Tender Document for e-tendering, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala.

GOVERNMENT OF TRIPURA
TRIBAL RESEARCH & CULTURAL INSTITUTE,
Lake Chowmuhani, Krishnanagar, Agartala-799001
Website: www.trci.tripura.gov.in Email ID: dir.trci-tr@gov.in Tel -Fax +91-381-2324389/2327334.

No. F. 2(98)/TR&CI/PUB/18 Dated 15-11-2019

Name of work:- Printing, Binding & Supply of Books.

<table>
<thead>
<tr>
<th>SL NO.</th>
<th>SECTION</th>
<th>PUBLICATION</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Section -I</td>
<td>List of Dates, Press Notice, NIT</td>
<td>2-8</td>
</tr>
<tr>
<td>2</td>
<td>Section-II</td>
<td>Instruction to Bidders</td>
<td>9-24</td>
</tr>
<tr>
<td>3</td>
<td>Section -III</td>
<td>Forms of Bids</td>
<td>25-34</td>
</tr>
<tr>
<td>4</td>
<td>Section -IV</td>
<td>Technical Specification</td>
<td>35-45</td>
</tr>
<tr>
<td>5</td>
<td>Section -V</td>
<td>Bill of Quality(Preamble &amp; Guidelines)</td>
<td>46-49</td>
</tr>
</tbody>
</table>

Certified that this DNIT contains 49 (forty nine) pages numbered from 1 to 49 and schedule of the e-Tender is shown in Section – I.

DRAFT NIT No. NO. F.2(98)/TR&CI/PUB/18

Draft Notice Inviting e-Tender for an amount of Rs. 33.50 lakhs (Rupees thirty three lakhs and fifty thousand) only is hereby APPROVED.

(D. Debbarma)
Director,
Tribal Research & Cultural Institute,
Agartala, Tripura.
SECTION- I
LIST OF IMPORTANT CRITICAL DATES
PRESS NOTICE
NOTICE INVITING TENDERS
## LIST OF IMPORTANT CRITICAL DATES IN CONNECTION WITH THE BID

<table>
<thead>
<tr>
<th>No.</th>
<th>Date/Time/Place</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>15/11/2019 at 12:00 Hrs.</td>
<td>Tender Publishing Date</td>
</tr>
<tr>
<td>2.</td>
<td>15/11/2019 at 14:00 Hrs.</td>
<td>Document Downloading Start Date</td>
</tr>
<tr>
<td>3.</td>
<td>15/11/2019 at 16:00 Hrs.</td>
<td>Clarification Start Date</td>
</tr>
<tr>
<td>4.</td>
<td>21/11/2019 at up to 13.00 Hrs.</td>
<td>Clarification End Date</td>
</tr>
<tr>
<td>5.</td>
<td>15/11/2019 at 14:00 Hrs.</td>
<td>Bid Submission Start Date</td>
</tr>
<tr>
<td>6.</td>
<td>23/11/2019 at 12.00 Hrs.</td>
<td>Pre Bid Meeting Date</td>
</tr>
<tr>
<td>7.</td>
<td>09/12/2019 at 9.00 Hrs.</td>
<td>Document Downloading End Date</td>
</tr>
<tr>
<td>8.</td>
<td>09/12/2019 at 9.00 Hrs.</td>
<td>Bid Submission End Date</td>
</tr>
<tr>
<td>9.</td>
<td>09/12/2019 at 15.00 Hrs.</td>
<td>Technical Bid Opening Date &amp; Time</td>
</tr>
<tr>
<td>10.</td>
<td>Tribal Research &amp; Cultural Institute, Lake Chowmuhani, Krishnanagar, Agartala.</td>
<td>Pre Bid Meeting Place</td>
</tr>
<tr>
<td>11.</td>
<td>Tribal Research &amp; Cultural Institute, Lake Chowmuhani, Krishnanagar, Agartala.</td>
<td>Place of Opening Bids:</td>
</tr>
<tr>
<td>12.</td>
<td>Will be separately notified of Technically shortlisted/Qualified bidders.</td>
<td>Financial Bid Opening Date &amp; Time</td>
</tr>
<tr>
<td>13.</td>
<td>Director, Tribal Research &amp; Cultural Institute, Lake Chowmuhani, Krishnanagar, Agartala.</td>
<td>Inviting Officer</td>
</tr>
<tr>
<td>14.</td>
<td>Director, Tribal Research &amp; Cultural Institute, Lake Chowmuhani, Krishnanagar, Agartala, Pin Code – 799001.</td>
<td>Address of Correspondence</td>
</tr>
</tbody>
</table>

Notes: All the above mentioned time are as per clock time of e-procurement website https://tripuratenders.gov.in
The Director, Tribal Research & Cultural Institute, Agartala, Tripura on behalf of Governor of Tripura invites an Item wise e-tender from reputed offset printers (Web offset/Sheet Offset)/Printing firms of Indian origin & operating within India who have sufficient multi colour printing, Binding & supply facilities for printing multi colour cover pages and inner pages of books of this Institute till next one year and bid will be open for eligible Bidders/Printers/Firms till 09/12/2019 at 9:00 Hrs. for the following works:-

<table>
<thead>
<tr>
<th>SL NO.</th>
<th>Name of work</th>
<th>Tender Value/Estimated Cost</th>
<th>Completion Period</th>
<th>Document Download and Bid Submission End Date and time</th>
<th>Technical Bid Opening Date</th>
<th>Place of Bidding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Printing, Binding &amp; supply of Books</td>
<td>Rs.33.50 lakhs (Rupees thirty three lakhs and fifty thousands) only</td>
<td>60 (sixty) days from the date of handing over of soft copy of the printing materials.</td>
<td>09/12/2019 at 9:00 Hrs.</td>
<td>09/12/2019 at 15:00 Hrs.</td>
<td><a href="https://tripuratenders.gov.in">https://tripuratenders.gov.in</a></td>
</tr>
</tbody>
</table>

Eligible bidders shall participate in bidding only in online through website https://tripuratenders.gov.in. Bidders are allowed to bid 24 x 7 until the time of Bid closing, with option for Re-Submission, wherein only their latest submission Bid would be considered for evaluation. 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.

Earnest Money Deposit (EMD):

a) The Earnest Money Deposit of Rs. 33,000/- (Rupees thirty three thousands) shall be deposited in a single Demand Draft in favour of the “Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala”.

b) It is mandatory for the intending bidders to quote rate for all types of books.

c) The bids without Earnest Money Deposit shall be summarily rejected.

d) If it is found that any bidder did not bid for all the books his/her entire tender will be rejected.

Earnest Money Deposit and Tender Fee are to be drawn separately on any Nationalized/Scheduled Bank guaranteed by the RBI, in the shape of “Demand Draft” in favour of the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala. EMD Demand Draft should remain valid for 6 months (180 days) from the date of publishing of e-tender. Tender fee of Rs.1000/- (Rupees one thousand) only, shall be accepted as “Demand Draft” and it is Non-Refundable.
The Bidders will have to upload the scan copy/copies of the drawn Demand Draft (as a single PDF file of 100 dpi resolution), against the related Tender fee & Earnest Money Deposit, along with the bid.

The Bidders will also have to submit both the original “Demand Draft”, related to the Earnest Money Deposit and Tender Fee(s) as stated above, in a sealed envelope depicting DNIT No., the Bidder’s Name, Address & Phone number, at the office of the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala, PIN-799001, positively before the scheduled Technical Bid Opening Date and Time.

Bid(s) shall be opened through online by respective designated Bid openers on behalf of the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala, and the same shall be accessible by intending Bidder through website https://tripuratenders.gov.in. However, intending Bidders may like to be present at the Bid opening. For any enquiry, please contact through our email dir.trci-tr@gov.in

(D. Debbarma)
Director,
Tribal Research & Cultural Institute,
Agartala, Tripura.
The Director, Tribal Research & Cultural Institute, Govt. of Tripura Agartala, on behalf of Governor of Tripura invites an Item wise e-tender from reputed offset printers(Web offset/Sheet Offset)/Printing firms of Indian origin & operating within India who have sufficient multi colour printing, Binding & Supply facilities for printing of multi colour cover pages and inner pages of the books of this Institute till next one year and bid will be open for eligible Bidders/Printers/Firms till 12/11/2019 at 9:00 Hrs. for the following works:-

<table>
<thead>
<tr>
<th>SL NO.</th>
<th>Name of work</th>
<th>Tender Value/Estimated Cost</th>
<th>Completion Period</th>
<th>Document Download and Bid Submission End Date and time</th>
<th>Technical Bid Opening Date</th>
<th>Place of Bidding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Printing, Binding &amp; supply of Books</td>
<td>Rs.33.50 lakhs (Rupees thirty three lakhs and fifty thousands) only</td>
<td>60 (sixty) days from the date of handing over of soft copy of the printing materials.</td>
<td>09/12/2019 at 9:00 Hrs.</td>
<td>09/12/2019 at 15:00 Hrs.</td>
<td><a href="https://tripuratenders.gov.in">https://tripuratenders.gov.in</a></td>
</tr>
</tbody>
</table>

Eligible bidders shall participate in bidding only in online through website https://tripuratenders.gov.in. Bidders are allowed to bid 24 x7 until the time of Bid closing, with option for Re-Submission, wherein only their latest submission Bid would be considered for evaluation. 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.**

**Earnest Money Deposit (EMD):**

a) The Earnest Money Deposit of **Rs. 33,000/-** (Rupees thirty three thousands) shall be deposited in a single Demand Draft in favour of the “**Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala**”.

b) It is mandatory for the intending bidders to quote rate for all types of books.

c) The bids without Earnest Money Deposit shall be summarily rejected.

d) If it is found that any bidder did not bid for all the books his/her entire tender will be rejected.
1. Bid documents consisting of qualification information and eligibility criteria of bidders, specifications, the schedule of quantities of the various classes of works to be done and the set of terms and conditions of the contract to be complied by the bidder can be seen in the website [https://tripuratenders.gov.in](https://tripuratenders.gov.in) at free of cost between 15/11/2019 at 12:00 Hrs. to 09/12/2019 up to 09:00 Hrs.

2. Bid documents shall be uploaded in double -bid system with all Pre-Qualification and other details. Bidder shall participate in bid online through website [https://tripuratenders.gov.in](https://tripuratenders.gov.in) for which they shall register/enroll themselves in the same website. **Submission of bids physically is not permitted.**

3. To participate in bid, the bidder shall have a valid Class 2/Class 3 Digital Signature Certificate(DSC), obtained from the certifying authorities enlisted by Controller of Certifying Authorities(CCA) at [https://cca.gov.in](https://cca.gov.in)

4. Online bidding process will be opened through website [https://tripuratenders.gov.in](https://tripuratenders.gov.in) at 15/11/2019 at 14:00 Hrs. on behalf of the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala. If the office happen to be closed on the date of opening of the Bidding process as specified, the Bidding process will be opened on the next working day at the same time and venue.

5. The Bidders shall have to upload the scan copy/copies of “Demand Draft” (as a single PDF file in 100 dpi resolution), against the related Tender Fee & Earnest Money Deposit, along with Pre-Qualification details of proper documentary evidences.

6. A bidder shall have to send both the original (s) “Demand Draft” only in sealed envelope depicting DNIT No. A bidder shall also have to send three separate envelopes marked ‘EMD & Tender Fee and any sample copy of printed book of their printing press along with sample papers as per technical specification mentioned in the DNIT’ and dummy binding books with half leather full resin binding books. Apart from this, an affidavit (Annexure III) in original duly authenticated by a Notary shall also have to be inserted in another envelope. All the envelope are required to be put into another larger cover depicting DNIT No, the Bidders Name, Address & Phone Number to the Office of the **Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala on or before 09/12/2019 at 09:00 Hrs.**

7. If the amount quoted in the pre-defined BOQ by a bidder is found to be either abnormally high or due to unethical practices adopted at the time of bidding process, such bids shall be rejected.

8. Each Bidder shall submit only one bid for all the books. A bidder who submits more than one bid for all the books will cause disqualification of all the bids submitted by the bidder.

9. **Rate Quotation:**
   BOQ should be downloaded from the e-procurement application [https://tripuratenders.gov.in](https://tripuratenders.gov.in) and the same BOQ should be filled up properly and uploaded as a part of bid with digital signing. Bidder shall quote the Rate of all the books. It is mandatory for the intending bidders to quote rate for all the books. If it is found that any bidder did not bid for all the books his /her entire tender will be rejected.

10. **Earnest Money Deposit (EMD) & Tender Fee:**
    Earnest Money Deposit and Tender Fee are to be drawn separately on any Nationalized/Scheduled Bank guaranteed by the RBI, in the shape of “Demand Draft” in favour of **Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala.** EMD “Demand Draft” should remain valid for 6 months (180 days) from the date of publishing of tender. Tender Fee of Rs. 1000 (one thousand) only shall be accepted as “Demand Draft” and is Non-Re-fundable. Earnest Money Deposit will be turned as performance security for the successful bidders till completion of the printing work i.e. for the next one year from the date of acceptance of the rate.

    The Earnest Money Deposit in respect of unsuccessful bidder(s) shall be released within 1(One) months after issuing the award of contract to the successful bidder(s).
11. If an individual makes the bid, it shall be digitally signed by him/her and the undertaking shall also be signed with his/her full name and his/her address. If a firm makes the bid, a member of the firm shall digitally sign it and the undertaking shall be signed with the co-partnership name by the same member of the firm, who shall also sign his/her own name, and the name & address of each member of the firm shall be given. If the bid is made by a corporation, it shall be digitally signed by a duly authorized officer and the undertaking shall also be signed by the same duly authorized officer who shall produce with his/her bid satisfactory evidence of his/her authorization. Such corporation submitting bids may be required to furnish evidence of its corporate existence, before the contract is executed.

12. Other details can be seen in the Tender documents and for any enquiry, please contact by e-mail to dir.trci-tr@gov.in

(D. Debbarma)
Director,
Tribal Research & Cultural Institute,
Agartala, Tripura.

************************************
SECTION –II

INSTRUCTIONS TO BIDDERS
## TABLE OF CONTENTS

### INSTRUCTIONS TO BIDDERS

<table>
<thead>
<tr>
<th>CLAUSE</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td><strong>General</strong></td>
</tr>
<tr>
<td>1</td>
<td>General</td>
</tr>
<tr>
<td>2</td>
<td>Firms Eligible to Bid</td>
</tr>
<tr>
<td>3</td>
<td>Pre-Qualification data of the Bidders</td>
</tr>
<tr>
<td>4</td>
<td>Number of Bid per Bidder</td>
</tr>
<tr>
<td>5</td>
<td>Cost of Biding</td>
</tr>
<tr>
<td>B.</td>
<td><strong>BID DOCUMENT</strong></td>
</tr>
<tr>
<td>6</td>
<td>Contents of Bid documents</td>
</tr>
<tr>
<td>7</td>
<td>Clarification on Bid Documents</td>
</tr>
<tr>
<td>8</td>
<td>Amendment to Bid Documents</td>
</tr>
<tr>
<td>C</td>
<td><strong>Preparation of Bids</strong></td>
</tr>
<tr>
<td>9</td>
<td>Language</td>
</tr>
<tr>
<td>10</td>
<td>Bid Offer</td>
</tr>
<tr>
<td>11</td>
<td>Validity of Bids</td>
</tr>
<tr>
<td>12</td>
<td>Earnest Money Deposit(EMD)</td>
</tr>
<tr>
<td>13</td>
<td>Alteration</td>
</tr>
<tr>
<td>D</td>
<td><strong>Submission of Bids</strong></td>
</tr>
<tr>
<td>14</td>
<td>Submission of Bids</td>
</tr>
<tr>
<td>15</td>
<td>Last date/time for Submission of the Bid(s)</td>
</tr>
<tr>
<td>16</td>
<td>Late Bids</td>
</tr>
<tr>
<td>E</td>
<td><strong>Bid opening and evaluation</strong></td>
</tr>
<tr>
<td>17</td>
<td>Bid opening</td>
</tr>
<tr>
<td>18</td>
<td>Bid Evaluation and comparison of Bids</td>
</tr>
<tr>
<td>19</td>
<td>Discrepancy in Bid rate quoted</td>
</tr>
<tr>
<td>20</td>
<td>Process to be Confidential</td>
</tr>
<tr>
<td>F</td>
<td><strong>Award of Contract</strong></td>
</tr>
<tr>
<td>21</td>
<td>Award Criteria</td>
</tr>
<tr>
<td>22</td>
<td>Notification of Award and Signing of Agreement</td>
</tr>
<tr>
<td>23</td>
<td>Corrupt or Fraudulent Practices</td>
</tr>
</tbody>
</table>
INSTRUCTIONS TO BIDDERS
A. GENERAL
Name of work: Printing, Binding & Supply of books.

1. General

1.1 The Director, TR&CI, Govt. of Tripura, Agartala invites bid for the above work during the period, for which dates and time specified in the NIT. Bid will be opened on behalf of the Director, TR&CI, Govt. of Tripura, Agartala by the authorized officials at the office of the Director, TR&CI, Govt. of Tripura/NIC, Tripura on the date and time mentioned in the NIT.

1.2 The bid document shall be available in the prescribed form through e-procurement application https://tripuratenders.gov.in

1.3 To participate in the bid, the bidder shall have a valid Class 2/Class 3 Digital Signature Certificate (DSC), obtained from either of the certifying authorities, enlisted by Controller of Certifying Authorities (CCA) at https://cca.gov.in

1.4 The Bidder shall enroll himself/herself in the e-procurement portal https://tripuratenders.gov.in and obtain User ID and Password for bidding.

1.5 On publication of the bid, bidder shall download the DNIT and all the work of Printing, Binding & Supply of books mentioned in Group-A, Group-B, Group-C, Group-D and Group-E in the DNIT and minutely go through the instructions/terms & conditions/critical dates/eligibility criteria of the DNIT.

1.6 Download DNIT document is to be uploaded back and digitally signed as a part of bid, and as a proof of acceptance of all terms conditions in the DNIT.

1.7 The Bidders shall have to include the scan copy of “Demand Draft” (as a single PDF file), against related Tender Fee & Earnest money, along with Pre-Qualification details. The Bidder shall also have to send both the original “Demand Draft” through post/courier, only in a sealed envelope to the office of the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Lake Chowmuhani, Krishnanagar, Agartala, PIN-799001 (sealed envelope should be depicted with the DNIT No. and Bidders Name, Address & Phone number) within 16:00 Hrs. on 09/12/2019.

1.8 The Bidders shall have to scan all the required documents mentioned in this DNIT into PDF format of 100 dpi resolution, for uploading as a part of Bid.

1.9 Bill of Quantity (BOQ), which is in MS-Excel shall be downloaded, filled up properly and uploaded with the bid after digital signing. The Bidder shall always open the BOQ sheet with Macro Enabled.

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

1.11 Bidders are allowed to bid 24x7 until the time of Bid closing, with option for Re-submission, wherein only their latest submission Bid would be considered for evaluation. The e-Procurement website will not allow any Bidder to attempt bidding, after the scheduled date and time.
1.12 Bidders shall furnish a declaration (Annexure –II) of pre-qualification information as a part of bid that they are not been blacklisted by any department in India. 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. Action will be taken as per clause 23 under Section- II in the NIT.

1.13 The successful bidder is expected to complete the work within the time-period specified in the DNIT. Timely completion of the work shall be the essence of the contract.

1.14 During Technical Evaluation process, if any confusion arises in any of the technical documents, bidder may be called to bring the original documents and produce the same in front of Tender Screening Committee/Tender Evaluation Committee.

2. Firms(s)/Printer(s) Eligible to Bid:

2.1 The Firms who

i) Possess the valid registration in the field of books production/printing and satisfy all the conditions of the Tender Documents.

ii) Are not blacklisted or debarred or suspended by the Government for Whatever the reason, prohibiting them not to continue in the contracting business.

iii) Have complied with the eligibility criteria specified in the Tender Document are the eligible bidders.

2.2 Firms Ineligible to bid:

i) A retired officer of the Govt. of Tripura or Govt. of India executing works is disqualified from bidding for a period of two years from the date of retirement without the prior permission of the Government.

ii) The Bidder who has employed any retired officer as mentioned above shall be considered as an ineligible bidder.

iii) The Bidder himself or any of his employees is found to be Gazetted Officer who retire from Government Service and had not obtained permission from the government for accepting the Bidder’s employment within a period of 2 years from the date of his retirement.

The Bidder or any of his employees is found at any time after award of contract, to be such a person who had not obtained the permission of the Government as aforesaid before submission of the bid or engagement in the Bidder’s service.

3. Pre-Qualification data of the Bidders.

3.1 The bidder should satisfy the pre-qualification criteria as fixed here under and in case any bidder is not found satisfying any of such criteria as fixed, his/her bid will be summarily rejected. The bidder shall furnish the following particulars in the PDF of 100 dpi resolution.

a) Copies of documents relating to the (i) Registration of the firm /Partnership deed/Articles of Association, (ii) Professional Tax clearance certificate, (iii) Valid GST Registration and Text clearance certificate, (iv) PAN Card of the bidder.
3.2 **Qualification /Eligibility Criteria:** The tenderer shall have to upload & submit the following documents along with the Tender Document; otherwise their bid will summarily be rejected.

i. Up to date valid Trade License issued by Competent Government Authority.

ii. Valid factory Registration Certificate as per Factory Act, 1948 and Rules made there under issued by Competent Government Authority.

iii. List of printing machines and allied machineries to be engaged in the printing process with due specification(s).


v. Up to date Professional Tax Clearance Certificate.

vi. Copy of valid GST Registration Certificate and other Tax Clearance Certificate.

vii. Proven records of Printing i.e. printing, binding and supply of at least 5(five) thousands copies of books during preceding 5 years of any recognized publishers within the territory of India. Proven record for the purpose means tangible documents like work order, credential certificate or any other documents issued by the publishers/Government Department within the territory of India. **Provide the supply order details in year-wise.**

viii. Total yearly turnover should be at least Rs. 10, 00,000/- (Rupees Ten Lakhs) only (Documentary Evidence should be enclosed).

ix. Bidders having valid Eligibility Certificate in respect of procurement preference, exemption from payment of Earnest Money Deposit shall be given as per norms.

x. An Affidavit (in original duly authenticated by a Notary) executed by the bidder on stamp paper of Rs. 20/- (Twenty) only should be uploaded & submitted as per Annexure-III.

xi. The bidders should fulfill the eligibility criteria and also upload & submit documentary evidences in support of fulfilling the conditions while uploading & submitting the technical bid.

3.3 Even though the bidders meet the above qualifying criteria, they are liable to be **disqualified /debarred/suspended/blacklisted** if they have-

a) Furnished false/fabricated particulars in the forms, statements and Annexure submitted in proof of the qualification requirements and/or

b) Not turned up for entering into agreement, when called upon and/or

c) Record of poor progress such as abandoning the work, not properly completing the contract, unreasonable delays in completion, litigation history or financial failures etc. and/or

d) Even while execution of the work, if found that the work was awarded to the Bidder based on false/fake certificates of experience, the Bidder will be blacklisted and necessary action will be taken as per rules.

3.4 a) If the rate quoted by a bidder is found to be either abnormally high or it is found that unethical practices is adopted at the time of bidding process, such bids shall be rejected.
b) Any definite attempt of profiteering by any bidder will render himself liable to be debarred permanently from bidding or for such period as the bid accepting authority may decide.

c) **Printing Machine**:- The applicant printer must have at least

1(one) Offset printing machines of not less than 23 Inch x36 Inch size either.

1(one) machines – Multi-colours Sheet-fed offset printing machine or web offset printing machine.

3.5 Paper to be used for printing inner pages and cover pages of the books as referred in the Terms & Conditions of Technical Bid specification.

Printing Paper: a. inner pages-

i) Natural shed 21.300 kg (80 GSM) Maplitho paper for 40 (forty) nos. of publications except “Phur Phure Fur Sati (Hindi & Kokborok)”

ii) For jacket printing (Multi Colour) imported 170 GSM Art paper (Both Side Glossy).

iii) Rajmala 4 volumes binding would be half leather, full Resin with Gold lettering on Spine and also Gold Lettering on the Cover with royal insignia etc., sectional stitch, 32 ounce straw board.

iv) For inner photograph & Map etc.(Multi Colour) imported 130 GSM Art paper (Both Side Glossy).

v) For cover of perfect binding books: 250 GSM Glossy Art Paper.

vi) “Phur Phure Fur Sati (Hindi & Kokborok)” would be printed on 130 GSM Glossy Art Paper including cover page, Centre Stitch, Multi Colour.

vii) For hard binding straw board should be used: 24 ounce to 32 ounce depending upon volume of books.

4. **Number of Bid per Bidder:**

4.1 Bidder shall submit only one Bid for a particular tender.

5. **Cost of Biding**

5.1 The bidder shall bear all costs associated with the preparation and submission of his Bid and the bid inviting authority will in no case be responsible and liable for those costs.

5.2 **Other terms & conditions for financial bid:**

a. **Security Money deposit:** Earnest Money Deposited at the time of bidding the tender shall be converted as Security money for the successful bidder for the next 1(one) year from the date of acceptance of the tender. Earnest Money may be released after completion of supply of the books without breach of any terms and condition. Failing which the Earnest Money is liable to be forfeited.

b. **Rate of Printing:** Rates should be quoted (in figures) clearly against per page basis of five different groups of books i.e. one side of the printing {which includes printing, bi-colour/multi-colour printing of few pages of 4 Volumes of Rajmala and multi-colour printing of “Phur Phure Fur Sati (Hindi & Kokborok)” }, paper for inner text, multi colour jacket with spot UV, DTP if necessary, film making, logo improvement of illustration, proof reading, binding (perfect binding, hard board binding with multi-colour jacket and half leather, full Resin with Gold lettering on Spine and also gold lettering on the Cover with royal insignia etc., sectional stitch), packing, loading, unloading and transportation / carrying from the firm to the office store of Tribal Research & Cultural Institute, Govt. of Tripura, Agartala etc. all inclusive). Printing of multi colour jacket to be counted as 4 pages. Those 4 pages to be added with the inner text during calculation.
5.3 In Bill of Quantities (BOQ) the Quantity of work is expressed in terms of the said Unit.

a. Right to Accept or Reject any of the Proposals:

Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala is not bound to accept the lowest rate and reserve all rights to accept or reject all or any of the bidders.

5.4. Printing Quality.

a) Printing shall be good, having uniform inking of sufficient colour.

b) There shall be no aberration of colour, wherever colour printing is done, In other words colour registration shall be flawless.

c) The texts shall be strong, legible and readable.

d) The printed illustrations shall be clearly well defined.

e) The prints shall be free from defects like offsetting, smudging, tilting, misregister, scumming, slur, ragged print, light & dark shades etc.

f) The book should be in conformity with the soft copies provided.

5.5 Quality checking: No compromise will be considered in respect of quality of printing i.e. specified quality of papers, ink used, binding etc. The concerned printers are requested to give special attention to that effect. The Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala will also take necessary steps for verifying the quality of papers used as well as printing & binding of the books. The Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala, reserves the right to cancel the contract at any point of time or in the process of delivery of books if it is found that the quality has been compromised which includes bad quality of printing, quality of paper is not as per the agreed requirement/specification etc.

5.6 Taxes & duties:

The bidder(s) outside the state shall be entirely responsible for all taxes, duties, license fees etc. incurred until delivery of the contracted goods to The Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala. However, local printers have to pay GST in respect of the transactions with the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala.

5.7 Corrupt or Fraudulent practices:

The Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala requires the clients as well as the bidders to observe the highest standards of ethics during procurement and execution of their contract. In pursuance of this policy, the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala defines, for purpose of this provision, the terms set forth below as follows:

a) “Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
b) “Fraudulent practice” means a misrepresentation of facts in order to influence the procurement process or the execution of a contract to the detriment of The Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels band to deprive the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala of the benefits of free and open competition.

5.8 Submission of paper purchasing document:

At the time of submitting bill(s) after completion of the printing job by the printers, a photocopy of the bill(s) of purchasing of inner text and jacket etc. to be enclosed.

5.9 Mode of Payment:

The Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala shall make payment to the Printers on submission of bills in duplicate along with necessary papers within 30 days from the date of receipt of the bills.

5.10. Penalty Clause:

a) The Director, Tribal Research & Cultural Institute, Agartala, Tripura reserve the right to impose penalty @ Rs. 200/- per day, if any printing agency fails to supply the printed books within the stipulated date.

c) Penalty amounting to 15% of the face value of the total assigned work will be deducted if the printing agency fails to maintain printing & binding quality and standard of papers.

d) 2% of the total bill will be deducted for non-maintenance/ trimming short of the prescribed size of the books.

e) 2% of the total bill will be deducted for supplying of damaged books.

f) The printing agency found defaulter under penalty sub-clause a, b & c above will be considered unfit for participating for the tender process during the succeeding 3 (Three) years.

5.11. Tender Fee is not refundable.

5.12. All or any dispute arising out of this notice and / or the transactions and / or other action or actions resulting from this notice shall be subjected to the jurisdiction of the court of law at Agartala High Court.

5.13. If, any successful tenderer after getting the supply order fails to supply the books within the given date, the contract may be rescinded and the work may be entrusted to other firm. Under such circumstances the EMD / security deposit could be forfeited and if any extra cost is involved compared with earlier approved rate the same would be recovered from the printers/ tenderer.
A. Bid DOCUMENT

6. Contents of Bid document:

6.1 One set of Bid document, comprises of the following:

i. Notice Inviting Bids (NIT & PNIT).
ii. Instruction to Bidders.
iii. Forms of Bid.
iv. Conditions of Contract.
v. Specifications.
vii. Forms of Securities
vii. Bill of quantities(Preamble & Guidelines)

7. Clarification on Bid Documents

7.1 A prospective Bidder requiring any clarification on Bid documents may seek clarification through e-mail: dir.trci-tr@gov.in The Bid Inviting authority will also respond to such clarification through e-mail.

However, Bidder may contract the Bid Inviting Officer at the address indicated in the NIT, for clarification on the bid document.

8. Amendment to Bid Documents

8.1 Before the last date for submission of Bids, the bid Inviting Officer may modify any of the Contents of the Bid Notice. Bid documents by issuing amendment/ Addendum/Corrigendum.

8.2 Any amendment/ Addendum/Corrigendum issued by the bid Inviting Officer shall be part of the bid document and it shall be published in the e-procurement portal at https://tripuratenders.gov.in. However, the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala shall bear no responsibility or liability arising out of non-receipt of the same in time or otherwise. Bidders are requested to visit the website frequently to check whether there is any related Corrigendum(s) or not.

8.3 To give prospective Bidders reasonable time to take an addendum / amendments / corrigendum into account in preparing their bids, the Bid Inviting Officer may extend if necessary, the last date for submission of bids.

8.4 Books are segregated into 5(five) Groups (Group-A-E) contained under Group A to Group-E and these are converted/ transformed into a standard BOQ format whose guidelines mentioned in Section VII.
PREPARATION OF BIDS

9. Language of the Bid.

9.1 All documents relating to the bid shall be in the English Language only.

10. Bid Offer:

10.1 For Item wise tender, BOQ contains the quantities worked out by the Department and bidder shall quote the rate for the 5 (five) Groups, in MS Excel BOQ sheet with which he / she intends to execute the work. Thus, the rate as computed through Macro Enabled MS Excel BOQ Sheet would be the quoted offered amount for the work, which will be shown in figures and words automatically.

Books are segregated into 5 (five) Groups (Group-A to Group-E) contained under Group A to Group-E and these are converted/ transformed into a standard BOQ format whose guidelines mentioned in Section VII.

10.2 All duties, taxes and other levies payable by the Bidder as per State/ Central Government rules or GST shall be included in the rate quoted by the bidder.

But if standard duties, GST and other levies are specified in the BOQ by the Tender Inviting Authority, the bidder should accept / follow those standards and quote the rates accordingly.

11. Validity of Bids.

11.1 Bids shall remain valid for a period for 1 (one) years from the date of acceptance of the rate.

11.2 During the above mentioned period, any plea by the bidder for any sort of modification of the bid based upon or arising out of any alleged misunderstanding of misconceptions or mistake or for any reason will not be entertained.

12. Earnest Money Deposit(EMD):

12.1 Bidders should submit the Earnest Money Deposit amount bases on the below guideline-

a) The Earnest Money Deposit of Rs. 33,000/- (Rupees thirty three thousands) shall be deposited in a single Demand Draft in favour of the The “Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala”.

b) It is mandatory for the intending bidders to quote rate for all the Groups i.e. Group-A – E.

c) The bids without Earnest Money Deposit shall be summarily rejected.

d) If it is found that any bidder did not bid in all Groups i.e. Group-A to Group-E his / her entire tender will be rejected.

12.2 The Earnest Money Deposit of Rs. 33,000/- (Rupees thirty three thousands) shall be deposited in a single Demand Draft. Such Earnest Money Deposit should be submitted through Demand Draft.
Duly drawn in favour of the “Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala”. No Bid will be considered for evaluation without earnest money Deposit.

**12.3 The Earnest Money Deposit may be forfeited on the following grounds:**

i. If the successful bidder reject of accepting the work or supply order after the award of Contract.

ii. If the successful bidder did not appear in front of the Tender Inviting Authority within 7 days after awarded the contract.

**12.4 The Earnest Money Deposit for the said work will be returned to the successful bidders after successful completion of the work.**

**12.5 The Earnest Money Deposit in respect of unsuccessful / informal bidder(s), in the case of technical evaluation, may be released within one month after opening the technical bid, if possible.**

**12.6 The Bidder shall furnish, Earnest Money Deposit along with the bid. (As specified in Tender Document). This Earnest Money Deposit (EMD) shall be in the form of “Demand Draft” from any Scheduled Bank / Nationalized Bank.**

**12.7 The EMD(s) shall be valid up to 180 days from the date of tender publishing and it will be re-validated for the next 180 days i.e. up to 1 (one) year only.**

**12.8 The Earnest Money Deposit given by all bidders except the successful bidders shall be refunded preferably within 1(one) month after issuing the award of contract to the successful bidders(s).**

**12.9 The Earnest Money Deposited by the successful bidders will not carry any interest and it will be dealt with as provided in the conditions stipulated in the bid.**

**12.10 Tender Inviting Authority has the right to forfeit the 100% EMD amount or cancellation of contract, if the L1 bidder or any other successful bidder(s) do not appear after being awarded the Contract or unable to start the work / start supply of item at stipulated time.**

**13. Alteration**

**13.1 Any alteration which is made by the bidder in the contract form, the conditions of the contract, specifications or statements / formats or quantities accompanying the same will be recognized; and, if any such alterations are made the bid will be void.**

**D. SUBMISSION OF BIDS**

**14. Submission of Bids:**

**14.1 The Bidders, who intend to participate in the bid, shall submit their Pre-Qualification and other details etc., in the standard formats prescribed in the Tender documents through the application [https://tripuratenders.gov.in](https://tripuratenders.gov.in).**

**14.2 List of documents to be scanned and uploaded:**
A. Documents to be kept in “My document” folder of Bidder: The following documents, as per standard format detailed in Tender Document, or as per standard dictated by Regulatory / Statutory bodies, shall be scanned and uploaded along with the bid document as per requirements.

For ease of bidding, the bidders shall scan the following documents at 100 dpi resolution and upload them as per the folder structure provided in his / her “My document” which is provided free of cost to all bidders, post his / her registration in the application https://tripuratenders.gov.in This operation is expected to be completed, before commencement of actual bidding by the bidder.

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Folder Name</th>
<th>Document to be uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>BIS / Mfg Lic/ Dealership</td>
<td>Copies of documents relating to the&lt;br&gt;1) Registration / License of the firm / Printer/ Bidder/Partnership deed/articles of Association.</td>
</tr>
<tr>
<td>2.</td>
<td>DNIT Document</td>
<td>ii) Downloaded Tender Document as a proof of acceptance of all terms conditions in the Tender Document.</td>
</tr>
<tr>
<td>3.</td>
<td>Tax related document</td>
<td>Copies of documents relating to the&lt;br&gt;iii) Professional Tax Clearance certificate, iv) GST &amp; other Tax Clearance certificate.</td>
</tr>
</tbody>
</table>

During actual bidding the bidder shall select /check these documents from his/her My Document, which will ensure completion of bidding within the same session, even if the bidder is connecting to the application over a slow speed network.

B. Technical Bid Documents required during actual Bidding:

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Technical Documents to be uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Scanned copy of “Demand Draft” of any Nationalized/Scheduled Bank guaranteed by RBI against EMD and scanned copy Demand Draft of any Nationalized/Scheduled Bank guaranteed by RBI towards Tender Fee, both in a single PDF.</td>
</tr>
<tr>
<td>2</td>
<td>Scan copy of the PAN card of the bidder.</td>
</tr>
<tr>
<td>3</td>
<td>Declaration of the Bidder as per Annexure –II.</td>
</tr>
<tr>
<td>4</td>
<td>Affidavit as per annexure –III</td>
</tr>
<tr>
<td>5</td>
<td>Undertaking of the Bidder as per Annexure-IV</td>
</tr>
<tr>
<td>6</td>
<td>Details of EMD as per Annexure –V</td>
</tr>
<tr>
<td>7</td>
<td>Proof of Average Turn Over as per Annexure –VI</td>
</tr>
<tr>
<td>8</td>
<td>Details of Machines as per Annexure –VII</td>
</tr>
<tr>
<td>9</td>
<td>Certificate regarding capacity of Printing, Binding &amp; Supply as per Annexure –VIII</td>
</tr>
<tr>
<td>10</td>
<td>Copy of the Income Tax Return of the preceding Financial Year.</td>
</tr>
<tr>
<td>11</td>
<td>Copy of valid Trade License issued by competent authority</td>
</tr>
<tr>
<td>12</td>
<td>Proven records of Printing, Binding &amp; Supply of at least 5000 (five thousands) copies of books during preceding five years. Provide Supply Order details in year wise.</td>
</tr>
</tbody>
</table>
**Note:** Bidder shall fill the necessary information & put signature with stamp/seal, and then scan them into PDF(in 100 dpi resolution). Finally those documents should be uploaded (with digital signing).

**C. Financial Bid Documents required during actual Biding:**
In addition to the technical documents, the following documents are also to be uploaded to the e-Procurement application during actual bidding.

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Financial documents to be uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Bill of Quantity</td>
</tr>
</tbody>
</table>

14.3 If any of the certificate/documents furnished by the Bidder, found to be false / fabricated / bogus, the bidder will be liable to blacklisted and their E.M.D will be forfeited.

15. **Last date/time for Submission of the Bids.**

15.1 Bids must be submission not later than the date and time specified in NIT.

15.2 Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala may extend the dates for issue and receipt of Bids by issuing an amendment in which case all rights and obligations of the Tender Inviting Authority and the bidders will remain same as previously.

16. **Late Bids.**

16.1 The e-Procurement application [https://tripuratenders.gov.in](https://tripuratenders.gov.in) will not allow any Bidder to attempt bidding after the scheduled date and time prescribed in NIT.

**E. Bid opening and evaluation**

17. **Bid Opening**

17.1 The bids will be opened online by the Bid openers on behalf of the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala at the time, date and venue as specified in the bid documents. Bids shall be scrutinized in accordance with the conditions stipulated in the Bid document. In case of any discrepancy of non-adherence conditions, the Bid accepting authority shall communicate the same which will be binding both on the bid Opening authority and the Bidder. In case of any ambiguity, the decision taken by the Bid Accepting Authority on bids shall be final.

18.1 All the statement, document, certificate, demand draft, BOQ (bill of quantity) etc. shall be submitted/uploaded by the bidder will be verified, for evaluation of bids. The clarification particulars, if any, required from the bidders, will be obtained by addressing the bidders. Bids will be evaluated against the specified parameters/criteria same as in the case of conventional bids and the qualified bidders will be identified. The result of bids evaluation can be seen in the e-procurement application https://tripuratenders.gov.in by all the bidders who participated in the Bid.

Evaluation process will be of combining rate offered for printing of per page in Group-A to Group-E. The selection criteria of L1 bidder will be based on calculating the average of Group-A to Group-E.

18.2 The ‘BOQ Comparative Chart’ generated & displayed by system through the e-procurement portal, after the opening of Financial Bid, will show the Group wise rate quoted by the bidders. The bidder shown as lowest (L1) in the bid rank of the ‘BOQ Summary details’, may/may not be considered as the lowest always (depend on the type of ambiguity found during Technical & financial Evaluation). The prescribed authority (i.e. Tender screening Committee) in the Department may prepare a ‘Comparative Statement’ (if necessary) considering all parameters as per condition given in the bid document. This Departmental ‘Comparative Statement’, declaring lowest bidder (L1), would be final and the same would be displayed in the e-procurement portal subsequently.

18.3 NO NEGOTIATION WILL BE CONDUCTED WITH THE LOWEST BIDDER.

18.4 Details of ‘Tender Screening Committee’ shall be uploaded in the e-procurement portal https://tripuratenders.gov.in and all the bidders can access the same.

18.5 Tender Inviting Authority may cancel the tender at any stage without any prior notice.

18.6 If any such question arises where multiple bidders appear to be L1, then the decision will be taken by the authority by analyzing various parameters (like no. of years of experience, total turnover of the last 3 years, total supplies quantity/amount, Quality of printing etc.). In such cases, decision taken by Tender Inviting Authority (Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala) will be final and the L1 bidder should abide by the decision taken by the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala.

19. Discrepancy in Bid rate quoted.

19.1 Bids shall be scrutinized in accordance with the conditions stipulated in the Tender document. Bidder shall quote rate in figures only. BOQ (in MS-Excel format) shall be open with Macro Enabled for automatic conversion from figures to words. In case of any ambiguity, the decision taken by the Bid Accepting Authority on Bidder shall be final.

20. Process to be Confidential.
20.1 Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to the Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced by the bid accepting authority. Any efforts by a Bidder to influence the processing of Bids or award decisions may result in the rejection of his Bid.

20.2 No Bidder shall contact the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala, or any authority concerned with finalization of bids on any matter relating to its Bid from the time of the Bid opening to the time the Contract is awarded. If the Bidder wishes to bring additional information to the notice of the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala it should do so in writing.

20.3 Before recommending/accepting the bid, the bid recommending/accepting authority shall verify the correctness of certificates submitted to meet the eligibility criteria and specifically experience. The authenticated agreements of previous works executed by the lowest bidder may be called for.

F. AWARD OF CONTRACT

21. Award Criteria.

21.1 The Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala 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 Offered Rate is lowest (condition applied as mentioned in pt. 18.2 to 18.6).

21.2 The bid accepting authority 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.

22. Notification of Award and Signing of Agreement.

22.1 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/through telephone call.

22.2 The bidder should appear before the tender inviting authority within 7(seven) days after the bidder has been awarded and sign an agreement in the form prescribed by the department for the due fulfillment of the contract within this period of 7(seven) days. Failure to attend the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala office on the date fixed, in the written intimation, to enter into the required agreement shall entail forfeiture of the Earnest Money Deposit. The written agreement to be entered into between the Bidder and the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala 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.
22.3 The successful bidder has to sign an agreement within a period of 7(seven) days from the date of receipt of communication of acceptance/award of his bid. On failure to do so his bid will be cancelled duly forfeiting the E.M.D., paid by him without issuing any further notice and action may be initiated for black listing the bidder.

22.4 NOTES;

a. The successful bidders shall be selected on the basis of lowest bid rate, subject to fulfillment of all terms and conditions as mentioned in this tender document (condition applied as mentioned in pt. 18.2 to 18.6).

b. All the bidders shall be ready to execute the complete work for which he has quoted in the BOQ. If any bidder refused to do the complete/execute the whole work after being awarded the contract or after signing the agreement, Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala will be liable to take necessary action against the particular L1 bidder. Bidders should quote the rate in the BOQ as per their capacity to execute the work for which they have quoted.

c. Prices quoted by the Bidder will remain fixed during the whole period of contract/work and is not subjected to vary on any situation. A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

23. Corrupt or fraudulent Practices.

23.1 The Government require that the bidders / suppliers / Bidders 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 purpose 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 a firm, 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.

(d) Furthermore, Bidders shall be aware of the provisions stated in the General Conditions of Contract.
SECTION – III
FORMS OF BID
ANNEXURE -1

QUALIFICATION INFORMATION

CHECKLIST TO ACCOMPANY THE BID

(Bidder should mark(✓)on any of the option Yes/No w.r.t. the respective description, sign scan in pdf format and upload the same in the Tripura tenders portal)

Please provide proper reason for not submitting any particular document as mentioned in the below: list.

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Description</th>
<th>Submitted / uploaded</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Copies of documents relating to the Registration of the firm, Registration as Civil Bidder, Partnership deed, Articles of Association</td>
<td>Yes/No</td>
</tr>
<tr>
<td>2.</td>
<td>Copy of Professional Tax clearance certificate</td>
<td>Yes/No</td>
</tr>
<tr>
<td>3.</td>
<td>Copy of valid GST Registration certificate.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>4.</td>
<td>Copy of valid Factory Registration certificate as per factory Act. 1948 and rules made their under issued by competent Government authority</td>
<td>Yes/No</td>
</tr>
<tr>
<td>5.</td>
<td>Downloaded DNIT as a proof of acceptance of all terms conditions in the DNIT.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>6.</td>
<td>Copy of PAN Card of the bidder</td>
<td>Yes/No</td>
</tr>
<tr>
<td>7.</td>
<td>Proof Requisite experience in book printing as per Tender Document</td>
<td>Yes/No</td>
</tr>
<tr>
<td>8.</td>
<td>Declaration of the Bidder as per Annexure - II</td>
<td>Yes/No</td>
</tr>
<tr>
<td>9.</td>
<td>Affidavit under Annexure - III</td>
<td>Yes/No</td>
</tr>
<tr>
<td>10.</td>
<td>Undertaking as per Annexure-IV</td>
<td>Yes/No</td>
</tr>
<tr>
<td>11.</td>
<td>Detail of Earnest Money Deposit and Tender Fee (Original Copy submitted directly to the Director, Tribal Research &amp; Cultural Institute, Govt. of Tripura, Agartala) as per Annexure – V</td>
<td>Yes/No</td>
</tr>
<tr>
<td>12.</td>
<td>Proof of Average Turnover during last 3 years as per Annexure - VI</td>
<td>Yes/No</td>
</tr>
<tr>
<td>13.</td>
<td>Details of Machine as per Annexure - VII</td>
<td>Yes/No</td>
</tr>
<tr>
<td>14.</td>
<td>Certificate regarding capacity of Printing, Binding &amp; Supply as per Annexure - VIII</td>
<td>Yes/No</td>
</tr>
<tr>
<td>15.</td>
<td>Corrigendum, if any</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

Signature of the Bidder
To be filled by Bidder-sign, scan in pdf format and upload the same in the Tripura tenders portal.

Annexure – II

DECLARATION

I / we ……………………………………………………………………………………………………………………………………………………………………………………………

have gone through carefully all the Bid conditions and solemnly declare that I / we will abide by any penal action such as disqualification or black listing or termination of contract or any other action deemed fit, taken by, the Department against us, if it is found that the statement, documents, certificates produced by us are false / fabricated.

I / we hereby declare that, I / we have not been blacklisted / debarred / Suspended / demoted in any department in Tripura or in any State of India due to any reasons.

Signature of the Bidder
I/We, Sri/Smti…………………………………………….Son/Daughter/Wife of………………………………………………
……………………………………………………………………………………Resident of………………………………
……………………………………………………………………………………aged about…………………………..years by religion
……………………………………………………………………………………by Nationality Indian, by profession……..
………………………………………………………………………………………………………………………………………………
do hereby solemnly affirm and declare on oath as follows-

2. In reference to bid reference No………………….dated…………..I / we have read thoroughly and understood all the terms & conditions given in the Notice Inviting Tender and all information furnished by me / us in respect of fulfillment of eligibility criteria and qualification information of this bid is complete, correct and true.

3. All documents submitted along with this bid are genuine, authentic, true and valid in all respect to the best of my /our knowledge and belief and my / our firm strictly acts in accordance with terms and conditions / instructions of the tender.

4. That I / we do hereby also ensure that I / we must complete the job of printing, binding and supply of books as per specifications within the stipulated time if you award the work Order to us as a successful bidder.

5. That I/ we have no case pending under copyright Act and I / we have never been blacklisted.

In case any document found forged or any statement made therein is subsequently found false, the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala will have every right to take any action against me / us and I / we will be liable to be prosecuted, under any law, for the time being in force.

The deponent is identified by me

(Advocate) Signature of the bidder

Deponent
Annexure – IV

Undertaking

Date ………………….

To
The Director,
Tribal Research & Cultural Institute,
Govt. of Tripura, Agartala.

Sir,

I / we do hereby bid and if this bid he accepted, undertake to execute the work of “Printing, Binding & Supply of books” as per specification laid down in the DNIT.

I / we have also quoted the rate in Bill of Quantities (BOQ) in figures only, for which I / we agree to execute the work.

I / we have not tampered with the provided Bill of Quantity (BOQ) and I / we have uploaded the same downloaded BOQ after filling in the necessary fields.

I / we agree to keep the offer kin this bid valid for a period of 1(one) year mentioned in the bid notice and not to modify the whole or any part of it for any reason within above period. If I / we withdraw the bid for any reasons whatsoever, the 100% of the earnest money paid by me / us will be forfeited to the Tender Inviting Authority.

I / we hereby distinctly and expressly, declare and acknowledge that, before the submission of my / our bid I / we have carefully followed the instruction in the DNIT and the preliminary specifications and that I / we have made such examination of the specifications and quantities where the said supply is to be done. I / we do hereby distinctly agree that I / we will not hereafter make any claim or demand upon the Government based upon or arising out of any alleged misunderstanding or misconception or mistake on my / or our part of the said requirement, covenants, agreements, stipulations, restrictions and conditions.

I / we enclosed to my / our application for bid “Demand Draft” (No……………………… dated ……………………….) for Rs. ……………………………………………………… as earnest many not to bear interest.

I / we shall not assign any Bidder or subject any portion of the same.

If MY / OUR bid is not accepted the sum shall be returned to me / us on application when intimation is sent to me / us of rejection or at the expiration of 180 (one hundred eighty) days from last date of receipt of this bid, whichever is earlier. If my / our bid is accepted the earnest money shall not be returned by the Tender Inviting Authority, it will be converted as performance security. If upon awarded the contract to me / us by the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala, I / we fail to attend the said office on the date herein fixed or if upon
intimation being given to me/us by the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala or acceptance of my/our bid, and to enter into the required agreement as defined in condition 3 of the bid notice, then I/we agree the forfeiture of the earnest money. Any notice required to be served on me/us hereunder shall be sufficiently served on me/us if delivered to me/us personally or forwarded to me/us by post to (registered or ordinary) or left at my/our address given herein. Such notice shall if sent by post be deemed to have been served on me/us at the time wherein due course of post it would be delivered at the address to which it is sent.

I/we fully understand that the written agreement to be entered into between me/us and Government shall be the foundation of the rights of the both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by me/us and then by the proper Officer authorized to enter into contract on behalf of Government.

BIDDERS / BIDDER’S CERTIFICATE.

(1) I/we hereby declare that I/we have perused in detail and examined closely the Standard specifications of Government of Tripura, all clauses of the preliminary specifications with all amendments and have either examined all the standards specifications or will examine all the standard specifications for items for which I/we bid, before I/we submit such bid and agree to be bound and comply with all such specifications for this agreement.

(2) I/we am/are prepared to furnish detailed date in support of all my quoted rates, when called upon to do so without any reservations.

(3) I/we hereby declare that I/we will pay performance security deposit which is EMD in terms of conditions.

(4) I/we declare that I/we abide for settlement of disputes as per the bid conditions.

UNDERTAKING OF THE BIDDERS.

1) I/we have not been black listed in any department in India due to any reasons.
2) I/we have not been demoted to the next lower category for not filing the bids after buying the bid schedules in a whole year and my/our registration has not been cancelled for a similar default in two consecutive years.
3) I/we agree to disqualify me/us for any wrong declaration in respect of the above and to summarily reject my/our bid.

Address of the Bidder:

Phone No:

Note: If an individual makes the bid, it shall be digitally signed by him/her and the undertaking shall also be signed with his/her full name and his/her address. If a firm makes the bid, a member of the firm shall digitally sign it and the undertaking shall be signed with the co-partnership name by the same member of the firm, who shall also sign his/her own name, and the name and address of each member of the firm shall be given. If the bid is made by a corporation, it shall be digitally signed by a duly authorized officer and the undertaking shall also be signed by the same duly authorized officer who shall produce with his/her bid satisfactory evidence of his/her authorization. Such corporation submitting bids may be required to furnish evidence of its corporate existence, before the contract is executed.

SIGNATURE OF THE BIDDER
ANNEXURE – V.

[To be filled, signed and uploaded by bidder in the Tripura Tender portal]

TECHNICAL BID FORM – 1

DETAILS OF EARNESTLY MONEY DEPOSIT (EMD) & Tender Fee :-

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Type of Fee</th>
<th>Name of Bank</th>
<th>Amount</th>
<th>Demand Draft No./Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tender Fee</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>EMD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Please submit the original Demand Drafts of the above mentioned details and the same should be valid up to 180 days from the date of publishing of tender which should be sent directly to the office of the Tribal Research & Cultural Institute, Govt. of Tripura, Agartala by post / courier and details copy to be uploaded in above mentioned form.

Place & date:

Name & signature of the authorized signatory of the Press/Partner of the Press /Director/ Proprietor with rubber stamp.
[To be filled, signed and uploaded by bidder in the Tripura Tender portal]

TECHNICAL BID FORM -2

PROFORMA FOR INFORMATION OF ANNUAL TURNOVER

Name of the Firm / Agency :- ____________________________________________

Address:- __________________________________________________________

Contact Number:

Office –

Mobile –

Email ID:

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Turnover(Rs.In lakh)</th>
<th>Balance Sheet</th>
<th>Remarks (if any or If No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-17</td>
<td></td>
<td>Uploaded Yes/No</td>
<td></td>
</tr>
<tr>
<td>2017-18</td>
<td></td>
<td>Uploaded Yes/No</td>
<td></td>
</tr>
<tr>
<td>2018-19</td>
<td></td>
<td>Uploaded Yes/No</td>
<td></td>
</tr>
</tbody>
</table>

Place & date:

Name & signature of the authorized signatory of the Press/Partner of the Press /Director/ Proprietor with Rubber stamp.
[To be filled, signed and uploaded by bidder in the Tripura Tender portal]

TECHNICAL BID FORM -3

PROFORMA FOR DETAILS OF MACHINES
AS PER TENDER DOCUMENT

1. No. of Web Offset / Sheet Fed Machines as mentioned in the tender.
   
   (a) 4 colours Sheet-fed Offset printing machines. ______________________________

   (b) 4 colours Web Offset printing machine ______________________________

   (c) Perfect Binding Machine ____________________________________________

   (d) Centre Stitch Machine ______________________________________________

CERTIFICATE

It is certified that the information is correct and all the above machines / units are existing in my printing premises which is owned / Leased.

Place & date:

Name & signature of the authorized signatory of the Firm/Partner of the Firm /Director/ Proprietor with Rubber stamp.
[To be filled, signed and uploaded by bidder in the Tripura Tender portal]

TECHNICAL BID FORM - 4

CERTIFICATE REGARDING CAPACITY OF PRINTING, BINDING & SUPPLY

Certified that I / we can Print & Bind the books within the premises of our printing press as per specification in the Tender Document.

I / we also declare that I / we have the capacity to supply of books in accordance with the specification, time schedule and venue mentioned in the Tender Document in good conditions.

Place & date:

Name & signature of the authorized signatory of the Firm/Partner of the Firm /Director/ Proprietor with Rubber stamp.
SECTION - IV

TECHNICAL SPECIFICATION
1. Name of works: Printing, Binding & supply of books.

2. Time of completion of the work:

The job shall have to be performed / completed by the successful tenderer strictly in accordance with the specification and the rates approved and accepted by the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala and supply of books should be completed within the specified time i.e. within 60 days from the date of the receipt of work order along with soft copies from the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala. The tenderer shall not assign or sublet the contract or part thereof. They shall take every care to see that the work or any part thereof does not fall into any unauthorized hands.

3. Norms of Agreement: An agreement shall have to be executed and entered into in a Non-judicial stamp paper (Rs. 20/-) between the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala and the selected printer in the prescribed form before taking delivery of the manuscript (Soft Copy) from the Director, Tribal Research & Cultural Institute, Agartala, within 7 days from the date of receipt of written communication of the acceptance of rates by the undersigned. Such agreement will remain valid for one year only, if not otherwise mentioned.

4. Copyright: The copyright of the book(s) shall remain vested with the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala.

5. Specification of the books are as follows:

(i) Script : English/Bengali/Kokborok/Chakma/Mog/Kuki.

(ii) Language : English/Bengali/Kokborok/Chakma/Mog/Kuki.

(iii) Paper Size : Crown 1/4\(^{th}\) size

   : Demy 1/4\(^{th}\) Size

   : Demy 1/8\(^{th}\) size

(iv) Type : As per soft copy provided with some editing work in case of jacket and inner text including scanning of photographs and maps of Rajmala’s.

(v) Printing Paper : Inner Pages/ jacket/photographs and Maps

   i) Natural shed 21.300 kg (80 GSM) Maplitho paper for 40 (forty) nos. of publications except “Fur Fure Fur Sati (Hindi & Kokborok)”

   ii) For jacket printing (Multi Colour) imported 170 GSM Art paper (Both Side Glossy).

   iii) Rajmala 4 volumes binding would be half leather, full Resin with Gold lettering on Spine and also Gold Lettering on the Cover with royal insignia etc., sectional stitch, 32 ounce straw board.

   iv) For inner photograph & Map etc.(Multi Colour) imported 130 GSM Art paper (Both Side Glossy).

   v) For cover of perfect binding books: 250 GSM Glossy Art Paper.

   vi) “Phur Phure Fur Sati (Hindi & Kokborok)” would be printed on 130 GSM Glossy Art Paper including cover page, Centre Stitch, Multi Colour.

   vii) For hard binding straw board should be used: 24 ounce to 32 ounce depending upon volume of books.
(vi) **Colour**: Multi-Colour printing would be done only for printing of Jackets and some inner pages of Rajmala’s.
   : b. Multi-colour Inner Pages of Rajmala’s including Map.

(vii) **Printing area** : a. 21 cm X 15 cm (for crown 1/4\(^{th}\) size).

   : b. 23 cm X 15 cm (for demy 1/4\(^{th}\) size).

   : c. 11.5 cm X 18.5 cm (for demy 1/8\(^{th}\) size).

(viii) **Finished size of Books** : a. 24.5 cm X 18.5 cm (for crown 1/4\(^{th}\) size).

   : b. 26 cm X 18 cm (for demy 1/4\(^{th}\) size).

   : c. 14.5 cm X 21.5 cm (for demy 1/8\(^{th}\) size).

*(Specifications mentioned above are to be strictly followed)*

6. **Use of Ink** :
   a. The ink used for printing must be of a high quality having sufficient quantity of finely grind pigments so that the printed matters are to be neat clean and radiant.

   b. The ink should have good drying quality and avoid “Show through” and “strike through.”

   c. There should be uniform / even ink throughout the book without patches of over / under inking and flump traces / spots.

7. **Binding** :
   a. Printed books of 4 different sizes would be sectional stitch. Binding would be full Clothe pasting on 24 to 32 ounce straw board with pustani. Fur Fure Fursati would be centre stitched.

   b. The 4 (four) Volumes of Rajmala binding would be half leather, full Resin, Materials with Gold lettering on Spine and in Cover Page also.

8. **Printing Machine** : The applicant printer must have at least 1(one) offset printing machines of not less than 23” X 36 “ size,. Either 2(two) machines – 4 colours sheet-fed offset printing machines, Perfect Binding machine & Centre Stitch machine.
9. **Delivery Point:** Printed books are to be delivered at the Godown of Director, Tribal Research & Cultural Institute, Agartala, Tripura at the printer’s own cost and Challans are to be submitted to the office of the Director, Tribal Research & Cultural Institute, Agartala, Tripura.

10. **Approval for printing:**

   The successful bidder will be given soft copy of the manuscript (CD/DVD) by Director, Tribal Research & Cultural Institute, Agartala, Tripura to print. The bidder shall take all the necessary actions to prepare the dummy books after checking the 1st and 2nd proof reading done by printers themselves.

11. Conditional / incomplete tenders are liable to be rejected. The Director, Tribal Research & Cultural Institute, Agartala, Tripura reserves the right to impose further terms and conditions which shall be binding upon the tenderer, if so necessitates.

12. **Incomplete Tenderers in any form shall be summarily rejected.**

13. **Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala, Tripura or his representatives** has all right to visit the premises of the printer at any day for inspection/verifications, progress of works, quality control for printing, paper, etc.

14. The factory premises of the bidders may be inspected at the time of qualifying the Technical bid, if so required by Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala, Tripura.

15. **All Agreement deed :-**

   a) The selected bidder(s) shall execute an agreement for the fulfillment of the contract on Rs. 20/- non-judicial stamp paper within 7 clear calendar days from the date of award of the work. The press shall not be allowed to insert/delete any terms and conditions on the Agreement Deed. If any deviation is found in the agreement deed, the press will entail termination of the contract without prejudice to the rights of the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala, Tripura and any consequential loss will be recovered from the Bidder(s) / Printer(s). Agreement / contract will be signed at the following terms.

   b) The incidental expenses of execution of Agreement / Contract shall be borne by the successful bidder.

   c) The condition stipulated in the Agreement / Contract should be strictly adhered to and violation of any of these condition will entail termination of the contract without prejudice to the right of the Director, Tribal Research & Cultural Institute, Agartala, Tripura and any consequential loss will be recovered from the contractor.
d) After signing the agreement, if successful bidder fails to perform any contractual obligation, his performance security deposit can be forfeited or any other action as deem fit by Director, Tribal Research & Cultural Institute, Govt. of Tripura, Agartala, Tripura may be taken. Depending upon the gravity of the violation/omission, the contractor is liable to be blacklisted for a considerable period.
### Group-A

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Title of Books</th>
<th>Approx. inner page including jacket</th>
<th>No. of books to printed</th>
<th>Size of the books</th>
<th>Colour of inner text</th>
<th>Colour of cover pages</th>
<th>Nature of stitching</th>
<th>Nature of binding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Kaghgaiti Borow Choukni Kereng Kathma</td>
<td>105</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>2</td>
<td>Tayung Twi Sani Kereng Kathma</td>
<td>107</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>3</td>
<td>Palak Ting Kereng Kathma</td>
<td>112</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>4</td>
<td>Ting Ting Twarongni Kereng Kathma</td>
<td>112</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>5</td>
<td>Kwai Kendwarasni Kereng Kathma</td>
<td>112</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>6</td>
<td>Mere Maraini Kereng Kathma</td>
<td>118</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>7</td>
<td>Takthu Hajarini Kereng Kathma</td>
<td>122</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>8</td>
<td>Hajlatinni Kereng Kathma</td>
<td>117</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>9</td>
<td>Taska Rangiyani Kereng Kathma</td>
<td>120</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>10</td>
<td>Yaungla Abumani Kereng Kathma</td>
<td>118</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>11</td>
<td>Tagore and Four Manikya Princes of Tripura</td>
<td>100</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>12</td>
<td>Socio-Economic Status and Educational Achievement of Tribal Students in Tripura</td>
<td>177</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>13</td>
<td>Valmiki Ramayan- A Socio-Economic Study.</td>
<td>134</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>14</td>
<td>Impact of Modernization and Globalization on Tribal Society (Seminar paper)</td>
<td>393</td>
<td>500</td>
<td>1/8 demy</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Tribal Youth in Tripura: Issues, Challenges &amp; Perspective (Seminar Paper)</td>
<td>238</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>16</td>
<td>Quality Education with Special</td>
<td>300</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>Reference to Tribal Education (Seminar Paper)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>The Role of NGOs in Tribal Areas in Tripura (Seminar Paper).</td>
<td>150</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>18</td>
<td>Evaluation Study of Success Stories in Agriculture, Horticulture &amp; Pisci-culture</td>
<td>170</td>
<td>300</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>19</td>
<td>Relation Between Nature &amp; Tribal Culture In Tripura</td>
<td>116</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>20</td>
<td>Anthropological Study on Koloi Community in Tripura</td>
<td>86</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>21</td>
<td>Anthropological Study on Rupini Community in Tripura</td>
<td>90</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>22</td>
<td>Socio-Economic And Anthropological Study on Kuki Tribes of Tripura</td>
<td>118</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>23</td>
<td>Impact of Block (Rubber) Plantation in Tripura- An Evaluation Study.</td>
<td>222</td>
<td>300</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>24</td>
<td>History and Culture of the Halam Tribe</td>
<td>556</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>25</td>
<td>Tripurar Manikya Rajeder Kirti</td>
<td>132</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>26</td>
<td>Sri Rajmala (English Vol.I-IV)</td>
<td>182</td>
<td>1000</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>27</td>
<td>Marriage System of Tribal Societies of Tripura</td>
<td>120</td>
<td>500</td>
<td>1/8 demy</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Title of Books</td>
<td>Approx. inner page including jacket</td>
<td>No. of books to printed</td>
<td>Size of the books</td>
<td>Colour of inner text</td>
<td>Colour of cover pages</td>
<td>Nature of stitching</td>
<td>Nature of binding</td>
</tr>
<tr>
<td>--------</td>
<td>----------------------------------------------------</td>
<td>------------------------------------</td>
<td>-------------------------</td>
<td>------------------------</td>
<td>----------------------</td>
<td>-----------------------</td>
<td>----------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>1</td>
<td>Evaluation Study on Implementation of Forest Right Act in Tripura</td>
<td>145</td>
<td>500</td>
<td>1/4(^{th}) crown size</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>2</td>
<td>Mapping With Respect to Jamatia Tribes in Tripura</td>
<td>118</td>
<td>500</td>
<td>1/4(^{th}) crown size</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
<tr>
<td>3</td>
<td>Mapping With Respect to Chakma Tribes in Tripura</td>
<td>164</td>
<td>500</td>
<td>1/4(^{th}) crown size</td>
<td>Black</td>
<td>Multi-Colour Jacket</td>
<td>Sectional stitch</td>
<td>Hard board with jacket</td>
</tr>
</tbody>
</table>
# Annexure-3

**Group-C**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Title of Books</th>
<th>Approx. inner page including jacket</th>
<th>No. of books to printed</th>
<th>Size of the books</th>
<th>Colour of inner text</th>
<th>Colour of cover pages</th>
<th>Nature of stitching</th>
<th>Nature of binding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rajmala Pratham Lahar (Re-print)</td>
<td>455 pages including colour Map &amp; Photo</td>
<td>1000</td>
<td>1/4 demy,</td>
<td>Black &amp; Multi colour</td>
<td>Half leather, full Resin with Gold lettering on Spine and also Gold Lettering on the Cover with royal insignia etc.,</td>
<td>Sectional stitch</td>
<td>Hard board binding with 32 ounce straw board</td>
</tr>
<tr>
<td>2</td>
<td>Rajmala Ditya Lahar (Re-print)</td>
<td>454 pages including colour Map &amp; Photo</td>
<td>1000</td>
<td>1/4 demy,</td>
<td>Black &amp; Multi colour</td>
<td>Do-</td>
<td>Sectional stitch</td>
<td>Do-</td>
</tr>
<tr>
<td>3</td>
<td>Rajmala Tritya Lahar (Re-print)</td>
<td>460 pages including colour Map &amp; Photo</td>
<td>1000</td>
<td>1/4 demy,</td>
<td>Black &amp; Multi colour</td>
<td>Do-</td>
<td>Sectional stitch</td>
<td>Do-</td>
</tr>
<tr>
<td>4</td>
<td>Rajmala Choturtha Lahar (Re-print)</td>
<td>182 pages including colour Photo</td>
<td>1000</td>
<td>1/4th demy,</td>
<td>Black &amp; Multi colour</td>
<td>Do-</td>
<td>Sectional stitch</td>
<td>Do-</td>
</tr>
</tbody>
</table>
## Group-D

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Title of Books</th>
<th>Approx. inner page including jacket</th>
<th>No. of books to printed</th>
<th>Size of the books</th>
<th>Colour of inner text</th>
<th>Colour of cover pages</th>
<th>Nature of stitching</th>
<th>Nature of binding</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(Statistical Account of Bengal) Statistical Account of Hill Tipperah (Re-print)</td>
<td>110</td>
<td>1000</td>
<td>1/8&lt;sup&gt;th&lt;/sup&gt; demy</td>
<td>Black</td>
<td>Multi colour</td>
<td>Perfect</td>
<td>Cover with 250 GSM Glossy Art Paper with spot UV</td>
</tr>
<tr>
<td>2</td>
<td>Four Immigrant Tribes of Tripura</td>
<td>42</td>
<td>500</td>
<td>1/8&lt;sup&gt;th&lt;/sup&gt; demy</td>
<td>Black</td>
<td>Multi colour</td>
<td>Perfect</td>
<td>-Do-</td>
</tr>
<tr>
<td>3</td>
<td>Tribal Folk Tales of Tripura</td>
<td>112</td>
<td>500</td>
<td>1/8&lt;sup&gt;th&lt;/sup&gt; demy</td>
<td>Black</td>
<td>Multi colour</td>
<td>Perfect</td>
<td>-Do-</td>
</tr>
<tr>
<td>4</td>
<td>Kokborok Sourowngma</td>
<td>137</td>
<td>500</td>
<td>1/8&lt;sup&gt;th&lt;/sup&gt; demy</td>
<td>Black</td>
<td>Multi colour</td>
<td>Perfect</td>
<td>-Do-</td>
</tr>
<tr>
<td>5</td>
<td>Census Report:1901</td>
<td>68</td>
<td>1000</td>
<td>1/8&lt;sup&gt;th&lt;/sup&gt; demy</td>
<td>Black</td>
<td>Multi colour</td>
<td>Perfect</td>
<td>-Do-</td>
</tr>
<tr>
<td>6</td>
<td>Mahatma Gandhi</td>
<td>110</td>
<td>500</td>
<td>1/8&lt;sup&gt;th&lt;/sup&gt; demy</td>
<td>Black</td>
<td>Multi colour</td>
<td>Perfect</td>
<td>-Do-</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Title of Books</td>
<td>Approx. inner page including jacket</td>
<td>No. of books to printed</td>
<td>Size of the books</td>
<td>Colour of inner text</td>
<td>Colour of cover pages</td>
<td>Nature of stitching</td>
<td>Nature of binding</td>
</tr>
<tr>
<td>--------</td>
<td>------------------</td>
<td>-------------------------------------</td>
<td>-------------------------</td>
<td>-------------------</td>
<td>----------------------</td>
<td>----------------------</td>
<td>--------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>1</td>
<td>Fur Fure Fur Sati</td>
<td>16</td>
<td>Hindi 1000 &amp; Kokborok 1000</td>
<td>1/8 demy, Paperback Center Stitch</td>
<td>Multi colour</td>
<td>Multi colour</td>
<td>Centre stitch</td>
<td>Paper back</td>
</tr>
</tbody>
</table>
SECTION – V
BILL OF QUANTITIES (PREAMBLE & GUIDELINES)
NOTES ON BILL OF QUANTITIES

Preamble

1. The bill of quantity shall be read in conjunction with the NIT instruction to Bidder, conditions of contract, Specifications and drawings.
2. Bill of Quantity (BOQ), which is the Rate quoting sheet in MS-Excel format shall be download from e-procurement portal, filled up properly and uploaded in the bid after digital signing.
3. The Bidder shall always open the BOQ sheet with Macros Enabled.
4. Name of bidder must be written in the appropriate filed of rate quoting sheet by each bidder.

5. BOQ TAMPERING.

   a. 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.

   b. 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 Tempered BOQs will be summarily rejected.
Guidelines to be followed while quoting in BOQ

1) BOQ is distributed into five groups - Group –A to Group –E

2) Specification of each group provided in Tender Document

Refer   Annexure -1 for Group –A

Refer   Annexure -2 for Group –B

Refer   Annexure -3 for Group –C

Refer   Annexure -4 for Group –D

Refer   Annexure -5 for Group –E

3) Refer Annexure -1 to 5 of Tender Document for further clarification of “Total Quantity in Terms of Pages”.

4) Bidder should quote the rate in the ‘M Column’ (marked in colour) as per unit basis.

5) Quote the rate including all taxes / transportation / loading / unloading & other charge In Figures.

6)  Rate should be quote for Group – A to Group-E (mandatory).

7) Total Amount in the ‘BB Column’ is calculated as
Basic rate per page X Total quantity in terms of Pages.
In other word, Total amount = Basic rate per page multiply with Total quantity in terms of pages.

8) Open the BOQ and quote the rate with the below procedure:-
a) Download the all document from Tripura tenders portal.

b) Unzip the folder

c) Open the BOQ

d) Quote the rate in the field (marked in colour)

e) Save the BOQ excel file.

** DO NOT CHANGE THE NAME OF THE BOQ EXCEL SHEET, otherwise rate quoted BOQ cannot be uploaded in the portal.

**DO NOT ATTEMPT TO CHANGE ANY FIELD / PARAMETER IN THE BOQ BY ANY MEANS, otherwise rate quote BOQ cannot be uploaded in the portal. **