

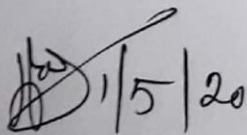
NO.F.2 (4)-KKB&OML/2014/2745

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

Dated, the 1st May, 2020.

Detailed Notice Inviting e-Tender (DNIT) from the reputed and registered Printing Firms/Agencies for printing of Kokborok Language Text-Books of 3 (three) titles for Class IX-X of the Directorate of KOKBOROK & OTHER MINORITY LANGUAGES.

Issued by:


Director
Kokborok & Other Minority Languages
Government of Tripura
Email Id: dkmltripura@gmail.com
Contact No: 0381-2323514

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Section I
CRITICAL DATES IN CONNECTION WITH BID FOR THE WORK

1	e-Tender Inviting Authority	Director, Kokborok & Other Minority Languages
2	Name of the Work	Printing of Kokborok Language Text-Books of 3 (three) titles for Class IX-X.
3	e-Tender Reference ID	NO.F.2 (4)-KBK&OML/2014/2745
4	Date of publishing of e-Tender	13.05.2020
5	Period of downloading of Bidding Documents at https://tripuratenders.gov.in	From: 15.05.2020 at 11.00 am
		To: 05.06.2020 at 11.00 am
6	Seek clarification start date	14.05.2020 at 12.30pm
7	Seek clarification end date	16.05.2020 at 12.30pm
8	Date of Pre-bid meeting	14.05.2020 at 12.30pm
9	Clarification/Corrigendum to be uploaded on the portal	18.05.2020 onwards
10	Start Date of submission of e-Tender (both technical & financial)	19.05.2020 at 11.00 am
11	Last Date of submission of e-Tender (both technical & financial)	05.06.2020 at 12.30 pm
12	Estimated Cost	Rs.4,90,000/-
13	Tender Fee	Rs.500/-
14	Earnest Money Deposit (EMD)	Rs.10,000/-
15	Time and Date of Opening of Technical Bid(s)	06.06.2020 at 12.30 pm (if possible).
16	Time and Date of Opening of Financial Bid(s)	06.06.2020 at 12.30 pm (if possible).
17	Place of Pre-bid demonstration/ Opening of Technical and Financial Proposal	Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Office Lane, Agartala, Pin- 799001
18	Bid Validity	180 days from the date of publishing of the tender
19	Contract Period	30 days from the date of Award of Contract (AoC)

NB:

- (i) *All the above mentioned time are as per clock time of e-procurement portal <https://tripuratenders.gov.in>
- (ii) The dates stipulated in the bid notice are firm and under any circumstances, they will not be relaxed unless officially extended.

Section II

Government of Tripura
Directorate of Kokborok & Other Minority
Languages Tripura, Agartala.

PRESS NOTICE INVITING e-TENDER

PNIT No. NO.F.2(4)-KBK&OML/2014/2745

Dated: 01/05/2020.

Directorate of **Kokborok & Other Minority Languages**, Government of Tripura invites Online Tenders through e-Procurement Portal of Government of Tripura (<https://tripuratenders.gov.in>) from the bonafied Printing Agencies/Firms are requested to quote their rate for printing of Kokborok Language Text-Books of 3 (three) titles for Class IX-X as per details below:-

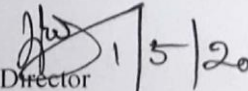
Scope of work in brief	Tender Fee	EMD	Contract Period	Period of downloading of Bidding	Last Date of submission of e-Tender
Printing of Kokborok Language Text-Books of 7000 nos. of copies each for the following 3 (three) nos. titles of Books – i. Kokrbai bwchap; ii. Kokborok Kokma tei Swimung bwchap; & iii. Kokrwi Chubachu.	Rs.500 /-	Rs. 10,000/- (refundable)	30 days from the date of Award of Contract (AoC)	From: 15.05.2020 at 11.00 am To 05.06.2020 at 11.00 am.	05.06.2020 by 12.30 pm.

Detailed tender notice, schedules and tender documents can be obtained from <https://tripuratenders.gov.in> or <https://kokborokoml.tripura.gov.in/>.

The interested bidders are requested to download and to go through the instructions/terms conditions/critical dates/eligibility criteria noted in the DNIT minutely.

Eligible bidders shall participate in bidding only through website <https://tripuratenders.gov.in>. The e-Procurement website will not allow any bidder to attempt bidding, after the scheduled date and time of Bid Submission. **Submission of bids physically is not permitted.**

All future Addendum/Corrigendum pertaining to this tender, if issued, shall be made available only in the <https://tripuratenders.gov.in> portal.


Director

Kokborok & Other Minority Languages
Government of Tripura.

Section III
SCOPE OF WORK, METHODOLOGY AND DELIVERABLES

1. SCOPE OF WORK:

The Directorate of Kokborok & Other Minority Languages, Govt. of Tripura invites Online Tenders through e-Procurement Portal of Government of Tripura (<https://tripuratenders.gov.in>) from the reputed and registered Printing Firms/Agencies for printing of Kokborok Language Text-Books of 3 (three) titles for Class IX-X.

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

Sl. No.	Title of Book	No. of Copies to be Printed	No. of Pages	Size of Letter
1.	Kokrwai bwchap;	7000 nos.	130 nos.	1/8 on 70 GSM cream white paper
2.	Kokborok Kokma tei Swimung bwchap;	7000 nos.	280 nos.	1/8 on 70 GSM cream white paper
3.	Kokrwai Chubachu.	7000 nos.	56 nos.	1/8 on 70 GSM cream white paper

3. PERIOD OF ASSESSMENT:

Once after completion of printing and supply of Books.

4. METHODOLOGY:

Printing of Kokborok Language Text-Books of 3 (three) titles for Class IX-X e-tender.

5. SCHEDULE FOR COMPLETION OF THE WORK:

The printing and supply of **21,000 nos.** Books (as indicated below) in the office of the Directorate of Kokborok & OML will be completed within **30 (Thirty)** days of issuing of AOC.

Sl. No.	Title of Book	Quantity	Address of Delivery
1.	Kokrwai bwchap;	7000 nos.	Directorate of Kokborok & Other Minority Languages; Shiksha Bhavan; Office Lane, Agartala, Tripura (W) - 799001
2.	Kokborok Kokma tei Swimung bwchap;	7000 nos.	
3.	Kokrwai Chubachu.	7000 nos.	
TOTAL		21,000 nos.	

6. DELIVERY ADDRESS:

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

Section IV
INFORMATION TO BIDDERS

1. Availability of Tender Documents:

The tender documents will be available in the website <https://tripuratenders.gov.in> for download from 15.05.2020 at 11.00 am to 05.06.2020 at 11.00 am.

All future modification/Corrigendum shall be made available only in the <https://tripuratenders.gov.in> portal, so bidders are requested to get the update themselves from the e-Tender web portal.

The interested bidders are requested to download and to go through the instructions/terms conditions/critical dates/eligibility criteria noted in the DNIT minutely. **Downloaded DNIT has to be uploaded back after signing (ink sign) each page of the document as a part of technical bid and as a proof of acceptance of all terms condition in the DNIT.**

2. Eligibility Criteria:

The bidder must have the following Eligibility Criteria and enclose the mentioned documentary proof in Technical Bid, failing which the bid shall not be considered for evaluation and will be summarily rejected.

SL	Criterion	Supporting Documents to be Submitted
1.	The bidder shall be a proprietary Printing Agencies / Firm with their registered office in India for the last 2 (two) years as on 29 th February, 2020.	Copy of valid Certificate of Registration.
2.	The bidder must have done such kind of printing work in last 2 (two) years. At least 2 orders for value of Rs.2.00 Lakhs each in last 2 years.	Copies of Work Order 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 letter/certificate.
6.	Bidder should accept all the terms and conditions as per DNIT.	Self declaration as per Annexure –II.
7.	Bidder should provide Power of Attorney in the name of authorized signatory authorizing him for signing the documents or related clarifications on documents.	Scan Copy of Power of Attorney in the name of authorized signatory.
8.	The bidder must have filed its Income Tax Returns for the last 2(two) Financial Years.	Copy of Income Tax Returns for the last 2(two) Financial Years.

3. Clarification of Tender Document / Pre-Bid Meeting:

A prospective bidder requiring any clarification of the Bid Documents shall submit query to the e-Tender Inviting Authority (e-TIA) online (email at- dkmltripura@gmail.com) before **Seek clarification end date** as mentioned in **Section I (Bid Data Sheet)** as per following format:

Email:			
Phone Number:			
S. No.	Name and number of section / annexure / Pg. No. of tender	Query	Description of requested change

The e-TIA shall respond online to any request for clarification of the Bid Documents.

Besides, e-TIA shall hold a pre bid meeting with the prospective bidders at Pre-bid meeting date as mentioned in Section I (Bid Data Sheet). Queries received from the prospective bidders over email shall be addressed.

Any clarification issued by e-TIA in response to query raised by prospective bidders shall form an integral part of bid document and it may amount to an amendment of relevant clauses of bid document which would be notified through a corrigendum.

4. Amendment of Tender Document:

The e-TIA shall reserve all the rights to make changes in the terms and condition or add new clauses in the tender notice by issuing Addendum/Corrigendum notice. All such future Addendum/Corrigendum, if issued, shall be made available only in the <https://tripuratenders.gov.in> portal. To give prospective bidders reasonable time to take an addendum into account in preparing bid, the e-TIA, if felt necessary, may extend the last date of submission of the bid.

5. Bid Validity Period:

The bid for the work shall remain valid for acceptance for a period 180 (one eighty) days from the publishing date of this e-Tender.

In exceptional circumstances, prior to expiry of the original time limit, the e-TIA may request the bidders to extend the period of validity for a specified additional period. Such request to the bidders shall be made in writing. A bidder may refuse the request without forfeiting his EMD. A bidder agreeing to the request will not be permitted to modify his bid, but will be required to extend the validity of his EMD for a period of the extension.

6. Bid Language:

Bid and all accompanying documents to be submitted by the bidder shall be in English

7. Schedule of Submission of Bid:

Online submission of bids will commence on **19.05.2020 at 11.00 a.m.** and remain open up to **05.06.2020 at 12.30 p.m.** Bids must be submitted within the Bid Submission start and end date and time specified in DNIT.

Bidders are allowed to bid 24x7 until the time of Bid Closing.

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.

The e-Procurement application <https://tripuratenders.gov.in> will not allow any Bidder to attempt bidding, after the scheduled date and time prescribed in DNIT.

8. Cost of Bidding:

The bidder shall bear all costs associated with the preparation and submission of the bid. The e-TIA, will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

9. Contract Period:

The contract is to commence from the date of Award of Contract to the Supplier and shall continue for 30 (Thirty) days from the date of AoC, 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):

The Tender Fee and EMD are to be paid electronically using the Online Payment Facility provided in the Portal.

EMD shall be forfeited if the bidder withdraws his bid during the period of tender validity.

The EMD should remain valid for a period of 45 days beyond the final bid validity period.

EMD of the bidders will be returned to them at the earliest.

No interest will be paid to the bidders on EMD submitted.

11. Rates/ Prices:

The rates quoted shall remain firm during the period of contract.

The rates shall be quoted by the bidder entirely in Indian Rupees.

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. Mode of Submission of Bid:

13.1 The interested bidders may submit their online copy of the bid at <https://tripuratenders.gov.in> on or before last date of submission of Bid documents. The bidder(s) may note that ONLINE BIDS will ONLY be accepted. The Bids sent through FAX, E-mail, by hand and/or by post shall not be accepted/ processed, in any case.

The Bidder shall follow all the instructions given at **Section-VII (Instruction to Bidders)** for submission of on-line bid.

The Bidder shall examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

14. Withdrawal of Bids:

Resubmission/Re-uploading of bid is allowed before the date and time of closing of the bid.

15. Bid Opening:

The Technical Bid(s) & Financial Bid(s) will be opened online in the portal on the date, time and venue mentioned at **Section-I (Bid Data Sheet)**.

In case of any un-scheduled holiday(s) or occurrence of some event beyond control of the bid inviting authority on the day of opening, the e-tenders will be opened on the next working day at the same time.

Due to any technical issue/unavailability of internet connectivity the date and time of opening of online Technical Bid(s) & Financial Bid(s) may be differed until availability of connectivity/resolving the technical issue. Summary of Technical Bid opening shall be uploaded in the Portal.

In case of any ambiguity, the decision taken by Bid Acceptance Authority on bids shall be final.

16. Evaluation of Technical & Financial Bid:

Technical & Financial bids will be evaluated by the Tender Evaluation Committee to be formed for the purpose by the Directorate of Kokborok & Other Minority Languages, Government of Tripura.

The Tender Evaluation Committee shall evaluate the Technical Proposal as per the response to the DNIT and supporting documents/documentary evidence. Inability to submit requisite supporting documents/documentary evidence, the bid shall not be considered for evaluation and will be summarily rejected. Qualifying/Technical bids without payment of EMD will also be summarily rejected.

Incomplete and conditional tenders will not be entertained.

The Tender Evaluation Committee may call upon any bidders for clarification on the statements and supporting documents/documentary evidence relating to the technical bid. The bidder has to furnish the clarification called for in writing within the stipulated time as fixed by the Tender Evaluation Committee. And in case of failure to do so the bidder may be considered disqualified.

The Automatic generated computerized Comparative Statement (BOQ Comparative Chart) to be displayed in the Financial Bid Opening Summary page of the E-Tender portal will not be final. The Bid Evaluation Committee will prepare an 'Evaluation Statement' considering all parameters as per conditions given in the bid document. This 'Evaluation Statement', will be uploaded along with the details of Evaluation Committee in the e-procurement portal subsequently for information to the bidders.

The Proposal Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations and the decision of the Committee in the matter of evaluation of the bids shall be final and abiding.

The Tender Evaluation Committee reserves the right to relax any terms and condition in the Govt. interest, with the approval of competent authority.

In case of any ambiguity, the decision taken by Bid Acceptance Authority on bids shall be final.

17. Performance Security:

Successful bidder has to furnish "Performance Bank Guarantee" as per Performance Security for an amount equal to 5% of the total contract value, issued by a Nationalized Bank having Branch at Agartala in the format provided in **Annexure-V** in favour of DDO, Directorate of Kokborok & Other Minority Languages within 10 (ten) days from the issue of Award of Contract. The validity of Performance Bank Guarantee shall be one year (12 months) months from the date of issue of Award of Contract. Any request for time extension by a bidder will not be accepted.

The E-Tender Inviting Authority shall discharge its EMD upon submission of Performance Security and on receipt of a formal request letter from the bidder asking for such release. In the event of breach /violation or contravention of any terms and conditions contained herein by the agency i.e., if the Firm fails to execute the contract, the security Deposit, part/whole (as per decision of Directorate of Kokborok & Other Minority Languages, Government of Tripura), will be forfeited from the guarantor. The Performance Security Bond will be discharged by the DDO, Directorate of Kokborok & OML on completion of the successful execution of the task.

18. Award of Contract:

The Director, of Kokborok & OML will award or recommend to the competent bid accepting authority for award of the contract to the bidder who is found Technically Qualified as per the bid conditions and whose Offer Rate is lowest.

The bidder whose bid has been accepted will be notified the award of contract by any authorized official, prior to expiration of the bid validity period by publishing the Award of Contract in the Tripura Tenders portal and also may send the same through registered letter.

The bidder should appear before the tender inviting authority within 05 days after the bidder has been awarded with all the original copies of all the submitted documents and performance security obtained from a Nationalized Bank having Branch at Agartala with required validity period and sign an agreement in the form prescribed by the Directorate for the due fulfillment of the contract.

Failure to attend the Directorate of Kokborok & Other Minority Languages on the date fixed, in the written intimation, to enter into the required agreement shall entail forfeiture of the Earnest Money deposited.

The written agreement to be entered into between the bidder and the Government shall be the foundation of the rights and obligations of both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by the bidder and then by the proper officer authorized to enter into contract on behalf of the Government.

19. Corrupt or Fraudulent Practices:

The Government requires that the bidders / suppliers under Government financed contracts observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Government

(a) define for the purposes of the provision, the terms set forth below as follows:

- (i) "Corrupt practices" means the offering, giving, receiving or soliciting of anything of value to influence the action of a Government official in procurement process or in contract execution: and
- (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government and includes collusive practice among bidders (prior to or after bid submission) designed to establish in bid prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition.

(b) will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

(c) will blacklist / or debar an individual supplier/firm/organization, either indefinitely or for a stated period of time, if at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing a Government Contract.

20. Address for Communication:

All the communications with respect to the tender shall be addressed to: The Director, Kokborok & Other Minority Languages, Education Deptt. (School), Government of Tripura, Shiksha Bhavan, Office Lane, Agartala, West Tripura, PIN-799001.

21. Right to Accept any Bid and to Reject any or all Bids:

Directorate of Kokborok & Other Minority Languages, Education Department (School), Government of Tripura reserves the right to accept or reject any Bid or all Bids and to cancel the Bidding process, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the reasons for such action.

Section V

TECHNICAL SPECIFICATION

. Specification of the item (to be printed) :-

1. Item :- Printing of Kokborok Language Text-Books of 7000 nos. of copies each for the following 3 (three) nos. titles of Books of Class IX-X –

- (a) Kokrbai bwchap
- (b) Kokborok Kokma tei Swimung bwchap
- (c) Kokrwi Chubachu.

2. Specification for Text Books: -

- i. Size : 1/8 demy size 70 GSM cream white paper.
- ii. Language : Kokborok.
- iii. Colour : Text-White.
- iv. Cover Page : Art board, 200 GSMN gloss lamination.
- v. Paper inner page : Text- 18.6 kg mat litho.
- vi. Binding : Perfect Binding.
- vii. Total No. of Book/Copy : 21000 nos. (7000 nos. of Copies for each 3 nos. books)
- viii. Total Page : 466 pages.

(a) Kokrbai bwchap - 130 pages

(b) Kokborok Kokma tei Swimung bwchap - 280 pages

(c) Kokrwi Chubachu - 56 pages

(Number of pages may be increased or decreased, if necessary)

Section VI

GENERAL CONDITIONS OF THE CONTRACT

3. General Term & Conditions

The bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company/Firm/Agency/Individual Supplier.

4. 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 Books received by him/her in good condition on completion of supply of 21000 nos. Books as mentioned in “**SCHEDULE FOR COMPLETION OF THE WORK**” the tender document.

- 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.

5. 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 (School), 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), as 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.

6. Annulment of Contract:

- a. Failure of the successful bidder to comply with the requirement noted at **Section-III (Scope of Work)** or for violation of any other Clause of the e-tender document shall constitute sufficient ground for the annulment of the award in part or full and forfeiture of the Performance Security in which event the e-TIA may make the award to any other bidder at the discretion of e-TIA or call for new bids.
- b. The contracting agency will be bound by the details furnished to Directorate of, Kokborok & Other Minority Languages, Education Department (School), Government of Tripura, while submitting the tender or at subsequent stage. In case, any of such documents furnished by the bidder is found to be false at any stage, it would be deemed to be a breach of terms of contract making the Supplier liable for legal action besides termination of contract.
- c. In case the firm fails to complete the task within stipulated time period, a suitable amount of penalty decided by the Directorate of Kokborok & Other Minority Languages, Education Department (School), Government of Tripura, will be deducted from the performance security and action will be taken against the firm to recover suitable penalty.
- d. In the event of breach /violation or contravention of any terms and conditions contained herein by the agency, the agency will be blacklisted in addition to termination of contract.
- e. The e-TIA reserves the right to blacklist a bidder at his discretion for a suitable period in case he fails to honour his bid without sufficient grounds.

7. Arbitration:

- a. The resultant contract will be interpreted under Indian Laws. Any legal disputes arising out of this are subject to jurisdiction of Agartala only.
- b. Disputes or differences between the e-TIA and the agency, if any, arising under the contract, shall be referred to the arbitration of sole-arbitrator to be appointed by the mutual consent of both the parties. The arbitration shall be conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996 at Agartala and decision on the arbitrator shall be final and binding upon the parties hereto.

8. Force Majeure:

The agency shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract if it is the result of an event of Force Majeure.

For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the e-Tender Inviting Authority either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, strikes, earthquakes and freight embargoes.

If a Force Majeure situation arises, the agency shall promptly notify the e-Tender Inviting Authority in writing of such conditions and the cause there of. Unless otherwise directed by the e-Tender Inviting Authority in writing, the agency shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

Section VII
INSTRUCTION TO BIDDERS

9. Instruction to Bidders:

- a. Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/bidders/agencies on the e-procurement/e-tender portal (<https://tripuratenders.gov.in>) is a prerequisite for e-tendering. For detailed instruction for online registration and submissions of bid through e-procurement module, the bidders are requested to visit the website <https://tripuratenders.gov.in> / or <https://kokborokoml.tripura.gov.in/>
- b. Bidder shall download and carefully read all terms conditions and other contents of the DNIT. Downloaded DNIT has to be uploaded back after signing (ink signed) each page and further signing digitally during uploading as a part of technical bid and as a proof of acceptance of all terms condition in the DNIT. Bidders to note that the very act of using DSC for uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the e-tender.
- c. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the e-tender document. If there is more than one document, they can be clubbed together and can be provided in the requested format. Each document to be uploaded through online for the e-tenders. Bid documents should be scanned with 100 dpi with black and white option.
- d. As a part of the Technical Bid, the bidder has to pay Tender Fee and EMD as prescribed.
- e. Do not quote any rate in the BOQ screenshot (**Annexure – III**) / anywhere in DNIT. Bidder has to download the BOQ excel sheet from Tripura tender website and quote the rate and upload the same in the Financial cover only.
- f. The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in the cover as specified will result in rejection of the tender.
- g. No claim shall be entertained on account of disruption of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last minute technical snags.
- h. The bidder shall bear all the costs associated with the preparation and submission of the bid. The e-TIA, in no case, be responsible or liable for these costs, regardless of the conduct or the outcome of the bidding process.
- i. The time settings fixed in the server side & displayed at the top of the e-tender site, will be valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system. The bidders should follow this time during bid submission.
- j. Each bidder shall submit only one bid for the work. A bidder who submits more than one bid (may obtaining different user ID) will cause disqualification of all the bids submitted by the bidder.
- k. Resubmission/Re-uploading of bid is allowed before the date and time of closing of the bid.

10. Documents to be Submitted Online:

e- Tenders are to be submitted in two folders, 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.

Following Documents to be uploaded in the 'Technical Proposal (Cover-I)' folder [Legible scan copy in PDF format (to be scanned in 100 dpi resolution)]:

- i. Scanned copy of Incorporation / Registration Certificate / authorized letter issued by the Head of the Organization and Scanned copy of valid empanelment certificate from Agency in a single file.
- ii. Scanned copy of work Completion Certificates (as per **Annexure-IV**) / Sanction Orders of the Government Departments/Government Organizations in a single pdf file.
- iii. Signed and Stamped Copy of this DNIT as token of acceptance of all the terms & condition of the entire tender document [Take printout of the downloaded DNIT, put ink signature and stamp/seal on each page of the document, scan the document in PDF format and finally upload for submission].
- iv. Scanned copy of PAN Card and GST registration letter and copies of Income Tax Return of last three years in a single file.
- v. Power of Attorney in the name of authorized signatory.
- vi. Scanned copy of the filled Bidder's Information Sheet as per proforma given in Declaration as per **Annexure-I**, Undertaking as per **Annexure-II** and Description of Bill of Quantity Template given in **Annexure-III** in a single pdf file. [Bidder shall take printout of **Annexure-I, Annexure-II and Annexure-III** and shall fill the necessary information & put ink signature with stamp/seal, and then scan them into a single PDF file. Finally those documents should be uploaded]

'Financial Proposal (Cover-II)' should be submitted as per the Bill of Quantity (BOQ) in MS-Excel File.

- i. The bidders are requested to first download the BOQ file corresponding to this tender from the <https://tripuratenders.gov.in> and save it without changing the name of the file.
- ii. To quote the price, bidders are requested to open the downloaded BOQ file and enable macros on it.
- iii. After that they will get an area to quote their price and name of the Firm/Organization and save it **without changing the name of the BOQ file (bidders cannot allow to alter the name of BOQ file)** and upload the same after digital signing.
- iv. Bidders are hereby warned not to tamper with the MS-Excel Sheet, make copies and work in a copied Sheet or break through the default Work-Sheet Security. Such BOQs with stated violations will be treated as Tampered BOQs and bids uploaded with Tampered BOQs will be summarily rejected.
- v. The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in the cover as specified will result in rejection of the tender.

BIDDER'S INFORMATION SHEET

1	Name of the Bidder/Firm/Organization:	
2	Full address of Bidder's organization :	
3.	Telephone no :	
	E-mail address :	
3.	TIN / PAN No. :	
5	GSTN :	
6	<u>Details of EMD and Tender Fee :</u> Amount:	
7	<u>Legal Status of Bidder:</u> Proprietary firm/Ltd. company/ partnership firm/ Government Organization (Central / State / PSUs)	
8	<u>Particulars of Registration with Government Body</u> Organization/Place of registration: Registration No. :	
9	<u>Contact Person:</u> Name: Mobile No:	
10	List of Clients, Govt. as well as reputed private organizations	

I do hereby certify that the above mentioned particulars are true and correct.

**(Signature of
the bidder)**

Date:
Place:

Name:
Seal:

DECLARATION AND UNDERTAKING BY THE BIDDER

**To
The Director,
Kokborok & Other Minority Languages,
Education Department (School),
Government of Tripura
Shiksha Bhavan, Office Lane,
P.O.Agartala,
Agartala, Tripura
PIN-799001**

Sub: Self-declaration in respect of submission of bid “for printing of a 3 nos. Kokborok Text books for Class IX-X of Directorate of Kokborok & Other Minority Languages, Education Department (School)”.

Ref: NO.F.2(4)-KBK&OML/2014/2745 dtd. 01/05/2020

Dear Sir,

I / We hereby agree to abide by all terms and conditions laid down in tender document referenced above.

2. I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.

3. I/We confirm that we have not been levied financial penalty or any major penalty in the past by any of our client/principal employer and also declare that my/our firm/agency/company doesn't have any existing litigation, never blacklisted, and terminated by any client in India.

4. I/We confirm that we never filed any law suits or requested arbitration with regard to any contract within the last 5(five) years. No judgment, claim, arbitration proceeding or suit pending or outstanding against us or our officers. Bankruptcy was never filed by us, our subsidiaries or our parent companies. We were never cited by any regulatory agency for a safety violation in the last 5(five) years.

(Signature of the bidder)

Date:

Name:

Place:

Seal:

DESCRIPTION OF BILL OF QUANTITY TEMPLATE

1. The provided BOQ in the Bid is, meant for downloading in the Bidders machine, for entering the relevant fields meant for rates & bidders particulars and finally uploading along with the Bid. The BOQ Excel Sheet is Macro enabled and working with the Sheet requires the Macro to be allowed /enabled to run.
2. Bidders are hereby warned not to tamper with the MS-Excel Sheet, make copies and work in a copied Sheet or break through the default Work-Sheet Security. Such BOQs with stated violations will be treated as Tampered BOQs and Bids uploaded with Tampered BOQs will be summarily rejected.

3. <Screenshot of BOQ>

NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1	Laying and Jointing PVC Pipe. Heading					
1.01	Printing of Kokborok Language Text-Books of 7000 nos. of copies each for the following 3 (three) nos. titles of Books of Class IX-X – i. Kokrwbi bwchap; ii. Kokborok Kokma tei Swimung bwchap; & iii. Kokrwbi Chubachu.	21000	Nos		0.00	INR Zero Only
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words						Zero Only

Rate Entry
Please enter Basic Rate in Rupees for this item.

(Signature of the bidder)

Date:

Name:

Place:

Seal:

PERFORMANCE CERTIFICATE FORMAT

(On Office Letter Head with complete address, email, contact telephone number & fax number)

Ref. No.....

Date:.....

TO WHOM IT MAY CONCERN

This is to certify that, M/s..... (Bidders name with complete address) has executed the work/supply order issued by (Work/Supply Order Issuing Authority) vide no..... dated..... (Work/Supply Order No. and date) for (Name of the Work/Supply Order) amounting Rs..... (in figures) (Rupees in words) successfully within the stipulated time frame.

This is also certified that payment(s) to M/s (Bidders name with complete address) has been made after successful execution of the aforesaid work amounting Rs.....,.....,..... vide,.....,..... (mode of payment with date) respectively.

(Any other Remarks by the Order Issuing Authority.)

(Signature of the client)

Date:

Name:

Place:

Seal:

PERFORMANCE SECURITY BOND FORM

(MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE SECURITY)

**To
The Director,
Kokborok & Other Minority Languages,
Education Department (School),
Government of Tripura
Shiksha Bhavan, Office Lane,
P.O.Agartala,
Agartala, Tripura
PIN-799001**

WHEREAS.....
(name and address of the agency) (herein after called “the agency”) has undertaken, in
pursuance of contract no.....dated.....to
provide services as Authorized Agent (description services)(herein after called “the contract”)

AND WHEREAS it has been stipulated by you in the said contract that the supplier
shall furnish you with a bank guarantee by a Nationalized Bank recognized by you.

AND WHEREAS we have agreed to give the agency such a bank guarantee;

NOW THEREFORE, we hereby affirm that we are guarantors and responsible to you,
on behalf of the agency, up to a total of..... (amount
of the guarantee in words and figures), and we undertake to pay you, upon your first written
demand declaring the agency to be in default under the contract and without cavil or argument,
any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing
to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the agency
before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the
contract to be performed there under or of any of the contract documents which may be made
between you and the agency shall in any way release us from any liability under this guarantee
and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day.....of 2020.

(Signature of the authorized officer of the Bank)

Name of Bank :

Name:

Branch :

Designation & Code No:

Address :

Phone No. :

Date:

Seal:

