

## **SHORT NOTICE INVITING TENDER**

**For Printing & Supplying of 2 Nos Literary Magazine, namely:**

- 1. Rengzo (June-July 2025 Edition)**
- 2. Parsen (June-July 2025 Edition)**

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. 500 (Rupees Five Hundred) 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 Literary Magazine 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 Literary Magazines 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.

Sl. No.	Name of the Magazine	Language	No. of Pages (Including cover Page)	Number of Copies	Script
01	<b>Rengzo</b>	Kuki -Mizo	44	500	Roman
02	<b>Parsen</b>	Halam	44	500	Roman

#### 2. Detail Specification and Format of Books for printing:

i. **Magazine Size:** Crown Size: 7.5" × 10" (approx. 190 mm × 254 mm)  
 Format: 23 × 36 / 16 (Demy Octavo equivalent)  
 Binding: Paperback

#### ii. Paper Specifications:

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

Paper Type: Glossy Paper

GSM: 80 GSM

Printing:

Text – Multi - Colour

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

Paper Type: Gloss Art Board

GSM: 300 GSM

Lamination: Matte Finish (Outer Side Only)

Creasing: Required for smooth folding and binding

Quality: High-resolution, professional finish

#### iii. Binding:

Method: Perfect Binding

Cover Pasting: On perfect binding machine with creasing

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

Director

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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 2 Nos Literary Magazine: 1. Rengzo (June-July 2025 Edition) 2. Parsen (June-July 2025 Edition)
Publication Date	7 <sup>th</sup> July 2025
Seek Clarification Start Date	7 <sup>th</sup> July 2025
Bid Document Download /Collection start date	7 <sup>th</sup> July 2025
Bid Submission Start Date	7 <sup>th</sup> July 2025
Seek clarification End Date	08 <sup>th</sup> July 2025, up to 5:00 PM
Bid Submission End Date	14 <sup>th</sup> July 2025, up to <b>3:30 PM</b>
Time and date of opening the Qualifying / <b>technical bid</b>	14 <sup>th</sup> July 2025, <b>4:00 PM</b>
Time and date of opening the <b>financial bid</b>	14 <sup>th</sup> July 2025, <b>5:00 PM</b>
Validity of tender offer	90 days from the date of opening
Tender Fee	Rs.500/- (Rupees five hundred) only.
Total estimated cost	Not exceeding Rs. 80,000/- (Rupees eighty thousand) only
Amount of EMD to be deposited	Rs.1,500/- (Rupees one thousand five hundred) only
Likely date for commencement of contract	<b>17.07.2025</b>

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

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

The vendors / printers are required to quote rates per page basis complete in all respect as per 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 tender. The quoted rates of successful tenderer shall be valid till the total supply of 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.1,500/- (Rupees one thousand five hundred) only** by **Crossed Demand Draft** from any Public Sector Bank / Nationalized Bank, valid for a period of 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 tender fails to accept the Letter of Intent/Work Order issued by The Directorate of Kokborok & Other Minority Languages in terms of tender.

Bidders that are currently registered as **Micro, Small and Medium Enterprise (MSME)s** will continue to remain registered during the tender validity period also and are 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 letter of acceptance of the Work Order.

## 7. Splitting/Parallel Contract:

The tender shall be evaluated based on 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 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 sample submitted by the bidder, the Directorate of Kokborok & Other Minority Languages ,the publishing Department shall issue 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 is to be presented within seven days from receipt and acceptance of formal work order to be issued by the Director, Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Agartala, West Tripura.
- ii) **Ten (10) copies** of free sample of each title of book as per work order are to be supplied to the

office of the Directorate of Kokborok & Other Minority Languages within **10 days** of receipt of approval / clearance of initial sample of each title of book as at (i) above.

- iii) Total ordered quantity of each title of books are to supplied on FOR destination basis as specified in Sl. no. 1 and 2 above within Fifteen (15) days from supply of 10 nos. of free samples of each title of book as at (ii) above.

## **10. Liquidity Damage /PENALTY:**

The successful tenderer should comply 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 work order value. The liquidity damage shall be waived/exempted if the reasons for delay is not attributed to 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 'RENGZO & PARSEN' Magazine June-July 2025 Edition** be dropped in the tender box which will be kept in

the office from 7<sup>th</sup> July 2025 to 14<sup>th</sup> July 2025, on all working days from **11:00 am to 5:00 pm**.

- x. The quotation for **Technical will be opened on 14<sup>th</sup> July 2025 at 4:00 PM** and the quotation for **Financial Evaluation will be opened on 14<sup>th</sup> July 2025 at 5:00 PM**. interested bidders or their authorized representatives may remain present during 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, 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 are as specified here under. 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 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 a period of at least three years under the relevant act for printing books. The self-attested copies of the registration & GST return for the period of preceding three years should be submitted.
- ii. The bidder must have a sales turnover with respect to Printing of Books for Rs. 50,00,000/- (Rupees fifty Lakhs) for the previous three consecutive financial years i.e., 2022-23, 2023-24 and 2024-25 in the line with printing of books. The Balance Sheet Profits and Loss Accounts duly certified by the Chartered Accountant/Chartered Firm, indicating turn over 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 acknowledgment copy for the financial years i.e. **2022-23, 2023-24 and 2024-25** have to be furnished along with copy of PAN.
- iv. The bidder has to submit any one physical book which is made by them. The physical book should reach to 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 for 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 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 <b>Rs. 5,00,000/-annually</b> ) 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:**

<b>Tender Inviting Authority:</b> Directorate of Kokborok & Other Minority Languages							
<b>Name of work:</b> Printing & Supplying of 2 Nos Literary Magazine – “Rengzo” & “Parsen”							
<b>NO.F.8(6)/KBK-OML/2015</b>							
<b>Name of the Bidder/ Bidding Firm/ Company</b>							
<b>Bidders should Bid in the Following Format only</b>							
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 ‘RENGZO’ Magazine	500	Nos.				
2	Printing of ‘PARSEN’ Magazine	500	Nos.				
<b>Quoted Rate in figure</b>							
<b>Quoted Rate in words</b>							
<b>Sign &amp; stamp of the Bidder</b>							
Time and Date of Opening of Technical Bid(s)				14-07-2025 at 4:00 pm			
Time and Date of Opening of Financial Bid(s)				14-07-2025 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			