

NO. F.4(4-15)/NAZ/PR/2024/ 2869-72  
GOVERNMENT OF TRIPURA  
DIRECTORATE OF PANCHAYATS  
P.N COMPLEX, WEST TRIPURA.  
E-mail: [panchayatdir@yahoo.co.in](mailto:panchayatdir@yahoo.co.in)  
Tel: 0381-232-4191

Dated, Agartala, The 1st June, 2024.

**SHORT NOTICE INVITING TENDER**

On behalf of the Governor of Tripura, sealed tenders are hereby invited from the reputed and experienced Firms / Agencies / Co-operatives for supply of best quality of **75 GSM Paper of Size 43X69 cm. weight 11.1 Kg. per Ream** for printing of Ballot & other statutory forms in connection with ensuing General Panchayat Election, 2024. Specification of paper are as follows: -

Sl. No.	Specification of paper	Colour	Approx. Qnty.
1.	75 GSM cream wove paper of Size 43X69 cm. weight 11.1 Kg. per ream	White	4960 Ream
2.	75 GSM cream wove paper of Size 43X69 cm. weight 11.1 Kg. per ream	Light Pink	1090 Reams
3.	75 GSM cream wove paper of Size 43X69 cm. weight 11.1 Kg. per ream	Light Green	1090 Reams
4.	Cover Manila Paper 73.5 x 114 cm 135 GSM 56.6 Kg	Yellow	70 Reams
5.	Cover Manila Paper 73.5 x 114 cm 135 GSM 56.6 Kg	Pink	85 Reams
6.	Cover Manila Paper 73.5 x 114 cm 135 GSM 56.6 Kg	Green	60 Reams
7.	Cover Manila Paper 73.5 x 114 cm 135 GSM 56.6 Kg	Blue	40 Reams
8.	Art Paper 51 x 76 cm 90 GSM 17.4 Kg	White	130 Reams
<b>Total</b>			<b>7525 Reams</b>

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

**Contd.....P/2**

3. Both the covers should be placed in the main sealed envelope super scribed **“Tender for Supply of Paper for printing of Ballot & other statutory forms in connection with General Panchayat Election, 2024.** Tender should be addressed to the Director of Panchayats, Govt, of Tripura, P.N. Complex, Gurkhabasti, Agartala, West Tripura and dropped in the Tender Box kept in the office chamber of the Joint Director of Panchayats (HoO), up to 3:00 P.M on 07/06/2024 except Government holiday.

4. The Tender should be accompanied with a refundable deposit of earnest money of Rs. 3,00,000/- (Rupees Three Lakhs) only in the shape of Deposit at Call (D-Call)/ Bank Draft issued by any Nationalized Bank in favour of the Dy. Director of Panchayats (DDO). The Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name Deputy Director of Panchayats Account No. 10320313095, IFSC Code SBIN0005559, Bank Name: State Bank of India, Branch Address: TLA House Branch, Agartala, West Tripura. The tender without the earnest money is liable to get 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 over it clearly.

6. Sealed Tenders will be received by the Director of Panchayats, Government of Tripura, Gurkhabasti, Agartala up to 3:00 PM of 07/06/ 2024. Tenders will be opened in 07/06/ 2024, at 3.30 PM, if possible, in presence of Bidders or their nominated representative. If the bid opening process is suspended due to any unforeseen reason, the same will be opened on subsequent office working day. The Quotations received after the stipulated time & date will be rejected forthwith.

7. At first the Technical Bids will be opened, there after the financial bids of technically qualified bidder only will be opened in the chamber of the Joint Director of Panchayats (HoO) in presence of the participating bidders, who wish to remain present.

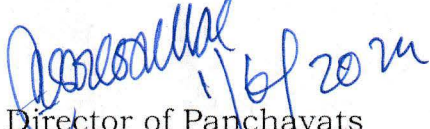
8. The party / parties shall be selected on the basis of the lowest rate quoted and other valid consideration as mentioned in the terms & conditions.

9. If 1<sup>st</sup> 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 2<sup>nd</sup> lowest for supply the Paper in the lowest rate/ 2<sup>nd</sup> lowest rate.

10. 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 change or violation of the terms and condition are permissible once the Bid is received by the undersigned.

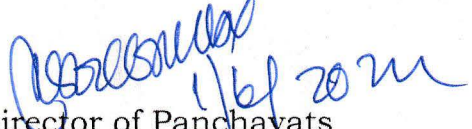
11. The undersigned reserves the right to amend any of the terms and condition contained in the tender documents or rejects any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of Competent Authority in this regard will be final.

12. The Tender document can be collected from the office of the Department or may be downloaded from the website of the department (<https://panchayat.tripura.gov.in/>).

  
1/6/2024  
Director of Panchayats  
Government of Tripura

**Copy to: -**

1. The PS to the Secretary, RD (Panchayat) Department, Govt. of Tripura for kind information of the Secretary.
2. The Director of ICA, Govt. of Tripura for kind information.
3. The Officer In-Charge, NIC, Tripura, Agartala for information with a request to upload the Tender document in Tripura State Portal.
4. Notice Board of the Directorate of Panchayats, Govt. of Tripura, Agartala.
5. Notice Board of the \_\_\_\_\_  
Agartala.

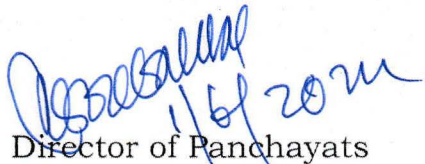
  
1/6/2024  
Director of Panchayats  
Government of Tripura

**Terms and Conditions: -**

1. The bidder should have an experience of minimum 03 (three) years in Supply of Paper for printing of Ballot Paper for any election. The information of the firm should be given in proforma (Technical Bid) annexure-II.
2. The bidder should have minimum average Turn Over of last 2 years of Rs. 5.00 Crore (Rupees five crore). Bidder should submit last 2 financial year turnover certificate from any Charter Accountant.
3. Bidder should not be blacklisted/debarred by any Ministry under Government of India or by Government of any State in India or any of the Government PSUs in the last Five years. Certificate / affidavit mentioning that the Bidder is not blacklisted by any Ministry under Government of India or by Government of any State in India or any of the Government PSUs to be submitted with the bid.
4. The Tender should be accompanied with a refundable deposit of earnest money of Rs.3,00,000/- (Rupees Three Lakhs) only in the shape of Deposit at Call (D-Call)/ Bank Draft issued by any Nationalized Bank in favour of the Dy. Director of Panchayats (DDO). Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name Deputy Director of Panchayats Account No. 10320313095 IFSC Code SBIN0005559 Bank Name State Bank of India Branch address TLA House Branch, Agartala, West Tripura. The tender without the earnest money is liable to be rejected.
5. The Tender Document will be available in the office of the Directorate of Panchayat, Government of Tripura, Gurkhabasti, Agartala or may download from the website of the department (<https://panchayat.tripura.gov.in/>). The prescribed proforma shall be ink signed and sealed by the Bidders.
6. 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.
7. Sealed Tenders will be received by the Director of Panchayat, Government of Tripura, Gurkhabasti, Agartala up to 3:00 PM of 07/06/2024. Tenders may be opened in the same date, if possible, in presence of bidders on 3:30 PM.
8. The rate should be inclusive of all cost, Taxes, Transportation Charges, levies etc.
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 1<sup>st</sup> 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 2<sup>nd</sup> lowest or any other Agency/ Agencies for supply the Paper in the lowest rate/2<sup>nd</sup> lowest rate and earnest amount of the 1<sup>st</sup> lowest bidder will be forfeited to the Govt. account.
11. No advance payment will be made.
12. The Bidder /Bidders who will quote the lowest rate shall have to supply the Paper to the Store of the Tripura Government Press, Bordowali, Agartala Within 20 (twenty) Days after receiving of supply order. No carrying charge will be paid for it. Supply shall be completed in single phase only.
13. The Bidders shall enclose necessary documents in support of their registration as Firm/Agency/Co-operatives etc. Audit of accounts of last 3 (three) Years should be submitted along with the bidding document. The Tax clearance certificate for Income Tax & GST for the last financial year also be attached with the bidding document.

Continued from page-page

14. 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 bidder will be forfeited to the Govt. account.
15. In case, rate quoted by two or more bidder are lowest, the highest experienced bidder will get preference unless equally divide to the all lowest bidder.
16. The quantity of the papers may increase or decrease as per requirement.
17. The undersigned reserves the right to reject all or any of the Tender including the lowest one without assigning any reason thereof.
18. The undersigned also reserves the right to modify all or any of the clauses of the Tender without assigning any reason thereof.

  
1/6/2020  
Director of Panchayats  
Government of Tripura

**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.: -
4. Email Id: -
5. PAN number of bidder: -
6. Firm/Agency/ Co-operatives Registration No.: -
7. Name of person who have signed the tender paper: -  
Mobile, Phone No.: -  
Email Id: -
  
8. Detail of Earnest money deposit: - D-Call/ Bank Draft/ UTR No.: -  
Bank Name: -  
Branch Name: -  
Amount: -
  
9. List of Government Departments showing: - (i)  
experience in the field(Copies of contracts/order (ii)  
placed on the bidder not less than 3 years) (iii)
  
10. List of documents submitted with Technical Bid: -  
(i)  
(ii)  
(iii)  
(iv)  
(v)  
(vi)
  
11. Any other information, if any: -

**Undertaking: -**

I/We agree to abide by the terms and conditions as mentioned in the Short Notice Inviting Tender with the No. \_\_\_\_\_ dated \_\_\_\_\_ from the Director of Panchayats, Government of 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 including all Tax (in Rs)	
				In figure	In word
1.	75 GSM cream wove paper of Size 43X69 cm. weight 11.1 Kg. per ream	White	Ream		
2.	75 GSM cream wove paper of Size 43X69 cm. weight 11.1 Kg. per ream	Light Pink	Ream		
3.	75 GSM cream wove paper of Size 43X69 cm. weight 11.1 Kg. per ream	Light Green	Ream		
4.	Cover Manila Paper 73.5 x 114 cm 135 GSM 56.6 Kg	Yellow	Ream		
5.	Cover Manila Paper 73.5 x 114 cm 135 GSM 56.6 Kg	Pink	Ream		
6.	Cover Manila Paper 73.5 x 114 cm 135 GSM 56.6 Kg	Green	Ream		
7.	Cover Manila Paper 73.5 x 114 cm 135 GSM 56.6 Kg	Blue	Ream		
8.	Art Paper 51 x 76 cm 90 GSM 17.4 Kg	White	Ream		

Date: -

Place: -

**Full Signature of the Bidder with Seal**