

Government of Tripura
TRIBAL WELFARE Department
PRESS NOTICE INVITING e-TENDER

PNIT No.17(04)/ADC/Election/2020

Dated: 06th February, 2021

The Tribal Welfare Department, Government of Tripura invites e-tender from the bonafide registered dealers/ suppliers / supply agencies/Cooperative Societies for the following work:-

Name of Work	Tender Value/ Estimated Cost	EMD	Contract Period	Period of downloading of Bidding Documents	Last Date of submission of e-Tender	Date of demonstration of sample items	Place of Bidding
Supply of Printing of Ballot Papers for ADC General Election.	Rs.2,68,750/-	Rs.5,375/-	1(One) year from the date of Award of Contract	08 th February, 2021, 11.00 AM	17 th February, 2021 up to 5.00 PM	17 th to 18 th November, 2020 from 11 AM to 1 PM	Government of Tripura Directorate of Tribal Welfare,

Detailed tender notice, items to be supplied with quantity and specifications and tender documents can be obtained from <https://tripuratenders.gov.in>.

And the

Eligible bidders shall participate in bidding only in online through website <https://tripuratenders.gov.in>. The e-Procurement website will not allow any bidder to attempt bidding, after the scheduled date and time of Bid Submission. **Submission of bids physically is not permitted.**

All future Addendum/Corrigendum pertaining to this tender, if issued, shall be made available only in the <https://tripuratenders.gov.in> portal, so bidders are requested to get the update themselves from the e-Tender web portal.

Bid(s) shall be opened through online by respective designated bid openers on behalf of the Tribal Welfare Department, Government of Tripura and the same shall be accessible by intending bidder through website <https://tripuratenders.gov.in>.

Sd/-

**Additional Secretary, Tribal Welfare,
Government of Tripura**

**No F.17 (12)/ADC/Election/2020
GOVERNMENT OF TRIPURA
TRIBAL WELFARE DEPARTMENT**

Dated 06/02/2021

**Detailed Notice Inviting e-Tender (DNIT)
For procurement of Paper for Printing of Ballot Papers for ADC General
Election, Tribal Welfare, Government of Tripura.**

E-Tender No. TWD_e-Tender_2020-21_3

**Issued by
Additional Secretary, Tribal Welfare Department
Government of Tripura**

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BID DATA SHEET

1	e-Tender Inviting Authority	ADDITIONAL SECRETARY, TRIBAL WELFARE Government of Tripura
2	Name of the Work	Supply of Paper for Printing of Ballot Papers for ADC General Election, Tribal Welfare, Government of Tripura.
3	e-Tender Reference ID	TWD_e-Tender_2020-21_3
4	*Date of publishing of e-Tender	08 th February, 2021, 11.00 AM
5	*Period of downloading of Bidding Documents at https://tripuratenders.gov.in	From 8 th February, 2021, 11.00 AM
		To 17 th February, 2021
6	Date of demonstration of sample items(Pre-bid demonstration)	9 th to 10 th February, 2021 from 11.00 AM to 1.00 PM
7	*Start Date of submission of e-Tender (both technical & financial)	08 th February, 2021, 11.00 AM
8	*Last Date of submission of e-Tender (both technical & financial)	17 th February, 2021 up to 5.00 PM
9	Earnest Money Deposit (EMD)	Rs.5,375/-
10	Last Date of submission of physical copy of Sample Articles	18 th February, 2021 by 11.00 AM to 1.00 PM
11	*Time and Date of Opening of Technical Bid(s)	18 th February, 2021 by 2:00 PM
12	Time and Date of Opening of Financial Bid(s)	Date shall be communicated to the vendors through system generated e-mail/SMS.
13	Place of Pre-bid demonstration/ Opening of Technical and Financial Proposal	Directorate of Tribal Welfare, Government of Tripura P.N. Complex, Gurkhabasti, Agartala, Tripura West. P.O. Kunjaban, PIN-799006 Phone: 0381-2323565
14	Bid Validity	90 (ninety) days from the date of publishing of e-Tender.
15	Contract Period	1(one) Year from the date of Award of Contract to the Supplier.

NB:

- (i) *All the above mentioned time are as per clock time of e-procurement portal <https://tripuratenders.gov.in>
- (ii) The dates stipulated in the bid notice are firm and under any circumstances, they will not be relaxed unless officially extended.

Government of Tripura
TRIBAL WELFARE Department
PRESS NOTICE INVITING e-TENDER

PNIT No.17(04)/ADC/Election/2020

Dated: 06th February, 2021

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Detailed tender notice, items to be supplied with quantity and specifications and tender documents can be obtained from <https://tripuratenders.gov.in>.

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Eligible bidders shall participate in bidding only in online through website <https://tripuratenders.gov.in>. The e-Procurement website will not allow any bidder to attempt bidding, after the scheduled date and time of Bid Submission. **Submission of bids physically is not permitted.**

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Bid(s) shall be opened through online by respective designated bid openers on behalf of the Tribal Welfare Department, Government of Tripura and the same shall be accessible by intending bidder through website <https://tripuratenders.gov.in>.

Sd/-

**Additional Secretary, Tribal Welfare,
Government of Tripura**

DETAILED NOTICE INVITING e-TENDER**1. Scope of Work:**

Supply of Paper for Printing of Ballot Papers for ADC General Election Department, Government of Tripura as per the Specifications and minimum quantity given at *Annexure-I*.

2. Availability of Tender Documents:

The tender documents will be available in the website <https://tripuratenders.gov.in> for download from 8th February, 2021 to 17th February, 2021.

All future modification/Corrigendum shall be made available only in the <https://tripuratenders.gov.in> portal, so bidders are requested to get the update themselves from the e-Tender web portal.

The interested bidders are requested to download and to go through the instructions/terms conditions/critical dates/eligibility criteria noted in the DNIT minutely. Downloaded DNIT has to be uploaded back after signing (ink sign) each page of the document as a part of technical bid and as a proof of acceptance of all terms condition in the DNIT.

3. Eligibility Criteria:

The bidder must have the following Eligibility Criteria and enclose the mentioned documentary proof in Technical Bid, failing which the bid shall not be considered for evaluation and will be summarily rejected.

SL	Criterion	Supporting Documents to be Submitted
1.	Be a registered dealer/supplier / supply agency/Cooperative Society	Copy of Incorporation / Registration Certificate self-attested by authorized Signatory of the bidder.
2.	The bidder must be an entity that has a work experience of having executed similar nature of supply in the last 3 years in any of the Government Departments / Organizations.	Copy of work Completion Certificates / Sanction Orders of the Government Departments/Government Organizations.
3.	Should not hold any sanction/black-listing by any PSU/State or Central Government organization persisting on the last due date of receipt of tender.	Bidder should submit a self-attested Declaration (<i>Annexure –III</i>). Any wrong declaration in this regard which comes to notice at a later date will disqualify them and the bids so received will be rejected
4.	Bidder should have a valid PAN	Copy of PAN Card.
5.	Bidder should have a valid GSTN	Copy of GST Registration letter/certificate.
6.	The bidder must have an annual turnover of at least 5,00,000/-(Rupees five lakhs) only in Indian Rupees for each of the past three audited Accounting years	Copy of Income Tax Statement and VAT/GST returns for the last three years.

4. General Term & Conditions

- Bid and all accompanying documents to be submitted by the bidder shall be in English.
- Incomplete and conditional tenders will not be entertained.
- The contracting supplier/firm/Co-operative society shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company/Firm/Agency/Individual Supplier.
- The contracting supplier/firm/Co-operative society will be bound by the details furnished to Tribal Welfare Department, Government of Tripura, while submitting the tender or at subsequent stage. In case, any of such documents furnished by the Supplier is found to be false at any stage, it would be deemed to be a breach of terms of contract making the Supplier liable for legal action besides termination of contract.
- The quantity mentioned in **Annexure I** is the minimum ensured purchasing quantity. It may escalate as per requirement of Tribal Welfare Department, Government of Tripura.
- Supply order may be given for single or bulk and supplier will have to supply the items immediately but not later than 10 days from placing the order.
- The items to be supplied are to be delivered at Tribal Welfare Department, Government of Tripura (P.N. Complex, Gurkhabasti, Agartala, P.O. Kunjaban, PIN-799006). All expenses for sending the stationeries should be borne by the firm.
- In case the firm fails to supply the items within stipulated time period, a suitable amount of penalty decided by Tribal Welfare Department, Government of Tripura will be deducted from the performance security and action will be taken against the firm to recover suitable penalty.
- The Tribal Welfare Department, Government of Tripura or its representative shall have the right to inspect or to test the items to confirm their conformity to the ordered specifications.
- In the event of defective supply of spurious materials found leading to rejection of materials, the supplier will replace the materials with genuine one without extra cost.

- In the event of breach /violation or contravention of any terms and conditions contained herein by the supplier/agency, the supplier/agency will be blacklisted in addition to termination of contract.
- Tribal Welfare Department, Government of Tripura shall reserve all the rights to make changes in the terms and condition or add new clauses in the tender notice by issuing Addendum/Corrigendum notice. All such future Addendum/Corrigendum, if issued, shall be made available only in the <https://tripuratenders.gov.in> portal. To give prospective bidders reasonable time to take an addendum into account in preparing bid, the Tribal Welfare Department, Government of Tripura, if felt necessary, may extend the last date of submission of the bid.
- The resultant contract will be interpreted under Indian Laws. Any legal disputes arising out of this are subject to jurisdiction of Agartala only.
- Tribal Welfare Department, Government of Tripura reserves the right to accept or reject any Bid or all Bids and to cancel the Bidding process, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the reasons for such action.
- All the communications with respect to the tender shall be addressed to: **The Additional Secretary, Tribal Welfare Department, Government of Tripura, P. N. Complex, Gurkhabasti, Agartala, Tripura West, P.O. Kunjaban, PIN-799006.**

5. Schedule of Submission of Bid:

- Online submission of bids will commence on 8th February, 2021 and remain open upto 17th February, 2021 at 5 PM.
- Bidders are allowed to bid 24x7 until the time of Bid Closing, with option for Re-Submission, wherein only their latest submitted bid would be considered for evaluation. The e-Procurement website will not allow any Bidder to attempt bidding, after the scheduled date and time.
- Tribal Welfare Department, Government of Tripura reserves the right to extend the date and time of receipt of Bids by issuing Corrigendum in which case all rights and obligation of the Tribal Welfare Department, Government of Tripura and Bidders will remain same as previously.

6. Bid Validity Period:

- The bid for the work shall remain valid for acceptance for a period 90 (ninety) days from the publishing date of this e-Tender.
- In exceptional circumstances, prior to expiry of the original time limit, the bid Inviting Office may request the bidders to extend the period of validity for a specified

additional period. Such request to the bidders shall be made in writing. A bidder may refuse the request without forfeiting his EMD. A bidder agreeing to the request will not be permitted to modify his bid.

7. Contact Period:

- The contract is to commence from the date of Award of Contract to the Supplier and shall continue for a period of one year, unless it is curtailed or terminated by Tribal Welfare Department, Government of Tripura owing to deficiency of service or supply of sub-standard quality of materials.
- The rates quoted shall remain same during the rate contract period i.e., one year from the date of Award of Contract to the Supplier and under no circumstances escalation in prices will be entertained.

8. Pre-bid Demonstration of Articles:

- All the bidders to participate in the Tender may visit Tribal Welfare Department, Government of Tripura to see the sample on 9th to 10th February, 2021 during 11 AM to 1 PM.
- Interested bidders will be allowed to seek clarification and get their doubt cleared during this pre-bid demonstration.

9. Submission of Sample Articles:

- The bidders need to submit samples of Item No SL.1 of *Annexure-I* (as per specification of the items) in envelope latest by 18th February, 2021 (11.00 AM to 1.00 PM).
- It is required to put signature with seal of the Authorized person/proprietor in the paper based sample items to be submitted.
- The Bid of the bidder failed to submit the samples of all the above mentioned items within stipulated date & time, will liable to be rejected.

10. Tender Fee and Earnest Money Deposit (EMD):

10.1. The participating bidders has to pay an amount of **Rs.500/-** as Tender Fee. The Tender Fee that will be paid is Non-Refundable.

10.2. The participating bidders has to pay a refundable amount of **Rs.5,375/-** as Earnest Money Deposit (EMD).

10.3. Tender Fee and EMD are to be paid electronically using the Online Payment Facility provided in the Portal (Net Banking). For online payment of Tender Fee and EMD, please follow the following process-

- 10.3.1. After initiating the Bid Submission Process from "My Tender" option, an "Online Payment" page will appear which will display the total TF & EMD amount.
- 10.3.2. On submission of TF & EMD payment option, System will redirect to the SBI Bank MOPS window.
- 10.3.3. SBI MOPS will have two option for Net Banking- "SBI" & "Other Banks". Bidder can choose any of the options as desired and can complete the Online Payment process.
- 10.4. The EMD amount shall be refunded to all the bidders including L1 (Selected) bidder in their respective Bank Account, after the Award of Contract (AoC) event is completed in the Tripura e-Procurement Portal, on receipt of Performance Bank Guarantee from the selected bidder.
- 10.5. No interest will be paid to the bidders on EMD submitted.
- 10.6. EMD of the bidder may be forfeited if in any case found to have made in false Declaration or Claims.
- 10.7. Bidders exempted under specific Government order/ rules from submitting EMD have to furnish Scan copy of the related Governments order/rules in English language, along with the tender in support of their claim exemption.
- 10.8. The bidder are requested to submit the EMD and TF online well in advance, preferably at least three days before the prescribed time to avoid any delay or problem during the bid submission process so that in case of any technical issue Department can get sufficient time to resolve the issue.

11. Performance Security:

- 11.1. Successful bidder has to furnish “Performance Bank Guarantee” as per Performance Security for an amount equal to **5%** of the total contract value, issued by a Nationalized Bank having Branch at Agartala in the format provided in **Annexure-IV** in favour of Tender Inviting Authority. The successful bidder will be notified in writing to deposit said “Performance Bank Guarantee” within **7** days. The validity of Performance Guarantee shall be at least 14 months from the date of issue of Award of Contract. Any request for time extension by a bidder will not be accepted.
- 11.2. On receipt of the “Performance Bank Guarantee” from the selected Bidder, the Department shall scrutinize the received instrument for its authenticity and validity for the Amount and Period.
- 11.3. In the event of breach /violation or contravention of any terms and conditions contained herein by the agency i.e., if the Firm fails to execute the contract, the Performance Bank Guarantee, part/whole (as per decision of the Authority), will be forfeited from the guarantor.
- 11.4. The Performance Security will be release as per Banking protocol on completion of the successful execution of the task.

12. Payment Clause:

- 12.1. The bill in triplicate may be sent to Tribal Welfare Department, Government of Tripura for settlement after delivery of the Stationeries/Articles has been done satisfactorily. The bill should have full particulars of the items. No advance payment will be made.
- 12.2. All payments will be subjected to tax deduction at source as applicable/ required at the prevailing tax rates.

13. Mode of Submission of Bid:

- 13.1. The interested bidders may submit their online copy of the bid at <https://tripuratenders.gov.in> on or before last date of submission of Bid documents. The bidder(s) may note that ONLINE BIDS will ONLY be accepted. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.

- The bidders may submit duly filled and completed bidding document online as per instruction contained in this document. Incomplete bid shall be rejected. The conditions of tender shall be governed by the details contained in this DNIT.
- No claim shall be entertained on account of disruption of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.
- The bidder shall bear all the costs associated with the preparation and submission of the bid. The Tribal Welfare Department shall, in no case, be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.
- Any Supplier/Firm/Co-operative Society willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://tripuratenders.gov.in>. For detailed instruction for online registration and submissions of bid through e-procurement module, the bidders are requested to visit the website <https://tripuratenders.gov.in> [(i) <https://tripuratenders.gov.in/nicgep/app?page=HelpForContractors&service=page> and (ii) <https://tripuratenders.gov.in/nicqep/app?page=BiddersManualKit&service=page>.]
- It is mandatory for all the applicants to have Class-III/Class-II Digital Signature Certificate in the name of Proprietor/person who will sign the bid document for organization from any of the licensed Certifying Agency enlisted by Controller of Certifying Authorities (CCA) at <http://cca.gov.in>. **All the bid documents & price bid to be uploaded as per this bid are to be digitally signed by the bidder.** If an individual makes the bid, it shall be digitally signed by him/her and the Bidder's Information Sheet (*Annexure-II*), Declaration, Undertaking (*Annexure-III*) and each page of DNIT shall also be signed with his/her full name and his/her address. If a firm makes the bid, a member of the firm shall digitally sign it and the bid documents (*Annexure-II, Annexure-III* and each page of DNIT) shall be signed. If the bid is made by a Co-operative Society, it shall be digitally signed by a duly authorized official and the bid documents (*Annexure-II, Annexure-III* and each page of DNIT) shall also be signed by the same duly authorized official.
- Each bidder shall submit only one bid for the work. A bidder who submits more than one bid (may obtaining different user ID) will cause disqualification of all the bids submitted by the bidder.

14. Documents to be Submitted Online:

- e- Tenders are to be submitted in two folders, one in ‘**Technical Proposal (Cover-I)**’ & the other is ‘**Financial Proposal (Cover-II)**’ before the prescribed date & time. Booth Technical Proposal and Financial Proposal will be submitted concurrently.
- The bidders shall have to scan all the required documents mentioned in this DNIT into PDF format of 100 dpi resolution, for uploading as part of bid.
- **Following Documents to be uploaded in the ‘Technical Proposal (Cover-I)’ folder [Legible scan (in 100 dpi resolution) copy in PDF format]:**
 - i. Signed and Stamped Copy of this DNIT as token of acceptance of all the terms & condition of the entire tender document [Take printout of the downloaded DNIT, put ink signature and stamp/seal on each page of the document, scan the document in PDF format and finally upload for submission].
 - ii. Scanned copy of Incorporation / Registration Certificate.
 - iii. Scanned copy of PAN Card and GST registration letter in a single file.
 - iv. Copy of Income Tax Statement and VAT/GST return for the last three years in a single pdf file.
 - v. Scanned copy of work Completion Certificates / Sanction Orders of the Government Departments/Government Organizations in a single pdf file.
 - vi. Scanned copy of the filled Bidder’s Information Sheet as per proforma given in *Annexure-II*, Declaration and Undertaking as per *Annexure-III* and in a single pdf file. [Bidder shall take printout of *Annexure-II and Annexure-III* and shall fill the necessary information & put ink signature with stamp/seal, and then scan them into a single PDF file. Finally those documents should be uploaded]
- ‘**Financial Proposal (Cover-II)**’ should be submitted as per the Bill of Quantity (BOQ) MS-Excel File.
 - The bidders are requested to first download the BOQ file corresponding to this tender from the <https://tripuratenders.gov.in>. To quote the price, bidders are requested to open the downloaded BOQ file and enable macros on it. After that they will get an area to quote their price for all the item and name of the

Bidder/ Farm/Co-operative Society and save it **without changing the name of the BOQ file (bidders cannot allow to alter the name of BOQ file)** and upload the same after digital signing.

- The rates shall be quoted by the bidder entirely in Indian Rupees.
- **BOQ uploaded is of Contract type Item wise:** Bidder has the option to quote for selective items. Bidders also can quote the rate for all items (if possible).
- The prices quoted should be inclusive of all taxes (as per prevailing tax)
- Bidders are hereby warned not to tamper with the MS-Excel Sheet, make copies and work in a copied Sheet or break through the default Work-Sheet Security. Such BOQs with stated violations will be treated as Tampered BOQs and bids uploaded with Tampered BOQs will be summarily rejected.

15. Procedure for Submitted Physical Contents (Sample Articles):

A single cover which should be sealed and clearly written on the top as “**e-Tender for Supply of paper of printing of Ballot Papers for ADC Election for Tribal Welfare Department, Government of Tripura**” to be submitted in physical form at Tribal Welfare Department, Government of Tripura on or before 18th February, 2021 by 1.00 PM.

16. Bid Opening:

- The online Technical Bid(s) will be opened online in the portal on the date, time and venue mentioned in the Bid Data sheet.
- In the event of the specified date of bid opening being declared holiday, the bid shall be opened at the specified time and location on the next working day.
- Due to any technical issue/unavailability of internet connectivity the date and time of opening of online Technical Bid(s) may be differed until availability of connectivity/resolving the technical issue. But, the date of time of opening of physical envelopes containing Sample items shall not be deferred.

- Summary of Technical Bid opening shall be uploaded in the Portal.
- Once the Technical Bid(s) accepted, the Financial Bids of the vendors (whose Technical Bids have been accepted) shall be opened online only, the date for which shall be communicated to the vendors through system generated Email/SMS.
- In case of any ambiguity, the decision taken by Bid Acceptance Authority on bids shall be final.

17. Consideration and Evaluation of Technical & Financial Bid:

- Technical & Financial bids will be evaluated by the Tender Evaluation Committee to be formed for the purpose by the Tribal Welfare Department, Government of Tripura.
- The Tender Evaluation Committee shall evaluate the Technical Proposal as per the response to the DNIT and supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence, the bid shall not be considered for evaluation and will be summarily rejected. Qualifying/Technical bids without submission of original copy of Earnest Money Deposit and Sample Articles, as sought, will also be summarily rejected.
- The Tender Evaluation Committee may call upon any bidders for clarification on the statements and supporting documents/documentary evidence relating to the technical bid. The bidder has to furnish the clarification called for in writing within the stipulated time as fixed by the Tribal Welfare Department, Government of Tripura. And in case of failure to do so the bidder may be considered disqualified.
- The offer of the technically qualified bidders(s) shall be selected for opening of Financial Bid online only. The date of opening of Financial Bid(s) will be communicated to the concerned vendors through system generated e-mail/SMS.
- The Automatic generated computerized Comparative Statement (BOQ Comparative Chart) to be displayed in the Financial Bid Opening Summary page of the E-Tender portal will not be final. The Bid Evaluation Committee will prepare an 'Evaluation Statement' considering all parameters as per conditions given in the bid document. This 'Evaluation Statement', will be uploaded along with the details of Evaluation Committee in the e-procurement portal subsequently for information to the bidders.

- The Proposal Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations and the decision of the Committee in the matter of evaluation of the bids shall be final and abiding.
- In case of any ambiguity, the decision taken by Bid Acceptance Authority on bids shall be final.

18. Award of Contract:

18.1 Award Criteria

- The Additional Secretary, Tribal Welfare will award or recommend to the Competent bid accepting authority for award of the contract to the Successful bidder.
- The bid accepting authority reserves the right to accept or reject any bid or all bids and to cancel the Bidding process, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the reasons for such action.

18.2 Notification of Award and Signing of Agreement.

- The bidder whose bid has been accepted will be notified the award of contract by any authorized official, prior to expiration of the bid validity period by publishing the Award of Contract in the Tripura Tenders portal and also may send the same through registered letter.
- The bidder should appear before the tender inviting authority within 7 days after the bidder has been awarded with all the original copies of all the submitted documents and performance security deposit by way of DD/Bankers' Cheque obtained from a Nationalized / Scheduled Bank having Branch at Agartala with required validity period and sign an agreement in the form prescribed by the department for the due fulfillment of the contract.
- Failure to attend the Tribal Welfare Department office on the date fixed, in the written intimation, to enter into the required agreement shall entail forfeiture of the Earnest Money deposited.
- The written agreement to be entered into between the bidder and the Government shall be the foundation of the rights and obligations of both the parties and the contract shall not be deemed to be complete until the agreement has first been

signed by the bidder and then by the proper officer authorized to enter into contract on behalf of the Government.

- The successful bidder has to sign an agreement within a period of 7 days from the date of award of his bid. On failure to do so his bid will be cancelled duly forfeiting the EMD, paid by him without issuing any further notice and action will be initiated for black listing the bidder.

19. Corrupt or Fraudulent Practices:

- The Government requires that the bidders / suppliers under Government Tribal Welfare Department contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Government
 - (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 Government 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 individual supplier/firm/organization, 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.

20. EMD Exception: All Government undertaking/Cooperative Societies are exempted to deposit EMD.

**List of Election Materials and indicating amount in connection with TTAADC
General Election**

Sl. No.	Name of Stationary Articles	Unit	Required Quantity
1	White -75 GSM cream wove paper of Size 43 × 69 cm. weight 11.1 Kg. per ream	Ream.	125

BIDDER'S INFORMATION SHEET

1	Name of the Bidder/Firm/Organization:	
2	Full address of Bidder's shop/showroom :	
3.	Telephone no :	
	E-mail address :	
3.	TIN / PAN No. :	
5	GSTN :	
6	<u>Details of EMD</u> Amount:	
	Bank:	
	Branch:	
	DD/Banker's Check No :	
7	<u>Legal Status of Bidder:</u> An Individual / A proprietary firm / A firm in partnership / A Ltd. Company / A Cooperative Society	
	<u>Particulars of Registration with Government Body</u> Organization/Place of registration: Registration No. :	
9	<u>Contact Person:</u> Name:	
	Mobile No:	

I do hereby certify that the above mentioned particulars are true and correct.

(Signature of the bidder)

Date:

Name:

Place:

Seal:

DECLARATION AND UNDERTAKING BY THE BIDDER

**To
The Additional Secretary,
Tribal Welfare Department, Government of Tripura
P. N. Complex, Gurkhabasti,
Agartala, Tripura West,
P.O. Kunjaban, PIN-799006**

Sub: Self-declaration in respect of submission of bid “for supply of various Office Stationeries/Articles for Tribal Welfare Department, Government of Tripura”.

Ref: e-Tender No. TWD_e-Tender_2020-21_3

Dear Sir,

I / We hereby agree to abide by all terms and conditions laid down in tender document referenced above.

2. I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.

3. I/We confirm that we have not been levied financial penalty or any major penalty in the past by any of our client/principal employer and also declare that my/our firm/agency/company doesn't have any existing litigation, never blacklisted, and terminated by any client in India.

4. I/We confirm that we never filed any law suits or requested arbitration with regard to any contract within the last five years. No judgment, claim, arbitration proceeding or suit pending or outstanding against us or our officers. Bankruptcy was never filed by us, our subsidiaries or our parent companies. We were never cited by any regulatory agency for a safety violation in the last 2(two) years.

(Signature of the bidder)

Date:

Name:

Place:

Seal:

PERFORMANCE SECURITY BOND FORM

(MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY)

To
The Drawing & Disbursing Officer
Tribal Welfare Department, Government of Tripura
P. N. Complex, Gurkhabasti, Agartala.

WHEREAS.....
...(name and address of the agency) (hereinafter called “the agency”) has undertaken, in
pursuance of contract no.....dated.....to
provide services as Authorized Agent (description services)(herein after called “the
contract”)

AND WHEREAS it has been stipulated by you in the said contract that the
supplier shall furnish you with a bank guarantee by a Nationalized Public Sector
Scheduled Commercial Bank recognized by you for the sum specified there in as
security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the agency such a bank guarantee;

NOW THEREFORE, we hereby affirm that we are guarantors and responsible to
you, on behalf of the agency, up to a total of(amount
of the guarantee in words and figures), and we undertake to pay you, upon your first
written demand declaring the agency to be in default under the contract and without
cavil or argument, any sum or sums within the limits of (amount of guarantee) as
aforesaid, without your needing to prove or to show grounds or reasons for your
demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the agency
before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms
of the contract to be performed there under or of any of the contract documents which
may be made between you and the agency shall in any way release us from any liability
under this guarantee and we hereby waive notice of any such change, addition or
modification.

This guarantee shall be valid until the day of.....2021

Name of Bank:

Branch :

Address :

Phone No.:

(Signature of the authorized officer of the Bank)

Name, Designation & Code No:

Date:

Seal:

FINANCIAL BID (Bill of Quantity)**Subject: Tender for** _____.

Dear Sir,

I/We _____ [name of the applicant Agency / the Authorized Signatory duly authorized by the applicant Agency to submit this Tender], do hereby submit our Tender to Name of the work in accordance with provisions of terms and conditions of this DNIT.

For Name of the work: (This proforma is meant for acceptance of BoQ Format only by the prospective Bidders. Bidders shall not quote any value on this proforma. Violation of this instruction may lead to cancellation of tender summarily).

[Item Wise BoQ](#)

Tender Inviting Authority: < Additional Secretary, Tribal Welfare Department >

Name of Work: < procurement of Paper for printing of Ballot Papers for use in the TTADC General Election >

Contract No: < DNIT No.F.17(12)/TWIADC/Elect./2020 >

PRICE SCHEDULE (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)									
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)									
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Estimated Rate in Rs. P	BASIC RATE in Figures To be entered by the Bidder in Rs. P	GST Amount in INR Rs. P	TOTAL AMOUNT Without Taxes col (13) = (4) x (7) in Rs. P	TOTAL AMOUNT With Taxes col (14) = sum (8) to (13) in Rs. P	TOTAL AMOUNT in Words
1	2	4	5	6	7	9	13	14	15
1	Name of Stationary Articles:								
1.01	White-75 GSM cream wove paper of Size 43 x 69 cm. weight 11.1 Kg. per ream	125	Nos.	0.00	0.00	0.00	0.00	0.00	INR Zero Only
Total in Figures							0.00	0.00	INR Zero Only
Quoted Rate in Words				INR Zero Only					

****Note:**

- The provided BOQ in the Bid is, meant for downloading in the Bidders machine, for entering the relevant fields meant for rates & bidders particulars and finally uploading along with the Bid. The BOQ Excel Sheet is Macro enabled and working with the Sheet requires the Macro to be allowed /enabled to run.
- Bidders are hereby warned not to tamper with the MS-Excel Sheet, make copies and work in a copied Sheet or break through the default Work-Sheet Security. Such BOQs with stated violations will be treated as Tampered BOQs and Bids uploaded with Tampered BOQs will be summarily
- Our Financial Tender shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the Tender, i.e. 90 days from the date of opening of technical bid.
- We understand that you are not bound to accept any tender that you receive without assigning any reason.

Signature of the bidder:

Date:

