

Institute of Hotel Management, Catering Technology and Applied Nutrition,M

NIT No: IHM/e-Tender/Printing/Mumbai/01/2022-23

Dated: 29/03/2022

NAME OF WORK :-

printing Items at Institute of
Hotel Management, Catering
Technology and Applied

Financial Bid

Name Of the Firm(**Mandatory)

| CODE NO. | Items | Description | Qty | Unit |
|----------|----------------------------------|---|-------|---------|
| 1 | Answer books (Institute) | (Size 8 1/4" x 13 1/4") printing and ruling in one colour on good quality thick maplitho paper , 08 pages including cover page printed , top left side punched , pinned at two points(20 packets of 500 each as per sample) | 10000 | lot/nos |
| 2 | Book Card (Library) | (Size 3 " x 5 1/4") printing and ruling on good quality white cardpaper in one colour as per sample . | 500 | lot/nos |
| 3 | Borrower's Card (Library) | (size 3 " x 5 1/4 ") printing and ruling in one colour on both sides on good quality card paper as per sample . | 500 | lot/nos |
| 4 | Catalogue Institute | Page size 10" x 8 1/2" cover page in 250gms Sinar art card. Inside pages approximately 32 to 40 pages in 135 gms Sinar art paper. Cover and inside six papers in full colour, the rest in three colours along with application form perforated as per sample. | 3000 | lot/nos |
| 5 | Certificate Housewives(students) | (size 7 1/4"x9 1/4") printing and ruling on good thick art card on one side in four colours with Institute monogram 05 packets of100 each as per sample | 500 | lot |
| 6 | Certificate -Honar se Rozgar | (size 9.2"x11") printing and ruling on good thick art card on one side in four colours with Institute monogram 10 packets of100 each as per sample | 1000 | lot/nos |
| 7 | Certificate -Skill Testing | (size 8.6"x11.8") printing and ruling on good thick art card on one side in four colours with Institute monogram 05 packets of100 each as per sample | 500 | lot/nos |
| 8 | Certificate Merit (Students) | (size 8 1/4"x9 1/2") one side printing with monogram printed in two colours on good quality art papers as per sample(2pkts of 100each) | 200 | lot/nos |
| 9 | Notesheet | (size 8 1/4" x 14") on good quality white maplithon paper with monogram printing in Hindi and English in single colour along in packet (2 packet x 100) | 500 | lot/nos |
| 10 | Envelopes white | (size 9"x4")printing in Hindi and English, in one colour on one side in good thick quality cover with address and monograms as per sample (envelopes supplied by you) | 1000 | lot/nos |
| 11 | Envelopes white | (size 10"x12") printing in Hindi and English , in one colour on one side in good thick quality cover with address and monograms as per sample (envelopes supplied by you) | 1000 | lot/nos |
| 12 | Envelopes white | (size 5"x11") printing in Hindi and English in one colour one side in good thick quality cover with address and monogram as per sample (envelopes supplied by you) . | 500 | lot/nos |
| 13 | Envelopes canvas (cloth lined) | (size 12"x 9 3/4") printing in Hindi and English in one colour on good thick quality paper with address and monogram as per sample with canvas coating | 1000 | lot/nos |

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|----|-------------------------------------|--|------|---------------|
| 14 | Envelopes canvas (cloth lined) | (size 14"x 12") printing in Hindi and English in one colour on good thick quality paper with address and monogram as per sample with canvas coating | 1000 | lot/nos |
| 15 | File folder - admission | (open size 17 1/2"x14") printing in Hindi and English in one colour on one side thick quality brown paper with white strip pasted and side punched (10 pkts of 100) | 1000 | lot/nos |
| 16 | Identity Card | (size 3 1/2" x 5") two sides printing in one colour on thick Artcard/cardboard paper with plastic cover with 500 loose slips as per sample | 500 | lot/nos |
| 17 | Identity Card | (size 3 1/2" x 2") two sides printing in four colour on PVC Inkjet wit | 500 | lot/nos |
| 18 | Identity Card Holder with String | Plastic holder with printed string | 500 | lot/nos |
| 19 | Invitation Card | (size 7" x 5") printing in one colour on both sides on white ivory thi | 300 | lot/nos |
| 20 | Industrial Release Log Book | (size 7 1/4" x 9") printing and ruling in one colour superior whitema | 200 | lot/ books |
| 21 | Journal Book Ordinary | (size 8 3/4" x 11") 250 pages and 6 index pages good quality white | 1000 | lot/ books |
| 22 | Journal Book Ordinary | (size 8 3/4" x 11") 100 pages and 4 index pages good quality white | 500 | lot/ books |
| 23 | Journal - Degree in H&HA Std. Recip | (size 8 3/4" x 11") inside 150 folios and 7 index pages good quality | 600 | lot/books |
| 24 | Journal - Degree in H&HA Std. Recip | (size 8 3/4" x 11") inside 192 folios and 9 index pages good quality | 600 | lot/books |
| 25 | K.O.T. Books | (size 7"x4 1/2") printing in one colour on good quality thick maplitho paper , with monogram , 1 st copy white perforated ,second copy pink perforated , third copy green fixed with serial nos. On top and on spine . Top loose cover with bottom cardboard and side binding as per sample .Serial nos 1 to 10000 each book = 1 x 100 Books | 10 | lot/books |
| 26 | Letter Heads | (size 14" x 8.5") on executive bond paper with address and monogram printing in Hindi and English in four colour along with a watermark on one side in packet(20 packet x 100) | 2000 | lot/books |
| 27 | Letter Heads A4 | (size 8.5" x 11") on executive bond paper with address & monogram printing in Hindi and English in four colour along with a watermark on one side in packet(20 packet x 100) | 2000 | lot |
| 28 | Letter Heads Foolscape | (size 8 1/4" x 14") on executive bond paper with address & monogram printing in Hindi and English in four colour along with a watermark on one side in packet(20 packet x 100) | 2000 | lot/books |
| 29 | Maintenance Book | (size 13 1/2" x 8 1/2") printing and ruling in one colour with waterline on superior quality maplitho paper having 50 folios and half bound.as per sample | 1 | lot /register |
| 30 | Order Form Book | Size 7 X 8 1/2 (3x1) printing in one colour on good quality paper, 1st copy white, 2nd green, 3rd yellow. 1 book = 100X3 pages as per sample | 5 | lot/ books |
| 31 | Postage Register | (size 10 " x 15 1/4") printing and ruling in one colour on good quality thick ledger paper on both sides inside 500 pages open leather bound with gold embossed label as per sample | 1 | lot/ books |

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| 32 | Railway Concession Issue Register | (open size 17 " x 13 1/4") printing and ruling on both sides in one colour on good quality white thick maplitho paper .Folio 1 to 150 open leather bound , as per sample . | 1 | lot/register |
| 33 | Results Registers (Students) | (open size 10" x 15") printing and ruling in one colour on good quality thick ledger paper on both sides with A to Z index of 100 folios open leather bound with labels , as per sample . | 5 | lot/register |
| 34 | Salary Register(Staff) Individual | (open size 30 1/4" x 19 3/4")printing & ruling in one colour on both of good quality thick ledger paper 200 folios as per sample , open leather bound with gold embossed label . | 1 | lot/register |
| 35 | Visiting Card Leaflet | (size 2 1/4" x 3 3/4") printing in one colour on standard card paper as per sample . | 500 | lot/nos |
| 36 | | (size 12" x 8") printing in four colour on good quality maplitho paper as per sample | 1000 | lot/ nos |
| 37 | File – Counselling | file outstanding with 2 holes 90 lb printing in Hindi and English in one colour one side as per sample | 1500 | lot/ nos |
| B | | | | |
| 1 | C Form - Pad | Size 8 3/4" x 11 1/4" (1+2) printing in single colour on good quality paper 1 pad = 50 x 3 pages as per sample | 5 | lot/pads |
| 2 | Envelopes | Size 9 1/2" x 4 1/2" printing in one colour on good quality paper as per sample (envelopes to be supplied by you). | 1000 | lot/ nos |
| 3 | Envelopes | Size 11" x 5" printing in one colour on good quality paper as per sample (envelopes to be supplied by you). | 1000 | lot/ nos |
| 4 | Envelopes | Size 7" x 4" printing in one colour on good quality paper as per sample (envelopes to be supplied by you). | 1000 | lot/ nos |
| 5 | Envelope - clothlined | size 12x9 printing in English in one colour on good thick quality paper with address and monogram as per sample with canvas coating | 100 | lot/ nos |
| 6 | Fire Exit Plan | Size 7" x 10" printing in one colour on good quality paper as per sample | 50 | lot/ nos |
| 7 | Function Prospectus Book | Size 13x8 inches. Bound at the top. Top loose cover with bottom cardboard printing in one colour, two copies. 1st copy perforated.Both copies on white paper with serial number. | 5 | lot/books |
| 8 | GATE PASS BOOK | Size 7 1/2 x 4 1/2 printing in one colour in good quality maplitho paper 1st copy white perforated, second copy yellow & 3rd copy green. Top loose cover with bottom cardboard in book form. | 5 | lot/books |
| 9 | Guest Registration Card | Size 9 1/4" x 7 1/4" printing in one colour on card paper as per sample | 5000 | lot/nos |
| 10 | Guest Stationery Book | Size 8 3/4" x 11 1/4" printing in one colour on good quality paper as per sample | 1000 | lot/ nos |
| 11 | House Rules | Size 7" x 10" printing in one colour on good quality paper as per sample | 50 | lot/nos |
| 12 | Identity Cards | Size 6 1/2" x 4 1/2" printing in one colour on card paper with plastic cover as per sample | 100 | lot/nos |
| 13 | Key demand card | Size 4.5"x3" on yugo art card (front & back printing) as per sample printing in one colour | 1500 | lot |

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| 14 | KOT Pad | Size 5 3/4" x 6" printing in good quality paper(1+2) with carbon paper first copy in yellow colour, 2nd copy in pink, as per sample. 1 pad of 100x2 pages each | 50 | lot/ pads |
| 15 | Laundry Issue Register | Size 8 1/4" x 13 1/2" printing in colour on good quality ledger paper folios 1 to 100 (open size 16 1/2"x27") in register form as per sample | 2 | lot/registers |
| 16 | Laundry service rates | Size 8"x13 1/4" printing in one colour on good quality paper in pad form 1 pad of 100 pages each | 5 | lot/ pads |
| 19 | Left Luggage Tags | Size 3 1/2" x 3" printing in one colour on card paper as per sample | 500 | lot/nos |
| 20 | Letterhead | Size 8 3/4" x 11 1/4" printing in one colour on executive bond paper | 1000 | lot/nos |
| 21 | Linen Book (Receipts/Issue)Register | Size 8 1/4" x 13 1/2" printing in colour on good quality ledger paper pages 1 to 100 as per sample(open leather bound with gold embossed label) | 2 | lot/registers |
| 22 | Message slips | Size 4 1/2" x 5 1/2"printing in one colour on good white maplitho paper as per sample | 50 | lot/nos |
| 23 | Order Form Book | Size 7 X 8 1/2" (3x1) printing in one colour on good quality paper, 1st copy white, 2nd green, 3rd yellow. 1 book = 100X3 pages as per sample | 5 | lot/books |
| 24 | Receipt Book Pad | Size 8 " x 5 1/2" (3x1) printing in one colour on good 1st copy white, 2nd copy green and 3rd copy blank in pad form 1 pad = 50 x 3 pages as per sample | 5 | lot/ pds |
| 25 | Record of property found | Size 7" x 8 1/2" (3x1) printing in one colour on good maplitho paper 1st copy white, 2nd green and 3rd yellow paper 1 pad = 100 x 2 pages as per sample | 1 | lot/book |
| 26 | Register for Room Service | Size 8 1/4" x 13 1/2" 150 folios ledger paper single colour printing on good quality paper as per sample | 2 | lot/registers |
| 27 | Scribbling pads | Size 4"x5" printing in one colour on good white maplitho paper of Sheets. Proper half cut to remove the sticker 20 leaves in a pad form as per sample | 50 | lot/pads |
| 28 | Sticker for Geycer | (size 5"x5") printing in two colours on thick coloured sticker Sheets. Proper half cut to remove the sticker | 100 | lot/nos |
| 29 | Suggestion card | Size 8"x11.5" printing in one colour on good quality paper(front & back printing) as per sample | 500 | lot/nos |
| 30 | Tariff Cards | Size 6 1/2" x 4 1/4" open size printing on both sides in one colour on | 1000 | lot/nos |
| 31 | Tent cards APS | Size 14" x 6" buff card one side screen printing in one colour & punching as per sample | 200 | lot/nos |
| 32 | Tray mat | Size 18x12 good quality white paper with punch as per sample | 1000 | lot/nos |
| 33 | Tray mat | Size 20x16 good quality white paper with punch as per sample | 1000 | lot/nos |
| 34 | Tray mat | Size 24x16 good quality white paper with punch as per sample | 1000 | lot/nos |
| 35 | Tray mat | Size round 13" dia in good quality white paper with punch as per sample | 1000 | lot/nos |
| 36 | Visiting cards | Standard size, non tearable good quality card paper as per sample | 1000 | lot/nos |

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| 37 | Whitney slips- Green | 2"x3" printing in one colour on card paper as per sample | 500 | lot/nos |
| | Pink | 2"x3" printing in one colour on card paper as per sample | 500 | lot/nos |
| | Yellow | 2"x3" printing in one colour on card paper as per sample | 500 | lot/nos |
| | Blue | 2"x3" printing in one colour on card paper as per sample | 500 | lot/nos |