

F.16(2)-CEO/STORE/2020/ 25165  
OFFICE OF THE CHIEF ELECTORAL OFFICER  
GOVERNMENT OF TRIPURA  
ELECTION DEPARTMENT

Dated Agartala 17<sup>th</sup> December, 2019

**NOTICE INVITING TENDER**

Sealed Tender in plain paper are hereby invited on behalf of Chief Electoral Officer, Tripura, Agartala from registered Firms/ Agencies / Suppliers/ Vendors etc for supply of the following items as per the prescribed format in connection with celebration of National Voters' Day, 2020.

SI No	Name of Item	Quantity Required	Rate per Unit	Total Amount (Rs)
1	Invitation Card with envelop (Size : 20.00 cm x 13.50 cm)	400 Nos.		
2	Multicolor Poster (58.50 cm x 45.50 cm) (Demai Size, 100 GSM Multicolor)	25000 Nos.		
3	Badges Bi colour in glossy paper- (5.10cm x 8.30cm Diameter, 170 GSM Glossy Paper)	95000 Nos.		
	Brochure(size 15.7CM x 21.6 CM) 130 GSM Multicolour, Full colour, 12 pages back to back	45000 Nos.		

In view of the above, the intending firms/ agencies/ vendors must observe the following **Terms & Conditions**:

1. Valid Trade License, PAN Card, GST Registration Certificate, Bank A/c No. along with IFSC Code & Bank details to be submitted. No communication for non-submission of any bidder will be entertained under any circumstances at any stage of the tender process.
2. Quoted rate per unit should be both in words as well as in figure. The rate must be inclusive of all Taxes.
3. Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft(DD) drawn from any nationalized banks should be deposited in favour of Assistant Chief Electoral Officer(Comp.), O/o the Chief Electoral Officer, Tripura, Agartala .
4. Any bid made without submission of EMD will be treated as informal bid and will be summarily rejected.
5. The original Demand Draft shall be submitted to this office before closing date and time of bid submission
6. EMD of all bidders other than that of the lowest bidders would be released after placing of supply order, if selected.
7. Quality of materials to be ensured and materials to be supplied strictly as per the specification and time frame mentioned in the tender document. Sample copies of the materials are available at the library of this Office for ready reference for the bidders.
8. Materials are to be supplied within 10(ten) days from the date of issue of supply order by the O/o the Chief Electoral Officer, Old Secretariat, Agartala.
9. In case the selected bidder fails to supply all the items within the stipulated time, the EMD will be forfeited.
10. Any defective/substandard item to be replaced by the successful tenderer with 3(three) days at his own cost and risk.
11. Taxes would be deducted as per norms.
12. Any incomplete tender would be treated as informal and will be summarily rejected.
13. Office of the Chief Electoral Officer, Tripura reserves the right to reject all or any of the tender(s) received at any point of time/ in any stage without assigning any reason.
14. The quoted rate will be valid for 1 (one) year.
15. No advance payment would be made. Payment would be made only on receiving the item in good & satisfactory condition as per configuration.
16. Parties shall be selected separately for each item on the basis of the lowest rate.
17. Detailed postal address along with pin code & contact no. must be provided for easy communication.
18. Sealed Tenders indicating the tender notice no. can be submitted on all working days during office hours in the O/o the Chief Electoral Officer, Election Department, Agartala, west Tripura. Last date of submission of tender is **31.12.2019 up to 3.00PM.**

  
(U. J. MOG)  
Addl. Chief Electoral Officer  
Tripura.

F.No.16(2)-CEO/STORE/2020/ 2516A  
OFFICE OF THE CHIEF ELECTORAL OFFICER,  
GOVERNMENT OF TRIPURA  
ELECTION DEPARTMENT

Dated, Agartala, the 17<sup>th</sup> December, 2019

**NOTICE INVITING TENDER**

Sealed Tenders in plain paper are hereby invited from the bonafide registered manufactures / distributors/ authorized dealers/ agents/ suppliers for printing of Invitation Cards with envelope, Multi color Posters, Badges and Brochure related to National Voter's Day (NVD)-2020 subject to fulfilment of terms and conditions. The terms and conditions and item wise quantities along with specifications etc. may be downloaded from [www.tripura.gov.in](http://www.tripura.gov.in) and [www.ceotripura.nic.in](http://www.ceotripura.nic.in). The sealed tender will be received during office hours in all working days up to 3:00 pm of 31<sup>st</sup> **December, 2019** and will be opened on the same date at **4:00 pm**, if possible.

Yours faithfully,

  
(U.J. Mog)

Addl. Chief Electoral Officer,  
Tripura.