



क्षेत्रीय कार्यालय ओडिशा
Regional Office Odisha
कर्मचारी राज्य बीमा निगम
Employees State Insurance Corporation
(श्रम एवं रोजगार मंत्रालय। भारत सरकार)
(Ministry of Labour & Employment Govt. Of India)



पंचदीप भवन, जनपथ यूनिट नौवीं, भुवनेश्वर-22
Panchdeep Bhawan, Janpath, Unit-IX,
Bhubaneswar-22
(आईएसओ 9001: 2008 प्रमाणित संगठन)
(AN ISO 9001:2008 CERTIFIED ORGANISATION)
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No. 44-D-16/14/2/2019-20

Dated: 18.07.19

NOTICE

Sub : Printing of Forms- Quotation.

It is informed that sealed quotations are hereby invited by this office for the work of Print and supply of forms and registers as per the list attached. Size, specification and other instruction pertaining to the forms and registers purposed for printing are also mentioned in the list.

Terms and Conditions

1. Last date of receipt of quotation in 30.08.19 Quotation received after last date will not be considered.
2. Rate should be quoted item wise.
3. GST and other charges if any may be indicated separately. GST certificate should be submitted.
4. Rate quoted will be valid for the period of 90 days.
5. In case of non-supply of articles against order placed on this quotation, the printing will be made by other appropriate bidder. The differential amount will be paid by the defaulting vendor.
6. Sample paper with the initials of the vendor thereon as quoted should be submitted along with quotation.
7. All raw material will be at supplier's own cost.
8. Delivery of articles will be made at this office in good condition and in shape of Books, pads, Registers, packets, bundles etc as mentioned in the list.
9. Sample of forms/Register may be seen or received at this office ensuring week days office hour.
10. The quotation should be submitted by Speed post in Sealed cover superscribed.
"QUOTATION OF PRINTING FOR THE YEAR 2018-19" addressed to the Regional Director, ESI Corporation, panchadeep Bhawan, plot No-C, Janpath, Unit-IX, Bhubaneswar-22.
11. ESIC reserves the right of cancellation of the quotation at any stage without assigning any reason thereof and not purchasing the items as requested.

(R.K. Sahu)

Asst. DIRECTOR(Genl.)

Forms and Register to be printed and supplied.

| Sl. No. | Nomenclature of forms | Size of the forms | Specification of paper | Side of print | Language | Specification of Printing | Quantity to be printed | Remarks |
|---------|---|-------------------|-------------------------------------|---------------|-----------|--|------------------------|---------|
| 1 | Form-7 (first/intermediate/final Certificate) | 23X21 cm | 64 GSM white paper | Both | Bilingual | As per sample, Blue ink, In shape of Book of 150(50X3) pages, 1 st copy of both side print, 2 nd copy single side print, 3 rd copy plain sheet, Computerized Book No. & Computerized Serial No. in each sheet, First two copies side perforation, ESIC Hologram to be affixed on each first copy. (ESIC Hologram to be prepared by supplier's own arrangement.) | 1000 books | |
| 02 | Form-8 (Special Intermediate) | 14X25 cm | 64 GSM white paper | Both | Bilingual | As per sample, Book shape Blue ink, vertical perforation, computerized Book No. and computerized Sl. No. on both part, 100 Sheet of each Books. | 100 books | |
| 03 | Form-9 (claim for SB/TDB/MB/others) | 12.75X19cm | 51X76=11.2 kg WCW paper | Both | Bilingual | Black ink with 100 Sheets of each pad | 1000 (10 pad) | |
| 04 | Form-10 (Abstention verification) | 19X12.75 cm | 51X76=11.2 kg WCW paper | Both | Bilingual | Black ink with 100 Sheets of each pad | 8000(80 pad) | |
| 05 | Form-16 (Claim for periodical DB) | 19X25.5cm | 51X76=11.2 kg | Both | Bilingual | Black ink with 100 sheets of each pad.ss | 3500(35 pad) | |
| 06 | Form-22(Funeral expenses claim form) | 21.5X34cm | 43X69=8.9 kg WCW paper | Both | Bilingual | Black ink with 100 Sheets of each pad | 1000(10 pad) | |
| 07 | Form-23(Live certificate for PDB) | 17.25X14cm | 43X56=11.5 kg WCW paper | Both | Bilingual | Black ink with 100 Sheets of each pad | 2000(20 pad) | |
| 08 | Form-24 (Live certificate for DB) | 21.5X34cm | 43X69=8.9 kg WCW paper | Both | Bilingual | Black ink with 100 Sheets of each pad | 1000(10 pad) | |
| 09 | ESIC Med-3 | 59X46 cm | 56X71=33 K.g. Pink color board | Both | Bilingual | Black ink with 100 sheet of each bundle | 6000 | |
| 10 | ESIC-Med-8, ESB payable form | 21.5X16.5 cm | 43X69=8.9 kg WCW paper | Single | Bilingual | Black ink with 100 Sheets of each pad | 200(2 pad) | |
| 11 | ESIC-26 PDB Register | 21.5X34.5 cm | 43X69=14.1 kg Ledger conquest paper | Both | Bilingual | As per sample, black ink, spring binding, canvas bound 02 LB Board register containing 150 folios, with folio No. | 10 | |

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|----|-------------------------------------|-------------------------|--|--------|-----------|--|-----------------|--|
| 12 | ESIC-40 DB Register | 21.5X34.5 cm | 43X69=14.1 kg Ledger conquest paper | Both | Bilingual | As per sample, black ink, Canvas bound 02 LB Board register containing 100 folios, with folio No. | 10 | |
| 13 | ESIC-57, (Accident Register) | 21.5X34.5 cm | 51X76=11.2 kg WCW paper | Both | Bilingual | As per sample, Black ink Canvas bound 02 LB Board register containing 200 folios | 10 | |
| 14 | ESIC-12/39, Form-10 Register | 21.5X34.5 cm | 43X69=12.2 kg Ledger conquest paper | Both | Bilingual | Black ink, cloth bound register containing 150 folios | 10 | |
| 15 | ESIC Med-12 | 27.5X14 cm | 45X58=11.8 k.g. 90 GSM paper | Single | Bilingual | Black ink, containing 100 sheet with Book No. & Serial No. | 100 books | |
| 16 | ESIC-16 payment Docket | 20X13cm | 45X58=8kg WCW paper | Single | Bilingual | Black ink with 100(50X2) Sheet(first and second copy) of each pad | 15000 (300 pad) | |
| 17 | L-1 (Ledger Sheet) | 32X29cm | 58X91=26.6 kg 100gsm ledger paper | Both | Bilingual | To be printed as per sample | 4000 | |
| 18 | A/C No.1 Cash Book | 43X34.5 cm | 43X69=12.5 kg light green conquest paper | Both | Bilingual | Black ink as per sample format the cash book of 200 numbering folios and leather bound of 03 LB Board. | 5 | |
| 19 | A/C No.2 Cash Book | 43X34.5 cm | 43X69=12.5 kg light green conquest paper | Both | Bilingual | Black ink as per sample format the cash book of 200 numbering folios and leather bound of 03 LB Board. | 5 | |
| 20 | Imprest Cash Book | 34.5X24 cm (Crown size) | 43X69=12.5 kg Light Green | Both | Bilingual | Black ink as per sample format the cash book of 200 numbering folios and leather bound of 03 LB Board. | 5 | |
| 21 | ESIC-25 Employment Injury report | 21.5 X 34.5 cm | 43X69=9.5 kg WCW paper | Both | Bilingual | Black ink, as per sample 100 sheets in each pad | 3000 | |
| 22 | T.R-25(A)- (TA on tour) | 30X40 cm | 60 GSM white paper | Both | Bilingual | As per sample Black ink with 100 sheet of each pad | 2000 | |
| 23 | S-31 Receipt Register | 21.5X34.5 cm | 43X69=9.5 kg WCW paper | Both | Bilingual | Black ink, canvas bound 02LB board register containing 200 folios | 5 | |
| 24 | S-32 , Despatch Register | 21.5X34..5 cm | 43X69=9.5 kg WCW paper | Both | Bilingual | Black ink, canvas bound 02LB board register containing 200 folios | 10 | |
| 25 | OR-16 , Forwarding to Medical Board | 21.5X34.5 cm | 43X69=8.9 kg WCW paper | Both | Bilingual | Black ink, 100 sheets of each pad | 1000 (10 pad) | |
| 26 | Review Sheet | 21.5X34.5 cm | 43x69=9.5kg | Both | Bilingual | Black ink, as per sample 100sheets in each pad | 20000 (400 pad) | |

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| 27 | A.D. Card | 15X10 cm | 140 gsm papar | Both | Biling ual | Black Ink as per sample | 30000 | |
| 28 | B.I.1 (Injury Report by IMO) | 21.5X17.2 5 CM | 43X69=8.9 kg WCW paper | Both | Biling ual | As per sample, Black ink with 100 sheet of each pad | 2000 | |
| 29 | OR-26 (E.L. application) | 21.5X34.5 CM | 43X69=8.9 kg WCW paper | Both | Biling ual | As per sample, Black ink with 100 sheet of each pad | 500 | |
| 30 | RM-4 | 21.5X17.2 5 CM | 43X69=8.9 kg WCW paper | Both | Biling ual | As per sample, Black ink with 100 sheet of each pad | 1000 | |
| 31 | RM-5 | 14X10 cm | 56X71=10 kg WCW Board | Both | Englis h | As per sample, Black ink with 100 sheet of each bundle. | 2000 | |
| 32 | TR-30 (contingent Bill) | 21.5X34.5 CM | 43X69=8.9 kg WCW paper | Both | Biling ual | As per sample, Black ink with 100 sheet of each pad | 3000 | |
| 33 | MRC claim form | 21.5X34.5 CM | 43X69=9.5 kg WCW paper | Both | Biling ual | As per sample, Black ink with 100 sheet of each pad | 2000 | |
| 34 | Certificate Control Register | 76X50 cm | 51X76=19.5 kg Ledger paper | Both | Biling ual | As per sample, Leather bound with 150 folio, 3lb Board | 10 | |
| 35 | Collection Register | 43X34.5 cm | 43X69=14.1 kg, Ledger paper | Both side | Biling ual | As per sample, Canvas Binding 150 folio, 3lb board. | 20 | |
| 36 | Stay Register | 43X34.5 cm | 43X69=14.1 kg, Ledger paper | Both side | Biling ual | As per sample, Canvas Binding 150 folio, 3lb board. | 20 | |
| 37 | Annexure-70 | 34.5X43 cm | 64 GSM white paper | Both | Biling ual | As per sample, Black ink with 100 sheets of each pad. | 5000 | |
| 38 | Annexure-71 | 34.5 X 21.5 cm | 64 GSM White paper | Single | Biling ual | As per sample, Black ink with 100 sheets of each pad. | 5000 | |
| 39 | Referral Form for SST | 21.5X34.5 CM | 43X69=9.5 kg WCW paper | Both | Biling ual | As per sample, Black ink with 100 sheet of each pad | 1000 | |
| 40 | ESIC Med- 5 and 5A | 66.5X10.5 cm | 64 GSM white paper | Both | Biling ual | As per sample, Black ink with 500 sheet of each pad | 5000 | |
| 41 | ESIC Med- 6 and 6A | 66.5X10.5 cm | 64 GSM white paper | Both | Biling ual | As per sample, Black ink with 500 sheet of each pad | 5000 | |
| 42 | ESIC-60 (Form- 10 Register) | 21.5X34.5 cm | 43X69=8.9 kg WCW paper | Both | Biling ual | As per sample, Black ink, Cloth bound register containing 120 folios. | 10 | |
| 43 | Form-18 (Maternity Certificate) | 14X25 cm | 64 GSM white paper | Both | Biling ual | As per sample, Book Shape, Black ink vertical proportion, Book No. & Sl. No. on both part, 50 sheet of each Books. | 5000 (100 Books) | |
| 44 | Application for medical Card for PMS member | 21.5X34.5 CM | 43X69=9.5 kg WCW paper | Both | Biling ual | As per sample, Black ink with 100 sheet of each pad | 300 | |

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| 45 | Application for issue of identity Card/ medical card | 21.5X34.5 CM | 43X69=9.5 kg WCW paper | Both | Bilingual | As per sample, Black ink with 100 sheet of each pad | 500 | |
| 46 | Application for allotment of staff quarters | 21.5X34.5 CM | 43X69=9.5 kg WCW paper | Both | Bilingual | As per sample, Black ink with 100 sheet of each pad | 300 | |
| 47 | Bill Form | 21.5X34.5 CM | 43X69=9.5 kg WCW paper | Both | Bilingual | As per sample, Black ink with 100 sheet of each pad | 5000 | |
| 48 | Third Party payment | 21.5X34.5 CM | 43X69=9.5 kg WCW paper | single | Bilingual | As per sample, Black ink with 100 sheet of each pad | 1000 | |
| 49 | Application for reservation Holiday Home | 21.5X34.5 CM | 43X69=9.5 kg WCW paper | single | Bilingual | As per sample, Black ink with 100 sheet of each pad | 2000 | |
| 50 | Allotment letter of holiday Home | 21.5X34.5 CM | 43X69=9.5 kg WCW paper | single | Bilingual | As per sample, Black ink with 100 sheet of each pad | 1000 | |

Asst. Director (Genl.)

