



**GOVERNMENT OF TRIPURA
DIRECTORATE OF KOKBOROK & OTHER MINORITY LANGUAGES
SHIKSHA BHAVAN, OFFICE LANE, AGARTALA.**

TENDER DOCUMENTS

Notice Inviting Open-Tender (DNIT) is invited from the reputed and registered Printing Firms/Vendor for printing of 1 (one) no. **Kokborok Language Literary Book “Toksa-Ha kaya”** by **Dr. Atul Debbarma**, eminent writer of Kokborok language.

The Tender details is available from page no –2 to 9.

Issued by:

Director
Kokborok & Other Minority Languages
Shiksha Bhawan, Agartala.
Email Id: dkmltripura@gmail.com



**GOVERNMENT OF TRIPURA
DIRECTORATE OF KOKBOROK & OTHER MINORITY LANGUAGES
SHIKSHA BHAVAN, OFFICE LANE, AGARTALA.**

Notice Inviting Tender

The Directorate of **Kokborok & Other Minority Languages**, Government of Tripura invites Open Tenders from the bonafide Printing Agencies/Firms for printing of **Kokborok Language Literary Book “Toksa-Ha Kaya”** by **Dr. Atul Debbarma**.

The interested bidders are requested to quote their rate for printing, as per details below:-

Scope of work in brief	EMD	Contract Period	Period of Collecting Bidding Documents	Date of Submission of Tender
Kokborok Language Literary Book “Toksa-Ha Kaya” by Dr. Atul Debbarma.	Rs. 10,000/- (refundable)	20 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 19-11-24 to 27-11-24	at the office of the Directorate of Kokborok & OML, Shiksha Bhavan, Office Lane - Time: 11:00am 5:00 pm On all working days From 20-11-24 to 27-11-24 3:30 pm.

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 **19-11-24 to 27-11-24** at 11:00 am to 5:00 pm on all working days. The details tender notice will also 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/>.

**Director
Kokborok & Other Minority Languages
Shiksha Bhavan, Agartala.**

IMPORTANT TENDER DETAILS AND KEY DATES & BASIC TENDER INFORMATION

1	Tender Inviting Authority	Director, Kokborok & Other Minority Languages
2	Name of the work	Kokborok Language Literary Book – “Toksa-Ha Kaya” by Dr. Atul Debbarma.
3	Tender Reference ID	e. file No Dated the _____ 2024.
4	Period of Collection of Bidding Documents	19-11-24 to 26-11-24 from 11:00 am to 5:00 pm*
5	Seek clarification start date	19-11-2024 at 12.30 pm
6	Seek clarification end date	20-11-2024 at 12.30 pm
7	Clarification/Corrigendum to be published	20-11-2024 onwards
8	Submission of Tender (both technical & financial) will start from	20-11-2024 (11:00 am 5:00 pm) to 27-11-2024 (11:00 am 3:30 pm) (*on all working days)
9	Last Date of submission of Tender (both technical & financial)	27-11-2024 up to 3:30 pm
10	Estimated Value	Quoted value should not be more than Rs.70,000/-
11	Tender Fee	Rs.1000/-
12	Earnest Money Deposit (EMD)	Rs.10,000/-
13	Time and Date of Opening of Technical Bid(s)	27-11-2024 at 4:00 pm.
14	Time and Date of Opening of Financial Bid(s)	27-11-2024 at 5:00 pm.
15	Place of Opening of Technical and Financial Proposal	Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Office Lane, Agartala, Pin- 799001
16	Contract Period	30 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

1. Item: - Kokborok Language Literary Book –“Toksa-Ha Kaya”.

A. Technical Specification: -

- a. 1/8 demi size i.e. 14 cm width & 18 cm length after trimming with 70 GSM double demai size matte litho paper would be used.
- b. Stitch of the book would be sectional stitch. Binding would be Hard board binding on 24-ounce board.
- c. Multicolor jacket would be printed on 130 GSM art paper and mat lamination.
- d. Jacket cover printing will be of multicolor and 4(four) pages printing cost will be considered i.e. @ of printing of inner text. No separate cost of paper and color printing cost will be given.

B. Other Necessary Specification: -

- | | | |
|---------------|---|---------------------------------|
| i. Language | : | Kokborok. |
| ii. Script | : | Bengali Script. |
| iii. Quantity | : | 500 (Five Hundred) nos. copies. |

(Number of copies may be increased if so required)

- | | | |
|-----------------------|---|--------------------------------------------------------------------------------------------------------------------|
| iv. Color | : | Text- Black &White;
Cover – Multi-Color. |
| v. Total No. of Pages | : | 146 pages & cover – 4 pages
<u>(Number of pages may be increased or decreased if so required)</u> |

2. Financial Requirements:

- i. Estimated Cost - Quoted value should not be more than TOKSA HA KAYA - Rs.70,000/-
- ii. Tender Fee - Rs.1000/-
- iii. Earnest Money Deposit (EMD) - Rs.10,000/-

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 **Kokborok Language Literary Book - “Toksa-Ha kaya”**.

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

Sl. No.	Name of the Language	Title of Book	No. of Copies to be Printed (may be increased)	No. of Pages (may be increased or decreased)	Script
1.	Kokborok Language	Toksa Ha Kaya	500 nos. each	146 pages	Bengali

3. PERIOD OF ASSESSMENT:

- i. Once after completion of printing & supply of Sample Books for quality check
- ii. Then after submission of final copies.

4. METHODOLOGY:

Printing of . **Kokborok Language Literary Book – “Toksa-Ha Kaya”**.

SCHEDULE FOR COMPLETION OF THE WORK:

The printed materials in the form of the Book along with soft copy in C.D should be supplied within 15 (fifteen) days from the date of handover of final manuscript from this Directorate. The Printers should supply the printed materials in the form of Books to this Directorate in their own cost. Supply of sub-standard printed Books / materials, which do not satisfy the undersigned shall be rejected forth with and the printer concerned shall have to replace such printed Books/materials within a specified period positively.

5. DELIVERY ADDRESS:

After completion of printing of books, the successful bidder has to deliver all the books to the office of the **Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Office Lane, Agartala - 799001**.

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 11:00 am to 5:00 pm on all working days from **19-11-2024 to 27-11-2024**.
- 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.

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 shall have an experience in book printing/production work for at least 5 (five) years. The work orders for such works along with their completion certificates (if work is completed) or copies of invoices (if work is running) are to be submitted by the bidder.	Copies of Work Order/Invoices 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 certificate.
6.	Bidder should accept all the terms and conditions mentioned in the DNIT.	Signed copy of DNIT
7.	The bidder must have filed its Income Tax Returns for the last 5(five) Financial Years.	Copy of Income Tax Returns for the last 5(five) 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 Magazines received by him/her in good condition on completion of supply of requisite number of Magazines.

- a. 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.
- b. No advance payment shall be made including payments of handling charges/service charges/GST charges etc. under any circumstances to the bidder.
- c. All remittance charges will be borne by the bidder.
- d. 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.

- e. 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.
- f. 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.

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, 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), is 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 **19-11-2024 at 11.00 a.m. to 5:00 pm and remain open up to 27-11-2024 at 4:00 pm. 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 30 (thirty) 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 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.**”
- 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 **20-11-2024 at 11.00 a.m. to 5:00 pm and the bid submission will remain open up to 27-11-2024 at 4:00 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.

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	Kokborok Language Literary Book –“Toksa-Ha kaya” by Dr. Atul Debbarma

Name of the Bidder/ Bidding Firm/ Company						
<u>Bidders should Bid in the Following Format only</u>						
Sl. No	Item Description	Quantity	Unit	Rate per page in Figure Rs. P.	Basic Rate per Book in Figure Rs. P.	Basic Rate Rs. P.
1.	. Kokborok Language Literary Book – “Toksa-Ha Kaya”	500	nos.			
Quoted Rate (in Figure)						
Quoted Rate (in words)						
Signature & stamp of the Bidder						

15. Bid Opening Details:

Time and Date of Opening of Technical Bid(s)	27-11-2024 at 4.00 pm
Time and Date of Opening of Financial Bid(s)	27-11-2021 at 5.00 pm
Place of Opening of Technical and Financial Proposal	Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Office Lane, Agartala, Pin- 799001