

2

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

No.F.14 (46)/TRLM/2016-17/ 1123-95

Date. 12/11/2016

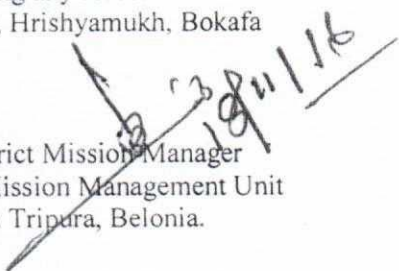
NOTICE INVITING QUOTATION

Notice inviting quotation in sealed cover is hereby invited by the undersigned for the printing and binding of Books of records for SHGs as mentioned in enclosed list (Annexure 'A') for the Office of the District Mission Management Unit of TRLM, South Tripura District, Belonia.

The quotation will be received (In Quotation box) till 30th November 2016 upto 3.00 PM in the office of the District Mission Manager, District Mission Management Unit of TRLM, South Tripura District, Belonia & quotation will be opened on the same day at 03:30 PM, if possible. The interested intending quotationers/bidders or their authorized representatives may remain present at the time of opening of the quotation. Details, is available at TRLM section of this office.

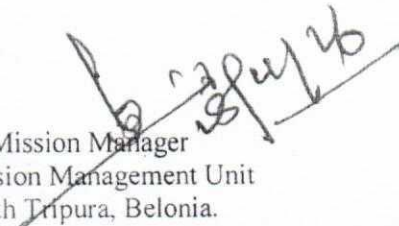
The Terms & Conditions are given below:-

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, South Tripura District, Belonia in the shape of D-call.
2. Proforma for printing of Books of Records may be collected by the interested tenders/quotationers from the Office of the District Mission Manager, District Mission Management Unit of TRLM, South Tripura District, Belonia during working days between 10 AM to 4 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 quotationers 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.
9. Successful quotationers should supply goods to Satchand, Jolaibari, Rajnagar, Hrishyamukh, Bokafa and Rupaichari RD Block at their own cost after getting supply order.


District Mission Manager
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. The DIO, NIC, South Tripura for information with request upload in the website.
4. All BDOs/ All SDMs/ SIO, ICA, Belonia under South Tripura District with a request to display in office notice board.


District Mission Manager
District Mission Management Unit
South Tripura, Belonia.

Annexure-A

1) Cash Book:-

Name of Book	Quantities	Page Distribution					Total page	Size pages
		Normal Page				Carbon copy with perforation(yellow colour)		
		1	2 to3	4	5			
Cash Book	1800	Cover page	1	1	60 copies	60	123	A3 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	1800	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 pages	
		Normal Page				4 to 9			
		1	2 to3	4	5 to 9				
Cash Book	1800	Cover page	1	1	1	Repeat for the set of 19 tomes		125	A4 page

4) Individual member passbook:-

Name of Book	Quantities	No of pages		Total pages
		Savings copy	Loan copy	
Individual member passbook	27000	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	1800	Cover page	1	250 copies		250 copies	500	A4 Size

6) Receipt Book:-

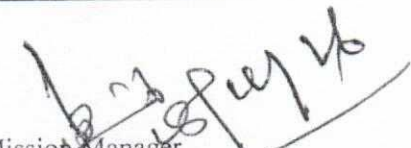
Name of book	Quantities	Page Distribution				Total page	Size of pages	
		Normal page			Carbon copy			
		1	2	3(Pink color with perforation)				
Receipt Book	1800	Cover page	1	250 copies		250 copies	500	Legal size

7) General Ledger:-

Name of book	Quantities	Page Distribution				Total page	Size of pages
		Normal page					
		1	2	3	4		
General Ledger	1800	Cover page	15	8	10	112	Legal size

8) Cash Box:-

Name of Box	Quantities	Size of box	Material
Cash box	2300	Length 11 inch *width 9 inch, Height 4 inch	Tin


 District Mission Manager
 District Mission Management Unit
 South Tripura, Belonia.