

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/.....5147..... 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 Village Organizations(VOs)** 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-BB.**

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 ₹ 5,000/- (**Rupees Five 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.

9. The delivery item shall be delivered to the undersigned. 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-B1
- List of identify documents submitted with quotation as per Annexure-B2.

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 VO

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

2. Minutes Book for VO

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

3. Loan ledger for VO

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

4. Voucher Book for VO

Name of the Book	Cover of the book	leaf Distribution		Total leaf	Size & thickness of pages	Tentative quantity requirement
Voucher Book		leaf no. 1-100		100		
	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	(except front & back cover)	22.5cm x 26.8 cm 60 GSM	40 nos.

5. Receipt Book for VO

Name of the Book	Cover of the book	leaf Distribution		Total leaf	Size & thickness of pages	Tentative quantity requirement
Receipt Book	Binding with yellow colour 180 gsm paper (Front & Back) along with title print in front cover	leaf no. 1-100		100 (except front & back cover)	21.5cm x 27 cm 60 GSM	40 nos.
		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			

6. VO DCB Register

Name of the Book	Cover of the book	Page Distribution		Total page	Size & thickness of pages	Tentative quantity requirement
VO DCB Register	Binding with yellow colour Hard board Cover (Front & Back) along with title print in front cover	Page no. 1-2 & 103-104	Page no. 3-102	104 (except front & back cover)	Legal size 70 GSM	40 nos.
		Blank "pale green" page	Print with white paper			

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
Bank DCB Register	Binding with yellow colour Hard board Cover (Front & Back) along with title print in front cover	Page no. 1-2 & 103-104	Page no. 3-102	104 (except front & back cover)	Legal size 70 GSM	40 nos.
		Blank "pale green" page	Print with white paper			

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
		leaf no. 1-100				
Promissory Note Book for VO	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	40 nos.

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
		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	40 nos.


 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 at do 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-B1	
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 :-

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	Minutes Book	
Rupees (.....) only		
3	Loan Ledger	
Rupees (.....) only		
4	Promissory Note Book	
Rupees (.....) only		
5	Receipt Book	
Rupees (.....) only		
6	Voucher Book	
Rupees (.....) only		
7	Bank DCB	
Rupees (.....) only		
8	VO DCB	
Rupees (.....) only		
9	VO Monthly Report Card	
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