

SHORT NOTICE INVITING TENDER

For Printing & Supplying of 28 Titles (150 copies each) of Kokborok & Other Minority Languages Book namely:

Sl. No.	Name of Book	Language	No. of Pages	Sl. No.	Name of Book	Language	No. of Pages
1.	Saltungni Sal	Kokborok	128	16.	Chwrai rogni Mahabharatni Kothoma	Kokborok	92
2.	Tipra Hukumu Ani Bolaimung	Kokborok	120	17.	Toksa Tiari	Kokborok	122
3.	"Meghdoot" Chumuini Kaktun	Kokborok	58	18.	Gitanjali	Kokborok	182
4.	Satini Khorang tei lakai (natok)	Kokborok	76	19.	Chongpreng	Kokborok	320
5.	Kok robam	Kokborok	278	20.	Chongjak novel sokat manjakrogmi cheraimol	Kokborok	210
6.	Kokborok Natok Bwchap	Kokborok	130	21.	Pancha tantrani Kothoma	Kokborok	76
7.	Lalmoti bai Jijuk punda	Kokborok	602	22.	Thu ri mawi	Mizo	
8.	Chongjak Borok Kotor Cheraimol	Kokborok	260	23.	Chelhtu	Mizo	238
9.	Tokching Rajani Ha	Kokborok	76	24.	Rengram thawnthu	Mizo	136
10.	Sri Rajmala	Kokborok	268	25.	Pumkhat	Mizo	258
11.	Mukumu	Kokborok	78	26.	Tripuragi Khongtloba warimacha	Manipuri	140
12.	Kolomtwi rungkhu	Kokborok	116	27.	Tripuragi Khongtloba soireng	Manipuri	116
13.	Tripur Sati isiri Jayabati	Kokborok	100	28.	A Manipuri Word Book with English & Bengali Meaning	Manipuri	62
14.	Bikhiri Bodol	Kokborok	314				
15.	Chongjak Borok kotor Sengkerakrogmi cheraimol	Kokborok	248				

The **Directorate of Kokborok & Other Minority Languages** invites Short Notice Inviting Tender from **Reputed Printers** who have registered firms/companies with a capacity for printing and supplying stock of printed books at the destination as mentioned in the Short Notice Inviting Tender. Interested bidders are requested to submit their sealed quotations to the office of the Directorate at the address given below, **within the stipulated date and time** as mentioned in the Tender notice.

Any change/corrigendum/extension of the opening date in respect of this tender shall be issued through websites only. Bidders are therefore requested to regularly visit our website for updates.

The Tender document is available online and can also be collected from the office of the Directorate of Kokborok & OML within the stipulated period. The cost of the tender document is Rs. 5000 (Rupees Five thousand) only and is non-refundable and can be paid by a Demand Draft drawn in favour of the DDO, Directorate of Kokborok & Other Minority Languages, Government of Tripura, payable at Agartala. The same document can be downloaded from the website <https://kokborokoml.tripura.gov.in/>. The cost of BID/Tender document and Earnest Money Deposit (EMD) shall be submitted in original on or before the bid Submission end date. The Tender Document is not transferable to any other bidder.

Director
Directorate of Kokborok & OML
Government of Tripura
 Agartala, West Tripura
 799001

Directorate of Kokborok & Other Minority Languages

Date...../...../2025

TENDER NOTICE**1. Detail Particulars of Printing Job:**

The Directorate of Kokborok & Other Minority Languages, a government publishing house and an institution of national importance, invites Tender for the printing of **28 titles of book (150 copies each)** on per page-cost basis through offline printing, binding of the book packing in bundles of an equal number of books and delivery of complete stock of printed books as detailed below to The Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Agartala, West Tripura as per work order.

2. Detail Specification and Format of Books for printing:

i. **Book Size for all 28 nos:** 1/8 demy size (5.5 x 8.75 inches (or 140 x 222 mm))

ii. **Paper Specifications:**

a. **Inner Pages (Text Printing):**

Paper Type: Natural Shade

GSM: 80 GSM

Printing:

Text – Black

b. **Cover Pages (4 pages):**

Paper Type: Hard Board Jacket Binding

GSM: 300 GSM

Lamination: Matte Finish (Outer Side Only)

Creasing: Required for smooth folding and binding

Quality: High-resolution, professional finish

iii. **Binding:**

Method: Hardboard Binding

Cover Pasting: On a Perfect binding machine with creasing

Durability: Long-lasting, high-strength binding for frequent handling

Director

Directorate of Kokborok & OML

Government of Tripura

Agartala, West Tripura

799001

iv. Packaging and forwarding:

Paper having specification should be used packaging of each lot/bundle of books and the same should be pasted properly with gums. Each lot/bundle should contain strictly fifty (50) no. of books.

v. Destination for the supply of Printed Books:

The Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Agartala, West Tripura.

3. Scope of work:

➤ The overall designing, formatting, printing and binding etc. will be of the highest standard as per specifications and brand mentioned under the heading specification above. The number of books required to be printed for each title are mentioned under **Sl. No. 1** above and also in the financial bid (**Annexure III**).

➤ The bidder should have to bear the cost of paper, printing, binding, packing in bundles of an equal number of books as per specification mentioned in **Sl. No.2** above and supply the ordered quantity of complete stock of printed books as per Delivery Schedule (mentioned under Sl.No.11) to The Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Agartala, West Tripura., as per Work Order.

➤ The successful bidder has to undertake the printing, packaging and supplying complete order quantity of books on receipt of the Work Order.

➤ The successful bidder should submit 02 dummy copies of each title containing paper (Text & Cover) in actual GSM (mentioned **under Sl.no 2**) within **07 working days** from the date of receipt of the Letter of Intent/Work Order to the Director, The Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Agartala, West Tripura for approval.

➤ The successful bidder shall undertake in writing on the letter head of the Printer that they shall execute the total order quantity complying required quality of paper, quality of workmanship and quality of execution in terms of accepted sample copies of each title.

➤ Once the sample of a title is approved, the successful bidder shall submit five copies of the same title, complete in all respect, free of cost to the Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Agartala, West Tripura within 10 (ten) working days from the date of approval of the sample copy, before dispatching the complete stock of each title of books.

➤ The successful bidder should ensure that all the ordered quantity are supplied strictly as per delivery schedule.

4. Critical Date Sheets:

Tender Particular	Printing & supplying of 28 nos books for Kokborok & OML
Publication Date	25 th July 2025
Seek Clarification Start Date	25 th July 2025 (3 PM onwards)
Bid Document Download /Collection start date	25 th July 2025
Bid Submission Start Date	25 th July 2025 (4 PM onwards)
Seek clarification End Date	2 nd August, 2025, up to 5:00 PM
Bid Submission End Date	5 th August, 2025, up to 5:30 PM
Time and date of opening the Qualifying / technical bid	6 th August 2025, 4:00 PM
Time and date of opening the financial bid	6 th August 2025, 5:00 PM
Validity of tender offer	90 days from the date of opening
Tender Fee	₹ 5000/- (Rupees five thousand) only.
Total estimated cost	Not exceeding ₹6,98,000/- (Rupees six lakhs ninety-eight thousand) only
Amount of EMD to be deposited	Rs.20,000/- (Rupees Twenty thousand) only (refundable)
Likely date for commencement of contract	07.08.2025

Note: No bid will be accepted after the deadline given in the schedule above.

5. Rates /Bid validity/Validity of final rates:

The vendors/printers are required to quote rates on a per-page basis, complete in all respects as per the specification given in **Sl. No 2 above**, as well as in the financial bid (**Annexure III**), inclusive of admissible taxes, packaging and delivery charges etc. The bids/quotes should be valid for 90 days from the date of opening of the tender. The quoted rates of the successful tenderer shall be valid till the total supply of the ordered quantity of printed Magazines is completed.

6. Earnest Money Deposit (EMD)

An Earnest Money Deposit (EMD) as bid security of the value of **Rs.20,000/- (Rupees Twenty thousand) only** by **Crossed Demand Draft** from any Public Sector Bank / Nationalized Bank, valid for forty-five (45) days beyond the final bid validity period, whichever is later, in the form of Bank Guarantee in favor of 'THE DDO, The Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Agartala, West Tripura, may be submitted along with the bid document. EMD of unsuccessful bidders shall be returned within thirty (30) days from the award the contract.

The EMD must be physically submitted in an envelope as mentioned above before the bid opening date & time given in the Critical Date Sheet (**Sl. No. 4**), otherwise, bids will be rejected. The EMD so received shall be forfeited due following reasons:

- (i) The bidder withdraws quoted rates within the bid validity period.
- (ii) The successful tenderer fails to accept the Letter of Intent/Work Order issued by the Directorate of Kokborok & Other Minority Languages in terms of the tender.

Bidders that are currently registered as **Micro, Small and Medium Enterprises MSMEs, NSIC-registered firms, and startups** will continue to remain registered during the tender validity period and are also exempted from payment of EMD. In case the bidder falls in these categories, the bidder should furnish a certified copy of its valid registration details.

The Earnest Money Deposit (EMD), without any interest accrued, will be refunded as follows:

- i) In case of unsuccessful bidders, the EMD will be refunded without any interest accrued within one month.
- ii) EMD of successful bidders shall be returned after they sign the letter of acceptance of the Work Order.

7. Splitting/Parallel Contract:

The tender shall be evaluated based on the aggregate value of all items in the work particulars as at **Sl. No. 1** read with **financial bid (Annexure III) on L1 basis**, provided the **Lowest quoted rates** are certified to be reasonable by the procuring authority. In that case necessary Work Order may be placed for all books as per the description and quantity as **at Sl. No. 1**. The quantum of final ordering quantity may undergo an upward revision reasonably.

8. Placement of Order:

On acceptances of offered rates of successful tenderer and terms and condition by the competent authority of The Directorate of Kokborok & Other Minority Languages **(i)** A Letter of Intent shall be issued to the Successful Tenderer wherein the Successful Bidder shall be advised to submit two (2) numbers of sample copy of each title (before printing) finished in an all respect as per specification **mentioned in Sl. No.2** with proper authentication.**(ii)** On acceptance of the sample submitted by the bidder, the Directorate of Kokborok & Other Minority Languages, the publishing Department shall issue a formal Work Order to the successful bidder.

9. Delivery Schedule:

- i) Two copies of each title of books (as mentioned in Sl. No. 3) as per work order are to be presented within seven days from receipt and acceptance of the formal work order to be issued by the Director, Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan,

Agartala, West Tripura.

- ii) Total ordered quantity of each title of books is to be supplied on a FOR destination basis as specified in Sl. no. 1 above within Fifteen (15) days from the date of supply of the free samples.

10. Liquidity Damage /PENALTY:

The successful tenderer should comply with the delivery schedule as mentioned in the Delivery Schedule at Sl. no.9 above. Liquidity damage shall be levied at the rate of 0.5% per week on the total value of the work order up to a maximum of 5% of the work order value. The liquidity damage shall be waived/exempted if the reasons for delay are not attributed to the Printer/successful tenderer. Decision of the **Director**, Directorate of Kokborok & Other Minority Languages is final and binding on the Printer in terms of work order. The successful tenderer shall be entirely responsible for any damages or losses to the printed Magazines in transit, if any.

11. Payment Terms and Procedure:

The successful tenderer should raise bills in triplicate in favor of the **Director**, The Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Agartala, West Tripura in terms of accepted rates as per Work Order and submit the same to the office of the **Director**, Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Agartala, West Tripura along with the original delivery challans/acknowledgments obtained from the concerned official, Directorate of Kokborok & Other Minority Languages.

12. GENERAL TERMS AND CONDITIONS:

- i. Validity Period: This Tender is valid till the satisfactory supplying of the complete stock of printed Magazines of each title by the successful bidder to the Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Agartala, West Tripura, 799001 and release of stock certificate/ challan of each title by the concerned official/staff, Directorate of Kokborok & Other Minority Languages, as per Work Order.
- ii. The Directorate of Kokborok & Other Minority Languages, will place the Work Order to the successful bidder for the printing of Magazines with paper, packing and supplying of printed books in Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Agartala, West Tripura.
- iii. The Concerned Officials/staff, Directorate of Kokborok & Other Minority Languages, will provide the soft files and specimen copies of the Magazines to be printed.
- iv. The copyright of the pre-press materials such as soft files of each title of books as per Sl. No.1, specimen copies etc. and material, if any, to be issued to the successful tenderer for printing, entirely rests with the Directorate of Kokborok & Other Minority Languages. Please note that all soft files of printable materials shall remain the exclusive property of Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Agartala, West Tripura. The successful tenderer must protect its misuse / mishandling for any alleged commercial use.
- v. The Directorate of Kokborok & Other Minority Languages reserves the right to verify any particulars submitted by the tenderer in the tender at any time during the process of evaluation of tender and during execution of work.
- vi. The tenderer should quote the rate in rupees inclusive of all taxes applicable like GST/Transportation/Transit Insurance/any other taxes etc.
- vii. The successful tenderer shall only print the quantity of the books as per the Work Order placed by The Directorate of Kokborok & Other Minority Languages. They should not print more than the order, if so, the successful tenderer will be blacklisted.
- viii. Work order will only be awarded at the rate to be finalized in Financial Bids submitted by the tenderer.
- ix. The envelope containing the tender of 'Technical Bid & Financial Bid' should be properly sealed and subscribed in bold letters on the top as **"Tender for Printing and supplying of 28 titles Book"** be dropped in the tender box which will be kept in the office from 25th July 2025 to 5th August 2025, on

all working days from **11:00 am to 5:00 pm.**

- x. The quotation for **Technical will be opened on 6th August, 2025 at 4:00 PM, and** the quotation for **Financial Evaluation will be opened on 6th August 2025 at 5:00 PM.** Interested bidders or their authorised representatives may remain present during the opening of the tender.
- xi. The cost per Page of the Magazines should be quoted only in Indian Rupees as per **Annexure III** to inclusive of all expenses like paper, printing, packing in bundles, taxes applicable like GST/Transportation/Transit Insurance/any other taxes etc. and supplying complete stock of printed books in the Directorate of Kokborok & Other Minority Languages as per Work Order. Otherwise, the financial bid will not be considered for evaluation.
- xii. The bidder should have to sign every page of the Tender Notice/certificates enclosed.
- xiii. The Directorate of Kokborok & Other Minority Languages reserves the right to increase reasonably the print run of any title. The Directorate of Kokborok & Other Minority Languages also reserves the right to reject the entire tendering process at any stage with appropriate justification.

13. ELIGIBILITY CRITERIA OF BIDDERS

The eligibility criterion for a bidder to qualify technically is as specified hereunder. The bidder shall have to upload the following information.

Registration: The bidder should have a registered firm in India established for the printing of books under the relevant Act/ Law of the land, for e.g. Establishment Act/ Factories Act/ Industries and Commerce Department /Company Act (preferably having an office at Agartala, Tripura). The said firm should have a minimum experience of three (3) consecutive years in printing, binding and supply of books to reputed publishers (preferably Central/ State government governed) as on the date of submission of tender. The self-attested copies of the registration should be submitted.

- i. **Goods and Service Tax (GST) Registration:** The bidder should have been registered under GST for at least three years under the relevant act for printing books. The self-attested copies of the registration & GST returns for the period of preceding three years should be submitted.
- ii. The bidder must have a sales turnover concerning Printing of Books for Rs. 75,00,000/ (Rupees seventy-five Lakhs) for the previous three consecutive financial years i.e., 2022-23, 2023-24 and 2024-25, in line with printing of books. The Balance Sheet, Profits and Loss Accounts duly certified by the Chartered Accountant/Chartered Firm, indicating turnover in respect of Printing of Books for the last three (3) years i.e. **2022-23, 2023-24 and 2024-25** should be submitted.
- iii. The bidder should be an income tax assessor for the last 3 (three) consecutive years. The copy of the IT Returns filed along with an acknowledgement copy for the financial years i.e. **2022-23, 2023-24 and 2024-25** has to be furnished along with a copy of PAN.
- iv. The bidder has to submit one physical book that they have printed themselves. The physical book should reach the office of the Directorate of Kokborok & Other Minority Languages on or before the end date of the submission of bid (mentioned under Sl. No. 4) in a sealed envelope.
- v. The tenderer in its name or person, has been barred/blacklisted by the Central/State Government/ Department from participating in any work/project as on the date of bid, would not be eligible to submit a Tender. In this connection tenderer shall submit an acceptance on press/ firm letterhead as per Annexure-II.
- vi. The bidder shall submit the Checklist duly filled, signed and stamped as per **Annexure-III** and acceptance of the Terms and Conditions as per **Annexure-I** on their letterhead.
- vii. Non-submission of certificates entails in the rejection of bids.

14. TENDER EVALUATION PROCESS:

(a) Technical Evaluation of bid

- i) The Tenders are invited under two bid systems i.e. Technical Bid and Financial Bid. **Annexures I, II** are related to the Technical Bid, and **Annexures III** to the Financial Bid.
- ii) This Tender is non-transferable and it shall be liable to be rejected if EMD is not received

within the due date, provided the Printer is exempted under the **MSME** clause vide **Sl. No.6**.

- iii) Tenders should be dropped in the 'Tender Box' in the office of the Directorate of Kokborok & OML Shiksha Bhavan, Agartala, West Tripura.
- iv) The tenderers shall be declared as technically qualified only when they comply with the eligibility criteria (**under Sl. No. 13**), General Terms and Conditions (**under Sl. No. 12**), including terms mentioned under the Notice inviting tender document.
- v) Financial bids will be opened only for technically qualified bidders.

15. BID EVALUATION PROCEDURE: -

The bid evaluation will apply the Quality and cost-based selection (QCBS) formula. The Quality and Cost-Based Selection (QCBS) formula for evaluating bids involves calculating a weighted score for both technical and financial proposals. The formula is: Final Score = (Technical Score * Weightage for Technical) + (Financial Score * Weightage for Financial).

Here's a breakdown of the calculation:

1. Technical Score (TS):

- Each bidder's technical proposal is evaluated based on pre-defined criteria and awarded a score.
- This score is then normalised to a scale, often out of 100, to allow for comparison between bidders.
- The formula for normalised technical score (NTS) is: $NTS = (\text{Bidder's Technical Score} / \text{Highest Technical Score}) * 100$.

2. Financial Score (FS):

- The financial score is calculated based on the price quoted by the bidder.
- The lowest quoted price is given the highest financial score (usually 100).
- The formula for calculating the financial score (NFS) of other bidders is: $NFS = (\text{Lowest Bid Price} / \text{Bidder's Bid Price}) * 100$.

3. Final Score:

- The final score is calculated by multiplying the normalised technical and financial scores by their respective weightages and summing them up.
- For example, with a 70/30 weighting, the formula would be: $\text{Final Score} = (NTS * 0.7) + (NFS * 0.3)$.
- The bidder with the highest final score is typically selected.

16. WORK PROGRESS REPORTING:

The successful tenderer should submit the details of the progress of printing and supply every week regarding the actual number of copies of each title printed and supplied by them to the office of the Directorate of Kokborok & OML, Shiksha Bhavan, Agartala, West Tripura.

17. LIMITATION FOR TENDER:

The successful bidder shall not;

- i) Insert any advertisement on any books in any form.
- ii) Employ child labor in any process of work such as printing, binding, packing and supply of books.

Director
Directorate of Kokborok & OML
Government of Tripura
 Agartala, West Tripura
 799001

TECHNICAL BID

(On the FIRM letterhead)

ANNEXURE-I**CERTIFICATE OF NON-BLACKLISTED**

Date:

To
The Director,
Directorate of Kokborok & OML
Shiksha Bhavan,
Agartala, West Tripura

Sir,

I/We have carefully gone through the Tender No..... I/ We hereby declare that I and/or our associates have not been debarred/black listed as on Bid calling date by any State Government, Central Government, Central& State Govt. undertakings/ Institutions / Organizations and by any other Quasi Government bodies / Organizations in India for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices. I/We further certify that I/we am/are competent officer/authority in my company/firm/press to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Name:.....

Designation with Seal of the Printing Press/Firm :.....

TECHNICAL BID
(On the FIRM letter head)

ANNEXURE-II

The following pro-forma of the Checklist has to be filled by the Tenderer Mandatorily.

PRO-FORMA FOR THECHECK-LIST

Name & Address of Firm/Company _____

Contact No Email:

Sl. No.	Particulars/Document to be submitted	Yes	No
1	Tender Notice (duly signed all pages) submitted		
2	Documentary evidence for exemption from deposit of EMD		
3	EMD in form of Crossed DD for Rs.1,500/-		
5	Firm's Registration Certificate		
6	GST Registration Certificate		
7	Copy of PAN Card		
8	Income Tax Returns with balance sheets (Minimum Rs. 5,00,000/-annually) 2022-23, 2023-24 and 2024-25		
9	Copy of documentary evidence for a minimum of 3years'experience in printing of books		
10	Details of Govt. and other orders		
12	Acceptance of terms and conditions and clauses on press letterhead-Annexure-I		
13	Certificate of non-blacklisted on press letterhead-Annexure-II		
14	Financial bid- Annexure III		
15	Name and e-mail/phone number of the authorized person on press letterhead		
16	Submission of physical book made by the press/firm		
17	Text paper sample duly mentioned its specification i.e., brand/ mill name/GSM along with manufacturing paper mill label/press stamp (mentioned under Sl. No. 2)		
18	Paper Sample for end paper duly mentioned its specification i.e., brand /mill name/GSM along with Manufacturing paper mill label/press stamp (mentioned under Sl.No.2)		
19	Paper Sample for Cover duly mentioned its specification i.e., brand/mill name/GSM along with Manufacturing paper mill label/press stamp (mentioned under Sl.No.2)		
20	Paper Sample for illustrations duly mentioned its specification i.e., brand /mill name/GSM along with manufacturing paper mill label/press stamp (mentioned under Sl.No.2)		

*Non-submission of physical book made by the tenderer and paper samples without specifications, and without the name of the manufacturing paper mill and press stamp entails disqualification in the technical bid.

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated:

Name with Designation of Authorized Signatory & Seal of
the Firm

ANNEXURE-III

‘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: Printing & Supplying of 28 nos Books (150 copies each) – 4200 nos							
File No. _____							
Name of the Bidder/ Bidding Firm/ Company							
Bidders should Bid in the Following Format only							
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	Printing of 28 titles of books	4200	Nos.				
Quoted Rate in figure							
Quoted Rate in words							
Sign & stamp of the Bidder							
Time and Date of Opening of Technical Bid(s)				06-08-2025 at 4:00 pm			
Time and Date of Opening of Financial Bid(s)				06-08-2025 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			