

University Printing Press
Phone: 062-9255598, Email: upp@iub.edu.pk

Issued to:	
Date:	
	Bidding Documents
	Procurement of Paper & Art Card
	Tender No. IPB-1035
	2022-23/A Category
زر	ا المه لونوري اوليً

Tender Fee: 1000/-



#### The Islamia University of Bahawalpur

#### **TENDER DOCUMENT**

## UNIVERSITY PRINTING PRESS TERMS/CONDITIONS AND SPECIFICATIONS OF ITEMS

Cate	gory: A, Paper & Art Card	
1	Name of Firm:	
2	NTN No:	(Please attach copy)
3	GST No:	(Please attach copy)
4	Professional Tax No	(Please attach copy)
5	Tender Fee Challan No:	Date://202_
6	Phone No:	Mobile:
7	Name of Authorized Person:	
8	NIC Card No:	(Please attach copy of CNIC)
9	Earned Money Vide CDR No:	/ Date://202_
10	Amount: Name of Bank	
11	City	

#### TERMS & CONDITIONS

- The firm should be registered with Income Tax, Sales Tax department, and Professional Tax. Registration Certificate, issued by the Income Tax department, in the name of the firm, should be attached with the bid.
- The firm should not have been blacklisted, suspended, or removed from the approved list of contractors, from any Department / Agency (Affidavit in this regard should be attached)
- The rates, quoted in the Tender, should include all Taxes.
- The tender will only be received through sealed envelopes. Bid received after the due date/time will not be accepted under any circumstances.
- All the Transportation/carriage charges would be borne by the Firm / Contractor; therefore, the rates should be inclusive of all kinds of charges as well as the transportation and carriage charges.
- 6 The bidder will be liable to pay all Govt. Taxes.
- 7 The successful bidder will be liable to make the supply as per approved sample/specifications/brands to, University Printing Press, The Islamia University of Bahawalpur, Baghdad ul Jadded Campus, Bahawalpur.
- 8 Tenders will be opened in the presence of the Printing Committee as well as contractors or their representatives who wish to be there.
- Payment will be made after the supply of Material, final inspection of the material, and PCSIR report, Paper & Art Card. (PCSIR fee paid by Contractors).
- The Tender/quotation received with overwriting, cutting, mutilation and the doubtful figure will be rejected. Moreover, all pages of tender documents must be properly signed.
- 11 The conditional offer shall not be entertained.
- 12 The Printing/ Technical Committee will make a 100% inspection of the Items.
- The bid should be submitted along with 2% Earnest Money Demanded (EMD) in the form of a Demand Draft or CDR (Separate for each category) in favor of the Treasurer, The Islamia University of Bahawalpur. No bid shall be acceptable without EMD.

- In case the Firm/ Contractor fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract or withdraws his offer for any reason, the EMD will be forfeited.
- 15 Single Stage Two Envelopes bidding procedure will be adopted as per PPRA Rules 38-2 (a). The Envelopes shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in legible letters. Financial Proposal of bids found technically non-responsive shall be returned un-opened the same day in the presence of the bidders or their authorized representatives by the Printing Committee.
- The Islamia University of Bahawalpur however, reserves the right to reject all bids at any time prior to acceptance of a bid as per clause 35 of the Punjab Procurement Rules, 2014, and grounds of rejection will be conveyed to the bidders upon their request.
- 17 The rates will be valid for upto 90-days which can be increased with the mutual consent of both parties from the date of opening the bid.
- In case of closed/forced holidays, the tender opening time/date will be considered as the next working day.
- For any Damages / Shortage during transit, the bidder will be responsible & the same must be replaced within a maximum of 7 working days or within the time allotted by the University.
- The material must be supplied in one lot. Partially supplied will not be acceptable. However, if authorities issue instructions to provide supplies in parts, the instruction will be followed in letter & spirit.
- 21 No advance payment will be made in favor of the tender awarded firm.
- The supplies must be confirmed to the specification of the supply order and free of defects in all respects. If the same is found defective, the same must be replaced immediately free of charge at the Islamia University of Bahawalpur.
- All the expenses for the above remedial measures including the repair/replacement if so, required shall be borne by the supplier.
- Any other term & condition specifically not mentioned in this tender document will be conveyed to the successful bidder at the time of issuance of the Supply Order.
- In case of any dispute/violation of any term & condition of the tender clause, the decision of the Vice-Chancellor of IUB will be considered final.
- 26 Sample of items shall be provided at the time of opening, Technical bid.
- 27 Stamp Duty (Stamp Papers) @ 0.25% of the total amount must be attached with the bill as per rules at the time of payment / paid by the contractors.
- The University reserves the right at the time of Contract award to increase or decrease, the quantity of goods originally specified in the Schedules as per requirements without any change in unit price or other terms and conditions.
- Tenders should reach the Treasurer office, Baghdad ul Jadeed Campus, on or before upto Monday, December 26, 2022, by 11.00 A.M. Tenders will be opened on the same day at 11.30 A.M in the presence of bidders or their representatives at University Printing Press.

The bid amount will be quoted by the vendor along with this certificate:

I / We have read all the above terms & conditions Document's instructions and submitted bids/rates in conformity/compliance with the given instructions.

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#### **Checklist for Technical Proposal**

The provision of this checklist is an essential pre-requisite along with the submission of the technical bid.

The Firm must fill & sign this checklist and accordingly attach the mentioned documents to assess the eligibility to accept the technical bid.

Note: Attach this checklist on the front page of the Technical Bid.

Category	Description	Points
	Valid Income Tax Registration	Required
	Valid General Sales Tax Registration (Status= Active with FBR)	Required
	Professional Tax Certificate for current financial year	Required
Mandatory	Submission of undertaking / Affidavit on judicial paper of Rs. 100/- that firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.	Required
	Original receipt for purchase of tender documents fee Rs.1000/- each category (Date/Challan No.)	Required
	Tender Bid Security 2% (Bank Draft/Date/Challan No.)	Required
	Acceptance of terms & conditions mentioned in the tender documents should be duly signed and stamped by the firm.	Required
	Price reasonability certificate on firm's letterhead.	Required
Financial Strength	Bank Statement for last six months	20 points
/ Experience	Relevant Business Experience (attached Purchase order)	30 points
Specification	The following should be part of the technical proposal: Name of the brand offered by the vendors should be mentioned in the technical proposal in all categories. Either the duly stamped & signed samples (Sr.1-20) should be provided in all above items and the brand name should be mentioned clearly, in items of categories "A"	50 points

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Tender Form: A Category (Paper & Art Card) 2022-23

	Tender	roini. A category (Paper & Art C	uid) ZUZZ	
No.	Items	Specifications	Quantity	Rate/ Brand Name
1	Paper	17" x 27", 68 gm, Century, Premium, Mandiali or equivalent brand, ±5% variation permissible, Brust Factor: 10-15% (Min), Brightness:80-85% (Min), Opacity: 80-85% (Min), Machine Finished Mild Size, White Printing Paper, Uniform in Thickness, Formation and Texture Reasonable Free from Specks, Shaves and other manufacturing Defects, Suitable for Printing and writing on both sides, Ink will not spread while writing on it. Pulps Furnish to consist of 100% Bleached Chemical pulp. Free from Mechanical Pulp and Lignified Fibers.	389 Reams (500 sheets/R)	
2	Paper	23" x 36", 68 gm, Century, premium, Mandiali or equivalent brand ±5% variation permissible, Brust Factor: 10-15% (Min), Brightness:80-85% (Min), Opacity: 80-85% (Min), Machine Finished Mild Size, White Printing Paper, Uniform in Thickness, Formation and Texture Reasonable Free from Specks, Shaves and other manufacturing Defects, Suitable for Printing and writing on both sides, Ink will not spread while writing on it. Pulps Furnish to consist of 100% Bleached Chemical pulp. Free from Mechanical Pulp and Lignified Fibers.	5215 Reams (500 sheets/R)	
3	Paper	17" x 27", 70 gm, Imported offset, IK, Wood Free, Photo Copy or equivalent brand	30 Reams (500 sheets/R)	
4	Paper	17" x 27", 100 gm, Imported offset, IK, Wood Free, Photo Copy or equivalent brand	20 Reams (500 sheets/R)	
5	Paper	20" x 30", 80 gm, Imported offset, IK, Wood Free, Photo Copy or equivalent brand	10 Reams (500 sheets/R)	
6	Paper	25" x 35.5", 100 gm, Imported offset, IK, Wood Free, Photo Copy or equivalent brand	60 Reams (500 sheets/R)	
7	Paper	25" x 36", 113 gm, Matt Paper Lekyam or equivalent brand	660 Reams (500 sheets/R)	
8	Art Card	25" x 36", 300 gm, Imported, Pindo, Hansool, or equivalent brand	125 Pkts (100 sheets/P)	
9	Art Card	25" x 36", 210 gm, Imported, Pindo, Hansool, or equivalent brand	10 Pkts (100 sheets/P)	
10	Art Card	20" x 30", 300 gm, Imported, Pindo, Hansool, or equivalent brand	100 Pkts (100 sheets/P)	
11	Paper	20" x 30", 90 gm, Matt Paper Lekyam or equivalent brand	5 Reams (500 sheets/R)	
12	Sticker	20" x 30", Imported white Matt sticker, Link track, virtrack, Serilux or equivalent brand	2 Pkts (100 sheets/R)	
13	Sticker	20" x 30", Imported Transparent Link track, virtrack, Serilux, or equivalent brand	2 Pkts (100 sheets/P)	
14	Ivory Card	20" x 30", 150 gm Imported IK, Sinar, or equivalent brand	6 Pkts (100 sheets/P)	
15	NCR	17" x 27", 55 gm, (CF), Superior or equivalent brand	6 Reams (500 sheets/R)	
16	NCR	17" x 27", 55 gm, (CFB), Superior or equivalent brand	6 Reams (500 sheets/R)	
17	Tracing	Tracing Paper, A4 size, 80 gm Imported, crystal or equivalent brand	50 Pkts (100 sheets/P)	
18	Tracing	Tracing Paper, Legal size, 80 gm Imported, crystal or equivalent brand	50 Pkts (100 sheets/P)	4//
19	Gatta	26" x 31", 32-ounce good quality, MA or Sher Marka or equivalent brand	60 Bundles (28 sheets/B)	
20	Gatta	Taila gatta, 30" x 40", 8-ounce, local	30 Bundles (90 Sheets/B)	

**Note:**  $\pm 5\%$  variation permissible in local items and  $\pm 3\%$  variation permissible in imported items in Category A. Either the duly stamped & signed samples should be provided in all the above items and the brand name should be mentioned clearly, in items of categories "A"

Total estimated Cost	
Signature	
Stamp	



University Printing Press
Phone: 062-9255598, Email: upp@iub.edu.pk

Issued to:	
Date:	
	Bidding Documents Procurement of Envelopes
	Tender No. IPB-1035 2022-23/B Category
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Tender Fee: 1000/-



#### The Islamia University of Bahawalpur

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- Stamp Duty (Stamp Papers) @ 0.25% of the total amount must be attached with the bill as per rules at the time of payment / paid by the contractors.
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The bid amount will be quoted by the vendor along with this certificate:

I / We have read all the above terms & conditions Document's instructions and submitted bids/rates in conformity/compliance with the given instructions.

Name	*	<b>)</b> /,	7.7.	****	1,
Signature		 _			
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#### **Checklist for Technical Proposal**

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Note: Attach this checklist on the front page of the Technical Bid.

Category	Description	Points
	Valid Income Tax Registration	Required
	Valid General Sales Tax Registration (Status= Active with FBR)	Required
	Professional Tax Certificate for current financial year	Required
Mandatory	Submission of undertaking / Affidavit on judicial paper of Rs. 100/- that firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.	Required
	Original receipt for purchase of tender documents fee Rs.1000/- each category (Date/Challan No.)	Required
	Tender Bid Security 2% (Bank Draft/Date/Challan No.)	Required
	Acceptance of terms & conditions mentioned in the tender documents should be duly signed and stamped by the firm.	Required
	Price reasonability certificate on firm's letterhead.	Required
Financial Strength	Bank Statement for last six months	20 points
/ Experience	Relevant Business Experience (attached Purchase order)	30 points
Specification	The following should be part of the technical proposal: Name of the brand offered by the vendors should be mentioned in the technical proposal. Either the duly stamped & signed samples (Sr.1-15) should be provided in all above items and the brand name should be mentioned clearly, in items of categories "B"	50 points

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## The Islamia University of Bahawalpur Tender Form / B Category (Envelopes)

No.	Items	Specifications	Quantity	Rate/Brand Name
1	Envelope	7" x 5", 100 gm, Imported paper, IK, Wood Free, Photocopy or equivalent brand	26000 Nos.	
2	Postal Envelope	11" x 5", 100 gm Kraft Local Al-Quresh, Khalid, Shaheen or equivalent brand	37000 Nos.	
3	Postal Envelope Window	11" x 5", 100 gm, window Imported paper, IK, Wood Free, Photocopy or equivalent brand	12000 Nos.	
4	Envelope	10" x 12" x 1.25", 100 gm Imported paper, IK, Wood Free, Photocopy or equivalent brand	20500 Nos.	
5	Envelope	11" x 15" x 1.5", 120 gm Kraft Local Al-Quresh, Khalid, Shaheen or equivalent brand	13500 Nos.	
6	Envelope	A3/ 113 gm Matt paper Nevia or equivalent brand	5000 Nos.	
7	Envelope	10" x 12" x 1.25", (113 gm, Matt), Lykam or equivalent brand	1000 Nos.	
8	Envelope	11" x 15" x 1.25", flapper, (113 gm, Matt), Lykam or equivalent brand	800 Nos.	
9	Envelope	6.5" x 10" x 1.25", flapper, (113 gm, Matt), Lykam or equivalent brand	2000 Nos.	
10	Envelope Annual Examination with cloth BS	6.5" x 10" x 2" flapper, 100 gm Imported paper, IK, Wood Free, Photocopy or equivalent brand, 3-fold inner pasting Khacha	5000 Nos.	
11	Envelope Annual Examination with cloth ADP	10" x 12" x 2" flapper, 120 gm Kraft paper Local Al- Quresh, Khalid, Shaheen or equivalent brand	5000 Nos.	
12	Envelope Paper (C)	8.5" x 12" x 1.5" flapper, 120 gm Kraft paper Local Al- Quresh, Khalid, Shaheen or equivalent brand 3-fold inner pasting Khacha	1200 Nos.	
13	Envelope	12" x 16" x 1.5" flapper, 120 gm Kraft paper Local Al- Quresh, Khalid, Shaheen or equivalent brand inner Laminated	10000 Nos.	
14	Envelope Lamination	12" x 16.5" x 2.5" flapper, 120 gm Kraft paper Local Al- Quresh, Khalid, Shaheen or equivalent brand inner Lamination	7500 Nos.	
15	Envelope Question Paper	12" x 16.5" x 2.5" flapper, 120 gm Kraft paper Local Al- Quresh, Khalid, Shaheen or equivalent brand 3-fold inner pasting Khacha	2000 Nos.	

Total estimated cost is
Signature
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# The Islamia University of Bahawalpur University Printing Press Phone: 062-9255598, Email: upp@iub.edu.pk

Issued to:	
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Di	Bidding Documents ocurement of Printing Material
	ocarcine or remaining material
	Tender No. IPB-1035 2022-23/C Category
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Tender Fee: 1000/-



### The Islamia University of Bahawalpur

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Signature_	5/		برميا	4
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Note: Attach this checklist front page of the Technical Bid.

Category	Description	Points
	Valid Income Tax Registration	Required
	Valid General Sales Tax Registration (Status= Active with FBR)	Required
	Professional Tax Certificate for current financial year	Required
Mandatory	Submission of undertaking / Affidavit on judicial paper of Rs. 100/- that firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.	Required
	Original receipt for purchase of tender documents fee Rs.1000/- each category (Date/Challan No.)	Required
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Financial Strength	Bank Statement for last six months	20 points
/ Experience	Relevant Business Experience (attached Purchase order)	30 points
Specification	The following should be part of the technical proposal: Name of the brand offered by the vendors should be mentioned in the technical proposal. Either the duly stamped & signed (Sr.1-81) the brand name should be mentioned clearly, in items of categories "C"	50 points

Name	
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### Tender Form / C Category (Printing Material)

No.	Items	Specifications	Quantity	Rate/Brand Name
1	Ps-Plate	370 x 450 mm, 0.15 mm, pre-sensitized, falcon or equivalent brand	2050 Nos.	
2	Ps-Plate	510 x 645 mm, 0.25 mm, pre-sensitized, Fuji or equivalent brand	500 Nos.	
3	Ps-Plate	720 x 945 mm, 0.28 mm, pre-sensitized, Fuji or equivalent brand	500 Nos.	
4	Digital	Digitally Exposed Plate, 370 x 450 mm, 0.30 mm, Fuji or equivalent	50 sets 4	
5	Digital	brand Digitally Exposed Plate, 510 x 645 mm, 0.30 mm, Fuji or equivalent	color 680 sets 4	
	_	brand Digitally Exposed Plate, 720 x 945 mm, 0.30 mm, Fuji or equivalent	color 20 sets 4	
6	Digital	brand	color	
7	Tape	2" width, Green Color Plastic tape, 40-yard length, Jhonson, HTC or equivalent brand	350 Nos.	
8	Tape	Scotch Tap 60-yard, 1.5 widths, university log printed, local or equivalent brand	500 Nos.	
9	Tape	0.25", Scotch Tape, deer brand or equivalent brand	12 Nos.	
10	Eyelet	Golden Color, Large size (5000 Packing/P)	20 Pkts	
11	Lamination	7" (1),10"(1),12.5"(1), 15"(1),18"(4), 23"(1) 18 micron, Matt, 4000 meter length China or equivalent brand	24 Nos.	
12	Glue	Binding glue, Movilth, ICI or equivalent brand	250 kg's	
13	Glue	Hot Glue, Taiwan or equivalent brand	400 Kg's	
14	Glue	Lamination glue, Movilth, ICI or equivalent brand	400 Kg's	
15	Tonner	303 A, Original or equivalent brand	18 Nos.	
16	Cloth	Pure binding cloth, Ghazi or equivalent brand	400 meters	
17	Machine	Numbering M/c, 6-digit, Deli or equivalent brand	30 Nos.	
18	Metal Ink	Black color, Deli brand or equivalent brand	72 Nos.	
19	Stapler Pin	26/6, Dollar or equivalent brand	50 Nos.	
20	Stapler Pin	23/10 (10), 23/13 (10), 23/17 (10), 23/20 (10), 23/24 (10) Dollar or equivalent brand	150 Nos.	
21	Blanket	16.5" x 18", 4 ply, Phoenix or equivalent brand	10 Nos.	
22	Blanket	26" x 24", 3 ply, Phoenix or equivalent brand	14 Nos.	
23	Blanket	36" x 36", 4 ply, Phoenix or equivalent brand	10 Nos.	
24	Damping	3.25", Germany or equivalent brand	3000 Inch	
25	Damping	3.75", Germany or equivalent brand	3000 Inch	
26	Nozzle	Rubber Nozzle, Rota Machine Chinese brand	90 Nos.	
27	Nozzle	Rubber Nozzle, Solna Machine Chinese brand	90 Nos.	
28	Nozzle	Rubber Nozzle, Roland Machine Chinese brand	90 Nos.	
29	Ink	Green, DAIHAN or equivalent brand	500 Kg's	
30	Ink	CMYK, DAIHAN or equivalent brand	400 Kg's	
31	Ink	Black Color, DAIHAN or equivalent brand	30 Kg's	
32	Ink	Cyan, DAIHAN or equivalent brand	24 Kg's	
33	Ink	Magenta, DAIHAN or equivalent brand	48 Kg's	
34	Ink	Golden, DAIHAN or equivalent brand	24 Kg's	
35	Ink	Silver, DAIHAN or equivalent brand	5 Kg's	
36	Ink	Tint, DAIHAN or equivalent brand	10 Kg's	
37	Ink	Paste, DAIHAN or equivalent brand	10 Kg's	
38	Ink	Dryer, DAIHAN or equivalent brand	10 Kg's	
39	Remover	Plate Image Remover, Fuji, Technova brand or equivalent brand	18 Nos.	
40	Extra Super Glue	20 gm Packing, GMSA or equivalent brand	300 Nos.	

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41	Knife	45", Metal base mount on wooden frame, punched and sharp diamond or equivalent brand	2 Nos.
42	Gazz	Gola Patti seasoning wood as per sample available at University Printing Press	90 Nos.
43	Gum	Plate Gum, Spring, MCI, SAS or equivalent brand	48 Liters
44	Cleaner	Plate Cleaner, Power Plus, SAS or equivalent brand	72 Liters
45	Solution	Fountain Solution, Spring, MCI, SAS or equivalent brand	300 Liters
46	Developer	Plate Developer, Flex, Falcon, SAS or equivalent brand	200 Liters
47	Thinner	ICI or equivalent brand	160 Liters
48	Oil	Kerosene oil, Pure, PSO or equivalent brand	1200 Liters
49	Petrol	Pure, PSO or equivalent brand	200 Liters
50	Mobile oil	40 WD, PSO or equivalent brand	800 Liters
51	Bag	Plastic Bags, 10' x 10', as per sample available at University Printing Press, local	50 Nos.
52	Rags	Good Quality Printing Cloth Rags, as per sample available at University Printing Press, local	1000 Kg's
53	Maraco	Maraco cloth Dark Blue color dana dar local/Chinese	300 meters
54	Stitch Wire	22 & 24 Nos. local	14 Nos.
55	Dandan	Juki Machine, 9 dandan, Japanese brand or equivalent brand	600 Nos.
56	Shuttle	Juki Machine, YZ, Y, Hirose Hooks brand or equivalent brand	24 Nos.
57	Foot	Juki Machine, Susur brand or equivalent brand	24 Nos.
58	Plate	Juki Machine, Jing-Weida brand or equivalent brand	24 Nos.
59	Needle	Juki Machine, Orange brand or equivalent brand	500 Nos.
60	Oil	Sewing Machine white oil pure Chinese or equivalent brand	80 Liters
61	Die	Die, 2/4 Ups, local brand	20 Nos.
62	Die	Die Cutting / Creasing local brand	135 Nos.
63	Packing Dori	Plastic Packing Dori Good Quality, 250 gm local brand	1350 Nos.
64	Dori	Blue color as per sample, local brand	3600 meters
65	Thread	3 ply 100 gm hafiz, shaheen or equivalent brand	1250 Cones
66	Thread	Binding Thread (Fish Thread) local	30 Nos.
67	Screen Printing	3" Round, 3 color printing on a transparent sticker, Linktrack, virtrack, Serilux or equivalent brand	2500 Nos.
68	Double File Gatta	Legal size, 32-ounce, gatta, pasting 68 gm paper Mandiali or equivalent brand, eyelet golden color large size with binding cloth	2000 Nos.
69	Single File Gatta	32 ounce, gatta, eyelet golden, 68 gm paper Mandiali or equivalent brand, 3-inch rexin flipper with dori	2000 Nos.
70	Binding	24 pages, folding, gathering, sewing and cutting	1000000 Nos.
71	Binding	5.5" x 8", saddle sewing, 32-ounce gatta, dotted maraco, edges paper and gatta curve, glitter golden color 10" x 6", Spiral binding 32-ounce gatta MA or Sher Marka or equivalent	2200 Nos.
72	Binding	brand with laminated 115 gm Matt paper, die, cutting and making	1000 Nos.
73	Binding N	350-page folding, gathering, Hot Glue binding with finishing	1000 Nos.
74	Binding	340-page folding, gathering, Hot Glue binding with finishing	1000 Nos.
75	Gloss Sheet 068	6 x4, White Gloss Acrylic sheet, 3mm thickness	28 Nos.
76	Gloss Sheet 068	6 x4, White Gloss Acrylic sheet, 2mm thickness	22 Nos.
77	Gloss Sheet 068	6 x4, Red Gloss Acrylic sheet, 3mm thickness	15 Nos.
78	Tape	2" width, double tap, 25 yards	30 Nos.
79	Tape	6" width, double tap, 25 yards	30 Nos.
80	Chloroform	Pure (for pasting the sheets/letters)	4 Liters
81	Mounting	Mount the plates	300 Nos.

Total estimated cost is	/-
Signature	
Stamp	