

Election Department

(Office of the Chief Electoral Officer, Tripura : Agartala)

Old Secretariat Complex, Akhaura Road, Agartala, West Tripura-799001

No.F.19(101)-CEO/STORE/2019/ 3144

Dated, the 26th July, 2023

26th

NOTICE INVITING TENDER

Sealed tenders are hereby invited from the reputed and experience Firms Firms/Agencies/ Co-operatives for supply of best quality of **75 GSM White Cream Wove Paper of Size 43X69 cm. weight 11.1 Kg. per Ream** for printing of Ballot Paper in connection with upcoming General Election to Lok Sabha-2024. Specification of paper is as following:-

Sl. No.	Specification of paper	Colour
1.	75 GSM White Cream Wove Paper of Size 43X69 cm. weight 11.1 Kg. per ream	White

2. The Tender should be submitted in two sealed covers for both the parts separately.

(a) The first sealed cover super scribed as "**Technical Bid**" should contain the following items.

- Acceptance of terms and conditions at **Annexure-I**.
- The Proforma at **Annexure -II**, duly filled in, along with relevant Documents.
- Earnest Money Deposit (EDM)

(b) The Second Sealed envelope super scribed "Financial Bid" as at Annexure-III should contain only rates per unit.

3. Both the covers should be placed in the main sealed envelope super scribed "**Tender for Supply of Paper for printing of Ballot in connection with upcoming General Election to Lok Sabha-2024**". Tender should be addressed to the Additional Chief Electoral Officer, Tripura Agartala, Election Department, Old Secretariat Complex, Akhaura Road, Agartala, West Tripura Pin 799001. The tender is to be dropped in the Tender Box kept in the office chamber of the Deputy Chief Electoral Officer (IT) (HOO), by 3 P.M on before **21-08-2023**.

4. The Tender should be accompanied with a refundable deposit of earnest money of Rs-50,000/- (Rupees Fifty Thousand) only in the shape of Deposit at Call (D-Call)/ Bank Draft issued by any Nationalize Bank in favour of the Deputy Chief Electoral Officer (IT). The tender without the earnest money is liable to rejected.

5. The bidder shall have to submit sample of the paper as per specification along with the Tender Form. The sample should be sealed and the name & address of the bidder should be written on it clearly.

6. The Sample of the paper will be available for inspection in the office of the Chief Electoral Officer, Tripura in all working day from **11.00 AM to 3.00 PM**.

7. Sealed Tenders will be received by the Chief Electoral Officer, Tripura, Agartala **up to 3 PM of 21st August, 2023** on any working day. Tenders may be opened in the same date, at **3.30 PM** if possible in presence of Bidders. If the bid opening process is suspended due to any unforeseen reason, the same will be opened on subsequent office wording day. Quotations received after the stipulated time & date will be rejected forthwith.

Cont.....P/2

8. At first the Technical bids will be opened, there after the financial bids of technically qualified bidder only will be opened on the chamber of the Dy. Chief Electoral Officer (IT) (HOO) in presence of the participating bidders, who wish to remain present.

9. The party/ parties shall be selected on the basis of the lowest rate quoted and other valid consideration as mentioned in the terms & conditions.

10. If 1st lowest bidder fails to supply materials or disagree subsequently to supply materials, the tendering authority reserves right to take decision about the supply of materials to 2nd lowest or any other Agency/Agencies for supply the Paper in the lowest rate/ 2nd lowest rate.

11. All the bidder are requested to read and understand the terms and conditions of the contract as detailed above and in the Annexure-I before submission their bid, as no chance or violation of the terms and condition are permissible once the bid is received by the undersigned.

12. The undersigned reserves the right to amend any of the terms and condition contained in the tender documents or rejects any or all applications without giving any notice or assigning any reason thereof. The decision of Competent Authority in this regard will be final and binding. The undersigned also reserves the right to cancel the bid without showing any reserves to any of the parties or third parties.

13. The tender document can be collected from the office of the Department or may downloaded from the State Portal (<https://tripura.gov.in/>) and website of the Chief Electoral Officer, Tripura (<http://ceotripura.nic.in/>).



Addl. Chief Electoral Officer,
Tripura

Copy to:-

1. The Dy. CEO(IT) with a request to publish the same in CEO's website.
2. Notice Board of the Chief Electoral Officer, Tripura.

Terms and Conditions:-

1. The tender should be accompanied with a refundable deposit of earnest money of Rs. 50,000/- (Rupees fifty thousand) only in the shape of Deposit at Call (D-Call)/Bank Draft issued by any Nationalized Bank in favour of the Deputy Chief Electoral Officer (IT) (DDO). The tender without the earnest money is liable to be rejected.
2. The bidder shall have to submit sample of the paper as per specification along with the Technical Bid and Financial Bid will be available in the office of the Additional Chief Electoral Officer, Tripura Agartala, Election Department, Old Secretariat Complex, Akhaura Road, Agartala, West Tripura Pin 799001 or may download from the website of the department (<https://tripura.gov.in/>) and website of proforma shall be ink signed and sealed by the Bidders.
3. The bidder shall have to submit sample of the paper as per specification along with the technical Bid. The quotation will not be considered without sample.
4. Sealed Tenders will be received by the Additional Chief Electoral Officer, Tripura Agartala, Election Department, Old Secretariat Complex, Akhaura Road, Agartala up to **3.00 PM of 21st August, 2023**. Tenders may be opened in the same date, if possible in presence of bidders on **3.30 PM**.
5. The rate should be included of all cost, Taxes, levies etc.
6. The party/ parties shall be selected on the basis of the lowest rate quoted and other valid consideration as mentioned in the terms & conditions.
7. If 1st lowest bidder fails to supply materials or disagree subsequently to supply material, the tendering authority reserves right to take decision about the supply of materials to 2nd lowest or any other Agency/ Agencies for supply the Paper in the lowest rate/2nd lowest rate and earnest amount of the 1st lowest bidder will be forfeited into the Govt. account.
8. No advance payment will be made.
9. The Bidders /Bidders who will quote the lowest rate shall have to supply the Paper to the Store of the Tripura Government Press, Bordwali, Agartala Within 15 (fifteen) Days after receiving of supply order. No carrying charge will be paid for it. Supply shall be completed in open phase only.
10. The Bidders shall enclose necessary documents in support of their registration as Firm/Agency/ Co-operatives. Audited of accounts for the year **2021-2022 & 2022-2023** should be submitted along with the bidding document. The Tax clearance certificate for Income Tax & GST for the year 2022-23 should also be attached with the bidding document.
11. The supplier must supply the paper as per specification. Supply of Sub-standard quality paper will not be accepted. In case of failure to supply of paper as terms & conditions and specification, the supply order issued to the agency may be cancelled and earnest amount of the tender will be forfeited to the Govt. account.
12. In case, rate quoted by two or more bidders are lowest, the highest experienced bidder will get preference unless equally divide to the all lowest bidder.
13. The quantity of the requirement shall be shown in the supply order which may increase or decrease as per requirement.
14. The undersigned reserves the right to reject all or any of the Tender including the lowest one without assigning any reason thereof.
15. The undersigned also reserves the right to modify all or any of the clauses of the Tender without assigning any reason thereof.

Acceptance Signature of the Bidder with Seal

PROFORMA FOR TECHNICAL BID:-

Bidders are requested to provide required information in the sheet. The point/Points which are not related to the Bidders, they may note it as not applicable.

1. Name of the Firm/Agency/ Co-operatives :-
2. Full address :-
3. Mobile No. & fax number:-
4. Email address :-
5. Trade license
6. PAN number of bidder :-
7. GST registration certificate
8. Firm/Agency/ Co-operatives Registration No.:-
9. Name of person who have signed the tender paper :-
Mobile, Phone, Fax No. :-
Email address :-

10. Detail of Earnest money deposit:- D-Call/ Bank Draft No. :-
Bank name:-
Branch name:-
Amount:-

11. List of documents submitted with :-
Technical Bid (i)
(ii)
(iii)
(iv)
(v)
(vi)

12. Any other information if any :-

Undertaking:-

I/We agree to abide by the terms and conditions as mentioned in the Notice Inviting Tender with the No. _____ dated _____ from the Office of the Chief Electoral Officer, Tripura.

All the above information to the best of my knowledge is true and correct. If any information is found fake subsequently, I/we will be held responsible for it and any legal action can be taken against me/us for such fake declaration.

Date :-

Place :-

Full Signature of the Bidder with Seal

PROFORMA FOR FINANCIAL BID:-

Sl No.	Specification of Paper	Colour	Unit	Rate per unit (in Rs)	
				In figure	In word
1.	75 GSM White Cream Wove Paper of Size 43X69 cm. weight 11.1 Kg. per ream	White	Ream		

Date:-

Full Signature of the Bidders and Seal

Place:-