

NO.F2(4)- KBK&OML/2022/Link / 1086
GOVERNMENT OF TRIPURA
DIRECTORATE OF KOKBOROK & OTHER MINORITY LANGUAGES
SHIKSHA BHAVAN, OFFICE LANE, AGARTALA.

Dated, the 13th Sept, 2022

Notice Inviting Tender

Directorate of Kokborok & Other Minority Languages, Government of Tripura invites Open Tenders from the bonafied Printing Agencies/Firms **for printing of Note Pad & Note Book**. The interested bidders are requested to quote their rate for printing of Note Pad as per details below: -

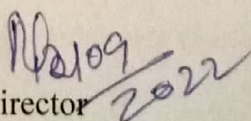
Scope of work in brief	EMD	Contract Period	Period of Collecting Bidding Documents	Date of Submission of Tender
Printing of 1000 nos. Note Pad & 1000 nos. Note Book for the Directorate of Kokborok & Other Minority Languages.	Rs.5,000/- (refundable)	15 days from the date of Award of Contract (AoC)	*from the office of the Directorate of Kokborok & OML, Shiksha Bhavan, Office Lane) Time: 11:00 am to 5:00 pm on all working days from 16-09-22 to 26-09-20 (on all working days)	(*at the office of the Directorate of Kokborok & OML, Shiksha Bhavan, Office Lane) From 19-09-22 11:00 am to 5:00 pm (*on all working days) To 27-09-22 at 3:30 pm.

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 **16-09-2022 to 26-09-2022 at 11:00 am to 5:00 pm** on all working days. Detailed tender notice will also be made available in the Directorate's Website <http://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.

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	Scope of work	Printing of 1000 nos. Note Pad & 1000 nos. Note Book for the Directorate of Kokborok & Other Minority Languages.
3	Tender Reference ID	NO.F2(4)- KBK&OML/2022/link Dated the _____Sept, 2022
4	Period of Collecting of Bidding Documents	16-09-22 to 26-09-22 from 11:00 am to 5:00 pm (*on all working days)
5	Seek clarification start date	17.09.2022 at 12.00 noon
6	Seek clarification end date	19.09.2022 at 12.00 noon
7	Clarification/Corrigendum to be published	19.09.2022 onwards
8	Submission of Tender (both technical & financial) will start from	19.09.2022 from 11:00 am (*on all working days)
9	Last Date of submission of Tender (both technical & financial)	27.09.2022 at 3:30 pm
10	Estimated Value	Quoted value should not be more than Rs. 60,000/-
11	Tender Fee	Rs.500/-
12	Earnest Money Deposit (EMD)	Rs.5,000/-
13	Time and Date of Opening of Technical Bid(s)	27.09.2022 at 4.00 pm.
14	Time and Date of Opening of Financial Bid(s)	28.09.2022 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 2022-23. 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 1000 nos. Note Pad & 1000 nos. Note Book for the Directorate of Kokborok & Other Minority Languages.

2. Specification of Work:

- i. Size :

Sl. No.	Item	Specification
i.	Note Book	Crown Size 1/8
ii.	Note Pad	A5 size
- ii. Quantity : 2000 nos. (1000 nos. of Note Book & 1000 nos. of Note Pad)
- iii. Colour : Note pad Cover – Front: Colour 130 GSM
Back: White – Hard Cover 250 GSM

Note Book Cover – Front: Colour 170 GSM
Back: 170 GSM
- iv. Paper : Note Pad - 70 GSM Xerox Paper
Note Book - 70 GSM Rule Paper
- v. Binding : Note Pad - Stitch Binding
Note Book - Stitch Binding
- vi. Total No. of Pages : Note Pad - 25 pages - A5
Note Book - 20 pages - Crown Size
(Number of pages may be increased or decreased if so required)
- vii. Script : Front Cover - English

3. Other Necessary Specifications:

- i. Estimated Cost - Quoted value should not be more than Rs.60,000/-
- ii. Tender Fee - Rs.500/-
- iii. Earnest Money Deposit (EMD) - Rs.5,000/-

SCOPE OF WORK, METHODOLOGY AND DELIVERABLES

1. SCOPE OF WORK: Printing of Note Book & Note Pad

2. The Details of Note Book & Note Pad for which the printing needs to be done are:

Sl. No.	Item	No. of Copies to be Printed	No. of Pages
1.	Note Book	1000 nos.	20 nos. pages
2.	Note Pad	1000 nos.	25 nos. pages

3. PERIOD OF ASSESSMENT:

- i. Once after completion of printing & supply of Sample note book & Note Pad (at least 2 nos) for quality check
- ii. Then after submission of final copies.

4. METHODOLOGY:

Printing of Note Book & Note Pad through open tender.

5. SCHEDULE FOR COMPLETION OF THE WORK:

The Printers should supply the printed materials to this Directorate in their own cost. Supply of sub-standard printed materials, which do not satisfy the undersigned shall be rejected forth with and the printer concerned shall have to replace such printed materials within a specified period positively.

6. DELIVERY ADDRESS:

After completion of printing of Note Book & Note Pad 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.

INFORMATION TO BIDDERS

1. 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 11:00 am to 5:00 pm on all working days from **16-09-2022 to 26-09-22**.
- 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. No.	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 the 19-09-22 at 11.00 a.m. to 5 pm and remain open up to 27.09.2022 at 3.30 p.m. 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 2022-23
- 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.

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.
- 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 **19-09-22 at 11.00 a.m. to 5:00 pm** and the bid submission will remain open up to **27.09.2022 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.

14.2 '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 of Note Book & Note Pad	
NO.F2(4)- KBK&OML/2022/Link/	Dated, the _____Sept, 2022

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

Sl. No.	Item Description	Quantity	Unit	Rate per page in Figure Rs. P.	Basic Rates per Note book & Note Pad in Figure Rs. P.	Total amount Rs. P.	Total amount in words
1.	Printing of Note Book	1000	Nos.				
2.	Printing of Note Pad	1000	Nos.				
Total in Figure							
Quoted Rate in words							
Sign & stamp of the Bidder							

15. Bid Opening Details:

Time and Date of Opening of Technical Bid(s)	27.09.2022 at 4.00 pm
Time and Date of Opening of Financial Bid(s)	28.09.2022 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