



पवन हंस लिमिटेड
Pawan Hans Ltd



Type of Organisation	: Service Provider (Aviation Industry) Pawan Hans Limited, Western Region, Mumbai
Name of Work	: Annual Rate contract for Supply of Office Stationery, Housekeeping Materials and Printing of Stationery at Pawan Hans Ltd., Western Region, Mumbai
Tender Ref. No.	: PHL:WR:HR&A:A:1063/2022 dated 18/04/2022
Product Category	: Stationery and Printing of Stationery
Sub Category	: stationery and Printing
Tender Value	: Approx. Rs. 4,50,000/- per annum(Rupees Four Lakhs Fifty Thousand only)
Tender Type	: Two Systems
Type of Binding	Offline Sealed Quotation.
Tender Fee	Rs. 590/- (Rupees Five Hundred Ninty only)
EMD(3% of tender value)	Rs. 13,500/- (Rupees Fifteen Thousand only)
Security Deposit	10% of Tender Value
First Announcement Date	18/04/2022 at 0900 hrs
Pre - Bid Meeting	27/04/2022 at 1100 hrs
Date/ Time of Closing/Submission of tender	09/05/2022 at 1500 hrs
Date/Time of Opening of Bid/ Tender	09/05/2022 at 1530 hrs
For further information, contact Sh Asit Minz & Naresh Burde	Phone No. 022- 26261771/26261763
Address for communication	Pawan Hans Limited, Juhu Aerodrome, S.V. Road, Vile Parle (West), Mumbai - 400056

PAWAN HANS LIMITED
(A Govt of India Enterprise)
Juhu Airport, S V Road, Vile Parle (West) Mumbai 400 056

TENDER FOR ANNUAL RATE CONTRACT FOR SUPPLY OF OFFICE STATIONERY /HOUSEKEEPING MATERIALS AND PRINTING OF STATIONERY AT PAWAN HANS LIMITED, WESTERN REGION, MUMBAI.

1. **INTRODUCTION:-**

Pawan Hans Limited is a Government of India Enterprise having its Corporate Office, C-14, Sector- 1 Noida-201 301 and its regional office at Juhu Airport, S V Road, Vile Parle(West) , Mumbai 400 056. The present Tender is for **Annual Rate Contract for Supply of Stationery, Housekeeping Materials and Printing of Office Stationery** at Pawan Hans Limited, Western Region, Mumbai.

2. **DEFINITION:-**

The following terms shall have the meaning hereby assigned to them except where the context otherwise requires.

2.1 PAWAN HANS LIMITED (PHL) having its Corporate Office, C-14, Sector- 1 Noida-201 301 and its regional office at Juhu Airport, S V Road, Vile Parle(West) , Mumbai 400 056.

2.2 Tender shall mean and include the present document titled Tender for **Supply of Stationery, Housekeeping Materials and Printing of Office Stationery** for PHL Premises.

2.3 "CONTRACTOR" shall mean the person(s), firm or Company who enters an agreement with Pawan Hans Ltd for execution of works Covered under this tender and shall include their executors, administrators, Successors, permitted assignees and legal heirs.

3. **SUBMISSION OF TENDER (TWO BID SYSTEM) :**

The Tender shall be submitted in " Two Separate Sealed Envelops" in Room no 5 located on the ground floor of Administration Building at Pawan Hans Limited, Juhu Aerodrome, S V Road, Vile Parle(W) Mumbai 400 056 up to 1500 hrs on 09/05/2022. The tenderer while submitting tenderer shall submit the documents in one sealed envelope as below.

3.1 **TECHNICAL BID :**

The first envelope should be early marked as " Envelope No 01" It shall contain the following documents and information as under

3.2 The Tender documents with EMD complete Tender Documents duly signed by the Tenderer on all pages with covering letter & a Demand Draft of **Rs. 13,500/-** drawn on any Nationalized /Scheduled Bank in favour of Pawan Hans Limited, payable in Mumbai. (at Annexure B)

- 3.3 Self attested copies of all documents defining the constitution or legal status, place of registration and principle place of business of the person, company , firm or body, corporate submitting the tender.
- 3.4 Details of Experience and past performance of the tenderer in respect of work of similar nature within the past two years and details of current work in hand and other contractual commitments along with copy of work order and completion certificate, thereof.
- 3.5 Relevant information supported by documentary evidence regarding the minimum qualifying criteria as stipulated in Tender Notice at Sr. No 1. on page no 1.
- 3.6 The tenderer shall not offer or submit any counter conditions. Any counter offer shall disqualify the Tender forthwith.

4. **FINANCIAL BID :**

The Second Envelop properly Wax sealed and clearly marked as " Envelop 02 " shall Contain only Annexure - 1 given in Tender Documents, i. e scheduled of Rate for providing Services wherein Contractor has to quote price for his offer.

5. **SCOPE OF OF TENDER:-**

- 5.1 Number & Types of Printing Stationery required on requirement basis only by Pawan Hans Ltd.
- 5.2 Office Printing Stationery used in PHL premises & authorized department only.
- 5.3 A purchase order will be issued for the material as per the rate quoted by you.
6. Incomplete, conditional and time bar tenders shall be out rightly rejected.

7. **PREQUALIFICATION CRITERIA:**

- 7.1 The tenderer must fulfill all the following conditions to be eligible for bidding for the contract. While bidding, the tenderer must attach relevant supporting documents.
- 7.2 The tenderer should be Agency having successfully completed similar work i.e. printing of office stationery during the last two (2) years in PSUs or reputed private organization/Company. In support to the same, tenderer must attach copies of proof of certificate along with technical bid.
- 7.3 The Average Contract value of the services so rendered during the last 2 years with a minimum contract value of Rs. 4 lakhs per annum. Copies of Work Orders may be submitted in support of the same.
- 7.4 The tenderer has to attach along with a Demand Draft for Rs. **590/- (including GST** towards tender fees drawn in favour of Pawan Hans Limited issued by a Commercial/ Nationalised/ scheduled Bank payable at Mumbai. .

7.5 The tenderer has to attach Demand Draft of **Rs. 13,500/-** i.e., 3% of Tender Value, drawn in favour of Pawan Hans Limited payable at Mumbai, from any Commercial/ Nationalized/Scheduled Bank as **Earnest Money Deposit (EMD)**.

8. OPENING OF THE TENDER :

On the date and time specified in the Tender Notice following procedure will be adopted for opening of the tender.

Envelop No 1: The common sealed cover containing Envelopes 1 and 2 will be opened. The name of successful Tenderers of Envelop No 1 shall be announced within two weeks of opening of Envelop No 1. The Envelop No 2 of all the Tenderers shall be kept aside in a sealed box.

The Tenderers who fails at the stage of opening of Envelope no 1 may collect their Envelop No 2 from the Employer within 10 days of the announcement. Such Envelops shall be destroyed after the period of 10 days.

Envelop No 1: The Envelopes 2 of qualified bidders only shall be opened on the date so fixed by us for which pre- intimation will be dispatched. Any efforts of the Tenderer to Influence the Employer in the process of examination, clarification, evaluation and comparison of Tenders and decision concerning award of contract may result in the rejection of the Tenderers Tender.

- 9.1 To assist in the examination, evaluation and comparison of Tenders the Employer may ask any Tenderer, individually for clarification of his Tender. The request for Clarification and the response shall be in writing, but no change in price or substance of Tender shall be sought, offered or permitted or the Tenderer be permitted to withdraw his Tender validation period.
- 9.2 The tenders determined to be responsive will be checked by the Employer for any Arithmetical errors in computation and summations as under :

Where there is discrepancy between amount in figures and words, only the lower of the two rates quoted either in figures or in words shall be construed as correct and valid.

Where there is discrepancy between the unit price and total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will prevail.

10. GENERAL TERMS & CONDITIONS

- 10.1 Charges per unit/per packet to be quoted in Annexure "A, B, and C " of this tender. Collective charges for different charges together will not be considered and lead to rejection of tender.
- 10.2 An amount equivalent to 3% of Annual Contract value of EMD favoring Pawan Hans Limited should accompany the tender by Demand Draft **Rs. 13,500/-** drawn on nationalised Bank Payable at Mumbai should be submitted along with the tenderer. tenderer without Earnest Money Deposit shall be rejected.
- 10.3 The EMD of the successful tenderer shall be retained and adjusted against Security Deposit for fulfilling terms and conditions of the Agreement during the tenure of contract. The EMD of unsuccessful tenderers will be returned without any interest within 30 day of the conclusion of contract.

- 10.4 In case the tender documents is down loaded by the intending tenderer from Pawan Hans Website www.pawanhans.co.in then they have to pay tender document cost in the form of Demand Draft in favour of Pawan Hans Limited payable at Mumbai for **Rs, 590/-** (including GST) at the time of submission of tender, failing which their tenders will not be considered.
- 10.5 Performance Security @ 10% of contract value may be furnished in the form of Demand Draft, Fixed Deposit receipt or Bank Guarantee of any Nationalised Bank/scheduled bank favoring "PAWAN HANS LIMITED" payable at Mumbai should be submitted by the successful bidder within 21 days of receipt of work order/Contract letter by Demand Draft of Bank Gurantee valid for 26 months i.e. up to next one month of expiry of Annual Rate Contract.
- 10.6 If the successful tenderer fails to furnish the Security Deposit then the whole earnest money shall be forfeited without any reference to the tenderer.
- 10.7 The tenderer shall submit attested copy of PAN and Service Tax Registration to PHL.
- 10.8 **Period of Contract** : The contract undertaken shall be for a maximum period of 2 years initially and the same can be further extended by 1 more years depending upon our need and performance of tenderer on the same rate,terms and conditions
- 10.9 Prices shall be remain for a period of two **years** and extendable one more year (or as extended by Management) However, if any increase in prices an additional charge will not be charged in the bill.
- 10.10 **MSME/SSI units** : The unites registered MSME/SSI/NSIC etc, are exempted from payment of EMD subject following.
- a. Submission of Registration certificate with District Industrial Centers of National small Industries Corporation.
 - b. Valid Registration during validity period of quotation.
- 10.11 The tenderer should furnish a certificate that all the terms and conditions of the tender documents are understood by the tenderer and ready to abide by the same without any variation.
- 10.12 MANAGER(CIVIL&Admn) reserves the right to reject any or all tenders without assigning any reasons.
- 10.13 **Term of Payment** : No advance payment. Payment of bills/invoices will be made within 30 days after receipt of original bills in duplicate to our office. The tenderer has to provide e-payment details like Bank Name, Bank Address, Bank Code, Branch Code, RTGS, IFSC, MICR Code, PAN & TIN Numbers & Party's Current Account Number.
- 10.14 Over-writing in the Tender Document is not permitted. Interpolations, alterations, deletions or additions, if any shall be duly authenticated by the signatures of the Tenderer. The signatures shall be of the same person who has signed the Tender Form.
- 10.15 The rate given should include all taxes/related charges and shall remain firm and unaltered during the contract.
- 10.16 If the work order remains unattended or is kept pending for more than 07 days without giving prior notice with justification, the security deposit shall be forfeited and the contract will be cancelled.

11. **EARNEST MONEY DEPOSIT :**

11.1 Earnest Money as stipulated in the tender notice shall accompany each tender. The earnest money shall be in the form of Demand Drafts in favour of "Pawan Hans Limited from any Nationalized/Commercial/Scheduled Bank payable at Mumbai.

11.2 The earnest money shall remain deposited with Pawan Hans Ltd. for a period of at least 90 days from the date of opening of the tender. If the validity of the offer is extended, the earnest money duly extended shall also be furnished failing which the offer, after the expiry of the aforesaid period, shall not be considered by the "Pawan Hans Ltd., Administration Department".

11.3 No interest shall be payable by Pawan Hans Ltd. on earnest money.

11.4 The earnest money deposited is liable to be forfeited if the tenderer withdraws or amends, impairs or derogates from the tender, any condition in any respect within the period of validity of his offer.

11.5 The earnest money of the successful tenderer may be returned after the security deposit, as required, is deposited to Pawan Hans by bank guarantee and formal agreement duly signed by the tenderer is received by Pawan Hans Ltd. The earnest money can also be adjusted against the security deposit if the contractor so desires. The earnest money of the unsuccessful tenderer will be refunded after the tender is finalized.

11.6 If the successful tenderer fails to furnish the security deposit as required and fails to return the formal agreement duly accepted, then the earnest money shall be liable to be forfeited by the Administration Department of Pawan Hans Ltd.

11.7 Any tender offer not accompanied with the earnest money in one of the approved forms listed in Sr. No.11.1 shall not be considered.

12. **LIQUIDITY DAMAGES CLAUSE (LDC):**

Delay in providing services/absenteeism/not providing as per contract will attract a penalty of 0.5% per week, Subject to a maximum of 10% of contract value. If the work remains unattended or is kept pending for more than 07 days without giving prior notice with justification, the security deposit shall be forfeited and the Contract will be cancelled

13. **SECURITY DEPOSIT:-**

13.1 Performance Security is to be paid by contractor in token of the fulfillment of contract. The amount of Performance Security required will 10% of Annual Contract value.

13.2 Performance Security may be furnished in the form of an account payee Demand Draft Fixed Deposit Receipt from a Commercial bank or Bank Guarantee from a Commercial bank in an acceptable form. The performance Security may be furnished within 21 days of notification of award and it should remain valid for a period of 60 beyond date of completion of contractual obligation. The Security Deposit of will be returned to the contractors without any interest after physical completion of the contract to the specification of the Administration Department certified by the competent authority.

14 PRE-BID MEETING:

A pre-bid meeting shall be held with the participating Agencies on **27/04/2022 at 1100 hrs.** in the Office of AGM (HR&Admn) or any other suitable place depending upon the number of participants within Pawan Hans Office Premises, Juhu Aerodrome, S. V. Road, Vile Parle (West), Mumbai - 400 056. Interested parties may visit Pawan Hans Office along with an authorisation letter from the Agency.

15 JURISDICTION

The agreement including all matters connected with this contract shall be governed by the Indian Law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Mumbai.

16. ARBITRATION

In case of any dispute relating to the control the matter shall be refer to a sole arbitrator for adjudication through arbitration. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force, shall apply to the arbitration proceedings. The Chairman cum managing Director, PHL shall preferably nominate the Arbitrator.

17. DECLARATION:

I/We have read and understood the terms and conditions of the tender for Annual Rate Contract for for **Annual Rate Contract for Supply of Stationery, Housekeeping Materials and Printing of Office Stationery** for Pawan Hans Limited, Western Region, Mumbai.

PLACE :

SIGNATURE OF AUTHORISED OFFICIAL

DATE :/.....2022

OF FIRM /COMPANY WITH SEAL



ANNEXURE -A

PAWAN HANS LIMITED (WR) MUMBAI

Sub : Price bid for Annual Rate Contract for Supply of Office Stationery, Printing of Office Stationary and Housekeeping Materials at Pawan Hans Limited, Western Region, Mumbai

Sr no	Name of format	Rate Per Unit
1	Leave Application Form Size : 1/8. Single side single colour printing on 70 gsm thick white Ballarpur Maplitho Paper as per sample. Top binding. Each pad of 100	
2	Hard alert as per sample (ONGC) 1 pad each 100 pg	
3	Tour Programme Size: 1/4 Carbonless Paper. 1+2 Set. 1 st Copy white, 2 nd Copy Pink & 3 rd Copy Green Paper. Single side single colour printing in bilingual form. Each Pad of 100 Sets, top binding in book form with Perforation, complete as per sample and as directed.	
4	Tour Report - as per sample 1 pad 100 sheets with binding	
5	Traveling claim - as per sample	
6	Reimbursement of non empanelment hospital as per sample	
7	claim for compensation work on holiday as per sample	
8	application for kit grand – as per sample 1 pad 100 sheets with binding	
9	local conveyance form – as per sample 1 pad 100 sheets with binding	
10	application for grant of credit facility - as per sample – two side printing pad 100 w/b	
11	Festival /salary advance – as per sample 1 pad 100 sheets with binding	
12	change of shift - as per sample	

	1 pad 100 sheets with binding	
13	Application of Compensatory Off– sample 1 pad 100 sheets with binding	
14	Form- Special Flying Allowance- as per sample 1 pad 100 sheets with binding	
15	Medical Declaration/ Certificate - as per sample	
16	claim for reimbursement of hospitalisation Prolong Chronic- 2 side as per sample 1 pad 100 sheets with binding	
17	claim for reimbursement of OPD - 2 side as per sample 1 pad 100 sheets with binding	
18	Application for Encashment of leave – as per sample 1 pad 100 sheets with binding	
19	OFF Shore Line check Multiengine – as per sample – double side FORM – 3 part	
20	Test proforma Pilot offshore Route – as per sampl2 side	
21	Trial Landing Report – as per sample 1 pad 100 sheets with binding	
22	Pre- Flight Medical Examination for Alcohol – as per sample Register 200 pages with color paper binding	
23	Claim for Special Flying Allowance Size : F/C. Single side single colour printing on 70 gsm thick white Ballarpur Maplitho Paper in bilingual form as per sample. Top binding. Each pad of 100 sheets	
24	Tour programme – 3 colour (white/pink/light green) - as per sample 1 pad 100 sheets each with binding	
25	Daily Flight Manifest Size : 1/5. Single side single colour printing on 70 gsm white Ballarpur Maplitho Paper in bilingual form. Top binding. Each pad of 100 sheets.	
26	Extended Duty Hours Claim form – as per sample 1 pad 100 sheet with binding	
27	Application for Refundable P.F. Loan	

	Size : A/4. Both side single colour printing on 70 gsm thick white Ballarpur Maplitho Paper as per sample. Top binding. Each pad of 100 sheets.	
28	Report of Accident by the manager - two side – as per sample	
29	Application for Reimbursement – as per sample – two side 1 pad 100 sheets with binding	
30	Transfer of TA Bill – as per sample – two side 1 pad 100 sheets with binding	
31	OUT door form – as per sample 1 pad 100 sheets with binding	
32	Reimbursement of Examination Fee – as per sample 1 pad 100 sheets with binding	
33	Compenansation for special Hazardous Allowance as per sample 1 pad 100 sheets with binding	
34	Requisition for Off Days/Holiday (Form-I & II) Size : A/4. Single side single colour printing on 70 gsm thick white Ballarpur Maplitho Paper as per sample. Each Packet of 100 sheets.	
35	Claim form for Off Days/Holidays (Form-III) Size : A/4. Single side single colour printing on 70 gsm thick Light Pink Paper as per sample. Each Packet of 100 Sheets.	
36	Claim form for Over Time/Extended Duty (Form-IV) Size : A/4. Single side single colour printing on 70 gsm thick Light Green Paper as per sample. Each Packet of 100 Sheets.	
37	Indent/ Requisition for purchase of goods/items as per sample	
38	Declaration for conveyance Reimbursement – as per sample 1 pad 100 sheets with binding	
39	Requisition for hiring of vehicle form as per sample	
40	Application of allotment of company Accommodation – as per sample	
41	Tour Report – as per sample 1pad 100 sheets	
42	Change of Shift Proforma (Engg. Deptt.) Size : A/4. Single side single colour printing on 70 gsm thick white Ballarpur Maplitho Paper as per sample. Top binding. Each Pad of 100	

	Sheets	
43	<p>Monthly claim form (EXE) Yellow colour</p> <p>Size : Size : F/C. Single side single colour printing on 70 gsm white Ballarpur Maplitho Paper in bilingual form as per sample. Top binding. Each pad of 100 sheets</p>	
44	<p>Monthly claim form (Non- Exe) pink colour</p> <p>Size : Size : F/C. Single side single colour printing on 70 gsm white Ballarpur Maplitho Paper in bilingual form as per sample. Top binding. Each pad of 100 sheets</p>	
45	<p>Claim of fixed compensatory allowance – as per sample</p> <p>Salary claim form – as per sample – pink color</p> <p>1 pad 100 sheets with binding</p>	
46	<p>Undertakiing of Aviation personnel</p> <p>1 pad 100 sheets with binding</p>	
47	<p>Proforma of Defect Report on Major Defect/Incident – double side 1 pad 100 sheets with binding</p>	
48	<p>Component change and work details as per sample</p> <p>1 pad 100 sheets with binding</p>	
49	<p>Service Bulletin/ Airworthiness Directive – part I – as per sample 1 pad 100 sheets with binding</p>	
50	<p>Service Bulletin/ Airworthiness Directive – part II – as per sample 1 pad 100 sheets with binding</p>	
51	<p>Scrapping Certificate as per sample – two side</p> <p>1 pad 100 sheets with binding</p>	
52	<p>Order for Repair/ Overhaul/Test Calibration – as per sample – two side 1 pad 100 sheets with binding (EQF 04)</p>	
53	<p>Order for repair (external Agencies) – as per sample</p> <p>1 pad 100 sheets with binding (EQF-05)</p>	
54	<p>Off JOB Sheet – as pr sample</p> <p>1 pad 100 sheets with binding</p>	
55	<p>Inspection Tag – Light colour</p>	
56	<p>Serviciable Tag – yellow colour</p>	

57	Unservicable tag – pink colour	
58	<p>Flight Log Book of Dauphin SA 365 N Helicopter</p> <p>Size : 91/4” x 111/2”. <u>Front Cover</u> : Page-A : Single side one colour printing on 80 gsm thick white Sunshine Paper with company’s name, logo and DAW Approval details as per sample.</p> <p>Page-B : <u>Aircraft & Owner details</u>. Single side one colour printing on 80 gsm thick white Sunshine Paper.</p> <p>Page-C : <u>Index of Flight Log (Section-I)</u>. Single side single colour printing on 80 gsm thick white Sunshine Paper.</p> <p>Section-II : 1+2 Set. Pages 01 to 30 : <u>Flight Details</u>. 1st Copy White 80 gsm paper, 2nd Copy Pink & 3rd Copy Yellow thick Paper. Single side one colour printing on Carbonless Paper, job ruling with page numbering.</p> <p>Section-III : 1+2 Set. Pages 01 to 30 : <u>Maintenance Certification & Pilots Acceptance</u>. 1st Copy White 80 gsm paper, 2nd Copy Pink & 3rd Copy Green thick Paper. Single side single colour printing on Carbonless Paper, Job ruling with page numbering.</p> <p>Section-IV : 1+1 Set. Pages 01 to 30 : <u>Set with perforation 1 Up and 1st white copy with perforation in between for easy removal. Certificate of Release</u>. 1st Copy White 80 gsm paper & 2nd Copy Pink thick Paper. Single side single colour printing on Carbonless Paper, Job ruling with page numbering.</p> <p>Section-V : <u>Acceptable Deferred Defect</u>. Single side single colour printing on 80 gsm thick white Sunshine Paper. 3 Fold Rexin Binding with thick card board in book form including stitching of all pages, complete as per sample and as directed.</p>	
59	<p>Flight Log Book of Dauphin SA 365 N3- Helicopter</p> <p>same as 63</p>	
60	<p>Engine Log Book of Dauphin AS 365 N3 Helicopter</p> <p>Size : 83/4” x 221/2”. <u>Front Cover</u> : Single side single colour printing on 80 gsm thick white Sunshine Paper as per sample.</p> <p><u>1ST Page</u> : <u>Instructions for use & back side Engine & Owner details</u>. Both side single colour printing on 80 gsm thick white Sunshine Paper.</p> <p><u>3rd Page</u> : <u>Particulars of Overhaul Details</u>. Single side single colour printing on 80 gsm thick white Sunshine Paper.</p> <p><u>Page 01 to 35</u> : <u>Engine Details & Particulars of Overhaul</u>. Both side single colour printing on 80gsm thick white Sunshine Paper.</p>	

	<p><u>Page 36 to 44 : Replacement, Major Repairs & Overhaul details.</u> Both side single colour printing on 110 gsm thick Pink Paper.</p> <p><u>Page 45 to 56 : Modification Record.</u> Both side single colour printing on 110 gsm thick Yellow Paper. Job rulling with page numbering. Thick binding with canvas patti in book form including stitching of all pages, complete as per sample and as directed.</p>	
61	<p>Manpower Deployment Register</p> <p>Size : D/F/C. Both Side Single Colour printing on 80 gsm thick White Maplitho Paper with job ruling, page numbering, Half Bound Binding with Rexin Patti, complete as per sample and as directed.</p>	
62	<p>Major Inspection Record Register</p> <p>Size : D/F/C. 1st Page : <u>Manpower Deployed.</u> Single side single colour printing on 95 gsm thick ledger paper as per sample.</p> <p>07 Folios of <u>A.O.G. Record.</u> Both side single colour printing on 95 gsm thick ledger paper.</p> <p>11 Folios of <u>Removal & Installation Record.</u> Both side single colour printing on 95 gsm thick ledger paper.</p> <p>50 Folios of <u>Daily Work Carried Out & Manpower Records.</u> Both side one colour printing on 95 gsm thick ledger paper.134 Folios each register. Half Bound Binding with Canvas Patti. Label on the front cover, complete as per sample & as directed</p>	
63	<p>Temporary Tools Issue Register</p> <p>Size : D/F/C, both side single colour printing, job ruling on 95 gsm thick ledger paper, page numbering with open leather binding, label on the cover page, complete as per sample.</p>	
64	<p>Aircraft Log Book of Dauphin N & N3 Helicopters</p> <p>Size : 91/4” x 111/2”. <u>Front Cover :</u> Single side single colour printing on 80 gsm thick white Sunshine Paper as per sample.</p> <p>1ST Page : <u>Instructions for use</u> & back side <u>Owner, Aircraft & Engine details.</u> Both side single colour printing on 80 gsm thick white Sunshine Paper.</p> <p>3rd Page : <u>Particulars of Overhaul Details.</u> Single side single colour printing on 80 gsm thick white Sunshine Paper.</p> <p>Folios 01 to 25: <u>Engine Details & Particulars of Overhaul.</u> Both side single colour printing on 80 gsm white Sunshine Paper. job ruling with page numbering .</p> <p>Folios 26 to 60: <u>Replacement, Major Repairs & Overhaul details.</u> Both</p>	

	<p>side single colour printing on 110 gsm thick Pink Paper. Job ruling with page numbering.</p> <p><u>Folios 61 to 69: Modification Record.</u> Both side single colour printing on 110 gsm thick Yellow Paper. Job ruling with page numbering. Thick binding in book form with canvas patti including stitching of all pages, complete as per sample and as directed.</p>	
65	<p>Pre Flight Medical Examination for Alcohol</p> <p>Size : 71/2"x 91/2". Single side single colour printing on 70 gsm thick white maplitho paper including company's name and logo as per sample. Each pad of 100 sheets.</p>	
66	<p>Claim for Flying Allowance</p> <p>Size : A/4. Single side single colour printing on 70 gsm thick white Ballarpur Maplitho Paper as per sample. Top binding. Each pad of 100 sheets.</p>	
67	<p>Task Card for BFF/TA/TED /ALF Inspection – as per sample</p>	
68	<p>Claim for Reimbursement of Hospitalisaiton expenses – two side – as per sample 1 pad 100 sheets with binding</p>	
69	<p>Claim for Reimbursement of prolong chronic - as per sample</p> <p>1 pad 100 sheets with binding</p>	
70	<p>Non-Returnable Gate Pass</p> <p>Size : 1/4. 1+2 Set. 1st Copy White Maplitho Paper, 2nd Copy Pink and 3rd Copy Yellow Printing Paper. Single side single colour printing in bilingual form. Each pad of 50 sets, top binding in book form with perforation, complete as per sample and as directed.</p>	
71	<p>Returnable Gate Pass</p> <p>Size : 1/4. 1+2 Set. 1st Copy White Maplitho Paper, 2nd Copy Pink and 3rd Copy Yellow Printing Paper. Single side single colour printing in bilingual form. Each pad of 50 sets, top binding in book form with perforation, complete as per sample and as directed.</p>	
72	<p>IOM – Purchase order-</p> <p>Size : 1/4. 1+1 Set. 1st Copy White Maplitho Paper, 2nd Copy Pink Printing Paper. Single side single colour printing in bilingual form. Each pad of 50 sets, top binding in book form with perforation, complete as per sample and as directed.</p>	
73	<p>Company Letter Heads</p> <p>Size : 1/4. 3 Colour Screen Printing on 80 gsm thick white Ballarpur</p>	

	<p>Maplitho Paper as per sample.</p> <p>Each Packet of 100 sheets.</p>	
74	<p>Stickers : “FROM and TO”</p> <p>Size : 6”x 9 1/2” Single side single printing in bilingual form on Self Adhesive White fine quality Sticker, gumming from back side, complete as per sample as directed. (From & To combined in one piece)</p>	
75	<p>Radio Apparatus Log Book of Dauphin N & N3 Helicopters</p> <p>Size : 9 1/4” x 11 1/2”. <u>Front Cover</u> : Single side single colour printing on 80 gsm thick white Sunshine Paper as per sample.</p> <p>1ST Page : <u>Instructions for use & back side Owner, Aircraft Radio Station details.</u> Both side single colour printing on 80 gsm thick white Sunshine Paper. 3rd Page : Blank 80 gsm thick white Sunshine Paper.</p> <p>Folios 01 to 25: <u>Aircraft Radio Station & Particulars of Inspections.</u> Both side single colour printing on 80 gsm white Sunshine Paper. job ruling with page numbering .</p> <p>Folios 26 to 60: <u>Replacement, Major Repairs & Overhaul details.</u> Both side single colour printing on 110 gsm thick Pink Paper. Job ruling with page numbering.</p> <p>Folios 61 to 69: <u>Modification Record.</u> Both side single colour printing on 110 gsm thick Yellow Paper. Job ruling with page numbering. Thick binding in book form with canvas patti including stitching of all pages, complete as per sample and as directed.</p>	
76	<p>Passenger Briefing Cards for Dauphin SA 365 N Helicopter</p> <p>Size : 12”x 16.5” Each. Both side multicolor printing including company's name and logo, Pictures/ Safety Instructions on 180 gsm Glossy White Paper as per specimen.</p>	
77	<p>Passenger Briefing Cards for Dauphin AS 365 N3 Helicopter</p> <p>Size : 12”x 16.5” Each. Both side multicolor printing including company's name and logo, Pictures/ Safety Instructions on 180 gsm Glossy White Paper as per specimen.</p>	
78	<p>After Last Flight Inspection Schedule for Dauphin AS 365 N3 Helicopter</p> <p>Size: A/4. Set of 11 Pages, both side single colour printing on 80 gsm White Ballarpur Maplitho Paper as per specimen.</p>	
79	<p>After Last Flight Inspection Schedule for Dauphin SA 365 N Helicopter</p>	

	Size: A/4. Set of 09 Pages, both side & single side single colour printing on 80 gsm White Ballarpur Maplitho Paper as per specimen.	
80	Preflight Inspection Schedule for Dauphin AS 365 N3 Helicopter Size: A/4. Set of 05 Pages, both side & single side single colour printing on 80 gsm White Ballarpur Maplitho Paper as per specimen.	
81	Preflight Inspection Schedule for Dauphin SA 365 N Helicopter Size: A/4. Set of 07 Pages, both side & single side single colour printing on 80 gsm White Ballarpur Maplitho Paper as per specimen.	
82	Turn Around Inspection Schedule for Dauphin AS 365 N3 Helicopter Size: A/4. Set of 03 Pages, both side single colour printing on 80 gsm White Ballarpur Maplitho Paper as per specimen.	
83	Turn Around Inspection Schedule for Dauphin SA 365 N Helicopter Size: A/4. Set of 04 Pages, both side single colour printing on 80 gsm White Ballarpur Map litho Paper as per specimen.	
84	Snag/Defect Report Register Size : D/F/C. Both side two colour printing on 80 gsm thick Leger Paper including page numbering, 200 Folios each register. Open Leather Binding with printed Label pasted on the front cover, complete as per specimen.	
85	Form Vehicle Permit for Juhu Airport - as per sample- single side	
86	Early Exit Gate Pass- as per sample 1 pad 100 sheets	
87	User Call Report – as per sample for three color W/P/Y	
88	Library Card - as per sample	
89	Payment Receipt (as per sample)	
90	OMR Answer Sheet (as per sample)	
91	Instructor Log Book (as per sample)	
92	Personal Log Book (as per sample)	
93	Student Log Book (as per sample)	
94	Prospectus (as per sample)	

95	Pamplant – double side with color – as per sample	
96	<p>Single Clip Office Files</p> <p>Size : F/C. 32 kg. thick file board. Front side Single cooler printing including company's name, logo & subject with table for movement of file & back side printing of Words & Phrases, etc. in bilingual form as per specimen.</p>	
97	<p>Double Clip Office Files</p> <p>Size : F/C. 32 kg. thick file board. Front side Single colour printing including company's name, logo & subject with table for movement of file & back side printing of Words & Phrases, etc. in bilingual form as per specimen.</p>	
98	<p>Security Log Book</p> <p>Size : D/F/C. Both side single colour printing in bilingual form on 95 gsm thick ledger paper as per sample. Each register of 100 Folios with job ruling and page numbering. Half Bound Binding with Canvas Patti & label on the front cover, complete as directed.</p>	
99	<p>Cloth Envelop</p> <p>Size : 12”x 16”. Sonal super fine quality thick cloth cover inside, single side single colour printing on Green thick ledger paper with company’s name, logo & address in bilingual form as per sample.</p>	
100	<p>Cloth Envelop</p> <p>Size : 7”x 10” each. Sonal super fine quality thick cloth cover inside, single side single colour printing on Green thick ledger paper with company’s name, logo & address in bilingual form as per sample.</p>	
101	<p>White Envelop</p> <p>Size : 9 1/2”x 4 1/2” each. 80 gsm super white Maplitho Paper, single side single colour printing with company’s name, logo & address in bilingual form as per sample.</p>	
102	<p>Undertaking of Aviation Personnel – as per sample –</p> <p>1 pad 100 sheets with binding</p>	
103	<p>Absentee Report Proforma</p> <p>Size : 1/4. Single side single colour printing on 70 gsm thick white Ballarpur Maplitho Paper as per sample. Top binding. Each pad of 100 sheets.</p>	
104	Leave Record- as per sample (Regular) Two part	

105	Leave Record- as per sample (Contractor) Two part	
106	Mail In Register (legal Size)	
107	Mail Out Register (as per sample)	
108	Mail In Register (Desptach) – as per sample	
109	Mail In Out (Desptach) – as per sample	
110	Speed post Booking list- as per sample – 1 pad 100 – triplicate- carbon less	
111	Cloth Envelop Size : 12”x 11”. Sonal super fine quality thick cloth cover inside, single side single colour printing on Green thick ledger paper with company’s name, logo & address in bilingual form as per sample.	
112	Key Register – as per sample- legal green paper with binding	
113	LTC Advance form : Size/ printing as per specimen	
114	ACR Performa- Set of 3 pages (Supervisory) Size : A/4 both side single colours printing as per specimen	
115	ACR Performa- Set of 2 pages (Office personnel) Size : A/4 both side single colours printing as per specimen	
116	ACR Performa- Set of 2 pages (Workman) Size : A/4 both side single colours printing as per specimen	
117	ACR Performa- Set of 3 pages (Contractual Employees) Size : A/4 both side single colours printing as per specimen	
118	Authority for Collection of Air Consignment , Size - A/4 (as per sample)	
119	Flight safety Report 9 (A-4 size / as per sample)	
120	Authorised Release Certification (A/4 size, as per sample)	
121	Baggage Tag(as per sample)	
122	Boarding Card (as per sample)	
123	Ticket Sale Summary(as per sample)	
124	Ticket(as per sample)	

125	Manifest(as per sample)	
126	Stock Register – as per sample	
127	Visiting Cards – as per sample]	
128	Cash Payment Vouchar – 2 part- as per sample	
129	Airport Entry permit form – as per sample	
130	Banner 2x3 and 3x4 ft	
131	Rubber stamp 4 line and 6 line	
132	Sticker – as per sample A/4 size 2 part – 4 line	
133	Sticker – as per sample A/3 size - 2 line	

ANNEXURE -B

Price bid : Supply of Office Stationary at Pawan Hans Limited, Western Region, Mumbai

Sr No	Items Description	Qtyn	Rate/Charges per unit/per set
01	Lexis Bal Pen	01 nos	
02	Ordinary Bal Pen (Fort) Good Quality	01 nos	
03	Lexis Bal Pen (Riffil)	01 nos	
04	Apsara Pencil Box – Platinum	01 Box	
05	Natraj Pencil Box	01 Box	
06	Apsara Non Dust Pencil Eraser	01 nos	
07	Apsara Pencil Sharpener	01 nos	
08	Sketch Pen Set (Deluxe/Luxor)	01pkt	
09	White Board Marker Pen(B/R/B) Camel	01 nos	
10	Pointed MarkarPen(Permanent) 03 colour	01 nos	
11	Thick Marker Pen(Permanent) 03 colour	01 nos	
12	F/C size ledger Note Sheet 95 GSM	01 Rm	
13	A/4 size ledger Note sheet 95 GSM	01 Rm	
14	F/C size white Register - 01 Quire	01 nos	
15	F/C size white Register - 02 Quire	01 nos	
16	F/C size white Register - 03 Quire	01 nos	
17	Deluxe Exercise Note - 200 Pages	01 nos	
18	F/C White Typing Paper	1 Rim	
19	Box file Kangaroo Clip (Good Quality)	01 nos	
20	Kangaroo Stapler Machine No 10	01 nos	
21	Kangaroo Stapler Machine HD-45(24/06)	01 nos	
22	Kangaroo Stapler Machine HP -45	01 nos	

23	Kangaroo Stapler Machine Pin No 10	01 box	
24	Kangaroo Stapler Machine Pin 24/06	01 box	
25	Tixo Cello Tape - 1" X 65 mtrs(Good qlt)	01 nos	
26	Tixo Cello Tape Brown Tape 2" X 45 mtrs	01 nos	
27	Vikram Gem Clip Box -- 26 mm	01 pkt	
28	Kores Correction Fluid Pen Camlin	01 nos	
29	Kores Glue Fevi Stick – medium size(15gm)	01nos	
30	Camel Gum Bottle - size 300 ml	01 box	
31	Camel Stamp Pad size 110 X 70 Small	01 nos	
32	Camel Stamp Pad size 157 X 96 medium	01 nos	
33	Omega plastic Scale 12 "	01 nos	
34	A/4 Size colour Paper (Top Ten)	01 rm	
35	Highlighter Pen Set - Luxor)	01 pkt	
36	Kores 503 Typing Corban Box	01 box	
37	Kangaroo Punch Machine Small DP 280	01 nos	
38	Kangaroo Punch Machine DP 500	01 nos	
38	Paper Cutter Size - Medium	01 nos	
39	White less bundle - 24"	01 pkt	
40	Camel Stamp Pad Ink Bottle 100 ml	01nos	
41	Transparent plastic Folder L type - A/4	01 set	
42	Transparent plastic Folder L type - legal	01 set	

43	Rubber Band (Assorted) Half Kg and 1 Kg Make - Vandana / Leera (Nylone)	01 box	
44	Steel Scissor Size – medium	01 nos	
45	F/C size spring file (SVS) 205/301	01 nos	
46	Post it flag (04 colour) size -1x3x3	01 nos	
47	Paper Weight (Oval size) Good Quality	01 nos	
48	Post it (Single colour) (yellow) 3x3 3x4 3x5	01 nos	
49	A/4 Xerox paper 75 gsm Good Quality	01 Rim	
50	A/3 Xerox paper 75 gsm Power point	01 Rim	
51	Rubber Band 25 gram (Leera)	01 pkt	
52	A/4 punch folder	01 nos	
53	Calculator CASIO/CITIZEN MJ-120 D	01 nos	
54	White Magnetic Board with duster 2x3 and 3x3	01 nos	
54	White Magnetic Board Duster	01 nos	

Sub : Price bid for Supply of House Keeping

Sr No	Items Description	Qtyn	Rate/Charges per unit/per set
01	Round mop (Good Quality) (metal cap)	01 nos	
02	Wiper (2 ft – Good Quality) without Rod	01 nos	
03	Fennel (Half ltr in 24 nos)	01 Box	
04	Hard broom (Good quality – 3 ft)	01 nos	
05	soft Broom (Gala)	01 nos	
06	Bleaching Power (01 kg)	01 Kg	
07	Surf (Halft kg)	01 nos	
06	PVC Drum 60 Ltr (Dust Bin- Without cover)	01 nos	
07	Dust Bin – 10 Ltr	01 nos	
08	Flap Cover Dust Bin 120 ltr (with wheel Type)	01 nos	
09	1 Liter Mug	01 nos	
10	Supdi (Millan)	01 nos	
11	Toilet Bucket (Super109 Ratan/Millan)	01 nos	
12	Bucket (Millan-205)	01 nos	
13	Flap Cover Dust Bin no -08	01 nos	
14	Quar Mat (2 ft x 14")	01 nos	
	Plastic qair (2ftx 14")	01 nos	
15	Room Freshener (Good Quality)	01nos	
16	Boot polish Black	01 nos	
17	Mosquito coil (jumbo)	01 PKT	
18	Hit Spray (Large) (300 ml)	01 nos	
	(600ml)	01 nos	
19	Boot polish Brown	01 nos	

20	Brasso Police	01 nos	
----	---------------	--------	--

Overwriting is not allowed. Any overwriting would lead to summary rejection of the tender unless it is signed in full.

DATE:/././2022

(Signature of the Authorised Official of
the Firm with Seal)

PLACE :





पवन हंस लिमिटेड
Pawan Hans Ltd



TECHNICAL BID FOR : SUPPLY OF OFFICE STATIONERY /HOUSEKEEPING MATERIALS AND PRINTING OF STATIONERY AT PAWAN HANS LIMITED, WESTERN REGION, MUMBAI.

1) Tenderer Name :

2) Tenderer Address :

.....

Telephone no : Mobile No :

Fax No : and E-mail :

3) Registration No. of the tenderer (Attached Copy)

4) **Tender Fee Details** : Demand Draft NO :

Dated/...../2022 Amount Rs. only.

5) **EMD Details** : Demand Draft NO

Dated/...../2022 Amount Rs. only.

6) Copy of all the above documents and work order in support of the similar work experience as mentioned in the point no 4. Entitled 'Prequalification' of the tender, should be enclosed along with Technical Bid.

DATE:/...../2022

(Signature of the Authorised Official of

the Firm with Seal)

PLACE :



