



**Government of Tripura**  
**Sub-Divisional Magistrate**  
**Ambassa Sub-Division: Dhalai, Tripura**  
**E-Mail ID: sdm\_abs@rediffmail.com**

No.F.6(32)/SDM/ABS/ELEC/MISC/2025/1796

Dated: 08/10/2025

**SHORT NOTICE INVITING TENDER**

On behalf of the Governor of Tripura, the undersigned invites sealed quotation from **authorized interested individual/ agency/ vendor/ firm of Ambassa Sub-Division** for Printing of different electoral related Forms, Draft Electoral Rolls, Final Electoral Roll in connection with the Up-coming Electoral Works under Ambassa Sub-Division, Dhalai, Tripura.

The details of printing works are given below:

**TABLE**

| Sl No | Name of Work/Description | Brand/Quality   | Approx. quantity of Works<br>Single/Both Side |
|-------|--------------------------|-----------------|-----------------------------------------------|
| 1     | Electoral related Forms  | A4 75 GSM Paper | 212000 pages (Approx)                         |
| 2     | Draft Electoral Roll     |                 | 37500 pages (Approx)                          |
| 3     | Final Electoral Roll     |                 | 37500 pages (Approx)                          |

Rate should be quoted both in words and figures as per the prescribed pro-forma enclosed. The stated sealed quotation should be dropped in the Tender Box kept in the Chamber of the Sub-Divisional Magistrate, Ambassa, Dhalai Tripura on and from **10/10/2025 to 18/10/2025** (Except Govt. holidays) **upto 3.00 pm (office hours and days only)**. The tender will be opened on the last day **i.e.18/10/2025 (if possible) at 3.30 pm** in the presence of bidders or authorized representatives who are willing to remain present at the time of opening the Tender. If the last date of Tender dropping/opening of tender is paralyzed due to any unforeseen reason, the next working day will be the last date of dropping/opening of Tender Box.

**Terms and conditions:**

1. Printing work should be carried out in the space/ room provided in the office building of the office of the Undersigned.
2. All the papers, ink/ cartridge, etc. shall be supplied by the bidder itself. Printed copies should be segregated and stapled Part Wise as well as Assembly Constituency wise in ascending order and to be supplied in systematic manner.
3. Soft copy in pdf form shall be supplied from this office containing the necessary documents against which printing/ photocopy is to be taken up and supply work be completed within 48 hrs on receipt of pdf file.
4. Any kind of tampering of pdf file shall not be permitted.
5. Soft copy containing the electoral documents should not be shared /disclosed by any Agency to anyone without permission of the undersigned. The non-adherence to this clause will lead to permanent blacklisting of the individual/ agency/ vendor/ firm.
6. Bidder shall deposit a "Bank Guarantee/D-Call/Bank Draft/Cash Certificate/Banker's Cheque" of Rs. 10000.00 (Ten Thousand) in favour of 'Sub-Divisional Magistrate, Ambassa' from any Nationalized Bank having branch at Ambassa as Security Deposit, which will be refunded after contract period.

*08-10-2025*

7. The sealed cover envelope shall be superscripted by the expression "PRINTING OF ELECTORAL FORMS, DRAFT ELECTORAL ROLL, FINAL ELECTORAL ROLL AND OTHER RELATED FORMS UNDER AMBASSA SUB-DIVISION" in separate envelopes (specimen enclosed).
8. The rate should be quoted (both in word and figure) inclusive of all inevitable taxes, transportation charges, services charges if any.
9. The Bidder should have valid trade license, GST, PAN Card, Bank Account Number, etc. Self attested copy of the said documents should be enclosed with the quotation.
10. The contract will be awarded to a bidder whose has been determined to be substantially responsive and who has offered the lowest. However, if L1 does not perform the work satisfactorily/fail to supply article, L2 may be offered to supply the article at the rate offered by L1 bidder. The supply order may also be distributed among the successful bidders at offered price by the L1 bidder. The decision of undersigned will be the final.
11. The Tender period may be extended if authority desires.
12. Supply order to the successful bidder against the above materials shall be made depending on the necessity.
13. Payment will be made after only successful completion of printing and delivery/ supply of works/ materials. No interest can be claimed in case of delay of making payment beyond the stipulated period of payment.
14. All specifications rates and quantity etc. mentioned by the bidder in Annexure-A should be in printed form or should be clearly specified.
15. Any item may be strucked off by the undersigned even after finalization of rate and bidder.
16. The undersigned reserves all the rights to reject any quotation or part or whole of inviting quotation process without assigning any reason.
17. In case of any arbitration the matter will be referred to the District Magistrate & Collector, Dhalai District and the order of the District Magistrate & Collector shall be final. All disputes lie within the jurisdiction of Dhalai District only.

*09.10.2025*

(R. Reang, TCS Gr-I)  
Sub-Divisional Magistrate  
Ambassa, Dhalai Tripura

Copy to:

1. The District Magistrate & Collector, Dhalai District for kind information please.
2. The Director, ICA, Govt. of Tripura for kind information please.
3. The Director, Information and Technology Department Govt. of Tripura, Agartala for kind information with request to float the tender at Tripura State Portal [www.tripura.gov.in](http://www.tripura.gov.in).
4. The CEO, Ambassa Municipal Council for information & request to display the SNIT in the Notice Board.
5. The Block Development Officer, Ambassa/ Ganganagar RD Block for information with a request to display the SNIT in their Notice Board.
6. The Branch Officer, Accounts/Cash Section of the office for information.
7. Notice Board of this office for wide publication.

*Copy also to  
1. The Addl. CEO, Tripura for kind information*

*09.10.2025*

Sub-Divisional Magistrate  
Ambassa, Dhalai Tripura

**Annexure-A**

**QUOTATION FOR PRINTING OF ELECTORAL FORMS, DRAFT ELECTORAL ROLL & FINAL ELECTORAL ROLL IN CONNECTION WITH ELECTION WORK UNDER AMBASSA SUB-DIVISION.**

1. Name of the Individual/ Agency/ Vendor/ Firm:
2. PAN No. :
3. GST Registration No :
4. Trade License No :
5. Contact No :

**Quoted Rate**

| Sl No | Name of Work                               | Specification/quality of printing paper | Rate quoted per page for both side printing (in Rs) | Tax (in Rs) | Rate inclusive of applicable taxes in word and figure (in Rs) |
|-------|--------------------------------------------|-----------------------------------------|-----------------------------------------------------|-------------|---------------------------------------------------------------|
| 1     | Printing/photocopy of Electoral Forms      | A4 75 GSM Paper                         |                                                     |             |                                                               |
| 2     | Printing/photocopy of Draft Electoral Roll |                                         |                                                     |             |                                                               |
| 3     | Printing/photocopy of Final Electoral Roll |                                         |                                                     |             |                                                               |

I have gone through the Terms and Conditions stipulated in the Tender notice and agree to do the printing works as per quality, specification and rate as mentioned in the above table in the office of the Sub-Divisional Magistrate, Ambassa West Tripura by abiding all terms and conditions mentioned in the quotation.

Place:

Date :

Full signature of the Bidder  
With Seal