



DISTRICT RURAL DEVELOPMENT AGENCY, BHADRAK
(ODISHA LIVELIHOODS MISSION)

At- Charigharia, P.O.- Madhabnagar, Dist.- Bhadrak, PIN- 756181

E-Mail : ori-dbharak@nic.in, bhadrakdpm.olm@gmail.com



Letter No. OLM/ 293

Date : 18 / 11 / 2019

Quotation Call Notice

Sealed quotations are invited from interested reputed Suppliers/Dealers/Agencies/Firms for printing of register (Transaction Based SHG Digital Accounting System) as per the specification given below for SHGs. The Quotation completed in all respect should reach the undersigned on or before **30-11-2019 by 1.00 PM** through Registered/Speed Post.

For other details visit:- www.bhadrak.nic.in

1. Name of the Items:-

Item	Brief Description of the items (One Set Contains)	Specification	Place of Delivery	Rates to be quoted	Quantity Required
One register having 150 pages including carbon copy	*SHG level cut-off- 2 pages (yellow) *Member level cut-off-4 pages (Yellow) *Meeting/Monthly Members receipts & Payment -48 pages (white) *Meeting/Monthly Transaction sheet of SHG -48 pages (white) *Micro Investment Plan/Bank Linkage/Training and Loan Utilization -48 pages (pink)	A3 size paper with 65 GSM	Block Office	Rates to be quoted for one register	10386 Register

2. Bid Price

- The transportation charges to be included in the Bid Price
- All duties, taxes and other levies payable by the dealer under the contract shall be included in the total price.

3. Eligibility criteria of the Bidder:

- Attested photocopies of PAN Number
- GST registration certificate

4. Tender received late and incomplete will not be considered. The bidder should sign and stamp each page of the document

5. Quotation shall remain valid for a period not less than 30 days after the last date as specified in the quotation.

6. Interested bidders may submit their sealed Quotation in the prescribed format superscribing "**Quotation for Printing of TBSDAS register**" on the envelop to the Project Director, DRDA, Bhadrak latest by 1.00 PM on 30-11-2019. The Quotation will be opened on the same day at 3.30 PM in the presence of the bidder /his or her authorized person.

7. The detail contents have been webhosted in www.bhadrak.nic.in

8. The undersigned reserves all the rights to accept/reject the proposal without stating any reason thereof.

Quotation to be sent to the following Address:-

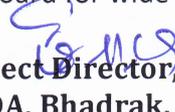
**Project Director, DRDA, Bhadrak
At-Charigharia, P.O.-Madhabnagar,
Dist.-Bhadrak
PIN-756181.**


**Project Director,
DRDA, Bhadrak.**

Memo No. 294

Date 18.11.19

Copy to Dy. Collector, Nizarat, Collactorate, Bhadrak/BDO, Bhadrak Sadar/Sub collector, Bhadrk with a request to affix the above Quotation call Notice in their Notice Board for wide publicity.


**Project Director,
DRDA, Bhadrak.**

Memo No. 295

Date 18.11.19

Copy submitted to the DIO, NIC for webhosting in Bhadrak.nic.in


**Project Director,
DRDA, Bhadrak.**

For any clarification/ details of the quotation DPM, OLM, DRDA, Bhadrak may be contacted at DRDA, Bhadrak.


**Project Director,
DRDA, Bhadrak.**

Evaluation Form

1	Name of the Supplier	
2	Full address of Supplier's	
3	GST Registration no. with place (Copy to be attached)	
4	TIN/PAN no. (with a copy of certificate)	
5	Up to date GST clearance Certificate (Copy to be attached)	
6	One copy of sample paper as per specification	

I do hereby certify that the above mentioned particulars are true and correct.

Full Signature of the Bidder:

Date:

Seal

Declaration by the Bidder

It is hereby declared that I the undersigned have read and examined all the terms and conditions etc. of the Quotation document for which I have signed and submitted the bid personally. It is also certified that all the terms and conditions of the Quotation document are fully acceptable to me and I will abide by the conditions of the terms and documents.

Signature:

Date:

Name:

Address:

Designation:

Mobile No.;

Format of Price BID

Item	Description of the items	Specification	Unit (on the set)	Quantity in sets	Quoted price per register including transportation & all taxes	Total price including transportation & all taxes
One register having 150 pages including carbon copy	*SHG level cut-off- 2 pages (yellow) *Member level cut-off-4 pages (Yellow) *Meeting/Monthly Members receipts & Payment -48 pages (white) *Meeting/Monthly Transaction sheet of SHG - 48 pages (white) *Micro Investment Plan/Bank Linkage/Training and Loan Utilization -48 pages (pink)	A3 size paper with 65 GSM	Register	10386		

Name of the firm/Agencies,

Signature of the Bidder

Address

Date

Place

Seal

SHG Level Cut Off information for rollout of transaction system till the month end.....

ସ୍ୱୟଂ ସହାୟକ ଗୋଷ୍ଠୀର କଟ୍-ଅଫ୍ ସୂଚନା ଶେଷ ମାସ ସୁଧା

Last SHG Meeting Info ଗୋଷ୍ଠୀର ଶେଷ ବୈଠକ ସୂଚନା			
Last meeting Number ଶେଷ ବୈଠକ ସଂଖ୍ୟା	Last Meeting date ଶେଷ ବୈଠକ ତାରିଖ	Cash in Hand ହାତ ଜମା	Cash at Bank ବ୍ୟାଙ୍କ ଜମା

Settings of SHG ଗୋଷ୍ଠୀ ଜାତି		
Meeting Frequency ବୈଠକ ଜାତି	Saving Frequency ସଂଚୟ ଜାତି	Amount of saving per member ସଂଚୟ ରାଶି

Block Name ବ୍ଲକ୍ ନାମ	GP Name: ପଞ୍ଚାୟତ ନାମ
Village: ଗ୍ରାମ	NRLM SHG Code: NRLM ଗୋଷ୍ଠୀ କୋଡ୍
SHG Name: ଗୋଷ୍ଠୀ ନାମ	

Monthly Savings with VO/CLF ସଂଚୟରେ ଜମା ଥିବା ମୋଟ ସଂଚୟ ରାଶି	Share Capital with VO/CLF	RF from SRLM (NRLM ରୁ ମିଳିଥିବା ଆବେଦନ ପାଣ୍ଠି)	CIF directly from SRLM (NRLM ରୁ ସିଧା ସଳଖ ମିଳିଥିବା ଗୋଷ୍ଠୀ ବିକିୟୋଗ ପାଣ୍ଠି)	Outstanding CIF received from SRLM ସିଧା ସଳଖ ମିଳିଥିବା ଗୋଷ୍ଠୀ ବିକିୟୋଗ ପାଣ୍ଠିର ବକେୟା ପରିଗଣାଧାର ରାଶି	VRF Grant from NRLM ମିଳିଥିବା ବିସହାୟ ବୃତ୍ତିକରଣ ରାଶି (ଅନୁଦାନ)	Startup Grant from NRLM ମିଳିଥିବା ପ୍ରାରମ୍ଭିକ ରାଶି (ଅନୁଦାନ)	Grant from other State's scheme ଅନ୍ୟାନ୍ୟ ସରକାରୀ ଯୋଜନାରୁ ମିଳିଥିବା ଅନୁଦାନ ରାଶି	Other Receipts ଅନ୍ୟାନ୍ୟ ପ୍ରାପ୍ତି	Fixed Deposit/ Investment ଛାଡ଼ା ଜମା	No of closed loan from VO/CLF ସମ୍ପୂର୍ଣ୍ଣ ପରିଶୋଧ ହୋଇଯାଇଥିବା ଋଣ (ପଞ୍ଚାୟତ ଛାଡ଼ା ସଂଘରେ)		No of closed loan from Bank ସମ୍ପୂର୍ଣ୍ଣ ପରିଶୋଧ ହୋଇଯାଇଥିବା ଋଣ (ବ୍ୟାଙ୍କରେ)		No of closed loan from MFI/Others ସମ୍ପୂର୍ଣ୍ଣ ପରିଶୋଧ ହୋଇଯାଇଥିବା ଋଣ (କ୍ଷୁଦ୍ର ଆର୍ଥିକ ଅନୁଷ୍ଠାନ/ଅନ୍ୟାନ୍ୟ)	
										No ମୋଟ ଋଣ ସଂଖ୍ୟା	Amount ମୋଟ ଋଣ ରାଶି	No ମୋଟ ଋଣ ସଂଖ୍ୟା	Amount ମୋଟ ଋଣ ରାଶି	No ମୋଟ ଋଣ ସଂଖ୍ୟା	Amount ମୋଟ ଋଣ ରାଶି

Running loan from VO/CLF/MFI/Others

ଚାଲୁ ରହିଥିବା ଋଣ (ଆଞ୍ଚଳିକ ମଞ୍ଚ /ପଞ୍ଚାୟତସ୍ତରୀୟ ସଂଘ / କ୍ଷୁଦ୍ର ଆର୍ଥିକ ଅନୁଷ୍ଠାନ / ଅନ୍ୟାନ୍ୟ ସ୍ତରରୁ)

Loan From ଋଣ କାର୍ଯ୍ୟାଳୟ	Loan A/c No ଋଣ ସଂଖ୍ୟା	Loan Date ଋଣ ତାରିଖ	Loan Amount ଋଣ ରାଶି	Rate of Interest (Yrly) ବାର୍ଷିକ ସୁଧ ହାର	No of Installment କିଛି ସଂଖ୍ୟା	Installment Amount (EMI) କିଛି ରାଶି	First repayment month ପ୍ରଥମ କିଛି ମାସ ବର୍ଷ	Total Repaid ମୋଟ ପରିଶୋଧ ହୋଇଥିବା ରାଶି		Principal Outstanding ବକେୟା ମୂଲ୍ୟ	Over Due if any ବିଳମ୍ବ ରାଶି (ଯଦି କିଛି)	
								Principal ମୂଲ୍ୟ	Interest ସୁଧ		Principal ମୂଲ୍ୟ	Interest ସୁଧ

Running loan from Bank

ଚାଲୁ ରହିଥିବା ଋଣ (ବ୍ୟାଙ୍କରେ)

Bank Name ବ୍ୟାଙ୍କ ନାମ	Branch Name ଶାଖା ନାମ	Loan Type (CCL/TL) ଋଣ ପ୍ରକାର	Loan A/c No ଋଣ ସଂଖ୍ୟା	Loan Date ଋଣ ତାରିଖ	Sanction Amount ମଂଜୁର ରାଶି	Credit Limit (For CCL only) ବାକି ପରିସୀମା (କେବଳ CCL ପାଇଁ)	Withdrawal/ Disbursed Amount ଉଠାଣ ରାଶି	No of Installment କିଛି ସଂଖ୍ୟା	Rate of Interest (Yrly) ବାର୍ଷିକ ସୁଧ ହାର	Installment Amount (EMI) କିଛି ସଂଖ୍ୟା	First Repayment Month ପ୍ରଥମ କିଛି ମାସ ବର୍ଷ	Total Repaid ମୋଟ ପରିଶୋଧ ହୋଇଥିବା ରାଶି		Principal Outstanding ବକେୟା ମୂଲ୍ୟ	Over Due if any ବିଳମ୍ବ ରାଶି (ଯଦି କିଛି)	
												Principal ମୂଲ୍ୟ	Interest ସୁଧ		Principal ମୂଲ୍ୟ	Interest ସୁଧ

Signature
(SHG Book-Keeper)

Signature
(SHG Leader)

Signature
(Verified By VO Book Keeper)

Signature
(Block Coordinator)

MEMBER LEVEL CUT OFF INFORMATION OF A SHG TO START CURRENT MONTH/MEETING TRANSACTIONS ENTRY (SHG CODE:.....)
 ଗୋଷ୍ଠୀର ସଦସ୍ୟା ଅନୁଯାୟୀ ଏକ ନିର୍ଦ୍ଦିଷ୍ଟ ମାସ ସୁଧା କଟ ଅଫ ବିବରଣୀ

SN ଂ. ସଂ. ଖ୍ୟା	Members cut off Information						Members active/running loan details													
	Member Name ସଭ୍ୟାଙ୍କ ନାମ	Compulsory/ Regular Saving ନିୟମିତ ସଞ୍ଚୟ	Optional/ Voluneer Savings ବିଶେଷ ସଞ୍ଚୟ	Health Savings	Food Security Savings	Closed loan ସମ୍ପୂର୍ଣ୍ଣ ପରିଶୋଧ ହୋଇଯାଇଥିବା ଋଣ		Loan Date ଋଣ ତାରିଖ	Loan A/c No ଋଣ ସଂଖ୍ୟା	Loan Amount ଋଣ ରାଶି	Rate of Interest (Yr) ବାର୍ଷିକ ସୁଧ	No of Installment କିଛି ସଂଖ୍ୟା	Installment Amount (EMI) କିଛି ରାଶି	First Repayment Month ପ୍ରଥମ କିଛି ମାସ	Purpose ଉଦ୍ଦେଶ୍ୟ	Total Repaid ମୋଟ ପରିଶୋଧ ହୋଇଥିବା		Principal Outstanding ବକେୟା ମୂଲ୍ୟ	Over Due if any ବିଲମ୍ବ ରାଶି (ଯଦି କିଛି)	
						No ମୋଟ ଋଣ ସଂଖ୍ୟା	Amount ମୋଟ ଋଣ ରାଶି									Principal ମୂଲ୍ୟ	Interest ସୁଧ		Principal ମୂଲ୍ୟ	Interest ସୁଧ
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
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16																				
17																				
18																				
19																				
20																				
21																				
22																				
23																				
24																				

Saving amount needs to calculate from date of formation. If any member withdrawn saving that needs to deduct.
 # ଗୋଷ୍ଠୀ ଗଠନ ସମୟରୁ ସଂଚୟର ହିସାବ ରହିବା ବାଧ୍ୟତା.
 ଯଦି କୌଣସି ସଭ୍ୟା ସଂଚୟ ଉଠାଇଥାନ୍ତି ତେବେ ସେହି ରାଶିକୁ ମୋଟ ହିସାବ କଲାବେଳେ କାଟିଦେବେ

Signature
(SHG Book-Keeper)

Signature
(SHG Leader)

Signature
(Verified By VO Book Keeper)

Signature
(Block Coordinator)

Meeting/Monthly Transaction Sheet of SHG
(ମାସିକ ବର୍ତ୍ତମାନ ଲେଖା ବିବରଣୀ ଫର୍ମ)

Last Meeting Date:/...../20.....
ଶେଷ ସଭାର ତାରିଖ/...../20.....

Time:
(ସମୟ)

SHG Name:
ଗୋଷ୍ଠୀର ନାମ

Village:
ଗ୍ରାମ

GP:
ପଞ୍ଚାୟତ ନାମ

Last Meeting No. :
ଶେଷ ସଭା ସଂଖ୍ୟା
No of Meeting:

Meeting Venue:
(ବୈଠକ ସ୍ଥାନ)

SHG Code:
ଗୋଷ୍ଠୀର କୋଡ୍

Primary Federation Name:
(ଆଞ୍ଚଳିକ ମଞ୍ଚର ନାମ)

Secondary Federation Name:
(ଗ୍ରାମ ପଞ୍ଚାୟତ ସ୍ତରୀୟ ସଂଘର ନାମ)

Receipts													Payments					
SN ସଂଖ୍ୟା	Receipts to the group ଗୋଷ୍ଠୀର ଆବୟ	Loan Type (TL/ CCL) ରକ୍ଷ ପ୍ରକାର	Loan A/c No ରକ୍ଷ ସଂଖ୍ୟା	Loan Date ତାରିଖ	Sanction Amount ମଂଜୁର ରାଶି	CC Limit ରକ୍ଷ ପରିମାପନା	RoI ବାର୍ଷିକ ସୁଧ ହାର	No of Installmen t ବିସ୍ତ ସଂଖ୍ୟା	Install ment Amount (EMI) ବିସ୍ତ ରାଶି	First repayment month ପ୍ରଥମ ବିସ୍ତ ମାସ ବର୍ଷ	Cash (Rs) କର ଆବୟରେ	Bank (Rs) ବ୍ୟାଙ୍କ ମାଧ୍ୟମରେ	SN ସଂ ଖ୍ୟା	Other payments from the group ଅନ୍ୟାନ୍ୟ ପ୍ରଦାନ (ଗୋଷ୍ଠୀ ଠାରୁ)	Princip al Paid ମୂଳଧନ ପରିଶୋଧ	Interest Paid ସୁଧ ପରିଶୋଧ	Cash କର (Rs)	Bank ବ୍ୟାଙ୍କ (Rs)
1	Opening Balance ପୂର୍ବମାସର ଜମା								(A)									
2	Total Collection From Members ସଭାଙ୍କ ଠାରୁ ମୋଟ ଆବୟ								(B)			1	Total Payments to Members ସଭାଙ୍କୁ ମୋଟ ପ୍ରଦାନ		(D)			
3	Loan Received from VO/CLF (put the tick (√))ଗ୍ରାମପଞ୍ଚାୟତ ସଂଘରୁ ରକ୍ଷ ଗ୍ରହଣ											2	Repayment to VO/CLF ପଞ୍ଚାୟତସ୍ତରୀୟ ସଂଘରୁ ରକ୍ଷ ପରିଶୋଧ (Loan A/c No.....)					
4	Loan Received from Bank ବ୍ୟାଙ୍କରୁ ରକ୍ଷ ଗ୍ରହଣ											3	Repayment to VO/CLF ପଞ୍ଚାୟତସ୍ତରୀୟ ସଂଘରୁ ରକ୍ଷ ପରିଶୋଧ (Loan A/c No.....)					
5	Interest from Bank A/c ବ୍ୟାଙ୍କରୁ ପାଇଥିବା ସୁଧ											4	Repayment to Bank ବ୍ୟାଙ୍କରୁ ରକ୍ଷ ପରିଶୋଧ(Loan A/c No.....)					
6	Cash withdrawal /Deposit from/into bank ବ୍ୟାଙ୍କ ରେ ଡକା ରାଶି/ଜମା											5	Cash Deposit/Withdrawal into/from bank ବ୍ୟାଙ୍କ ରେ ଡକା ଜମା/ରାଶି				(Contra Entry)	
7	Other receipts ଅନ୍ୟାନ୍ୟ ଆବୟ											6	Monthly Savings with VO/CLF ପଞ୍ଚାୟତ ସ୍ତରୀୟ ସଂଘରେ ମାସିକ ସଞ୍ଚୟ					
8	Other receipts ଅନ୍ୟାନ୍ୟ ଆବୟ											7	Payments to Book Keeper ଖାତା ଲେଖାଳିରୁ ପାରିଶ୍ରମିକ					
9	Other receipts ଅନ୍ୟାନ୍ୟ ଆବୟ											8	Other Payments ଅନ୍ୟାନ୍ୟ ପ୍ରଦାନ					
10	Other receipts ଅନ୍ୟାନ୍ୟ ଆବୟ											9	Other Expenses for ଅନ୍ୟାନ୍ୟ ଖର୍ଚ୍ଚ					
Sub-Total (Others) : C ମୋଟ										Sub-Total (Others) : E ମୋଟ								
TOTAL RECEIPTS : (B+C) ମୋଟ ଗ୍ରାଣ୍ଟି										TOTAL PAYMENTS : (D+E) ସର୍ବ ମୋଟ ପ୍ରଦାନ								
TOTAL FUNDS AVAILABLE: (A+B+C) ସର୍ବ ମୋଟ ଗ୍ରାଣ୍ଟି										Grand Total =(Total Payments+Closing Cash in Hand & Cash at Bank) (D+E+F+G) ସର୍ବ								

Denomination of cash in Hand/Box		
Particular	No.	Amount
2000 X		
500 X		
100 X		
50 X		
20 X		
10 X		
5 X		
Total		

Signature
(SHG Book-Keeper)

Signature
(SHG Leader)

Signature
(Verified By VO Book Keeper)

Signature
(Block Coordinator)

Cash in Hand/Box: F =(A1+B1+C1)-(D1+E1) (Rs.) ହାତର ଜମା	
(in words) ଅକ୍ଷରରେ	
Cash at Bank: G = (A2+B2+C2)-(D2+E2) (Rs.) ବ୍ୟାଙ୍କ ଜମା	
(in words) ଅକ୍ଷରରେ	

Micro Investment Plan/Bank Linkage/ Training and Loan Utilization Sheet															
ଶ୍ଵଳ୍ପ ବିନିଯୋଗ ଯୋଜନା / ବ୍ୟାଙ୍କ ସଂଯୋଗାଣ/ ଚାଲିମ / ଉଣ ଉପଯୋଗ ପତ୍ରି															
Sl.No. କ୍ର. ସଂଖ୍ୟା	Name of Member ସଭ୍ୟାଙ୍କ ନାମ	Loan Amount Utilised by Members (ସଭ୍ୟା ନାମକ ଦ୍ଵାରା ଉଣ ବିନିଯୋଗ)									MCP Date: ଶ୍ଵଳ୍ପ ବିନିଯୋଗ ଯୋଜନା ପ୍ରସ୍ତୁତ ତାରିଖ	MCP No.: ଶ୍ଵଳ୍ପ ବିନିଯୋଗ ଯୋଜନା ସଂଖ୍ୟା			
		Loan: 1 (ରଣ -୧)			Loan: 2 (ରଣ -୨)			Loan: 3 (ରଣ -୨)			MCP for loan from (Bank/CLF/GPLF): ଶ୍ଵଳ୍ପ ବିନିଯୋଗ ଯୋଜନା (ବ୍ୟାଙ୍କ /ପଞ୍ଚାୟତଗଣରାଜ ସଂଘ):				
		Loan No. ରଣ ସଂଖ୍ୟା	Amount Utilised ରଣ ରାଶି ଉପଯୋଗ	Purpose ଉଦ୍ଦେଶ୍ୟ	Loan No. ରଣ ସଂଖ୍ୟା	Amount Utilised ରଣ ରାଶି ଉପଯୋଗ	Purpose ଉଦ୍ଦେଶ୍ୟ	Loan No. ରଣ ସଂଖ୍ୟା	Amount Utilised ରଣ ରାଶି ଉପଯୋଗ	Purpose ଉଦ୍ଦେଶ୍ୟ	Amount proposed ପ୍ରସ୍ତାବିତ ରାଶି	Purpose ଉଦ୍ଦେଶ୍ୟ	Priority ପ୍ରଥମିତା	Training required ଚାଲିମ ଆବଶ୍ୟକତା	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
									MCP for Group Activity: ଗୋଷ୍ଠୀ ଭିତ୍ତିକ ଶ୍ଵଳ୍ପ ବିନିଯୋଗ ଯୋଜନା						
									MCP for Group Activity: ଗୋଷ୍ଠୀ ଭିତ୍ତିକ ଶ୍ଵଳ୍ପ ବିନିଯୋଗ ଯୋଜନା						
Total : ମୋଟ									Total : ମୋଟ						

Bank Loan application submission (ବ୍ୟାଙ୍କ ଉଣ ଆବେଦନ ପତ୍ର ସମ୍ପର୍କରେ)							Training Received by SHG (ଗୋଷ୍ଠୀ ପାଇଥିବା ଚାଲିମ)	
Sl.No. କ୍ର. ସଂଖ୍ୟା	MCP Number: ଶ୍ଵଳ୍ପ ବିନିଯୋଗ ଯୋଜନା ସଂଖ୍ୟା	Proposed Loan amount ପ୍ରସ୍ତାବିତ ରଣ ରାଶି	Mode of Submission ପଠେଇବା ଧାରା	Date of Submission ପଠେଇବା ତାରିଖ	Bank Name ବ୍ୟାଙ୍କ ନାମ	Branch Name ଶାଖା ନାମ	Name of Training ଚାଲିମର ନାମ	No of days received ଦିନ ସଂଖ୍ୟା
1								
2								

ଦସ୍ତଖତ (ଗୋଷ୍ଠୀ ଶାଖା କେଷ୍ଟକ)
Signature (SHG Book-Keeper)

ଦସ୍ତଖତ (ଗୋଷ୍ଠୀ ନେତ୍ରୀ)
Signature (SHG Leader)

ଦସ୍ତଖତ (ଚଳଣ୍ଡ ରଖୁଥିବା ଏମ.ବି.କେ.)
Signature (Verified By VO Book Keeper)

ଦସ୍ତଖତ (ବ୍ଲକ୍ ସଂଯୋଜକ)
Signature ((Block Coordinator)