 Part. It should conform to IS-12766:1989 (Part No: CP-EZR-S01) HSN code 4820.40.00	No	400000	273.00	109200.00
5	EZR CONTINUOUS FAN FOLD COMPUTER Stationery with CIL logo, 60 GSM, Size: 10"X12"X 2 Part. It should conform to IS-12766:1989 (Part No: CP-EZR-S02) HSN code 4820.40.00	Set	550000	720.00	396000.00
6	EZR CONTINUOUS FAN FOLD COMPUTER Stationery with CIL logo, 60 GSM, Size: 10"X12"X 3 Part. It should conform to IS-12766:1989 (Part No: CP-EZR-S03) HSN code 4820.40.00	Set	580000	1160.00	672800.00
7	CONTINUOUS FAN FOLD COMPUTER Stationery with CIL logo, 60 GSM, Size: 15"x12"x 3 Part Pre-printed Pay-slips in Hindi. It should conform to IS-12766:1989 (Part No: CP-PP-F01) HSN code 4820.40.00	Set	70000	2160.00	151200.00

Total

Rs.25,52,800.00

TOTAL BASIC ORDER VALUE: ₹ 25,52,800.00/- (Rupees Twenty Five Lakh Fifty Two Thousand Eight Hundred Only)

GST would be applicable as per the relevant clause mentioned in this Supply Order.

Terms & Conditions

1. BASIS OF PRICE: The above Prices are inclusive of Packing , Forwarding, Freight and Transit Risk insurance charges etc. on FOR Destination basis. The prices shall remain firm till completion of supplies.

2. Goods & Services Tax (GST):

- GST would be paid extra at legally applicable rate at the time of supply within delivery period, which is presently @ 18%.
- You will submit the invoice as per GST rules to avail Input Tax Credit, if any, which shall be certified by your Auditor at the time of supply.

- c) You shall submit certificate from practicing Chartered Accountant having Certificate of Practice and valid Membership Number of ICAI that you have passed/will pass the benefit, if any arise in your input tax credit due to implementation of GST as per provision of section 171 of CGST Act.
- d) GST Registration Number of NCL in case of supply for MP is 23AABCN4884HE1ZE. Your bills should bear this number to enable NCL to claim INPUT TAX CREDIT.
- e) You will give an undertaking on invoice or as separate Annexure along with invoice that Invoice/ applicable GST returns has been/will be uploaded in GST Portal within due time as prescribe in CGST Act and CGST, SGST or IGST has been deposited as per the provision of GST Act and rules thereon.
- f) You shall ensure timely submission of correct invoice(s), **as per GST rules/ regulation**, with all required supporting document(s) within a period specified in Contract to enable NCL to avail input credit of **GST (CGST & SGST or IGST)**. Further, returns and details required to be filled under GST laws & rules should be timely filed by you with requisite details.
- If input tax credit is not available to NCL for any reason not attributable to NCL, then NCL shall not be obligated or liable to pay or reimburse **GST (CGST & SGST or IGST)** claimed in the invoice(s) and shall be entitled to deduct/ setoff /recover such **GST (CGST & SGST or IGST)** together with all penalties and interest, if any, against any amounts paid or payable by NCL to you.
- Further in this case, NCL reserve the right to upload name and detail of such defaulter on NCL website and may also consider for giving holiday/debarring from participating tenders.
- g) Where NCL has the obligation to discharge **GST (CGST & SGST or IGST)** liability under reverse charge mechanism and NCL has paid or is /liable to pay **GST (CGST & SGST or IGST)** to the Government on which interest or penalties becomes payable as per GST laws for any reason which is not attributable to NCL or ITC with respect to such payments is not available to NCL for any reason which is not attributable to NCL, then NCL reserve the right to deduct / recover such amounts against any amounts paid or payable by NCL to you.
- h) Amount of Statutory levies like CGST, SGST or IGST will be released when the same will appear in GSTR-2A of NCL in the common portal of GST and after submission of documentary evidence deposition of GST Taxes and filing of GST Returns.
- i) E-way bill - to be arrange by you.

In case of any increase in taxes and duties after expiry of the scheduled delivery period, the increase will be to supplier's account and in case there is any decrease, the same shall be passed on to NCL.

3. DELIVERY PERIOD: 1st Phase – 50% of quantity of items should be delivered within 60 days from the date of placement of order.

2nd Phase – 50% of quantity of items should be delivered within 150 days from the date of placement of order. However, supply should commence only after 120 days from the date of placement of order.

4. CONSIGNEE: GM(System), NCL HQ, P.O. Singrauli, Dist- Singrauli, M.P. – 486889 (India).

5. SECURITY DEPOSIT: You are advised to submit security money for Rs 3,01,231.00 (Rupees Three Lakhs One Thousand Two Hundred Thirty One only) within 15 days from the date of receipt of Supply Order. The security deposit should be submitted in the form of Bank Demand Draft payable at SBI, Morwa Branch (Code 3767), Singrauli, MP /or at any bank located at Morwa, Singrauli, MP / or in the form of Bank Guarantee drawn on any nationalized bank / Scheduled Bank in a prescribed Format (i.e. as per Annexure J of NIT) The validity of BG for security deposit will be for a period of three months beyond the expiry of delivery period. If you fail to deposit the security deposit within 15 (fifteen) days from the date of receipt of order, the order shall be cancelled and the case shall be processed to order elsewhere and your performance shall be kept recorded for future dealings. The security deposit shall be refunded within thirty days of satisfactory execution of the contract on your request. For contractual failure, the security money shall be forfeited.

In case, Security Deposit is submitted in the form of Bank Guarantee, the bidders may please note the following:

- i. The Bank Guarantees should be issued through Structured Financial Messaging System.
- ii. Beneficiary bank / branch IFSC Code: ICICI0003529 should be mentioned.
- iii. Beneficiary Bank / Branch Name & address should be mentioned as ICICI Bank Ltd., Singrauli Branch, Plot No. 86, Opp. Post Office, Ward No. 3, Morwa, Tehsil Singrauli, Madhya Pradesh – 486889.
- iv. In case of BG issued by ICICI Bank, following text should be incorporated in BG:
“We shall be liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only if you serve upon us a written claim or demand on or before at ICICI Bank Ltd., Plot No.86, Opp. Post-Office, Ward No. 3, Morwa, Tehsil Singrauli, Madhya Pradesh-486889.”

6. TERMS OF PAYMENTS: 100% payment including all taxes and duties shall be made by Paying Authority within 21 days from the date of receipt and acceptance of materials at site or submission of Bills complete in all respects, whichever is later. The payment will be made by “Electronic Fund Transfer” (EFT) or e-payment through RTGS for which you are requested to indicate your EFT A/C no., Name of Bank, Branch, RTGS Code and other relevant details in your invoice for facilitating payment through EFT.

7. PAYING AUTHORITY: AFM, HQ, P.O. Singrauli, Dist- Singrauli, M.P. – 486889 (India).

8. BANK DETAILS OF FIRM:

a	Account Name/ Beneficiary Name	RELIAN DATA FORMS PVT. LTD.
b	Banker's Name	DENA BANK
c	Branch	JAWAHAR NAGAR
d	Address, City/Town, District, State	Raipur
e	Account type	CC

f	IFSC Code	SBKDN0820188
g	Account Number	18813001022

9. SUBMISSION OF BILLS: 100% bill with taxes & duties stamped and pre-receipted shall be submitted in triplicate to the Paying Authority with following documents:-

- i.) Receipted Challan/ Consignment Note
- ii.) Warranty/Guarantee Certificate.
- iii.) Lowest Price Certificate.
- iv.) Any other documents specified in the order.

A set of above documents should be submitted to the consignee and to this office as well.

10. PACKING: Packing of all the materials should conform to the requirements of the carriers. The consignment should be securely packed & marked as per standard Trade Practices/BIS norms to withstand the rigorous of transport to prevent any loss/damage or pilferage in transit and ensure safe arrival at destination.

1. Material should be properly packed in carton Boxes to avoid damage of the content during transit.
2. Each packet should be made with paper and should be packed in polythene cover to avoid moisture.
3. All boxes must contain a label indicating clearly the contents and quantity with supplier name and Address.
4. For multipart paper, the perforated holes must be properly aligned for smooth flow of multi part stationary in Computer Printers.
If any particular box quantity of paper creates problem in printing due to non-alignment of perforated holes, the entire lot will be rejected.
5. The weight of the paper should be 60 grams per square meter i.e. 60 GSM. It should conform to IS-12766:1989.

NOTE 1: As per clause 4.2.1 of IS-12766:1989, the substance of computer paper shall normally be 60 gram per square meter. However, the mean of ten (10) test results shall not vary from the nominal substance by more than +/-4 percent, no limit being prescribed for individual test results.

11. MODE OF DESPATCH: By Road. Safe arrival of the materials at the Consignee's end will be the responsibility of the Supplier. All consignments should be booked to Consignee & not to Selves.

12. WARRANTY/GUARANTEE: The supplier shall give a warranty for satisfactory performance of the supplied materials for a period of 12 months from the date of actual use or 18 months from the date of receipt and acceptance at consignee's end whichever is earlier. The tenderer shall be responsible for any defect that may, under the condition provided for by the contract and under proper use, arise due to faulty materials, design or workmanship and such goods shall be replaced by new one by supplier 100% free of cost without any extra cost to Northern Coalfields Ltd. The new goods should be supplied on FOR destination basis free of cost.

Warranty replacement should be completed within a reasonable period maximum within one month from the date of claim free of cost up to ultimate consignee's end.

All cases of warranty replacements will be decided on the basis of joint inspection of the failed goods held between the user's representative and the supplier's representative

13. INSPECTION: Materials under supply shall be of the best quality and workmanship and shall be in accordance with the specification laid down in the supply order. Final inspection will be carried out at the consignee's end by authorized representative of GM(System)/ NCL.

14. RISK PURCHASE:

In the event of failure of the supplier to deliver or dispatch the stores within the stipulated date / period of the supply order, or in the event of breach of any of the terms and conditions mentioned in the supply order, Coal India Ltd., or its subsidiary Companies have the right to purchase the stores from elsewhere after due notice to the defaulting supplier at the risk and cost of the defaulting supplier. It is clearly mentioned that in the event of failure of the supplier as detailed above, the cost as per risk purchase exercise may be recovered from the bills against any other supplies pending in the same Subsidiary Co. and also in any other Subsidiary Companies / Coal India Limited. GST will be charged / levied on Risk Purchase as per the provision of GST Act Rule thereon.

15. LIQUIDATED DAMAGES:

In the event of failure to deliver or dispatch the stores within the stipulated date/period in accordance with the samples and / or specifications mentioned in the supply order and in the event of breach of any of the terms and conditions mentioned in the supply order, NCL should have the right:-

- a) To recover from the successful tenderer as agreed liquidated damages, a sum of 0.5 % (half percent) of the price of any stores which the successful tenderer has not been able to supply as aforesaid for each week or part of a week during which the delivery of such stores may be in arrears limited to 10% (Ten percent). Wherever felt necessary, the limit of 10% can be increased to 15% at the discretion of Head of the Materials management Division of NCL.
- b) Or to purchase elsewhere, after due notice to the successful tenderer on the account and at the risk of the defaulting supplier the stores not supplied or others of similar description without canceling the supply order in respect of the consignment not yet due for supply or
- c) To cancel the supply order or a portion thereof and if so desired to purchase the stores at the risk and cost of the defaulting supplier and also,
- d) To extend the period of delivery with or without penalty as may be considered fit and proper, the penalty, if imposed shall not be more than the agreed liquidated damages referred to in clause (a) above.
- e) To forfeit the security deposit fully or partly.
- f) Whenever, under this contract, a sum of money is recoverable from and payable by the supplier, NCL shall be entitled to recover such sum by appropriating in part or in whole by deducting any sum or which at any time thereafter may become due to the successful tenderer in this or any contract should this sum be not sufficient to cover the full amount recoverable, the successful tenderer shall pay NCL on demand the remaining balance. The supplier shall not be entitled to any gain on any such purchase.
- g) CGST, SGST or IGST will be levied as applicable as per the provision of GST Act and Rule thereon.
- h) Supplier will issue credit note as per the provision of Rule 53 of CGST Rule, 2017 on quality deduction or liquidity damage, if any arises.

16. FORCE MAJEURE CONDITIONS: If the execution of the Contract/supply order is delayed beyond the period stipulated in the supply order, as a result of outbreak of hostilities, declaration of an embargo or blockade or fire, flood, acts of nature or any other contingency beyond the suppliers control due to act of God, then NCL may allow such additional time by extending the delivery period as considered to be justified by the circumstances of the case and its decision will be final. If additional time is granted by NCL, the supply order shall be read and understood as if it had contained from its inception the delivery date as extended. Power Failure / Cuts cannot be taken as Force Majeure Conditions.

The supplier will advise, in the event of his having to resort to this clause, by a registered letter, duly certified by the local chamber of commerce, or statutory authorities, the beginning and end of the causes of the delay, within 15 days of the occurrence and cession of such force majeure conditions. In the event of delay last out of force majeure, NCL will reserve the right to cancel the contract, and provisions governing termination of contract as stated in the bid documents will apply.

For delay arising out of Force majeure, the supplier will not claim the extension in completion date for a period exceeding the period of delay attributable to the causes of force majeure and neither NCL nor the supplier shall be liable to pay extra cost provided it is mutually established that the force majeure conditions did actually exist.

17. PRICE FALL CLAUSE:

You shall confirm that you have not supplied / are not supplying similar product/systems or subsystems at a price lower than that in respect of any other Ministry / Department of the Government of India or PSU and if it is found at any stage that similar product / Systems or Subsystems was supplied by you to any other Ministry / Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the difference in the cost would be refunded by you to NCL, if the contract has already been concluded.

18. LOWEST PRICE CERTIFICATE:

You will certify on the body of the bill that the price (s) charged by you for the items covered in the bill is the lowest and is the same as applicable to other Government Departments/ Undertakings/ Other Organizations.

19. IDENTIFICATION MARK: As per technical specification enclosed.

20. JURISDICTION OF COURT:

Any dispute arising out of or in respect of the contract will be subject to the Jurisdiction of Singrauli Court Only.

Apart from the above terms and conditions the supplies will also be governed by the other conditions of NIT and also "General Terms & Conditions of Supply of Stores" issued along with our NIT.

You are requested to kindly acknowledge receipt and acceptance of order within 15 days from the date of issue of order. In case no reply is received, it will be presumed that the order has been accepted by you.

Yours faithfully,

(D Dhanabalan)
Sr. Manager (MM)

(A.K. Mohanty)
General Manager (MM)

Copy to:

1. The Chief Vigilance Officer, NCL, Singrauli
2. GM (MM) Purchase - HOD / GM (Stores) / GM (System) / GM (Finance) Incharge , NCL HQ, Singrauli.
3. Consignee : GM(System), NCL HQ, P.O. Singrauli, Dist- Singrauli, M.P. – 486889 (India).
4. Paying Authority: AFM, HQ, P.O. Singrauli, Dist- Singrauli, M.P. – 486889 (India).
5. The General Manager (MM), CCL / BCCL / ECL / SECL / WCL / MCL.

This is issued against Indent No. NCL/SYS/ADV_IND/2016-17 dated 26.11.2015 for procurement of computer stationery and consumables and sanction communicated by GM(System), HQ vide ref.no. NCL/SGR/SYS/Computer Consumables (16-17)/2016/2245 dated 11.07.2016 & Indent Registration No. 316A1052 dated 29.07.2016.

B.C. No.

BC Details	Date	Total Budget
HQ / BC / REV/Miscl p 71/1019 F-Yr. 2017-18	25.08.2017	₹ 30,12,304.00

F.C. No.

FC Details	Date	Total Budget
AFM/(HQ)/2017-18/Misc/867	29.08.2017	₹ 30,12,304.00

(D Dhanabalan)
Sr. Manager (MM)

(A.K. Mohanty)
General Manager (MM)

Technical Specification:

FOR COMPUTER PAPER OTHER THAN PRE-PRINTED PAY SLIP:

1. CIL Logo should be printed on all the paper in left hand top corner. The sample of the logo should be as per Sample. (Sample A & B)
2. Serial no must be printed at least in alternate pages in the bottom corner of the paper along with vendor name , manufacturing month & year . (Sample A & B)
3. Printing should be in light green color, Colour sample enclosed. (Sample A & B)

FOR PRE-PRINTED PAY SLIP:

1. Pre-printed pay slip (CP-PP-F01): Art work and colour as per sample enclosed. (Sample C).
2. Serial no must be printed at least in alternate pages in the bottom corner of the paper along with vendor name , manufacturing month & year.
3. Artwork is required to be accepted by the user department before actual manufacturing begins.
4. You are advised to depute your representative along with sample output to NCL, HQ for acceptance of the Artwork & Color to avoid delay and misunderstanding.

S. No *	Description of Item *	Specification Parameter *
1	EZR CONTINUOUS FAN FOLD COMPUTER Stationery with CIL logo, 60 GSM Size : 15"X12"X 1 part It should conform to IS-12766 : 1989	CIL Logo will be printed on all the papers in left top corner
		Serial no. must be printed at least in alternate pages in the bottom corner of the pages along with vendor name, manufacturing month & year
		The weight of the paper should be 60gms per square meter i.e. 60 GSM. It should conform to IS-12766 : 1989
		Printing should be in light green colour, colour sample enclosed
		The perforated holes must be properly aligned for smooth flow in Computer Printers
		Warranty/Guarantee: 12 months from date of actual use or 18 months from date of receive or acceptance whichever is earlier

2	EZR CONTINUOUS FAN FOLD COMPUTER Stationery with CIL logo, 60 GSM Size : 15"X12"X 2 part It should conform to IS-12766 : 1989	CIL Logo will be printed on all the papers in left top corner
		<p>Serial no. must be printed at least in alternate pages in the bottom corner of the pages along with vendor name, manufacturing month & year</p> <p>The weight of the paper should be 60gms per square meter i.e. 60 GSM. It should conform to IS-12766 : 1989</p> <p>Printing should be in light green colour, colour sample enclosed</p> <p>The perforated holes must be properly aligned for smooth flow of multi part stationery in Computer Printers</p> <p>Warranty/Guarantee: 12 months from date of actual use or 18 months from date of receive or acceptance whichever is earlier</p>
3	EZR CONTINUOUS FAN FOLD COMPUTER Stationery with CIL logo, 60 GSM Size : 15"X12"X 3 part It should conform to IS-12766 : 1989	CIL Logo will be printed on all the papers in left top corner
		<p>Serial no. must be printed at least in alternate pages in the bottom corner of the pages along with vendor name, manufacturing month & year</p> <p>The weight of the paper should be 60gms per square meter i.e. 60 GSM. It should conform to IS-12766 : 1989</p> <p>Printing should be in light green colour, colour sample enclosed</p> <p>The perforated holes must be properly aligned for smooth flow of multi part stationery in Computer Printers</p> <p>Warranty/Guarantee: 12 months from date of actual use or 18 months from date of receive or acceptance whichever is earlier</p>
4	EZR CONTINUOUS FAN FOLD COMPUTER Stationery with CIL logo, 60 GSM Size : 10"X12"X I part It should conform to IS-12766 : 1989	CIL Logo will be printed on all the papers in left top corner

		<p>Serial no. must be printed at least in alternate pages in the bottom corner of the pages along with vendor name, manufacturing month & year</p> <p>The weight of the paper should be 60gms per square meter i.e. 60 GSM. It should conform to IS-12766 : 1989</p> <p>Printing should be in light green colour, colour sample enclosed</p> <p>The perforated holes must be properly aligned for smooth flow in Computer Printers</p> <p>Warranty/Guarantee: 12 months from date of actual use or 18 months from date of receive or acceptance whichever is earlier</p>
5	EZR CONTINUOUS FAN FOLD COMPUTER Stationery with CIL logo, 60 GSM Size : 10"X12"X 2 part It should conform to IS-12766 : 1989	CIL Logo will be printed on all the papers in left top corner
		<p>Serial no. must be printed at least in alternate pages in the bottom corner of the pages along with vendor name, manufacturing month & year</p> <p>The weight of the paper should be 60gms per square meter i.e. 60 GSM. It should conform to IS-12766 : 1989</p> <p>Printing should be in light green colour, colour sample enclosed</p> <p>The perforated holes must be properly aligned for smooth flow of multi part stationery in Computer Printers</p> <p>Warranty/Guarantee: 12 months from date of actual use or 18 months from date of receive or acceptance whichever is earlier</p>
6	EZR CONTINUOUS FAN FOLD COMPUTER Stationery with CIL logo, 60 GSM size : 10"X12"X 3 part It should conform to IS-12766 : 1989	CIL Logo will be printed on all the papers in left top corner
		Serial no. must be printed at least in alternate pages in the bottom corner of the pages along with vendor name, manufacturing month & year

		<p>The weight of the paper should be 60gms per square meter i.e. 60 GSM. It should conform to IS-12766 : 1989</p>
		<p>Printing should be in light green colour, colour sample enclosed</p>
		<p>The perforated holes must be properly aligned for smooth flow of multi part stationery in Computer Printers</p>
		<p>Warranty/Guarantee: 12 months from date of actual use or 18 months from date of receive or acceptance whichever is earlier</p>
7	<p>EZR CONTINUOUS FAN FOLD COMPUTER Stationery with CIL logo, 60 GSM size : 15"X12"X 3 part Pre-printed Payslips in Hindi It should conform to IS-12766 : 1989</p>	<p>CIL Logo will be printed on all the papers in left top corner</p>
		<p>Serial no. must be printed at least in alternate pages in the bottom corner of the pages along with vendor name, manufacturing month & year</p>
		<p>The weight of the paper should be 60gms per square meter i.e. 60 GSM. It should conform to IS-12766 : 1989</p>
		<p>Printing should be in light green colour, colour sample enclosed</p>
		<p>The perforated holes must be properly aligned for smooth flow of multi part stationery in Computer Printers</p>
		<p>Warranty/Guarantee: 12 months from date of actual use or 18 months from date of receive or acceptance whichever is earlier</p>

(D Dhanabalan)
Sr. Manager (MM)

(A.K. Mohanty)
General Manager (MM)