

## LIST OF REQUIREMENTS

### I. SCHEDULE 'A' : LEDGERS

1	<b><u>Plain Ruled Register with Page No.:-</u></b> 82 GSM West Coast ledger, Ruling and printing, single colour, FC ½ size, 300 Pages, ½ Calico binding with label printed	40 Nos
2	<b><u>Plain Ruled Register with Page No.:-</u></b> 82GSM West Coast ledger, Ruling and printing, single colour, FC ½ size, 200 pages, ½ Calico binding with label printed	150 Nos
3	<b><u>Plain Ruled Register with Page No.:-</u></b> 82 GSM West Coast ledger, Ruling and printing, single colour, FC ½ size, 100 Pages, ½ Calico binding with label printed	350 Nos
4	<b><u>Sales Order Register :-</u></b>	15 Nos
5	<b><u>Stationery Register:-</u></b>	5 Nos
6	<b><u>Post Inward Register with Folio No :-</u></b> Paper 82 GSM West Coast ledger paper, Ruling & Printing single colour, FC ½ size, 150 folios/300 pages, Binding ½ calico with printed label.	5 Nos
7	<b><u>Post Outward Register with Folio No :-</u></b> Paper 82 GSM West Coast ledger paper, Ruling & Printing single colour, FC ½ size, 150 folios/300 pages, Binding ½ calico with printed label.	20 Nos
8	<b><u>Variety wise Stock Register with Page No.:-</u></b> Paper.82 GSM West Coast ledger, Ruling & Printing single colour, FC ½ size, 200 Pages, ½ Calico binding with label printed	20 Nos
9	<b><u>Grading Register with Page No.:-</u></b> Paper 82 GSM West Coast ledger, single colour ruling and printing FC ½ size, 200 pages, ½ calico binding with printed label.	30 Nos
10	<b><u>Consolidated Stock Register with Page No.:-</u></b> Paper 82 Gsm west coast ledger, single colour ruling and printing Dy. ½ size, 32 Folio/64 pages, ½ calico binding with printed label.	100 Nos
11	<b><u>Graded Stock Register:-</u></b>	5 Nos
12	<b><u>Godown Register with page No.:-</u></b> Paper 82gsm West coast ledger, Ruling and printing single colour, FC ½ size, 50 Folios/100pages, ½ calico binding with labels printed.	100 Nos
13	<b><u>Furniture Register:-</u></b> Paper 82GSM West coast ledger, FC ½ size, Calico binding with label	10 Nos
14	<b><u>F.D. Ledger:-</u></b>	20 Nos
15	<b><u>F.D. Loan Ledger:-</u></b>	5 Nos
16	<b><u>Office Equipment Register:</u></b> Paper 82 Gsm West Coast ledger, FC ½ size, 50 Folio, ½ calico binding with label.	10 Nos
17	<b><u>Wages Register:-</u></b>	5 Nos
18	<b><u>CL Register :-</u></b>	30 Nos
19	<b><u>Consolidated Rubber Stock Register:-</u></b> Paper 82Gsm West Coast ledger, Single colour ruling and printing, FC ½ size, 25Folio/50 pages, ½ calico binding with printed label.	15 Nos
20	<b><u>Attendance Register 100 Pages:-</u></b> Paper 82 Gsm, West coast ledger, single colour Ruling & Printing, FC ½ size, ½ calico binding with label	65 Nos
21	<b><u>Attendance Register 200 Pages:-</u></b> Paper 82 Gsm, West coast ledger, single colour Ruling & Printing, FC ½ size, ½ calico binding with label	15 Nos

## II. SCHEDULE 'B' : BOOKS

**(For all Items under Schedule B, Kraft paper for binding work shall be 48Kg. Mysore Kraft and 8 ounce J.K. Straw Board)**

1	<b><u>Lorry Log Book:-</u></b>	5 Nos
2	<b><u>Local Delivery Book:-</u></b>	5 Nos
3	<b><u>Trip Sheet Lorry:</u></b> -2x100 sheets each with perforation and Sl.No, Size: FC ½ Dy. One side print, paper: 100 sheets unbleached. Binding: Kraft paper and J.L. Straw Board.	15 Nos
4	<b><u>Weighment Slip (1+1):</u></b> 2x100 sheets each with perforation size 1/12 Dy. One side printing. Binding Kraft papers. Paper 100 sheets 58gsm. White and 100 sheets unbleached paper.	4000 Nos
5	<b><u>Order/Contract Book (Areca)</u></b>	100 Nos
6	<b><u>GST Invoice – URD Kerala</u></b>	50 Nos
7	<b><u>Delivery Challan-Karnataka</u></b>	50 Nos
8	<b><u>Delivery Challan – Pledge Loan:-</u></b> 3x50 sheets	60 Nos

## III. SCHEDULE 'C': FORMS

1	<b><u>Promissory Note, Supporting Deposit Loan Application Form:-</u></b>	16 Nos 8 + 8
2	<b><u>Rough Sheet Pad</u></b> : 100 sheets each with cover pages Size: 1/5 Dy, Unbleached paper of A Grade Mill	150 Nos
3	<b><u>Letter Head Pad :-</u></b> Size 1/5 Dy, 100 sheets each pad with Kraft Paper Cover Pages, JK Bond printing one side double colour with emblem printed.	100 Nos
4	<b><u>Letter Head Pad :-</u></b> Size 1/4 Dy, 100 sheets each pad with Kraft Paper Cover Pages, JK Bond printing one side double colour with emblem printed.	50 Nos
5	<b><u>Letter Head Pad:-</u></b> size 1/8 Dy, 100 sheets each pad with Kraft Paper Cover pages, JK bond printing on side, double colour with emblem printed	25 Nos
6	<b><u>Contract Approval Form Pad :-</u></b>	10 Nos
7	<b><u>CL/CML/EL Application Form Pad :-</u></b> 100 sheets each pad. Paper : 58gsm Sheshashayee white, FC ½ size, one side printing, Kraft paper cover pages	100 Nos
8	<b><u>Daily Wages Leave Application From Pad:</u></b> - 100 sheets each pad with Kraft paper cover pages. Paper : 58gsm Sheshashayee white, FC ¼ size, one side print	75 Nos
9	<b><u>FD Application Form Pad:</u></b> - 100 sheet each pad, Paper: 58gsm Sheshashayee white. Size FC ½, one side print. Kraft paper covers pages.	100 Nos
10	<b><u>FD ApplicationAuto Renwal Form Pad:</u></b> - 100 sheet each pad, Paper: 58gsm Sheshashayee white. Size FC ½, one side print. Kraft paper covers pages.	50 Nos
11	<b><u>Consolidated URD Daily Purchase Statement :-</u></b>	10 Nos

**IV. SCHEDULE 'D' : ENVELOPES**

1	<b><u>Plastic Cover for Deposit Receipts</u></b> 18 cm x 25 cm with Fold Plap, thick Plastic con with print	1400 Nos
2	<b><u>Tag Files</u></b> : - 38 gsm Colcord	5000 Nos
3	<b><u>Envelope Covers :-</u></b> 9x4 size with 'Emblem' printed. Paper: 48Kg. Mysore Kraft Paper	3500 Nos
4	<b><u>Envelope Covers:-</u></b> 11x5 size with Emblem Printed. Paper: 48Kg. Mysore Kraft Paper	10000 Nos
5	<b><u>Envelope Covers:-</u></b> with H.O. Address – 11x5 size with address and Emblem printed. Paper 48Kg. Mysore Kraft Paper	8000 Nos
6	<b><u>Share Certificate Covers:-</u></b> Size: 25CMx22.5CM Print: Emblem Printed. Paper: 48Kg. Mysore Kraft	20000 Nos