



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

**TENDER DOCUMENTS FOR**

**Notice Inviting Open-Tender (DNIT)** is invited from the reputed and registered Vendor for Supply of Branded Desktop PC with good configuration having Graphics Cards (4GB) and Intel Processor i5 (13<sup>th</sup> Gen), RAM-16GB & SSD-2TB which will enable to install editing software like Adobe Pagemaker 7.0, Photoshop, CorelDRAW Graphics Suite, 2024, 24" Fully HD Monitor, 3 years warranty.

**The Tender details are available from page no –2 to 7.**

**Issued by:**

Director  
Kokborok & Other Minority Languages  
Shiksha Bhawan, Agartala.  
Email Id: [dkmltripura@gmail.com](mailto: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 Vendor for supply of Branded Desktop PC with good configuration having Graphics Cards (4GB) and Intel Processor i5 (13<sup>th</sup> Gen), RAM-16GB & SSD-2TB which will enable to install editing software like Adobe Pagemaker 7.0, Photoshop, CorelDRAW Graphics Suite, 2024.

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

<b>Scope of work in brief</b>	<b>EMD</b>	<b>Contract Period</b>	<b>Period of Collecting Bidding Documents</b>	<b>Date of Submission of Tender</b>
Branded Desktop PC with good configuration having Graphics Cards (4GB) and Intel Processor i5 (13 <sup>th</sup> Gen), RAM-16GB & SSD-2TB which will enable to install editing software like Adobe Pagemaker 7.0, Photoshop, CorelDRAW Graphics Suite 2024, 24" Fully HD Monitor, 3 years warranty.	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 18-01-25 to 21-01-25	at the office of the Directorate of Kokborok & OML, Shiksha Bhavan, Office Lane – Time: 11:00am 5:00 pm On all working days From 18-01-25 to 21-01-25 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 **18-01-25 to 21-01-25** 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	Supply of Branded Desktop PC with good configuration having Graphics Cards (6GB) and Intel Processor i5 (13 <sup>th</sup> Gen), RAM-16GB & SSD-3TB which will enable to install editing software like Adobe Pagemaker 7.0, Photoshop, CorelDRAW Graphics Suite, 2024, 24" Fully HD Monitor, 3 years warranty
3	Tender Reference ID	<b>e. file No</b> <b>Dated the _____ 2024.</b>
4	Period of Collection of Bidding Documents	18-01-25 to 21-12-25 from 11:00 am to 5:00 pm*
5	Seek clarification start date	18-01-2025 at 12.30 pm
6	Seek clarification end date	21-01-2025 at 12.30 pm
7	Clarification/Corrigendum to be published	18-01-2025 onwards
8	Submission of Tender (both technical & financial) will start from	18-01-2025 (11:00 am 5:00 pm) to 21-01-2025 (11:00 am 5:00 pm) (*on all working days)
9	Last Date of submission of Tender (both technical & financial)	22-01-2025 up to 3:30 pm
10	<b>Estimated Value</b>	<b>Quoted value should not be more than Rs. 90,000/-</b>
11	Tender Fee	Rs.1000/-
12	Earnest Money Deposit (EMD)	Rs.10,000/-
13	Time and Date of Opening of Technical Bid(s)	22-01-2025 at 4:00 pm.
14	Time and Date of Opening of Financial Bid(s)	22-01-2025 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 SPECIFICATIONS

**A. Item: -** Supply of Branded Desktop PC with good configuration

**1. Technical Specification: -**

Graphics Cards (4GB) and  
Intel Processor i5 (13<sup>th</sup> Gen),  
RAM-16GB  
& SSD-2TB  
24" Fully HD Monitor, 3 years warranty  
Wireless Key board and mouse.

**2. Other Necessary Specification: -**

The computer should enable to install editing software like Adobe Pagemaker 7.0, Photoshop, CorelDRAW Graphics Suite, 2024.

**3. Financial Requirements:**

- i. Estimated Cost - Quoted value should not be more than Rs. 90,000/-
- ii. Tender Fee - Rs.1000/-
- iii. Earnest Money Deposit (EMD) - Rs.10,000/-

## **B. 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 Vendor for Supply of Branded Desktop PC with good configuration having Graphics Cards (4GB) and Intel Processor i5 (13<sup>th</sup> Gen), RAM-16GB & SSD-2TB which will enable to install editing software like Adobe Pagemaker 7.0, Photoshop, CorelDRAW Graphics Suite, 2024. 24" Fully HD Monitor, 3 years warranty

**2. PERIOD OF ASSESSMENT:**

- i. Before supply, the vendor shall meet the Head of Office and give some information on the specification/ configurations of the computer to be supplied.

**3. METHODOLOGY:**

Supply of Branded Desktop PC with good configuration having Graphics Cards (4GB) and Intel Processor i5 (13<sup>th</sup> Gen), RAM-16GB & SSD-2TB which will enable to install editing software like Adobe Pagemaker 7.0, Photoshop, CorelDRAW Graphics Suite, 2024.

**4. SCHEDULE FOR COMPLETION OF THE WORK:**

**The materials should be supplied within 5 (five) days from the date of issuing of Work Order.**

The vendor should supply / deliver the materials to this Directorate in their own cost. Supply of sub-standard materials, which do not satisfy the undersigned shall be rejected forth with and the Vendor concerned shall have to replace such materials within a specified period positively.

**5. DELIVERY ADDRESS:**

The successful bidder has to deliver the materials 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 **18-01-2025 to 21-01-2025**.
- 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 Firm with their registered office in Tripura.	Copy of valid Certificate of Registration.
2.	The bidder shall have an experience 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.
8.	Bidder must have/ furnish OEM authorization	Certificate should be enclosed

**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 **18-01-2025 at 11.00 a.m. to 5:00 pm and remain open up to 21-01-2025 at 3:30 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 20 (twenty) 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 **18-01-2025 at 11.00 a.m. to 5:00 pm and the bid submission will remain open up to 21-01-2025 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.

**14.2 ‘Financial Proposal (Cover-II)’ should be submitted as per the Following Format in a Sealed envelope:**

<b>Tender Inviting Authority :</b> Directorate of Kokborok & Other Minority Languages						
<b>Name of work</b>	Supply of Branded Desktop PC with good configuration having Graphics Cards (4GB) and Intel Processor i5 (13th Gen), RAM-16GB & SSD-2TB which will enable to install editing software like Adobe Pagemaker 7.0, Photoshop, CorelDRAW Graphics Suite, 2024. 24” Fully HD Monitor, 3 years warranty					
<b>Name of the Bidder/ Bidding Firm/ Company</b>						
<b>Bidders should Bid in the Following Format only</b>						
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.
1.1	Supply of Branded Desktop PC with good configuration having Graphics Cards (4GB) and Intel Processor i5 (13 <sup>th</sup> Gen), RAM-16GB & SSD-2TB which will enable to install editing software like Adobe Pagemaker 7.0, Photoshop, CorelDRAW Graphics Suite, 2024- 24” Fully HD Monitor, 3 years warranty					
<b>Quoted Rate (in Figure)</b>						
<b>Quoted Rate (in words)</b>						
<b>Signature &amp; stamp of the Bidder</b>						

**15. Bid Opening Details:**

Time and Date of Opening of Technical Bid(s)	<b>22-01-2025 at 4.00 pm.</b>
Time and Date of Opening of Financial Bid(s)	<b>22-01-2025 at 5.00 pm.</b>
Place of Opening of Technical and Financial Proposal	Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Office Lane, Agartala, Pin- 799001