

Government of Tripura  
Office of the Electoral Registration Officer  
(Sub-Divisional Magistrate)  
Santirbazar, South Tripura

No.F.8(3)/SDM/STB/ELEC/SR/24-25/ 877

Dated, 24 September, 2024

### SHORT NOTICE INVITING QUOTATION

On behalf of the Governor of Tripura, the undersigned invites sealed quotation for printing of Photo Electoral Roll and some awareness materials (flex) for Santirbazar Sub-Division, South Tripura in connection with forthcoming Special Summary Revision of Photo Electoral Roll from the bonafided Printing Agency of Tripura.

The details of printing works are shown in table below :

Table

Sl No	Name of Work/description	Brand /quality	Approximate quantity of works
1	Printing of Photo Electoral Roll from the pdf file in both-side	A4 75 GSM paper	1.50 lakh copies (Approx.)
2	Multicolour Flex Printing	Premium quality	1500 Sq. Feet (Approx.)
3	Multicolour Flex Printing alongwith wooden structure .	Premium quality	500 Sq. Feet (Approx.)

Rate should be quoted both in figures & words as per prescribed pro-forma enclosed (Annexure-A & B). The undersigned has the right to reject any quotation or contract or whole process at any time without assigning any reason. The stated sealed quotation should be dropped in the Tender Box kept in the Chamber of the Sub-Divisional Magistrate, Santirbazar, South Tripura on and from **26/09/2024 to 04/10/2024 (except Govt. holidays) up to 3:00 PM (office hours and days only)**. The tender will be opened on the last day i.e. 04/10/2024 (if possible) at 3:30 PM in the presence of the bidders or authorized representatives who are willing to remain present at the time of opening of the Tender. If the last date of Tender dropping /opening of Tender are paralyzed due to any unforeseen reason, the next working day will be the last date of dropping / opening of Tender Box.

#### Terms & Conditions:-

1. Printed Photo Electoral Roll should be segregated and stapled Part wise as well as Assembly Constituency wise in ascending order and to be supplied in systematic manner.
2. Soft copy in pdf form shall be supplied from this office containing the voter list which printing and supply works shall be **completed with 48 hrs on receipt of pdf file.**
3. Any kind of tempering in pdf file will not be permitted.
4. Soft copy containing the voter list should not be shared/disclosed by the Agency with anyone without permission of the undersigned .

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5. The sealed cover envelop shall be superscripted by the expression "QUOTATION FOR PRINTING OF PHOTO ELECTORAL ROLL & FLEX PRINTING UNDER SANTIRBAZAR SUB-DIVISION separate envelop.
6. The rate should be quoted (both word and figure) inclusive of all inevitable taxes, transportation charges, service charges, if any.
7. The bidder should have valid trade license, GST, PAN card, Bank Account number etc. Self-attested copy of the said documents should be enclosed with the quotation.
8. The lowest bidder shall awarded for printing works within 10 days on finalization of Tender process. If the 1<sup>st</sup> lowest bidder fails to take-over the works in time, the 2<sup>nd</sup> lowest Bidder may be awarded the contract.
9. The tender period may be extended if authority desires.
10. Payment will be made only after successful completion of printing and delivery of works
11. All specifications, rates and quantity etc. mentioned by the bidder in Annexure-A should be in printed form or should be clearly specified.
12. Any item may be struck off by the undersigned even after finalization of rate and bidder.
13. In case of any arbitration the matter will be referred to the District Magistrate & Collector, South Tripura and the order of the District Magistrate & Collector shall be final. All disputes lie within the jurisdiction of South Tripura District only.
14. The contract shall be for the Financial Year 2024-25(up to 31st March, 2025).

  
(Manoj Kr. Saha TCS)  
Electoral Registration Officer  
(Sub-Divisional Magistrate)  
Santirbazar, South Tripura

To

1. The Director, ICA Government of Tripura for kind information with request to arrange to publish in 3 (three) (A-quality) local dailies (Bengali & English) in single insertion.
  2. The Director, Information & Technology Dept., Govt. of Tripura, Agartala, West Tripura for kind information with request to float the tender at Tripura state portal [www.tripura.gov.in](http://www.tripura.gov.in).
  3. The Technical Director & DIA, NIC, South Tripura District, Belonia for kind information with a request to display the Notice in District Official Website please.
- Copy to:-
1. The District Magistrate & Collector, South Tripura, Belonia for kind information please.
  2. The Sub-Divisional Magistrate, Sabroom/ Belonia/ South Tripura for kind information please with a request to display the matter in the notice board.
  3. The Block Development Officer, Satchand/Hrishyamukh/ Rajnagar/ Poangbari/ Rupaichari/ Jolaibari/ Bokafa/ BC Nagar RD Block for kind information with a request to display the SNIQ in their Notice Board.
  5. The Account section /Cashier of this Block for information.
  6. Notice Board of this Office for wide publication.

  
Sub-Divisional Magistrate  
Santirbazar, South Tripura

**QUOTATION FOR PRINTING OF PHOTO ELECTORAL ROLL UNDER  
SANTIRBAZAR SUB-DIVISION FOR THE FINANCIAL YEAR 2024-2025.**

1. Name of Agency :
2. PAN No :
3. GST Registration No. :
4. Contact no :

**Quoted Rate:**

Sl No.	Name of Work	Specification/Quality of printing paper	Rate quoted per page on booth side printing	Tax	Rate inclusive of applicable Taxes in word and Figure.
1	Printing of Photo Electoral Roll	A4, 75 GSM paper			

I have gone through the terms & Conditions stipulated in the quotation notice and agree to do the printing works as per quality, specification and rate mentioned in the above table in the office of the Sub-Divisional Magistrate, Santirbazar, South Tripura by abiding all terms and conditions mentioned in the quotation.

Place :

Date :

Full Signature of Bidder  
With Seal

**QUOTATION FOR FLEX PRINTING UNDER SANTIRBAZAR SUB-DIVISION FOR THE FINANCIAL YEAR 2024-2025.**

1. Name of Agency :
2. PAN No :
3. GST Registration No. :
4. Contact no :

**Quoted Rate:**

Sl No.	Name of Work	Specification/Quality of printing paper	Rate quoted per Square Feet (Sq.Ft.)	Tax	Rate inclusive of applicable Taxes in word and Figure.
1	Multi colour Flex Printing	Premium quality			
2	Multi Colour Flex Printing alongwith wooden structure.	Premium quality			

I have gone through the terms & Conditions stipulated in the quotation notice and agree to do the printing works as per quality, specification and rate mentioned in the above table in the office of the Sub-Divisional Magistrate, Santirbazar, South Tripura by abiding all terms and conditions mentioned in the quotation.

Place :

Date :

Full Signature of Bidder  
With Seal