



## MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

Read Address: House No. 1, A 56 Lower Nongrim Hills,

Shillong, East Khasi Hills, Meghalaya- 793003

(CIN No. U75144ML2012NPL008509)

Phone: +91-364- 2522921/2522992

Website: www.mbda.gov.in, E-mail: mbdaprocurement@gmail.com

No. MBMA /MLAMP/43/2017/29

Dated: May 10, 2019

**From**

Dr. Vijay Kumar D, IAS,  
Project Director,  
MLAMP  
Meghalaya Basin Management Agency

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT: Meghalaya Livelihoods and Access to Markets Programme (LAMP)**

**REQUEST FOR QUOTATIONS FOR PRINTING OF BOOKS, REGISTERS, RECEIPTS, FORMS,  
VOUCHERS – (IVCS) UNDER MLAMP**

Sir/Madam,

Meghalaya Basin Management Agency, Shillong invites your quotation for the items mentioned above.

The Government of Meghalaya has received a loan from the International Fund for Agriculture Development (IFAD), and intends to apply part of the proceeds of this Loan to eligible payments under the contract for which this Request for Quotations is issued. This procurement process will be conducted in accordance with the shopping procurement method contained in the IFAD Project Procurement Guidelines (September 2010) and its Handbook in accordance with the procedures described herein.

**The quotations are invited for the following Lots as mentioned below. Technical Specifications is provided at page # 9 along with the total quantities.**

S#	Description	Total Quantity	Delivery
Lot#1	Set of "Enrolment of Membership and Subscription towards Share Capital"	Refer to Page 5	Within 3 months from the date of purchase order
Lot#2	Set of "Deposit Mobilization"	As per Annexure attached	Within 3 months from the date of purchase order
Lot#3	Set of "Loan and Advances"	As per Annexure attached	Within 3 months from the date of purchase order
Lot#4	Set of "Other Books"	As per Annexure attached	Within 3 months from the date of purchase order

**Important Note:**

1. Each Lot contains a Set comprising of Books, Registers, Vouchers, Pass-Books etc.
2. Quantities required for each lot are mentioned against each item within the Set. Bidders are requested to provide the cost of each item within the Set. Taxes to be mentioned separately.

3. Bidder can bid for one or more lots; however, the evaluation will be done Lot wise only.

1. **Preparation of Quotations:** You are requested to quote for these items by completing, signing and returning:
- the List of Goods and Price Schedule.
  - the technical specification as offered along with the product brochures and other product details
  - the documents confirming your eligibility, as listed below;
  - the rate in terms of price for printing, by paper type, size, number of units and add-ons

The standard forms in this RFQ may be retyped for completion but the Bidder is responsible for their accurate reproduction.

2. **Validity of Quotations:** The quotation validity required is 90 days.

3. **Sealing and marking of Quotations:** Quotation should be placed in a single sealed envelope, clearly marked as **Quotation for "Printing of Books, Registers, Receipts, Forms, Vouchers (IVCS) under MLAMP"** as reference above and **the Bidders Name**.

4. **Submission of Quotations:** Quotations along with the supporting documents should be submitted to the address below within deadline (the date and time) as referenced below.

5. **Date of deadline: May 24, 2019; Time of deadline: 16:00 hrs. (local time).**

**Address:** Meghalaya Basin Management Agency Office, MBDA Building, - Meghalaya State Housing Cooperative and Financing Society Campus, Upper Nongrim Hills, Shillong, PIN-793003

6. **Opening:** Quotations will be opened on **May 24, 2019; at: 16:30 hrs. (local time)** in presence of the bidders who chose to attend. Bidders to make their own arrangements for attending such meeting. No expenses will be paid by MBMA to such effect.

7. **Address for communication:**

**Attn:**

Dr. Vijay Kumar D, IAS,  
Project Director,  
MLAMP

Meghalaya Basin Management Agency

**Facsimile:** 0364-2522921; **Email:** [mbdaprocurement@gmail.com](mailto:mbdaprocurement@gmail.com)

8. **Eligibility Criteria:** Bidders are required to meet the following criteria to be eligible:

- a). Have the legal capacity to enter into a contract;
- b). Is an authorised dealer of the goods and services by the Manufacturer (if applicable);
- c). Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
- d). Not have had your business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India

9. **Documents Evidencing Eligibility:** Bidders are requested to submit copies of the following documents as evidence of your eligibility.

- a). Valid trading license or equivalent;
- b). Valid certificate of VAT/GST registration or equivalent;
- c). Valid dealership documents (if applicable)

- d). Self-Declaration to the effect the bidder is not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
- e). Self-declaration that the bidder's business activities are not suspended or debarred from public procurement by the State Government of Meghalaya or Government of India
- 10. Technical Criteria:** The specification details the minimum specification of the Goods required. The Goods offered must meet this specification.
- 11. Currency:** Quotations shall be priced in Indian Rupees only.
- 12. Best Evaluated Bid:** The best evaluated bid shall be the lowest priced quotation, which is eligible and technically compliant.
- 13. Delivery:** Prices should be quoted as applicable for Shillong, Meghalaya
- 14. Duties and Taxes:** Goods imported into India under this project are not exempt from import duties and taxes.
- 15. Rates:** It should be inclusive of all taxes till delivery.
- 16. Delivery Schedule:** Delivery required should be within 3 months from date of Purchase Order. The delivery of these items should be in Shillong at the O/o the Meghalaya Basin Management Agency, MBDA Building, - Meghalaya State Housing Cooperative and Financing Society Campus, Upper Nongrim Hills, Shillong, PIN-793003.
- 17. Warranty:** Minimum twelve months from the date of delivery.
- 18. Terms of Payment:**  
Payment shall be made within 30 days against submission of your Invoice and supporting documents following delivery and verification of the Goods.
- 19. Eligible Countries:** All countries are eligible, unless:
- as a matter of law or official regulation, the Government of India prohibits commercial relations with that country or by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of India prohibits any import of Goods from or any payments to, a particular country, person or entity.
  - A firm declared ineligible by IFAD
- 20.** Any resulting contract awarded shall be by placement of a Purchase Order.
- 21.** Any queries should be addressed to the Procurement Team at the address given above. Please prepare and submit your quotation or inform the undersigned if you will not be submitting a quotation.

Yours faithfully



(Dr. Vijay Kumar D. IAS)  
Project Director, MLAMP  
Meghalaya Basin Management Agency

## STATEMENT OF REQUIREMENTS

### List of Goods and Price Schedule

Procurement Reference: \_\_\_\_\_

We offer to supply the items listed below in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in the Request for Quotations.

The validity period of our quotation is: \_\_\_\_\_ days.

We confirm that the prices quoted in the List of Goods and Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The delivery period offered is: \_\_\_\_\_ days/weeks/months from date of Purchase Order.

SN	Particulars	QTY Required	Unit Rate (INR)	Total Cost (INR)	GST (INR)
Lot # 1	<b>A. ENROLLMENT OF MEMBERSHIP AND SUBSCRIPTION TOWARDS SHARE CAPITAL</b>				
1	GENERAL CREDIT VOUCHER	1500			
2	GENERAL DEBIT VOUCHER	1500			
3	RECEIPT BOOK	1500			
4	ADMISSION FEE REGISTER	150			
5	MEMBERSHIP REGISTER	150			
6	SHARE REGISTER	150			
7	SHARE LEDGER	150			
8	SHARE CERTIFICATE	150			
9	SHARE SCRIPT REGISTER	150			
10	CASH BOOK	150			
11	GENERAL LEDGER	150			

SN	Particulars	QTY Required	Unit Rate (INR)	Total Cost (INR)	GST (INR)
Lot # 2	<b>Deposit Mobilization</b>				
12	SAVING BANK ACCOUNT OPENING FORM	60000			
13	SAVINGS BANK APPLICATION REGISTER	150			
14	SAMPLE SIGNATURE AND PASSBOOK ISSUE REGISTER	150			
15	DEPOSIT VOUCHER	1500			
16	WITHDRAWAL VOUCHER	1500			
17	SAVING BANK LEDGER	150			
18	SAVING BANK DAY BOOK	150			
19	SAVING PASS BOOK	60000			
20	RECURRING DEPOSIT LEDGER	150			
21	FIXED DEPOSIT REGISTER	150			
22	FIXED DEPOSIT LEDGER	150			
23	FIXED DEPOSIT RECEIPT	300			
24	INTEREST PAYABLE REGISTER	150			
Lot # 3	<b>Loan and Advances</b>				
25	LOAN AND ADVANCES APPLICATION FORM	45000			

SN	Particulars	QTY Required	Unit Rate (INR)	Total Cost (INR)	GST (INR)
26	LOAN APPLICATION AND SANCTION REGISTER	150			
27	LOAN LEDGER	150			
28	LOAN DAY BOOK	150			
29	LOAN PASS BOOK	45000			
30	INTEREST RECEIVABLE REGISTER	150			
Lot # 4	<b>Other Books</b>				
31	BOOKS OF PROCEEDING OF ANNUAL GENERAL MEETING/ SPECIAL GENERAL MEETING	150			
32	BOOKS OF PROCEEDING OF MEETING OF THE MANAGING COMMITTEE	150			
33	FIXED ASSETS REGISTER	150			
34	SOCIETY'S DOCUMENT REGISTER	150			
35	CHARGES/ EXPENSES REGISTER	150			

\* Applicable taxes to be quoted separately.

Quotation authorised by:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized for and on behalf of: \_\_\_\_\_

(dd/mm/yy)

Company: \_\_\_\_\_

**Specifications of the Books, Registers, Forms, Vouchers, etc., for use by IVCS**

SN	Particulars	Number of Pages per Book, Register	No of Books, Registers, Forms, Voucher, etc., required per IVCS	QTY	Item Description	Remarks
5	MEMBERSHIP REGISTER	100	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
6	SHARE REGISTER	100	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
7	SHARE LEDGER	200	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
8	SHARE CERTIFICATE	200	1	150	FORMS IN MULTI COLOUR PRINTING IN 160 GSM CENTURY BOARD (SIZE - 22 X 33 CM) LEGAL, 1/5 C/B)	a. To be printed on only one side b. Water Mark "IVCS" to be embedded

**Specifications of the Books, Registers, Forms, Vouchers, etc., for use by IVCS**

SN	Particulars	Number of Pages per Book, Register	No of Books, Registers, Forms, Voucher, etc., required per IVCS	QTY	Item Description	Remarks
9	SHARE SCRIPT REGISTER	200	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER. SIZE - LEGAL. BINDING - HARD CASE BINDING. PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
10	CASH BOOK	200	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER. SIZE - LEGAL. BINDING - HARD CASE BINDING. PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
11	GENERAL LEDGER	200	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER. SIZE - LEGAL. BINDING - HARD CASE BINDING. PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
<b>Lot # 2: DEPOSIT MOBILIZATION</b>						

**Specifications of the Books, Registers, Forms, Vouchers, etc., for use by IVCS**

SN	Particulars	Number of Pages per Book, Register	No of Books, Registers, Forms, Voucher, etc., required per IVCS	QTY	Item Description	Remarks
9	SHARE SCRIPT REGISTER	200	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
10	CASH BOOK	200	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
11	GENERAL LEDGER	200	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
<b>Lot # 2: DEPOSIT MOBILIZATION</b>						

**Specifications of the Books, Registers, Forms, Vouchers, etc., for use by IVCS**

SN	Particulars	Number of Pages per Book, Register	No of Books, Registers, Forms, Voucher, etc., required per IVCS	QTY	Item Description	Remarks
12	SAVING BANK ACCOUNT OPENING FORM	6	400	60000	FORMS IN SINGLE COLOUR PRINTING 70 GSM MAPLITHO PAPER (44X56CM) FULL DEMY A2	
13	SAVINGS BANK APPLICATION REGISTER	100	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
14	SAMPLE SIGNATURE AND PASSBOOK ISSUE REGISTER	100	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
15	DEPOSIT VOUCHER	100	10	1500	FORMS IN SINGLE COLOUR PRINTING 70 GSM MAPLITHO PAPER (14 X 22 CM )1/8 DEMY (1/2 A4)	
16	WITHDRAWAL VOUCHER	100	10	1500	FORMS IN SINGLE COLOUR PRINTING 70 GSM MAPLITHO PAPER (14 X 22 CM )1/8 DEMY (1/2 A4)	

**Specifications of the Books, Registers, Forms, Vouchers, etc., for use by IVCS**

SN	Particulars	Number of Pages per Book, Register	No of Books, Registers, Forms, Voucher, etc., required per IVCS	QTY	Item Description	Remarks
17	SAVING BANK LEDGER	200	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
18	SAVING BANK DAY BOOK	100	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
19	SAVING PASS BOOK	30	400	60000	SIZE: 5" X 7", INNER PAPER - 100 GSM MAPLITHO PAPER, COVER PAGE - 300 GSM GLOSSY ART BOARD PAPER, INSIDE PRINTING - SINGLE COLOUR OFFSET BOTH SIDES, COVER PRINTING - MULTI COLOR OFFSET IN BOTH SIDES. BINDING - CENTER STITCHING	

**Specifications of the Books, Registers, Forms, Vouchers, etc., for use by IVCS**

SN	Particulars	Number of Pages per Book, Register	No of Books, Registers, Forms, Voucher, etc., required per IVCS	QTY	Item Description	Remarks
20	RECURRING DEPOSIT LEDGER	100	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
21	FIXED DEPOSIT REGISTER	100	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
22	FIXED DEPOSIT LEDGER	100	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER, SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
23	FIXED DEPOSIT RECEIPT	100	2	300	FORMS IN SINGLE COLOUR PRINTING 70 GSM MAPLITHO PAPER (14 X 22 CM )1/8 DEMY (1/2 A4)	Water Mark "IVCS" to be embedded

**Specifications of the Books, Registers, Forms, Vouchers, etc., for use by IVCS**

SN	Particulars	Number of Pages per Book, Register	No of Books, Registers, Forms, Voucher, etc., required per IVCS	QTY	Item Description	Remarks
24	INTEREST PAYABLE REGISTER	100	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER. SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
<b>Lot # 3: LOAN AND ADVANCES</b>						
25	LOAN AND ADVANCES APPLICATION FORM	2	300	45000	FORMS IN SINGLE COLOUR PRINTING 70 GSM MAPLITHO PAPER (22 X 28 CM) 1/4 DEMY A4	
26	LOAN APPLICATION AND SANCTION REGISTER	100	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER. SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides

**Specifications of the Books, Registers, Forms, Vouchers, etc., for use by IVCS**

SN	Particulars	Number of Pages per Book, Register	No of Books, Registers, Forms, Voucher, etc., required per IVCS	QTY	Item Description	Remarks
27	LOAN LEDGER	200	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER. SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
28	LOAN DAY BOOK	100	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER. SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
29	LOAN PASS BOOK	2	300	45000	SIZE: 5" X 7", INNER PAPER - 100 GSM MAPLITHO PAPER, COVER PAGE - 300 GSM GLOSSY ART BOARD PAPER, INSIDE PRINTING - SINGLE COLOUR OFFSET BOTH SIDES, COVER PRINTING - MULTI COLOR OFFSET IN BOTH SIDES, BINDING - CENTER STITCHING	

**Specifications of the Books, Registers, Forms, Vouchers, etc., for use by IVCS**

SN	Particulars	Number of Pages per Book, Register	No of Books, Registers, Forms, Voucher, etc., required per IVCS	QTY	Item Description	Remarks
30	INTEREST RECEIVABLE REGISTER	100	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER. SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
<b>Lot # 4: OTHER BOOKS</b>						
31	BOOKS OF PROCEEDING OF ANNUAL GENERAL MEETING/ SPECIAL GENERAL MEETING	100	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER. SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
32	BOOKS OF PROCEEDING OF MEETING OF THE MANAGING COMMITTEE	150	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER. SIZE - LEGAL, BINDING - HARD CASE BINDING, PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides

**Specifications of the Books, Registers, Forms, Vouchers, etc., for use by IVCS**

SN	Particulars	Number of Pages per Book, Register	No of Books, Registers, Forms, Voucher, etc., required per IVCS	QTY	Item Description	Remarks
33	FIXED ASSETS REGISTER	100	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER. SIZE - LEGAL. BINDING - HARD CASE BINDING. PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
34	SOCIETY'S DOCUMENT REGISTER	100	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER. SIZE - LEGAL. BINDING - HARD CASE BINDING. PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides
35	CHARGES/ EXPENSES REGISTER	100	1	150	INNER PAPER - 100 GSM MAPLITHO PAPER FOR INSIDE AND 170 GSM ART PAPER FOR COVER. SIZE - LEGAL. BINDING - HARD CASE BINDING. PRINTING - SINGLE COLOUR OFFSET BOTH SIDES FOR INSIDE PAGES AND MULTI COLOUR OFFSET ONE SIDE FOR COVER PAGE	To be printed on both sides