No. F.4(4-11)-NAZ/PR/2015 /12, 727-30-
GOVERNMENT OF TRIPURA
DIRECTOR OF PANCHAYATS

Dated Agartala the August, 2018

NOTICE INVITING TENDER

On behalf of the Governor of Tripura, sealed tenders are hereby invited from the reputed and experience 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 Paper in connection with ensuing Panchayat Bye-Election, 2018. Specification of paper is as following:-

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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.
   i. Acceptance of terms and conditions at Annexure-I.
   ii. The Proforma at Annexure –II, duly filled in, along with relevant Documents.
   iii. Earnest Money Deposit (EDM)

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

3. Both the covers should be place in the main sealed envelope super scribed “Tender for Supply of Paper for printing of Ballot in connection with Panchayat Bye-Election, 2018. Tender should be addressed to the Director of Panchayats, Govt, 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 of Panchayats (HOO), by 3 P.M on before 20-08-2018.

1. The Tender should be accompanied with a refundable deposit of earnest money of Rs-25,000/- (Rupees Ten Thousand) only in the shape of Depo.it at Call (D-Call)/ Bank Draft issued by any Nationalize Bank in favour of the Joint Director of Panchayats (DDO). The tender without the earnest money is liable to rejected.

2. 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.

3. Sealed Tenders will be received by the Director of Panchayats, Government of Tripura, Gurkhabasti, Agartala up to 3.00 PM of 20th August, 2018. Tenders may be opened in 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.

Contd......P/2
5. At first the Technical bids will be opened, there after the financial bids of technically qualified bidder only will be opened on the chamber of the Addl. Director of Panchayats (HOO) in presence of the participating bidders, who wish to remain present.

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

7. 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 Paper in the lowest rate/2nd lowest rate.

8. 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.

9. 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 and binding.

10. The Tender document can be collected from the office of the Department or may download from the website of the department (http://trppanchayat.gov.in).

Copy to:-

1. The Director of ICA, Govt. of Tripura for kind information.
2. Notice Board of the Panchyat Department, Agartala.
3. Notice Board of the ____________________________ Agartala
4. Account Section of this Directorate for information and necessary action.

Director of Panchatays
Government of Tripura
Terms and Conditions:-

1. The bidder should have an experience of 03 (three) years in Supply of Paper for printing of Ballot Paper for any election. The information of the firm should be given proforma (Technical Bid) annexure-II.

2. The bidder should have submitted last 3 years 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 25,000/- (Rupees Ten Thousand) only in the shape of Deposit at Call (D-Call)/ Bank Draft issued by any Nationalized Bank in favour of the Joint Director of Panchayats (DDO). The tender without the earnest money is liable to be rejected.

5. The bidder shall have to submit sample of the paper as per specification along with the Technical Bid and Financial Bid 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 (http://trppanchayat.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 20th August, 2018. 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, 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 1st 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 2nd lowest or any other Agency/ Agencies for supply the Paper in the lowest rate/ 2nd lowest rate and earnest amount of the 1st lowest bidder will be forfeited to the Govt. account.

11. No advance payment will be made.

12. The Bidders /Bidders who will quote the lowest rate shall have to supply the Paper to the Store of the Tripura Government Press, Bordwali, Agartala Within 15 (fifteen) Days after receiving of supply order. No carrying charge will be paid for it. Supply shall be completed in open 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 2016-2017 & 2017-2018 should be submitted along with the bidding document. The Tax clearance certificate for Income Tax & GST for the year 2017-18 should also be attached with the bidding document.

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 tender 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 requirement shall be shown in the supply order which 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.

Director of Panchatays
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 :-
   experience in the field(Copies of contracts/order placed on the bidder not less than 3 years) (i) (ii) (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:-

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Date:-

Place:-

Full Signature of the Bidders and Seal