

Schedule of Rates (SOR) for the Procurement of Printing stationary for 01 year

S.No.	Name of Register	GSM Paper Size	No. of Pages	Type (Book/Leaflet Pad/Register)	Size	Qty (in Nos.)	Basic Unit Rate (Rs.)	Total Amount (Rs.)	GST (%)		Total Amount (Rs.) with GST	Total Amount in words
						A	B	C=AXB	%	Amount (Rs.) D	E=C+D	
1	Master Register	80 GSM Ledger	100	Register (Double Sided Printing)	15 x 20	450						
2	Station Activity Register	80 GSM Ledger	100	Register (Double Sided Printing)	13.5X17	200						
3	Visitor Register	80 GSM Ledger	100	Register (One Sided Printing)	8.50X13.5	150						
4	Energy Meter/Gas Genset Register	80 GSM Ledger	30	Register	11X9	50						
5	Electrical Maintenance Register	80 GSM Ledger	50	Register	8.5X13.5	20						
6	Leak Testing Report Register	80 GSM Ledger	60	Register (One Sided Printing)	8.5X13.5	150						
7	Cash Reconciliation Register	80 GSM Ledger	30	Register	13 x 8	20						
8	Details of CNG Cylinder Installed in vehicle	80 GSM Ledger	70	Register (One Sided Printing)	13 x 8	180						
9	Shut Down / Break Down Register	80 GSM Ledger	50	Register (Double Sided Printing)	13.5X17	150						
10	Lube Oil Register	80 GSM Ledger	30	Register (Double Sided Printing)	13X17	25						
11	Service Schedule for Genset Register	57 GSM M/L	60	Book (One Sided Printing)	9X11	25						
12	Checklist of dispenser Preventive Maintenance	70 GSM M/L	50	Leaf Let Pad	13X8	50						
13	Dispenser Maintenance Register	80 GSM Ledger	100	Register (Double Sided Printing)	13.5X17	50						
14	Petroling Log Book	70 GSM M/L	35	Register (Double Sided Printing)	8.5X13	450						
15	Complaint Log Book PNG	80 GSM M/L	35	Register (Double Sided Printing)	13X8	100						
16	Complaint Log Book CNG	80 GSM M/L	35	Register (Double Sided Printing)	13X8	50						
17	After Sale Service Report	57 GSM M/L	50	Book (Triplicate White/Red/Yellow)	9X11	200						
18	Energy Isolation Work Permit	57 GSM M/L	50	Book (Triplicate White/Red/Yellow)	8.5X13	120						
19	Hot Work Permit	57 GSM M/L	50	Book (Four set)	8.50X13.5	0						
20	Cold Work Permit	57 GSM M/L	50	Book (Two set)	8.50X13.5	30						
21	LCV Activity Register	57 GSM M/L	50	Book (Double Copy white /red)	9X11	250						
22	Hazard Identification	57 GSM M/L	50	Book (Double Copy white /red)	9X11	20						
23	Cash Memo	57 GSM M/L	100	Book (Double Copy white /red)	7-1/4X9	900						
24	Cash Deposit Slip	57 GSM M/L	100	Book (Single)	9X11.5	250						
25	Credit Memo	57 GSM M/L	100	Book (Triplicate White/Red/Yellow)	6X11	350						
26	Confined Space Entry Work Permit	57 GSM M/L	50	Book	8.5X13.5	2						
27	Fire & Safety Training Book	57 GSM M/L	50	Book (Three set)	9X11	50						
28	JMR Book	57 GSM M/L	50	Book (Double Copy White/Light Green)	9X11	660						

29	RFC Card	57 GSM M/L	100	Book (Double copy White/Pink)	9X11	660						
30	MRN Book	57 GSM M/L	50	Book (Double copy White/Red)	9X11	60						
31	Gate Pass	57 GSM M/L	50	Book (Triple Copy White/Red/Yellow)	9X11	40						
32	Stock Register	80 GSM Ledger	70	Register	13x8	25						
33	Incident Reporting Format	57 GSM M/L	50	Book	8.5X13.5	30						
34	Commissioning & charging	57 GSM M/L	50	Book	8.50X13.5	20						
35	Firemen Log Book	57 GSM M/L	100	Book (Single)	9X11.5	20						
1	L-Shape Plastic Folder	As per sample		With CUGL Logo A-4 Size		1550						
2	Envelope - White (with window)	As per sample		Size 10 x 4.5 with window		8000						
3	Envelope - White (without window)	As per sample		Size 10 x 4.5 without window		5000						
4	Envelope - Yellow (A4 Size)	As per sample		Size - A4 (10 x 14)		3000						
5	Envelope - Yellow (A3 Size)	As per sample		Size - A3 (12 x 16)		600						
6	CUGL Letter Head Pad	100 GSM Bond		100 Page per pad A-4 Size		150						
7	Cobra Colour full File (Flat File)	As per sample		Orange File (Color full)		1100						
	Grand Total (Rs.)											

Note

1. M/L = Maplitho Paper - A Quality

1. Rates shall be inclusive on FOR Basis

2. The bidder shall read these SOR (s) in conjunction with the Scope of Work detailed in this Bid Document and quote accordingly.

3. Bidder to mandatory quote the GST applicable above, the evaluation of the price bid shall be done accordingly (inclusive of GST).

4. In case the bidder does not indicate/quote the rate & amount of applicable taxes in the SOR or makes any other statement (e.g., "NIL" "Inclusive", Kept as Blank", "Extra at actual" etc.), their quoted price shall be considered inclusive of all applicable GST.

DATE :

PLACE:

**Signature of
Authorized signatory:**

NAME :

DESIGNATION :

SEAL :