

PUNJAB STATE TRANSMISSION CORPORATION LIMITED.

Office: Dy.CE/ Admn. & HR -Training Cell, Shakti Sadan, Patiala.

To

Regd.

- 1) M/s Kamleshwar Graphics,
291, Ajit Nagar,
Patiala.
- 2) M/s Printmans Industries,
Near Dr. Vijay Dental Clinic,
Nabha Gate, Patiala.
- 3) M/s Perfect Packing Industries, 1861/3,
Raghomajra, Patiala.
- 4) M/s Daffodils Printers, 2nd Gol Chakkar,
Factory Area, Patiala

Memo no. **1133/36**

Date: **11.8.17**

Subject: Quotations for supply of printed items for the month August to October, 2017.


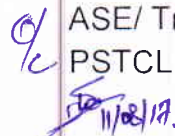
Sealed quotations addressed to Addl.SE/ Training Cell, PSTCL, Patiala are invited either through registered post or in person latest by 24th August, 2017 till 11:00 am and will be opened on the same date at 11:30 am in the office of ASE/Training Cell, PSTCL, Patiala for the printed items as per list attached. EMD of Rs.5000/- in the form of demand draft in favour of "PSTCL" is required to be submitted along with the quotation.

Terms & Conditions:

1. Telegraphic quotations shall not be accepted.
2. The rate should be quoted FOR destination in this office of the undersigned.
3. In case 24.8.2017 happens to be a holiday, quotation will be opened on the next working day at 11:30 am.
4. The proof shall be approved from the undersigned before printing.
5. The printing should be neat and sharp based down type of graphical process and strictly confirming to specification otherwise the supply will be liable to be rejected
6. The material is to be supplied within 30 days from the date of receipt of purchase order.

Note: Mention the GST number of your firm in the quotation letter.

DA/ As above


ASE/ Training Cell
PSTCL, Patiala.

11/8/17

S.no	Items	Quantity
1.	UF-77 file board	2500
2.	Diary register (200 no. pages)	20
3.	Dispatch register (200 no. pages)	20
4.	File cover UF-59	2000
5.	Noting sheet rim (500 in 1 rim)	10
6.	Urgent slip UF-38	1268
7.	Immediate slip Uf-39	1416
8.	PSE-3 Small envelope	4000
9.	PSE-4 Big Envelope	3500
10.	File Cover UF-57	1500
11.	PSE-6 envelope	700
12.	CE-33 Docket Voucher book	20
13.	PSE 7 envelope	250
14.	TA form (100 per pad)	5
15.	Service record book (68 no. pages)	35
16.	Earn leave form (100 nos. per pad)	15
17.	IUT-3 register (100 nos. pages)	2
18.	Form no. C&B-3 (100 nos. per pad)	10
19.	Attendance register (22 nos. pages)	20
20.	File cover UF-59 Director logo	300
21.	File cover UF-57 Director logo	200
22.	Income Tax ledger (100 nos. pages)	3
23.	Stamp Register	1
24.	BA-1 Register	3
25.	Compilation-1 (100 no. per pad)	1
26.	IUT-1 Pad (100 no. pages)- specimen attached	12
27.	Cash Book- specimen attached	3
28.	Store Challan MAT 41 (200 no. pages per pad)	25
29.	Gate Pass (150 no. pages per pad)	50
30.	Store Return Warrant (200 no. pages per pad)	20
31.	Good Receipt Note MAT 17 (200 no. pages per pad)	20
32.	Defective Good Receipt Note (DGRNs) MAT 19 (200 no. pages per pad)	10
33.	In ward Register MAT 15 (200 no. pages per pad)	15
34.	Goods Dispatch Note (GDNs) MAT 56 (200 no. pages per pad)	5
35.	Indent Register	10
36.	Store Indent MAT 40	10
37.	Register of General Asset CE-5 (200 no. pages per register)	2
38.	Small Measurement book (SMBs) CE-1(100 no. pages per Book)	20
39.	Stationary Register	12
40.	T&P Register	10
41.	Dak Book	2
42.	Pay Ledger	12
43.	Outward Register MAT 33	15