

WESTERN ELECTRICITY SUPPLY COMPANY OF ORISSA
WESCO

VOLUME- II

(Tender Specification: WESCO/CEO/019)
GROUP-N

[Detail Scope of Supply]
ANNEXURE

Date: 11.09.2007

VOLUME-II DSS	Specification : WESCO/CEO/019, 07-08
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WESTERN ELECTRICITY SUPPLY COMPANY OF ORISSA
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TENDER DOCUMENT FOR
GROUP- N ITEMS
SPECIFICATION FOR GROUP-N ITEMS

Debit Cash Voucher	QUANTITY
7.4 Kg 56 G.S.M D.F.C White paper shall be used for one side printing & ruliing. The size of the Form shall be 215 x 175 mm in duplicate. The duplicate copy shall be of pink colour. The Form in duplicate (50 x 2) shall be made in pad shape duly covered with craft paper strictly as per sample.	500 Book

Cash Credit Voucher	QUANTITY
7.4 Kg 56 G.S.M D.F.S White paper shall be used for one side printing & ruliing. The size of the Form shall be 215 x 135 mm in duplicate. The duplicate copy shall be of light green colour. The Form in duplicate (50 x 2) shall be made in pad shape duly covered with craft paper strictly as per sample.	500 Book

Journal Voucher	QUANTITY
7.4 Kg 56 G.S.M D.F.C White paper shall be used for one side printing & ruliing. The size of the Form shall be 265 x 215 mm in duplicate. The duplicate copy shall be of yellow colour. The Form in duplicate shall be made in pad shape duly covered with craft paper strictly as per sample.	500 Book

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Cheque Issue Register	QUANTITY
12.6 kg D.F.C conquest paper shall be used for bicolour printing both side & brass rulling horizontally and vertically. 150 nos. forms (50 Sheets) of size 320 x 400 mm duly numbered should be bound in Register shape. The Register shall be cloth binding. The sample may be verified in this office.	50 No

Cheque Receipt Register	QUANTITY
12.6 kg D.F.C conquest paper shall be used for bicolour printing both side & brass rulling horizontally and vertically. 100 nos. forms (50 Sheets) of size 320 x 400 mm duly numbered should be bound in Register shape. The Register shall be cloth binding. The sample may be verified in this office.	50 No.

General Cash Book	QUANTITY
11.5 Kg D.F.C conquest paper double full scape size to be used for printing. Both side printing and brass ruling to be made. "WESTERN ELECTRICITY SUPPLY COMPANY OF ORISSA LIMITED" shall be printed in bold capital letter at the top middle of each sheet. 200 nos. forms shall be leather bound having size of the finished book shall be (52 x 39) cms. (Sample to be verified in the office).	150 Nos

Fly Leaf	QUANTITY
Century card board or equivalent card board light green colour, yellow colour, rosy colour 234 G.S.M quality shall be used in making of fly leaf. They are to be in double folding shape and folding portion must be pasted with cloth completely not only the length of the file but also the folding portion minimum 5 cm cloth lined on both folding portion (5 x 2) cms., in the middle being pushed 1.5 cm minimum inside. Eye lets 2 nos in each fly leaf shall be fitted on cloth of both the fly leaf at top left corner keeping 25 mm apart from both side edges. Size of the fly leaf in finishing shape shall be (35 x 26) cms. Outdoor cover pages both upper & lower portion shall be printed with WESCO & the name of the office and the file number should be printed in such a place which will remain just over the flap of the file board as per sample.	5000 no

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J.K. Copier Paper	QUANTITY
J.K. Copier paper (A – 4 size) 75 GSM	600 Pkts

Meter Sealing Register	QUANTITY
Printing, Binding & supply of "Meter Seal Record Book" in complete shape as per the sample format provided. The book will be in size of 200 mm x 320 mm in J.K Copier paper having 75 GSM materials, consisting of 250 pages. Maximum utilisation of space in each page will be done in containing the provided format. The first page will be having the 'content' as per the separate sample provided to you. The cover page will be done by 138 GSM glossy finished properly cut & well-finished & printed. (Sample to be verified in the office).	500 Books

Indent Book	QUANTITY
<p>Store Indent Voucher</p> <p>7.8 Kg D.F.C white paper of size $1/2$ full scape (32 x 20) cms to be used for original copy one side printing & rulling. Duplicate, Triplicate, Quadraplicate copies, 3.8 Kg DFC paper of different colours. One side printing to be made 50 sets of form (50 x 4 = 200 pages) to be stitched in book form duly perforated. The cover of the book will be 26.2 Kg DFC cover paper. The colour of original, duplicate, triplicate & quadruplicate are of white, green, yellow & pink. Paper samples for each colour shall be submitted with your offer.</p>	300 Books

Devolution Book	QUANTITY
<p>7.8 Kg D.F.C white paper of size $1/2$ full scape (32 x 20) cms to be used for original copy one side printing & rulling. Duplicate, Triplicate, Quadraplicate copies, 3.8 Kg DFC paper of different colours. One side printing to be made 50 sets of form (50 x 4 = 200 pages) to be stitched in book form duly perforated. The cover of the book will be 26.2 Kg DFC cover paper. The colour of original, duplicate, triplicate & quadruplicate are of white, green, yellow & pink. Paper samples for each colour shall be submitted with your offer.</p>	100 Books

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