

Price: Rs. 200/- only

Tender Document
for
Printing of SHG Documents under USRLM

**Mailing Address:- Chief Executive Officer,
Uttarakhand State Rural Livelihood Mission
Aajeevika Bhawan, Survey Chowk, Dehradun
Ph: 8126173201, email: ceouksrlm@gmail.com**

Introduction

The Mission's primary objective is to reduce poverty by promoting diversified and gainful self-employment and wage employment opportunities to the poor women by organizing them into SHGs and above level federation for sustainable increase in incomes.

In order to achieve the objective of NRLM, record keeping at SHG level is an essential component. Keeping in view of this, following records are proposed to be published as per the description given at annexure-I and II.

1. Minutes of meeting register
2. Passbook for SHG
3. Cash book for SHG
4. Visitors Register for SHG
5. Internal Landing register
6. Flip Chart

Terms and conditions

1. The printing bidder firm should have a minimum experience of 5 years
2. The bidder must have PAN (Permanent Account Number) and registered with the Sales/Service Tax and the documents for the same is to be attached.
3. Turnover certificate duly audited by a chartered accountant or audited financial statements of last 3 financial year has to be attached with the technical bid. Bidders should provide brief profile of their similar work experience for the last Five years along-with the client list.
4. The bidder should be able to work as per agreed terms and conditions mentioned herewith.

5. The tender will be appraised by purchase committee formed by USRLM.
6. The dispatch/execution/implementation plan will be provided by USRLM at the beginning of the work. In case of the delay/disruption in the execution, the penalty will be levied on the party.
7. All the required deliverables shall be delivered at : CEO, Uttarakhand State Rural Livelihood Mission Aajeevika Bhawan, Survey Chowk, Dehradun
8. Liquidated Damages:- If selected firm does not complete assigned work as per conditions given in RFP/work order, then USRLM will have right to deduct upto maximum 30% amount from the total contract amount. If work is not completed within time period as per RFP/work order, then USRLM will have right to deduct @2% per week from the total contracted amount.
9. In case of delay on the part of USRLM in providing the approvals, the time of delivery/execution will be extended by equal number of days.
10. USRLM also reserve the right to carryout inspection/visit of the product/activity at any time during the period of contract without any prior information.
11. Documents required to release the payment:
 - Bill / Invoice mentioning Permanent Account Number of Income Tax.
 - Documentary proof of the deliverables as per work order.
 - The payment shall be made after delivery of material/satisfactorily completion of work.
 - Other details as required for the activities.
12. Selection of agencies would be done by the committee on the basis of evaluation for Technical & Financial bids.
13. Agencies who will obtain 75% marks or more in Technical evaluation would only be considered for opening of financial bids.
14. The technical proposals will be evaluated using the following criteria:

Technical Evaluation criteria

S No	Criteria	Max points
1	Experience/existence of firm : (maximum marks 30) Up to 5 years' experience: 10 points Above 5- 7 year's experience : 5 points additional Above 7-10 year's experience : 5 points additional Above 10 year's experience : 10 points additional	(30)
2	If there is any experience of the firm in Government projects/NGO/ PSUs / during last 3 years:	(25)
3	Staff Strength (maximum marks 20) Upto 5 staff strength – 5 points 6-10 staff strength – 5 points additional More than 10 – 10 points additional	(20)

4	Marks for Turnover per year (maximum marks 25) Upto 2 lakh – 5 Marks Above 2 lakh to upto 4 Lakhs- 3 marks additional Above 4 lakh to upto 6 Lakhs- 3 Marks additional Above 6 lakh to upto 8 lakh – 3 Marks additional Above 8 Lakhs to upto 10 lakhs – 3 Marks additional Above 10 Lakhs to upto 12 Lakhs- 3 marks additional Above 12 lakhs – 5 Marks additional	(25)
	Total	100

15. Final Selection of the agencies would be done on the basis of least cost as the same will be mentioned in financial bid by the bidder. So LCS(Least cost selection) method would be used for final evaluation.

16. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences/turnover certificate/any other criteria submitted by the agencies.

17. The agencies not qualified in the technical evaluation by the committee will not be entertained for financial bid.

18. USRLM reserves the right for extending or curtailing any activity at any point of time (if required) as per requirement.

19. The agency needs to submit **‘Technical Bid’(Annexure-1) & ‘Financial Bid’(Annexure-3)** separately in sealed envelopes by super scribing as **‘ Technical Proposal for printing of training material under USRLM ‘ and ‘Financial Proposal for printing of training material under USRLM ’. Both envelopes should be put together in one separate sealed Envelope-III marked “Proposals for the Printing of USRLM works”**

20. All the bid needs to reach by 27th February 2015 till 5:00 PM and addressed to:

**CHIEF EXECUTIVE OFFICER
Uttarakhand State Rural Livelihood Mission
Aajeevika Bhawan, Survey Chowk
Dehradun**

21. Last date for opening of technical and financial bid is 28th February, 2015 at 12:00 PM

22. All representatives of the firms are to be present on the day of opening of financial bid. USRLM shall be free to take decision for opening of bid if any / all representatives are not present.

23. Agencies would not be allowed to further subcontract, partial/full of the work will be assigned to them.

24. The rate quoted will be inclusive of all Taxes and expenses.

25. The rate quoted by the agency needs to valid for a period of 6 months from the date of financial bids. The selected firm will supply the deliverables at the same rate quoted by it in financial bid for the financial year 2014-15 & 2015-16
26. USRLM reserves the right to award the work order to the second highest scoring agency in the event the first highest scoring agency backs out after final discussions.
27. Any RFP with inadequate information and those which do not meet the eligible criteria or received after the closing date will not be considered.
28. The RFP should send with capability statement with company profile & infrastructure suitable for implementing the applied activities.
29. The bidder has to submit along with his technical bid a copy of the terms and Conditions (all pages) and the technical bidding format duly filled, signed by the authority and stamped on all pages indicating their unqualified acceptance.
30. The Agencies should also submit an undertaking (Annexure- 1) duly signed & Stamped.
31. RFP received after the closing date will not be considered.
32. In case of any dispute Secretary, Rural Development/Mission Director, USRLM will be the sole authority for finalizing the dispute.
33. The enclosures include:
 - Annexure 1 is the format of Technical Proposal,
 - Annexure 2 is the format of Financial Proposal,
 - Annexure-3 is the important notes for printing of SHG documents
34. Other important points:
 - Rates quoted will be inclusive of all taxes, duties, levies and other cost etc.
 - TDS as applicable will deduced as per IT rules
 - Payment will be through local cheque NEFT/RTGS
 - Payment will be released after 45days after submission bill.
 - Penalty clauses will apply as per the company's policy, as per terms of the work order: the decision of the USRLM shall be final and binding in this regard.
 - All the deliverables are to be supplied at the USRLM office, Dehradun

The selected Firm should be ready to commence the work immediately on being awarded the work and complete it within the stipulated time frame as mention in work order. Any query regarding RFP document shall be considered only when it is asked in written. For any queries if any on the RFP document and attached ToR interested firm may contact:

Mr Manoj Bijalwan , Accountant, USRLM(SPMU)
Contact No. 8126173201,
Email id : ceouksrlm@gmail.com

Note:- Last date for queries to be taken by USRLM for consideration will be 20th February 2015- i.e No query will be answered after 20th February 2015

**Uttarakhand State Rural Livelihood Mission
Aajeevika Bhawan, Survey Chowk,
Dehradun**

Technical Bid Format

2. Agencies are requested to send following documents in following format:

Sl. No	Company Profile	<i>All the required documents are to be enclosed in sequence along with index (showing page no. of the enclosures) in the front</i>
1.	f) Name of the Bidder	
	g) full postal address	
	h) full address of the premises	
	i) telephone number	
	j) email address	
2.	<p>Prior working experience on designing and Printing of Manuals, brochures, posters and Info Booklet.</p> <p>Sample of the task (Previous work) attached (at least 2 sample)</p>	
3	<p>Security Money in form of FDR or DD pledged in the name of CEO, USRLM Dehradun (will be return after completion of tendering process)</p> <p>e) Name of Bank f) Amount (5000/-) g) Validity (one month) h) FDR No./DD No.</p>	
6	<p>Experience/existence of firm in related field (mention no. of years)</p>	(mention no. of years) provide necessary proof
7	<p>Whether any experience of the firm in Government programmes/NGO/ PSUs / during last three years</p>	Yes/No(provide necessary proof for last three years)

8	Staff Strength (mention no. of staff)	(mention no. of staff) provide necessary proof
9	Turnover of the firm per year (Mention per year turnover)	(mention turnover) provide necessary CA certificate

1. Form must be complete in all respects; incomplete forms are liable to be rejected.
2. The form must be duly signed and sealed.
3. The form must be submitted on or before due date and time.
4. The rate quoted will be inclusive of all Taxes and expenses.

Signature of the Representative of the firm

(duly stamp)

Financial Bid Format

The specification of the Printing job is given in the table below:

Items	Designing of expected	Quantity	Cost per unit (Including all taxes & expenses) (Rs.)
Minutes of Meeting Register (for SHGs)	Size – 8.5 X 11” Printing -Single Colour Inside paper: 20 pages on 70 gsm paper(duplicate) and printing of each page in colour paper rest 150 pages on 80 gsm maplitho Total No. of Page – 190 (including duplicate copy) Cover : Single colour printing on colour printing paper to be pasted on card board Binding – Hard bound on 36 ounce card board with good quality binding cloth on the spine.		
Pass Book	Size – 8.5” X 5.5” Inside Printing : Single colour Cover Printing : Multi Colour Paper Cover page: 300 GSM art card Inside page-80 gsm sunshine No. of Page -32 Pages(including both sides) + 4 cover Binding : Centre Stitch		
Cash Book	Size – 13” X 8.5” Printing : Single Colour Inside Paper: 80 gsm maplitho Total No of pages : 200 Cover: Single Colour printing on colour printing paper to be pasted on card board		

	Binding: Hard Bound on 36 ounce card board with good quality binding cloth on spine		
Visitors Register	<p>Size – A4</p> <p>Color- Single Colour</p> <p>Paper- cover page- 200 GSM</p> <p>Inside page- 150 GSM</p> <p>Total No. of Pages : 100</p> <p>Cover : Single colour printing on colour printing paper to be pasted on card board</p> <p>Binding: Hard Bound on 36 ounce card board</p>		
Internal Landing register	<p>Size : 8^{1/2} " X 11"</p> <p>Inside Printing : Single Colour</p> <p>Inside paper: 80 gsm mapletho</p> <p>Cover: Single colour printing on colour printing paper to be pasted on card board</p> <p>Binding: Hard Bound on 36 ounce card board with good quality binding cloth on spine Pages:</p>		
Flip Chart	<p>Size : 11" X 17"</p> <p>Paper: 300 gsm glossy art card</p> <p>Pages: 44</p> <p>Printing: Multicolour</p> <p>Binding: Spiral Binding (Landscape) with card board base of 42 ounce card board (like table calendar)</p>		

Signature of the Representative of the firm

(duly stamp)

स्वयं सहायता समूहों के अभिलेखों के जिला स्तर पर प्रकाशन हेतु आवश्यक दिशानिर्देश :-

1. स्वयं सहायता समूह की कार्यवाही पंजिका :-

- ✓ कार्यवाही पंजिका में पृष्ठों का आकार लीगल साईज (Legal Size) होगा।
- ✓ पंजिका का कवर पेज तथा पंजिका के अन्दर का प्रथम पृष्ठ दोनों श्वेत श्याम रंग में होंगे जिसका जो कि संलग्न प्रारूप के अनुसार होगा।
- ✓ पंजिका के दूसरा एवं तीसरा पृष्ठ स्वयं सहायता समूहों के गठन सम्बन्धी संक्षिप्त मार्गनिर्देशिका के रहेंगे।
- ✓ मार्गनिर्देशिका के पृष्ठों के तत्काल बाद उत्तराखण्ड राज्य ग्रामीण आजीविका मिशन-स्वयं सहायता समूहों गठन का प्रस्ताव का पृष्ठ संलग्न किया जायेगा, इसकी द्वितीय प्रति Perforated पृष्ठ की पीले रंग के पेज वाली होगी।
- ✓ इसके बाद संकल्प वाला पृष्ठ का क्रम होगा।
- ✓ संकल्प पृष्ठ के तुरन्त बाद समूह सदस्य की जानकारी के क्रमशः- 1-समूह गठन के समय 2-समूह गठन के एक वर्ष बाद 3-समूह गठन के दो वर्ष 4-समूह गठन के तीन वर्ष बाद के चार पृष्ठ होंगे। उक्त चारों पृष्ठ दो प्रतियों में होंगे। प्रत्येक की ✕
- ✓ द्वितीय प्रति Perforated पृष्ठ की पीले रंग की होगी।
- ✓ समूह सदस्य जानकारी वाले पृष्ठों के तत्काल बाद बैठक की कार्यवाही सप्ताह विषय के प्रति सप्ताह हेतु दो पृष्ठ होंगे। इस प्रकार एक माह के लिए प्रति दोनों पृष्ठों के पांच प्रतियाँ होगी। इन पांच प्रतियाँ के तत्काल बाद मासिक समाचार दो प्रतियों में होगी। मासिक समाचार की द्वितीय प्रति Perforated पृष्ठ की गुलाबी रंग की होगी। इस प्रकार उक्त पंजिका में बैठक की कार्यवाही सप्ताह तथा समूहों के मासिक समाचार के पृष्ठों के एक वर्ष के लिए व्यवस्था कर ली जाए।
- ✓ अन्त में कार्यवाही पंजिका में स्वयं सहायता समूहों के सदस्यों को प्राप्त प्रशिक्षण का विवरण के संदर्भ में प्रशिक्षण विवरण नम्बर-1 तथा प्रशिक्षण विवरण नम्बर-2 के दो पृष्ठ होंगे। दोनों पृष्ठ की दो प्रतियों में होंगे। द्वितीय प्रति Perforated पृष्ठ की पीले रंग की होगी।

2. स्वयं सहायता समूह की लेन-देन पंजिका :-

- ✓ स्वयं सहायता समूह की लेन देन पंजिका A4 साइज की होगी।
- ✓ स्वयं सहायता समूह की लेन-देन पंजिका के अन्दर समूह के बचत लेजर के कुल 20 पेज (आगे-पीछे कुल 40 पृष्ठ) होने चाहिये।
- ✓ व्यक्तिगत लोन लेजर के कुल 25 (आगे-पीछे कुल 50 पृष्ठ) पेज होने चाहिये।
- ✓ समूह लोन लेजर के 15 पेज (आगे-पीछे कुल 30 पृष्ठ) होने चाहिये।
- ✓ समूह के सदस्यों का ऋण लेने का विवरण वाले 20 पेज (आगे-पीछे कुल 40 पृष्ठ) होने चाहिये।
- ✓ समूह द्वारा वाह्य स्रोत/बैंक से लिये गये ऋण का विवरण वाले 20 पेज (आगे-पीछे कुल 40 पृष्ठ) होने चाहिये।

3. स्वयं सहायता समूह की सदस्य पासबुक :-

स्वयं सहायता समूह की सदस्य पासबुक + पेज के आधे आकार (8.5 x 5.5 इन्च) की होगी। जिसमें साप्ताहिक बचत तथा सदस्य ऋण का खाता वाले कुल 32 पेज होंगे। साप्ताहिक बचत तथा सदस्य ऋण का खाता के पृष्ठ आमने सामने होंगे। जबकि कवर पेज के अन्दर वाले पृष्ठ में समूह नियम होंगे तथा प्रथम पृष्ठ जो कि सदस्य पास बुक वाला है समूह सदस्य के बारे में सूचना वाला होगा। अन्त में केवल एक पेज वार्षिक बचत एवं लेन-देन वाला होगा। अन्तिम वाह्य पृष्ठ में मिशन का पंचसूत्र के बारे में होगा।

4. स्वयं सहायता समूह के लिये रोकड़ (कैश बुक) पंजिका :-

- ✓ कैश बुक का आकार लीगल साईज (Legal Size) होगा।
- ✓ कवर पेज, प्रारूप के अनुसार ही होगा साथ ही प्रथम पृष्ठ का का matter भी कवर पेज की तरह ही होगा। Receipt तथा Payment के कुल 160 पृष्ठ होंगे जिनमें Receipt के 80 तथा payment के 80 पृष्ठ एक दूसरे के आमने सामने होंगे।

5. स्वयं सहायता समूह आगंतुक पंजिका :-

- ✓ आगंतुक पंजिका का आकार A4 साईज का होगा। कवर पेज, प्रारूप के अनुसार ही होगा साथ ही प्रथम पृष्ठ का का matter भी कवर पेज की तरह ही होगा।
- ✓ शेष अन्य पृष्ठ प्रारूप के अनुसार (आगे-पीछे) प्रकाशित होंगे। आगन्तुक पंजिका कुल 200 पेज की होगी।

3. स्वयं सहायता समूह की सदस्य पासबुक :-

स्वयं सहायता समूह की सदस्य पासबुक + पेज के आधे आकार (8.5 x 5.5 इन्च) की होगी। जिसमें साप्ताहिक बचत तथा सदस्य ऋण का खाता वाले कुल 32 पेज होंगे। साप्ताहिक बचत तथा सदस्य ऋण का खाता के पृष्ठ आमने सामने होंगे। जबकि कवर पेज के अन्दर वाले पृष्ठ में समूह नियम होंगे तथा प्रथम पृष्ठ जो कि सदस्य पास बुक वाला है समूह सदस्य के बारे में सूचना वाला होगा। अन्त में केवल एक पेज वार्षिक बचत एवं लेन-देन वाला होगा। अन्तिम वाह्य पृष्ठ में मिशन का पंचसूत्र के बारे में होगा।

4. स्वयं सहायता समूह के लिये रोकड़ (कैश बुक) पंजिका :-

- ✓ कैश बुक का आकार लीगल साईज (Legal Size) होगा।
- ✓ कवर पेज, प्रारूप के अनुसार ही होगा साथ ही प्रथम पृष्ठ का का matter भी कवर पेज की तरह ही होगा। Receipt तथा Payment के कुल 160 पृष्ठ होंगे जिनमें Receipt के 80 तथा payment के 80 पृष्ठ एक दूसरे के आमने सामने होंगे।

5. स्वयं सहायता समूह आगंतुक पंजिका :-

- ✓ आगंतुक पंजिका का आकार A4 साईज का होगा। कवर पेज, प्रारूप के अनुसार ही होगा साथ ही प्रथम पृष्ठ का का matter भी कवर पेज की तरह ही होगा।
- ✓ शेष अन्य पृष्ठ प्रारूप के अनुसार (आगे-पीछे) प्रकाशित होंगे। आगंतुक पंजिका कुल 200 पेज की होगी।

6. फिल्प चार्ट : नमूना कार्यालय में देख लें।