

No. PD/NERLP/2013-14/221634
North East Livelihood Promotion Society
 Ministry of DoNER, Govt. of India

House No.102, Dilip Huzuri Path,
 P.O. Assam Sachibalaya, Dispur,
 Guwahati-781006
 Dated: 14/08/2019

To

Sub: Invitation for Quotation for printing of SHG & SHGVF books of records

Sir,

You are invited to submit your most competitive quotation for printing and supply of Books of Records for Self-Help Groups and Self-help Groups Village Federations books of record in following specification:

Sl. no	Description of Items	Specification	Quantity and Cost per unit			
			Upto 1000	1001-3000	3001-5000	Above 5000
A.	SHG Books of Records:					
1	Individual Members Pass Book	1/8 demy 70 GSM 30 leaf with page number light pink cover 170 GSM with lamination				
2	Book - 1 Minute Cum Attendance	¼ DFC 70 GSM white paper 65 leaf with page number Hard board binding on cover				
3	Book - 2 Savings Ledger	¼ DFC 70 GSM white paper 65 leaf with page number Hard board binding on cover				
4	Book - 3 Loan Ledger	¼ DFC 70 GSM white paper 65 leaf with page number Hard board binding on cover				
5	Book - 4 Transaction Sheet Cum Cash Book	¼ DFC 70 GSM white paper 65 leaf with page number Hard board binding on cover				
B.	SHGV Federation Books of Records:					
			Upto 500	501-1000	1001-1500	1501-2000
2	Minute cum Attendance Register Book No.1	¼ DFC 70 GSM white paper 144 leaf with page number Hard board binding on cover (light pink colour)				
3	Transaction Sheet cum Cash Book Book No. 2	¼ DFC 70 GSM white paper 90 leaf with page number Hard board binding on cover (light pink colour)				

4	Loan Ledger BOOK NO. 3	¼ DFC 70 GSM white paper 180 leaf with page number Hard board binding on cover (light pink colour)				
5	General Ledger BOOK NO. 4	¼ DFC 70 GSM white paper 90 leaf with page number Hard board binding on cover (light pink colour)				
6	Demand Collection Balance BOOK NO. 5	A4 Landscape 70 GSM white paper 135 leaf with page number Hard board binding on cover (light pink colour)				
7	Cheque Issue Register BOOK NO. 6	¼ DFC 70 GSM white paper 65 leaf with page number Hard board binding on cover (light pink colour)				
8	Stock Register BOOK NO. 7	¼ DFC 70 GSM white paper 65 leaf with page number Hard board binding on cover (light pink colour)				
9	Assets Register BOOK NO. 8	¼ DFC 70 GSM white paper 65 leaf with page number Hard board binding on cover (light pink colour)				
10	Visitors Register BOOK NO. 9	¼ DFC 70 GSM white paper 72 leaf with page number Hard board binding on cover (light pink colour)				

1. Bid Price

- a) The contract shall be for the full quantity as described above. Corrections, if any shall be made by crossing out, initialing, dating and rewriting.
 - b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
 - c) GST if applicable to be shown separately.
 - d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - e) The price shall be quoted in Indian Rupees only.
 - f) **Copy of PAN & GST Registration certificates** (self attested) are required to be submitted with quotation (If applicable). The GST certificate should indicate the specific item/product being dealt by the firm. A certificate from the banker is to be enclosed indicating bank account being maintained in favour of the firm.
2. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.

3. Validity of Quotation

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

4. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- a) are properly signed ; and
- b) conform to the terms and conditions, and specifications.

The Quotations would be evaluated for all the item together.

GST tax in connection with sale of goods shall not be taken into account in evaluation.

5. Award of contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- 7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 7.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.
8. Payment shall be made 20 days after delivery of the goods and receipt of invoice in complete.
9. Normal commercial warranty/ guarantee shall be applicable to the supplied goods.
10. You are requested to provide your offer latest by **03:00-hours on 22nd of August 2019** to Project Director, North East Rural Livelihoods Project, House No-102, Dilip Huzuri Path, Dispur, Guwahati-781 006. Quotations will be opened in the presence of the Bidders or their representatives who choose to attend at **03:15 hrs. 22nd of August 2019** in the office of the North East Rural Livelihood Project.- House No-102, Dilip Huzuri Path, Dispur, Guwahati-781006.
11. We look forward to receiving your quotations and thank you for your interest in this project.

This has the approval of competent authority.


i/c Project Manager (Procurement)
NERLP, Guwahati

FORMAT OF QUOTATION

(In letterhead of the supplier with full address)

No _____
Date: ____/____/____

To,
The Project Director,
North East Rural Livelihoods Project,
Regional Project Management Unit
House No.102, Dilip Huzuri Path
Dispur, Guwahati-781006

Sub : Submission for Quotations for supply of _____

Sl. No	Description of the goods	Specifications*	Quantity	Unit	Quoted unit rate in Rs.	Total Amount	
						(In figures)	(in words)
1							
	Total						
	Tax on sl.1						

Gross total Cost: Rs.

We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs.(amount in figures) (Rs. amount in words) within the period specified in the Invitation for Quotations.

We also confirm that the normal commercial warrantee/guarantee of months shall apply to the offered goods.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

Signature of Supplier

Name.....
Contact No:
(Seal)