



PASCHIM GUJARAT VIJ COMPANY LIMITED

REGD. & CORPORATE OFFICE:- "PASCHIM GUJARAT VIJ SEVA SADAN"
OFF NANA MAVVA MAIN ROAD, LAXMINAGAR, RAJKOT-360004
CIN U40102GJ2003SGC042908

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Specification of Triplicate Money Receipt Book

Supply of Triplicate Money Receipt Book (TMR Books) should be in Gujarati Language

Description / specification etc. in respect of TMR Books shall be as under,
The overall size of the TMR Books shall be 15" x 10" (Approx). Each book should contain 50 sheets in Triplicate and each such sheet will accommodate 8 receipts i.e. in other words one such book will contain 400 receipts in Triplicate.

Paper : The White paper to be used for final printing should be of Sirpur / CPM / West Coast/BILT/TNPL/JK mill make of 60 GSM(+/- 5% Tolerance)

Printing First Copy : On the original i.e. the first copy, the ground printing with off-set process should be done in Blue colour. After this is done the matter of the receipts should be printed on the ground printing in Black Colour.

Second Copy : On the duplicate i.e. second copy, the receipts should be printed in Red ink only.

Third Copy : On the Triplicate i.e. third copy, the receipts should be printed in Black Ink only.

Note : The printing on all the Three copies should be done on one side only.

Perforation First Copy : The original (i.e. first) copy of full sheet should be perforated vertically on the extreme left side and in the center. These sheets should also be perforated Horizontally dividing individual receipts i.e each sheet will have two vertical perforation and three horizontal perforation.

Second Copy : The second copy i.e. duplicate copy of full sheet should be perforated vertically on the extreme left hand side only.

Third Copy : The Third i.e. Triplicate copy of full sheet should not be perforated as the same will remain in the book as counterfoil copy.

Note : The perforation work should be hole type and receipts should be easily detached.

Signature Of Tenderer

Date: -

Place:-

Company's Round Seal

Numbering:

On the front cover of the Book:

The PGVCL's Emblem, Name of the Company, the title of the TMR Book, Book No. and its corresponding receipt Nos. with series of alphabets A, B, C etc. shall be printed at the top in Black ink as per our requirements. The column for details of day to day collection and remittance as well as cancelled money receipt shall be printed immediately below the title No. of TMR Books in the front.

On the TMR sheet each containing 8 Receipts in Triplicate:

On each receipts, Book No. as well as receipt No. should be printed on **automatic machine** Numbering. **For example**, Book No. 5 will contain the receipt from Serial No. EEE2001 to 2500(500 books) - receipt no. EE 000001 to 100000(2 Alphabet + 6 numeric digit).

The printer shall checkup initially at their premises Sr. No. printed on receipt and proper binding of all Triplicate receipt in book to avoid rejection subsequently by Board. This will be supplier's responsibility prior to dispatch of books to PGVCL.

Binding and Paper / Straw Board for front back cover:

The paper to be used for front cover should be of Blue or Yellow or Pink color and of Titagar Mill Make of Size 135 GSM (+/- 5% tolerance) or its equivalent. The back cover should be prepared from straw board of 32 Oz & superior in quality. For binding superior quality of binding cloth should be used. The overall binding cloth patti of the TMR Book should be superior quality and as per our requirement.

Blocks:

For the purpose of ground printing, one copper block of size 15" x 10" with words PGVCL, engraved on it shall be got prepared by the successful tenderer at his cost. However, the block shall be the property of PGVCL and handed over to this office after the contract for printing works is prepared by the successful tenderer and handed over to this office after the works is over.

Most Important:

The ground printing and printing of book Nos. with its corresponding serial numbers on each and every receipts of the book is **the most important part of the job and slightest defect variation will render the book unacceptable and hence will be rejected outright.**

Signature Of Tenderer

Date: -

Place:-

Company's Round Seal