

Office of the Chief Electoral Officer Tripura : Agartala

Old Secretariat Complex, A.K.Road, Agartala, West Tripura-799001

No.F.15(3)-CEO/STORE/2018/Sub/ 2220

Dated, the ^{15th} February, 2019

NOTICE INVITING TENDER

Sealed Tenders are hereby invited on behalf of Chief Electoral Officer, Tripura, Agartala from registered Traders/Suppliers/ for supply of items as per the prescribed format annexed in **Annexure-'A'** in connection with upcoming General Election to the General Elections to Lok Sabha-2019.

Terms & Conditions of the Tender :

- 1) The Tender should be submitted in two sealed envelopes for (a) Technical Bid and (b) Financial Bid.
- 2) The first sealed envelope shall super scribe as **"Technical Bid"** and the Second sealed envelope shall super scribe as **"Financial Bid"**.
- 3) The Technical Bid will be open first. The Financial Bid will be opened for those bidders who will qualify the Technical Bid.
- 4) Bidder shall submit Valid Trade License, PAN Card, GST Registration Certificate, Bank details including A/C No along with IFSC Code in the Technical Bid envelop.
- 5) The bidders shall have to sign on all the documents along with seal. If any document found without any signature and seal, that document will not be considered for Technical Bid Evaluation.
- 6) Earnest Money Deposit (EMD) for an amount of **Rs 2,00,000/- (Rupees two lakhs only)** in the form of **Demand Draft (DD)** drawn from any **Nationalized Bank** should be deposited in favour of **"Assistant Chief Electoral Officer (Computerization), O/o the CEO, Tripura, Agartala"**.
- 7) The EMD in the form of Demand Draft (in original) and the **Annexure-'A'** showing rate of each item shall be submitted in the Financial Bid Envelop.
- 8) Submission of EMD is applicable even for Co-operative Societies. Any bid made without submission of EMD will be treated as informal bid and will be summarily rejected.
- 9) Parties shall be selected separately for each item on the basis of lowest rate.
- 10) Quantity mentioned against each item as per **Annexure-'A'** may increase or decrease.
- 11) After opening Financial Bid, if **L1 bidder(s)** backs out and fails to supply the materials, the matter will be taken up for blacklisting the concerned **L1 bidder**.
- 12) In case the selected bidder fails to supply all the items within the stipulated time, the EMD of the concerned bidder will be forfeited.
- 13) Quality of materials to be ensured & materials to be supplied strictly as per the specification mentioned in **Annexure-'A'** against each item. Any deviation will not be accepted.
- 14) Bidders shall not include any new item or new brand in the list under any circumstances. This may lead to cancellation of their bid.
- 15) The sample copies of the materials are readily available in the Store Section of the Office of the Chief Electoral Officer, Old Secretariat Complex, Near Birchandra Central Library, Akhaura Road, Agartala-799001 in all working days from **10:00 am to 3:00 pm**. Bidders may check the quality of the materials before submission of bid.

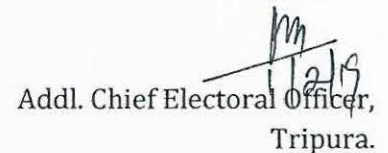
- 16) A pre-bid meeting will be held on **7th February, 2019 at 11:00 am** at the Office of the Chief Electoral Officer, Tripura, Old Secretariat Complex, Akhaura Road, Near Birchandra Central Library, Akhaura Road, Agartala, Pin-799001. Prospective bidders are advised to attend the meeting for any clarification.
- 17) Materials are to be supplied within 20 (twenty) days from the date of issue of supply order.
- 18) No advance payment would be made. Payment would be made only on receiving the item in good & satisfactory condition.
- 19) The rate of the items must be inclusive of all Taxes & should not exceed the Maximum Retail Price (MRP).
- 20) EMD of all bidders other than that of the lowest bidder(s) would be released after placing of supply order. EMD of the lowest bidder(s) would be released after satisfactory supply of all the required items.
- 21) In case the selected bidder(s) fails to supply all the items within the stipulated time, the EMD of the concerned bidder will be forfeited.
- 22) Taxes would be deducted at source as per norms.
- 23) Any defective/substandard item to be replaced by the successful bidder within 3 (three) days at his own cost & risk.
- 24) Any incomplete tender would be treated as informal and will be summarily rejected.
- 25) Detailed Postal Address along with contact number of the key person of the bidder must be provided for easier communication.
- 26) Office of the Chief Electoral Officer, Tripura reserves the right to reject all or any of the tender(s) received without assigning any reason.
- 27) Last date of submission of tender is up to 3:00 pm of 15th February, 2019.
- 28) Sealed Tenders shall be submitted in the Tender Box kept at the Chamber of **Assistant Chief Electoral Officer (Computerization), O/o the Chief Electoral Officer, Election Department, Agartala, West Tripura** in all working days **up to 3:00 pm of 15th February, 2019.**
- 29) All tenders to be opened on **15th February, 2019 at 4.30 PM**, if possible.


(U.J. Mog)

Addl. Chief Electoral Officer,
Tripura.

Copy to:-

1. The Director, DIT with a request to publish the same in Tripura State Portal
2. The Asstt. CEO (Computerization) with a request to publish the same in CEO's website
3. Notice Board of the Office of the Chief Electoral Officer, Tripura.


Addl. Chief Electoral Officer,
Tripura.

ANNEXURE-'A'

Sl. No.	Name of Item	Quantity Required	Rate per Unit (in Rs.) (including GST)	Total Quoted rate (in Rs.) [Col.(III) X (IV)]
(I)	(II)	(III)	(IV)	(V)
1	Bucket (Iron 12")	1200 Nos		
2	Lantern (Big size, Kissan 55)	1500 Nos		
3	Kerosene Oil container (2 Liters, Plastic)	4000 Nos		
4	Metal Role for detaching Ballot paper (As per sample)	4000 Nos		
5	Needle for sewing Gunny Bag	4000 Nos		
6	Stand for filing voter slip	4000 Nos		
7	Empty Zarda Tin	4000 Nos		
8	Self inking pad (Kores) (Small)	4000 Nos		
9	Match Box (AIM)	4000 Nos		
10	Pencil (Ordinary, Apsara)	4000 Nos		
11	Ball point pen (Smart Jel)	4000 Nos		
12	Pin (100 gram Packet, Kores)	900 Pkts		
13	Sealing Wax (IS. 868 : 1990) 8 stick per packet	4000 Pkts		
14	Gum Paste (150 ml) (Camel)	4000 Bottle		
15	Blade (Master)	4000 Nos		
16	Twine Thread Ball (Ambika)	4000 Nos		
17	Pencil Carbon paper (Kores , Blue)	180 Pkts		
18	Markin Cloth (best quality, as per sample)	900 Mtrs		
19	Brown Packing Paper (DFC size, not less than 65 GSM)	4200 piece		
20	Drawing Pin (Bharat)	1700 Pkts		
21	Rubber Band (Nylon, best quality)	70 KG		
22	Cello tap (1/2" size) roll.	4000 Nos		
23	Refill (Blue, SmartGel)	18000 Nos		
24	Tag (Nylon)	35000 Nos		
25	Grey paper board (DFC size, not less than 2500 GSM)	4000 Nos		
26	Coir Rope (Big size role)	135 Roles		
27	Nail (Size-1/2")	45 KG		
28	Nail (Size-1")	85 KG		
29	Safety pin (Libra)	40000 Nos		
30	Hard board piece for strengthening paper seal (4"x1.5") (not less than 645 GSM)	8000 Nos		
31	Water Sponge with case (Plastic)	4000 Nos		
32	Candle (Big Size, 6 pieces per packet of 210 Grams)	8000 Nos		
33	Stamp pad ink (25/30 ml, Kores)	4000 Nos		