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**ELECTION DEPARTMENT**  
**GOVERNMENT OF TRIPURA**

Procurement of FARGO DTC 1500 RBN, YMCKOK half panel colour ribbon with two resin black panels 650 images (for FARGO DTC 1500 Printer) and it's Cleaning Kit

**GOVERNMENT OF TRIPURA  
OFFICE OF THE CHIEF ELECTORAL OFFICER  
TRIPURA : AGARTALA**

**NOTICE INVITING TENDER**

No. F.16 (19-A)-CEO/STORE/2018/Vol-II/

Dated, Agartala: 18/05/2020

**Name of Goods: FARGO DTC 1500 RBN, YMCKOK half panel colour ribbon with two resin black panels 650 images (for FARGO DTC 1500 Printer) and Cleaning Kit (Part No.086177)**

Double Packet Bid e-Tenders are hereby invited on behalf of Chief Electoral Officer, Tripura, Agartala from registered Traders/Suppliers/Manufacturers/OEM for supply of the below listed items as per the prescribed format in connection with printing of PVC EPIC in Districts and Sub-Divisions.

Sl. No.	Name of Item	Quantity Required
(I)	(II)	(III)
1	FARGO DTC 1500 RBN, YMCKOK half panel colour ribbon with two resin black panels 650 images (for FARGO DTC 1500 Printer) Part No.045614	200 Nos. (No. may increase or decrease)
2	Cleaning Kit (Part No.086177) – including 4 Print head Cleaning Swabs & 10 Cleaning cards (for FARGO DTC 1500 Printer)	100 Nos. (No. may increase or decrease)

**1. GENERAL INSTRUCTIONS**

- a) The Bidders are requested to examine the instructions, terms and conditions and specifications given in the Tender. Failure to furnish all required information in every respect will be at the Bidder's risk and may result in the rejection of bid.
- b) It will be imperative for each Bidder(s) to familiarize himself/ themselves with the prevailing legal situations for the execution of contract. The office of CEO, Tripura shall not entertain any request for clarification from the Bidder regarding such legal aspects for submission of the Bids.
- c) It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bids and no claim whatsoever including those of financial adjustments to the contract awarded under this tender will be entertained by the Office of the CEO, Tripura. Neither any time schedule nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder to apprise himself.
- d) The Bidder shall be deemed to have satisfied himself fully before Bidding as to the correctness and sufficiency of its Bids for the contract and price quoted in the Bid to cover all obligations under this Tender.

- e) It must be clearly understood that the Terms and Conditions and specifications are intended to be strictly enforced. No escalation of cost in the Tender by the Bidder will be permitted throughout the period of Agreement or throughout the period of completion of contract whichever is later on account of any reasons whatsoever.
- f) The Bidder shall make all arrangements to train the beneficiaries at various locations at their own cost and transport.
- g) The Bidder should be fully and completely responsible to the office of the CEO and the EROs (SDMs) for all the deliveries and deliverables.

## **2. CLARIFICATION REGARDING TENDER**

- a) A prospective Bidder requiring any clarification in the Tender may notify office of the CEO, Tripura by letter or by Fax or by E-mail or through website to [ceo\\_tripura@eci.gov.in](mailto:ceo_tripura@eci.gov.in). We encourage paper free e-mail communication.
- b) The responses to the clarifications will be notified in the websites by means of Corrigendum to the Tender Document. It would be advantageous to commence e-mail contact with [ceo\\_tripura@eci.gov.in](mailto:ceo_tripura@eci.gov.in) to register the e-mail id.

## **3. AMMENDMENTS TO THE TENDER**

- a) Before closing of the Tender, clarifications and amendments if any will be notified in the websites mentioned in the Tender Schedule. The Bidders should periodically check for the amendments or corrigendum or information in the websites till the closing date of this Tender. The Office of the CEO, Tripura will not make any individual communication and will in no way be responsible for any ignorance pleaded by the Bidders.
- b) No clarifications will be offered by the Office of the CEO, Tripura within 48 hours prior to the due date and time for opening of the Tender.
- c) Before the closing of the Tender, the Office of the CEO, Tripura may amend the Tender document as per requirements or wherever the Office of the CEO, Tripura feels that such amendments are absolutely necessary.
- d) Amendments also may be given in response to the queries by the prospective Bidders.
- e) Such amendments will be notified in the website mentioned in the tender schedule.
- f) The Office of the CEO, Tripura at its discretion may or may not extend the due date and time for the submission of bids on account of amendments.
- g) The Office of the CEO, Tripura is not responsible for any misinterpretation of the provisions of this tender document on account of the Bidders failure to update the Bid documents on changes announced through the website.

**4. LANGUAGE OF THE BID**

The bid prepared by the Bidder as well as all correspondence and documents relating to the bid shall be in English only. The supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an accurate translation in English duly notarized, in which case, for all purposes of the bid, the translation shall govern. Bids received without such translation copy are liable to be rejected.

**5. BID CURRENCY**

Price should be quoted in Indian Rupees (INR) only and Payment shall be made in Indian Rupees only.

**6. CONTACTING TENDER INVITING AUTHORITY**

- a) Bidders shall not make attempts to establish unsolicited and unauthorized contact with the Tender Inviting Authority, Tender Scrutiny Committee, Tender Accepting Authority, after the opening of the Tender and prior to the notification of the Award and any attempt by any Bidder to bring in extraneous pressures on the Tender Accepting Authority shall be sufficient reasons to disqualify the Bidder.
- b) Notwithstanding anything mentioned above, the Tender Inviting Authority or the Tender Accepting Authority may seek bonafide clarifications from the Bidders relating to the tenders submitted by them during the evaluation of tenders.

**7. FORCE MAJEURE**

Neither the Purchaser / the office of the CEO Tripura nor the Successful Bidder shall be liable to the other for any delay or failure in the performance of their respective obligations due to causes or contingencies beyond their reasonable control such as:

- a) Natural phenomena including but not limited to earthquakes, floods and epidemics.
- b) Acts of any Government authority domestic or foreign including but not limited to war declared or undeclared, priorities and quarantine restrictions.
- c) Accidents or disruptions including, but not limited to fire, explosions, breakdown of essential machinery or equipment, power and water shortages.

**8. TERMS & CONDITIONS OF THE TENDER:**

- a) Valid Trade License, PAN Card, GST Registration Certificate, Bank A/c Number along with IFSC Code & Bank details to be submitted. No communication for non-submission of aforesaid documents from any bidder will be entertained under any circumstances at any stage of the tender process.

- b) Quoted rate per unit should be both in words as well as in figure. The rate must be inclusive of all Taxes.
- c) Earnest Money Deposit (EMD) amount to Rs 65,000/- (Rupees sixty five thousand 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”**.
- d) The participating bidders have to pay an amount of Rs.1,000/- (rupees one thousand only) as tender fee. The Tender Fee (TF) that will be paid is non-refundable. The Tender Fee is to be submitted 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”**.
- e) EMD of all bidders other than that of the lowest bidder(s) would be released after placing of Supply Order, if selected.
- f) Submission of EMD and Tender Fee (TF) is applicable even for Co-operative Societies should they wish to bid. Any bid made without submission of EMD and Tender Fee (TF) will be treated as informal bid and will be summarily rejected.
- g) The original EMD in the form of Demand Draft shall be submitted to this Office before closing date and time of bid submission.
- h) EMD of all bidders other than that of the lowest bidder(s) would be released after placing of Supply Order, if selected.
- i) The cost of the items shall not exceed the Maximum Retail Price (MRP) under any circumstances.
- j) Quoted rates will be valid for 1(one) year from the date of signing of agreement. Thereafter, under any circumstances whatsoever, rate contract cannot be changed/escalated by the successful bidder.
- k) Quality of materials to be ensured & materials to be supplied strictly as per the specification mentioned in the tender document.
- l) 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, Akahaura Road, Agartala, Tripura (West), PIN-799001.
- m) No advance payment would be made. Payment would be made only on receiving the items in good & satisfactory condition as per configuration and after satisfactory usage of the same in the Districts and Sub-Divisions.

- n) Parties shall be selected separately for each item on the basis of lowest rate as per the provisions of DFPRT-2019.
- o) After opening Financial Bid and placement of Supply Order, if L1 bidder(s) backs out and fails to supply the materials, the matter will be taken up for blacklisting the concerned L1 bidder.
- p) In case the selected bidder fails to supply all the items within the stipulated time, the EMD will be forfeited which is submitted by the bidder.
- q) Successful bidder shall be responsible to conduct trainings as per requirement for the Election Officials for operating the PVC Card printers properly.
- r) Bidders shall also communicate the contact details of authorized person at Agartala for support and maintenance.
- s) Taxes would be deducted at source as per norms.
- t) Any defective/ sub-standard item to be replaced by the successful tenderer within 3 (three) days at his own cost & risk.
- u) Any incomplete tender would be treated as informal and will be summarily rejected.
- v) Detailed postal address along with PIN Code & Contact No. must be provided for easier communication.
- w) 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 of the tender process without assigning any reason.
- x) All tenders to be opened on 3<sup>rd</sup> July, 2020 at 4:30 PM at <https://tripuratenders.gov.in>.

**(U.J. Mog)**

*Additional Chief Electoral Officer,  
Tripura.*

**Detailed Notice Inviting Tender  
DNIT**

**LIST OF IMPORTANT DATES IN CONNECTION WITH THE BID FOR THE WORK**

1.	<b>Completion period for the work:</b>	30 days
2.	<b>Date of Publishing of Tender</b>	3 <sup>rd</sup> June, 2020 at 4:30 PM
3.	<b>Document download Start Date</b>	3 <sup>rd</sup> June, 2020 at 4:30 PM
4.	<b>Bid submission Start Date</b>	3 <sup>rd</sup> June, 2020 at 4:30 PM
5.	<b>Document download End Date</b>	3 <sup>rd</sup> July, 2020 at 3:00 PM
6.	<b>Bid submission End Date</b>	3 <sup>rd</sup> July, 2020 at 3:00 PM
7.	<b>Online Bid Opening Date</b>	3 <sup>rd</sup> July, 2020 at 4:30 PM
8.	<b>Place of Opening Bids</b>	Office of the Chief Electoral Officer, Old Civil Secretariat Complex, Akhaura Road, Agartala, West Tripura - 799001
9.	<b>Officer inviting Bids:</b>	Additional Chief Electoral Officer, Office of the Chief Electoral Officer, Tripura

**Notes:** All the above mentioned time are as per clock time of e-procurement website <https://tripuratenders.gov.in>.



**TECHNICAL DOCUMENT**

To be submitted/ uploaded in <https://tripuratenders.gov.in>

- Technical Specification of the items
- Trade License/ Registration Certificate.
- PAN card
- GST Registration Certificate
- Bank A/c No along with IFSC code & Bank details
- Copy of the EMD (Demand Draft)
- Copy of Tender Fee (Demand Draft)
- Undertaking of the Bidder
- Digitally Signed DNIT

**FINANCIAL DOCUMENT**

To be submitted/ uploaded in <https://tripuratenders.gov.in>

- Bill of Quantity (BoQ)

**INSTRUCTION TO BIDDERS**

1. Tender shall not be accepted for the product/products for which the concerned company has been blacklisted/banned/debarred either by Tender inviting authority of Govt. of Tripura/ Govt. of India or by any other State/Central Govt. and its procurement agencies.
2. The concerned company/firm who stands blacklisted/banned /debarred either by Tender inviting authority or Govt. of Tripura/ Govt. of India or by any other State/ Central Govt. and its procurement agencies on the date of bid submission shall not be eligible to participate in the tender.
3. The successful bidder will have to deposit 3.5% of the value of ordered quantity as Security Money by demand draft in favor of **“Assistant Chief Electoral Officer (Computerization), O/o the CEO, Tripura, Agartala”** from any schedule Bank by the firm within 7(seven) days from the date of issue of supply order.
4. Bidders who will successfully qualify in the Technical Evaluation can only participate in the Financial Bid.

5. **BID OPENING**

The bid will be opened online by the designated bid openers at the office of the CEO Tripura, on behalf of the Chief Electoral Officer, Tripura at the time, date and venue as specified in the bid documents. Bids shall be scrutinized in accordance with the conditions stipulated in the Bid document. In case of any discrepancy of non-adherence Conditions, the Bid accepting authority shall communicate the same which will be binding both on the bid Opening authority and the Bidder. In case of any ambiguity, the decision taken by the Bid Accepting Authority on bids shall be final.

6. **TECHNICAL BID EVALUATION & COMPARISON OF BIDS**

All the statement, documents, certificates, demand draft/bank guarantee, etc., shall be submitted/uploaded by the bidder will be verified, for evaluation of bids. The clarifications, particulars, if any, required from the bidders, will be obtained by addressing the bidders. The Bidders have to conduct a Demo of the Device before the expert committee. The Bidders who qualify our requirement as per the specification mentioned in the Tender Document shall be entertained for the Financial Bid. Demonstration date of the PVC Printer in front of Technical Bid Evaluation Committee will be the Bid opening date & time.

Bids will be evaluated against the specified parameters / criteria mention in the specification and the qualified bidders will be identified. The result of bids evaluation can be seen in the e-procurement application <https://tripuratenders.gov.in> by all the bidders who participated in the Bid.

7. **Discrepancy in Bid percentage quoted**

Bids shall be scrutinized in accordance with the conditions stipulated in the Bid document. Bidder shall quote rate in figures only. In case of any ambiguity, the decision taken by the Bid Accepting Authority on Bidders shall be final.

8. **Process to be Confidential**

- a) Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to the Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced by the bid accepting authority. Any effort by a Bidder to influence the processing of Bids or award decisions may result in the rejection of his Bid.
- b) No Bidder shall contact any authority concerned with finalization of bids on any matter relating to the Bid from the time of the Bid opening to the time the Contract is awarded. If the Bidder wishes to bring additional information to the notice of the Additional Chief Electoral Officer, should do so in writing.

- c) Before recommending / accepting the bid, the bid recommending / accepting authority shall verify the correctness of certificates submitted and also suitability of the PVC Printer for printing PVC EPIC.

**9. CORRUPT OR FRAUDULENT PRACTICES**

The CEO, Election Department Agartala requires that the bidders / suppliers / bidders under all contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, Election Department, Agartala:-

- (a) Define for the purposes of the provision, the terms set forth below as follows:
- (i) "Corrupt practices" means the offering, giving, receiving or soliciting of anything of value to influence the action of a official in procurement process or in contract execution: and
  - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish in Bid prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition.
- (b) Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (c) Will blacklist / or debar a firm, either indefinitely or for a stated period of time, if at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing a Government Contract.
- (d) Furthermore, Bidders shall be aware of the provisions stated in the General Conditions of Contract.
- (e) In the event of tender being rejected the earnest money forwarded with such unaccepted tender shall thereupon be returned to the bidder making the same.

**Specification of Ribbon**

YMCKOK\*: Half-panel color ribbon with two resin black panels and clear overlay panel, 650 images Half-panel photo-accurate, full color on front, black text or barcodes on back. Includes overlay panel for color fade prevention. Pairs well with pre-printed cards that require limited personalization (Part No.-045614).

**Specification of Cleaning Kit**

Cleaning Kit (Part No.086177) – including 4 Print head Cleaning Swabs & 10 Cleaning cards (for FARGO DTC 1500 Printer)

**APPENDIX-1  
(Declaration)**

I/We do hereby agree that the offer shall remain open for acceptance for a minimum period of 60 days stipulated in the Tender or such other period prescribed by CEO, Tripura from the date of opening of the tender and thereafter until it is withdrawn by us by notice in writing duly addressed to the authority of opening the tender and sent by registered post with acknowledgement due or otherwise delivered at the office of the authority.

The EMD amount shall not bear any interest and shall be liable to be forfeited to CEO, Tripura should I/We fail to abide by the stipulations to keep the offer open for a period mentioned above or fail to sign and complete the contract document as required by CEO, Tripura and furnish the Security Deposit as specified in the terms and conditions of the contract. The EMD amount may be adjusted towards SD or refunded to me/us unless the same or any part thereof has been forfeited as aforesaid.

I/We agree to adhere with the schedule of implementation and deliver the items as specified in the tender.

I/We declare that the Price bid has been submitted without any conditions and strictly as per the Terms and Conditions of the tender document and I/We am/are aware that the Price bid is liable to be rejected if it contains any other conditions.

I/We declare that the information furnished in the tender is true to the best of my/our knowledge. If any false/fictitious information is found I/We agree to the rejection of the bids and consequence action.

**Seal & Signature of Bidder**