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 Paper 75 GSM of Size 43X69 cm. weight 11.1 Kg. per Ream for printing of Ballot Paper in connection with ensuing General Election of Village Committee-2016. Specification of paper is as follows:

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

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

3. Both the sealed covers should be placed in the main sealed envelope super scribed "Tender for Supply of Paper for printing of Ballot in connection with General Election of Village Committee-2016". 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 Joint Director (H00), so as to reach latest by 3 P.M on or before 20-01-2016.

1. The Tender should be accompanied with a refundable deposit of earnest money of Rs 10,000/- (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.

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. The Sample and specification of the materials will be available for inspection in the office of the Directorate of Panchayats in any working day from 11.00 AM to 3.00 PM.
4. Sealed Tenders will be received by the Director of Panchayats, Government of Tripura, Gurkhabasti, Agartala up to 3 PM of 20th January, 2016.

5. The Technical bids will be opened at the first stage by the Tender Committee on the same day i.e. 3-30 pm on 20/01/2016 if possible in the office chamber of the Joint Director (HOO), Gurkhabasti, West Tripura, in the presence of the participating bidders, who may wish to remain present. At the second stage, Financial Bids of technically qualified Bidders only will be opened at 4-30 PM if possible on the same day and same venue. Single bid will not be accepted. If the bids opening work is suspended due to any unforeseen reason, the same will be opened on subsequent office working day. Quotations received after the stipulated time & date will be rejected forthwith.

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 sending their quotations, as no change or violation of the terms and conditions are permissible once the quotation is accepted by the Panchayat Department, Govt. of Tripura.

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).

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Director of Panchayats
Government of Tripura

Copy to:--

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

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Director of Panchayats
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 in proforma (Technical Bid) annexed at Annexure-II.

2. The Tender should be accompanied with a refundable deposit of earnest money of Rs 10,000/- (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.

3. The Technical Bid and Financial Bid will be available in the office of the Director 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.

4. 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.

5. Sealed Tenders will be received by the Director of Panchayats, Government of Tripura, Gurkhabasti, Agartala up to 3.00 PM of 20th January, 2016. Tenders may be opened in the same date, if possible in presence of bidders on 3.30 PM.

6. The rate should be inclusive of all costs, Taxes, levies etc.

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

8. 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 and earnest amount of the 1st lowest bidder will be forfeited to the Govt. account.

9. No advance payment will be made.

10. The Bidder/Bidders who will quote the lowest rate shall have to supply the Papers 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 one phase only.

11. The Bidders shall enclose necessary documents in support of their registration as Firm/Agency/Co-operatives. Audited accounts for the year 2012-13, 2013-14 & 2014-15 with tax clearance certificate for Sale Tax, VAT, Income Tax etc. of current Financial year shall be submitted along with the Tender Form. In case, rate quoted by two or more Agencies are lowest, the highest experienced Firm/Agency will get preference unless equally divide to the all lowest bidder.

12. The supplier must supply the paper as per specification. Supply of Sub-standard quality papers will not be accepted. In case of failure to supply of paper 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 Govt. account.

13. The quantity of the requirement shall be shown in the supply order which may increase or decrease as per requirement.

14. The undersigned reserves the right to reject all or any of the Tender including the lowest one without assigning any reason thereof.

15. The undersigned also reserves the right to modify all or any of the clauses of the Tender without assigning any reason thereof.

Acceptance Signature of the Bidder with Seal
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 and detailed address of the Bidder along with, mobile No., fax number with STD code & email. :-

2. PAN number of bidder :-

3. Registration No. :-

4. Name of person who have signed the tender paper :-
   Mobile, Phone, Fax No. :-
   Email address :-

5. Type of firm: (Propriety/Private/Private Ltd/ MNC/Cooperative/Government Undertaking) :-

6. Detail of Earnest money deposited
   (Amount, bank name, branch name, type of deposit):-

7. Experience (copy enclosed):-

8. List of documents :-
   (i)
   (ii)
   (iii)
   (iv)
   (v)

9. 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 and Seal
### PROFORMA FOR FINANCIAL BID:

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