

BIHAR GOVERNMENT
BIHAR STATE DISASTER MANAGEMENT AUTHORITY
(DISASTER MANAGEMENT DEPARTMENT)
2nd Floor, Pant Bhawan, Patna - 800001
Phone No. - 0612-2522082. Fax NO.- 0612-2522311
(Website - www.bsdma.org)

Notice Inviting Request for Quotation (RFQ) for rate contract for Empanelment of Printer /Designer 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 **Printing and designing of DRR Table & Wall Calendars, Designing and Printing of IEC materials, designing and Printing of BSDMA magazine and other designing & printing works for the Financial Year 2019-20 and 2020-21.**

The detail programme of tender process is as under -

Pre- Bid Meeting in Conference Hall	-	11.01.2019 Time 03.00 PM
Receipt of Bids	-	30.01.2019 Time 05.00 PM
Bid Opening in Conference Hall	-	31.01.2019 Time 02.00 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 for Bihar State Disaster Management Authority" along with Tender Name of the agencies with contact no./ email id, containing following two sealed non-transparent envelopes-

- 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.

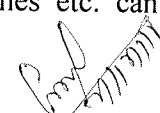
Incomplete response or those received after the specified time and date or not fulfilling the specified requirement shall not be considered. The Proposals will be opened on **31 January 2019 Time 02.00 PM** in front of the Tender Committee and the authorized representative of the agencies who wish to be present, in the office of the BSDMA.

Earnest Money Deposit (EMD) Non-interest bearing EMD of Rs. 20,000/- (Rs. Twenty Thousand Only) in the form of a Demand Draft drawn form a Scheduled Bank/Nationalized Bank of Indian in favour of "**Bihar State Disaster Management Authority**" payable at **Patna** must be enclosed in Technical Bid.

Financial Bid of only those bidders who have qualified the technical eligibility criteria will be opened on a date and time duly communicated to them.

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.

Details regarding eligibility criteria, Term & Conditions, payments guidelines etc. can be seen the "Tender Section" of the website: <http://www.bsdma.org>.


(Sanwar Bharti)
Secretary,
BSDMA

“TECHNICAL BID”

Terms and Conditions :

1. Earnest Money Deposit (EMD)

Along with the Technical Bid (Envelope-I), the bidder shall have to submit an refundable Earnest Money Deposit (EMD) of Rs. 20,000/- (Rs. Twenty 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. 50,000/- (Fifty Thousand only) in the in the form of a Demand Draft drawn form a Schedule Bank/Nationalized Bank in favor of “Bihar State Disaster Management Authority” payable at Patna failing which the EMD shall be forfeited. The EMD of successful bidder may be adjusted into the Performance Guarantee and the DD of balance Rs. 30,000/- has to be submitted as performance guarantee. The Performance Guarantee will be released after two month from the date of end of contract. The amount of PG will be Rs. 50,000/- 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.

5. Eligibility and Technical Evaluation :

Relevant documents/proof shall be submitted with the eligibility.

5.1 The interested bidder should possess the minimum technical evaluation with modern printing facility in pre-press, press and post press of printing press. Self attested list of machines installed in the Press in Bihar is required to be submitted with the bid. The machines shall be physically inspected by BSDMA authority in case of successful bidder.

I. Pre-Press –

- i. Computer set and graphic designer.
- ii. CTC Colour proofing and professional proof reader.
- iii. Plate making machine.

II. Post - Press –

- i. 4 Colour Sheet offset machine.
- ii. 2 Colour Sheet offset machine.

- iii. Packaging for Cartoon/Package, Labeling and strapping facility.
- iv. Perfect binding machine 5 clamp.
- 5.2 Successful bidder should have Sufficient Storage Capacity.
- 5.3 Requisite qualification for designer of the bidder Firm/Agencies should be as under
 - a. Designer should be well acquainted with Hindi, English Language and its typing. The designer should possess the Degree/Diploma in design.
 - b. Designer should be expert in drawing, Sketching, Cartooning and Coloring and working with designing software such as CorelDraw, Photoshop, Indesign and Quark Express with a minimum of 02 yrs work experience.
 - c. Designer should have knowledge of Graphics.

5.4

- a. The printer should have its own office and printing facility at Patna. Documents required is Registration Certificate under Shop and Establishment Act.
- b. The printer should be in business from last two years. Documents required is Valid Proof/Registration documents.
- c. The printer should be Registered with Commercial Tax department. Documents required is GST Registration No.
- d. The printer should be Average Annual Turnover of Rs. 20 Lac (Twenty Lac) over the last two financial years **2016-17 and 2017-18**. Documents required is Audited Balance-sheet, Profit & Loss Account or a CA Certificate.
- e. The printer should be Registered with Income Tax Department. Documents required is PAN Card
- f. The printer should be Not blacklisted by Central or State Government or any of their departments or by any Public Sector Undertaking (PSUs). Documents required is Affidavit before notary (Annexure-1).
- g. The printer should be Prior Experiences of drawing, Sketching, Cartooning and coloring etc. for Government/Semi Government Departments. Documents required is At least three Experience Certificate/ work order.
- h. The printer should be EMD of Rs. 20,000/- (Twenty Thousand) in favour of "Bihar State Disaster Management Authority" payable at Patna. Documents required is Demand Draft drawn from a scheduled bank of India.

Note: The Financial Bid of only those bidders will be opened, who will pass the above "Minimum Eligibility Criteria" under Technical Evaluation.

5.5 Conditional tender shall not be considered.

- 6. Bid Price and Evaluation of Financial Bid and Letter of Award (LOA):
 - 6.1 Quoted price shall be exclusive of GST.
 - 6.2 No request relating to advance payment of the ordered materials will be entertained.
 - 6.3 The price should be quoted in Indian Rupees only.
 - 6.4 Taxes will be deducted at source as applicable.
 - 6.5 The bidder can quote for one or more or all of the item as mentioned under Financial Bid. L-1 bidder will be evaluated separately for each of the item and will be so selected.
 - 6.6 BSDMA will issue Letter of Award (LOA) to the successful bidder/s.
 - 6.7 Work orders will be issued upon requirement only. Section of bidder/s under the RFQ or Issuance of LOA will not guarantee issuance of work order/s and BSDMA will not assume any liability or cost towards it.

- 6.8 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.
- 6.9 The rate quote shall be valid for one year from the date of issuing of LOA. However, it may be extended further depending upon performance and with mutual consent.
- 6.10 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. In some cases BSDMA may also charge penalty up to a maximum of 15% 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. The decision of Secretary , BSDMA will be final and conclusive in this regard.
- 6.11 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.


(Sanwar Bharti)
Secretary,
BSDMA

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

S.No.	Items	Specifications	Expected Quantity	Rate to be Quoted Per Unit or Per Page as mentioned below	Designing and Printing rate in INR (Inclusive of all taxes) (In figure)	Designing and Printing rate in INR (Inclusive of all taxes) (In Words)
1	Pocket Book inclusive of designing	Size-4.25" X 5.5" Cover & Text Paper- 130 GSM Mat art paper Printing- four colour both side, Lamination- one side on cover mat finished, Fabrication- Section sewing with perfect glue paste binding/centre stitch.				
		No. of Text Page -04 to 16 (Including Cover page)	500-1000	Per Page		
		No. of Text Page -17 to 32 (Including Cover page)	500-1000	Per Page		
1001 & above	Per Page					
2	Posters inclusive of designing	Size-18" x 23", Paper – 80 GSM Maplitho, multi colour, One side printing	Less than 5,000	Per Page		
			5,001 – 20,000			
			20,001 & above			
		Size-18" x 23", Paper – 120 GSM Maplitho, multi colour, One side printing	Less than 5,000	Per Poster		
			5,001 – 20,000			
			20,001 & above			
3	Certificates inclusive of designing	Size 11"x8.5", Multi colour - Single/both side printing with lamination, Ivory board 300 GSM.	1-500	Per Item		
			501-2,000			
			2001 & above			
4	Adhesive Poster	Size : 18" x 23", Printing : Multi colour, One side, Paper : 130 GSM Chromo Art Paper, 3"x1" inch adhesive tapes at corners.	Less than 5000	Per Poster		
			5001 - 20000			
			20001 & above			
5	Booklet/ Guidelines - 1 inclusive of designing	Size-7.25"x9.25", No. of Pages : 4 to16, Cover Paper- 300 GSM Mat art board, Cover Printing- Four colour both sides, Text Paper- 130 GSM Mat art paper, Text Printing- Both side four colour, Lamination- one side on cover mat finished, Central Stching - section sewing with perfect glue paste binding.	Less than 1,000	Per Page		
			1001-5,000			
			5001 & above			

6	Booklet/ Guidelines - 2 inclusive of designing	Size-7.25"x9.25", No. of Pages : 17 to 32, Cover Paper- 300 GSM Mat art board, Cover Printing- Four colour both sides, Text Paper- 130 GSM Mat art paper, Text Printing- Both side four colour, Lamination- one side on cover mat finished, Central Sticking - section sewing with perfect glue paste binding.	Less than 1,000	Per Page			
			1001-5,000				
			5001 & above				
7	Booklet/ Guidelines - 3 inclusive of designing	Size-7.25"x9.25", No. of Pages : 33 to 64 Cover Paper- 300 GSM Mat art board, Cover Printing- Four colour both sides, Text Paper- 130 GSM Mat art paper, Text Printing- Both side four colour, Lamination- one side on cover mat finished, Fabrication- section sewing with perfect glue paste binding.	Less than 500	Per Page			
			501-1,000				
			1001-5,000				
			5001-10,000				
			10,001 & above				
		Size-7.25"x9.25", No. of Pages : 65 to 128 Cover Paper- 300 GSM Mat art board, Cover Printing- Four colour both sides, Text Paper- 130 GSM Mat art paper, Text Printing- Both side four colour, Lamination- one side on cover mat finished, Fabrication- section sewing with perfect glue paste binding.	Less than 500	Per Page	501-1,000		
					1001-5,000		
					5001-10,000		
					10,001 & above		
		Size-7.25"x9.25", No. of Pages : 129 to 192 Cover Paper- 300 GSM Mat art board, Cover Printing- Four colour both sides, Text Paper- 130 GSM Mat art paper, Text Printing- Both side four colour, Lamination- one side on cover mat finished, Fabrication- section sewing with perfect glue paste binding.	Less than 500	Per Page	501-1,000		
					1001-5,000		
					5001-10,000		
					10,001 & above		
		Size-7.25"x9.25", No. of Pages : 193 to 256 Cover Paper- 300 GSM Mat art board, Cover Printing- Four colour both sides, Text Paper- 130 GSM Mat art paper, Text Printing- Both side four colour, Lamination- one side on cover mat finished, Fabrication- section sewing with perfect glue paste binding.	Less than 500	Per Page	501-1,000		
1001-5,000							
5001-10,000							
10,001 & above							

8	Diary inclusive of designing	Size 7.25"x9. 5", Pages: approx 440 on 70 GSM maplitho single/double color printing, Color Insertion Text: No. of pages approx 16, Four colour on 130 GSM Art Paper, Cover Paper – Four color cover printed on 170 GSM Art Board & pasted on 28 Oz. Mill Board with Matt Lamination, Section sewing with perfect binding & cover will be Hard Case Bounded.	Less than 500	Per Page		
			501 & above	Per Page		
9	Pad inclusive of designing	Size 6"x 8.5", Pages: 1-20 on 70 GSM maplitho single/double color printing, Color Insertion Text: No. of pages approx 100 panna, Four colour on 130 GSM Art Paper, Cover Paper BSDMA – Four color cover printed on 170 GSM Art Board & pasted on 28 Oz. Mill Board with Matt Lamination, Section sewing with perfect binding & cover will be Hard Case Bounded.	Less than 500	Per Page		
			501 & above	Per Page		
		Size 6"x 8.5", Spiral Binding Pages: 1-100 on 70 GSM maplitho single/double color printing, Color Insertion Text: No. of pages approx 200 panna, Four colour on 130 GSM Art Paper, Cover Paper BSDMA – Four color cover printed on 170 GSM Art Board & pasted on 28 Oz. Mill Board with Matt Lamination, Section sewing with perfect binding & cover will be Hard Case Bounded.	Less than 500	Per Page		
			501 & above	Per Page		
10	Aapda Ludo inclusive of designing with Goti	Size 11" x 15.5", Both side 4 color printing, 250 GSM Art paper/base size	Less than 500	Per Page		
			501 & above	Per Page		
11	Book Mark inclusive of designing	Size 8 1/2" x 2 1/4", Both side 4 color printing, 250 GSM Art paper/base size	Less than 500	Per Page		
			501 & above	Per Page		
12	Envelope inclusive of designing with Printed BSDMA Logo	Size 11"x14"	Less than 500	Per Page		
			501 & above	Per Page		
		Size 10.5"x5"	Less than 500	Per Page		
			501 & above	Per Page		
		Size 10"x8"	Less than 500	Per Page		
			501 & above	Per Page		

13	Flip Folder inclusive of designing (with Pocket)	Size 10"x14"	Less than 500	Per Page		
			501 & above	Per Page		
14.	Table Calendar inclusive of designing	Size 14" x 19", No. of Leaves - 13, Both side 4 color printing, 250 GSM Art paper/base size 11x7	1-1,000	Per Leave		
			1001-5,000	Per Leave		
			5001-10,000	Per Leave		
			10001-20,000	Per Leave		
			20,001 & above	Per Leave		
15.	Wall Calendar	Size 18" x 23", No. of Leaves -6, Both side 4 color printing, 130 GSM Art paper, good quality Tin mounting on top side with thread hanger/ Spiral Binding with hanging rod on top side.	1-1,000	Per Leave		
			1001-5,000	Per Leave		
			5001-10,000	Per Leave		
			10001-20,000	Per Leave		
			20,001 & above	Per Leave		
16.	Stickers inclusive of designing	Size - 11"x8.5", Multi colour, Avery dennison 75 GSM gumming sheet with 60 GSM release paper.	1-2,000	Per Sticker		
			2,001 & above	Per Sticker		
		Size - 11"x17", Multi colour, Avery dennison 75 GSM gumming sheet with 60 GSM release paper.	1-2,000	Per Sticker		
			2,001 & above	Per Sticker		
17.	Pamphlets inclusive of designing	Size – 8.5" x 11", 90 gsm Maplitho Paper, Single/both side printing.				
			Single Color printing	1-3000	Per Item	
		Four Color printing	1-50,000	Per Item		
			50,001-1,00,000	Per Item		
			1,00,001-5,00,000	Per Item		
			5,00,001 & above	Per Item		
18	Different types of Books/Magazine/ inclusive of designing	Size-8.5" X 11" Cover Paper- 300 GSM Mat art board, Cover Printing- four colour both sides, Text Paper- 130 GSM Mat art paper, Text Printing- Both side four colour, Lamination- One side on cover mat finished, Fabrication- Spiral binding/Centre stitch				
		No. of Text Page -4 to 40 (Including Cover page)	Less than			

8	Diary inclusive of designing	Size 7.25"x9. 5", Pages: approx 440 on 70 GSM maplitho single/double color printing, Color Insertion Text: No. of pages approx 16, Four colour on 130 GSM Art Paper, Cover Paper – Four color cover printed on 170 GSM Art Board & pasted on 28 Oz. Mill Board with Matt Lamination, Section sewing with perfect binding & cover will be Hard Case Bounded.	Less than 500	Per Page		
			501 & above	Per Page		
9	Pad inclusive of designing	Size 6"x 8.5", Pages: 1-20 on 70 GSM maplitho single/double color printing, Color Insertion Text: No. of pages approx 100 panna, Four colour on 130 GSM Art Paper, Cover Paper BSDMA – Four color cover printed on 170 GSM Art Board & pasted on 28 Oz. Mill Board with Matt Lamination, Section sewing with perfect binding & cover will be Hard Case Bounded.	Less than 500	Per Page		
			501 & above	Per Page		
		Size 6"x 8.5", Spiral Binding Pages: 1-100 on 70 GSM maplitho single/double color printing, Color Insertion Text: No. of pages approx 200 panna, Four colour on 130 GSM Art Paper, Cover Paper BSDMA – Four color cover printed on 170 GSM Art Board & pasted on 28 Oz. Mill Board with Matt Lamination, Section sewing with perfect binding & cover will be Hard Case Bounded.	Less than 500	Per Page		
			501 & above	Per Page		
10	Aapda Ludo inclusive of designing with Goti	Size 11" x 15.5", Both side 4 color printing, 250 GSM Art paper/base size	Less than 500	Per Page		
			501 & above	Per Page		
11	Book Mark inclusive of designing	Size 8 1/2" x 2 1/4", Both side 4 color printing, 250 GSM Art paper/base size	Less than 500	Per Page		
			501 & above	Per Page		
12	Envelope inclusive of designing with Printed BSDMA Logo	Size 11"x14"	Less than 500	Per Page		
			501 & above	Per Page		
		Size 10.5"x5"	Less than 500	Per Page		
			501 & above	Per Page		
		Size 10"x8"	Less than 500	Per Page		
			501 & above	Per Page		

			3,000 books			
			3,001-10,000			
			10,001 & above			
		No. of Text Page 41 to 80 (Including Cover page)	Less than 3,000 books			
			3,001-10,000			
			10,001 & above			
		No. of Text Page 81 to 120 (Including Cover page)	Less than 3,000 books			
			3,001-10,000			
			10,001 & above			
		No. of Text Page -121 to 160 (Including Cover page)	Less than 3,000 books			
			3,001-10,000			
			10,001 & above			
		No. of Text Page -161 to 200 (Including Cover page)	Less than 3,000 books			
			3,001-10,000			
			10,001 & above			
		No. of Text Page -201 to 250 (Including Cover page)	Less than 3,000 books			
			3,001-10,000			
			10,001 & above			

Rate quoted shall be exclusive of GST.

Note:- In case of discrepancies between rate in figure and in words, if any, then the rate in words will 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)

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 any 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)