



GOVERNMENT OF MEGHALAYA
MEGHALAYA STATE RURAL LIVELIHOODS SOCIETY

(The Nodal Agency of Govt. of Meghalaya for Implementing NRLM, Ministry of Rural Development, Govt. of India)
Montfort Building, 2nd Floor, Dhankheti, Shillong-793001

✉: msrls2011@gmail.com

🌐: www.msrls.org

☎: 0364-2502130


No. MSRLS/SMMU/VO/CLF Books of Accts./830/2018/386/ 5478 (A) Date: 28th October 2019

Expression of Interest

The Office of the Chief Executive Officer, Meghalaya Rural Livelihoods Society, Shillong inviting Expression of Interest from the interested Registered Firms having experience in printing of books and registers for Government and Government Programmes with valid documents for printing of :-

1. Self Help Group (SHG) Books of Accounts under NRLM Programme.
2. Village Organization (VO) Books of Accounts under NRLM Programme

Details of printing requirements, etc can be obtain from the Office of the Meghalaya State Rural Livelihoods Society, Dhankheti, Shillong during the Office Offers from the date of issue of the Notice till **08th November 2019** and also can be downloaded from the Office Website: msrls.nic.in


(R. Kynta)
Chief Operating Officer (Programme)
MSRLS, Shillong



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No. MSRLS/SMMU/VO/CLF Books of Accts./830/2018/259/ 5480

Date: 28th October'2019

Expression of Interest

The Office of the Chief Executive Officer, Meghalaya Rural Livelihoods Society, Shillong inviting Expression of Interest from the interested Registered Firms having experience in printing of books and registers for Government and Government Programmes with valid documents for printing of Village Organization (VO) Books of Accounts under NRLM Programme.

Details of printing requirements, etc can be obtain from the Office of the Meghalaya State Rural Livelihoods Society, Dhankheti, Shillong during the Office Offers from the date of issue of the Notice till **08th November'2019** and also can be downloaded from the Office Website: msrls.nic.in

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Chief Operating Officer - Programme
MSRLS, Shillong



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No. MSRLS/SMMU/VO/CLF Books of Accts./830/2018/258/

Date: 28th October 2019

Expression of Interest

The Office of Meghalaya State Rural Livelihoods Society (MSRLS), the Nodal Agency of the government of Meghalaya for implementing the National Rural Livelihoods Mission (NRLM), Ministry of Rural Development, Delhi intend to engage approved firms through invitation of Expression of Interest having experience in printing of books and registers for Government and Government Programmes for printing of VO Books of Accounts under NRLM Programmes as per the details below:-

Sl.	Particulars	Item Description	Quantity	Pages	Rates per book	GST	Total Cost per no.
1	Minutes Book	Inner paper- 80 GSM Maplitho paper for inside and 170 GSM art paper for cover, size- legal binding, hard case binding printing- single colour	1Bk	150			
2.	Promissory Note	A4 one sided paper, Inner paper 80 GSM Maplitho paper, cover pages – 300 GSM, Single colour in both sides (perforated), binding hot clue with cover pasting	1Bk	200			
3	Cash Book	Inner paper- 80 GSM Maplitho paper for inside and 170 GSM art paper for cover, size- legal binding, hard case binding printing- single colour	1 Bk	150			
4	Loan Ledger	Inner paper- 80 GSM Maplitho paper for inside and 170 GSM art paper for cover, size- legal binding, hard case binding printing- single colour	1 Bk	150			
5	DCB Register	Inner paper- 80 GSM Maplitho paper for inside and 170 GSM art paper for cover, size- legal binding, hard case binding printing- single colour	1 Bk	200			
6	Stock & Asset Register	Inner paper- 80 GSM Maplitho paper for inside and 170 GSM art paper for cover, size- legal binding, hard case binding printing- single colour	1 Bk	150			
7	General Ledger	Inner paper- 80 GSM Maplitho paper for inside and 170 GSM art paper for cover, size- legal binding, hard case binding printing- single colour	1 Bk	150			
8	VO Formation Register	Legal one sided paper, Inner paper 80 GSM Maplitho paper, cover pages – 300 GSM, Single colour in both sides, hard case binding printing- single colour	1 Bk	20			
9	Monthly Report Register	Inner paper- 80 GSM Maplitho paper for inside and 170 GSM art paper for cover, size- legal binding, hard case binding printing- single colour	1 Bk	200			



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10.	Receipt	8.2 inch x 3.9 inch size Inner paper 80 GSM Maplitho paper, cover pages – 300 GSM, Single colour in both sides (perforated) binding hot clue with cover pasting	1 Bk	100			
11.	Voucher	8.2 inch x 3.9 inch size Inner paper 80 GSM Maplitho paper, cover pages – 300 GSM, Single colour in both sides (perforated), binding hot clue with cover pasting	1 Bk	100			

TERMS & CONDITION

1. EoI document should be in sealed cover super scribing “EoI for printing of VO Books of Accounts”
2. The rates are to be quoted in figures and words as per the formats given
3. EoI should be submitted on or before **1:00 PM** of the **08th November’2019** and will be open on the same day at **4:00 PM**
4. The EoI shall be complete in all respect and shall be duly signed otherwise the same will be rejected
5. EoI received after the date and time fixed at **Sl. No: 03** above will not be entertained
6. The Office of the undersigned is the sole authority for selection of the bidder/ bidders and will be informed in writing accordingly.
7. The rates quoted should be up to F.O.R MSRLS (venue of delivery). The quote rate should be in Indian Rupees. The rates must be valid for a minimum period of one year from date of quotation.
8. All bidders should mandatorily give their valid PAN CARD No. TAN (if any) and Bank details (Name, Account No. Bank Branch, IFSC Code and MICR Code etc) along with the bid, to enable the office to release the dues via e-payment.
9. The bidders should mandatorily sign on every page of document which would show their unconditional acceptance of all the terms and conditions of the EoI document.
10. The Firm selected for the work should complete the work before the time as stated in the order otherwise the management have all the sole authority to cancel the work order at any point of time if found un-satisfactorily.
11. The bidders should also submit the Final Income Tax returns copy of ITR returns (2 years)
12. Photograph of the Proprietor.

Mandatory Documents to be enclosed:

- i. Brief profile of the firm
- ii. Resume of the Owner
- iii. GST registration of the firm
- iv. Payment challan of GST from 2018 upto date



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- v. PAN No. of the owner
- vi. Minimum 2 years' relevance professional experience
- vii. Firm/Agency/Company registration Certificate issued by the Govt. Authority only.
Work order issued in the name of the said Agency during the consecutive last 2 years
 - ii. Proof of work done as empanelled agency only
 - iii. Copy of empanelment letter against each work order mentioning reference of each work (as per approved rate)
- viii. Copy of Trading License

(R. Kynta)

Chief Operating Officer - Programme
MSRLS, Shillong

No. MSRLS/SMMU/VO/CLF Books of Accts./830/2018/258 - A/54801A) Date: 28th October'2019

1. Directorate of Information and Public relation for publishing in the local Newspapers on the **31st October'2019**
2. Office Notice Board for display
3. Office Website: www.msrls.nic.in
4. Office File for record.

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No. MSRLS/SMMU/VO/CLF Books of Accts./830/2018/386/ 5479

Date: 28th October'2019

Expression of Interest

The Office of Meghalaya State Rural Livelihoods Society (MSRLS), the Nodal Agency of the government of Meghalaya for implementing the National Rural Livelihoods Mission (NRLM), Ministry of Rural Development, Delhi intend to engage approved firms through invitation of Expression of Interest having experience in printing of books and registers for Government and Government Programmes for printing of SHG Books of Accounts under NRLM Programmes as per the details below:-

Sl.	Particulars	Item Description	Quantity	Pages	Rates per book	GST	Total Cost per no.
1	Minutes Book	Inner paper- 80 GSM Maplitho paper for inside and 170 GSM art paper for cover, size- legal binding, hard case binding printing- single colour	1Bk	200			
2	Cash Book	Inner paper- 80 GSM Maplitho paper for inside and 170 GSM art paper for cover, size- legal binding, hard case binding printing- single colour	1 Bk	200			
4	Loan Ledger	Inner paper- 80 GSM Maplitho paper for inside and 170 GSM art paper for cover, size- legal binding, hard case binding printing- single colour	1 Bk	200			
5	General Ledger	Inner paper- 80 GSM Maplitho paper for inside and 170 GSM art paper for cover, size- legal binding, hard case binding printing- single colour	1 Bk	200			
6	Individual Member Pass Book	Size 5.5 x 8.5 inches (1/2 A4) Inner paper – 80 GSM, Maplitho paper, Cover page - 300 GSM Glossy art board paper inside printing, single colour offset in both sides cover printing binding hot glue with cover pasting	1 Bk	200			
7	Transaction Book	Size A3 one sided, Inner paper-80 GSM, Maplitho paper, cover pages – 300 GSM, single colour offset in both sides, binding hot glue with cover pasting	1 Bk	200			

TERMS & CONDITION

1. EoI document should be in sealed cover super scribing “EoI for printing of SHG Books of Accounts”
2. The rates are to be quoted in figures and words as per the formats given
3. EoI should be submitted on or before **1:00 PM** of the **08th November'2019** and will be open on the same day at **4:00 PM**
4. The EoI shall be complete in all respect and shall be duly signed otherwise the same will be rejected
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8. All bidders should mandatorily give their valid PAN CARD No. TAN (if any) and Bank details (Name, Account No. Bank Branch, IFSC Code and MICR Code etc) along with the bid, to enable the office to release the dues via e-payment.
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- v. PAN No. of the owner
- vi. Minimum 2 years' relevance professional experience
- vii. Firm/Agency/Company registration Certificate issued by the Govt. Authority only.
 - ii. Proof of work done as empanelled agency only
 - iii. Copy of empanelment letter against each work order mentioning reference of each work (as per approved rate)
- viii. Copy of Trading License

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