Limited Tender Enquiry

Sealed quotations are hereby invited from the Legal Consultants/Chartered Accountant firms for maintaining of Employees Provident funds and Misc. provision Act, 1952 for the contractual employees of Tripura Rural Livelihood Mission (TRLM) and Digital Signature Certificate (DSC) for Drawing & Disbursing Officer (DDO) under SMMU, DMMU, BMMU of TRLM. Quotations will be received in the SMMU on 22/04/2020 upto 3P.M in the office of the Chief Executive officer, TRLM, Bholagiri, Agartala, opposite of EPFO office to be opened on the same day in presence of bidders, if possible. A format is enclosed at annexure-I for submitting quotation by the bidders.

Terms & condition are given below:

1. Rate should be quoted inclusive of all taxes.
2. Rate should be quoted both in digits and words.
3. Applicable taxes shall be recovered from the bill.
4. The bidder firm is to furnish self attested copies of valid documents and PAN no. etc.
5. The rate and the work order shall remain valid for 1(one) year since the date of issue. However, period of validity of the rate and the work order may be extended further with consent from both the parties, provided the service during the period of work order is satisfactory.
6. No quotation would be entertained if not submitted within the stipulated date and time.
7. The undersigned reserves the right to accept or reject any quotation including the lowest one without assigning any reason.
8. All disputes lie within the jurisdiction of Agartala only.

Dated, Agartala. 9/4/2020

Addl. Chief Executive Officer
Tripura Rural Livelihood Mission

Copy to:
1. P.S. to the Secretary, Rural Development Department, Govt. of Tripura for kind information to the Secretary, Rural Development Department.
2. The Director, Directorate of Information & Technology with a request to arrange display the notice in the website of Tripura State Portal (tripura.gov.in) and Rural Development Department (rural.tripura.gov.in) and Tripura Rural Livelihood Mission (trlm.tripura.gov.in).
Annexure-I

Quotation for maintaining EPF and DSC

The interested bidders may quote their rate in the following format:

1. Name address of the Bidder :
2. Contact No. :
3. PAN no. :
4. Quoted rate :

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>No of Employees /Unit (nos.)</th>
<th>Rate inclusive of all taxes (digit &amp; word)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Maintaining of EPF for contractual employees under TRLM</td>
<td>1-100</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>101-200</td>
<td></td>
</tr>
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<td></td>
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<td>201-500</td>
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<td></td>
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<td>501-1000</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1001-2000</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Registration of Establishment</td>
<td>Rate Per Unit</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Digital Signature Certificate (DSC) for DDO</td>
<td>Rate Per Unit</td>
<td></td>
</tr>
</tbody>
</table>

We had gone through the terms and conditions stipulated in the LTE and agree to provide the above services to the Tripura Rural Livelihood Mission as per the rates mentioned under item No. 4 abiding all the terms and conditions.

Place: 

Date: 

Signature

Name of the Firm/Consultancy