



GOVERNMENT OF TRIPURA  
OFFICE OF THE DISTRICT PROGRAMME CO-ORDINATOR  
(DISTRICT MAGISTRATE & COLLECTOR)  
NORTH TRIPURA: DIHARMANAGAR

MGNREGA

No.F.15 (5-20)/DM (N)/MGNREGA/T&C/2016-17/1163-76 The 29<sup>th</sup> November 2016

SHORT QUOTATION

The undersigned invites sealed quotations of rate in the plain paper from bonafide owners/suppliers in the prescribed format for printing materials for use in MGNREGA works in different Gram Panchayat/ADC Villages under North Tripura District. Format of Registers alongwith cover page kept in the chamber of Officer-in Charge, MGNREGA Section of the office of the undersigned. The particulars of the required printed materials are as follows:-

Sl. No.	Name of Item	Specification	Quantity to be required (in Nos)	Remarks
1	Register for Gram Sabha (Meeting), Special Social Audit Gram Sabha (Meeting) (100 Pages)	Paper:- 10.4 kg bilt semi paper.	129	Along with 1 (one) printed cover page for each register.
2	Demand for work, Allocation of Work, Payment of wages Register (100 pages)		900	
3	Register for Works (100 pages)	Binding:- 28 ound pegboard with reckcin marble parer.	129	
4	Fixed Asset Register (100 pages)	129		
5	Complaint Register (100 pages)	129		
6	Material Register (100 pages)	129		
7	Printing of Forms (in Nos)	F/S	6000	

The tender box will kept opened for dropping of quotation by the intending quotationer in the office chamber of the Officer-in Charge, MGNREGA Section of the office of the undersigned up to **06/12/2016 from 10 AM to 4 PM** except Govt. Holiday and the box **will be opened on the same day at 4.00 PM** if possible. If the last date of quotation dropping /opening of quotation becomes hindered due to any unforeseen reason, the next Govt. working day will be the last date of quotation dropping/opening of quotation.

**Terms & conditions for submissions of quotation:-**

1. The quotationer should invariably declare the name of his/her farm & location in the quotation paper.
2. The quotationer should submit deposit at call for an amount of Rs. 15000 (Rupees Fifteen Thousand) only from any recognized Bank in favour of District Magistrate & Collector, North Tripura. The deposit money may be forfeited for violation of terms & condition at any point of time.
3. Rate should be quoted in figure & words **including applicable taxes, carrying costs etc** which will be treated as Gross rate, and the Gross rate will be considered for finalization of vendor.
4. Vendor will be selected on the basis of **rate quoted on each item only**.
5. The quotationer should submit a xerox copy of PRTC or residence proof certificate and Income Tax PAN Card.
6. Valid proof of earlier experience in similar work should be submitted alongwith copy of factory registration .


7. Bidder should be in a position of executing the work **within 15 (fifteen) days** for the date of issue of supply order.
8. Necessary taxes will be deducted from source.
9. One specimen copy of each register should be submitted to the Officer-in Charge, MGNREGA Section for **Quality Checking and approval within 7 (Seven) days** for the date of supply order.

**FORMAT FOR SUBMISSION OF RATE QUOTATION**

Sl. No.	Name of Items	Rate quoted per unit including taxes & carrying costs (in figure)	Rate quoted per unit including taxes & carrying costs (in Word)
1	2	3	4

The undersigned reserves all right to accept or reject any rate even the lowest one without assigning any reason.

Yours faithfully,

  
 (Dr. Sanjeev N. Mahatma, IAS)  
 District Programme Co-Ordinator  
 (District Magistrate & Collector)  
 North Tripura: Dharmanagar

Copy to:-

1. The sub-Divisional Magistrate , Kanchanpur/Panisagar/Dharmanagar with a request to display the quotation in the Notice Board.
2. The Programme officer (BDOs) , Damcherra/Dasda/Jampui Hill/ Jubarajnagar/ Kadamtala/ Kalacherra/ Laljuri/ Panisagar RD Block, North Tripura.
3. The Secretary , UTZP, Dharmanagar with a request to display the quotation in the Notice Board.
4. The Executive Officer, Municipal Council, Dharmanagar with a request to display the quotation in the Notice Board.
5. Notice Board, Office of the DPC, (District Magistrate & Collector) North Tripura, Dharmanagar.