

I/2189/2023

File No.2(4)KBK-OML/2014(VOL-IV)Link



Government of Tripura
Directorate of Kokborok & Other Minority Languages
Education Department
Siksha Bhavan, Office Lane, Agartala

Detailed Notice Inviting Open-Tender (DNIT) from the reputed and registered Printing Firms/Agencies for printing of **Kuki-Mizo Language Text Book for Class – XI & XII** of the **Directorate of KOKBOROK & OTHER MINORITY LANGUAGES.**

The tender details is available from page no – 2 to 9

Director
Kokborok & Other Minority Languages
Government of Tripura
Email Id: dkmltripura@gmail.com
Contact No: [0381-2323](tel:0381-2323)



Government of Tripura
Directorate of Kokborok & Other Minority Languages
Education Department
Siksha Bhavan, Office Lane, Agartala

Notice Inviting Tender

Directorate of Kokborok & Other Minority Languages, Government of Tripura invites Open Tenders from the bonafied Printing Agencies/Firms for printing **Kuki-Mizo Language Text Book for Class – XI & XII**. The interested bidders are requested to quote their rate for printing of the above mentioned Poetry Book as per details below:-

| Scope of work in brief | EMD | Contract Period | Period of Collecting Bidding Documents | Date of Submission of Tender |
|---|--------------------------|--|---|---|
| Printing of Kuki-Mizo Language Text Book of 2000 nos (1000 copies each) for the following 2(two) nos. titles of Books. a) Kuki-Mizo Text book for Class – XI b) Kuki-Mizo Text book For Class – XII | Rs. 5,000/- (refundable) | 15 days from the date of Award of Contract (AoC) | (*from the office of the Directorate of Kokborok & OML, Shiksha Bhavan, Office Lane) Time: 11:00 am to 5:00 pm on all working days from 27-07-23 to 09-08-23. (on all working days) | (*at the office of the Directorate of Kokborok & OML, Shiksha Bhavan, Office Lane) from 27-07-2023 11:00 am to 09-08-2023 3:30 pm (on all working days) |

Detailed tender notice, schedules and tender documents can be obtained from the office of The Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Office Lane, Agartala from 27-07-23 11:00 am to 09-08-23 at to 3:30 pm on all working days. The details tender notice will be available at the Directorate's Website <https://kokborokoml.tripura.gov.in/>

The interested bidders are requested to go through the instructions/terms conditions/critical dates/eligibility criteria noted in the DNIT minutely.

Eligible bidders shall participate in bidding by following the due process as mentioned in the DNIT.

All future Addendum/Corrigendum pertaining to this tender, if issued, shall be made available in the Directorate of Kokborok & OML office's Notice Board & also in the Directorate's Website <https://kokborokoml.tripura.gov.in/>

Signed by Dasharath

Debbarma Director

Kokborok & Other Minority Languages

Government of Tripura.

Reason: Approved

Education Deptt. (School)

CRITICAL DATES IN CONNECTION WITH BID FOR THE WORK

| | | |
|----|--|--|
| 1 | Tender Inviting Authority | Director, Kokborok & Other Minority Languages |
| 2 | Name of the Work | Kuki-Mizo Language Text book for Class- XI & XII |
| 3 | Tender Reference ID | NO.F.2(4)/KBK-OML/2014/(Vol-IV)Link |
| 4 | Period of Collecting of Bidding Documents | 27 -07-23 11:00 am to 09-08-23 3:30 pm (*on all working days) |
| 5 | Seek clarification start date | 27.07.2023 at 12.30pm (*on all working days) |
| 6 | Seek clarification end date | 28.07.2023 at 12.30pm |
| 7 | Clarification/Corrigendum to be published | 31.07.2023 onwards |
| 8 | Last Date of submission of Tender (both technical & financial) | 09.08.2023 at 3:30 pm |
| 9 | Estimated Cost | Rs. 95,000/- |
| 10 | Tender Fee | Rs.500/- |
| 11 | Earnest Money Deposit (EMD) | Rs.5,000/- |
| 12 | Time and Date of Opening of Technical Bid(s) | 09.08.2023 at 4.00 pm. |
| 13 | Time and Date of Opening of Financial Bid(s) | 10.08.2023 at 4.00 pm. |
| 14 | Place of Opening of Technical and Financial Proposal | Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Office Lane, Agartala, Pin- 799001 |
| 15 | Contract Period | 15 days from the date of Award of Contract (AoC) / Work Order. |

***NB:** The dates stipulated in the bid notice are firm and under any circumstances, they will not be relaxed unless officially extended.

TECHNICAL SPECIFICATION

A. Specification of the item (to be printed):-

1. Item :- Printing of 2000 nos (1000 copies each) for the following 2 (two) nos. titles
 - a. Kuki-Mizo Text Book for Class-XI
 - b. Kuki-Mizo Text Book for Class-XII

2. Specification for Text Books: -

- | | | |
|------------------------------|---|---|
| i) Size | : | 1/8 demy size 70 GSM cream white paper. |
| ii) Language | : | Kuki-Mizo |
| iii) Script | : | English (Roman Script) |
| iv) Colour | : | Text-White. |
| v) Cover Page | : | Art board, 200 GSMN gloss lamination. |
| vi) Paper inner page | : | Text- Black & white printing. |
| vii) Binding | : | Perfect binding |
| viii) Total No. of Book/Copy | : | 2000 nos (1000 copies each for two titles of book). |
| ix) Total Page | : | 280 pages. |

(Number of pages may be increased or decreased, if necessary)

x) Other Necessary Specifications:

- i. Estimated Cost - Rs. 95,000/-
- ii. Tender Fee - Rs.500/-
- iii. Earnest Money Deposit (EMD) - Rs.5,000/-

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SCOPE OF WORK, METHODOLOGY AND DELIVERABLES

1. SCOPE OF WORK:

The Directorate of Kokborok & Other Minority Languages, Govt. of Tripura invites open Tenders from the reputed and registered Printing Firms/Agencies for printing of Kuki-Mizo Language Text Book for 2000 nos (1000 copies each) for the two titles of Books.

2. The Details of Books for which the printing needs to be done are:

| Sl. No. | Title of Book | No. of Copies to be Printed | No. of Pages | Size of Letter |
|---------|-------------------------------------|-----------------------------|--------------|---------------------------------|
| 1. | Kuki-Mizo Text Book for Class - XI | 1000 nos | 140 pages | 1/8 on 70 GSM cream white paper |
| 2. | Kuki-Mizo Text Book for Class - XII | 1000 nos | 140 pages | 1/8 on 70 GSM cream white paper |

3. PERIOD OF ASSESSMENT:

Once after completion of printing and supply of Books.

4. METHODOLOGY:

Printing of Kuki-Mizo Text Book for Class-XI&XII of 2000 nos.(1000 each copies) for the two titles of Books.

5. SCHEDULE FOR COMPLETION OF THE WORK:

The printing and supply of 2000 nos. Book (as indicated below) in the office of the Directorate of Kokborok & OML will be completed within 15 (fifteen) days of issuing of AOC / Work Order.

| Sl. No. | Title of Book | Quantity | Address of Delivery |
|---------|-----------------------------------|-----------|---|
| 1. | Kuki-Mizo Text Book for Class-XI | 1000 nos. | Directorate of Kokborok & Other Minority Languages; Shiksha Bhavan; Office Lane, Agartala, Tripura (W) - 799001 |
| 2. | Kuki-Mizo Text Book for Class-XII | 1000 nos | |

6. DELIVERY ADDRESS:

After completion of printing of Text book for Class – XI &XII for Kuki-Mizo Language, the successful bidder have to deliver all the books to the office of the Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Office Lane, Agartala.

INFORMATION TO BIDDERS**1. Availability of Tender Documents:**

1.1. Tender can be obtained from the office of The Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Office Lane, Agartala from 27-07-23 11:00 am to 09-08-23 3:30 pm on all working days.

1.2. All future Addendum/Corrigendum pertaining to this tender, if issued, shall be made available in the Directorate of Kokborok & OML office's Notice Board & also in the Directorate's Website <https://kokborokoml.tripura.gov.in/>.

1.3. The interested bidders are requested to go through the instructions/terms conditions/critical dates/eligibility criteria noted in the DNIT minutely. DNIT has to be submitted 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.

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2. 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. | The bidder shall be a proprietary Printing Agencies / Firm with their registered office in India. | Copy of valid Certificate of Registration. |
| 2. | The bidder must have done such kind of printing works. | Copies of Work Order to be enclosed. |
| 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. | Self-declaration Certificate. 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 card. | Copy of PAN Card. |
| 5. | Bidder should have a valid GSTN. | Copy of GST Registration letter/certificate. |
| 6. | Bidder should accept all the terms and conditions as per DNIT. | Signed copy of DNIT |
| 7. | The bidder must have filed its Income Tax Returns for the last 2(two) Financial Years. | Copy of Income Tax Returns for the last 2(two) Financial Years. |

3. Terms of Payment:

The payment will be made only after submitting the final Bill in triplicate along with original receipt duly signed by the recipient of the concerned Directorate indicating the number of Books received by him/her in good condition on completion of supply of 2000 nos. Books.

- No claim for interest in case of delayed payment will be entertained by the Directorate of The Director, Kokborok & Other Minority Languages, Education Department (School), Government of Tripura.
- No advance payment shall be made including payments of handling charges/service charges/GST charges etc. under any circumstances to the bidder.
- All remittance charges will be borne by the bidder.
- In case the bidder fails to execute the contract, Directorate of Kokborok & Other Minority Languages, Education Department (School), Government of Tripura, shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.
- Amount payable to the Service Provider as stated in the Contract shall remain non- negotiable and fixed during the tenure of the Contract. The prices quoted shall not be conditional /optional.
- The bill in triplicate may be sent to Directorate of Kokborok & Other Minority Languages, Education Department (School), Government of Tripura, for settlement after submitting the final bill.

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4. Tax deduction at source:

- a. All Central/State Govt. /Local Body Levies as applicable from time to time shall be deducted at source from the payment to the Supplier/ Bidder as per the respective law in force at the time of execution of contract. Directorate of Kokborok & Other Minority Languages, Education Department (School), Government of Tripura, shall deduct at source taxes/duties under any other law/statute as may be applicable at the time of making payments. The supplier shall furnish to the purchaser registration No. under works tax and PAN card (for TDS), as applicable.
- b. If any rates of Tax are increased or decreased, a new Tax is introduced, an existing Tax is abolished, or any change in interpretation or application of any Tax occurs in the course of the performance of Contract, which was or will be assessed on the Bidder or its employees in connection with performance of the Contract, an adjustment as per the terms of this DNIT shall be applicable and Contract Price shall be made to take into account any such change in such manner as prescribed herein the DNIT.

5. Rates/ Prices:

- 5.1. The rates quoted shall remain firm during the period of contract.
- 5.2. The rates shall be quoted by the bidder entirely in Indian Rupees.
- 5.3. The prices quoted should be inclusive of all taxes (as per prevailing tax rates).

6. Bid Language:

Bid and all accompanying documents to be submitted by the bidder shall be in English

7. Schedule of Submission of Bid:

- i. Submission of bids will commence on all working days from the 27-07-23 at 11.00 a.m. and remain open up to 09.08.2023 at 3.30 p.m. Bids must be submitted within the Bid Submission start and end date and time specified in DNIT.
- ii. Bidders are allowed to bid during the above mentioned period & until the time of Bid Closing.
- iii. Directorate of Kokborok & Other Minority Languages, 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 Directorate of Kokborok & Other Minority Languages Department, Government of Tripura and Bidders will remain same as previously.

8. Cost of Bidding:

The bidder shall bear all costs associated with the preparation and submission of the bid.

9. Contract Period:

The contract is to commence from the date of Award of Contract / Work Order to the Supplier and shall continue for 15 (fifteen) days from the date of Award of Contract / Work Order, unless it is curtailed or terminated by Directorate of Kokborok & Other Minority Languages Department, Government of Tripura.

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

- 10.1. The Tender Fee and EMD are to be paid through **Demand Draft** to the office of the Directorate of Kokborok & OML. The tender fee and EMD is to be paid to the following Account of the Directorate – **“DDO, Directorate of Kokborok & OML.**

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- 10.2. EMD shall be forfeited if the bidder withdraws his bid during the period of tender validity.
- 10.3. The EMD should remain valid for a period of 45 days beyond the final bid validity period.
- 10.4. EMD of the bidders will be returned to them at the earliest.
- 10.5. No interest will be paid to the bidders on EMD submitted.

11. Rates/ Prices:

- 11.1. The rates quoted shall remain firm during the period of contract.
- 11.2. The rates shall be quoted by the bidder entirely in Indian Rupees.
- 11.3. The prices quoted should be inclusive of all taxes (as per prevailing tax rates).

12. Conflict of Interest:

A bidder shall not have conflict of interest with other bidders. The bidder found to have a conflict of interest shall be disqualified.

13. Submission of Bid:

The interested bidders should submit their bid physically to the Office of the Directorate Kokborok & Other Minority Languages, Shiksha Bhavan (Ground Floor) , OFFICE Lane Agartala during all working days from the 27-07-23 at 11.00 a.m. and the bid submission will remain open up to 09.08.2023 at 3.30 p.m.

14. Documents to be submitted:

Tenders are to be submitted in two separate Envelopes, one in 'Technical Proposal(Cover-I)' & the other is 'Financial Proposal(Cover-II)' before the prescribed date & time. Both Technical Proposal and Financial Proposal will be submitted concurrently.

14.1 Following Documents to be submitted in the 'Technical Proposal (Cover-I) in a sealed Envelope:

- i. Incorporation / Registration Certificate / authorized letter issued by the Head of the Organization and copy of valid empanelment certificate from Agency.
- ii. Copy of work Completion Certificates /Sanction Orders of the Government Departments/Government Organizations.
- iii. Signed and Stamped Copy of this DNIT as token of acceptance of all the terms & condition of the entire tender document.
- iv. Copy of PAN Card and GST registration letter and copies of Income Tax Return of last three years in a single file.
- v. Self-declaration Certificate on not holding any sanction/black- listing by any PSU/State or Central Government organization persisting on the last due date of receipt of tender. 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.

15. General Terms and Conditions :

- i. The Tender is liable to be rejected if complete information is not given therein or if the particulars are not duly filled in.
- ii. The Director of Kokborok & Other Minority Languages reserves the Right to reject any or all tender without assigning any reason or whatsoever. Also, the Director reserves the right to award any of part or full contract to any successful bidder at its discretion and this will be binding on the tender.

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14.2 'Financial Proposal (Cover-II)' should be submitted as per the following format in a Sealed Envelope:

| Tender Inviting Authority : Directorate of Kokborok & Other Minority Languages | | | | | | | |
|---|--|----------|-------|---------------------------------------|-----------------------------|---------------------|-----------------------|
| Name of work: 2 Nos Text Book of Kuki-Mizo Language for Class – XI&XII | | | | | | | |
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| Name of the Bidder/ Bidding Firm/ Company | | | | | | | |
| <u>Bidders should Bid in the Following Format only</u> | | | | | | | |
| Sl. No. | Item Description | Quantity | Units | Basic Rates in Figure per page Rs. P. | Total Amount per book Rs. P | Total amount Rs. P. | Total amount in words |
| 1.1 | 1. Kuki-Mizo Text Book for Class–XI 140pages 2. Kuki-Mizo Text Book for Class-XII- 140pages | 2000 | nos. | | | | |
| Quoted Rate in figure (Total of 2 nos book) | | | | | | | |
| Quoted Rate in words (Total of 2 nos book) | | | | | | | |
| Sign & stamp of the Bidder | | | | | | | |

16. Bid Opening Details:

| | |
|--|--|
| Time and Date of Opening of Technical Bid(s) | 09.08.2023 at 4.00 pm. |
| Time and Date of Opening of Financial Bid(s) | 10.08.2023 at 4.00 pm. |
| Place of Opening of Technical and Financial Proposal | Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Office Lane, Agartala, Pin- 799001 |