

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.

