

No.F.17(04)/TW/ADC/Elect./2020 / 40201
GOVERNMENT OF TRIPURA
DIRECTORATE OF TRIBAL WELFARE

Dated Agartala the 16th March, 2020

SHORT NOTICE INVITING TENDER

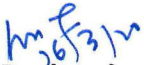
On behalf of the Governor of Tripura, sealed Tenders are hereby invited from the reputed Firms/Agencies/ Co-operatives having experience of such supply successfully for supply of best quality materials as per the list at **Annexure -I** in connection with ensuing General Election to the District Council, 2020.

2. The Bid 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:
 - i) Acceptance of terms and condition as **Annexure -II**.
 - ii) The Proforma at **Annexure-III**, duly filled in, along with relevant document.
 - iii) Earnest money deposit (EMD).
 - (b) The Second Sealed cover super scribed "**Financial Bid**" as at **Annexure-IV** should contain only rates per unit of materials mentioned in **Annexure-I**.
3. Both the sealed cover should be placed in the main sealed cover super scribed "**Tender for supply of Election Materials for General Election to the District Council, 2020**". Tender should be addressed to the Directorate of Tribal Welfare, Government of Tripura, P. N. Complex, Gurkhabasti, Agartala, West Tripura Pin-799006 and dropped in the Tender Box kept in the office chamber of the Addl. Director (HoO) on or before **3.00 PM on 21st March, 2020**.
4. The Tender should be accompanied with a refundable deposit of earnest money of **Rs 50,000/- (Rupees Fifty Thousand) only** in the shape of **D-Call/ Bank Draft** issued by any Nationalized Bank in favour of the **Directorate of Tribal Welfare**. The tender without the earnest money is liable to be rejected.
5. The bidder shall have to submit sample of all materials as per specification along with the Tender Form. The sample materials should be sealed and the name & address of the bidder should be written over it clearly.
6. Sealed Tenders will be received by the Directorate of Tribal Welfare, Government of Tripura, Gurkhabasti, Agartala up to **3.00 PM on 21st March, 2020**. Tenders may be opened on the same date, **at 3.30 PM** if possible in presence of Bidders. If the bid opening process is suspended due to any unforeseen reason, the same will be opened on subsequent office wording day. 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 Addl. Director of Tribal Welfare (HoO) in presence of the participating bidders, who wish to remain present.
8. The Bidders should quote the rates of each item including the cost of taxes, levies, VAT etc as per **Annexure - I** keeping the serial number unchanged.
9. The party/ parties shall be selected separately for each item on the basis of the lowest rate quoted and other valid consideration as mentioned in the terms & conditions.
10. If 1st 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 2nd lowest or any other Agency/ Agencies for supply the materials in the lowest rate/ 2nd lowest rate.

Contd....P/2


M. T. / 16/3/20

11. All the bidder are requested to read and understand the terms and conditions of the contract as detailed above and in the **Annexure - II** before submission their Bid, as no change or violation of the terms and condition are permissible once the Bid is received by the undersigned.
12. The undersigned reserves the right to amend any of the terms and condition contained in the tender documents or rejects any or all bids without giving any notice or assigning any reason thereof. The decision of undersigned in this regard will be final. The quantities of materials / articles may be increase and decrease.
13. The tender document will be available in the office of the Directorate of Tribal Welfare, Government of Tripura, Gurkhabasti, Agartala. The intending bidder may collect it from the office of the Directorate of Tribal Welfare or may download from the website of the Department (**www.twdtripura.in**)


(L. T. Darlong)
Director,
Tribal Welfare
Government of Tripura

Copy to :-

1. The Director of ICAT, Govt. of Tripura for kind information.
2. Notice Board of the Directorate of Tribal Welfare, Gurkhabasti, Agartala.
3. Notice Board of the _____ Gurkhabasti, Agartala.


Director,
Tribal Welfare
Government of Tripura

List of Stationary articles for General Election to the District Council, 2020

Sl. No.	Name of Stationary Articles	Unit	Quantity
1	Ordinary Pencil (Classmate)	Nos.	2500
2	Ball Point Pen (Blue) Smart Gel	Nos.	6000
3	Ball Point Pen (Red) Smart Gel	Nos.	3000
4	Refill (Smart Gel) (Blue)	Nos.	3600
5	Refill (Smart Gel) (Red)	Nos.	1500
6	Twine Thread Ball 75 grams each (100% cotton)	Nos.	2400
7	Sealing Wax (Standard size) 10 Stick in each packet	Pkts.	1500
8	Gum paste (150 ml) Camal	Nos.	1500
9	Blade (Wilkinson)	Pkts.	300
10	Tag (Nylon) Best quality 100 tag in each bundle	Bundle	2000
11	Candle (Big Size) 210 grams (6 candle in each pkt.)	Pkts.	1500
12	Packing paper DFC size 11kg per ream	Sheets.	2500
13	Flexible wire (Guna) 22 Gaze (each bundle 200 gm.)	Kg.	120
14	Metal Role for detaching Ballot paper (8 inch)	Nos.	1500
15	Needle for sewing gunny bag (5 inch)	Nos.	1500
16	Nail ½ inch size	Kg.	30
17	Nail 1 inch size	Kg.	30
18	Water Sponge with case (Star)	Nos.	1500
19	Alpin (King Brand) 100 grams packet	Pkts.	1400
20	Pencil Carbon paper (Blue) Kores	Pieces.	5000
21	Knife (Ordinary) 6 " each	Nos.	1500
22	Paper weight 150 grams	Nos.	2500
23	Sujan 6" each	Nos.	1500
24	Board Pin (100 grams pkt) Moujee per pkt.	Pkt.	1500
25	Voting compartment made of corrugated plastic sheet (flex-board) in three fold each fold having dimension of 24"X24"X30" (Length X Width X Height)	Pieces.	2400
26	Card Board pieces for strengthening paper seal (7"x7") each	Nos.	2000
27	Self inking Pad (Apollo)	Nos.	1500
28	Fool Scrap Paper HPC 4 KG per ream (Dista paper)	Sheet.	6000
29	Match Box (Bulb)	Nos.	2500
30	Markin Cloth (white) or Reg. for removing oil or any other substance from the fingers(s) of the electors.	Mtr.	600
31	Ribbon Tap	Nos.	2000
32	Safety Pin (Stainless Steel)	Dozen	1400
33	Coir rope	Kg.	1500
34	Jute Twine (3 ply twine)	Kg.	400
35	Bucket plastic medium size	Nos.	1500
36	Self Ink (purple) (Kores)	Nos.	1500
37	Gunny Bag	Nos.	1500
38	Empty Zarda Tin	Nos.	1500
39	Blotting Paper	Pieces	1500
40	Hand bag (Jute) (Nylon)	Nos.	1500
41	Brown paper Board (NP)	Pieces	1500
42	Rubber Band (Guarder)	Kg	60


 Director,
 Tribal Welfare
 Government of Tripura

Terms and Condition :-

1. The bidder should have an experience of at least 3 (three) years in such supply for any election. The copies of contracts /order placed on the Firms/ Agencies/ Co-operatives should be attached along with the bidding document as proof of such experience in the field.
2. The bidder should submit last 2 years (17-18 & 18-19) Turn Over certificate @2.00 Crore per year from any Charter Accountant.
3. Tender shall not be accepted of any Firms/ Agencies/ Co-operatives which has been blacklisted/ banned/ debarred either by the tender inviting authority of Govt. of Tripura or by any other State/ Central Govt. and its procurement agencies.
4. The Tender should be accompanied with a refundable deposit of earnest money of **Rs 50,000/- (Rupees Fifty Thousand) only** in the shape of **Deposit at Call (D-Call)/ Bank Draft** issued by any Nationalized Bank in favour of **the Directorate Tribal Welfare**. The tender without the earnest money is liable to be rejected.
5. The prescribed proforma for technical bid i.e. **Annexure –III** shall be filled up carefully and ink signed with sealed by the Bidders.
6. The bidder shall have to submit sample of all materials as per specification along with the Tender Form. The sample materials should be sealed and the name & address of the bidder should be written over it clearly.
7. Sealed Tenders will be dropped in the Tender Box kept in the office chamber of the Addl. Director of Tribal Welfare (HoO), Gurkhabasti, Agartala up to **3.00 PM of 21st March, 2020** except Government holydays thereafter no bid will be received.
8. The Bidders should quote the rates of each item including all taxes, levies, etc as per **Annexure –I** keeping the serial number unchanged.
9. The party/ parties shall be selected separately for each item on the basis of the lowest rate quoted and other valid consideration as mentioned in the terms & conditions.
10. If 1st 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 2nd lowest or any other Firms/ Agencies/ Co-operatives for supply the materials in the lowest rate/ 2nd lowest rate.
11. No advance payment will be made.
12. The Bidder/Bidders who will quote the lowest rate shall have to supply the materials to the Office of the Directorate of Tribal Welfare within 10 (ten) days after issuing of supply order. Supply shall be completed in one phase only.
13. The Bidders shall enclose necessary documents in support of their registration as Firm/Agency/ Co-operatives. Audited of accounts for the year 2017-2018 & 2018-2019 should be submitted along with the bidding document. The Tax clearance certificate for Income Tax & GST for the year 2018-19 should also be attached with the bidding document.
14. 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.
15. The supplier must supply best quality materials as per specification. Supply of Sub-standard quality materials will not be accepted. In case of failure to supply of materials as per terms & conditions and specification, the supply order issued to the agency may be cancelled and earnest amount of the tender will be forfeited to the Government account.
16. No carrying charge will be paid for any of the supply.
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.


Director,

Tribal Welfare
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. & fax number:-
4. Email address :-
5. PAN number of bidder :-
6. Firm/Agency/ Co-operatives Registration No.:-
7. Name of person who have signed the tender paper :-
Mobile, Phone, Fax No. :-
Email address :-

8. Detail of Earnest money deposit: - D-Call/ Bank Draft 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 :- (i)
Technical Bid (ii)
(iii)
(iv)
(v)

11. Rates have been quoted for _____ Nos. items out of 40 Nos. items in Annexure - 1.

12. 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 Directorate of Tribal Welfare, 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

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6	Twine Thread Ball 75 grams each (100% cotton)	Nos.		
7	Sealing Wax (Standard size) 10 Stick in each packet	Pkts.		
8	Gum paste (150 ml) Camal	Nos.		
9	Blade (Wilkinson)	Pkts.		
10	Tag (Nylon) Best quality 100 tag in each bundle	Bundle		
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12	Packing paper DFC size 11kg per ream	Sheets.		
13	Flexible wire (Guna) 22 Gaze (each bundle 200 gm.)	Kg.		
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25	Voting compartment made of corrugated plastic sheet (flex-board) in three fold each fold having dimension of 24"X24"X30" (Length X Width X Height)	Pieces.		
26	Card Board pieces for strengthening paper seal (7"x7") each	Nos.		
27	Self inking Pad (Apollo)	Nos.		
28	Fool Scrap Paper HPC 4 KG per ream (Dista paper)	Sheet.		
29	Match Box (Bulb)	Nos.		
30	Markin Cloth (white) or Reg. for removing oil or any other substance from the fingers(s) of the electors.	Mtr.		
31	Ribbon Tap	Nos.		
32	Safety Pin (Stainless Steel)	Dozen		
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Full Signature of the Bidder with Seal