

PRICE SCHEDULE

Sl. No.	Items	Size	Quality	Pages	Number	Rate
FINANCE DEPT						
1	Cash remittance Chalan with perforation	22 x 21 cm	D/cap white 8 Kgs.	500	6 Pack	
2	Bank Remittance Chalan with Perforation	F/C ½	D/cap white 8 Kgs.	100	25 Pads	
3	Application for Medical facility-Pensioner	F/C ½	D/cap white 8 Kgs.	500	4 Pack	
4	Pension Book	13cm (L) x10.5cm (W)	Bond/Note paper	48 + cover	500 Nos.	
5	Gratuity Register	20.5cm(L)x 33.5cm (W)	D/cap Ledger 10.5 Kgs.	100 + cover	6 Register	
6	AR (Audit Register of Pensions paid by Cochin Port)	20.5cm (L) 33.5cm (W)	D/cap Ledger 10.5 Kgs.	100 + cover	6 Register	
7	Bill Form (Pension Bill)	21cm (L) x 17cm (W)	Normal 54 gsm as per sample	100	2 book.	
8	Fully Vouched contingent bill Form	Legal 1/2 Double side	white 8 Kg folio	100	5 book	
9	Medical charges Re-imburement bill for Class III & IV employees of the Port	F/C 1/2	D/cap White 8 Kgs.	100	2 book	
TRAFFIC DEPT						
10	E-Form	Demy 1/12	D/cap white 8 Kgs.	100	100 Pad	
11	Delivery Ticket	Demy 1/12	D/cap white 8 Kgs.	50	250 Pad	
12	Appraising Ticket	Demy 1/6	D/cap white 8 Kgs.	100	100 Pad	
13	Gang Requisition	Demy 1/6	D/cap white 8 Kgs.	50	30 Pad	
14	Gate pass	Demy 1/8	D/cap white 8 Kgs.	100	100 Pad	
15	Shed Diary -Double Side	F/C ½	D/cap white 8 Kgs.	200	100 Book	
16	Vehicle Ticket with numbering & in Duplicate (SAME NUMBER)	Demy 1/6	D/cap white 8 Kgs.	100	150 Book	
17	Daily Wharf Entry Fee with Counter Foil and Numbering	6x20 cm	D/cap white 8 Kgs.	100	100 Book	
18	Import Cargo Sticker-(Coloured Card with Sticker)	Demy 1/6	Coloured card	500	10 Pack	
19	Tally Sheet (1+3)	Demy 1/3	Coloured paper	100	50 Pad	
20	Additional Tally Receipt -2 colour ruling (1+3)	F/C ½	D/cap white 8 Kgs.	100	130 Pad	
21	Posting Statement on	F/C ½	D/cap white 8 Kgs.	500	2 Packet	
22	Certificate of Accident on duty(in	Demy 1/8	D/cap white 8 Kgs.	100	1 Book	
23	Shore Labour Attendance Ledger	F/C 1/2 Folios	D/cap Ledger 10.5 Kgs.	200	1 Register	
24	Posting register for Booking section - Double coloured ruling	F/C 1/2 Folios	D/cap White 8 Kgs.	200	5 Register Thick Half Calico Binding	
25	Wage Book - Double side	F/C size	D/cap White 8 Kgs.	15	50 Book	
26	Steamer Register	F/C ½	D/cap White 8 Kgs.	100	2 Book	
27	CFS Diary	Demi1/2(A3)	white 8 Kg folio	200	10 Book	
28	OTB Diary	F 1/2	white 8 Kg folio	400	10 Book	
29	Berthing Programme	D1/4	white 8 Kg folio	100	10 Book	
30	Gang particulars (Register - one side)	F 1/2	white 8 Kg folio	400	10 Book	
31	Pre-paid Taxi facility	F 1/2	white 8 Kg folio(White/yellow duplicate)	300	1 Book	
32	Delivery cum vehicle Ticket	A 4	white 8 Kg folio	100	5 Book	
33	Accident Reporting Book (1+2=3 colour)	D 1/4	white, yellow, pink 54 gsm	50	5 Book	

CIVIL ENGINEERING DEPT						
34	Payment of Contractor's bill (2 side)	Demy 1/4	Demy 10 Kgs.white Maplitho	100	10 Pad	
35	Receipt Book for fresh water (Original,Duplicate,Triplicate)	19 x 10 cm	3 coloured paper	100	5 Pad	
36	Forwarding of contractor's bills	Demy 1/4	Demy white 8 Kgs.	100	10 Pad	
37	Job requisition/work order (MEC/C4/F7)	Demy 1/4	Demy white 8 Kgs.	100	4 Pad	
38	Process monitoring report -process No.D-1 & II	Demy 1/4	Demy white 8 Kgs.	100	2 Pad	
39	Water meter reading book	F/C ½	D/cap White 8 Kgs.	100	3 Book	
40	Audit slip to accompany bill (2 side)	21 x 23 cm	Demy white 8 Kgs.	100	2 Pad	
41	Quarters Handing over/taking over	F/C ½	D/cap White 8 Kgs.	100	10 Pad	
42	Statement-II Overtime/Holiday (2 side)	F/Cap	D/cap White 8 Kgs.	500	1 Packet	
43	Accident Report	Demy 1/4	Demy white 8 Kgs.	100	25 Pad	
44	Report of Accident Part-A (Original, Duplicate, Triplicate)	Demy 1/4	3 coloured paper	100	10 Pad	
45	HO/TO statement of port properties	F/C 1/2	D/cap White 8 Kgs.	100	3 Pad	
46	Form for detailed completion report	F/C 1/2	Demy white 8 Kgs.	100	3 Pad	
47	Contractor's performance report (2 side)	Demy 1/4	Demy white 8 Kgs.	100	3 Pad	
48	Deviation Statement	F/C ½	D/cap 10 Kgs.white Maplitho	100	3 Pad	
49	Format of purchase requisition (PR)	Demy 1/4	Demy white 8 Kgs.	100	3 Pad	
MEDICAL DEPARTMENT						
50	Lab Test Result Form	F/C ½	D/cap 10 Kgs.white Maplitho	100	500	
51	Request for x-Ray/ECG	17 x 10 cm	D/cap White 8 Kgs.	100	200	
52	OP Ticket	11 x 20 cm	D/cap Ledger 10.5 Kgs.	100	300	
53	Nursing Record (2 Side)	F/C ½	D/cap White 8 Kgs.	100	500	
54	D5/ Med. Exam/H/200	F/C 1/4	D/cap White 8 Kgs.	100	500	
55	Retired Re-imburement Form(medicine) Double side printing	F/C ½	D/cap White 8 Kgs.	100	500	
56	Supply order for Store Section (2 side)	F/C ½	D/cap White 8 Kgs.	500	100	
57	Prescription Pad	10x 20 cm	D/cap White 8 Kgs.	100	100	
58	Temperature chart	F/C 1/4	D/cap White 8 Kgs.	100	100	
59	Temperature chart ETC (BP)	F/C ½	D/cap White 8 Kgs.	100	100	
60	Clinical Laboratory Requisition Form	F/C 1/4	D/cap White 8 Kgs.	100	100	
61	Daily Treatment Chart	F/C 1/4	D/cap White 8 Kgs.	100	100	
62	Eye Test Form	F/C 1/4	D/cap White 8 Kgs.	100	100	
63	Local Purchase Form	F/C ½	D/cap White 8 Kgs.	100	100	
64	Diet Sheet (2 side)	F/C ½	D/cap 10 Kgs.white Maplitho	100	100	
65	Reference letter to Referral Centre -2	F/C ½	D/cap White 8 Kgs.	100	100	
66	Bed Head Ticket (2 Sheet-4 pages) (Case Sheet)	F/C ½	D/cap 10 Kgs.white Maplitho	100	100	
67	Lab charge (sanction order)	F/C ½	D/cap White 8 Kgs.	100	100	
68	Lab test-Non available certificate	F/C 1/4	D/cap White 8 Kgs.	100	100	
69	ECG Cover	FC 1/4 Folio	9.7 Kgs.Coloured card.	300	100	
70	Patient Satisfaction Report -2 side malayalam	F/C ½	D/cap White 8 Kgs.	100	100	
71	Medicine Stock Register	F/C 1/2 Folios	D/cap White 10 Kgs.	200	5	
72	OP Book	F/C 1/6 Folios	D/cap White 10 Kgs.	50	100	
73	Roster Register for Hospital staff	F/C 1/2 Folios	D/cap White 10 Kgs.	200	20	
74	Diet Form (2 side)	F/C 1/2	D/cap White 10 Kgs.	1	500	
75	Pensioners OP Book	F/C 1/6 Folios	D/cap White 10 Kgs.	50	200	
76	Case Sheet (Injury)	F/C 1/4	D/cap White 8 Kgs.	1	1000	
77	Casualty Register	F/C 1/2 Folios	D/cap White 10 Kgs.	200	20	
78	In-Patient Register	F/C 1/2 Folios	D/cap White 10 Kgs.	200	10	
79	Admission Discharge Register	F/C 1/2 Folios	D/cap White 10 Kgs.	200	10	
80	Medical Register	F/C 1/2 Folios	D/cap White 10 Kgs.	200	5	
81	Bill Book	F/C 1/2 Folios	D/cap White 10 Kgs.	100	10	
MARINE DEPT						
82	Ambulance trip sheet	F/C ½	D/cap White 8 Kgs.	100	10 Pad	
83	Daily check list - 2 side	F/C ½	D/cap White 8 Kgs.	100	10 Pad	
84	Roll call sheet	F/Cap	D/cap White 8 Kgs.	100	10 Pad	
85	Details of fire calls	F/C ½	D/cap White 8 Kgs.	100	5 Pad	
86	Fire report -2 side	F/C ½	D/cap White 8 Kgs.	100	5 Pad	
87	Special service- 2 side	F/C ½	D/cap White 8 Kgs.	100	5 Pad	
88	Job requisition	F/C ½	D/cap White 8 Kgs.	100	5 Pad	
89	Daily routine check list	F/C ½	D/cap White 8 Kgs.	100	5 Pad	
90	Inspection of fire fighting	F/C ½	D/cap White 8 Kgs.	100	2 Pad	
91	BA sets	F/C ½	D/cap White 8 Kgs.	100	2 Pad	
92	Accident report	F/C ½	D/cap White 8 Kgs.	100	2 Pad	
93	Inspection report on fire fighting instaln.	Demy 1/6	D/cap White 8 Kgs.	100	5 Pad	
94	Name/number of the craft	F/C ½	D/cap White 8 Kgs.	100	5 Pad	
95	Annual inspection	Demy 1/4	D/cap Ledger 8 Kgs.	100	5 Pad	
96	License for jetty -2 side with perforation	F/C ½	D/cap Ledger 8 Kgs.	100	5 Pad	
97	„ Chinese fishing net with perforation	F/C ½	D/cap Ledger 10.5 Kgs.	100	6 Book with Half Calico Binding	
98	MA/F -704- with perforation	F/Cap	Demy 10 Kgs.white Maplitho	100	6 Book with Half Calico Binding	
99	Water receipt JB with duplicate	10 x 14 cm	D/cap White 8 Kgs.	100	10 Pad	
100	Daily dredging returns	F/C 1/2	D/cap White 8 Kgs.	100	10 Pad	
101	Dredger commander's log book	F/C ½	D/cap White 8 Kgs.	400	7 Book with Calico Binding	
102	Crane log book	F/C ½	D/cap White 8 Kgs.	400	7 Book with Calico Binding	
103	Survey report	F/C ½	D/cap White 8 Kgs.	100	2 Pad	
104	Chief Engineer Log Book	F/C ½	D/cap White 8 Kgs.	400	5 Book with Half Calico Binding	
105	Job requisition/work order	F/C ½	D/cap White 8 Kgs.	100	5 Pad	

106	Boat log book with numbering	F/C ½	D/cap White 8 Kgs.	200	5 Book with Half Calico Binding	
107	Crew posting	F/C ½	Demy 10 Kgs.white Maplitho	100	5 Pad	
108	Purchase of Non -stock	Demy 1/4	Demy White 8 Kgs.	100	1 Pad	
109	Weekly checks	Demy 1/4	Demy White 8 Kgs.	100	1 Pad	
110	Daily maintenance of fire pumps	Demy 1/4	Demy White 8 Kgs.	100	2 Pad	
111	Fire pump/foam pump	Demy 1/4	Demy 10 Kgs.white Maplitho	100	2 Pad	
112	Requisition for consumable stores	F/C ½	D/cap White 8 Kgs.	100	2 Pad	
113	Pull back operation at SPM	F/C ½	D/cap White 8 Kgs.	100	2 Pad	
114	Daily position	F/C ½	D/cap White 8 Kgs.	100	10 Pad	
115	Shipping programme	F/C ½	D/cap White 8 Kgs.	100	2 Pad	
116	Declaration security- 2 side	F/C ½	D/cap White 8 Kgs.	100	10 Pad	
117	Details of ship arriving	F/C ½	D/cap White 8 Kgs.	100	5 Pad	
118	Reporting of unauthorized ships	F/C ½	D/cap White 8 Kgs.	100	2 Pad	
119	Hiring of tugs	F/C ½	D/cap White 8 Kgs.	100	10 Pad	
120	Berthing information	F/C ½	D/cap White 8 Kgs.	100	10 Pad	
121	Ballast water reporting	F/C ½	D/cap White 8 Kgs.	100	10 Pad	
122	Requisition for HSD	F/C ½	D/cap White 8 Kgs.	100	2 Pad	
123	Pilotage certificate with duplicate and numbering	15 x 10 cm	Cover 9.7 Kgs coloured card and inner 31 page white	100	1 Pad	
124	Engine log book cover blue- 2 side	Demy 1/4	Cover 9.7 Kgs coloured card and inner 31 page white	31	30 Book	
125	Deck log book cover green- 2 side	Demy 1/4	D/cap White 8 Kgs.	31	30 Book	
126	VTMS log book- 2 side	F/C ½	Demy 8 Kgs coloured papers	200	5 Book	

127	Report of accident part A -in triplicate	Demy 1/4	Demy 8 Kgs coloured papers	100	1 Pad	
128	Report of accident part B - in triplicate	Demy 1/4	D/cap White 8 Kgs.	100	1 Pad	
129	Marine log book	F/C 1/2 Folios	D/cap White 8 Kgs.	200	5 Register with Half Calico Binding	
130	Daily shipping	F/C 1/2 Folios	D/cap White 8 Kgs.	200	5 Register	
131	Daily diary of Marine foreman 10'X8'- Title only	Demy 1/4	Demy White 8 Kgs.	500	5 Book with Half Calico Binding	
132	Reporting format for piracy/robbery/theft	Demy 1/4	D/cap White 8 Kgs.	100	5 Pad	
133	Returnable Material Movement Pass in triplicate	15*21 cm	D/cap White 8 Kgs.	50	6 Book	
134	Non Returnable Material Movement Pass (MEC/C/F-2) in triplicate	15*21 cm	D/cap White 8 Kgs.	50	6 Book	
MECHANICAL ENGINEERING DEPT						
135	Survey Report of Stores	F/C ½	D/cap White 8 Kgs.	100	2 Pad	
136	Weekly statement form	F/C ½	D/cap White 8 Kgs.	100	5 Pad	
137	Job reqn./work order (MEC/C6/F-01)	F/C ½	D/cap White 8 Kgs.	100	2 Pad	
138	Requisition Form (MEC/C3/F)	F/C ½	D/cap White 8 Kgs.	100	2 Pad	
139	Work through out side agency(ME/F-408)	F/C ½	D/cap White 8 Kgs.	100	2 Pad	
140	Imprest requisition form (ME/F-414)	F/C ½	D/cap Ledger 10.5 Kgs.	100	5 Pad	
141	Demand Progress Register	F/Cap	D/cap White 8 Kgs.	100	10 Register	
142	Hand book - Safety Awareness Course- 40 pages.- Both side printing in Malayalam (Binding)	F/C ½	Cover page coloured card 9.7 kgs. Inner D/C white 8 Kg.	40	50 Book	
143	Daily Allocation Register(MEC/C4/F-1)	F/C ½	D/cap White 8 Kgs.	200	12 Register	
144	Complaint Register (MEC/D3/F-5)	F/C ½	D/cap White 8 Kgs.	200	4 Register	
145	Non Returnable Material Movement Pass (MEC/C/F-2) in triplicate	F/C 1/4	D/cap White 8 Kgs.	50	35 Book	
146	Returnable Material Movement Pass (MEC/C4/F3) in triplicate	F/C 1/4	D/cap White 8 Kgs.	50	7 Book	
147	Test Report Forms	Demy 1/4	Demy 9 Kgs. White Maplitho	100	3 Pad	
148	Job History Card	Demy 1/4	Demy 9 Kgs. White Maplitho	100	2 Pad	
149	Completion Report	Demy 1/4	Demy 9 Kgs. White Maplitho	100	2 Pad	
150	Testing Register	F/C ½	D/Cap 10 Kgs.white Maplitho	200	1 Register	

151	Meter Reading Register	F/C ½	D/Cap 10.5 Kgs Ledger	100	30 Register	
152	Meter Register	F/C ½	D/Cap 8Kgs white	200	1 Register	
153	Calibration Register	F/C ½	D/Cap 8Kgs white	200	1 Register	
154	Meter Complaint Register	F/C ½	D/Cap 8Kgs white	200	2 Register	
155	Disconnection & Reconnection Register	F/C ½	D/Cap 8Kgs white	200	2 Register	
156	Electrical log book of New Power House	F/Cap	D/Cap 10 Kgs.white Maplitho	200	4 Register	
157	Log Book of DG Set at CFH	F/C ½	D/Cap 8Kgs white	100	1 Register	
158	Daily allocation cum Requisition Register for Mobile Crane	F/C ½	D/Cap 8Kgs white	100	5 Register	
159	Site Order Book	A4 (210 x 297 mm)	Demy 9 Kgs. White Maplitho	100	3 Book	
160	Format of Material Stock Register	A4 (210 x 297 mm)	Demy 9 Kgs. White Maplitho	100	3 Book	
161	TOD Meter Reading Register	Demy 1/3	Demy 10 Kgs. White Maplitho	100	2 Book	
162	Hindrance Register (1 set= 8 pages)	F/C ½	Inner D/Cap 8 Kgs white and cover 9.7 Kgs coloured card	8	12 Book	
163	Register of local purchase (LP)	F/C ½	D/Cap 8Kgs white	100	2 Register	
164	Register of material at site	F/C ½	D/Cap 8Kgs white	100	3 Register	
165	Preventive Maintenance Schedule of transformers	F/C ½	D/Cap 8Kgs white	200	1Register	
166	Daily allocation cum requisition Register for Electric Cranes	F/C ½	D/Cap 8Kgs white	100	4 Register	
167	Crane Log Book	F/C ½	D/Cap 8Kgs white	100	4 Register	
168	Log Sheet for 110 KV Sub-Station	Cown 1/2 Folios	D/Crown 16 Kgs. Ledger	100	5 Register	
169	Apprenticeship contract Registration Card (1 set = 6 pages)	F/C ½	D/Cap 10 Kgs white Maplitho	6	30 Book	
170	Job Requisition/Work Order	F/C ½	D/Cap 8 Kgs white	50	3 Pad	
171	Electricity Application Form (1 set = 7 pages)	Demy 1/4	Demy 9Kgs White Maplitho	7	150 Pad	
172	Receipt Book 4 nos. in 1 page with duplicate with perforation	Demy 1/4	Demy 8 Kgs. White	100	10 Books	
173	Register for issue/receipts of permits	F/C 1/2 Folios	D/cap White 8 Kgs.	100	1 Register with half calico binding	
174	Register of Receipts	F/C 1/2 Folios	D/cap White 8 Kgs.	100	6 Register with half calico binding	
175	Handing over/taking over register-2 side	Demy 1/4	Demy White 8 Kgs.	100	4 Register with half calico binding	
176	Water bill form with duplicate	16 x 18 cm	D/cap White 8 Kgs.	100	7 Pad	
177	Ele. Bill form with duplicate & double side printing	Demy 1/8	D/cap White 8 Kgs.	100	20 Pad	
178	Lease Register with blue ruling with half calico binding	F/C 1/2 Folios	D/cap Ledger 8 Kgs.	400	1 Register	
179	License Book - Inner 4 pages (1 set) inner and outer total 6 pages	8 x 10.5 cm	Cover White art card& inner colour	5	100 Set	
GENERAL ADMINISTRATION DEPARTMENT						
180	Visitors Book	F/C ½		400	5	
181	Letter head	Demy 1/4	D/cap White 8 Kgs.	100	100 Pad	
182	CISF annual performance assessment report-4 pages	Demy 1/4	white	4	1000	
183	Indent requisition register-400 pages	F/C ½	white	400	5 Book	
REGISTERS- GAD						
184	Gl.Diary book 100sheets in a book(200pages)legal size	legal	White	200	10 Book	
185	Beat book 50sheet in a book-100pages size4"x6.5"	size4"x6.5"	White	100	50 Book	
186	Kit certificate-100 pages	F/c1/2	White	100	10 Book	
187	Log Book -200 pages	F/c1/2	White	200	10 Book	
188	Individual Kit issue Register-folio	F/Cap	White	200	5 Book	
189	Issue/Receipt Ledger (stock ledger)	F/C ½	White	200	5 Book	
GENERAL FORMS / REGISTERS FOR CPT						
190	APAR-3sets	F/Cap1/2	White	100	7 Book	
191	Attendance register sheet	F/Cap1/2	White	1000	1 Set	
192	Log sheet	F/Cap1/2	White	1000	1 Set	
193	Employee Service Book	A4 (201/2 x 40 cm) Folio	Cover outer both side Yellow 8 kg Colour Card - inside Ledger Paper 11.9 kg	100	300 Book	
194	Employee Service Book	A4 (201/2 x 40 cm) Folio	Cover outer both side Yellow 8 kg Colour Card - inside Ledger Paper 11.9 kg	40	100 Book	

Total (Rate)
(In words)

Date :

Name
Address

Signature of Tenderer with
Seal