



Government of Tripura  
Forest Department



## Project Management Unit, Tripura JICA Project

(Project for Sustainable Catchment Forest Management in Tripura)

PrakritiBhawan, Gandhigram, South Tripura 799012

Phone: +91-3812397022. e-mail: [tripurajica@gmail.com](mailto:tripurajica@gmail.com). Website: [www.scatform.com](http://www.scatform.com)

F.11-8/JICA/SCATFORM/Livelihood/Miscellaneous/2020/12084-092 Date: 02/11/2022

### SHORT NOTICE INVITING TENDER

The undersigned, as Director (Livelihood & Capacity Development) authorized by CEO & PD, Tripura JICA Project, Gandhigram, Agartala hereby invited Short Notice Inviting Tender from willing bidders of Indian Nationality for the printing of JFMC & SHG Books of Records, Register, Passbook, and supply the same at PMU, Tripura JICA Project, SCATFORM, Gandhigram, Hatipara, Agartala, West Tripura. Tender will be received at PMU (Tender Box placed at 1st Floor of PMU Building) up to 3.30 PM on 17th November 2022, and will be opened on the same date if possible otherwise next working day at 11.30 AM. The successful bidder will be issued supply order for supplying the materials following the due codal procedures.

Check list of JFMC & SHG books of records, Register & Passbook			
Sl. No.	Particular	Pages	Quantity
1	JFMC Cash Book	150	450
2	Ledger Book	300	450
3	Stock Register	120	450
4	Cheque/ Draft Received Register	120	450
5	Nursery Journal	30	450
6	Plantation Journal	30	450
7	GB Meeting Resolution Register	120	450
8	EC Meeting Resolution Register	240	450
9	JFMC Benefit Register	50	450
10	Revolving Fund Register	50	450
11	Sanction Register	100	450
12	Asset Register	100	450
13	Expenditure Register	100	450
14	Wages Register	100	450
15	Forest Protection Register	50	450
16	Visitors Register	100	450
17	Agroforestry Benefit Register	50	450
18	Agroforestry Input Cost Register	50	450
19	Inspection Register	50	450
20	Work Register	100	450
21	Cheque Issue Register	120	450
22	SHGs Meeting Register	250	1350
23	SHG Cash Book	50	1350
24	SHGs Passbook	10 pages	13,500

*AM*  
21/11/22

## **Terms and Conditions:**

### **1. Scope of Work and Deliverables:**

**1.1.** Printing of JFMC & SHG Books of Records, Register and Passbook.

**1.2.** Work Specification:- SL no 1-21.

a) Paper:- 65 GSM

b) Printing:- Inner page should be print in Black and white

c) Cover page:- Printing in multi-colour, paper-130 GSM,

d) Binding:- Gel board binding with cloth and cover pasting (Board thickness 24 Ounch)

e) Size:- 21 cm × 29 cm

**1.3.** Work Specification:- SL no 22.

a) Paper:-65 GSM

b) Printing:- Inner page should be print in Black and white

c) Cover page:-Printing in multi-colour, paper-130 GSM,

d) Binding:- Gel board binding with cloth and cover pasting (Board thickness 24 Ounch)

e) Size:-21 cm × 29 cm

f) Page number 1-16, is common for all register.

**1.4.** Work Specification:- SL no 23.

a) Paper:- 65 GSM

b) Printing:- Inner page should be print in Black and white

c) Cover page:-Printing in multi-colour, paper-130 GSM,

d) Binding:- Gel board binding with cloth and cover pasting (Board thickness 24 Ounch)

e) Size:-42 cm × 29 cm

**1.5.** Work Specification:- SL no 24.

a) Paper:-65 GSM

b) Printing:- Inner page should be print in Black and white

c) Cover page:-Printing in multi-colour, paper-250 GSM,

d) Binding:- centre staple

e) Size:-9 cm × 13 cm

### **2. Period of Assessment:**

**2.1.** The proof copy of books of records (at least 01 set of each type) may be supplied for quality check.

**2.2.** Upon approval of quality checking from the PMU authority the final printing shall be done by the bidder for ordered quantity.

### **3. Eligibility Criteria:**

**3.1.** Documents to be submitted (attested copy):

**3.1.1.** One set of Bid document, comprises of the Technical documents and another set comprise of the Financial Documents. In any circumstances, if any Bidder submitted only the technical documents without submitting financial documents then that bidder will be summarily rejected.

A) Technical Bid:

a) Short Notice Inviting Tender (NIT)

b) Application letter (Annexure-I)

c) Declaration by the Bidder (Annexure-II)

d) Undertaking of the Bidder (Annexure-III)

e) Professional Tax clearance Certificate.

f) Photocopy of PAN Card.

g) Previous Experience Certificate or Work Order, if any.

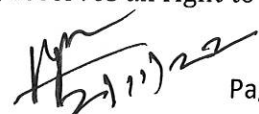
h) Printing License (updated/validated) / Trade License issued by competent authority.

i) Forms of Securities, i.e. EMD deposit copy.

B) Financial Bid:

a) Financial Bid sheet (Annexure-IV)

4. Bid documents shall be submitted in Single Bid System (Technical & Financial) with all Pre-Qualification and other details by physically in the Prakriti Bhawan, PMU Building, Gandhigram, Agartala from dated 02-11-2022 at 10.30 AM to ~~17~~ 11-2022 at 3.30 PM. If the office happens to be closed on the date of opening of the bids as specified, the bids will be open on the next working day at the same time and venue at 4.00 PM.
5. Each Bidder shall submit only one bid for the work. A bidder who submits more than one bid will cause disqualification of all the bids submitted by the bidder.
6. The bidder should submit an EMD amounting to Rs. 20,000.00/- (Twenty Thousand only) in the form of a Demand Draft in favour of CEO & Project Director Tripura JICA Project Hatipara, Gandhigram along with the bid documents.
7. No interest will be paid to the bidders on EMD submitted. After selection of L1 bidder the EMD of non-awarded bidders will be released on receipt of application.
8. EMD of the bidder may be forfeited if in any case found to have made in false Declaration or Claims.
9. Bidders exempted under specific Government order/rules from submitting EMD have to furnish attested copy of the related Governments order/rules in English language, along with the tender in support of their claim exemption.
10. Rates should be quoted as per item as mentioned above and should be inclusive of all applicable taxes.
11. The lowest bidder will be selected as a successful bidder if all other relevant documents are found correct. The undersigned reserves the right to reject or accept any tender including the lowest one partly or wholly without assigning any reason or distribute the same to two or more tenderers, if necessary.
12. The bid documents (Technical and Financial) to be submitted in sealed envelope (size: 21 cm × 29.7 cm).
13. After completion of printing of SHG and JFMC Books of Records, Registrar, etc. to be delivered to Prakriti Bhawan, Tripura JICA Project, SCATFORM, Gandhigram, Hatipara, Agartala, West Tripura within one month of the receipt of the supply order/work order.
14. If any of the documents (Technical and Financial) contains multiple pages, bidder shall submit all the pages of the related documents. Missing of any pages of any type of any documents will be considered as invalid documents and that bidder will be treated as rejected.
15. During Technical Evaluation process, if any confusion arises in any of the technical documents, bidder may be called to bring the original documents and produce the same in front of Tender Screening Committee/ Tender Evaluation Committee.
16. Jurisdiction:
  - 16.1. All question, dispute or difference in connection with the tender shall be subject to exclusive jurisdiction of the court within the local limit of whole jurisdiction at Agartala.
  - 16.2. Any penal action imposed by the authority of Tripura JICA Project for breach of terms & conditions shall be final.
  - 16.3. Tripura JICA Project authority, Gandhigram, Agartala, Tripura, reserves all right to accept or reject any or all tender without assigning any reasons thereof.



**17. Supply Order:**

17.1. The PMU authority will issue the supply order/work order to the successful bidder within 15 days of selection of the L1 bidder.

17.2. The supplier shall deliver the materials within 30 days after allotment of work order to the supplier. In case of any delay in executing the supply the supplier shall promptly inform the Project Implementing Agency, Tripura JICA Project in writing, the fact of delay and duration of extension for supply before the expiry of the delivery period and extension of supply period would be subject to approval by the competent authority of the Project.

17.3. In the case of non-acceptance of work order, the Earnest Money will be forfeited.

18. No conditional tender will be accepted whatever may be.

**19. Terms of Payment:**

19.1. The payment will be made only after submitting the final Bill original copy along with original receipt duly signed by the recipient of the concerned PMU officials, Hatipara, Gandhigram, indicating the number of books of record received by him/her in good condition on completion of supply.

19.2. No advance payment shall be made including payments of handling charges/service charges/GST charges, etc. under any circumstances to the bidder.

19.3. Payment will be made on the basis of completion and quality of work. Project authority will not entertain any excuse for the delay and quality of work.

19.4. No interest can be claimed by the Bidder in case of delay in making payment beyond the stipulated period of payment.

19.5. Project authority may include any item at any point of time beyond the scope of work mentioned, if necessary.

**20. INSTRUCTIONS TO BIDDERS:**

20.1. Agency/Firm Eligible to Bid:

20.1.1. The agency/Bidder who:

a) Are not blacklisted or debarred or suspended by the Government for Whatever the reason, prohibiting them not to continue in the contracting business.

b) Have fulfilled with the eligibility criteria specified in the terms and conditions are the eligible bidders viz. Trade License / Printing License / any other relevant Trade License issued by competent authority.

c) The agency should have experience in the printing of materials similar to Books and register for record keeping.

d) All documentary evidence should be self-attested.

e) Cost of Biding: The bidder shall bear all costs associated with the preparation and submission of his Bid and the bid inviting authority will in no case be responsible and liable for those costs.

20.2. Pre-Qualification data of the Bidders:

*[Handwritten signature]*  
12/11/22



**20.2.1.** The bidder should satisfy the pre-qualification criteria as fixed under this NIT (Notice Inviting Tender) and in case any bidder is not found satisfying any of such criteria as fixed, his/her bid will be summarily rejected.

**20.2.2.** Even though the bidders meet all the qualifying criteria, they are liable to be Disqualified / debarred / suspended / blacklisted if they have:

a) Furnished false/ fabricated particulars in the forms, statements and / annexure submitted in proof of the qualification requirements and/or

**21. Clarification on Bid Documents:**

**21.1.** A prospective Bidder requiring any clarification on Bid documents may seek clarification through e-mail: tripurajica@gmail.com. The Bid Inviting authority will also respond to such clarification through e-mail. However, Bidder may contact the Bid Inviting Officer at the address indicated in the NIT, for clarification on the bid documents.

**22. Amendment to Bid Documents:**

**22.1.** Before the last date for submission of Bids, the bid Inviting Officer may modify any of the contents of the Bid Notice, Bid documents by issuing amendment / Addendum/ corrigendum.

**23. Validity of Bids:**

**23.1.** Bids shall remain valid for a period of not less than 90 (ninety) days from the last date of bidding specified in NIT. During the above-mentioned period, no plea by the bidder for any sort of modification of the bid based upon or arising out of any alleged misunderstanding of misconceptions or mistake or for any reason will be entertained.

Yours faithfully


Sd/

(Dr. Avinash M. Kanfode, IFS)

Chief Executive Officer & Project Director  
Tripura JICA Project- SCATFORM, Project

Copy to-

1. The PS to CEO & PD Tripura JICA (SCATFORM) Project for kind information of CEO & PD.
2. The Director (A&F), Tripura JICA Project, for information.
3. The Addl. Director (M&E) & DDO, Tripura JICA Project for information
4. The OM, Tripura JICA Project, for information and needful action.
5. The Software Programmer for uploading it in the website Tripura JICA Project (SCATFORM)
6. The Account Section of this office for information.
7. The I/C, Store of Tripura JICA Project for information.
8. The office website-www.scatform.com.

  
Director, Livelihood & Capacity Development.  
Tripura JICA (SCATFORM) Project

**QUALIFICATION INFORMATION**  
**CHECKLIST TO ACOMPANY THE BID**

<b>Sl. No.</b>	<b>Technical Documents to be submitted</b>	<b>Submitted (Yes/No)</b>
1	Notice Inviting Tender (NIT) copy	
2	Application letter ( <b>Annexure-I</b> )	
3	Declaration by the Bidder ( <b>Annexure-II</b> )	
4	Undertaking of the Bidder ( <b>Annexure-III</b> )	
5	Professional Tax clearance Certificate.	
6	Previous Experience Certificate, if any.	
7	Copy of the PAN card copy	
8	Forms of Securities, i.e. EMD deposit copy.	
9	Printing License (updated/validated) / Trade License issued by competent authority	
10	Financial Bid sheet ( <b>Annexure-IV</b> )	

*[Signature]*  
2/11/22

**Tender for printing and supply of JFMC & SHG Books of Records, Registers and Passbooks under  
Tripura JICA Project**

**Application Letter**

Name of the Bidder/Agency	
Corporate Address if any	
Key person	
Designation	
Mobile no Alternate mobile no	
Email	
Address	
Pan No	
GSTN No.	
Work orders / Appreciation letter / work if any	
EMD amount. Earnest Money Deposit should be in rupees not in percentage.	
Other information if any,	

I/We hereby agree to all the terms and conditions given in the tender document.

I/We agree that I/We will supply the seedlings according to the conditions in the tender document and supply order.

Signature of Authorized signatory with seal of firm

Date

Name

Designation

*[Handwritten Signature]*  
2/11/22

**DECLARATION**

I/we.....have gone through carefully all the Bid conditions and solemnly declare that I/we will abide by any penal action such as disqualification or blacklisting or termination of contract or any other action deemed fit, taken by, the Government/Corporation against us, if it is found that the statements, documents, certificates produced by us are false/fabricated.

I/we hereby declare that, I/We have not been blacklisted/debarred/Suspended/ demoted in any department in Tripura or in any State of India due to any reasons.

**Signature of the Bidder with Seal**

*Mr*  
*2/11/22*



Undertaking

To,  
**The Director (Livelihood & Capacity Development),  
Tripura JICA Project, Prakriti Bhawan,  
PMU Building, Gandhigram, Agartala.**

Date:.....

Sir,

I / We do hereby bid and if this bid be accepted, under take to execute the work entitled "Printing and supply of JFMC/SHG Books of Records, Register and Passbook to PMU, Tripura JICA Project as called for. As shown in the tender, with such variations by way of alterations or additions to, and omissions from the said works and of payment as provided for in the "conditions of the Tender document" or such other sum as may be arrived under the clause of the standard preliminary specifications relating to "Payment on lump-sum basis or by final measurement at unit rates"

I/We have also quoted the rate **in figures & letters**, for which I/We agree to execute the work when amount payment under the terms of the conditions is varied by payment on measurement quantities.

I/We agreed to keep the offer in this bid valid a period of 90 days as mentioned in the bid notice and not to modify the whole or any part of it for any reason within above period. If I/WE withdraw the bid for any reasons whatsoever, the earnest money paid by me/us will be forfeited to the Tender Inviting Authority.

I/We hereby distinctly and expressly, declare and acknowledge that, before the submission of my/our bid I/We have carefully followed the instructions in the bid notice and the specifications and quantities and of the location where the said work/supply is to be done, and such investigation of the work/goods/equipment's required to be done, and in regard to the material required to be furnished as to enable me/us to thoroughly understand the intention of same and the requirements, covenants, agreements, stipulations and restrictions contained in the ToR of the NIT, and in the said plans and specifications and distinctly agree that I/We will not hereafter make any claim or demand upon the tendering authority based upon or arising out of any alleged misunderstanding or misconception/mistake on my/our par to the said requirement, covenants, agreements, stipulations, restrictions and conditions.

I/We enclosed to my/our application for bid a crossed "Demand Draft/"Deposit at Call Receipt" (No.....) dated: for Rupees .....(.....) as earnest money not to bear interest.

I/We shall not as sign any Bidder or sublet any portion of the same.  
If My/ Our bid is not accepted the sum shall be returned to me/us on application when intimation is sent to me/us of rejection or at the expiration of 20 days from last date of

*[Signature]*  
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receipt of this bid, whichever is earlier. If my/our bid is accepted, the earnest money shall be returned by the Tender Inviting Authority after completion of the awarded work. If upon awarded the contract to me/us by the **Project authority, Tripura JICA Project, Agartala, Tripura** and I/We fail to attend the said office on the date herein fixed or if upon intimation being given to me/us by The **Project authority, Tripura JICA Project, Agartala, Tripura**, or acceptance of my/our bid, and if I/We fail to deliver the work on stipulated time as per NIT the EMD will be liable to forfeited by the authority.

**Undertaking of the bidder:**

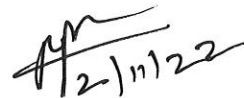
- 1) I/WE have not been blacklisted in any department in Tripura due to any reasons.
- 2) I/WE have not been demoted to the next lower category for not filing the bids after buying the bid schedules in a whole year and my/our registration has not been cancelled for a similar default in two consecutive years.
- 3) I/WE agree to disqualify me/us for any wrong declaration in respect of the above and to summarily reject my/our bid.

**Address of the Bidder:**

**Phone No.:**

**e-mail address(if any):**

Signature of the Bidder with Seal

Handwritten signature and date: 12/11/22

## Financial Bid Sheet format

## Rate Quoted for printing and supply of SHG/JFMC Books of Records

Sl. No.	Name of the item	Pages (No.)	Quantity (No.)	Amount quoted per no. (Should be quoted in figure & letter) including all charges	Total amount against total quantity (Should be quoted in figure & letter) Including all charges	Specifications
1	JFMC Cash Book	150	450			As specified in the Technical specification section of the NIT
2	Ledger Book	300	450			
3	Stock Register	120	450			
4	Cheque/ Draft Received Register	120	450			
5	Nursery Journal	30	450			
6	Plantation Journal	30	450			
7	GB Meeting Resolution Register	120	450			
8	EC Meeting Resolution Register	240	450			
9	JFMC Benefit Register	50	450			
10	Revolving Fund Register	50	450			
11	Sanction Register	100	450			
12	Asset Register	100	450			
13	Expenditure Register	100	450			

14  
2-11-22

14	Wages Register	100	450		
15	Forest Protection Register	50	450		
16	Visitors Register	100	450		
17	Agroforestry Benefit Register	50	450		
18	Agroforestry Input Cost Register	50	450		
19	Inspection Register	50	450		
20	Work Register	100	450		
21	Cheque Issue Register	120	1350		
22	SHGs Meeting Register	250	1350		
23	SHG Cash Book	50	1350		
24	SHGs Passbook	10 pages	13,500		

  
 21/11/22

Signature of the bidder with Seal