



**MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)**  
MegLIFE OFFICE, 2<sup>ND</sup> FLOOR, SHALOM BUILDING  
LOWER LACHUMIERE, SHILLONG  
MEGHALAYA – 793001  
Email ID: mbdaprocedurement@gmail.com

**GOVERNMENT OF MEGHALAYA  
MEGHALAYA BASIN DEVELOPMENT AUTHORITY  
(MBDA)**

**MEGHALAYA LIVELIHOOD IMPROVEMENT THROUGH FOREST  
ENHANCEMENT IN MEGHALAYA (MegLIFE)**

**Request For Quotation (RFQ)**

**FOR**

**Printing of Registers & Vouchers for MegLIFE IVCSs**

**Additional Project Director  
MegLIFE  
Meghalaya Basin Development Authority (MBDA), Shillong**



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## **REQUEST FOR QUOTATIONS**

### **Printing of Registers & Vouchers for MegLIFE IVCSs**

**Purchaser:** *Meghalaya Basin Development Authority (MBDA)*

**Contract title:** *Printing of Registers & Vouchers for MegLIFE IVCSs*

**RFQ No:** MBDA/MegLIFE/Proc/2024-25/

<b>Sl#</b>	<b>Description</b>	<b>Date &amp; Time</b>
<b>1</b>	<b>Date of Issue of RFQ</b>	<b>27th September, 2024</b>
<b>2</b>	<b>Last Date and Time of submission of RFQs</b>	<b>7th October, 2024 at 1600 Hrs.</b>
<b>3</b>	<b>Opening of RFQs</b>	<b>7th October, 2024 at 1630 Hrs.</b>



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No. MBDA/MegLIFE/Proc/2024-25/

Dated: 27<sup>th</sup> September, 2024

**INVITATION FOR QUOTATIONS FOR PRINTING OF REGISTERS & VOUCHERS FOR MEGLIFE IVCSS**

To: \_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

**Subject: Invitation for quotations for Printing of Registers & Vouchers for MegLIFE IVCSSs.**

You are invited to submit your quotation in a pro forma invoice format (Format for Quotation) for the Lots listed below:

**\*Detailed Specifications is given at Annexure I.**

Lot#	Brief Description of the Goods	Qty	Consignee Address	Delivery Period
<b>Lot 1</b>	<b>A. Enrolment of Membership and Subscription towards Share Capital</b>		<b>As mentioned in T&amp;C CL 4</b>	<b>30 Days</b>
	1. General Credit Voucher	900		
	2. General Debit Voucher	900		
	3. Receipt Book	900		
	4. Admission Fee Register	90		
	5. Membership Register	90		
	6. Share Register	90		
	7. Share Ledger	90		
	8. Share Certificate	90		
	9. Cash Book	90		
10. General Ledger	90			
<b>Lot 2</b>	<b>B. Deposit Mobilization</b>			
	1. Saving Bank Account Opening Form	36000		
	2. Sample Signature and Passbook Issue Register	90		
	3. Deposit Voucher	900		
	4. Withdrawal Voucher	900		
	5. Saving Bank Ledger	90		
6. Saving Bank Day Book	90			



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	7. Saving Pass Book	36000		
	8. Fixed Deposit Register	90		
	9. Fixed Deposit Ledger	90		
	10. Fixed Deposit Receipt	200		
	11. Interest Payable Register	90		
	<b>C. Loan and Advances</b>			
<b>Lot 3</b>	1. Loan and Advances Application Form	27000		
	2. Loan Application and Sanction Register	90		
	3. Loan Ledger	90		
	4. Loan Day Book	90		
	5. Loan Pass Book	27000		
	6. Interest Receivable Register	90		
	7. Demand Collection and Balance (DCB) or Loan Recovery Register	90		
	8. Summary of DCB Register on Recovery of Loans	90		
	<b>D. Other Books</b>			
<b>Lot 4</b>	1. Books of Proceeding of Annual General Meeting/Special General Meeting	90		
	2. Books of Proceeding of Meeting of the Managing Committee	90		
	3. Fixed Assets Register	90		

**\*Bidder may apply for one or more Lots; however, they are requested to mention the Lot numbers they are bidding for.**



## MEGHALAYA BASIN DEVELOPMENT AUTHORITY (MBDA)

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### Terms and Conditions

- 1. Eligibility:** A Bidder (a) shall be a Citizen of India; (b) shall not have conflict of interest as defined in the Procurement Regulations of the state of Meghalaya; and (c) should not have been debarred, blacklisted or suspended by any Central or State Government Departments.
- 2. Clarifications & Amendments:** If the Purchaser receives any request for clarification of this RFQ Document send your queries and clarification at [mbdaprourement@gmail.com](mailto:mbdaprourement@gmail.com), it will upload its response together with any amendment to this document, on [www.mbda.gov.in](http://www.mbda.gov.in) for information of all Bidders. Bidders should check on the website, for any amendments to the terms and conditions and for Award of Contract.
- 3. Bid Submission:** The bidders can submit their quotation in Hard Copy at the O/o MegARISE, RDL Building, Springside, Lumsophoh Nongthymmai, Shillong- 793014.
- 4. Place of Delivery:**  
**O/o The Addl Project Director, MegLIFE**  
**Meghalaya Basin Development Authority (MBDA)**  
3<sup>rd</sup> Floor, Shalom Building, Lower Lachumiere, Shillong,  
East Khasi Hills District,  
Pin Code: 793001
- 5. Quotation Price**
  - a) The bidder must mention the Lot that they are offering. However, the quantity offered should be 100% of the requirement for the quoted Lot. Corrections, if any, shall be made by crossing out, initialing, dating and re-writing.
  - b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
  - c) Goods and Service Tax (GST) should be indicated separately.
  - d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
  - e) The Prices shall be quoted in Indian Rupees only.
  - f) Bidder must expressly mention the make/brand of the items offered by them in the format for quotation along with proper product brochures.
  - g) The bidder must mention in details about the product being offered in lieu of the specified specifications and not by simply mentioning “Complied”. Quotations with no proper technical specifications/catalogues are likely to be disqualified.



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**6. Qualification of Bidders**

- a) Have the legal capacity to enter into a contract;
- b) Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
- c) Not have had your business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India.

**7. Documents Evidencing Qualification:** Bidders are requested to submit copies of the following documents as evidence of your qualification.

- a. Valid trading license/registration or equivalent/Exemption Certificate/Incorporation Certificate.
- b. Valid certificate of GST registration;
- c. Self-declaration to the effect the bidder is not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
- d. Self-declaration that the bidder's business activities are not suspended or debarred from public procurement by the State Government of Meghalaya, any other State Government or Government of India.

**8. Validity of Quotation:** Quotations shall remain valid for a period not less than 90 days after the deadline date specified for submission.

**9. Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations lot wise that are determined to be substantially responsive i.e. which

- (a) are properly signed; and
- (b) Confirm to the terms and conditions and specifications.
- (c) Information provided by the bidder will be evaluated and any historical information, if required may be asked from the bidders during evaluation of quotes. The RFQ will be evaluated on a lot wise system.

**10. Award of contract:** The Purchaser will award the supply orders to the bidders whose quotations have been determined to be substantially responsive in respective lots and who has offered the lowest evaluated quotation price for that respective lot. The announcement for this assignment will be published in [www.mbda.gov.in](http://www.mbda.gov.in).



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- a. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract. The numbers against each item may increase or decrease at the time of issuing the Purchase Order.
  - b. Before issuing the Supply Order, the bidder must provide a sample copy of the registers for verification.
  - c. The bidder whose quotation is accepted will be notified and the Supply Order will be issued by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order (sample form attached).
11. Normal commercial warranty/ guarantee shall be applicable to the supplied goods (extended warranty) if required will be mentioned in the technical specifications.
  12. You are requested to provide your sealed quote latest by 1600 hours on 7th October, 2024. Quotations that have been submitted on or before time will be opened at 1630 Hrs. 7th October, 2024. Late quotes will be rejected.
  13. Prior to the issuance of the supply order, the selected bidder shall be required to provide a printed sample copy of the registers for approval by the Evaluation Committee. The sample must adhere strictly to the specifications and quality standards detailed in the tender document.
  14. Payments shall be made within 30 days after the delivery of the goods.
  15. We look forward to receiving your quotations and thank you for your interest in this project.

*Sd/-*

**Name:** Shri. Gunanka DB, IFS

**Address:** Community Based Forest Management and  
Livelihood Improvement in Meghalaya,  
Meghalaya Basin Development Authority (MBDA),  
MegLIFE office 2<sup>nd</sup> Floor, Shalom Building,  
Lower Lachumiere, Shillong- 793001

**Tel. No:** +913643510190

**Email:** mbdaprocurement@gmail.com



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**FORMAT OF QUOTATION \***

Sl No.	Description of Goods	Quantity	Quoted Unit Rate at destination in Rs.	GST and similar other taxes applicable on finished Goods/Services	*Total Price per line item at Destination - inclusive of discounts, all taxes and duties	
					In Figures	In Words
1						

**Gross Total Cost: Rs.....**

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs..... (Amount in figures) (Rs..... amount in words) within the period specified in the Invitation for Quotations.

We also confirm that commercial warrantee/guarantee of ..... Months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

**Signature of Supplier**



## SUPPLY ORDER

To:

M/s

.....  
 .....  
 .....

Dear Sir,

Sub: Supply of .....  
 .....

Reference: Your Quotation no..... Dated .....

1. Your quotation no.....of .....(Date) for the supply of .....  
**has been accepted. You are requested to** supply the following goods/equipment at the rates quoted by you and specified against each as per the specifications and terms & conditions specified hereunder:

Sl #	Brief description of goods/equipment	Specifications	Quantity to Be supplied	Unit Rate (Rs.)	Total Price (Rs.)
1	<b>A. Enrolment of Membership and Subscription towards Share Capital</b>				
	1. General Credit Voucher		900		
	2. General Debit Voucher		900		
	3. Receipt Book		900		
	4. Admission Fee Register		90		
	5. Membership Register		90		
	6. Share Register		90		
	7. Share Ledger		90		
	8. Share Certificate		90		
	9. Cash Book		90		
10. General Ledger		90			
2	<b>B. Deposit Mobilization</b>				
	1. Saving Bank Account Opening Form		36000		
	2. Sample Signature and Passbook Issue Register		90		
	3. Deposit Voucher		900		
	4. Withdrawal Voucher		900		

	5. Saving Bank Ledger		90		
	6. Saving Bank Day Book		90		
	7. Saving Pass Book		36000		
	8. Fixed Deposit Register		90		
	9. Fixed Deposit Ledger		90		
	10. Fixed Deposit Receipt		200		
	11. Interest Payable Register		90		
3	<b>C. Loan and Advances</b>				
	1. Loan and Advances Application Form		27000		
	2. Loan Application and Sanction Register		90		
	3. Loan Ledger		90		
	4. Loan Day Book		90		
	5. Loan Pass Book		27000		
	6. Interest Receivable Register		90		
	7. Demand Collection and Balance (DCB) or Loan Recovery Register		90		
	8. Summary of DCB Register on Recovery of Loans		90		
4	<b>D. Other Books</b>				
	1. Books of Proceeding of Annual General Meeting/Special General Meeting		90		
	2. Books of Proceeding of Meeting of the Managing Committee		90		
	3. Fixed Assets Register		90		
	<b>Total</b>				

1. Delivery Period: .....Day(s) from the date of issue of this supply order.
2. Place of delivery: .....
3. Consignee Address: .....
4. A sample copy of each register should be submitted to MBDA office. If the product provided fails to meet the verification process the PO will be cancelled and order will be issued to the next qualified bidder.
5. Extended Warranty/Guarantee shall be ..... Month(s) from the date of delivery and acceptance.
6. Payment shall be made within 30 days of delivery; and acceptance of the goods/equipment.

7. Additional terms and conditions (if any) may be added by the Purchasers at the time of issuing the Supply Order.

**(Purchaser)**

Date:

Name: Shri. Gunanka DB, IFS  
Designation: Additional Project Director &  
Executive Director,  
MegLIFE, MBDA Shillong, Meghalaya

Place: Shillong, Meghalaya

Specifications for "Printing of Registers & Vouchers for MegLIFE IVCSs"						
Lot#	Particulars	Item Description	Number of Pages per Book, Register	Books, Registers, Forms, Vouchers, etc., required per IVCS	Qty (Copies) in Nos.	Remarks
1	<b>A. Enrolment of Membership and Subscription towards Share Capital</b>					
	1. General Credit Voucher	Forms in single colour printing 70 GSM Maplitho Paper (14 X 22 Cm) 1/8 Demy (1/2 A4).	100 (100 leaves/sheets)	10	900	Voucher to be printed in Yellow Color
	2. General Debit Voucher	Forms in single colour printing 70 GSM Maplitho Paper (14 X 22 Cm) 1/8 Demy (1/2 A4).	100 (100 leaves/sheets)	10	900	Voucher to be printed in White Color
	3. Receipt Book	Forms in single colour printing 70 GSM Maplitho Paper (14 X 22 Cm) 1/8 Demy (1/2 A4).	100 (100 leaves/sheets)	10	900	
	4. Admission Fee Register	<b>Inner Paper</b> - 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover, <b>Size</b> - Legal, <b>Binding</b> - Hardcase Binding, <b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.	200 (100 leaves/sheets)	1	90	To be printed on both sides. Design for cover page (logo, text, colour etc.) will be shared later

5. Membership Register	<p><b>Inner Paper</b>- 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover,</p> <p><b>Size</b> - Legal,</p> <p><b>Binding</b> - Hardcase Binding,</p> <p><b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.</p>	200 (100 leaves/sheets)	1	90	To be printed on both sides. Design for cover page (logo, text, colour etc.) will be shared later
6. Share Register	<p><b>Inner Paper</b>- 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover,</p> <p><b>Size</b> - Legal,</p> <p><b>Binding</b> - Hardcase Binding,</p> <p><b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.</p>	200 (100 leaves/sheets)	1	90	To be printed on both sides. Design for cover page (logo, text, colour etc.) will be shared later
7. Share Ledger	<p><b>Inner Paper</b>- 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover,</p> <p><b>Size</b> - Legal,</p> <p><b>Binding</b> - Hardcase Binding,</p> <p><b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.</p>	400 (200 leaves/sheets)	1	90	To be printed on both sides. Design for cover page (logo, text, colour etc.) will be shared later
8. Share Certificate	Forms in multi-colour printing in 160 GSM Century Board (Size- 22 X 33 Cm) Legal, 1/5 CB.	400 (200 leaves/sheets)	1	90	1. To be printed on only one side 2. Water Mark "IVCS" to be embedded

	9. Cash Book	<b>Inner Paper</b> - 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover, <b>Size</b> - Legal, <b>Binding</b> - Hardcase Binding, <b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.	400 (200 leaves/sheets)	1	90	To be printed on both sides. Design for cover page (logo, text, colour etc.) will be shared later
	10. General Ledger	<b>Inner Paper</b> - 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover, <b>Size</b> - Legal, <b>Binding</b> - Hardcase Binding, <b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.	400 (200 leaves/sheets)	1	90	To be printed on both sides. Design for cover page (logo, text, colour etc.) will be shared later
2	<b>B. Deposit Mobilization</b>					
	1. Saving Bank Account Opening Form	Forms in single colour printing 70 GSM Maplitho Paper (44 X 56 Cm) Full Demy A2.	6 pages (3 leaves/sheets)	400	36000	
	2. Sample Signature and Passbook Issue Register	<b>Inner Paper</b> - 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover, <b>Size</b> - Legal, <b>Binding</b> - Hardcase Binding, <b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.	200 (100 leaves/sheets)	1	90	To be printed on both sides. Design for cover page (logo, text, colour etc.) will be shared later
	3. Deposit Voucher	Forms in single colour printing 70 GSM Maplitho Paper (14 X 22 Cm) 1/8 Demy (1/2 A4).	100 (100 leaves/sheets)	10	900	

4. Withdrawal Voucher	Forms in single colour printing 70 GSM Maplitho Paper (14 X 22 Cm) 1/8 Demy (1/2 A4).	100 (100 leaves/sheets)	10	900	
5. Saving Bank Ledger	<b>Inner Paper</b> - 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover, <b>Size</b> - Legal, <b>Binding</b> - Hardcase Binding, <b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.	400 (200 leaves/sheets)	1	90	To be printed on both sides. Design for cover page (logo, text, colour etc.) will be shared later
6. Saving Bank Day Book	<b>Inner Paper</b> - 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover, <b>Size</b> - Legal, <b>Binding</b> - Hardcase Binding, <b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.	200 (100 leaves/sheets)	1	90	To be printed on both sides. Design for cover page (logo, text, colour etc.) will be shared later
7. Saving Pass Book	<b>Size</b> - 5" X 7", <b>Inner Paper</b> - 100 GSM Maplitho Paper, <b>Cover page</b> - 300 GSM Glossy Art Board Paper, <b>Inside Printing</b> - Single colour offset both sides, <b>Cover Printing</b> - Multi-colour offset in both sides, <b>Binding</b> - Center stitching.	30 (15 leaves/sheets)	400	36000	

	8. Fixed Deposit Register	<b>Inner Paper</b> - 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover, <b>Size</b> - Legal, <b>Binding</b> - Hardcase Binding, <b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page	200 (100 leaves/sheets)	1	90	To be printed on both sides. Design for cover page (logo, text, colour etc.) will be shared later
	9. Fixed Deposit Ledger	<b>Inner Paper</b> - 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover, <b>Size</b> - Legal, <b>Binding</b> - Hardcase Binding, <b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.	200 (100 leaves/sheets)	1	90	To be printed on both sides. Design for cover page (logo, text, colour etc.) will be shared later
	10. Fixed Deposit Receipt	Forms in single colour printing 70 GSM Maplitho Paper (14 X 22 Cm) 1/8 Demy (1/2 A4).	100 (100 leaves/sheets)	2	200	Water Mark "IVCS" to be embedded
	11. Interest Payable Register	<b>Inner Paper</b> - 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover, <b>Size</b> - Legal, <b>Binding</b> - Hardcase Binding, <b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.	200 (100 leaves/sheets)	1	90	To be printed on both sides. Design for cover page (logo, text, colour etc.) will be shared later
<b>3</b>	<b>C. Loan and Advances</b>					
	1. Loan and Advances Application Form	Forms in single colour printing 70 GSM Maplitho Paper (22 X 28 Cm) 114 Demy A4.	2 (1 leaf/sheets)	300	27000	



2. Loan Application and Sanction Register	<p><b>Inner Paper</b>- 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover,  <b>Size</b> - Legal,  <b>Binding</b> - Hardcase Binding,  <b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.</p>	200 (100 leaves/sheets)	1	90	To be printed on both sides. Design for cover page (logo, text, colour etc.) will be shared later
3. Loan Ledger	<p><b>Inner Paper</b>- 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover,  <b>Size</b> - Legal,  <b>Binding</b> - Hardcase Binding,  <b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.</p>	400 (200 leaves/sheets)	1	90	To be printed on both sides. Design for cover page (logo, text, colour etc.) will be shared later
4. Loan Day Book	<p><b>Inner Paper</b>- 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover,  <b>Size</b> - Legal,  <b>Binding</b> - Hardcase Binding,  <b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.</p>	200 (100 leaves/sheets)	1	90	To be printed on both sides. Design for cover page (logo, text, colour etc.) will be shared later
5. Loan Pass Book	<p><b>Size</b>- 5" X 7", <b>Inner Paper</b>- 100 GSM Maplitho Paper, <b>Cover page</b>- 300 GSM Glossy Art Board Paper,  <b>Inside Printing</b>- Single colour offset both sides, <b>Cover Printing</b>- Multi-colour offset in both sides,  <b>Binding</b>- Center stitching.</p>	16 (8 leaves/sheets)	300	27000	

	6. Interest Receivable Register	<b>Inner Paper</b> - 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover, <b>Size</b> - Legal, <b>Binding</b> - Hardcase Binding, <b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.	200 (100 leaves/sheets)	1	90	To be printed on both sides. Design for cover page (logo, text, colour etc.) will be shared later
	7. Demand Collection and Balance (DCB) or Loan Recovery Register	<b>Inner Paper</b> - 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover, <b>Size</b> - Legal, <b>Binding</b> - Hardcase Binding, <b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.	200 (100 leaves/sheets)	1	90	To be printed on both sides. Design for cover page (logo, text, colour etc.) will be shared later
	8. Summary of DCB Register on Recovery of Loans	<b>Inner Paper</b> - 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover, <b>Size</b> - Legal, <b>Binding</b> - Hardcase Binding, <b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.	200 (100 leaves/sheets)	1	90	To be printed on both sides. Design for cover page (logo, text, colour etc.) will be shared later
<b>4</b>	<b>D. Other Books</b>					

1. Books of Proceeding of Annual General Meeting/Special General Meeting	<p><b>Inner Paper</b>- 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover,  <b>Size</b> - Legal,  <b>Binding</b> - Hardcase Binding,  <b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.</p>	200 (100 leaves/sheets)	1	90	To be printed on both sides. Design for cover page (logo, text, colour etc.) will be shared later
2. Books of Proceeding of Meeting of the Managing Committee	<p><b>Inner Paper</b>- 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover,  <b>Size</b> - Legal,  <b>Binding</b> - Hardcase Binding,  <b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.</p>	300 (150 leaves/sheets)	1	90	To be printed on both sides. Design for cover page (logo, text, colour etc.) will be shared later
3. Fixed Assets Register	<p><b>Inner Paper</b>- 100 GSM Maplitho Paper for inside and 170 GSM Art Paper for cover,  <b>Size</b> - Legal,  <b>Binding</b> - Hardcase Binding,  <b>Printing</b> - Single colour offset both sides for inside pages and multi-colour offset one side for cover page.</p>	200 (100 leaves/sheets)	1	90	To be printed on both sides. Design for cover page (logo, text, colour etc.) will be shared later