

**Office of the District Mission Manager  
District Mission Management Unit  
Tripura Rural Livelihood Mission  
West Tripura District**

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F.No.1(4)/DMMU/TRLM/WEST/TENDER/2019-20/ 2005-23

Dated, 05/12/2020

**Notice Inviting Quotation through e-tender for printing & binding of books of records  
for SHGs**

Quotations are hereby invited from reputed/resourceful printing press having 03 year experience for printing and binding of books of records for SHGs under Office of the District Mission Manager (DM & Collector), West, TRLM, Agartala Tripura for F.Y 2020-21 as per specification/list of books and no. of tentative quantity as in shown at ANNEXURE-1

The quotation will be received through e-tendering from 08<sup>th</sup> December, 2020 to 21<sup>th</sup> December, 2020 from the bidders and will be opened on 22/12/2020 at 3.30 PM, if possible.

**Instruction to the bidder and general terms and conditions for printing and binding of the book of records:-**

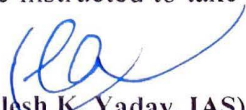
1. Bid fee Rs. 1,000/- (Rupees one thousand) only to be deposited by the bidder which is non-refundable.
2. An earnest money amounting to ₹ 25,000/- (Rupees Twenty Five Thousand) only will have to be deposited. The said earnest money will be converted to security money for the successful bidder. For others, the earnest money would be refunded, after finalization of the work order.
3. Bid fee and Earnest Money are to be paid electronically over the online payment facility provided in the portal any time after start date of bid submission and before bid submission end date using Net Banking facility by the bidders. The Bid Fee, as said above, to be paid electronically over the Online Payment facility, which is Non-Refundable and to be deposited to the Government account automatically as revenue.
4. The bidders should submit valid Registration Certificate of the firm, GST registration certificate, PAN card. Return filing certificate of Income Tax for F.Y 2018-19 & 2019-20, Tax Clearance Certificate etc., without which no Quotation shall be entertained.
5. Rate must be quoted inclusive of all charges & taxes allied to that. The service provider has to comply with all the rules and regulation of the undersigned and Govt. as applicable for a similar type of work.
6. Applicable taxes shall be recovered from the bill at source.
7. In case of more than one bidder quoting the same rate, the decision of the Purchase Committee shall be final.
8. Specimen proforma for the printing of books of records may be collected by the interested bidder from this office during the working day between 11:00 AM to 2:30 PM from 08/12/2020 to 21/12/2020 and also uploaded in the website.
9. One set of sample of books of accounts shall be provided by the printing press/bidder for necessary verification by the technical team/bidding authority. Final printing and binding of books of accounts shall be done after verification of sample books of accounts.
10. The successful bidders 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 records within the stipulated period, work order/ supply order shall be liable for cancellation and legal action will be taken against the bidder.
11. The delivery of books are to be made to the concerned establishment i.e. Office of the Block Mission Manager (BDO), BMMU- Dukli /Old Agartala/ Belbari/ Jirania/Mandwi / Mohanpur / Bamutia / Lefunga/ Hezamara & Office of the District Mission Manager, DMMU- West Tripura at their own cost. No insurance charges are admissible for any breakage, damage and loss in transit on the way to the destination.

**Contd. P/2**



12. The bidders shall have to take back the rejected/ defected items if any at their own cost and replacement of the same should be supplied within such extended periods as may be indicated by the undersigned.
13. 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.
14. The undersigned reserve the right to reject any/ all quotation including the lowest quotation without assigning any reason as well as without prejudice to the Court of Law.
15. The contract is valid from the date of signing of formal acceptance by the undersigned and it can be extended for further 6 (Six) months if required.
16. The rates will remain valid up to 1 (One) year after acceptance of the rates by the undersigned.
17. No advance will be given to the bidder in this regard.
18. Payment will be made on the basis of the actual books of records received by the concerned establishment.
19. No interest can be claimed in case of delay of making payment beyond the stipulated period of payment.
20. The rate should be quoted as per specific unit which has mentioned in the items list.
21. The quantity of the books of records may increase or decrease at any time, depending upon the need.
22. Each bidder should upload the following documents in specific folder of My document (language of all uploaded documents/certificates should be in English):
  - (a) Registration Certificate of the firm from the competent authority.
  - (b) Trade License.
  - (c) Experience Certificate.
  - (d) Return filing certificate of Income Tax for F.Y 2018-19 & 2019-20.
  - (e) Tax Clearance Certificate.
  - (f) PAN Card.
  - (g) GST registration certificate.
23. Interested eligible bidders should register in the website <https://tripuratenders.gov.in> for participation in the said e-bid.
24. To participate in e-bid, the bidder should have a valid Class 2 Digital Signature certificate (DSC).
25. Bidder should take print out from the e-bid portal, details of all folders, where documents to be uploaded.
26. Bidder shall download and carefully read all terms conditions and other contents of the Tender. Downloaded DNIT has to be uploaded back and digitally signed as a proof of acceptance of all terms condition in the DNIT.
27. Attested copies of all relevant documents as mentioned above has to be digitally signed and uploaded.
28. Rate quoting sheet (BOQ) shall be downloaded, filled up properly and uploaded in the bid after digital signature. Name of bidder must be written in the appropriate field of rate quoting sheet by each bidder. Any comments like 'Not quoted', 'Not applicable' etc. should not be written as these will not be accepted by the system.
29. To view the details of the BOQ bidder should have to enable Macros/contents.
30. After scrutiny of bid/preparation of comparative statement/during signing of agreement, if required eligible bidders will have to produce original copy of the uploaded document for verification.
31. After opening of bid and before issuance of supply order, successful bidder will be asked to show all original documents which were uploaded against relevant DNIT.
32. This is for the information of all bidders that, all documents uploaded in the bid will be a part & parcel of the agreement, to be signed with the successful bidders.  
Bidding authority reserves the right to cancel the uploaded bid at any time before closing date of bid and to re-upload the bid document without assigning any reason. Bidders are instructed to take action with newly uploaded document if any.

Encls. As stated.

  
(Dr. Shailish K. Yadav, IAS)  
District Mission Manager  
(DM & Collector)  
DMMU (W), TRLM, Agartala

**Copy to:**

1. The CEO, TRLM, RD Deptt., for kind information.
2. The Director, ICA Department, Agartala for information.
3. The Director, DIT, Indranagar, Agartala for information with a request to upload in the State portal.
4. The ADM (ADM & Collector-II), west for information.
5. The Sr. Deputy Magistrate (HOO/DDO), office of the District Magistrate & Collector, West Tripura District for information.
6. The PM (MIS), SMMU, TRLM for information with a request to upload in the website namely [www.trlm.tripura.gov.in/www.rural.tripura.gov.in /www.tripura.gov.in](http://www.trlm.tripura.gov.in/www.rural.tripura.gov.in/www.tripura.gov.in).
7. The Sub Divisional Magister, Sadar/ Mohanpur/ Jirania for information and 02 (two) nos. copies of notification are enclosed herewith for displaying in their office Notice Board.
8. The DIO, NIC for information and request to upload the said Bid in the <https://westtripura.gov.in>.
9. The Block Mission Manager (BDO), Old Agartala/Jirania/Mandwi/Belbari/Dukli/Bamutia/Mohanpur/ Hezamara, for information with request to display in the office notice board please.
10. The Notice board of this office and DMMU, West Tripura, TRLM.



**District Mission Manager  
(DM & Collector)  
DMMU (W), TRLM, Agartala**

Books of records for SHG1. General Ledger

\*The column of Rate per book to be filled by the bidder

Name of the Book	Cover of the book	Page Distribution		Total Page	Size & thickness of pages	Tentative quantity requirement	Remarks
General Ledger	Binding with light blue colour Hard board Cover (Front & Back) along with title print in front cover	Page no. 1-2 & 123-124	Page no. 3-122	124 (except front & back cover)	Legal size 70 GSM	4000 nos.	
		Blank "pale green" page	Print with white page				

2. Voucher for SHG

Name of the Book	Cover of the book	leaf Distribution		Total leaf	Size & thickness of pages	Tentative quantity requirement	Remarks
Voucher Book	Binding with light blue colour Hard board Cover (Front & Back) along with title print in front cover	leaf no. 1-300		300 (except front & back cover)	Legal size 60 GSM	4000 nos.	
		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				

3. Receipt for SHG

Name of the Book	Cover of the book	leaf Distribution		Total leaf	Size & thickness of pages	Tentative quantity requirement	Remarks
Receipt Book	Binding with light blue colour Hard board Cover (Front & Back) along with title print in front cover	leaf no. 1-300		300 (except front & back cover)	Legal size 60 GSM	4000 nos.	
		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				



4. Cash book for SHG

Name of the Book	Cover of the book	Page Distribution				Total Page	Size & thickness of pages	Tentative quantity 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 & back cover)	A3 size with 70 GSM	4080 nos.	

5. Meeting Minutes for SHG


Name of Book	Cover of the book	Page Distribution					Total Page	Size & thickness of pages	Tentative quantity 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 Cover (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	4080 nos.	

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 requirement	Remarks
		Page no. 1-2	Page no. 3-14	Page no. 15-28				
Individual member pass book					30 (except front & back cover)	14cm x 21cm 70 GSM	42900 nos.	
	Binding with light blue colour 180 gsm paper (Front & 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				

7. Loan ledger for SHG

Name of the Book	Cover of the book	Page Distribution			Total Page	Size & thickness of pages	Tentative quantity requirement	Remarks
		Page no. 1-2 & 205-206	Page no. 3-4	Page no. 5-204				
Loan ledger					206 (except front & back cover)	Legal size 70 GSM	4080 nos.	
	Binding with light blue colour 180 gsm paper (Front & Back) along with title print in front cover	Blank "pale green" page	White page with single side print	Print with white page				

  
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