



सत्यमेव जयते

**GOVERNMENT OF TRIPURA
OFFICE OF THE COMMANDANT,
CENTRAL TRAINING INSTITUTE (CTI)
SEPAHIJALA, TRIPURA**



Contact No. 9436544792 , mail ID :-comdt.cti@tripurapolice.nic.in

Tender No.F.6 (17)/CTI/Store/2019/ 1143-47

Dated, the 30th, March, 2022

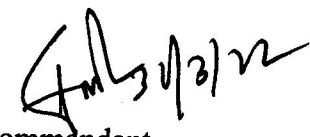
**Short Notice Inviting Tender for Translation of Training Module
from English version to Bengali Version & vice versa, ID cards etc.**

The undersigned on behalf of the Governor of the Tripura State has invited a sealed tender from bonafide and reputed printers for Translation of Training Module from English version to Bengali Version, ID cards etc. for office of the Commandant, Central Training Institute, East Gakulnagar, Sepahijala , Tripura .

SL No	Description of items	Approx Quantity	Estimated cost (in Rs.)	Earnest Money (In Rs.)	Last date of submission of the tender	Date and time of opening of Tender
1.	Tranlastion (DTP) from English version to Bengali version	English Book is approximately containing 138 Pages.	1,98,000/-	4000/-	11.04.2022 at 1400 Hours.	11.04.2022 at 1500 Hours.
2.	Identity cards (PVC)	800 Nos.				
3.	Training Certificate	800 Nos.				
4.	Training Flex	As per demand of training				

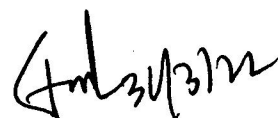
The SNIT form with detailed description of items and terms & conditions will be available from the office of the Commandant, CTI , East Gakulnagar, Sepahijala, Tripura which may be collect free of cost on any working days during the office hour from 11.00 to 16.00 hours up to 08.04.2022 and also seen in website - www.tripurapolice.nic.in.

The Intersted bidder fulfilling the criteria given in the tender details may submit Sealed Tender within 1400 hrs on 11.04.2022.


Commandant
Central Training Institute
Sepahijala, Tripura

Copy to:-

- 1-2. Tender Opening Committee/ Specification Committee, CTI
3. I/C E-Governance Cell, PHQ with a request to publish in Tripura Police portal.
4. Notice Board of CTI for information.


Commandant
Central Training Institute
Sepahijala, Tripura

Short Notice Inviting Tender Translation of Training Module from English version to Bengali Version & Vice versa, ID card etc.

Tender No. F.6 (17)/CTI/Store/2019/ 1143-47

Dated, the 30th March, 2022

(A) SPECIFICATIONS OF IDENTITY CARD

1. Subject :- "AAPDA MITRA"
2. Size :- 86 X 54 mm.
3. Language :- English
4. Quantity :- 800 (eight hundred) pices.
5. Printing :- Multi Colour.
6. Lanyard : Multi Colour Printing.
7. Print Quality : UV coated surface Printing.
8. Paper :- PVC with both side printing.
9. Holder :- Plastic.
10. Rate quote :- As per proforma – B (enclosed)

(B) SPECIFICATIONS OF TRAINING CERTIFICATE

1. Size :- A4
2. Language :- English
3. Quantity :- 800 (eight hundred)
4. Colour :- Multi Colour.
5. Paper :- 250 GSM, Gloosy Art Paper.
6. Rate quote :- As per proforma – C (enclosed)

(C) SPECIFICATIONS OF TRAINING FLEX

1. Language :- English
2. Quantity :- 20 (twenty)
3. Printing :- Multi Colour.
4. Media :- Star Quality Media with four eye lite for corner.
5. Rate quote :- As per proforma – D (enclosed)

Scope of work:-

1. Translation material provided by the Office of the undersigned.
Translation of material from English to Bengali and vice versa of any text in printed or electronic format. Translation of material is to be done through resource persons of the approved selected Agency and not through auto-translate software such as Google Translate etc.
2. After translation in Bengali, the translated material should be submitted to the undersigned for scrutiny by the Departmental Expert Committee.
3. Design the layout of Identity Card, Training Certificate & Training Flex based in the theme provided by the Departmental expert Committee & prints the approved Identity Card, Training Certificate & Training Flex.

Contd...P/2

Quality Check

Necessary proof reading of the material translated for its authenticity will be the responsibility of the translating agency. In case of negligence, it will be the responsibility of the translating agency. Agency must ensure:

- a) Delivered target text is complete – no omissions and additions are permitted
 - b) The target text is faithful, accurate and consistent rendering of the source text
 - c) Terminology and lexis used are consistent with the source text
 - d) Target text has no syntactical, spelling, punctuation, typographical or other grammatical errors
 - e) Any specific instructions given by the authorising department are followed and agreed deadline is scrupulously respected
 - f) Any errors in the deliverables, highlighted must be corrected by the agency free of charge immediately and corrected text must be returned immediately.
- Individuals who have done freelancing/piecemeal/job work are not eligible to participate in this tender.

Confidentiality & Secrecy

Secrecy of the matter given should be maintained at all times by the selected agencies. Selected agencies shall be required to acknowledge that the copyright of the translated text, whether from English to Bengali or vice versa rests with the Office of the undersigned. The agency so selected will not be authorized to reproduce/reprint/transmit to a third party in any manner including photocopying, photographing, cyclostyling, microfilming, scanning or any electronics means of copying or any other means whatsoever without the written permission of this office.

In rendering the required services as per the scope of work, the agency will be required:

- To be subject to Central Training Institute's overall supervision and control.
- To be responsible for the timely delivery of the print ready files as per the timeline prescribed in the tender document.
- To provide all such services as may be reasonably required by the Central Training Institute for the layout and design of the booklet.

SERVICE SPECIFICATION, TERMS AND CONDITION OF TENDER

1. Sealed Tenders shall be submitted in two envelopes consisting of following:
 - Cover 1: Part -I - Technical Bid accepting terms and conditions of the tender furnishing details as per Annexure A
 - Cover 2: Part- II - Commercial Bid as per Annexure BBoth the covers should be properly sealed and clearly superscribed as
 - *"Part-1 Technical Bid - Tender for translation (Bengali), designing and printing of Identity Card, Training Certificate & Training Flex in English for 'Aapda Mitra' for District Community volunteer.*
 - *"Part- II Commercial Bid- Tender for translation (Bengali), designing and printing of Identity Card, Training Certificate & Training Flex in English for 'Aapda Mitra' for District Community volunteer.*
2. Duration of Cantact period :- Only for this specfied purpose.
3. Starting and Ending time for submission of SNIT :- 01.04.2022 END 11.04.2022 upto 1400 Hrs.

Page -3

4. Time , Place and Date of opening of Tender :- 11.04.2022 at 1500 Hrs at Office of the Central Training Institute , East Gakulnagar, Sepahijala, Tripura.
5. Nature of the Work :- Tranlastion (DTP) from English version to Bengali version, Identity cards (PVC), Training Certificate & Traiping Flex for "AAPDA MITRA" Training.
6. The rate of translation of per pages and 02(two) nos cover page (fornt & back) along from English version in Disaster Management is a must and should be quoted clarly.
7. Soft copy for preparation of translation from English version to Bengali version may be collect from office and before making of final module both English version & Bengali version 01(one) soft & hard copy need to show the office of the undersigned, if there is any kind of correction required.
8. The Tender forms are fully free of Cost.
9. Printing of training certificates, I.D cards & flexes will be done batch wise & while printing name of the participants and other details for preparation of I.D cards & flex should be collect batch wise from the office of the undersigned.
10. No tender shall be entrained without sealed envelope.
11. The printed aricles should be supplid with in 15(fifteen) days from the date of receipt of the work order from the office of the undersigned.
12. The undersigned reserves the right to cancel the tender without citing and reason if service specification , tremns and conditions are voilated by the firm.

CONDITION FOR VALIDITY OF THE TENDER

1. Rs. 4000/- (Rupees four thousand) only should be submit as earnest money deposit (EMD) drawn on any Nationalized Bank / Tripura Gramin Bank / Tripura State Co-Operative Bank in favour of Commandant, CTI , East Gakulnagar, Sepahijala Tripura. (D-call should accompany with the tender, if failing tender will not be considered to be valid).
2. Bidder should enclosed the following documents along with the Tender:-
 - I. Copy of valid firm Registration Certificate / Trade License,
 - II. Copy of valid Pan Card.
 - III. Copy of valid Bank passbook,
 - IV. Copy of valid Aadhaar Card,
 - V. Copy of valid Election I.D Card.
 - VI. Copy of valid GST registration certificate issued by the appropriate authority.
3. The rate should be quoted both in words and figures.
4. No enhancement of rates will be allowed for the job contract during the period of the contract.
5. Supplied substandard articles which not satisfy the undersigned shall be rejected forth with and printing concerned shall have to replace the rejected printed aricles with in the specified period.

PROCEDURE FOR SUBMISSION OF TENDER

1. Tender should be dropped in Tender box by hand in the office of the undersigned on or before 11.04.2022 upto 1400 hours. The tender should be sealed. The tenders which are valid in all respect and submit other than the more a specified above are liable to be rejected summarily.

OPENING OF TENDER

1. The Tender Opening Committee of CTI shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.
2. The bidder with the lowest total amount will be considered for placement of order.
3. The Bides shall be opened on the last date of receipt of tender as mentioned above at office of the CO, CTI as far as practicable. Bidders may also remain present at the time of opening the tender.
4. If possible the Tender will be opened on the above mention date. in the office of the undersigned.
5. The original documents will be produced by the bidders on demand.



Commandant
Central Training Institute
Sepahijala, Tripura

TECHNICAL BID

SL NO	Description	Details
1	Name of the bidder/printer	
2	Address — Office With Name of the contact person and telephone & fax numbers and email address	
3	GST Registration No., PAN No., TAN No,(Whichever applicable)	
4	Whether all DTP related activities are done at one place or at different place.	
5	Banker and their address, a/c no. with RTGS/NEFT details.	
6	Capability of handling Multi-language work.	
7	Whether you have minimum 3 years of experience in handling translation, typesetting, designing and DTP works for printing of Identity card, Training Certificate, Training Flex etc. Say " Yes" or " No"	
8	Whether you have done any work for the any other government organizations/PSU in the past. If yes, give details	
9	Period for printing after approval of proof reading.	

Checklist for documents enclosed:

1. Copy of the Annual Report/Audited Balance Sheet, IT Return for the last 3 years
2. Copies of satisfactory work completion certificates from the client (at least two.)
3. Statement of Experience (including name of client/s, nature of project and no. of years) in executing the project similar to the scope of work mentioned above.
4. PAN No., TAN No., GST registration (Whichever is applicable)
5. Beneficiary details.
6. The Signatory of the tender should be duly authorized by the concerned firm to sign these kinds of tender documents on behalf of the firm. Authority given by the firm to the signatory of the tender document to be attached.
7. Proof of 3 years of experience in typesetting and designing of ID Card, Certificate, flex/ brochures/Newsletters and such print artworks.
8. Acceptance of all the terms and conditions stipulated in the tender document by signing on each page of the document.

I / We confirm that the information provided above is correct to the best of my knowledge and any concealment of facts will read to my disqualification at any stage by the tendering authority.

Authorised Signatory

Name :

Date :

Place :

PROFROMA – A

SL No.	Description	Cost per page	Taxes	Total	Remarks , if any
1	Translation & Designing of pages including DTP works in Bengali & English.				
2	Translation of cover page				
Rate In figure					

Signature of the Authorized Signatory
of the Bidder with seal of firm

PROFROMA – B

SL No.	Rate for 01(one) Identity Card	Taxes	Total for 800 Identity Cards	Remarks , if any
Rate In figure				

Signature of the Authorized Signatory
of the Bidder with seal of firm

PROFROMA – C

SL No.	Rate for 01(one) training certificate by	Taxes	Total for 800 training certificates	Remarks , if any
Rate In figure				

**Signature of the Authorized Signatory
of the Bidder with seal of firm**

PROFROMA – D

SL No.	Rate for Flex by Sqft.	Taxes	Total	Remarks , if any
Rate In figure				

**Signature of the Authorized Signatory
of the Bidder with seal of firm**

Note:

Commercial bid shall be evaluated on the basis of unit cost per page for translation and DTP works.

Bidder must submit all inclusive quotation indicating the cost of completing the jobs, mentioned under 'Scope of Work'.