

**OFFICE OF THE DISTRICT MISSION MANAGER
DISTRICT MISSION MANAGEMENT UNIT
TRIPURA RURAL LIVELIHOOD MISSION
SOUTH TRIPURA, BELONIA**

No.F.14/4 (11)/TRLM/S/2017-18/ 5075-78

Date: 9/12/2017

NOTICE INVITING QUOTATION

Notice inviting quotation in sealed cover is hereby invited by the undersigned for the VOs Books of records items as mentioned in enclosed list (Annexure 'I') for the different Office of the Block Mission Management Units of South Tripura.

The quotation will be received (In Quotation box) till 27th December 2017 up to 3:00 PM in the Office of the District Mission Manager, District Mission Management Unit(DMMU), TRLM, South Tripura District, Belonia and the quotation will be opened on the same day at 3:30 p. m., if possible. The interested quotationers or their representative may remain present at the time of opening of the quotation. If the office happens to be closed on the date of receiving quotation as specified, the same will be received on the next working day at the same time & venue. The detail of quotation is available in notice board of the Office of the District Mission Manager, District Mission Management Unit (DMMU), TRLM, South Tripura District, Belonia and also available in the website of rural.tripura.gov.in & trlm.tripura.gov.in.

The Terms & Conditions are given below:-

1. An earnest money amounting to Rs. 10,000/-(Rupees ten thousand) only in the form of Deposit at call or Demand Draft in favor of "District Mission Manager" payable at Belonia from any Nationalized Bank/Tripura Gramin Bank shall be submitted along with the sealed quotation and also up-to-date Professional Tax Clearance Certificate, photocopy of PAN card should be submitted by the quotationers, failing which the quotation shall be treated as invalid and rejected. The said earnest money will be converted into security money for successful bidder. For other the earnest money would be refunded, after finalization of the supply order.
2. Earnest money shall be refunded to all unsuccessful quotationers after final decision about acceptance of quotation.
3. Quotationers should quote their rates per unit of articles both in figure and in words for delivery to the Office of the DMMU of TRLM, South Tripura District at their own cost, arrangement, risk etc. Handling/loading/lifting and unloading etc. both ends and stacking as aforesaid shall be done by the quotationers at his/their own cost. It may be made under any circumstances.
4. The rates will be submitted by typing neatly in A4 size Xerox paper with signature and seal of the quotationers. Otherwise the quotation shall be liable to be rejected.
5. Supply order will be issued in split and in phased manner and supply should be completed in full within 30(thirty) days from the date of issue of supply order as per terms & conditions.
6. Rate should be inclusive of all taxes as applicable.
7. Applicable taxes shall be recovered from the bill.
8. The rate will remain valid initially up to one year i.e. from December, 2017 to December 2018 and may be extended for further 6(six) months if required, from the date of execution of agreement. Any overwriting/penned through etc. in any figure/name in the quotation will be disqualification on the part of the quotationers and the quotation shall be liable to be rejected unless it is noted separately with signature and seal (if any).
9. The successful quotationers will have to supply the items as per specification within the stipulated period in accordance with the supply order. In case of failure to supply the items in full within the specific period, supply order shall be liable for cancellation and the cancellation money so converted into part security deposit shall be forfeited.

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10. The bidders shall have to take the rejected/defected materials, if any at their own cost and replacement of the same should be made 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. Only those should participate in quotation that have got sufficient quantity of the articles in their stock and will be in a position to supply in short notice.
13. None need to participate who does not accept/ fulfill the terms & conditions indicated above.
14. Sample of papers shall be submitted along with the sealed quotation.
15. The undersigned reserves the right to reject or accept any quotationers including the lowest one partly or wholly assigning any reason, if necessary.
16. The undersigned reserves the right to distribute the same to two or more quotationers, if necessary.
17. Payment will be made on the basis of the actual products received by the undersigned absolutely in good condition.
18. No interest can be claimed in case of delay in making payment beyond the stipulated period of payment.
19. The quantity of articles may increase or decrease at any time, depending upon the need.
20. Supply order will be issued to the lowest quotationers as per lowest rate quoted for each item.
21. Successful quotationers should supply goods to Satchand, Jolaibari, Rajnagar and Hrishyamukh R.D Block at their own cost after getting supply order.


District Mission Manager
(Addl. District Magistrate & Collector)
District Mission Management Unit
South Tripura, Belonia

Copy to:-

1. The DM & Collector, South Tripura for kind information.
2. The CEO, TRLM, RD Dept, Govt of Tripura for kind information.
3. All BMM JLB/STC/RJN/HRM TRLM under South Tripura District with a request to display in office notice board.


District Mission Manager
(Addl. District Magistrate & Collector)
District Mission Management Unit
South Tripura, Belonia

1. Cash Book:

Annexure- A

Name of Book	Page Distribution					Total page	Size pages
	Quantity	Normal Page			Carbon copy with perforation(yellow colour)		
	300						
	1	2 to3	4	5			
Cash Book	Cover page	1	1	50 copies	50	104	A3 page

2) Minutes Book:-

Name of Book	Quantity	Page Distribution		Total Page	Size of pages
	300	Normal Page			
	1	2 to 3	4 to 12		
			1		
Minutes Book	Cover page	1	1 set to be printed 300 blank pages to be kept	312	Legal page

3) Loan Book:-

Name of Book	Quantity	Page Distribution				Total page	Size pages
	300	Normal Page			4 to 9		
	1	2 to 3	4	5 to 9			
Loan Book	Cover page	1 copy each	1	1	Repeat for the set of 19 times	125	Legal size

4) Voucher Book:-

Name of Book	Quantity	Page Distribution			Total page	Size of pages
	300	Normal page		Carbon copy		
	1	2	3(Yellow color with perforation)			
Voucher Book	Cover page	1	50 copies	50 copies	102	Legal size

5) Receipt Book:-

Name of book	Quantity	Page Distribution			Total page	Size of pages
	300	Normal page		Carbon copy		
	1	2	3(Pink color with perforation)			
Receipt Book	Cover page	1	50 copies	50 copies	102	Legal size

6) VO DCB Register:-

Name of book	Quantity	Page Distribution			Total page	Size of pages
	300	Normal page				
	1	2	3			
VO DCB Register Book	Cover page	1	50 copies	52	Legal size	

7) Bank DCB Register:-

Name of book	Quantity	Page Distribution			Total page	Size of pages
	300	Normal page				
	1	2	3			
Bank DCB Register Book	Cover page	1	50 copies	52	Legal size	

8) Promissory Note Book:-

Name of book	Quantity	Page Distribution			Total page	Size of pages
	300	Normal page				
	1		2 (blue color)	Carbon copy with perforation		
Promissory Note Book	Cover page	50	50 copies	101	Legal size	

9) VO Monthly Report Card:-

VO Monthly Report Card:						
Name of book	Quantity	Page Distribution			Total page	Size of pages
	300	Normal page				
		1	2 to 3	4 to 5		
VO Monthly Report Card	Cover page	1	30 copies each	122	Legal size	

10) VO members Register:-

19) VO members Register:									
Name of book	Quantity	Page Distribution						Total page	Size of pages
	300	Normal page							
	1	2	3	4	5 to 6	4 to 6			
VO members Register	Cover page	1	1	1	1 copy each	Repeat the set for 19 times	63	Legal size	

11) Stock Register:-

Name of book	Quantity	Page Distribution						Total page	Size of pages
	300	Normal page							
	1	2	3	4	5	6			
Promissory Note Book	Cover page	1	1	50 copies	1	50 copies	104	Legal size	


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