



No. F.2(98)/TR&CI/PUB/2025/.....2220.....

GOVERNMENT OF TRIPURA  
TRIBAL RESEARCH AND CULTURAL INSTITUTE  
Lembucherra, Tripura - 799210

Website: [www.trci.tripura.gov.in](http://www.trci.tripura.gov.in) E mail ID: [dir.trci-tr@gov.in](mailto:dir.trci-tr@gov.in), Tel: +91-381-2324389.

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Dated, the Lambucherra, 7<sup>th</sup> Mar'2025

**SHORT NOTICE INVITING TENDER**

**Detailed Notice Inviting Tender (DNIT)** from the reputed and registered Printing Firms/Agencies for printing of **6 (six) nos. Research projects** and 1(one) no. **Kokborok language Book.**

The tender details are available from page no. 2 – 09.

  
07.03.25

(Ruma Rudra Paul, TCS Gr.-II)  
Dy. Director,  
Tribal Research & Cultural Institute,  
Govt. of Tripura.



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Dated, the Lambucherra, 7<sup>th</sup> Mar'2025

**NOTICE INVITING TENDER**

Directorate of Tribal research & Cultural Institute, Govt. of Tripura invites Open Tenders from the Bonafide Printing Agencies/Firms for printing of **6 (six) nos. Research projects** and 1(one) no. **Kokborok language Book "Kokborok Kokma kwta"**. The interested bidders are requested to quote their best possible rate for printing of the above-mentioned books.

Scope of Work in brief	Quantity	(Earnest money Deposit) EMD	Contract Period	Period of Collecting Bidding Documents	Date of Submission of Tender
Printing of 6 nos. Research projects and 1 no. Kokborok book (300 copies of each book)	Total nos. of Book = 2100 nos.	Rs.50,000/- (Rupees fifty thousand) only	60 days from the Award of Contract) (AoC)	From the O/o the Directorate of Tribal Research & Cultural Institute, Lembucherra, Tripura – 799210)  Date- 17.03.2025 to 20.03.2025 Time- 11.00 AM to 5.30 PM (on all office working days)	At the O/o the Directorate of Tribal Research & Cultural Institute, Lembucherra, Tripura – 799210)  Start Date- 10.03.2025 at 11.00 am Close date- 14.03.2025 at 3.00 pm (on all office working days)

Detailed tender notice, schedules and tender documents can be obtained from the office of the Directorate of Tribal Research & Cultural Institute, Lembucherra, Tripura – 799210) from 10/03/2025, 11:00 AM to 14/03/2025 up to 3:00 PM on all working days. The details tender notice will be available at the Directorate's website <https://trci.tripura.gov.in/>

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

All future Addendum/Corrigendum pertaining to this tender, if issued, shall be made available in the Directorate of Tribal Research & Cultural Institute's Office Notice Board & also in the Directorate's website <https://trci.tripura.gov.in/>

(Ruma Rudra Paul, TCS Gr.-II)

Dy. Director,  
Tribal Research & Cultural Institute,  
Govt. of Tripura.

CRITICAL DATES IN CONNECTION WITH BID FOR THE WORK

1	Tender Inviting Authority	Director: Directorate of Tribal Research & Cultural Institute, Govt. of Tripura
2	Name of the Work	Printing of 6 nos. Research projects and 1 no. Kokborok book (300 copies of each research projects and one Kokborok book)
3	Tender Reference ID	No.2(98)/TR&CI/PUB/2025/..2220 dt 7/3/25
4	Period of Collecting of Bidding Documents	17/03/2025 to 20/03/2025 from 11:00 am to 5:30 pm (*on all working days)
5	Seek clarification start date	10/03/2025 at 12.30pm (*on all working days)
6	Seek clarification end date	13/03/2025 at 5.30pm
7	Last Date of submission of Tender (both technical & financial)	14/03/2025 at 3:00 pm
8	Estimated Cost	Rs. 9,00,000/-
9	Tender Fee	Rs.2,000/-
10	Earnest Money Deposit (EMD)	Rs.50,000/-
11	Time and Date of Opening of Technical Bid(s)	14/03/2025 at 4:30 pm.
12	Time and Date of Opening of Financial Bid(s)	14/03/2025 at 4:30 pm.
13	Place of Opening of Technical and Financial Proposal	Directorate of Tribal Research & Cultural Institute, Lembucherra, Tripura – 799210
14	Contract Period	60 days from the date of Award of Contract (AoC) / Work Order.

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

  
07.03.25

(Ruma Rudra Paul, TCS Gr.-II)  
Dy. Director,  
Tribal Research & Cultural Institute,  
Govt. of Tripura.

## TECHNICAL SPECIFICATION

### A. SPECIFICATION OF THE ITEM (to be printed)

1. Item:- Printing of 6 nos. Research projects and 1 no. Kokborok book (300 copies of each book)

2. Specification for Text Books: -

Name of Books	Size	Language	Script	Colour of Inner Text	Cover page	Paper inner page	Nature of Binding	Total nos. of Book
Traditional Tribal Medicine Practices Among the Tribes of Tripura	1/4 <sup>th</sup> demy	English	Roman	Black	250 GSM Multi-colour Printing, Lamination	Text- Black & White Printing	Hard Board Binding with jacket	300 nos.
Medicinal Plants & Herbs: Study on its uses amongst the Tribal Community of Tripura	1/4 <sup>th</sup> demy	English	Roman	Black	250 GSM Multi-colour Printing, Lamination	Text- Black & White Printing	Hard Board Binding with jacket	300 nos.
Comprehensive Health Care Gap Analysis and Drug Abuses amongst the Tribal Communities of West Tripura and North Tripura District	1/8 <sup>th</sup> demy	English	Roman	Black	250 GSM Multi-colour Printing, Lamination	Text- Black & White Printing	Hard Board Binding with jacket	300 nos.
Demographic profile of the Schedule Tribes of Tripura (1901-2018.)	1/4 <sup>th</sup> demy	English	Roman	Black	250 GSM Multi-colour Printing, Lamination	Text- Black & White Printing	Hard Board Binding with jacket	300 nos.
Tribal Land Alienation and Land Transfer in Tripura	1/4 <sup>th</sup> demy	English	Roman	Black	250 GSM Multi-colour Printing, Lamination	Text- Black & White Printing	Hard Board Binding with jacket	300 nos.
Tribal Entrepreneurship in Tripura Tribal Entrepreneurship in Tripura	1/8 <sup>th</sup> demy	English	Roman	Black	250 GSM Multi-colour Printing, Lamination	Text- Black & White Printing	Hard Board Binding with jacket	300 nos.
Kokborok kokma Kwtal	1/8 <sup>th</sup> demy	Kokborok	Bengali	Black	250 GSM Multi-colour Printing, Lamination	Text- Black & White Printing	Hard Board Binding with jacket	300 nos.

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

- Colour of Cover pages: Multi-Colour jacket.
- Nature of Stitching: Sectional stitch.



i) **Other Necessary Specifications:**

1. Estimated Cost - Rs. 9,00,000/-
2. Tender Fee - Rs.2,000/-
3. Earnest Money Deposit (EMD) - Rs.50,000/-

**SCOPE OF WORK, METHODOLOGY AND DELIVERABLES**

**1. SCOPE OF WORK:**

The Directorate of Tribal Research & Cultural Institute, Govt. of Tripura invites open Tenders from the reputed and registered Printing Firms/Agencies for Printing of 2100 Copies Research Projects & Book.

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

Sl. No.	Titles of Book	No. of Copies to be Printed	No. of Pages	Size of Book
1.	Traditional Tribal Medicine Practices Among the Tribes of Tripura	300 nos.	105 pages including cover	1/4 <sup>th</sup> Crown on 70 GSM cream white paper
2	Medicinal Plants & Herbs: Study on its uses amongst the Tribal Community of Tripura	300 nos.	110 including cover	1/4 <sup>th</sup> Crown on 70 GSM cream white paper
3	Comprehensive Health Care Gap Analysis and Drug Abuses amongst the Tribal Communities of West Tripura and North Tripura District	300 nos.	134 including cover page	1/8 Demy on 70GSM cream white paper
4	Demographic profile of the Schedule Tribes of Tripura (1901-2018.)	300 nos.	150 including cover page	1/4 <sup>th</sup> Crown on 70 GSM cream white paper
5	Tribal Land Alienation and Land Transfer in Tripura	300 nos.	236 including cover page	1/4 <sup>th</sup> crown on 70 GSM cream white paper
6	Tribal Entrepreneurship in Tripura Tribal Entrepreneurship in Tripura	300 nos.	223 including cover page	1/8 <sup>th</sup> Demy on 70 GSM cream white paper
7	Kokborok kokma Kwtal	300 nos.	176 including cover page	1/8 <sup>th</sup> Demy on 70 GSM cream white paper

**SCHEDULE FOR COMPLETION OF THE WORK:**

The printing and supply of 2100 nos. copies Book (as indicated below) in the office of the Directorate of Tribal Research & Cultural Institute, Govt. of Tripura shall be completed within

## INFORMATION TO BIDDERS

### 1. Availability of Tender Documents:

- 1.1. Tender can be obtained from the office of The Directorate of Tribal Research & Cultural Institute, Govt. of Tripura, Lembucherra from 11:00 am to 5:30 pm on all working days from **10/03/2025 to 14/03/2025 at 3:00 pm**
- 1.2. All future Addendum/Corrigendum pertaining to this tender, if issued, shall be made available in the Directorate of Tribal Research & Cultural Institute's Notice Board & also in the Directorate's Website <https://trci.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 as publication firm Agencies / Firm with their office in Tripura.	Copy of valid Trade license issue by AMC.
2.	The bidder must have Experience in printing text / non-text books for any other department under the Government of Tripura.	The bidder should submit photocopies of such work orders issued in his favour during the past 3 financial years viz, 2021-22, 2022-23 and 2023-24. <b>Annexure-II</b>
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. <b>(Annexure – III)</b>
4.	The bidder should have a valid PAN card.	Copy of PAN Card.
5.	The bidder should have a valid GSTN.	Copy of GST Registration letter/certificate.
6.	The bidder should accept all the terms and conditions as per DNIT.	Each page of the DNIT should be signed and stamped.
7.	The bidder must have filed its Income Tax Returns for the last 3(three) Financial Years.	Copy of Income Tax Returns for the last 3(three) 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 Books received by him/her in good condition on completion of supply of 2100 nos. Books.

- a. No claim for interest in case of delayed payment will be entertained by the Directorate of The Director, Tribal Research & Cultural Institute, Government of Tripura.
- b. No 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 Tribal Research & Cultural Institute, Government of Tripura, shall have the liberty to get the work 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 Tribal Research & Cultural Institute, 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 Tribal Research & Cultural Institute, 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. Bid Language:

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

#### 6. Contract Period:

The contract is to commence from the date of Award of Contract / Work Order to the Supplier and shall continue for 60 (sixty) days from the date of Award of Contract / Work Order, unless it is curtailed or terminated by Directorate of Tribal Research & Cultural Institute, Government of Tripura. Further extension of date can be allowed a submission of formal request by the bidder.

#### 7. Tender Fee and Earnest Money Deposit (EMD):

- a) The Tender Fee and EMD are to be paid through **Demand Draft** to the office of the Directorate of Tribal Research & Cultural Institute, Govt. of Tripura. The fee and EMD are to be paid to the following Account of the Directorate: "The Director", Directorate of Tribal research & Cultural Institute, Govt. of Tripura.
- b) EMD shall be forfeited if the bidder withdraws his/her bid during the period of tender validity.
- c) The EMD should remain valid for 60 days from the date of opening the tender.
- d) The bidders' EMD will be refunded after 60 days.
- e) No interest will be paid to the bidders on the EMD submitted.
- f) Micro and Small Enterprises (MSEs) registered with the Ministry of Micro, Small and Medium Enterprises (MSME) are exempted from submitting the Earnest Money Deposit (EMD) as per the Public Procurement Policy for Micro and Small Enterprises Order, 2012. **Bidders claiming this exemption must submit a valid MSME registration certificate along with their bid.**



## 8. Rates/ Prices:

- a) The rates quoted shall remain fixed during the period of the contract under any circumstances, higher prices shall not be accepted citing cost escalation in printing.
- b) The rates shall be quoted by the bidder entirely in Indian Rupees.
- c) The prices quoted should be inclusive of all taxes and other applicable charges for delivering the product to the office.

## 9. 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.

## 10. Submission of Bid:

The interested bidders should submit their bid physically to the Office of the Directorate of Tribal Research & Cultural Institute, Lembucherra, Tripura – 799210 during all working days from the **10/03/2025 at 11.00 am** and the bid submission will remain open up to **14/03/2025 at 3.00 p.m.**

## 11. 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.

### 11.1 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 issued by the Departments/Government Organizations under the Govt. of Tripura.
- 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.
- vi. An undertaking regarding Blacklisting to be duly signed and stamped.

## 12. 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 and filled in as per requirement.
- ii. The Director, Directorate of Tribal Research & Cultural Institute, Lembucherra, Govt. of Tripura reserves the Right to reject any or all tender without assigning any reason 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.
- iii. Directorate of Tribal Research & Cultural Institute, Lembucherra, 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 Tribal Research & Cultural Institute, Lembucherra, Government of Tripura and Bidders will remain same as



previously.

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

<b>Tender Inviting Authority:</b> Directorate of Tribal Research & Cultural Institute, Lembucherra, Government of Tripura							
<b>Name of work:</b> Printing of 6 nos. Research projects and 1 no. Kokborok Book							
<b>NO.F.</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	Unit s	Basic Rates in Figure per page Rs. P.	Total Amount per book Rs. P	Total amount Rs. P.	Total amount in words
1.1							
<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)	14/03/2025 at 4:30 pm.
Time and Date of Opening of Financial Bid(s)	14/03/2025 at 4:30 pm.
Place of Opening of Technical and Financial Proposal	Directorate of Tribal Research & Cultural Institute, Lembucherra, Government of Tripura, Lembucherra, Tripura – 799210.

## Annexure – II

Details of the work / Supply orders in printing Text during the last 3 years 2021-22, 2022-23, 2023-24.

Sl. No.	Order No. and date	Work Particulars	Value	Name of the Organization	Name and Designation of the Issuing authority	Contact Details with E-mail	Date of Completion

\*\* N.B.- Enclose copy of the Supply / work order.

Signature of the bidder.



DECLARATIONS

Sir,

Having examined the Bid Documents of the Tender for Printing of 6 nos. research Projects & 1 no. Kokborok Book" ..... FOR the Directorate of Tribal Research & Cultural Institute, Govt. of Tripura

We, \_\_\_\_\_ offer to supply and deliver the entire work in conformity with the Terms & Conditions laid down in the Tender Notice No.-----and would abide by the same terms and conditions throughout the contract.

We, hereby also agree to execute a "Contractual Agreement" with the Directorate of Tribal Research & Cultural Institute, Govt. of Tripura based on all the terms & conditions laid down in the Tender Notice No. \_\_\_\_\_ in the event of being selected as successful bidder.

We understand that you are not bound to accept the lowest or any bid you receive.

We also understand that you have the right to revise the quantities and/or split the total order among the Bidders and/or procure the available and compatible items/equipment.

\_\_\_\_\_  
Signature with date

\_\_\_\_\_  
Name in block letters

\_\_\_\_\_  
Seal of the Company



ANNEXURE – III

UNDERTAKING REGARDING BLACKLISTING

**[ To be executed on Rs.20/- non Judicial Stamp paper and duly notarized]**

I/We \_\_\_\_\_ bidder/contractor/Partner/Sole partner (Strike out the word which is not applicable) of (Firm of contractor) do hereby declare and solemnly affirm that the individual firm/companies M/S \_\_\_\_\_ have not been blacklisted during the last 5 years by the Union or State government and the individual/firm/companies blacklisted by the Union or State governments or any partner or shareholder thereof are not directly connected with or has any subsisting interest in business of my firm.

Dated \_\_\_\_\_

Deponent \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and it conceals nothing.

Dated \_\_\_\_\_

Deponent \_\_\_\_\_

\_\_\_\_\_

