

Specification Of LT Bill Form

Pre printed continuous computer stationery for billing of L.T. Consumers of the UGVCL should be from 60 GSM Top quality, fluff free, smooth finish, white paper of 'A' Grade paper mill.

1) Size: 15 "x 12 "(37.5 Cms x 30 Cms) Two part with/without advertisement

2) Sample: Bidder should attach the pre-printed sample as per present bill form of UGVCL with their offer and prototype sample of UGVCL bill form (Subject to slight alteration/modification as per GUVNL's directives which will be intimated whenever required) may be Physically collected from Dy.CAO/COA, UGVCL,Reg & Corporate office, Visnagar Road , Mehsana, as same is not put up in web site. They should also write the name of paper mill and grade of paper. Proposal without samples as mentioned above is liable to be rejected.

3) Format:

1st Part: Front side shall be printed in clearly legible sharp letters in light blue colour and red colour ink, with serial running number as shown in specimen.(Specimen of LT Bill form to be printed may be Physically collected from Dy.CAO/COA, UGVCL,Reg & Corporate office, , Visnagar Road Mehsana, as same is not put up in web site.

Back side two colour printing i.e. light blue and red. Bidders should quote rates for multi colour printing.

2nd part:

Front side entire printing in light blue colour ink with running Sr. No. UGVCL logo of 3" X 3" (approx) on backside in very faint blue ink.

4) Art Work:

Art work is to be prepared by supplier on the basis of the specimen. Specimen is for the purpose of lay out only. Exact size of letter etc. has to be decided in consultation with the IT Section/Dy. CAO/COA/GM (F), UGVCL, Mehsana, who will approve the same.

5) Perforation:

1st Part:

Horizontal perforation about 1" from the top and vertical perforation in the center, as shown in the specimen.

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Ind part:

Only vertical perforation at the center.

6) Carbon Quality:

Carbon paper used should not be more than 20 GSM tissue paper and sufficiently inked or clear and legible impression on send copy on computer printer.

Notwithstanding the performance of carbon of the test lot, the supplier has to guarantee for clear and eligible/Visible impression on computer printer for twelve months from the date of supply of materials, failing which the supplier shall have to replace the same, free of cost within reasonable time limit.

7) Sprocket Holes:

Sprocket holes and paper lock should be such that it smoothly runs on line printer and dot matrix printer, failing which stationery will be rejected. The continuous length of stationery should not be less than 500 forms. Any piece of lesser length is liable to be rejected at the time of printing. No payment shall be made for the rejected stationery for any reason.

8) Packing:

The packing should be in lot of 1000 forms. It should be first packed in polythene bag in multiple of 500 forms i.e. two polythene bag should be used for 1000 forms and then in the card board box of appropriate size. The box should also be packed properly to avoid damage during transit. UGVCL will refuse to take delivery of torned, opened or damaged boxes.

9) D.I. No. & Date on LT Bill forms:

Party has to print dispatched Instruction No. & Date on each and every packing box as well as on outside Border Area of LT Bill Form supplier, with consultation of IT Section/Dy. CAO/COA/GM (F), UGVCL, Mehsana.

10) Purchase Proof of Raw Material:

Party has to provide proof of purchase of Raw Materials as when as material is purchased for UGVCL.

11) Replacement: If due to any reason, material is rejected, replacement is to be made within 7 days time from the date of receipt of letter/intimation otherwise penalty clause will be applied.

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12) Important:

- 1) Supplier shall arrange to fix the advertisement clients.
- 2) The rate should be net considering the advertisement revenue.
- 3) The advertisement should not promote product injurious to health and should not be in test and require to be approved by UGVCL before printing.
- 4) There is space for advertisement on both the side of LT Bill.
- 5) No price variation will be given, if in any month advt. possible may not possible for supplier to arrange.
- 6) The approximate circle wise quantity is shown to access the penetration of advt. and UGVCL will not give any guarantee to exactly follow the same in case of individual supplier. The UGVCL will also not provide any area wise bifurcation of bills to be used.

13) Delivery period :-

The delivery of the materials against this tender is required within Twelve Months on monthly basis. Successful tenderer have to submit Art work within 15 days from the date of receipt of LOI and have to submit test lot of 500 Forms to IT section of UGVCL Mehsana within 15 days from date of approval of Art work. Dispatch Instruction of material would be as per our scheduled monthly billing programme & successful bidder has to deliver the material at destination on or before 10th of every month...

Zerex copy of bills for purchase of raw material is to be provided by supplier, as and when raw material is purchase for UGVCL during order period.

Signature Of Tenderer	Company's Round seal	3
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