

**OFFICE OF THE DISTRICT MISSION MANAGER
DISTRICT MISSION MANAGEMENT UNIT OF TRLM
GOMATI DISTRICT: UDAIPUR**

No.F.20 (04)/DMMU of TRLM (G)/2015-16/ 634-636

Dated: 20/06/2016

NOTICE INVITING TENDER

Notice inviting tender in sealed cover is hereby invited by the undersigned for the printing and binding of books of record for SHGs as mentioned in enclosed list (Marked as Annexure 'A') for the Office of the District Mission Management Unit of TRLM (DRDA), Gomati District, Udaipur.

The tender will received (In Tender box) from 11.00 AM to 03.00 PM on 30th June,2016 in the office of the District Mission Manager, District Mission Management Unit of TRLM (DRDA), Gomati District, Udaipur & tender will be opened on the same day at 03.30 PM, If possible. The interested intending tenderers/quotationers or their authorized representatives may remain present at the time of opening of the quotation. If the office happens to be closed on the date of receipt of the tender as specified, the tender will be received on the next working day at the same time & venue.

The Terms & Conditions are given below:-

1. An amounting to Rs. 10,000/- (Rupees ten thousand) only should be deposited as earnest money in favour of the District Mission Manager, District Mission Management Unit of TRLM, Gomati District, Udaipur in the shape of D-Call.
2. Proforma for printing of books of records may be collected by the interested tenderers/quotationers from the Office of the District Mission Manager, District Mission Management Unit of TRLM (DRDA), Gomati District, Udaipur during working days between 10 AM to 5 PM.
3. Sample of Papers shall be submitted along with the sealed quotation.
4. Rate should be inclusive of all taxes as applicable.
5. The Rate should be quoted both in digits and words.
6. Tax will be deducted from the bill as per rules.
7. The successful quotationer will have to supply the materials as per specification within 30(thirty) days from the date of receipt of supply order. In case of failure to supply the books of record of SHGs within the specific period, work order/supply order shall be liable for cancellation.
8. The Undersigned reserves the right to reject or accept any rate without assigning any reason.

Q/m
20/06/16
District Mission Manager
(Project Director, DRDA)
District Mission Management Unit of TRLM
Gomati District, Udaipur

Copy to:

1. The DM & Collector, Gomati District for kind information.
2. The CEO, TRLM, Rural Development Department, Government of Tripura for kind information.
3. The DIO, NIC, Gomati District, Udaipur for information with request to upload the NIT in website www.tenders.gov.in

Q/m
20/06/16
District Mission Manager
(Project Director, DRDA)
District Mission Management Unit of TRLM
Gomati District, Udaipur

1) Cash Book:-

Name of Book	Quantities	Page Distribution					Carbon copy with perforation (yellow) color)	Total page	Size of pages
		Normal page							
		1	2 to 3	4	5				
Cash Book	503 nos.	Cover page	1	1	50 copies	50	104	A 3 page	

2) Minutes Book:-

Name of Book	Quantities	Page Distribution			Total page	Size of pages
		Normal page				
		1	2 to 3	4 to 12		
Minutes Book	503 nos.	Cover page	1	1 set to be printed 300 blank pages to be kept	312	Legal page

3) Loan Ledger:-

Name of Book	Quantities	Page Distribution				Total page	Size of pages
		Normal page					
		1	2 to 3	4	5 to 9		
Loan Ledger	503 nos.	Cover page	1 copy each	1	1	Repeat the set for 19 times	125 Legal size

4) Individual member pass book:-

Name of Book	Quantities	No. of pages		Total page
		Savings Copy	Loan Copy	
Individual member pass Book	7950 nos.	12	12	24

5) Voucher Book:-

Name of Book	Quantities	Page Distribution				Total page	Size of pages
		Normal page			Carbon copy		
		1	2	3 (Yellow color with perforation)			
Voucher Book	680 nos.	Cover page	1	50 copies	50 copies	102	Legal size

6) Receipt Book:-

Name of Book	Quantities	Page Distribution				Total page	Size of pages
		Normal page			Carbon copy		
		1	2	3 (Pink color with perforation)			
Receipt Book	680 nos.	Cover page	1	50 copies	50 copies	102	Legal size

7) General Ledger:-

Name of Book	Quantities	Page Distribution				Total page	Size of pages
		Normal page					
		1	2	3	4		
General Ledger	680 nos.	Cover page	15 copies	8 copies	10 copies	112	Legal size

G. M. M.
20/06/16

District Mission Manager
(Project Director, DRDA)
District Mission Management Unit of TRLM
Gomati District: Udaipur