

**DIRECTORATE OF  
STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING (SCERT)  
SCHOOL EDUCATION DEPARTMENT  
GOVERNMENT OF MIZORAM**

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**No. D. 29013/1/2022-DTE(SCERT)**

**13<sup>th</sup> September, 2023**

**TENDER NOTICE**

Sealed Tenders are invited from bonafide reputed offset printers for printing of **Elementary School Textbooks** for the academic session **2024-2025** as per terms and conditions laid down. Tender(s) will be received by the Director State Council of Educational Research and Training (SCERT), Chaltlang, Aizawl on or before 12 noon on **4<sup>th</sup> October, 2023** and opened at **1:00 pm** on the same day. The form may be collected from the office of the Director, SCERT Mizoram during office hours on working days and may also be downloaded from the website **[www.scert.mizoram.gov.in](http://www.scert.mizoram.gov.in)**.

**Sd/- ZOHMINGLIANI**

Director, SCERT

School Education Department

Government of Mizoram

## **TERMS AND CONDITIONS**

### **1. General**

The following terms and conditions are binding and shall strictly be adhered to:

- 1.1. Envelope addressed to the Director of SCERT, Mizoram should bear the inscription **“Quotation for Printing of Textbooks for 2024-2025”**
- 1.2. The quotation should be type written, stamped, dated and signed. Corrections, if any, should be initialled, stamped and dated. Format for Bid is attached at **Annexure-A**.
- 1.3. Successful bidder(s) shall have to pay **royalty** to the Director, SCERT Mizoram calculated at the rate of **6%** of the printed price of the total number of copies printed for the year 2024-2025 within five (5) months from the commencement of the Academic Session for the year.
- 1.4. Payment of royalty shall be remitted to the SCERT in **Demand Draft** drawn in favour of **Director, SCERT Mizoram** payable at any nationalised bank within Aizawl latest by **31<sup>st</sup> August, 2024**.
- 1.5. Successful Bidder (s) shall give a Trade Discount of 14% to Textbooks Dealers approved by the SCERT for sale in the market and to the Office of the State Project Director, Samagra Shiksha Mizoram for Free Distribution of Textbooks.
- 1.6. Textbooks Dealers approved by the SCERT and the State Project Director, Samagra Shiksha Mizoram shall directly purchase the printed textbooks from the Printer.
- 1.7. **Validity** of the tender shall be **12 (twelve) months** from the date of issue of order for printing.
- 1.8. No tender received beyond the said last date and time shall be accepted. Tenders received beyond the specified date and time by courier/speed post or registered post will be returned unopened to the senders.
- 1.9. The bidders should give index along with page marking of tender documents submitted.
- 1.10. Tenders will be opened on **4<sup>th</sup> October, 2023** in the presence of the bidders or their authorized representatives if they so desire.
- 1.11. Tender(s) should be accompanied by
  - (a) Copy of GST Registration Certificate
  - (b) Sample of paper to be used for inner and cover pages
  - (c) Court fee stamp worth Rs 20/- for non-tribals

- (d) Proof of reliability/ Experience Certificate for the said purpose.
- 1.12. Any attempt of negotiation direct or indirect on the part of the bidder(s) with the authority to whom he has submitted the tender or authority who is competent finally to accept it after he has submitted his tender or any endeavour to secure any interest for an actual or prospective bidder or to influence by any means the acceptance of a particular tender will render the tender liable to be excluded from consideration.
- 1.13. Rates must be quoted both in figures and in words (in multiples of 10 (ten) paise, if fraction of a rupee arises) and must be quoted inclusive of all cost and F.O.R your registered office/godown in Aizawl, Mizoram.
- 1.14. The accepted rate, **inclusive of transportation to destination and all taxes**, will stand valid for a period of one year from the date of acceptance and NOPRICE ESCALATION will be permissible during the validity period.
- 1.15. The bidders should clearly indicate the location of their registered office.

## **2. Variation in print order:**

- 2.1. In each print order, number of pages may be increased or decreased by 20% but no extra plate making charges shall be allowed in case of increased quantity of number of copies/pages. The cost of printing will be allowed as per rates approved for each title. The extended orders shall be completed as per the time schedule given on the order. Reprint orders are to be delivered within 15 days.
- 2.2 Number of copies mentioned in the **Technical Specifications of the Textbooks** as attached in **ANNEXURE-B** are subject to change. It may increase or decrease on actual requirement. Increase in number of copies should be printed at the same rate accepted by the SCERT Mizoram in case of necessity.

**3. Printing of Additional Orders:** The SCERT reserves the Right to order printing of additional copies of the textbooks beyond Work Order issued for the first work order for printing as listed in Annexure B at any point of time before the expiry of the Terms and Conditions in the Tender Document. The printer/ Bidder shall comply with additional work orders and deliver the order within (fifteen) 15 days of receipt of the order.

**4. Printing of extra copies:** The printer/bidder will not print any extra copies without the permission of the SCERT Mizoram. In case of any complaint in this regard, action may be initiated against the bidder under the Copyright Act.

## 5. Eligibility

- a. Only professional printers or publishers approved/registered by Government of Mizoram or the Central Government, or any other state Government shall be eligible to submit the tender.
- b. Bidders must submit attested photocopy of the certificate of approval/registration of competent authority with the tender documents.

## 6. Earnest Money:

6.1. An **Earnest money** calculated at 1% of the total cost shall be deposited separately along with the Tender Form. Such earnest money should be deposited through Demand Draft duly pledged in favour of the “**Director, SCERT Mizoram**”. No Tender Bid will be considered for evaluation without earnest money.

### 6.2. **The Earnest money may be forfeited on the following grounds:**

- i. If successful bidders withdraw their tenders after acceptance and opening of their tender by the Director, SCERT Mizoram.
- ii. If successful bidder(s) fail to sign the Agreement or fail to execute/start the works according to stipulated time schedule.
- iii. If any printer fails to supply specimen copies of each title.

6.3. The earnest money of the successful bidders will remain deposited till the completion of the work. The earnest money of bidders who are not eligible will be released within 2 (two) months.

6.4. That within 7(seven) days of the execution of the Agreement to execute the works according to stipulated time schedule, the Printer shall make deposit of a sum of **Rs. 20,000/- (Rupees twenty thousand)** only in case of non-tribals and **Rs. 10,000/- (Rupees ten thousand)** only in case of tribals per title of all textbooks as Security Deposit in cash or Demand Draft pledged in a nationalized bank, drawn in favour of the **Director, SCERT Mizoram** payable at the **State Bank of India, Dawrpui Branch, Aizawl, SBI A/c No. 34241702491, IFS Code SBIN 0004809** failing which this Agreement shall be liable to be cancelled.

## 7. Time of Completion of the work:

The job shall have to be performed/completed by the successful bidder(s) strictly in accordance with the specifications and the rates approved and accepted by the SCERT Mizoram and printing of books should be

completed within the specified time i.e. **within 60 days** from the date of receipt of work order from SCERT. The bidders 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 unauthorized hands.

## **8. Approval:**

8.1. The successful bidder will be given manuscripts and soft copies developed by SCERT Mizoram for printing. The bidder shall take all necessary action to prepare dummy books after checking the 1<sup>st</sup> and 2<sup>nd</sup> proof reading done by printers themselves.

8.2. Before printing, final proof of the text books and newly printed two dummy books shall be approved by a Committee authorized by the Director of the SCERT Mizoram. And if found necessary, the Committee shall have the authority to recommend further change thereof, which shall be complied with by the bidder/printer.

## **9. Specimen Copies:**

The printers should supply **50 (Fifty)** copies of each title of the Textbooks to the SCERT Mizoram free of cost as **“SPECIMEN COPY”** and to be marked “Specimen Copy” in all the copies.

**10.** The SCERT reserves the right to impose further terms and conditions which shall be binding upon the bidders, if necessary. The works may be assigned/ distributed amongst the successful bidders equally/partly, if necessary, by the SCERT for speedy completion of the works.

## **11. Incomplete Tenders in any form shall be summarily rejected.**

## **12. Power of acceptance/withdrawal of the tender:**

The final acceptance of the tender would entirely rest with the Director, SCERT Mizoram who reserves the right to accept or reject any or all tenders without assigning any reason whatsoever. There is no obligation on the Director, SCERT Mizoram to communicate in any way with the rejected bidder. After acceptance of the tender by the Director, SCERT Mizoram, the bidder shall have no right to withdraw the tender or claim higher price.

**13.** The textbooks will be printed for one academic year, i.e, for 2023-2024 only and the copies of the book should be chronologically numbered on the back cover page.

14. The soft copy and the hard copy for printing of textbooks will be used for one year and these original/corrected **soft and hard copies shall have to be handed over to the SCERT after completion of print.**

15. The printers shall not assign or sublet the contract or any part thereof. The work must be done at the registered premises of the printers. They shall take every care to see that the work or any part thereof does not fall into unauthorized hands.

16. **Penalty Clause:** The Director, SCERT will be at liberty to impose the following penalty:-

16.1. If the Printing Agency fails to supply the printed textbooks within the stipulated date, a penalty upto Rs.20,000/- per day will be imposed.

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

16.3. The printing agency found defaulter under Penalty sub-clause **(a) and (b)** above will be considered unfit for participating for the tender process during the succeeding 3(three) years.

16.4. If found necessary, the Director, SCERT may black list a defaulter in any of the terms and conditions stated.

17. **Quality checking:**

17.1. Printing Firms may be visited by authorized experts at any time for verifications, progress of works and quality control for printing, paper, etc.

17.2. There will be no compromise 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. SCERT, Mizoram will also take necessary steps for verifying the quality of papers used as well as printing & binding of the textbooks.

17.3. Error in printing and binding will be the responsibility of the printing agency for rectification.

18. **Taxes and Duties:**

The successful bidder(s) shall be entirely responsible for payment of all taxes, duties, license fees, road permits etc. incurred in transportation of the textbooks to destination.

19. If any dispute or difference arises between the successful bidder(s) (second party) and the SCERT, Mizoram (first party) relating to the terms and conditions of the tender, the matter will be referred to a sole arbitrator appointed by the Secretary, School Education Department, Mizoram (first party) and the award given by the sole arbitrator will be final and binding on both the parties.
20. The undersigned is not bound to accept the lowest or any other tender and reserves the right to accept the tender in whole or in part or reject it entirely without assigning any reasons thereof.

**Director, SCERT**  
School Education Department  
Government of Mizoram

**FORMAT FOR BID**

From

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 .....  
 .....

**To,**  
**The Director**  
**State Council of Educational Research and Training**  
**Chaltlang, Aizawl**  
**Mizoram, PIN:- 796012**

Date \_\_\_\_\_

**Subject:- Printing of Text Books for the Academic Session 2024-25**

Dear Madam,

I / We .....

..... having  
 carefully examined the terms and conditions laid down in the Notice Inviting Tender  
 bearing No. .... dated ....., I / we  
 am / are submitting herewith my / our bid for printing of Text books. My / our rate  
 for printing of Text Books for Classes I to VIII are quoted as follows:

Sl. No	Title	Class	Rate offered (inclusive of all costs including GST and F.O.R our registered office/godown in Aizawl, Mizoram)	
			In figure	In words

- I / We have carefully read the terms and conditions laid down for the Bid and the contract and in case my /our rates are approved and work is allotted to me / us, I / We hereby agree to abide by all of them. The conditions attached to the bid form have been signed by me / us in token of acceptance.

2. I / We also agree to carry out faithfully, all other instructions from you which are not contrary to any of the terms and conditions of the contract, or which do not put me / us to any additional financial burden beyond what is implied by the terms of the contract.
3. I / We agree to commence the works on receipt of Work Order in accordance with the terms and conditions of the contract.
4. This Bid and your written acceptance of it shall constitute a binding Contract between us. I / We understand that you are not bound to accept the lowest or any Bid you receive.
5. I / We further agree to execute, after the acceptance of the tender an agreement on non - judicial paper of Rs. 20/- (Rupees twenty) only with the Director of State Council of Educational Research and Training and to abide by all the terms and conditions of the Agreement and of the Notice Inviting Tender.
6. The following Demand Drafts in favour of the Director, SCERT, Chaltlang, Aizawl – 796012 are attached herewith.

Sl.No.	Demand Draft No.	Date	Amount

Yours faithfully,

Signature (with Seal) : \_\_\_\_\_

Name (In capital letters) : \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Enclo:- As stated above :

1.

2.

## 1. TECHNICAL SPECIFICATIONS OF TEXTBOOKS

Sl No.	Name of the Title	Class	Pages (approx)	Paper Size	Colour of Cover / Inner page	Unit Cost	No. of Copies to be printed
1	Zirtirh Bu	ECCE	136	Demy ¼	4 colour	63	8500
2	Number Bu	ECCE	136	Demy ¼	4 colour	63	8500
3	ZirnaKailawn	I	136	Demy ¼	4 colour	63	11000
4	Kumtluang 1	I	136	Demy ¼	4colour	65	18710
5	Kumtluang 2	II	113	Demy ¼	4 colour	65	16860
6	Kumtluang 3	III	127	Demy ¼	4 colour	65	17140
7	Kumtluang 4	IV	116	Demy ¼	4 colour	65	14890
8	Kumtluang 5	V	157	Demy ¼	4 colour	65	12840
9	Kumtluang 6	VI	164	Demy ¼	4 colour	65	15230
10	Kumtluang 7	VII	180	Demy ¼	4 colour	65	10630
11	Zo Nun 6 (Mizo)	VI	60	Crownquarto	4 colour	63	12150
12	Zo Nun 7 (Mizo)	VII	70	Crownquarto	4colour	63	12630
13	Zo Nun 8 (Mizo)	VIII	75	Crown quarto	4 colour	63	14610
14	Marigold 1	I	132	Demy ¼	4 colour	65	21840
15	Marigold 2	II	187	Demy ¼	4colour	65	13490
16	Marigold 3	III	118	Demy ¼	4colour	65	17880
17	Marigold 4	IV	175	Demy ¼	4colour	65	13070
18	Marigold 5	V	184	Demy ¼	4colour	65	6650
19	Honey Suckle	VI	146	Crown quarto	4 colour	65	12120
20	Honeycomb	VII	162	Crown quarto	4colour	65	7720
21	Looking Around 3	III	154	Demy ¼	4 colour	65	6370
22	Looking Around 4	IV	206	Demy ¼	4colour	65	7640
23	Looking Around 5	V	196	Demy ¼	4colour	65	10720
24	Math Magic 1 (Eng)	I	134	Demy ¼	4colour	65	8090
25	Math Magic 1 (Mz)	I	134	Demy ¼	4colour	65	8240
26	Math Magic 2 (Eng)	II	136	Demy ¼	4colour	65	6950
27	Math Magic 2 (Mz)	II	136	Demy ¼	4colour	65	400
28	Math Magic 3 (Eng)	III	205	Demy ¼	4colour	65	7780
29	Math Magic 4 (Eng)	IV	176	Demy ¼	4colour	65	5370
30	Math Magic 4 (Mz)	IV	176	Demy ¼	4colour	65	2440
31	Math Magic 5 (Eng)	V	193	Demy ¼	4colour	65	4900
32	Mathematics	VI	323	Demy ¼	4colour	65	15070
33	Mathematics	VII	320	Demy ¼	4 colour	65	15920
34	Mathematics	VIII	284	Demy ¼	4 colour	65	2430
35	Science	VI	174	Demy ¼	4 colour	65	14670
36	Science	VII	242	Demy ¼	4 colour	65	6180
37	Science	VIII	264	Demy ¼	4 colour	65	3850
38	The Earth:Our Habitat	VI	70	Demy ¼	4colour	65	13540
39	Our Environment	VII	78	Demy ¼	4colour	65	12760
40	Resource & Development	VIII	78	Demy ¼	4colour	65	2000
41	Jyotirmay 3	III	66	Crown quarto	4colour	55	7790
42	Jyotirmay 4	IV	80	Crown quarto	4colour	55	15060

Sl No.	Name of the Title	Class	Pages (approx)	Paper Size	Colour of Cover / Inner page	Unit Cost	No. of Copies to be printed
43	Jyotirmay 5	V	117	Crown quarto	4 colour	60	15870
44	Jyotirmay 6	VI	105	Crown quarto	4colour	60	16640
45	Jyotirmay 7	VII	129	Crown quarto	4colour	65	14110
46	Jyotirmay 8	VIII	141	Crown quarto	4colour	65	4780
	<b>Total</b>						<b>4,96,030</b>

**Note-1 :-** All instructions embodied in the tender notice along with the terms and conditions herein mentioned shall be binding on the bidders.

**Note-2 :-** The unit cost of each title in the list are as per NCERT norms.

## II. Specification of textbooks:

- (i) **Script** : English, Hindi
- (ii) **Language** : English, Mizo and Hindi
- (iii) **Paper Size** : Demy 1/4<sup>th</sup> size, Crown Quarto
- (iv) **Font Type** :
  - (a) 18 pt. type for the Books of Classes I and II
  - (b) 16 pt. type for the Books of Classes III
  - (c) 14 pt. type for the Books of Classes IV& V
  - (d) 14 pt. type for the Books of Classes VI, VII & VIII
- (v) **Printing paper** :
  - (a) Inner pages – Virgin Pulp 80 GSM Maplitho
  - (b) Cover page – 220 GSM (Maplitho); Matte finish
- (vi) **Colour** : Two/Four-colour for both inner and cover page

## III. Ink:

- a. Ink used for printing must be of high quality so that the printed matters are neat, clean and lustrous
- b. Ink should have good drying quality and avoid “show through”
- c. There should be uniform/even ink throughout the book without patches of over/under inking and fluff traces/ spots.

## IV. Binding:

- a. Up to 120 pages -Saddle stitch with non-rusting wire at two places with cover taken in to stitches.
- b. Beyond 120 pages - Perfect binding. Glue used in perfect binding should be fresh and of a high standard in quality and weather resistant.

## V. Plate Making:

Printers must have Full-fledged Plate making Unit

**VI. Printing Quality:**

- (a) Printing should be good, having uniform inking of sufficient colour
- (b) There should be no aberration of colour, wherever colour printing is done. In other words colour registration shall be flawless.
- (c) The texts should be strong, legible and readable
- (d) The printed illustrations should be clearly well defined
- (e) The prints should be free from defects like offsetting, smudging, tilting, misregister, scumming, slur, ragged print, light & dark shades etc.
- (f) The text book should be in conformity with the approved dummy.

Director, SCERT  
School Education Department  
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