GOVERNMENT OF TRIPURA
OFFICE OF THE DISTRICT MISSION MANAGER
DISTRICT MISSION MANAGEMENT UNIT OF TRLM
GOMATI DISTRICT, UDAIPUR
Contact no. 03821-223504
email id:- dmmu.gomati@gmail.com
No.F.12(34)/Procurement/DMMU-TRLM(G)/2020-21/ 1057 - 1060
Date 27/07/2020

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited from reputed/ resourceful printing press for printing and binding of books of records for CLFs under Office of the District Mission Management Unit, TRLM, Gomati District, Udaipur for 2020-21 as per specification/list of books of records is enclosed at Annexure A.

The sealed quotation will be received in the tender box of the office of the ADM & Collector, Gomati District, Udaipur w.e.f. 30/07/2020 to 07/08/2020 from 11.00 a.m. to 5.30 p.m. and the quotation will be opened on 10/08/2020 at 3.30 p.m. If possible, the interested quotationer or their representative may remain present at the time of opening of the quotation. If the office happens to be closed in the date of opening quotation as specified, the same will be opened on the next working days at the same time & venue.

Terms & Conditions:--

1. An earnest money amounting to Rs.5,000/- (Rupees five thousand) only in the form of Deposit at call or Demand Draft in favour of "Additional District Mission Manager" payable at Udaipur 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 tenderer, failing which the tender 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. Tenderer must be submitted GST registration certificate & Shop establishment Certificate or trade license.
3. Tenderer has to submit similar work experience from Govt. Department/Govt. Organization.
4. Earnest money shall be refunded to all unsuccessful tenderer after final decision about acceptance of tender.
5. Tenderer should quote their rates per unit of articles (including GST) both in figure and in words positively. Any kind of over writing does not acceptable by the under signed.
6. Tenderer should delivery to the Office of the various BMMU offices and DMMU office (DRDA), TRLM under Gomati District, Udaipur at their own cost; arrangement, risk etc. Handling/ loading/ lifting and unloading etc. both ends and stacking as aforesaid shall be done by the tenderer at his/their own cost. It may be pointed out here that no advanced payment being the cost of articles will be made under any circumstances.
7. The rates will be submitted by typing neatly in A4 size xerox paper with signature and seal of the tenderer. Otherwise the tender shall be liable to be rejected.
8. 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.
9. Rate should be inclusive of all kind of taxes as applicable.
10. Applicable taxes shall be recovered from the bill.
11. The rate will remain valid initially up to one year and may be extended if required, from the date of execution of agreement. Any overwriting/ penned through etc. in any figure/ name in the tender will be disqualification on the part of the tenderer and the tender shall be liable to be rejected unless it is noted separately with signature and seal (if any).
12. Details of terms and conditions and sample of the books called for in the quotation will be available in DMMU of TRLM (DRDA), Gomati District, Udaipur.
13. 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.
14. 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.
15. 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.
16. 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.

17. None need to participate who does not accept/ fulfill the terms & conditions indicated above.

18. The Undersigned reserves the right to reject or accept any tender including the lowest one partly or wholly without assigning any reason, if necessary.

19. The Undersigned reserves the right to distribute the same to two or more tenderer, if necessary.

20. The payment shall be made/ released only after receipt/final acceptance of the stores and receipt of the bill complete in all respect. No advance payment will be made. Besides, no interest would be payable in case of delayed payment.

21. Payment will be made on the basis of the actual products received by the undersigned absolutely in good condition to the respective offices under district and block levels.

22. The quantity of articles may increase or decrease at any time, depending upon the need.

23. The supplier will be liable to replace the rejected/damaged stores within 10 days, failing which the legal action will be taken as deemed fit by the office.

24. No quotation would be entertained if it does not reach this office within the stipulated date and time.

25. Registers must contain page numbers on each page.

26. The paper used in the book of records must be of 70(seventy) GSM quality.

27. The selected bidder(s) should provide two sample copies of books of records for acceptance by the concerned authority and a copy will be given to the same for further supply of the books of records of same specification when supply order will be issued.

28. The delivery of books is to be made to the concerned establishment i.e. Office of the Block Mission Manager (BDO), Matabari/ Killa/ Amarpur/ Teapania/ Ompil/ Karbook/ Silachari/ Kakraban R.D. Block, BMU of TRLM, Gomati District and Office of the District Mission Manager, DMMU of TRLM, Gomati District, Udaipur at their own cost. No issuance charges are admissible for any breakage, damage and loss in transit on the way to the destination.

29. Delivery schedule will be maintained in individual supply order from time to time and the time (maximum 30 days from the issue of supply order) schedule should be strictly adhered to. If the supplier fails to deliver all the books or to perform the services within the periods specified in the supply order, 5% of gross bills will be imposed as penalty 1st time and 2nd time the undersigned have right to procure the same from the 2nd lowest party of this NIQ. For that reason, if any excess amount may be paying by the Undersigned that should be imposed from the 1st lowest party.

30. Payment will be made through NEFT/RTGS against satisfactory supply of the books within desired time and production of triplicate bill.

Addl. District Mission Manager
DMMU of TRLM,
Gomati District, Udaipur

Copy for information to:-
1) The C.E.O., TRLM, SMMU, R.D. Department, Government of Tripura, Agartala.
2) The District Mission Manager (DM & Collector), Gomati District, Udaipur.
3) The PM(MIS), TRLM, SMMU, R.D. Department, Government of Tripura, Agartala with request to upload the NIQ in website www.trlm.tripura.gov.in.
4) The DIO, NIC, Gomati District, Udaipur for information with request to upload the NIQ in website www.gomati.nic.in.

Addl. District Mission Manager
DMMU of TRLM,
Gomati District, Udaipur
### Cash Book for CLF

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<th>Rate in Words</th>
<th>Rate in Rs.</th>
<th>Per sheet</th>
<th>Size &amp; Perforation</th>
<th>Print on White Paper</th>
<th>Single Side Printing</th>
<th>Binding with Light Pink Cover (Front &amp; Back)</th>
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<td>64 (except 4)</td>
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- Page 1-10: Green
- Page 2-10: Blue
- Page 3-10: Pink

**Bank Receipt Statement (BRS) for CLF**

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- Page 2-10: Blue
- Page 3-10: Pink

**Money Receipt Book for CLF**

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- Page 3-10: Pink

### Annexure A

1. Money Receipt Book for CLF
2. Bank Receipt Statement (BRS) for CLF
3. Cash Book for CLF

**Page Dimensions**
- Width: 612.0 mm
- Height: 792.0 mm
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<td>Book Cover</td>
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### 10. Overall/NA Registers for CLF

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