

**Office of the District Mission Manager  
District Mission Management Unit  
Tripura Rural Livelihood Mission  
Dharmanagar, North Tripura**

**F.No.2(6)/DMMU(N)/Acctts./Tender/TRLM/2019-20/ 211**

**Dated, 12 /02/2020**

**Notice Inviting Quotation for printing & binding of books of records for SHGs/VOs**

Sealed quotations are hereby invited from reputed/resourceful printing press for printing and binding of books of records for SHGs & VOs under Office of the District Mission Manager (DM & Collector), North Tripura, TRLM, Dharmanagar for F.Y 2019-20 as per specifications & terms & condition of supply of goods, which can be read out through the website [www.trlm.tripura.gov.in/](http://www.trlm.tripura.gov.in/) [www.ruraltripura.gov.in/](http://www.ruraltripura.gov.in/) [www.tripura.gov.in/](http://www.tripura.gov.in/) .

The sealed quotation will be received in the Office of the District Mission Manager (DM & Collector) North Tripura, Dharmanagar from 18<sup>th</sup> February, 2020 to 28<sup>th</sup> February, 2020 in between 11:00 AM to 3:30 PM on all working days from the bidders in person/by Regd. Post/Speed post/Courier post etc. and shall be opened at 1:30 PM on 29<sup>th</sup> February, 2020 by the Committee members of HPC in presence of bidders or their Authorized representatives, if possible. In case of any confusion they may directly contact with DMMU, TRLM, North Tripura.

  
**District Mission Manager  
(DM & Collector)  
DMMU (N), TRLM  
Dharmanagar**  
District Mission Manager  
(DM & Collector)  
District Mission Management Unit  
North Tripura District.

**Instruction to the bidder and general terms and conditions for printing and binding of the book of records for TRLM under DMMU, North Tripura, Dharmanagar:-**

- An earnest money amounting to ₹ 1,500/- (**Rupees One Thousand Five Hundred**) only will have to be deposited in the shape of D. Call from any Nationalized bank/Tripura Garmin Bank/Tripura State Co-operative bank in favour of the "**District Mission Manager**" payable at **Dharmanagar** with the sealed quotation. 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.
- The bidders should submit valid Registration Certificate of the firm, GST registration certificate, PAN card, Return filing certificate of Income Tax for F.Y 2019-20, Tax Clearance Certificate etc., without which no Quotation shall be entertained.
- Any overwriting/penned through etc. in any figure/name in the quotation will be disqualified on the part of the bidders and the quotation shall be liable to be rejected unless it is noted separately with signatures and seal (if any).
- 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.
- The rate should be quoted both in figure and words clearly in Indian currency only.
- Applicable taxes shall be recovered from the bill.
- In case of more than one bidder quoting the same rate, the decision of the Purchase Committee shall be final.
- Sample of papers shall be submitted along with the sealed quotation.
- 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 3:30 PM.
- One set of sample of books of accounts shall be provided by the printing press/bidder for necessary verification. Final printing and binding of books of accounts shall be done after verification of sample books of accounts.
- 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.
- The delivery of books is to be made to the concerned establishment i.e. Office of the Block Mission Manager (BDO), BMMU- Kalacherra/ Kadamtala/Jubarajnaragar/Laljuri/Dasda/Jampui/Panisagar/Damcherra. No insurance charges are admissible for any breakage, damage and loss in transit on the way to the destination.
- The bidders shall have to take 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.
- 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.
- The undersigned reserves the right to accept or deny the lowest or any other quotations without assigning any reason and to distribute the entire supply to more than one bidder.

Page-1

  
District Mission Manager  
(DM & Collector)  
District Mission Management Unit  
North Tripura District

- 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.
- The rates will remain valid up to 1 (One) year after acceptance of the rates by the undersigned.
- No advance will be given to the bidder in this regard.
- Payment will be made on the basis of the actual books of records received by the concerned establishment.
- No interest can be claimed in case of delay of making payment beyond the stipulated period of payment.
- The rate should be quoted as per specific unit which has mentioned in the items list.
- The quantity of the books of records may be an increase or decrease at any time, depending upon the need.
- Bidder should submit a signed copy of NIQ as acceptance to terms of the tender document which should be part of the bid. If the bidder fails to submit a signed copy of NIQ, which shall be treated as acceptance to terms and conditions of the tender document and failing to forge agreement on finalization of tender by the lowest bidder, work will be awarded in case of the second lowest responsive bid.
- Each bidder should submit sealed quotations with the following documents (Photocopy duly self-attested to be compulsorily enclosed):
  - "Demand draft" as an Earnest money (original).
  - Registration Certificate of the firm.
  - Return filing certificate of Income Tax for F.Y 2019-20.
  - Tax Clearance Certificate.
  - PAN Card.
  - GST registration certificate.
  - Sample of paper.
  - Signed copy of NIQ.
  - Bidder must quote the rate item wise of all items in the plain paper/firm's pad.
- Non fulfillment of any of the above terms may result in rejection of bids and no correspondence will be entertained in this regard whatsoever.

Encls:- Specification of goods.



**District Mission Manager**  
**(DM & Collector)**  
**DMMU (N), TRLM**  
**Dharmanagar**  
 District Mission Manager  
 (DM & Collector)  
 District Mission Management Unit  
 North Tripura District.

**Copy to:**

1. The CEO, TRLM, RD Deptt., for kind information.
2. The members of HPC for information and necessary action.
3. The BMM, BMMUs- DMC, KLC, JBN, PNS, KDL, JMP, LJR, DSD for information and necessary action please.
4. The PM (MIS), SMMU, TRLM for information with a request to upload in the website namely [www.trlm.tripura.gov.in](http://www.trlm.tripura.gov.in)/[www.rural.tripura.gov.in](http://www.rural.tripura.gov.in)/[www.tripura.gov.in](http://www.tripura.gov.in).
5. The Nazir, O/o –DM & Collector, Dharmanagar, North Tripura for information with an instruction to provide the Tender box for the ensuing tender of TRLM section.
6. The Notice board of the DMMU, North, TRLM, Dharmanagar.



**District Mission Manager  
(DM & Collector)  
DMMU (N), TRLM  
Dharmanagar**  
District Mission Manager  
(DM & Collector)  
District Mission Management Unit  
North Tripura District.

Books of records for SHG

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

1. General Ledger

Name of the Book	Cover of the book	Page Distribution		Total Page	Size & thickness of pages	Tentative quantity requirement	Rate per book (In ₹)
		Page no. 1-2 & 123-124	Page no. 3-122				
General Ledger	Binding with light blue colour Hard board Cover (Front & Back) along with title print in front cover	Blank "pale green" page	Print with white page	124 (except front & back cover)	Legal size 70 GSM	600 nos.	
Rupees in words.....) only							

2. Voucher for SHG

Name of the Book	Cover of the book	leaf Distribution		Total leaf	Size & thickness of pages	Tentative quantity requirement	Rate per book (In ₹)
		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 yellow 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	600 nos.	
Rupees in words.....) only							

3. Receipt for SHG

Name of the Book	Cover of the book	leaf Distribution		Total leaf	Size & thickness of pages	Tentative quantity requirement	Rate per book (In ₹)
		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	600 nos.	
Rupees in words.....) only							

  
 District Mission Manager  
 (DM & Collector)  
 District Mission Management Unit  
 North Tripura District.

4. Cash book for SHG

Name of the Book	Cover of the book	Page Distribution				Total Page	Size & thickness of pages	Tentative quantity requirement	Rate per book (In ₹)
		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	600 nos.	
Rupees in words.....) only									

5. Meeting Minutes for SHG

Name of Book	Cover of the book	Page Distribution					Total Page	Size & thickness of pages	Tentative quantity requirement	Rate per book (In ₹)
		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	600 nos.	
Rupees in words.....) only										

✓

10/10/2018

10/10/2018

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	Rate per book (In ₹)
Individual member pass book			Page no. 1-2	Page no. 3-14	Page no. 15-28	30 (except front & back cover)	14cm x 21cm 70 GSM	6000 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				
Rupees in words.....) only								

7. Loan ledger for SHG

Name of the Book	Cover of the book	Page Distribution			Total Page	Size & thickness of pages	Tentative quantity requirement	Rate per book (In ₹)
Loan ledger			Page no. 1-2 & 205-206	Page no. 3-4	Page no. 5-204	206 (except front & back cover)	Legal size 70 GSM	600 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				
Rupees in words.....) only								

  
 District Mission Manager  
 (DM & Collector)  
 District Mission Management Unit  
 North Tripura District.

### Books of records for VO

#### 1. Cash Book for VO

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

Name of the Book	Cover of the book	Page Distribution			Total Page	Size & thickness of pages	Tentative quantity requirement	Rate per book (In ₹)
		Page no. 1-2 & 205-206	Page no. 5-204					
Cash Book	Binding with yellow colour Hard board Cover (Front & Back) along with title print in front cover	Blank "pale green" page	Original copy print (single side) in white paper of Odd leaf with perforation	Duplicate copy print (single side) in white paper of Even leaf	206 (except front & back cover)	A3 size 70 GSM	200 nos.	
Rupees in words.....) only								

#### 2. Meeting Minutes Book for VO

Name of the Book	Cover of the book	Page Distribution			Total Page	Size & thickness of pages	Tentative quantity requirement	Rate per book (In ₹)
		Page no. 1-2 & 613-614	Page no. 3-12	Page no. 13-612				
Minutes Book	Binding with yellow colour Hard board Cover (Front & Back) along with title print in front cover	Blank "pale green" page	Single side print on White page with	White blank page to be kept	614 (except front & back cover)	Legal size 70 GSM	200 nos.	
Rupees in words.....) only								

  
 District Mission Manager  
 & Collector  
 District  
 North Tripura District



3. Loan ledger for VO

Name of the Book	Cover of the book	Page Distribution			Total Page	Size & thickness of pages	Tentative quantity requirement	Rate per book (In ₹)
		Page no. 1-2 & 205-206	Page no. 3-4	Page no. 5-204				
Loan ledger	Binding with yellow colour 180 gsm paper (Front & Back) along with title print in front cover	Blank "pale green" page	Single side print on white page	Print on white page	206 (except front & back cover)	Legal size 70 GSM	200 nos.	
Rupees in words.....) only								

4. Voucher Book for VO

Name of the Book	Cover of the book	leaf Distribution		Total leaf	Size & thickness of pages	Tentative quantity requirement	Rate per book (In ₹)	
		leaf no. 1-100						
Voucher Book	Binding with yellow colour 180 gsm paper (Front & Back) along with title print in front cover	Original copy print (single side) in yellow paper of Odd leaf with perforation- 3 part	Duplicate copy print (single side) in white paper of Even leaf	100 (except front & back cover)	22.5cm x 26.8 cm 60 GSM	200 nos.		
Rupees in words.....) only								

5. Receipt Book for VO

Name of the Book	Cover of the book	leaf Distribution		Total leaf	Size & thickness of pages	Tentative quantity requirement	Rate per book (In ₹)	
		leaf no. 1-100						
Receipt Book	Binding with yellow colour 180 gsm paper (Front & Back) along with title print in front cover	Original copy print (single side) in pink paper with Odd leaf (perforation- 3 part)	Duplicate copy print (single side) in white paper with Even leaf	100 (except front & back cover)	21.5cm x 27 cm 60 GSM	200 nos.		
Rupees in words.....) only								

District Mission Manager  
 (District Collector)  
 District Mission Management Unit  
 North Tripura District

6. VO DCB Register

Name of the Book	Cover of the book	Page Distribution		Total page	Size & thickness of pages	Tentative quantity requirement	Rate per book (In ₹)
		Page no. 1-2 & 103-104	Page no. 3-102				
VO DCB Register	Binding with yellow colour Hard board Cover (Front & Back) along with title print in front cover	Blank "pale green" page	Print with white paper	104 (except front & back cover)	Legal size 70 GSM	200 nos.	
Rupees in words.....) only							

7. Bank DCB Register for VO

Name of the Book	Cover of the book	Page Distribution		Total page	Size & thickness of pages	Tentative quantity requirement	Rate per book (In ₹)
		Page no. 1-2 & 103-104	Page no. 3-102				
Bank DCB Register	Binding with yellow colour Hard board Cover (Front & Back) along with title print in front cover	Blank "pale green" page	Print with white paper	104 (except front & back cover)	Legal size 70 GSM	200 nos.	
Rupees in words.....) only							

8. Promissory Note Book for VO

Name of the Book	Cover of the book	leaf Distribution		Total leaf	Size & thickness of pages	Tentative quantity requirement	Rate per book (In ₹)
		leaf no. 1-100					
Receipt Book	Binding with yellow colour 180 gsm paper (Front & Back) along with title print in front cover	Original copy print (single side) in blue paper of Odd leaf	Duplicate copy print (single side) in white paper of Even leaf with perforation	100 (except front & back cover)	A4 size 60 GSM	200 nos.	
Rupees in words.....) only							

  
 District Mission Manager  
 (DM & Collector)  
 District Mission Management  
 North Tripura District

9. VO Monthly Report Cad for VO

Name of the Book	Cover of the book	Page Distribution		Total page	Size & thickness of pages	Tentative quantity requirement	Rate per book (In ₹)
		Page no. 1-2 & 223-224	Page no. 3-222				
VO Monthly Report Cad	Binding with yellow colour Hard board Cover (Front & Back) along with title print in front cover	Blank "pale green" page	2 type format Print in white paper single side of leaf	224 (except front & back cover)	Legal size 70 GSM	200 nos.	
Rupees in words.....) only							

10. Stock Register for VO

Name of the Book	Cover of the book	Page Distribution		Total page	Size & thickness of pages	Tentative quantity requirement	Rate per book (In ₹)
		Page no. 1-2 & 203-204	Page no. 3-202				
Stock Register	Binding with yellow colour Hard board Cover (Front & Back) along with title print in front cover	Blank "pale green" page	Print with white paper	204 (except front & back cover)	Legal size 70 GSM	200 nos.	
Rupees in words.....) only							

11. General Ledger Book for VO

Name of the Book	Cover of the book	Page Distribution		Total page	Size & thickness of pages	Tentative quantity requirement	Rate per book (In ₹)
		Page no. 1-2 & 363-364	Page no. 3-362				
General Ledger	Binding with yellow colour Hard board Cover (Front & Back) along with title print in front cover	Blank "pale green" page	Print with white paper	364 (except front & back cover)	Legal size 70 GSM	200 nos.	

  
 District Mission Manager  
 (DM & Collector) General  
 District Mission Management Unit  
 North Tripura District.

Rupees in words.....) only

ANNEXURE - II (A)

12. Cheque issue Register for VO

Name of the Book	Cover of the book	Page Distribution		Total page	Paper size	Tentative quantity requirement	Rate per book (In ₹)
		Page no. 1-2 & 203-204	Page no. 3-202				
Cheque issue Register	Binding with yellow colour Hard board Cover (Front & Back) along with title print in front cover title print in front cover	Blank "pale green" page	Print with white paper	204 (except front & back cover)	Legal size 70 GSM	200 nos.	

Rupees in words.....) only

  
District Mission Manager  
(DM & Collector)  
District Mission Management Unit  
North Tripura District.

## Specification of Trunk Box

Sl. No.	Name of the article	Specification	Tentative quantity requirement	Rate per box (In ₹) to be quoted by the bidder
1.	Trunk Box	Dimension of the Box: Length- 29.5 cm, Width- 23.5 cm, Depth- 10.5 cm Lock system, Handle, Made with 0.3 mm plain Galvanized Iron Sheet sheet.	600 nos.	
<b>Rupees in words.....) only</b>				

  
District Mission Manager  
(DM & Collector)  
District Mission Management Unit  
North Tripura District.