

OFFICE OF THE  
DISTRICT MISSION MANAGEMENT UNIT  
TRIPURA RURAL LIVELIHOOD MISSION  
UNAKOTI DISTRICT, KAILASHAHAR

No. F.4(1)/DMMU(U)/TRLM/Sty/2019-20/ 116-129

Dated : Kailashahar,  
The, 31<sup>st</sup> May 2021

NOTICE INVITING QUOTATION FOR PRINTING & BINDING OF  
BOOKS OF RECORDS FOR THE SELF HELP GROUPS

Sealed quotations are hereby invited from the reputed/resourceful/printing press, having experience of 3/4 years on the field of printing and binding of books of records required for the Self Help Groups under the District Mission Manager, TRLM, Unakoti District, Kailashahar during the financial year 2021-22 as per specification/ list of books and no. of tentative quantity is shown at Annexure I.

The quotations from the bidders may be dropped in the Tender Box provided outside the office of the Addl. District Mission Manager of this office from 10.05.2021 to 20.05.2021 upto 2 P.M. and will be opened on 20.05.2021(AN), if the circumstances permits due to COVID-19 pandemic.

The instructions for the bidders and general terms and conditions for printing and bunding of the books of records, required for the Self Help Groups under TRLM Scheme :-

1. Bid fee of Rs. 1,000/- (Rupees one thousand only) to be deposited by each bidder, which is non-refundable.
2. The earnest money amounting to R. 25,000/- (Rupees twenty five thousand only) will have to be deposited. The said earnest money will converted to security money for the successful bidder and for others, the earnest money would be refunded after finalization of work order.
3. Bid fee and earnest money are to be paid through Bank Draft payable at Gournagar and Kailashahar along with the tender bid/quotation.
4. The bidder should submit his valid Registration Certificate of his firm, GST Registration Certificate, PAN/TAN Card, Return filling certificate of Income Tax for the year 2018-19 and 2019-20, Tax Clearance Certificate etc. without which the quotation/bid shall not be entertained.
5. Each bidder/tenderer have to submit a copy of the following documents along with the quotation/bid :-
  - (a) Registration certificate of the firm from the competent authority duly attested.
  - (b) Trade license duly attested.
  - (c) Experience certificate duly signed by the licensing authority.
  - (d) Acceptance of terms and conditions of the tender bid duly signed by the proprietor of the firm/concerned, who is participating in the tender process.
6. Rate quoted should be inclusive all taxes, charges, transportation etc allied to that.

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7. The service provider has to comply with all the rules and regulation of the undersigned and the Government as applicable for a similar type of work.
8. A work order will be issued to the selected bidder(s) only after scrutiny and finalization of the process after the opening the quotations/tender bids.
9. All admissible taxes shall be deducted at source while making payments to the selected bidder(s).
10. In case of more than one bidder quoting the same rate, the decision of the Local Purchase Committee shall be final.
11. Specimen proforma for the printing of books of records may be collected from the office of the undersigned during the working day between 11 AM to 2 PM from 10.05.2021 to 19.05.2021.
12. The Work order/supply order will be issued to the selected bidder(s) only.
13. One set of sample of books of accounts shall be provided to the undersigned by the printing press/bidder for necessary verification by the technical team/bidding authority, before final printing and binding of books of accounts are done.
14. The successful bidder(s) shall have to deliver the books within the stipulated period in accordance with the supply order. In case of failure to supply the books of accounts within the stipulated time frame, the work order/supply order as issued shall be liable for cancellation and legal action will be taken against the bidder.
15. The delivery of books are to be made to the concerned establishment, ie. O/o The BMM (BDO), Chandipur, The BMM (BDO), Gournagar, The BMM (BDO), Kumarghat and the BMM (BDO), Pecharthal at own cost of the bidder. No insurance charges, breakage charges, damage charges and loss etc in transport/transit on the way to destination shall not bear up by the tendering authority or else.
16. The bidder shall have to take back the rejected/defected items if any at their own cost and replace the same quantity of items within the extended period of 10 days.
17. The purchaser will award the contract to the bidder whose tender has been determined to be substantially responsive and who has offered the lowest evaluated price.
18. The undersigned reserve the right to reject any/all quotations including the lowest quotation without assigning any reason as well as without prejudice to the Court of Law.
19. The contract is valid from the date of signing of formal acceptance by the undersigned and it can be extended for further period of six months, if required.
20. The rates will remain valid upto one year after acceptance of the rates by the undersigned.
21. No advance will be given to the bidder in this regard.
22. Payment will be made on the basis of the actual books of records as received and accepted by the authority.
23. No interest can be claimed in case of delay in making payment beyond the stipulated period of payment.

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24. The rate should be quoted as per specific unit which has mentioned in the list of items.
25. The quantity of the books of records may increase/decrease at any time, depending upon the actual need/requirement.
26. Rate quoting sheet should be filled up properly and signed by the bidder.
27. After scrutiny of bid/preparation of comparative statement/during signing of agreement, if required, the eligible bidder will have to show the original copy of the enlisted documents as stated above.
28. After opening of bid and before issuance of supply order, successful bidder may be asked to show his original documents, which were enclosed with the tender bid.
29. It is for favour of information of all the bidders that, all documents attached to the bid will be a part & parcel of the agreement, may be signed with the successful bidder(s).

  
 District Mission Manager  
 (DM & Collector)  
 District Mission Management Unit  
 Tripura Rural Livelihood Mission  
 Unakoti District, Kailashahar

Copy to :-

1. The Chief Executive Officer, SMMU, TRLM, RD Department, Govt of Tripura, Agartala – for information.
2. The Director, ICA Department, Agartala –for favour of kind information and necessary action please.
3. The Director, DIT, Indranagar, Agartala – for favour of kind information with a request to upload the same in the state portal.
4. The Senior Deputy Magistrate, O/o The DM & Collector, Unakoti District, Kailashahar – for information.
5. The PM (MIS), SMMU, TRLM, RD Department, Govt of Tripura, Agartala – for information with a request to upload in the website of the TRLM .
6. The Sub-Divisional Magistrate, Kailashahar/Kumarghat – for information along with one more copy for displaying in the Notice Board.
7. The DIO, NIC, Unakoti District, Kailashahar – for information and request to upload the same in the district website.
8. The Block Mission Manager (BDO), Chandipur/Gournagar/ Kumarghat/ Pecharthar – for information with one more copy of the same for displaying in the Notice Board.
9. The MIS Asstt. DMMU, TRLM, Unakoti District, Kailashahar – for necessary action.
10. Notice Board of the DM & Collector, Unakoti District, Kailashahar.

  
 District Mission Manager  
 (DM & Collector)  
 District Mission Management Unit  
 Tripura Rural Livelihood Mission  
 Unakoti District, Kailashahar



Books of Records for the Self Help Groups under DMMU, TRLM1. General Ledger

Name of the Book	Cover of the book	Page Distribution		Total page	Size & thickness of pages	Tentative quantity of requirement	Remarks
		Page No. 1-2 & 123-124	Page No. 3-122				
General Ledger	Binding with light blue colour Hard board cover (front and bak) along with title print in front cover	Blank "pale green" page	Print with white page	124 (except front & back cover)	Legal size 70 GSM	2000	

2. Voucher for SHG

Name of the Book	Cover of the book	Leaf Distribution		Total page	Size & thickness of pages	Tentative quantity of requirement	Remarks
		Leaf No. 1-300					
Voucher Book	Binding with light blue colour Hard board cover (Front & Back) along with title print in front cover	Original copy print (single side) in green paper of Odd Leaf (perforation -3 part)	Duplicate copy print (single side) in white paper of even leaf	300 (except front & back cover)	Legal size 60 GSM	2000	



3. Receipt for SHG

Name of the Book	Cover of the book	Leaf Distribution		Total page	Size & thickness of pages	Tentative quantity of requirement	Remarks
		Leaf No. 1-300					
Receipt Book	Binding with light blue colour Hard board cover (Front & Back) along with title print in front cover	Original copy print (single side) in yellow paper of Odd Leaf (perforation -6 part)	Duplicate copy print (single side) in white paper of even leaf	300 (except front & back cover)	Legal size 60 GSM	2000	

4. Cash Book for SHG

Name of the Book	Cover of the Book	Page Distribution				Total page	Size & thickness of pages	Tentitive quantity of requirement	Remarks
		Page No. 1-2 & 213-214	Page No. 3-4	Page No. 5-212					
Cash Book	Binding with light blue colour Hard board cover (front & back) along with title printing in front cover	Blank "pale green" page	Yellow page with single side print	Original copy print (single side) in white paper of Odd leaf with perforation	Duplicate copy print (single side) in white paper of even leaf	214 (except front and back cover)	A3 size with 70 GSM	2000	



5. Meeting Minutes for SHG

Name of Book	Cover of the Book	Page Distribution					Total page	Size & thickness of pages	Tentative quantity of requirement	Remarks
		Page no. 1-2 & 619-620	Page No. 3-12	Page No. 13-612	Page No. 613 & 615	Page No. 614 & 616-618				
Meeting Minutes	Binding with light blue colour hard board (front & back) along with title print in front cover	Blank "pale green" page	Single side print in white page	White blank page	Single side print on light yellow page with perforation	Print on single side of leaf	620 (except front & back cover)	Legal size 70 GSM	2000	

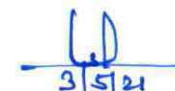
6. Individual Member Pass Book for SHG

Name of the Book	Cover of the book	Page Distribution			Total page	Size & thickness of pages	Tentative quantity of requirement	Remarks
		Page No. 1-2	Page No. 3-14	Page No. 15-28				
Individual Member Pass Book	Binding with light blue colour 180 gsm paper (front and back) along with title print in front cover	Single side print in white page	Print of savings copy in white page	Print of loan copy in white page	30 (except front and back cover)	14 cm x 21 cm 70 GSM	20000	



7. Loan Ledger for SHG

Name of the Book	Cover of the book	Page Distribution			Total page	Size & thickness of pages	Tentative quantity of requirement	Remarks
		Page No. 1-2 & 205-205	Page No. 3-4	Page No. 5-204				
Loan Ledger for SHG	Binding with light blue colour 180 gsm paper (front and back) along with title print in front cover	Blank "pale green" page	White page with single side print	Print with white page	206 (except front and back cover)	Legal size 70 GSM	2000	



District Mission Manager  
 (DM & Collector)  
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SPECIMEN RATE CHART FOR THE BIDDER  
FOR PRINTING & BINDING OF BOOKS OF RECORDS  
FOR THE SELF HELP GROUPS UNDER TRLM SCHEME OF  
DMMU, UNAKOTI DISTRICT, KAILASHAHAR

Ser No	Name of the Document	A/U	Rate (in Rs. Inclusive all taxes and allied charges)
1	General Ledger (as per details given at Annexure I)		
2	Voucher for SHG (as per details given at Annexure I)		
3	Receipt for SHG (as per details given at Annexure I)		
4	Cash book for SHG (as per details given at Annexure I)		
5	Meeting Minutes for SHG (as per details given at Annexure I)		
6	Individual Member Pass book for SHG (as per details given at Annexure I)		
7	Loan register for SHG (as per details given at Annexure I)		

Date:

(Signature & Name of the Firm  
/Bidder with full details)