

SPECIFICATIONS**Specification of Triplicate Money Receipt Book (TMR Books) in Gujarati Language.**

Description / specification etc. in respect of TMR Books shall be as under

The overall size of the TMR Books shall be 15" x 10" (Approx). Each book should contain 50 sheets in Triplicate and each such sheet will accommodate 8 receipts i.e. in other words one such book will contain 400 receipts in Triplicate.

Paper : The White Paper to be used for final printing should be 60 GSM (\pm 5 % Tolerance) of A- Grade Paper Mill.

Printing First Copy : On the original i.e. the first copy, the ground printing with off-set process should be done in Gray colour. After this is done the matter of the receipts should be printed on the ground printing in Black Colour.

Second Copy : On the duplicate i.e. second copy, the receipts should be printed in Red ink only.

Third Copy : On the Triplicate i.e. third copy, the receipts should be printed in Black Ink only.

Note : The printing on all the Three copies should be done on one side only.

Perforation :

First Copy : The original (i.e. first) copy of full sheet should be perforated vertically on the extreme left side and in the centre. These sheets should also be perforated Horizontally dividing individual receipts i.e each sheet will have two vertical perforation and three horizontal perforation.

Second Copy : The second copy i.e. duplicate copy of full sheet should be perforated vertically on the extreme left hand side only.

Third Copy : The Third i.e. Triplicate copy of full sheet should not be perforated as the same will remain in the book as counterfoil copy.

Note : The perforation work should be hole type and receipts should be easily detached.

Numbering:**On the front cover of the Book :**

The UGVCL's Emblem, Name of the Company, the title of the TMR Book, Book No. and its corresponding receipt Nos. with series of alphabets A,B,C etc. shall be printed at the top in Black ink as per out requirements. The column for details of day to day collection and remittance as well as cancelled money receipt shall be printed immediately below the title No. of TMR Books in the front.

On the TMR sheet each containing 8 Receipts in Triplicate :

On each receipts, Book No. as well as receipt No. should be printed on **automatic machine** Numbering . For example, Book No. 5 will contain the receipt from Serial No. 1601 to 2000.

The printer shall check up initially at their premises Sr. No. printed on receipt and proper binding of all Triplicate receipt in book to avoid rejection subsequently by Board. This will be supplier's responsibility prior to dispatch of books to UGVCL.

Signature Of Tenderer	Company's Round seal
Place	Date

Binding and Paper / Straw Board for front back cover :

The paper to be used for front cover should be of Blue or Yellow or Pink colour of Titagar Mill Make of 135 GSM (± 5 % Tolerance) or its equivalent. The back cover should be prepared from straw board of 32 Oz & superior in quality. For binding superior quality of binding cloth should be used. The overall binding cloth strip of the TMR Book should be durable , superior quality and as per our requirement.

Blocks :

For the purpose of ground printing, one copper block of size 15" x 10" with words UGVCL, engraved on it shall be got prepared by the successful tenderer at his cost. However, the block shall be the property of UGVCL and handed over to this office after the contract for printing works is prepared by the successful tenderer and handed over to this office after the works is over.

Most Important :

The ground printing and printing of book Nos. with its corresponding serial numbers on each and every receipts of the book is **the most important part of the job and slightest defect variation will render the book unacceptable and hence will be rejected outright.**

Delivery:

- The delivery period of TMR Book shall be Completed within 2 (Two) months from the date of receipt of LOA. However, early delivery will be acceptable if required by UGVCL.

Approval of artwork is to be completed within 15 (fifteen) days from the date of LOA (letter of acceptance).

Delivery shall be made at our Regional Store Office, Visnagar Road, Mehsana

SAMPLES:

Following samples must be submitted invariably in technical Bid indicating size/weight & Name of Mfg. Mill duly stamped & signed by the Tenderer failing which offer will be rejected out rightly & no correspondence shall be made in this regard.

1. The White Paper of 60 GSM (± 5 % Tolerance) of A- Grade Paper Mill for inner page printing.
2. Paper for front Cover in Blue or Yellow or Pink colour of Titagar mill make of 135 GSM (± 5 % Tolerance) or its equivalent.
3. Straw Board for back cover of size 1"x1" 32 Oz.
4. Binding cloth strip of durable , superior quality and as per our requirement.
5. Colour paper of covering straw board.

Signature Of Tenderer	Company's Round seal
Place	Date