

# **TENDER DOCUMENT FOR PROCUREMENT OF E-PODIUM**

March, 2025

**DIRECTORATE OF KOKBOROK & OTHER MINORITY LANGUAGES**  
SHIKSHA BHAWAN, OFFICE LANE AGARTALA.  
Website: <https://kokborokoml.tripura.gov.in/>  
e-mail: [dkmltripura@gmail.com](mailto:dkmltripura@gmail.com)

**Government of Tripura**  
**Directorate of Kokborok & Other Minority Languages**  
**Agartala, Tripura West**

Email:dkmltripura@gmail.com

**NOTICE INVITING TENDER**

The Director, Directorate of Kokborok & Other Minority Languages (DKBK-OML) invites sealed offers a bid from reputed Service Providers, Firms, Bidders, etc, for the following

NIT No.	NAME OF THE WORK	EMD IN THE FORM OF DD	TENDER FEE	ESTIMATED VALUE
	<b>Procurement of e-Podium</b>	5000/-	1000/-	Quoted value should not be more than <b>Rs. 1,60,000/-</b>

Dates for selling of tender documents: **14.03.2025 to 18.03.2025**

Last date & Time for submission of tender documents: **19.03.2025 up to 4:30 PM**

Date, Time & Venue of Bid Opening: **19.03.2025 at 5:00 PM** at the office of the Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Office Lane, Agartala, Tripura (W).

**Instructions to Tenderers:**

1. For full details and terms and conditions, etc., please see the enclosed **Annexures**.
2. The intending bidder has to deposit the Earnest Money of **Rs.5,000/- (Rupees five thousand) only** through a Demand draft.
3. The earnest money of unsuccessful bidders will be returned to them without any interest within 15 working days after the contract is awarded. The earnest money of the successful bidder will be returned to them without any interest within 15 Days after the material is supplied.
4. Tender Fee shall be paid in the form of Demand Draft only. The Demand Draft should be in favor of DDO, Directorate of Kokborok & Other Minority Languages. The Tender Fee is **NON-REFUNDABLE**. Your request letter, along with the Tender Fee, may be addressed to the DDO as indicated above.
5. Interested tenderers may, at their option, download the tender documents from the Directorate's website **[kokborokoml.tripura.gov.in](http://kokborokoml.tripura.gov.in)** and submit the Tender Document along with the prescribed tender fee as per the details given in the tender notification.
6. While requesting Tender Documents, please superscribe on the cover as "Request for Tender document against Tender Notice No. \_\_\_\_\_".
7. Tender documents received after the due date/time will not be considered.  
While sending the sealed quotation/offer, superscribe the respective Tender Number and Due Date on the envelope.
8. The Directorate of KBK-OML is not responsible for any postal delays/loss of documents in transit.
9. If the date specified for submission/opening of tenders is declared as a holiday abruptly, the due date for submission/opening of the tenders in such cases shall be postponed automatically to the next working day.
10. Director, KBK-OML reserves the right to accept or reject any/or all the quotations/Expressions of Interest in part or full.
11. Tenderers or their Authorized Representative may attend to witness the Tender opening.
12. All pages forming part of the tender documents should be duly signed, stamped and submitted to KBK-OML. Pages not signed and stamped will be considered invalid and rejected.

Director  
 KBK& OML  
 Agaratla, Tripura

## Technical Bid

### 1. INTRODUCTION

The Directorate of Kokborok & Other Minority Languages is looking for People link **E-Podium (Delta Plus)**

The Bidding document may be obtained from the Directorate of Kokborok & Other Minority Languages or may be downloaded from the Directorate of Kokborok & Other Minority Languages' website: <http://www.kokborokoml.tripura.gov.in>. The bid should be submitted to the Directorate of Kokborok & Other Minority Languages.

- A. Please note that all desired information needs to be provided. Incomplete information may lead to non-selection.
- B. All bids must be accompanied by Bid Security as specified in the Bid Document.
- C. The Directorate of Kokborok & Other Minority Languages reserves the right to change the Dates of Submission and specifications mentioned in the Tender document; the changes will be uploaded in the Directorate of Kokborok & Other Minority Languages Website.

### 2. REQUIREMENTS

Directorate of Kokborok & Other Minority Languages requires People link E-Podium (Delta Plus) with the following major features and minimum essential specifications: -

#### 3. Technical compliance/ Technical Specifications:

- a. Body Material Tablet Monitor Features Electrical
 

Body: Metallic	Top: Metallic
Top Sliding Mechanism: Yes	Provision for Monitor: Yes
Electronic Monitor Lift: Yes	Document Camera Tray: Yes
(Sliding Type) RFID: Optional	
  
- b. **Table Monitoring Features**

Screen Size: 21.5" wide LED	Resolution: 1920 x 1080
PC Connection: USB Port	Luminosity: 250 cd/m <sup>2</sup>
Input: DVI, HDMI	Number of Colours: 16.7M
Response time: 5ms	Contrast ratio: 1000/1
Operating System: Windows, Linux, Mac.	
  
- c. **Laptop Interface**

Laptop Interface: Inbuilt Video Port For laptop: 1x HDMI, 1VGA  
 Audio Port For Laptop: 1x 3.5mm Stereo Female Port  
 Buttons: Video Selection buttons x4      LAN Port: 1x RJ-45 USB 2.0  
 Ports: 4x USB 2.0 Ports, 1xUSB (Laptop Touch & DSP), 1xUSB (CPU Touch & DSP)

Power Socket: 3 Pin AC 220 Power Socket Input / Output  
 Ports: 4x HDMI Inputs, 2x HDMI Outputs

#### 4. ELIGIBILITY CRITERIA

Sl. No.	Terms & Conditions
1	This invitation for bids is open to all reputed original equipment manufacturers (OEM) or their Authorized System Integrators.
2	The bidder must have a positive net worth from the IT business worth an average of 3 crores during the last three financial years, with the year ending March 2024. (Certificate from Chartered Accountant to be furnished).
3	The Bidder should not have been blacklisted in any Government/ Government undertaking/Public sector companies. A self-declaration letter by the Bidder, on the company's letterhead, should be submitted along with the technical bid. Undertaking to be submitted from OEM & Bidder.
4	The bidder should participate as a single party; and no consortium is allowed.
5	The vendor has to enclose a bid-specific authorization from the OEM mentioning the Tender No. to quote for this particular tender duly signed by the authorized signatory, otherwise, the quotation shall be rejected.
6	Performance/Installation Certificate from the Customer regarding the successful execution of the two orders must be submitted along with the Bid.
7	The Bidder must have wide IT infrastructure support in Tripura, along with having its own service office in the state for the last 10 years. (Proof of Office like Municipal certificate/Trade License/relevant documents etc. to be submitted). The document regarding that should be submitted along with the Technical Bid.
8	The bidder should submit a declaration from the OEM for technical compliance which must be submitted on the letterhead of the OEM.
9	The Bidder shall enclose complete bill of material with OEM part code. Documentary evidence such as OEM datasheet/spec sheets etc. must be enclosed. All supporting documents such as datasheet, spec sheet, admin guide etc. must be enclosed. All documents should be readily available online. Bidder must share the online links for all the supporting documents. Failing of the above, the Bid shall be rejected.
10	The Bidder should have permanent technical support staff posted in Shillong/Guwahati/Kolkata. The bidder must be registered with Govt. Provident Its Organization. Bidder must enclose the relevant documents.

#### **ADDITIONAL TERMS & CONDITIONS**

- a. The Bidder must furnish the guidelines for installation/configuration planning of hardware and software before the start of the project.
- b. Complete installation, integration and customization will take place at the Directorate of Kokborok & Other Minority Languages; no remote access will be provided for the same.
- c. The solution shall be a centralized controller-based deployment architecture that is required for granular control, simplified management, monitoring and one-click configuration. The Firewall shall be configured in Active-Active High Availability (HA) for Load Balancing and Failover.
- d. At the time of installation of the systems/sub-systems, if it is found that some additional HW/SW/Licenses or additional items are required to complete the configuration, which was not included in the Bidder's original list of deliverables/BOM, then the vendor is required to supply such items to ensure the completeness at no extra cost to Directorate of Kokborok & Other Minority Languages. The proposed solution shall be inclusive of installation/services/Accessories cost.
- e. The bidder must include installation, commissioning and integration, or any technical support cost for 3 years. The bidder has to provide undertaking for the complete troubleshooting, day-to-day support, any hardware and software upgradation and technical support for 3 years. The OEM-certified Engineer of the Bidder has to visit the

- Directorate of Kokborok & Other Minority Languages for quarterly preventive maintenance for 3 years.
- f. The OEM must provide an undertaking that the quoted product shall not be end-of-life for a minimum of 5 years from the date of submission of the quote.
  - g. Supply, Installation, Integration, testing, commissioning and training as per site requirements shall be done by the bidder.
  - h. A specific certificate of authorization (MAF) for this bid must be submitted with the bid. Bidders need to submit MAF from respective OEM is mandatory, otherwise, authority should have right to cancel the Bidder.
  - i. The bidder should be an ISO certified organization.
  - j. The bidder should have their registered office in Agartala for the past 10 years to ensure immediate support during downtime.
  - k. OEM should have a TAC and R&D center in India with a toll-free number.
  - l. During Technical evaluations or before Price bid open, Bidder need to do 7-15 Days POC if asked; POC will be at our premises and during POC if it is found product is not complying with mentioned requirement than authorities has the right to reject the bid during technical evaluations.

## 5. BID FORM

To:

The Director  
Directorate of Kokborok & Other Minority Languages  
Government of Tripura  
Education Department  
Agartala, Tripura West

Ref.:

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **e-podium**, in conformity with the said Bidding documents. We undertake, if our Bid is accepted, to deliver, install and commission the solution following the delivery schedule specified in the schedule of requirements. If our Bid is accepted, we will obtain the guarantee of a Bank in a sum equivalent to 10 percent of the contract price for the due performance of the Contract, in the form prescribed by the bank. We agree to abide by the Bid and the rates quoted therein for the orders awarded by the Directorate of Kokborok & Other Minority Languages up to the period prescribed in the Bid, which shall remain binding upon us. Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely the "Prevention of Corruption Act, 1988".

We understand that you are not bound to accept the lowest or any Bid you may receive. Dated this ..... Day of.....2025

Signature  
(In the Capacity of)  
Duly authorized to sign the Bid for and on behalf of

Name:

**B. MANUFACTURER'S AUTHORISATION FORMAT**

**Ref. No.**

**Date:**

To,  
The Director  
Directorate of Kokborok & Other Minority Languages  
Government of Tripura  
Education Department  
Agartala, Tripura West

Whereas..... (Name and Address of the Manufacturer) who are established and manufacturers of (Name/description of the products), having production facilities at..... (Address of factory) do hereby authorize M/s..... (Name and Address of the Bidder) to submit a bid, and subsequently negotiate and sign the Contract with you against NIT No..... dtd..... for the above products manufactured by us, for the supply requirements of the above invitation of bids.

**Name :**

**(In the capacity of)**  
**(Duly authorized to sign the authorization on and behalf of)**

**Signature:**

**Dated this..... day of.....2025**

**Note: This letter of authority must be on the letterhead of the concerned manufacturer and must be signed by a competent person**

C. ORGANIZATIONAL PROFILE WITH SIMILAR PAST EXPERIENCE  
**(To be included in the Technical Bid)**

1.	Constitution: Proprietary Partnership Private Ltd. Public ltd.			
2.	Established since :			
3.	Address of the Registered Office			
4.	Category Software Producer/ Developer (Principal) Hardware Manufacturer (Principal) System Integrator/ Solution Provider Any Other			
5.	If Consortium, then please specify: name of the members			
6.	Name of Proprietor/ partners/			
7.	Number of Engineers/Technical persons			
8.	Number of total Employees			
9.	Some of Solution being offered / Sold so			
	Purchaser, with full address and details of contact person (phone,	Item Description	Total Order Value	Whether Completed/ Under process

Note: Please support the above facts with documentary evidence.

Signature of the Bidder:

Name:



## D)SERVICE SUPPORT DETAILS

## Name of the Bidder:

Name and Address of Service Centre	Name of Contact Person	i. Telephone No ii. Fax No iii. Mail ID	Information on Service Support Facilities

Signature of the Bidder:

Name:

## 6. EVALUATION CRITERIA OF THE BIDS

The selection/rejection of the technical bid shall be based on the followings: -

- Bidder must fulfil all the eligibility criteria of the Technical Bid (**3. ELIGIBILITY CRITERIA**)
- Bidder must comply the additional terms & conditions (**4. ADDITIONAL TERMS & CONDITIONS**)
- The quoted product of the Bidder must comply the minimum essential technical specifications.
- All Documentary evidences, BoM, OEM Datasheets (URL for details on quoted product), OEM Certificate including undertaking asked in the technical are mandatory, and failing which the technical Bid shall be rejected without further notification.
- Bidder must comply to the **INSTRUCTIONS TO TENDERERS and TERMS & CONDITIONS OF TENDER**

(NO DOCUMENTS RELATED TO TECHNICAL BID SHALL BE ALLOWED TO SUBMIT AFTER ONCE BIDDING IS CLOSED)

## **INSTRUCTIONS TO TENDERERS**

1. EMD at the rate as highlighted in the Bid Document shall be submitted in form of Demand Draft from any of the Nationalized/Scheduled banks in favour of Director, Directorate of Kokborok & Other Minority Languages payable at THE DDO, DIRECTORATE OF KOKBOROK & OML, failing which the Tender will not be considered.
2. a) All taxes/duties/levies, whether by Central/State/Local government where legally leviable and intended to be claimed, should be distinctly shown separately (in percentage and words) in the tender; otherwise, the price quoted will be treated as inclusive of all taxes. While quoting the tender, the tenderer should take into account all the extant statutory deductions under Central/State/Local statutes where legally leviable and show it separately (in percentage and words) and if not separately shown, it will be treated as inclusive of all statutory deductions applicable as per the extant statutes.  
b) We are eligible for partial exemption of IGST vide Ministry of Finance Dept. of Revenue Notification No. 47/2017 Integrated Tax (Rate) dated 14.11.2017 (IGST@5%). The Necessary Certificate will be issued by us. Please submit your quotations accordingly.
3. As a Government of India Department, this office is exempted from payment of Octroi and similar local levies. Tenderers shall ensure that necessary Exemption Certificates are obtained by them from the Accounts Officer, I/C Purchase & Stores to avoid any payment of such levies.  
a) Prices are required to be quoted according to the units indicated in the annexed tender form. When quotations are given in terms of units other than those specified in the tender form, the relationship between the two sets of units must be furnished.
4. Preference will be given to those tenders offering supplies from ready stocks and on the basis of F.O.R destination/delivery at site.  
a) All available technical literature, catalogues and other data in support of the specifications and details of the items should be furnished along with the offer.  
b) Samples, if called for, should be submitted free of all charges by the tenderer and the Purchaser shall not be responsible for any loss or damage thereof due to any reason whatsoever. In the event of non-acceptance of tender, the tenderer will have to remove the samples at his own expense.  
c) Approximate net and gross weight of the items offered shall be indicated in your offer. If dimensional details are available the same should also be indicated in your offer.  
d) **Specifications:** Stores offered should strictly confirm to our specifications. Deviations, if any, should be clearly indicated by the tenderer in his quotation. The tenderer should also indicate the Make/Type number of the stores offered and provide catalogues, technical literature and samples, wherever necessary, along with the quotations. Test Certificates, wherever necessary, should be forwarded along with supplies. Wherever options have been called for in our specifications, the tenderer should address all such options. Wherever specifically mentioned by us, the tenderer could suggest changes to specifications with appropriate response for the same.
5. The purchaser shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender or portions of the quantity offered and the tenderers shall supply the same at the rates quoted.
6. Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amount quoted in words and figures, amount quoted in words shall prevail.
7. The tenderer should supply along with his tender, the name of his bankers as well as the latest Income-Tax clearance certificate duly countersigned by the Income-Tax Officer of the Circle concerned under the seal of his office, if required by the Purchaser.
8. The authority of the person signing the tender, if called for, should be produced.

## **TERMS & CONDITIONS OF TENDER**

### **1. DEFINITIONS:**

- a) The term 'Purchaser' shall mean Director, Kokborok & OML.

- b) The term 'Bidder' shall mean the person, firm or company with whom or with which the order for the supply of stores is placed and shall be deemed to include the Bidder's successors, representatives, heirs, executors and administrators unless excluded by the Contract.
- c) The term 'Stores' shall mean what the Bidder agrees to supply under the Contract as specified in the Purchase Order, including erection of plants & machinery and subsequent testing, should such a condition be included in the Purchase Order.
- d) The term 'Purchase Order' shall mean the communication signed on behalf of the Purchaser by an Officer duly authorized intimating the acceptance on behalf of the Purchaser on the terms and conditions mentioned or referred to in the said communication accepting the tender or offer of the Bidder for supply of stores or plant, machinery or equipment or part thereof.

## **2. PRICES:**

The price should include GST and other applicable taxes, including delivery, installation and training. Tender offering firm prices will be preferred. Where a price variation clause is insisted upon by a tenderer, a quotation with a reasonable ceiling should be submitted. Such offers should invariably be supported by the base price taken into account at the time of tendering and also the formula for any such variation/s.

## **3. GUARANTEE/WARRANTY & REPLACEMENT:**

- (a) The bidder shall guarantee/warranty that the stores supplied shall comply fully with the specifications laid down for material, workmanship and performance.
- (b) For 36 months after the acceptance of the stores, if any defects are discovered therein or any defects therein found to have developed under proper use, arising from faulty stores design or workmanship, the bidder shall remedy such defects at his own cost provided he is called upon to do so within 38 months from the date of acceptance thereof by the purchaser who shall state in writing in what respect the stores or any part thereof are faulty.
- (c) If, in the opinion of the purchaser, it becomes necessary to replace or renew any defective stores such replacement or renewal shall be made by the Bidder free of all costs to the purchaser, provided the notice informing the Bidder of the defect is given by the purchaser in this regard within the said period of 38 months from the date of acceptance thereof.
- (d) Should the Bidder fail to rectify the defects, the purchaser shall have the right to reject, repair or replace at the cost of the Bidder the whole or any portion of the defective stores.
- (e) The decision of the purchaser notwithstanding any prior approval or acceptance or inspection thereof on behalf of the purchaser, as to whether or not the stores supplied by the Bidder are defective or any defect has developed within the said period of 38 months or as to whether the nature of the defects requires renewal or replacement, shall be final, conclusive and binding on the Bidder.
- (f) All the replacement stores shall also be guaranteed/warranted for a period of 36 months from the date of arrival of the stores at purchaser's site.
- (g) Even while the 36 months guarantee/warranty applies to all stores, in case where a greater period is called for by our specifications then such a specification shall apply in such cases the period of 38 months referred to in para 4 (b) & (c) shall be the 'asked for' guarantee/warranty period plus two months.

## **4. TEST CERTIFICATE:**

Wherever required, test certificates should be sent along with the dispatch documents.

## **5. DELIVERY:**

- (a) The time for and the date of delivery of the stores stipulated in the Purchase Order shall be deemed to be the essence of the Contract, and delivery must be completed on or before the specified dates.
- (b) Should the Bidder fail to deliver the stores or any consignment thereof within the period prescribed for such delivery, the purchaser shall be entitled at his option either.
- (c) To recover from the Bidder as agreed liquidated damages and not by way of penalty, a sum of 0.5% per week of the price of any stores which the Bidder has failed to deliver as aforesaid or during which the delivery of such store may be in arrears subject to a minimum of 10%, or
- (d) To purchase from elsewhere, without notice to the Bidder on the account and at the risk of the Bidder, the stores not delivered or others of a similar description (where others exactly complying with the particulars, are not, in the opinion of the purchaser, readily procurable, such opinion being final)

without cancelling the Contract in respect of the consignment (s) not yet due for delivery, or

(e) To cancel the Contract or a portion thereof and if so desired to purchase or authorize the purchase of stores not so delivered or others of a similar description (where others exactly if complying with the particulars are not, in the opinion of the purchaser, readily procurable, such opinion final) at the risk and cost of the Bidder.

In the event of action being taken under sub-clause (ii) & (iii) of clause 10 (b) above, the Bidder shall be liable for any loss which the purchaser may sustain on that account, provided that the re-purchase or if there is an agreement to re- purchase then such agreement is made within six months from the date of such failure. But the Bidder shall not be entitled to any gain on such re-purchase made against default. The manner and method of such re-purchase shall be at the discretion of the purchaser, whose decision shall be final. It shall not be necessary for the purchaser to serve a notice of such re- purchase on the defaulting Bidder. This right shall be without prejudice to the right of the purchaser to recover damages for breach of Contract by the Bidder.

**6. EXTENSION OF TIME:**

As soon as it is apparent that the Contract dates cannot be adhered to, an application shall be sent by the Bidder to the purchaser. If failure, on the part of the Bidder, to deliver the stores in proper time shall have arisen from any cause which the purchaser may admit as reasonable ground for an extension of the time (and his decision shall be final) he may allow such additional time as he considers it to be justified by circumstances, of the case without prejudice to the purchaser's right to recover liquidated damages under clause 10 thereof.

**7. PAYMENT:**

Bidder's bill will be passed for payment only after the stores have been received, installed and accepted by the Purchaser.

**8. ARBITRATION:**

Any disputes that arise during the execution of the contract will be mutually discussed and settled between Kokborok & OML Contract-In-Charge/Focal Person and Service Provider. Any dispute that remains unresolved thereafter will be referred to a one-man Arbitrator, appointed by Director, Kokborok & OML, in accordance with Arbitration & Conciliation Act 1996 as amended from time to time, whose decision shall be final and binding on both the parties.

**9. SECURITY FOR PURCHASE OF MATERIALS:**

The successful tenderer will have to furnish a bank guarantee or any other form as called for by the purchaser towards adequate security for the materials and properties provided by the Purchaser for the due execution of the of the Contract.

\*\*\*\*\*