



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

The **Detailed Notice Inviting Open-Tender (DNIT)** from the reputed and registered Printing Firms/Agencies for printing of **Magazines of Kokborok & 7 other Minority Languages of the Directorate of KOKBOROK & OTHER MINORITY LANGUAGES.**

The Tender details is available from page no – 1 to 8.

Issued by:

Director,
Kokborok & Other Minority Languages
Government of Tripura
Email Id: dkmltripura@gmail.com
Contact No: 0381-23

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

Notice Inviting Tender

Directorate of **Kokborok & Other Minority Languages**, Government of Tripura invites Open Tenders from the bonafied Printing Agencies/Firms for printing of **Magazines of Kokborok & 7 other Minority Languages namely – Chakma, Halam, Garo, Kuki-Mizo, Mog, Manipuri & Bishnupriya Manipuri** for the Financial Year 2023-24. The interested bidders are requested to quote their rate for printing of **Magazines of Kokborok & 7 other Minority Languages** as per details below:-

Scope of work in brief	EMD	Contract Period	Period of Collecting Bidding Documents	Date of Submission of Tender
Printing of Magazines of Kokborok & 7 other Minority Languages namely – Chakma, Halam, Garo, Kuki-Mizo, Mog, Manipuri & Bishnupriya Manipuri	Rs. 5,000/- (refundable)	15 days from the date of Award of Contract (AoC)	from the office of the Directorate of Kokborok & OML, Shiksha Bhavan, Office Lane - 14-11-23 11:00 am to 23-11-23 3:30 pm (on all working days)	at the office of the Directorate of Kokborok & OML, Shiksha Bhavan, Office Lane - From 14-11-23 to 23-11-23 3:30 pm. (on all working days)

Detailed tender notice, schedules and tender documents can be obtained from the office of the Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Office Lane, Agartala from 14-11-23 11:00 am to 23-11-23 3:30 pm on all working days. The details tender notice will also be available at the Directorate's Website <https://kokborokoml.tripura.gov.in/>.

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

Eligible bidders shall participate in bidding by following the due process as mentioned in the DNIT.

All future Addendum/Corrigendum pertaining to this tender, if issued, shall be made available in the Directorate of Kokborok & OML office's Notice Board & also in the Directorate's Website <https://kokborokoml.tripura.gov.in/>.

Director
Kokborok & Other Minority Languages
Government of Tripura.
Education Deptt. (School)

CRITICAL DATES IN CONNECTION WITH BID FOR THE WORK

1	Tender Inviting Authority	Director, Kokborok & Other Minority Languages
2	Name of the work	Printing of Magazines of Kokborok & 7 other Minority Languages namely – Chakma, Halam, Garo, Kuki-Mizo, Mog, Manipuri & Bishnupriya Manipuri.
3	Tender Reference ID	NO.F2(4)-KBK&OML/2014(Vol-III)
4	Period of Collecting of Bidding Documents	14-11-23 11:00 am to 23-11-23 3:30 pm (*on all working days)
5	Seek clarification start date	15-11-2023 at 12.30pm
6	Seek clarification end date	16-11-2023 at 12.30pm
7	Clarification/Corrigendum to be published	17-11-2023 onwards
8	Submission of Tender (both technical & financial) will start from	14-11-2023 from 11:00 am to 23-11-23 3:30 pm (*on all working days)
9	Last Date of submission of Tender (both technical & financial)	23-11-2023 at 3:30 pm
10	Estimated Value	Quoted value should not be more than Rs.1,50,000/-
11	Tender Fee	Rs.500/-
12	Earnest Money Deposit (EMD)	Rs.5,000/-
13	Time and Date of Opening of Technical Bid(s)	23-11-2023 at 4.00 pm.
14	Time and Date of Opening of Financial Bid(s)	24-11-2023 at 4.00 pm.
15	Place of Opening of Technical and Financial Proposal	Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Office Lane, Agartala, Pin- 799001
16	Contract Period	i. For the Financial Year 2023-24 ii. 15 days from the date of Award of Contract (AoC) / Work Order for each Language.

***NB:** The dates stipulated in the bid notice are firm and under any circumstances, they will not be relaxed unless officially extended

TECHNICAL SPECIFICATION**A. Specification of the item (to be printed):-**

1. Item: - Printing of Magazines of Kokborok & 7 other Minority Languages namely – Chakma, Halam, Garo, Kuki-Mizo, Mog, Manipuri & Bishnupriya Manipuri.

2. Specification for Text Books: -

- i. Size : 24.2cm x 18.3cm. (Crown Size)
- ii. Language & Quantity : 500 (Five Hundred) nos. copies of Kokborok & 7 other Minority Languages.
(number of copies may be increased if so required)
- iii. Colour : Text- Black & White; Cover –
- iv. Paper : Text – 21.3 Kg Map Litho
- v. Cover : 250 GSM Multi-Colour Indian Art Paper with Matte Lamination.
- vi. Binding : Perfect Binding.
- vii. Total No. of Pages : Text – 50 (fifty) nos. pages; Cover – 4 pages.
(number of pages may be increased or decreased if so required)
- viii. Script :
a. Kokborok – Bengali / Roman Script
b. Chakma – Chakma Script.
c. Mog – Mog Script.
d. Halam – Roman Script.
e. Kuki-Mizo – Roman Script.
f. Garo – Roman Script.
g. Manipuri – Bengali Script.
h. Bishnupriya Manipuri – Bengali Script.

3. Other Necessary Specifications:

- i. Estimated Cost - Quoted value should not be more than Rs.1,50,000/-
- ii. Tender Fee - Rs.500/-
- iii. Earnest Money Deposit (EMD) - Rs.5,000/-

SCOPE OF WORK, METHODOLOGY AND DELIVERABLES

I/16747/2023

1. SCOPE OF WORK:

The Directorate of Kokborok & Other Minority Languages, Govt. of Tripura invites open Tenders from the reputed and registered Printing Firms/Agencies for printing of Magazines of Kokborok & 7 other Minority Languages namely – Chakma, Halam, Garo, Kuki-Mizo, Mog, Manipuri & Bishnupriya Manipuri.

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

Sl. No.	Name of Language	Title of Magazine	No. of Copies to be Printed (may be increased)	No. of Pages (maybe increased or decreased)	Script
1.	Kokborok	i. Khumpui	500 nos.	50 nos. pages	Bengali/ Roman Script
		ii. Imangni Khumber	500 nos.	50 nos. pages	
2.	Chakma	Sadarak	500 nos.	50 nos. pages	Chakma Script
3.	Halam	Parsen	500 nos.	50 nos. pages	Roman Script
4.	Kuki-Mizo	Rengzo	500 nos.	50 nos. pages	Roman Script
5.	Mog	Sangrain	500 nos.	50 nos. pages	Mog Script
6.	Garo	Ko.Bibal	500 nos.	50 nos. pages	Roman Script
7.	Manipuri	Choomthang	500 nos.	50 nos. pages	Bengali Script
8.	Bishnupriya Manipuri	Chinkhei	500 nos.	50 nos. pages	Bengali Script

3. PERIOD OF ASSESSMENT:

- Once after completion of printing & supply of Sample Magazines (at least 2 nos. Magazines) for quality check
- Then after submission of final copies.

4. METHODOLOGY:

Printing of Magazines of Kokborok & 7 other Minority Languages namely – Chakma, Halam, Garo, Kuki-Mizo, Mog, Manipuri & Bishnupriya Manipuri through open tender.

5. SCHEDULE FOR COMPLETION OF THE WORK:

The printed materials (articles/ prose/ poetry/ essays etc.) in the form of the Magazine along with soft copy in C.D should be supplied within 15 (fifteen) days from the date of handover of final manuscript from this Directorate. The Printers should supply the printed materials in the form of Magazines to this Directorate in their own cost. Supply of sub-standard printed Magazines / materials, which do not satisfy the undersigned shall be rejected forth with and the printer concerned shall have to replace such printed Magazines / materials within a specified period positively.

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 - 799001.

1/16747/2023. Availability of Tender Documents:

- 1.1. Tender can be obtained from the office of The Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Office Lane, Agartala from 14-11-2023 11:00 am to 23-11-2023 3:30 pm on all working days.
- 1.2. All future Addendum/Corrigendum pertaining to this tender, if issued, shall be made available in the Directorate of Kokborok & OML office's Notice Board & also in the Directorate's Website <https://kokborokoml.tripura.gov.in/> .
- 1.3. The interested bidders are requested to go through the instructions/terms conditions/critical dates/eligibility criteria noted in the DNIT minutely. DNIT has to be submitted after signing (ink sign) each page of the document as a part of technical bid and as a proof of acceptance of all terms condition in the DNIT.

2. Eligibility Criteria:

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

SL	Criterion	Supporting Documents to be Submitted
1.	The bidder shall be a proprietary Printing Agencies / Firm with their registered office in India.	Copy of valid Certificate of Registration.
2.	The bidder must have done such kind of printing works.	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.	Signed copy of DNIT
7.	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. Terms of Payment:

The payment will be made only after submitting the final Bill in triplicate along with original receipt duly signed by the recipient of the concerned Directorate indicating the number of Magazines received by him/her in good condition on completion of supply of requisite number of Magazines.

- a. No claim for interest in case of delayed payment will be entertained by the Directorate of The Director, Kokborok & Other Minority Languages, Education Department (School), Government of Tripura.
- b. No advance payment shall be made including payments of handling charges/service charges/GST charges etc. under any circumstances to the bidder.
- c. All remittance charges will be borne by the bidder.
- d. In case the bidder fails to execute the contract, Directorate of Kokborok & Other Minority Languages, Education Department (School), Government of Tripura, shall have liberty to get it done through any other agency with full cost recoverable from the bidder in addition to damages and penalty.

- e. Amount payable to the Service Provider as stated in the Contract shall remain non-negotiable and fixed during the tenure of the Contract. The prices quoted shall not be conditional /optional.
- f. The bill in triplicate may be sent to Directorate of Kokborok & Other Minority Languages, Education Department (School), Government of Tripura, for settlement after submitting the final bill.

4. Tax deduction at source:

- a. All Central/State Govt. /Local Body Levies as applicable from time to time shall be deducted at source from the payment to the Supplier/ Bidder as per the respective law in force at the time of execution of contract. Directorate of Kokborok & Other Minority Languages, Education Department (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.

5. Rates/ Prices:

- 5.1. The rates quoted shall remain firm during the period of contract.
- 5.2. The rates shall be quoted by the bidder entirely in Indian Rupees.
- 5.3. The prices quoted should be inclusive of all taxes (as per prevailing tax rates).

6. Bid Language:

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

7. Schedule of Submission of Bid:

- i. Submission of bids will commence on all working days from 14-11-2023 at 11.00 a.m. to 5 pm and remain open up to 23-11-2023 at 3.30 pm. Bids must be submitted within the Bid Submission start and end date and time specified in DNIT.
- ii. Bidders are allowed to bid during the above mentioned period & until the time of Bid Closing.
- iii. Directorate of Kokborok & Other Minority Languages, Government of Tripura reserves the right to extend the date and time of receipt of Bids by issuing Corrigendum in which case all rights and obligation of the Directorate of Kokborok & Other Minority Languages Department, Government of Tripura and Bidders will remain same as previously.

8. Cost of Bidding:

The bidder shall bear all costs associated with the preparation and submission of the bid.

9. Contract Period:

- i. During the Financial Year 2023-24.
- ii. The contract is to commence from the date of Award of Contract / Work Order to the Supplier and shall continue for 15 (fifteen) days from the date of Award of Contract / Work Order, unless it is curtailed or terminated by Directorate of Kokborok & Other Minority Languages Department, Government of Tripura. **For printing of each Magazine separate supplementary work-order will be issued but the terms and conditions & other financial implications will remain same.**

10. Tender Fee and Earnest Money Deposit (EMD):

- 10.1. The Tender Fee and EMD are to be paid to the office of the Directorate of Kokborok & OML. The Tender Fee and EMD is to be paid to the following account of the Directorate – **“DDO, Directorate of Kokborok & OML.”**

- 10.2. EMD shall be forfeited if the bidder withdraws his bid during the period of tender validity.
- 10.3. The EMD should remain valid for a period of 45 days beyond the final bid validity period.
- 10.4. EMD of the bidders will be returned to them at the earliest.
- 10.5. No interest will be paid to the bidders on EMD submitted.

11. Rates/ Prices:

- 11.1. The rates quoted shall remain firm during the period of contract.
- 11.2. The rates shall be quoted by the bidder entirely in Indian Rupees.
- 11.3. The prices quoted should be inclusive of all taxes (as per prevailing tax rates).

12. Conflict of Interest:

A bidder shall not have conflict of interest with other bidders. The bidder found to have a conflict of interest shall be disqualified.

13. Submission of Bid:

The interested bidders should submit their bid physically to the Office of the Directorate Kokborok & Other Minority Languages, Shiksha Bhavan (Ground Floor), OFFICE Lane Agartala during all working days from the 14-11-2023 at 11.00 a.m. to 5:00 pm and the bid submission will remain open up to 23-11-2023 at 3.30 p.m.

14. Documents to be submitted:

Tenders are to be submitted in two separate Envelopes, one in 'Technical Proposal (Cover-I)' & the other is 'Financial Proposal (Cover-II)' before the prescribed date & time. Both Technical Proposal and Financial Proposal will be submitted concurrently.

14.1 Following Documents to be submitted in the 'Technical Proposal (Cover-I) in a sealed Envelope:

- i. Incorporation / Registration Certificate / authorized letter issued by the Head of the Organization and copy of valid empanelment certificate from Agency.
- ii. Copy of work Completion Certificates / Sanction Orders of the Government Departments/Government Organizations.
- iii. Signed and Stamped Copy of this DNIT as token of acceptance of all the terms & condition of the entire tender document.
- iv. Copy of PAN Card and GST registration letter and copies of Income Tax Return of last three years in a single file.
- v. Self-declaration Certificate on not holding any sanction/black- listing by any PSU/State or Central Government organization persisting on the last due date of receipt of tender. Any wrong declaration in this regard which comes to notice at a later date will disqualify them and the bids so received will be rejected.

15. General Terms and Conditions :

- i. The Tender is liable to be rejected if complete information is not given therein or if the particulars are not duly filled in.
- ii. The Director of Kokborok & Other Minority Languages reserves the Right to reject any or all tender without assigning any reason or whatsoever. Also, the Director reserves the right to award any of part or full contract to any successful bidder at its discretion and this will be binding on the tender.

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16. 'Financial Proposal (Cover-II)' should be submitted as per the Following Format in a Sealed Envelope:

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	Tender Inviting Authority : Directorate of Kokborok & Other Minority Languages
	Name of work: Printing of Magazines for Kokborok & 7 other Minority Languages.
	NO.F2(4)-KBK&OML/2014(Vol-III)/

Name of the Bidder/ Bidding Firm/ Company	
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Bidders should Bid in the Following Format only

Sl. No.	Item Description	Quantity (per Magazine)	Unit	Rate per page in Figure		Basic Rates per Magazine in Figure (for 50 nos. pgs.)		Basic Rate (for 1 nos magazine 500 nos. copies)		Basic Rate (for 9 nos. magazines in one FY)	
				Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.
1.1	Printing of Magazines of Kokborok & 7 other Minority Languages namely – Chakma, Halam, Garo, Kuki-Mizo, Mog, Manipuri & Bishnupriya Manipuri.	500	nos.								
Quoted Rate (in Figure)											
Quoted Rate (in words)											
Sign & stamp of the Bidder											

16.1. Bid Opening Details:

Time and Date of Opening of Technical Bid(s)	23-11-2021 at 4.00 pm.
Time and Date of Opening of Financial Bid(s)	24-11-2023 at 4.00 pm.
Place of Opening of Technical and Financial Proposal	Directorate of Kokborok & Other Minority Languages, Shiksha Bhavan, Office Lane, Agartala, Pin- 799001