

GOVT. OF TRIPURA
Office of the District Mission Manager
(O/o the District Magistrate & Collector)
District Mission Management Unit
Tripura Rural Livelihood Mission
Khowai District, Khowai.

F. No. XXVI/3/2/DM/KH/TENDER/TRLM/2019-20/.....5146..... Dated, 05/01/2021

Details Notice Inviting Quotation

Sealed quotation are hereby invited from reputed/resourceful printing press & Cooperative Society for supply of **Books of Record for SHGs** under Office of the District Mission Manager (O/o the District Magistrate & Collector), DMMU-Khowai District, Khowai, TRLM for F.Y 2020-21 as per specification of the Books of records is enclosed at **ANNEXURE-AA.**

The sealed quotation will be received in the Office of the District Mission Manager (O/o the District Magistrate & Collector), DMMU-Khowai District, Khowai, TRLM from 13th to 20th January, 2021 in between 11:00 AM to 5:00 PM (upto 1:30 PM on 20th January, 2021) on all working days from the bidders in person and shall be opened at 3:00 PM on 20th January, 2021 by the committee members of LPC in presence of the tenderers or their Authorized representatives, if possible. If necessary they may directly contact with Office of the District Mission Manager (O/o the District Magistrate & Collector), DMMU-Khowai District, Khowai, TRLM.

Instruction to the bidder and general terms and conditions for supply of the Books of Record:-

1. An earnest money amounting to ₹ 20,000/- (**Rupees Twenty Thousand**) 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 **TRLM, DMMU-Khowai** 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.
2. The bidders should submit valid Registration Certificate, GST registration certificate, PAN card, Return filing certificate of Income Tax, Tax Clearance Certificate etc., without which no Quotation shall be entertained.
3. 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).
4. 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.
5. The rate should be quoted both in figure and words clearly in Indian currency only.
6. Applicable taxes shall be recovered from the actual bill.
7. In case of more than one bidder quoting the same rate, the decision of the Purchase Committee shall be finalized as per sample based. After finalized the lowest bidder, then the bidder one sample copy/item will be prepared at their own cost and sample copy/item should be approved by the undersigned. The delivery item should be matched as per sample copy/item.
8. The successful bidders shall have to deliver the copy/item within the stipulated period in accordance with the supply order. In case of failure to supply of the ordered item in full within stipulated period, the security deposit money are likely to be forfeited without further correspondence and he shall also be blacklisted.

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9. The delivery of item is to be made to the concerned establishment i.e. Office of the Block Mission Manager (BDO), BMMU- Khowai/Kalyanpur/ Teliamura /Mungiakami /Padmabil/Tulasikhar & Office of the District Mission Manager, DMMU- Khowai District at their own cost. No insurance charges are admissible for any breakage, damage and loss in transit on the way to the destination.
10. The bidders shall have to take the rejected/ defected item, 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.
11. 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.
12. 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.
13. 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.
14. The rates will remain valid up to 1 (One) year after acceptance of the rates by the undersigned.
15. No advance will be given to the bidder in this regard.
16. The lowest bidder will be chosen for each item/copy.
17. Payment will be made on the basis of the actual quantity received by the concerned establishment.
18. No interest can be claimed in case of delay of making payment beyond the stipulated period of payment.
19. The rate should be quoted as per specific unit which has been mentioned in the item list.
20. The quantity of the items may be an increase or decrease at any time, depending upon the need.
21. Working experience (Supply order/Work order) in last 3(Three) F.Y as same filed i.e printing and Binding Books of record must be Govt. /Organization and Society (Govt. undertaking).
22. Any enhancement of rate within the validity period of contract will not be considered except for the imposition of any levy or increase in exiting items by the Govt.. Any undue request may lead to the cancellation of the order.
23. No unspecified materials will be entertained.
24. In case any legal dispute arises, the jurisdiction will be the Court/High court of Tripura.
25. While submitting the quotation, the bidder shall submit a copy of this tender document duly signed by the Authorized official/person of the Firm/ Organization/tenderer and stamped on each page as token of acceptance of the terms & conditions stipulated therein.
26. The approved bidder shall be bound for doing the job as per supply orders as and when required.
27. Bidder should submit a signed copy of DNIQ 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 DNIQ, 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.



28. Each bidder should submit sealed quotation with the following documents (Photocopy duly self-attested to be compulsorily enclosed):

- "Demand draft" as an Earnest money (original).
- Registration Certificate (Valid for Same field).
- Return filing certificate of Income Tax for last 3 Financial Year i.e F.Y 2017-18, 2018-19, 2019-20.
- Tax Clearance Certificate.
- PAN Card.
- GST registration certificate.
- Working Experience (Supply order/Work order) in last 3 Financial Year i.e FY 2017-18, 2018-19, 2019-20.
- Bidder must quote the rate of item in the plain paper/firm's pad.
- An undertaking for acceptance of terms and condition of the tender at Annexure-A1
- List of identify documents submitted with quotation as per Annexure-B1.

29. Non fulfillment of any of the above terms may result in rejection of bids and no correspondence will be entertained in this regard whatsoever.

Enclo. As stated.


(Smitha Mol, M.S, IAS)
District Mission Manager
(DM & Collector)
TRLM, DMMU-Khowai District

Copy to:

M/S for information.

The details are shown below:

1. Cash book for SHG

Name of the Book	Cover of the book	Page Distribution				Total Page	Size & thickness of pages	Tentative quantity requirement
Cash book	Binding with light blue colour Hard board Cover (Front & Back) along with title printing in front cover	Page no. 1-2 & 213-214	Page no. 3-4	Page no. 5-212		214 (except front & back cover)	A3 size with 70 GSM	1400 nos.
		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			

2. Meeting Minutes for SHG

Name of Book	Cover of the book	Page Distribution					Total Page	Size & thickness of pages	Tentative quantity requirement
Meeting Minutes	Binding with light blue colour Hard board Cover (Front & Back) along with title print in front cover	Page no. 1-2 & 619-620	Page no. 3-12	Page no. 13-612	Page no. 613 & 615	Page no. 614 & 616-618	620 (except front & back cover)	Legal size 70 GSM	1400 nos.
		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			

3. Individual member pass book for SHG

Name of the Book		Page Distribution			Total Page	Size & thickness of pages	Tentative quantity requirement
Individual member pass book	Cover of the book	Page no. 1-2	Page no. 3-14	Page no. 15-28	30 (except front & back cover)	14cm x 21cm 70 GSM	14000 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			

4. Loan ledger for SHG

Name of the Book		Page Distribution			Total Page	Size & thickness of pages	Tentative quantity requirement
Loan ledger	Cover of the book	Page no. 1-2 & 205-206	Page no. 3-4	Page no. 5-204	206 (except front & back cover)	Legal size 70 GSM	1400 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			


 District Mission Manager
 (DM & Collector)
 TRLM, DMMU-Khowai District.

UNDERTAKING TO BE SUBMITTED BY THE TENDERER

Tender Ref. No.....

For supplying the Trunk Box for SHGs to utilized the BMMU & DMMU under Khowai District.

1. I/we, Shri/Smt on behalf of M/S having registered office atdo hereby declare tender terms & conditions.
2. I/we undersigned hereby bind myself/ourselves to the office of the of the to supply. The rates quoted by me/us for the items tendered as per specifications against each item.
3. The articles shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the office of the (Herein after called the said purchase) as regards to the quality and specification of articles shall be final and binding on me/us.
4. I/We agree to the conditions of the tender under which the EMD/D.Call and SECURITY DEPOSIT shall be forfeited by the authority.
5. I/we hereby undertake to pay the penalty as per the terms and conditions of the contract for delayed supply of the order item.
6. I/we agree to accept the amount of the bill to be paid by the purchaser after completion of all formalities and should any amount of the bill found by the purchaser/auditors to have been over-paid, the amount so found shall be refunded by me/us.
7. I/we hereby undertake to supply the items during the validity of the tender as per direction given in order within the stipulated period.
8. The tender inviting the authority has the right to accept or reject to any or all the tenders without any assigning any reason.
9. I/we understand all, the terms & conditions of the contract and bind myself/ourselves to abide by them.
10. I/we hereby declare that, I/we have not been disqualified/de-barred from supply of similar goods by any Govt. Organization during last 2(Two) years.

SIGNATURE :-.....

NAME & DESIGNATION:-.....

DATE :-

NAME & ADDRESS OF THE FIRM/ORG :-

List of documents submitted should be given in a separate sheet

Sl No	List of Documents	Page No
1	Bid Offer Form	
2.	Valid Registration Certificate	
3.	Proof of GST Registration certificate	
4.	PAN Card	
5.	EMD in the form of D-Call/DD of Rs..... (Rupees.....) Only.	
6.	Return filing certificate of Income Taxes	
7.	Tax Clearance Certificate	
8.	Work experience certificate(Supply order/Work order) in last 3 FY	
9.	An undertaking for acceptance of terms & conditions of the DNIQ as per Annexure-A1	
10	Any others	

Attach separate sheets if the space is found insufficient in respect of these items.

SIGNATURE :-.....

NAME & DESIGNATION :-.....

DATE :-

NAME & ADDRESS OF THE FIRM/ORG :-

(Sample letter heading)

(Bidder's Letter head)

BID OFFER FORM

To
The District Mission Manager
(DM & Collector)
TRLM, DMMU-Khowai District.

Ref. Tender vide no.

Sub: Submission of the quotation rate-regarding.

Madam/Sir,

With reference to the subject as cited above, I would like to inform you that as per specification wise I have been submitted the quotation rate by me/us. The details are shown below:

Sl. No	Name of the Books	Rate for Each Book (Is Rs.) (Don't Over writing)
1.	Cash Book	
Rupees(.....)only		
2.	Individual Pass Book	
Rupees(.....)only		
3.	Loan Ledger	
Rupees(.....)only		
4.	Meeting Minutes	
Rupees(.....)only		

In view of the above, I/we are agree that the rates/quoted as per all terms and conditions furnished in this quotation.

Yours sincerely,

Authorized Signature (In full)

Name and Title of Signatory:

Name of the Firm/Organization

Address