

**BIHAR GOVERNMENT**  
**BIHAR STATE DISASTER MANAGEMENT AUTHORITY**  
**(DISASTER MANAGEMENT DEPARTMENT)**  
**5<sup>th</sup> Floor, Sardar Patel Bhawan, Patna - 800023**  
**Phone No. - 0612-2547311.**  
**(Website - [www.bsdma.org](http://www.bsdma.org))**

**Notice Inviting Request for Quotation (RFQ) for rate contract for Empanelment of Designing and Printing of Material on Flex/Banner for Bihar State Disaster Management Authority**

Bihar State Disaster Management Authority, Govt. of Bihar (BSDMA), Patna invites sealed quotations (Two Bid System) for rate contract for " **Empanelment of Designing and Printing of Material on Flex/Banner for Bihar State Disaster Management Authority**" for the financial year **2024-25 and 2025-26**. The details of terms and conditions are following-

1. Date of Pre Bid Meeting : 23.01.2024 Time 03.00 PM in the office of BSDMA.
2. Last Date & Time for Submission of bids : 20.02.2024 at 05.30 PM
3. Date & Time of Bid Opening : 21.02.2024 at 03.00 PM
4. Amount of Earnest Money Deposit : Rs. 10,000/-
5. No bid will be received after the schedule last date of submission of the bids.
6. All Necessary work orders will be issued by the office of the Authority.
7. Details regarding eligibility criteria, term & conditions, payments guidelines etc. can be seen in the "Tender Section" of the website: <http://www.bsdma.org>.
8. The authority reserves the right to issue addendum/corrigendum or to accept or reject any or all proposal(s) or to cancel the whole of this RFQ at any stage without assigning any reason thereof.

  
(Minendra Kumar)  
Secretary,  
BSDMA, Patna  
05/11/2024

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**Short Tender Notice**

**Notice Inviting Request for Quotation (RFQ) for rate contract for Empanelment of Designing and Printing of Material on Flex/Banner for Bihar State Disaster Management Authority.**

Secretary, Bihar State Disaster Management Authority, Govt. of Bihar (BSDMA) invites sealed quotations (Two Bid System) for rate contract for empanelment of Printer/Designer for Bihar State Disaster Management Authority for **Designing and Printing of Flex/Banner for the Financial Year 2024-25 and 2025-26.**

The detail Programme of tender process is as under -

Pre- Bid Meeting in Conference Hall	-	23.01.2024 Time 03.00 PM
Receipt of Bids	-	20.02.2024 Time 05.30 PM
Bid Opening in Conference Hall	-	21.02.2024 Time 03.00 PM

The Tender has to be submitted in a sealed non-transparent envelope superscribed with "Request for Quotation (RFQ) for rate contract for empanelment of Printer/Designer on Flex/Banner for Bihar State Disaster Management Authority". Name of bidder firm, Contact no. & e-mail id enclosing two envelopes namely-

- A) Envelope- I: Marked as Technical Bid
- B) Envelope- II: Marked as Financial Bid

**Note :** Each Envelope (Technical & Financial Bid) should be marked as above. If the envelope is/are not sealed and marked properly, the tendering authority will assume no responsibility for the Bid's misplacement or premature opening resulting in disqualification.

Incomplete response or those received after the specified time and date or not fulfilling the specified requirement shall not be considered. The Proposals will be opened on 21.02.2024 at 03.00 PM before be Internal purchase Committee of BSDMA and the authorized representative of the agencies who wish to be present, in the office of the BSDMA.

The Undersigned reserves the right to issue addendum/corrigendum or to accept or reject any or all proposal (s) or to cancel the whole of this RFQ at any state without assigning any reason thereof.

**"TECHNICAL BID"**

**Terms and Conditions :**

**1. Earnest Money Deposit (EMD)**

Along with the Technical Bid (Envelope-I), the bidder shall have to submit a refundable Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten Thousand Only) in the form of a Demand Draft drawn form a Scheduled Bank/Nationalized Bank in favor of "**Bihar State Disaster Management Authority**" payable at **Patna** failing which the Bids submitted by the Bidder shall be out-rightly rejected.



- No interest will be payable on the amount of EMD irrespective of the outcome of tendering process.
  - The EMD of unsuccessful bidder will be returned after expiry of Bid validity period or issue of Letter of Award (LOA) and submission of performance guarantee by successful bidder, whichever is earlier.
- 2. Performance Guarantee (Non-Interest bearing):**
- The successful bidder has to submit performance guarantee (PG) of Rs. 10,000/- (Ten Thousand only) in the in the form of a Bank Guarantee from a scheduled Bank / Nationalized Bank in favor of “Bihar State Disaster Management Authority” payable at Patna failing which the EMD shall be forfeited. The Performance Guarantee will be released after two month from the date of end of contract. The amount of PG will be Rs. 10,000/- per organization irrespective of whether the same bidder is successful in more than one items under financial bids.
  - Performance Guarantee can be forfeited and the LOA may be cancelled, if the successful bidder fails to supply the items within the stipulated time/quantity/quality as given in work order and to the satisfaction of BSDMA. The decision of Secretary, BSDMA will be final and conclusive in this regard.
3. The tender should not be sub-let to any other service provider and must be executed at bidder's unit at Patna, having all equipment and infrastructure owned by the bidder itself. No type of consortium or franchisee or sub-contracting arrangement will be acceptable.
  4. All equipment and allied process must be under one roof at Patna and must be owned by the bidder. The bidder should have designing facility also.
  5. If any design is found infringing copy right of other or plagiarized version, the responsibility shall be fixed on the organization and designer as well. In such situation the organization along with the designer shall be blacklisted and no payment shall be made. If any payment was made earlier, the same shall be recovered.
  6. Before finalizing the tender the premises/facilities of the bidder may be inspected by the tender committee. The bidder must have following Printing facilities/equipments at their own unit at Patna:
    - Flex Printing Machine.
  7. The bidder, who will submit tender for the work listed in schedule 3 of Financial Bid, shall install framed flexes, in case order placed to install flex, in any part of the State and respective district.
  8. Conditional tender shall not be considered.
  9. Minimum Eligibility Criteria & required documents with technical bid:-

Sl. No.	Criteria	Document to be submitted (attach self-attested Xerox Copy)
1	Must have its office and own printing facility at Patna	Registration Certificate under Shop and Establishment Act.
2	Must be in business for last 03 years	Valid Proof/Registration documents
3	Registered with Commercial Tax department	GST Registration No.
4	Average Annual Turnover of Rs. 5 Lac (Five Lac) over the last two financial years <b>2022-23 and 2023-24</b>	And above Returns.
5	Registered with Income Tax Department	PAN Card
6	Not blacklisted by Central or State Government or any	Affidavit before notary



	of their departments or by any Public Sector Undertaking (PSUs)	(Annexure-1)
7	EMD of Rs. 10,000/- (Ten Thousand) in favour of "Bihar State Disaster Management Authority" payable at Patna.	Demand Draft drawn from a scheduled bank of India.

Note: (I) The Financial Bid of only those bidders will be opened, who have the "Minimum Eligibility Criteria" and quality under Technical Evaluation.

(II) The successful agency has to take such corresponding registration, if any, as required under New GST Law.

10. Bid Price and Evaluation of Financial Bid and Letter of Award (LOA):

- 10.1 All taxes other than GST and other charges like transportation etc. shall be included in the quoted price. However in the Invoice Tax (es) has to be shown separately. Nothing will be paid over and above the quoted price under any circumstances.
- 10.2 No request relating to advance payment of the ordered materials will be entertained.
- 10.3 The price should be quoted in Indian Rupees only.
- 10.4 Taxes will be deducted at source as applicable.
- 10.5 BSDMA will issue Letter of Award (LOA) to the successful bidder/s.
- 10.6 Work orders will be issued upon requirement only. Issuance of LOA will not guarantee issuance of work order/s and BSDMA will not assume any liability or cost towards it.

11. Items will have to be supplied as per the quantity and specification mentioned in the work order. The quality of the items supplied should be as per satisfaction of BSDMA. The supplies has to be made at office of Bihar State Disaster Management Authority (BSDMA), 2nd Floor, Pant Bhawan, Bailey Road, Patna- 800001.

Failure on the part of successful bidder to do so may result in cancellation of its LOA/Work Order and their Performance Guarantee may be forfeited. In such case, BSDMA may at its liberty negotiate with other bidders (L-2 and so on) for the supplies to be made at L1 prices or at negotiated rates. Also in case of exigencies and volume of supplies, BSDMA may request L2 bidder of respective items and so on to make the supplies at the negotiated rate of L-1 bidder.

12. The rate quote shall be valid for Two year from the date of issuing of LOA. However, it may be extended further depending upon performance and with mutual consent.

13. Payment shall be released on submission of bills with copy of work order issued by BSDMA. The satisfactory performance will be the essence under this contract and would need to be executed in the specified time frame and quality as per work order. BSDMA may charge penalty up to a maximum of 5% of the payments due, if the performance is not satisfactory. BSDMA may at its discretion can reject whole of the supplies if they were found to be of extremely inferior quality. In that case fresh supplies will have to be made at the bidder's own cost.

14. The continuous Unsatisfactory performance may lead to confiscation of performance guarantee and cancellation of LOA. The decision of Secretary, BSDMA will be final and conclusive in this regard.

(Minendra Kumar)  
Secretary,  
BSDMA

**“FINANCIAL BID”**  
**(On the Letter Head of Agencies)**

**Schedule 1. Designing and Printing of Material on Flex/Banner**

Sl. No.	Nature of Work with specification	Expected Quantity	Designing and Printing Rate (Per Sq.ft) ( In Figure)	Designing and Printing rate (Per Sq.ft) ( in Words)
1	Normal Flex multicolour printing - 240 gsm			
2	Normal Flex multicolour printing - 280 gsm			
3	Star Quality Flex multicolour printing- 240 gsm			
4	Star Quality Flex multicolour printing- 280 gsm			
5	Normal Flex (Black Back) multicolour printing- 260 gsm			
6	Star Quality Flex (Black Back) multicolour printing- 260 gsm			
7	Backlit Flex multicolour printing			
8	Grey Back Matt Finish Front-lit Flex multicolour printing			
9	Flex printing with mounting on Iron Frame (On Rent Basis)			
10	Flex printing with mounting on Wooden Frame (On Rent Basis)			
11	On Way Vision			
12	Vinyl (Inn Tann Brand)			
13	Vinyl (LG Brand)			
14	Vinyl (3M Brand)			
15	Clear Vinyl (LG Brand)			
16	Clear Vinyl (3M Brand)			
17	Grey Back Banner Media (Non Adhesive)			
18	Metallic Banner Media (Non Adhesive)			
19	Frost Film			
20	Vinyl Printing with lamination (Gloss/matt) mounted on 8mm Sunboard			
21	Vinyl Printing with lamination (Gloss/matt) mounted on MDF			
22	Translite			
23	Flex Backdrop Installation			
24	Vinyl/One Way Vision Pasting			



25	Large LED digital Screens for outdoor display inclusive of installation and operation, inclusive of operator (all inclusive). Please quote as per available size with you.			
26	Medium LED digital Screens for indoor display inclusive of installation and operation, inclusive of operator (all inclusive). Please code as per available size with you.			
27	Black out Media Print Star			
28	Mat finish white Media print Star			
29	Vinyl Digital printing 8mm sunboard on pesting with lamination and cut out			
30	MDF 16 mm cut out			
31	Back light Media Print Star			
32	Sineages			

**Schedule 2. Supply of Standy**

1	Normal Standy 2.5' 6'			
2	Normal Standy 3' 6'			
3	3 Mcrome Standy 2.5' 6'			
4	3 Mcrome Standy 3' 6'			
5	Double Sided Standy 3' 6'			

**Schedule 3. District wise Rate (Designing, Printing, Framing & Installation of Flex.**

Sl. No.	Name of District	Item	Size	Rate (Per Sq.ft) ( In Figure)	Rate (Per Sq.ft) ( in Words)
1	Patna	(i) Cost of wooden frame with installation (per sq.ft.) of above items			
		(ii) Cost of Iron frame with installation (per sq.ft.) of above items			
2	Outside Patna	(i) Cost of wooden frame with installation (per sq.ft.) of above items			
		(ii) Cost of Iron frame with installation (per sq.ft.) of above items			

**Note:- GST as applicable will be paid extra.**

Note:- In case of discrepancies between rate in figure and in words, if any, then the rate in words prevail and this will be binding on the bidders.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature : \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

**(Affidavit on a non-judicial stamp paper of Rs. 1000/- by Authorized Representative of the Agency  
with his/her dated signature and Agency seal)**

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**AFFIDAVIT**

1. I/We do hereby certify that all the statements made in our proposal in response to the RFQ Name  
----- and in  
the required attachments are true , correct and complete. I/we, am/are well aware of the fact that  
furnishing of nay false information/fabricated document would lead to rejection of my proposal at  
any state besides liabilities towards prosecution under appropriate law.
2. I/We, on behalf of ..... (Name of the Agency)  
with its registered office at .....  
do hereby declare that the above-mentioned agency is not under a declaration of ineligibility for  
corrupt and fraudulent practices or for any other reason, whatsoever and has not been  
blacklisted/debarred by the Government of India or any of its agencies, including public  
enterprises and or by any State Government or any of its agencies.
3. I/We on behalf of .....Name of the Agency)  
do hereby affirm and undertake that we have carefully read and understood the whole RFQ  
document vide Reference No.....
4. I/We do not have any conflict of interest which materially affects the fair competition and is  
disadvantageous to other applicants. We undertake to observe the laws against fraud and  
corruption, including bribery, in force in India.

For and on behalf of (Agency name):

Signature :

Name :

Designation:

Date :

(Stamp/Seal)



Note:- In case of discrepancies between rate in figure and in words, if any, then the rate in words prevail and this will be binding on the bidders.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature : \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

**(Affidavit on a non-judicial stamp paper of Rs. 1000/- by Authorized Representative of the Agency with his/her dated signature and Agency seal)**

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**AFFIDAVIT**

1. I/We do hereby certify that all the statements made in our proposal in response to the RFQ Name - ..... and in the required attachments are true , correct and complete. I/we, am/are well aware of the fact that furnishing of nay false information/fabricated document would lead to rejection of my proposal at any state besides liabilities towards prosecution under appropriate law.
2. I/We, on behalf of ..... (Name of the Agency), with its registered office at ..... do hereby declare that the above-mentioned agency is not under a declaration of ineligibility for corrupt and fraudulent practices or for any other reason, whatsoever and has not been blacklisted/debarred by the Government of India or any of its agencies, including public enterprises and or by any State Government or any of its agencies.
3. I/We on behalf of .....Name of the Agency), do hereby affirm and undertake that we have carefully read and understood the whole RFQ document vide Reference No.....
4. I/We do not have any conflict of interest which materially affects the fair competition and is disadvantageous to other applicants. We undertake to observe the laws against fraud and corruption, including bribery, in force in India.

For and on behalf of (Agency name):

Signature :

Name :

Designation:

Date :

(Stamp/Seal)