



**THIRUVANANTHAPURAM REGIONAL COOPERATIVE MILK
PRODUCERS' UNION LTD.**

(TRCMPU Ltd.)

**KSHEERA BHAVAN, PATTOM,
THIRUVANANTHAPURAM – 695 004**

BID REF.NO. No.149/TRU/P&I/REG/2024-2025/TEND-1

E-TENDER ID: 2024_KCMMF_682336_1

**E-TENDER FOR
SUPPLY OF REGISTERS**

2024

BID FORM

1.Registered Name of Bidder :

2.Address :

3. Telephone

i) Land phone :

ii) Mobile :

4. E-mail :

5. Fax :



THIRUVANANTHAPURAM REGIONAL COOPERATIVE MILKPRODUCERS' UNION LTD.
"KSHEERA BHAVAN", PATTOM, THIRUVANANTHAPURAM –695 004
Phone Nos. 2558850, 2446845 Fax: 2449567, E-mail ID - trcmpupi@gmail.com

NOTICE INVITING TENDER

The Managing Director, Thiruvananthapuram Regional Cooperative Milk Producers' Union Ltd (TRCMPU Ltd) invites online bids from reputed printing firms for the supply of registers to the four district headquarters (Thiruvananthapuram, Kollam, Alappuzha and Pathanamthitta) of TRCMPU Ltd., as per annexure - 1 and following terms and conditions mentioned hereunder.

1.	Tender No. & Date	149/TRU/P&I/REG/2024-2025/TEND-1 Dated 26.07.2024
2.	Scope of tender	Supply of registers as per Annexure- 1 to the four district headquarters (Thiruvananthapuram, Kollam, Alappuzha and Pathanamthitta) of TRCMPU Ltd.
3.	Specification	As per annexure - 1
4.	Estimated Amount	Rs. 8.00 Lakhs (Approx.)
5.	Bid Submission Fee	Rs. 500/- (Rupees Five Hundred Only)
6.	Earnest Money Deposit	Rs.5,000/- (Rupees Five thousand Only)
7.	Date and Time of Publication of e- tender.	26 .07.2024; 10:00AM
8.	Date of Submission of e- tender	26.07.2024; 10:00AM to 06.08.2024; 02:00 PM
9.	Date and time of opening of e-tender	08.08.2024; 11.00 AM
10.	Place of Opening	TRCMPU Ltd., "KsheeraBhavan", Pattom Thiruvananthapuram-695004.
11.	Bid Validity	3months
12.	Delivery time	Within 45 days from the date of purchase order
13.	Penalty Clause	Penalty for delay @0.5% per day of the value of items ordered followed by cancellation of order and forfeiture of EMD after 60 days.
14.	Mode of supply	Supply should be effected as per our supply schedule to the store section of Thiruvananthapuram Dairy, Kollam Dairy, Mannar P&I Office and Pathanamthitta Dairy within the time frame stipulated
15.	Validity of rates quoted	The rates quoted shall be valid for a minimum period of six months.
16.	Sample Inspection	Samples of items can be inspected at the stores section of Head Office, Pattom, and/or P&I Offices at Thiruvananthapuram Dairy, Kollam Dairy, Pathanamthitta Dairy and P&I Office, Mannar, during the office hours (10:30 AM to 04:30 PM) till 05.08.2024
17.	Sample Submission	Sample of paper proposed to be used (foolscap size) should be submitted to this office on or before 07.08.2024



SPECIAL TERMS & CONDITIONS

Thiruvananthapuram Regional Cooperative Milk Producers' Union Ltd. (TRCMPU) invites competitive rates from reputed printing firms for the Supply of registers to its four district headquarters (Thiruvananthapuram, Kollam, Alappuzha and Pathanamthitta) of TRCMPU Ltd., as per annexure - 1 and following terms and conditions mentioned below.

1. Eligibility and qualification requirements:

1.1 To be eligible for the award of contract, bidder shall provide satisfactory evidence to the TRCMPU regarding their eligibility, capacity and adequacy of resources to carry out the contract effectively. To this end, all bids submitted shall include the following information.

- a) Copies of original documents defining the constitution or legal status, place of registration and principal place of business of the company or firm or partnership or if a joint venture, of each party there to constituting the bidder.
- b) Copies of Sales tax & service tax registration certificate.
- c) Details of experience and past performance of the bidder on works of similar nature, and details of current work in hand and other contractual commitments shall be submitted. Customer's full address, contact persons, contact telephone number and e-mail ID are to be furnished.

1.2 For the purpose of this particular contract, bidder should meet the following qualifying criteria as minimum:

- a) The bidder should be in printing business for a minimum period of three years at the time of bid opening.
- b) Annual financial turnover during the last two years shall not be less than the probable value of the contract as specified in the Invitation to Bid.
- c) The bidder shall furnish documentary evidence for the above including copy of Income Tax Returns (certified true copies) for the previous two years, failure of which will lead to disqualification.

2. Tender Fee & Earnest Money Deposit

- a) The Tender fee and EMD as given in the invitation to bid shall be accepted through online NEFT / RTGS transaction through the site www.etenders.kerala.gov.in.
- b) The EMD of the successful bidder shall be released after cent percent supply of items.
- c) EMD of the unsuccessful tenderer shall be released at the earliest, after the award of the contract to the successful tenderer.
- d) No interest shall be paid for the EMD for the period for which it lies in deposit.

3. Quantity of items: -

List of registers required for the financial year along with district wise breakup are specified in Annexure - 1.

Managing Director, TRCMPU Ltd., reserves the right to increase or decrease up to 25% of the total quantity of items specified in the annexure – 1.

4. Delivery & Billing Address: -

The items along with original invoices have to be dispatched to the following addresses.

SI No	Address for Billing & Despatch	Account Details
1	Unit Head, Thiruvananthapuram Regional Cooperative Milk Producers Union Ltd., Thiruvananthapuram Dairy, Ambalathara, Poonthura P. O., Thiruvananthapuram, Kerala, PIN – 695026. Ph: 0471-2381410, 2382562	GSTIN:32AAAAT9795J3ZV Central Bank of India, Milma Branch, Thiruvananthapuram A/C No.: 1498800241 IFSC Code: CBIN0284154 PAN No.: AAAAT9795J
2	Unit Head, Thiruvananthapuram Regional Cooperative Milk Producers Union Ltd., Kollam Dairy, Thevally, Kollam, Kerala, PIN – 691009. Ph: 0474-2794556, 2794884, 2797991	GSTIN: 32AAAAT9795J4ZU Canara Bank, Anandavalleeswaram, Kollam A/C No.: 0815201000939 IFSC Code: CNRB0000815 PAN No.: AAAAT9795J
3	Unit Head, Thiruvananthapuram Regional Cooperative Milk Producers Union Ltd., P&I Office (MILMA), Mannar,Alappuzha, Kerala, PIN – 689622. Ph: 0479-2312562	GSTIN: 32AAAAT9795J2ZW State Bank of India, Mannar, Alappuzha A/C No.: 67091741309 IFSC Code: SBIN0070088 PAN No.: AAAAT9795J
4	Unit Head, Thiruvananthapuram Regional Cooperative Milk Producers Union Ltd., Pathanamthitta Dairy, Mamoodu, Nariyapuram P. O., Pathanamthitta, Kerala, PIN – 689513. Ph: 0468-2350801	GSTIN: 32AAAAT9795J5ZT State Bank of India, Nariyapuram, Pathanamthitta A/C No.: 67108221658 IFSC Code: SBIN0070512 PAN No.: AAAAT9795J

5. Terms of payment: -

100% payment shall be released from TRCMPU within 30 days of receipt of the items in satisfactory condition, as per the Purchase Order.

6. The Tender should be submitted in two cover system as follows

Online Cover I;

- Tender fee and EMD details.
- Documents to prove the qualifying criteria as mentioned in clause 1 above.
- Registration certificate of the firm
- Copy of Sales Tax & Service Tax registration certificates.
- Copy Income Tax returns filed for last two years.

Online Cover – II

Price bid in the prescribed form available as Bill of Quantities (BOQ) in the website www.etenders.kerala.gov.in

7. Note to Bidders:

- a) Bidders are advised to note the Tender ID and Tender No. & Date for reference.
- b) All uploaded documents should contain the signature and the office seal of the bidder/authorized persons and should be digitally signed while uploading.
Documents uploaded without digital signature shall entitle rejection of the tender.
- c) The Managing Director, TRCMPU Ltd., reserves the right to reject any or all the technical bids, if he finds the same would safeguard the best interest of TRCMPU.
- d) The price bid of only those bidders who qualify in the technical bid will be opened.
- e) TRCMPU does not bind itself to accept the lowest offer and reserves the right to accept any offer in part or full without assigning any reason. The bidders shall not have any claim in this regard.
- f) Hard copies of the documents mentioned under cover 1 and copy of this tender document duly signed on all pages to be submitted within a day or two from the date of opening. Non-submission of hard copies by the bidder may lead to rejection of their offer.
- g) The final acceptance of the tenders rests entirely with the Union who do not bind themselves to accept the lowest or any tender.
- h) If the successful tenderer fails to execute the supply of items as per the purchase orders within the stipulated time, the earnest money deposited by him will be forfeited to the Union and the contract arranged elsewhere. In case where a successful tenderer, after having made partial supply, fails to execute the contract in full, all or any of the material not supplied, may, at the discretion of the purchasing officer, be purchased by means of another tender / quotation or by negotiation or from the next higher tenderer who had offered to supply and the losses, if any, caused to the Union shall thereby together with such sums as may be fixed by the Union towards the damages be recovered from the defaulting tenderer. Even in cases where no alternative purchases are arranged for the materials not supplied, the proportionate portion of the security deposit based on the cost of the materials not supplied at the rate given in the tender of the defaulter shall be forfeited and balance alone shall be refunded.
- i) The EMD, shall subject to the condition specified herein, be returned to the contractor after cent percent supply of items, but in the event of any dispute arising between the Union and the Contractor, the Union shall be entitled to deduct out of the EMD the corresponding amount of such damages, and the expenses as may be claimed, until such dispute is determined.
- j) The Contractor shall not assign or hand over the contract or the benefits or burdens thereof to any other person or body corporate. The contractor shall not underlet or sublet to any person or persons or body corporates, the execution of the contract or any part thereof without the consent in writing from the Purchasing Officer who shall have absolute power to refuse such consent or rescind such consent (if given) at any time, if he is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the contractor or the sub-contractor upon such rescission. Provided always that if such consent be given at any time, the contractor shall not be relieved from any obligation, duty or responsibility under the contract.
- k) Every notice hereby required or authorized to be given may be either given to the contractor personally, or left at his residence or last known place of abode/business,

may be handed over to his agent personally or may be addressed to the contractor by post at his usual or last known place of abode/business and if so addressed and posted shall be deemed to have been served on the contractor on the date on which, in the ordinary course of post, a letter so addressed and posted would reach his place of abode/business.

- l) Samples of items can be inspected at the store section of head office, Pattom, and/or P&I Offices at Thiruvananthapuram Dairy, Kollam Dairy, Pathanamthitta Dairy and P&I Office, Mannar during the office hours (10.30 AM to 4.30 PM) till **05.08.2024**. Sample of paper proposed to be used (foolscap size paper) should be submitted to this office on or before **07.08.2024**.
- m) The tenderer shall undertake to supply materials according to the approved sample and/or specifications.
- n) The selected party should furnish 5 copies of each register as sample and get the same approved before supplying the full lot as per the approved sample. Proof of printed matter shall be got approved before binding the sample of 5 numbers. Unapproved samples shall be collected back by the tenderer at their own cost. Sample sent by VP Post/freight to pay will not be accepted. The approved samples may or may not be returned, at the discretion of the undersigned. Samples sent by post, railway or plane should be dispatched so as to reach the Purchasing Officer not later than the date on which the tenders are due. Union will not be responsible if any sample is found to be missing at any time due to the non-observance of the provisions of this clause. Tenderers whose samples are received late will not be considered. Samples should be forwarded under separate cover duly listed and the corresponding numbers of the item in the tender schedule should also be noted in the list of samples. One sample out of five numbers shall be supplied free of cost.
- o) The price quoted should be all inclusive except GST as applicable, shall be clearly stated separately as per the format in the BOQ. No additional claim other than above shall be entertained subsequently.
- p) No representation for enhancement of rates once accepted will be considered.
- q) Special conditions, if any, of the tenders attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.
- r) Bills/invoices should be raised as per the billing addresses mentioned in the purchase order.
- s) The consignments have to be sent as freight paid. Materials sent on Freight to pay basis or negotiation of dispatch document through Bank will not be accepted.
- t) Supply shall be effected within 45 days from the date of purchase order. Delivery after the specified period is subjected to confirmation from this office.
- u) Payment will be made directly to the company to whom the purchase order is issued, unless the contractor endorse an authorised supplier to execute the order and collect the payment on their behalf. All incidental expenses incurred by the Union, if any, for making payments shall be borne by the Contractor.
- v) All claims shall be addressed to "The Managing Director, Thiruvananthapuram Regional Cooperative Milk Producers' Union Ltd., KsheeraBhavan, Pattom – 695004".
- w) Arbitration-In case of any dispute, the Registrar of Cooperative Societies of Kerala State shall be the sole Arbitrator as per the provisions of Kerala Cooperative Societies Act 1969.
- x) Jurisdiction – Thiruvananthapuram (Kerala) only.

Sd/-

MANAGING DIRECTOR



Terms & Conditions for e-Procurement

This tender is an e-Tender and is being published online for supply of items as mentioned in the Invitation to Bid. The tender is invited in two cover system from the registered and eligible printing firms through e-procurement portal of Government of Kerala (<http://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal. The tender timeline is available in the critical date section of this tender published in www.etenders.kerala.gov.in.

B) Online Bidders registration process:

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on www.cca.gov.in. Once, the DSC is obtained, bidders have to register on www.etenders.kerala.gov.in website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471-2577088, 2577188, 2577388 or 0484-2336006, 2332262 or 1800-3070-2232 – through e-mail: etendershelp@kerala.gov.in for assistance in this regard.

C) Online Tender Process:

The tender process shall consist of the following stages:

- i) Downloading of tender document:** Tender document will be available for free download on www.etenders.kerala.gov.in from the date & time of publication of e-tender, till the last date & time for online submission of e-tender. However, tender document fees shall be payable at the time of bid submission as stipulated in this tender document. Downloading of tender documents will not be possible after the date specified above.
- ii) Pre-bid Meeting:** NA
- iii) Publishing of Corrigendum:** All corrigenda shall be published on www.etenders.kerala.gov.in and shall not be available elsewhere.
- iv) Bid submission:** Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document to www.etenders.kerala.gov.in. No manual submission of bid is allowed and manual bids shall not be accepted under any circumstances.
- v) Opening of Technical bid and bidder short-listing:** Technical bids will be opened, evaluated and shortlisted as per the eligibility and technical qualification. All documents in support of technical qualification shall be submitted (online) within the due date and time. Failure to submit the documents will attract disqualification. Bids shortlisted by this process will be taken up for opening the financial bid.
- vi) Opening of financial bids:** Bids of the qualified bidders shall only be considered for opening and evaluation of the financial bid on the date and time mentioned in the critical date's section.

D) Documents comprising bid:

i) First Stage (Pre-qualification or Technical cover based on 1 cover or 2 cover tender system):

Pre-qualification or technical proposal shall contain the scanned copies of the documents mentioned in the Special Terms & Conditions (Clause 1. Eligibility and qualification requirements) which every bidder has to upload.

The department doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

ii) The Second Stage (Financial Cover or as per tender cover system):

The Bidder shall complete the Price bid as per format given for download along with this tender.

Note: - The blank price bid should be downloaded and saved on bidder's computer without changing file-name otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website.

Fixed price: Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable / variable price quotation will be treated as non-responsive and rejected.

E) Tender Document Fees and Earnest Money Deposit (EMD)

The Bidder shall pay a tender document fee and Earnest Money Deposit or Bid Security as given in the Tender Inviting Notice. The Bid security is required to protect the purchaser against risk of Bidder's conduct, which would warrant the forfeiture of security.

Online Payment modes: The tender document fees and EMD can be paid in the following manner through e-Payment facility provided by the e-Procurement system:

State Bank of India Multi Option Payment System (SBI MOPS Gateway): Bidders are required to avail Internet Banking Facility in any of below banks for making tender remittances in e-Procurement System.

A) Internet Banking Options (Retail)			
1	Allahabad Bank	32	Kotak Mahindra Bank
2	Axis Bank	33	Lakshmi Vilas Bank
3	Andhra Bank	34	Mehsana Urban Co-op Bank
4	Bandan Bank	35	NKGSB Co-operative Bank
5	Bank of Bahrain and Kuwait	36	Oriental Bank of Commerce
6	Bank of Baroda	37	Punjab and Maharashtra Cooperative Bank
7	Bank of India	38	Punjab National Bank
8	Bank of Maharashtra	39	Punjab and Sind Bank
9	Bassein Catholic Co-operative Bank	40	RBL Bank
10	BNP Paribas	41	Saraswat Cooperative Bank
11	Canara Bank	42	ShamraoVithal Cooperative Bank
12	Catholic Syrian Bank	43	South Indian Bank
13	Central Bank of India	44	Standard Chartered Bank
14	City Union Bank	45	State Bank of India
15	Corporation Bank	46	Syndicate Bank
16	Cosmos Bank	47	Tamilnad Mercantile Bank
17	DCB Bank	48	Tamilnadu Cooperative Bank
18	Dena Bank	49	The Kalyan Janata Sahakari Bank

19	Deutsche Bank	50	TJSB Bank (Erstwhile Thane Janata Sahakari Bank)
20	Dhanalaxmi Bank	51	UCO Bank
21	Federal Bank	52	Union Bank of India
22	HDFC Bank	53	United Bank of India
23	ICICI Bank	54	Vijaya Bank
24	IDBI Bank	55	YES Bank
25	Indian Bank		
26	Indian Overseas Bank		
27	IndusInd Bank		
28	Jammu & Kashmir Bank		
29	Janata Sahakari Bank		
30	Karnataka Bank		
31	KarurVysya Bank		
B) Internet Banking Options (Corporate)			
1	Bank of Baroda	21	Laxmi Vilas Bank
2	Bank of India	22	Oriental Bank of Commerce
3	Bank of Maharashtra	23	Punjab & Maharashtra Coop Bank
4	BNP Paribas	24	Punjab & Sind Bank
5	Canara Bank	25	Punjab National Bank
6	Catholic Syrian Bank	26	RBL Bank
7	City Union Bank	27	ShamraoVithal Co-operative Bank
8	Corporation Bank	28	South Indian Bank
9	Cosmos Bank	29	State Bank of India
10	Deutsche Bank	30	Syndicate Bank
11	Development Credit Bank	31	UCO Bank
12	Dhanalaxmi Bank	32	Union Bank of India
13	Federal Bank	33	UPPCL
14	HDFC Bank	34	Vijaya Bank
15	ICICI Bank	35	Axis Bank
16	Indian Overseas Bank		
17	JantaSahakari Bank		
18	Jammu & Kashmir Bank		
19	KarurVysya Bank		
20	Kotak Bank		

During the online bid submission process, bidder shall select **SBI MOPS** option and submit the page, to view the **Terms and Conditions** page. On further submitting the same, the e-Procurement system will re-direct the bidder to MOPS Gateway, where two options namely **SBI** and **Other Banks*** will be shown. Here, Bidder may proceed as per below:

- a) **SBI Account Holders** shall click SBI option to with its Net Banking Facility, where bidder can enter their internet banking credentials and transfer the Tender Fee and EMD amount.
- b) **Other Bank Account Holders** may click Other Banks option to view the bank selection page. Here, bidders can select from any of the 54 Banks to proceed with its Net Banking Facility, for remitting tender payments.

**Transaction Charges for Other Banks vide SBI Letter No. LHO/TVM/AC/2016-17/47 – 1% of transaction value subject to a minimum of Rs. 50/- and maximum of Rs. 150/-*

Any transaction charges levied while using any of the above modes of online payment has be borne by the bidder.**The suppliers /contractor's bid will be evaluated only if payment status against bidder is showing "Success" during bid opening.**

F) SUBMISSION PROCESS:

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid and financial bid online on www.etenders.kerala.gov.in along with online payment of tender document fees and EMD. No other mode of submission shall be accepted and such tenders will be rejected outright. For page-by-page instructions on bid submission process, please visit www.etenders.kerala.gov.in and click "Bidders Manual Kit" link on the home page.

It is necessary to click on "Freeze bid" line/icon to complete the process of bid submission otherwise the bid will not get submitted online and the same shall not be available for viewing/opening during bid opening process.

ANNEXURE – 1
QUANTITY AND SPECIFICATIONS FOR PRINTING REGISTERS

Sl. No	Item	Quantity	Specifications
1	Cash book	1000	Half F.scap size – 200 folio pages using 12.2 Kg West Coast ledger paper - binding with 2 lb straw board and high gauge drill cloth and fancy design paper, which should be got approved by this office. First & last page and inner bind to be pasted with marble fancy paper. Binding with sections of 8 sheets, stitching with 3 stitches with gap and calico piece at bottom. Elbow to be provided with drill cloth in binding. The edge of the register should be provided with multicolored floral design.
2	General Ledger	500	Half F. cap size – 200 folio pages using 28.6 Kg Double Demi West Coast ledger paper - Quality binding with 2½ lb straw board, corner 2” inner with high gauge drill cloth and fancy design paper, which should be approved by this office. First & last page and inner bind to be pasted with marble fancy paper. Binding with sections of 8 sheets, stitching with 3 stitches with gap and calico piece at bottom. Elbow to be provided with drill cloth in binding. The edge of the register should be provided with multicolored floral design.
3	Member Pass Book	2500	Size 18cm X 12cm, printing on cover 28 folio pages inside 18.6 Kg Maplitho white paper, printing on both sides with 10Kg green colour cover and transparent polythene cover to be supplied in bundles of 100 pass books and subsequently bundled in lots of 1000.
4	Non Member Pass book	2000	Size 18cm X 12cm, printing on cover 28 folio pages inside 18.6 Kg Maplitho white paper, printing on both sides with 10Kg yellow colour cover and transparent polythene cover to be supplied in bundles of 100 pass books and subsequently bundled in lots of 1000.
5	Minutes Book	500	Half F. scap size – 200 pages using 14.1 Kg West Coast ledger paper - binding with 2 lb straw board, corner 2” inner with drill cloth and fancy design paper, which should be got approved by this office. Binding with sections of 8 sheets, stitching with 3 stitches with gap and calico piece at bottom. Elbow to be provided with drill cloth in binding. The edge of the register should be provided with multicolored floral design.
6	Payment Register	400	Half F’ cap size book – 200 pages using 12.2Kg West Coast ledger paper – binding with 2lb straw board, corner 2” inner with high gauge drill cloth and fancy design paper which should be approved by this office. First and last page and inner bind to be pasted with marble fancy paper. Binding with sections of 8 sheets, stitching with 3 stiches with gap and calico piece at bottom. Elbow to be provided with drill cloth in binding. The edge of the register should be provided with multicolored floral design.
7	Purchase Register	900	Half Crown folio size- 100 folio pages using 16.4 Kg West coast ledger paper binding with 2 lb straw board – board corner 2” inner width with drill cloth and fancy design paper, which should be approved by this office. First & last page and inner bind to be pasted with marble fancy paper. Binding with sections of 8 sheets, stitching with 4 machine stitches with gap and calico piece at bottom. Elbow to be provided with drill cloth in binding. The edge of the register should be provided with multicolored floral design.

Supply Schedule

Sl. No.	Item	Thiruvananthapuram	Kollam	Alappuzha	Pathanamthitta	Total
1	Cash book	300	350	150	200	1000
2	General Ledger	200	150	0	150	500
3	Member Pass Book	0	1000	0	1500	2500
4	Non Member Pass book	1000	1000	0	0	2000
5	Minutes Book	150	150	100	100	500
6	Payment Register	200	200	0	0	400
7	Purchase Register	200	200	200	300	900