

SECTION I

REQUEST FOR PROPOSAL

- I. Secretary, Bihar State Disaster Management Authority, Patna invites RFP (Two Bid System) on behalf of Bihar State Disaster Management Authority (BSDMA) from an Indian Registered Company under Companies Act 1956 or 2013/Proprietorship or Partnership Firm Located in Bihar for 'Design, Preparation, Printing & Supply of Books for (a) मुख्यमंत्री विद्यालय सुरक्षा कार्यक्रम : शिक्षकों के लिए हस्त-पुस्तिका / Handbook for Teachers : Chief Minister School Safety Programme और (b) मुख्यमंत्री विद्यालय सुरक्षा कार्यक्रम : बाल प्रेरकों के प्रयोग हेतु हस्त-पुस्तिका / Handbook for Child motivators : Chief Minister School Safety Programme to Govt. Schools of Bihar in all 38 districts..
- II. Above mentioned books have to be supplied to all 38 district headquarters of Bihar after Design, preparation & printing.

III. Details of Work :

Sl.	Name of work	Quantity (No. of books)	EMD (Rs. in lakh)	Period of work
1.	1. मुख्यमंत्री विद्यालय सुरक्षा कार्यक्रम : शिक्षकों के लिए हस्त-पुस्तिका/Handbook for Teachers : Chief Minister School Safety Programme & 2. मुख्यमंत्री विद्यालय सुरक्षा कार्यक्रम : बाल प्रेरकों के प्रयोग हेतु हस्त-पुस्तिका/Handbook for Child motivators : Chief Minister School Safety Programme	1,00,000 (One lakh) each	4.00 (Four Lakh Only)	45 days

IV Schedule of Events:

Sl. No.	Event Descriptions	Timeline
1.	Date of Issue of Advertisement	06.02.2024
2.	Date & time of Purchase of RFP	22.02.2024 up to 16.00 Hrs from the O/o BSDMA, Patna Payment Mode Via Demand Draft in Name of Secretary, Bihar State Disaster Management Authority, Patna
3.	Last date & time for submission of Bid	23.02.2024 by 15.00 Hrs to "The Secretary, Secretary, Bihar State Disaster Management Authority, Sardar Patel Bhawan, Baily Road Patna."
4.	Pre Bid Meeting	15.02.2024 at 15:00 Hrs at Bihar State Disaster Management Authority, Sardar Patel Bhawan, Baily Road Patna
5.	Time, Date of opening of Technical Bid	28.02.2024 by 15:00 Hrs in O/o Secretary, Secretary, Bihar State Disaster Management Authority, Sardar Patel Bhawan, Baily Road Patna."
6.	Time, Date of opening of Financial Bid	To be announced later after Evaluation of Technical Bid

Note – (i) Interested bidders may obtain further information about this Notice Inviting RFP from the office of the Secretary, Secretary, Bihar State Disaster Management Authority, Sardar Patel Bhawan, Neharu Path, Patna.

- V. All the disputes related to the bid will be subject to Patna jurisdiction only. Interested & eligible Bidders may obtain further information from office of the Secretary, Secretary, Bihar State Disaster Management Authority, Sardar Patel Bhawan, Neharu Path, Patna.
- VI. The technical and financial bids must be submitted in Two Bid System before the date and time specified in the NIT. The BSDMA doesn't take any responsibility for the delay."
- VII. **The EMD of Rs 04 lakh (Rupees Four Lakh only)** should be deposited original copy of Demand Draft issued from a scheduled bank in favour of Secretary, BSDMA before the scheduled time as indicated above, failing which the tenders will be treated as cancelled and would be summarily rejected. **However, Micro & Small Scale industries/Enterprises are exempted from submission of EMD.**
- VII. BSDMA reserves the right to increase or decrease the quantity to be printed or accept or reject any or all bids or change the terms and conditions of Notice inviting RFP or cancel the Notice inviting RFP without assigning any reasons thereof at any stage and time.
- VIII. For detailed information and downloading the documents, the interest bidders may visit the website : www.bsdma.org
- IX. Performance Security of Rs 11 (Eleven) Lakh will be deposited within ten days after receiving of work order for one year or till disposal of work in favour of Secretary, Bihar State Disaster Management Authority, Patna.
- X. No interest will be paid for EMD & Performance Security deposit.
- XI. Tender published vide PR.No. 013762 (Disaster) 2023-24 may please be treated as cancelled.

Special conditions :-

1. Consortium/joint venture of any kind shall not be acceptable for this tender. Any deviation would lead to disqualification or termination of contract.
2. In case of a private limited company, the Managing Director or any other person having designated authority to authorize a specific individual, has to authorize a specific individual through an authority letter.
3. Bids cannot be submitted after due date and time. The Bidder should ensure correctness of the bid prior to submitted. The bids cannot be opened before the due date and time of opening.


Secretary
Bihar State Disaster Management Authority

**SECTION II
INSTRUCTIONS TO BIDDER (ITB)**

1. About Work

The proposal is that the selected bidder will have to Design, Prepare, Print and Supply the Books namely (a) मुख्यमंत्री विद्यालय सुरक्षा कार्यक्रम : शिक्षकों के लिए हस्त-पुस्तिका / Handbook for Teachers : Chief Minister School Safety Programme और (b) मुख्यमंत्री विद्यालय सुरक्षा कार्यक्रम : बाल प्रेरकों के प्रयोग हेतु हस्त-पुस्तिका / Handbook for Child motivators : Chief Minister School Safety Programme and deliver them in all 38 districts of Bihar. The supply as required by the Bihar State Disaster Management Authority (BSDMA), Patna and specified in this tender document shall be carried out by the Agency and BSDMA shall release payments against the supply and terms of payment as prescribed in the later section of bid document. The bidder will be responsible for smooth delivery of all Hand books at respective district headquarters.

2. Pre Qualification Criteria

Sl. No.	Requirements	Documents to be attached
A1	<p>The Bidder should be an established entity under Companies Act, 1956/2013, or Partnership Act 1932, or Indian Societies Registration Act 1860 or Indian Trust Act 1882, or Limited Liability Partnership Act 2008 or a Proprietorship firm and should be at least 05 years old entity in the field of Printing.</p> <p>Note: Consortium/sublet of any kind shall not be acceptable for this project. Any deviation would lead to initial disqualification in bid and later, termination of contract in case of fraud.</p>	<p>For Company Act - Copy of the Certificate of Incorporation issued by the Registrar of Companies (RoC) under companies act 1956/2013 along with copies of Memorandum of Association (MoA) and Articles of Association (AoA)</p> <p>For Partnership Firm - Copy of the Registration Certificate issued under Partnership Act 1932, along with Partnership deed.</p> <p>For Limited Liability Partnership (LLP) Firm - Copy of the Certificate of Incorporation issued by the Registrar of Firms under Limited Liability Partnership Act 2008.</p> <p>For Society/Trust – Copy of Certificate of registration under Societies Registration Act 1860 or Indian Trusts Act 1882</p> <p>For Proprietorship firm – A proprietorship firm shall provide Proof of proprietorship of a Printing Press i.e; MSME Certificate or Firm Registration Certificate/License.</p>
A 2	<p>The bidder must have an Average Annual turnover of 04 (Four) Crores in financial years 2017-18 to 2022-23.</p>	<p>Certificate issued by Chartered Accountant/Company Secretary.</p>

A3	The net worth of the bidder in any of the three financial years during last five FYs. 2018-19 to 2022-23 as published and audited balance sheets should be provided.	Copy of Balance Sheet and CA Certificate for net worth and Relevant year income tax return and PAN card
A4	The Bidder should have not been blacklisted for fraudulent practices by any Central Government/State Government/UT/Government Undertakings PSUs or any other body in India as on the date of bid submission.	Notarised Affidavit/Undertaking should be attached.
A5	The Bidder should have the following Certifications: <ul style="list-style-type: none"> - ISO 9001:2015 or higher Certification - GST Registration Certificate - Annual return of GST filed for FY 2022-23. - Monthly GST return 3B for either of the month of September 2023; or 1st Qtr FY 2023-24 only. - Bidder should attached details of Printing machine with bills/Vouchers/Photographs. 	Copy of Valid relevant Certificates

NOTE:

- (a) Purchase order (P.O) submitted for Pre Qualification and Technical Evaluation should be in the name of bidder only. Consortium Purchase orders will not be considered.
- (b) All the above eligibility documents must be provided for further evaluation. Non Compliance to above documents will lead to the disqualification for the bid.


Secretary
Bihar State Disaster Management Authority

SECTION – III

DESCRIPTION AND SCOPE OF THE CONTRACT

1. Books on (a) मुख्यमंत्री विद्यालय सुरक्षा कार्यक्रम : शिक्षकों के लिए हस्त-पुस्तिका / Handbook for Teachers : Chief Minister School Safety Programme और (b) मुख्यमंत्री विद्यालय सुरक्षा कार्यक्रम : बाल प्रेरकों के प्रयोग हेतु हस्त-पुस्तिका / Handbook for Child motivators : Chief Minister School Safety Programme |

- The bidder should print and supply of the books up to district level.
- The Bidder shall ensure the safe delivery of the materials at the destination points in each district headquarter. Any transit insurance, labour, road permits etc., if required for the same, shall be arranged by the Bidder at no extra cost to Client Department (BSDMA).
- The solution should have ensure the specifications as mentioned in an RFP.
- The Bidder must ensure that the material supplied and delivered by them to each district are in good condition. Each material shall be packed in a non-hazardous packing of appropriate size. If any defect is found pursuant to the post-supply test in respect of the supplied quantity of the handbook, the Bidder shall replace the rejected material for the particular district with the new ones as per the instructions of Purchaser.

2. Technical Specifications

(a) Book 1 & 2

SI No	Description	Specifications
1.	Size	8.5"x11"
2	Page	Book 1 : 131-140 pages and Book 2 : 70 - 80 pages
2.	Text paper	130 GSM Art Paper for Text and
3.	Printing	Complete Book Text & Cover in 4 colours.
4.	Cover Paper	250 GSM Art Board with Thermal Lamination
5.	Binding	Hot Glue Perfect Binding
6.	Packaging	Packaging - 50 book each bundle.

(b) Paper Specification

Sl.	Specifications	Text paper 130 GSM Art Paper	Cover Paper 250 GSM Art Board
1	Paper Grammage	130 GSM	250 GSM
2	Tensile Index Nm/g(Min.)	–	–
3	Brightness percent (Min.)	82	82
4	Opacity percent (Min.)	80	80
5	1 minute Cobb test (Max.) Average	25	25
6	Double Fold (Min.)	CD – 10 MD – 15	CD – 10 MD – 15
7	Wax Pick	Min. 8A	Min. 8A
8	Smoothness (Bendtsen) ml/mm (Max.)	75	75
9	Tear Index mN. m2/g (Min.)	CD-4.0 MD-3.5	CD-4.0 MD-3.5
10	Gloss Percent (Min.)		45 9Glazed side only)

5. Delivery


- i. The Bidder must supply as per the paper sample submitted during technical bid.
- ii. Bidder must supply all required materials as per the work order.
- iii. However, quantity of the materials may increase or decrease up to 20%. The BSDMA reserves the full right as far as quantity of material is concerned. Final Quantity will be given at the time of Work Order.
- iv. Delivery at the destination points should be strictly made within 45 days from the date of approval of the final production sample positively. The delivery of book has to be done in phased manner.
- v. Time is the essence of the contract. The time period has to be strictly followed by the bidder at any cost. No negligence should be shown on the ground of delay at any cost.

Delivery timelines are tentative. Penalty shall be applicable after the total delivery period only.

The Project Timeline and delivery schedule are mentioned as below:-

Sl. no.	Timeline	Activities/Responsibilities of Printer
1	20 th day from date of approval of the final production sample	20% Supply of handbook upto concerned District HQ.
2	30 th day from date of approval of the final production sample	50% Supply of handbook upto concerned District HQ.
3	45 th day from date of approval of the final production sample	100% Supply of handbook upto concerned District HQ.

Note : The supplier should strictly adhere to the time schedule specified above as it is a time bound requirement. In the event of delay/ non supply as per requirement, Secretary, **BSDMA** reserves the right to terminate the contract at any time without assigning any reasons thereof and the supplier cannot claim any compensation in this respect.


Secretary
Bihar State Disaster Management Authority

SECTION – IV

TERMS AND CONDITIONS OF CONTRACT

1. The time specified for supplying of Books is 45 days from date of the proof approval.
2. The bidder shall get approval by BSDMA on sample of Book before final procurement, printing and supply.
3. Delivery period may get extended in case of any natural calamities
4. **PENALTY:**

A. **PENALTY FOR DELAY IN DELIVERY**

Timely distribution/availability of above book is mandatory. Penalty would be imposed for delayed supply. In case of extension in the delivery period with Liquidated Damages, the recovery shall be made on the basis of following percentage of value of total work order which the bidder has been awarded.

(i) Delay up to two weeks from the prescribed delivery period of 45 days.	NIL
(ii) Delay from 15 to 30 days of the prescribed delivery period.	@ 0.25% per day of total contract value
(iii) Delay from 31 days onwards	@ 0.5% per day or maximum 5% of total contract value

- On just and sufficient reason, the Secretary, BSDMA may either waive or reduce the above penalties and also extend the delivery period.

B. **PENALTY FOR QUALITY DEVIATIONS (NEGATIVE) BEYOND TOLERANCE LIMITS:**

Penalty for deviation in the quality of Text Paper. Paper tolerance shall be as per BIS norms. Any deviation beyond BIS tolerance in every parameter of specification shall attract 1% penalty to contract value per parameter deviation to maximum of 3% of contract value. Further deviation shall attract stock reversal, blockage of payment and debar action.

5. **Settlement of Disputes:**

- a) In case of disputes of difference arising between the copyright holder (BSDMA) and the publisher relating to any matter arising out of or connected with this agreement or contract, such disputes or difference shall be first resolved through mutual consent. However, if the dispute still persists to remain unsolved then it will be entertained, heard and finalized as per the provision of the arbitration and conciliation act, 1996 in the Court of Patna.
 - b) The decision of the arbitrator shall be final and binding upon both the parties.
6. Conditional tender will not be accepted.

7. The Bihar State Disaster Management Authority reserves the right to reject the tender partially or fully without assigning any reason thereof.

8. TERMINATION OF AGREEMENT

If the services are not found satisfactory or fails to satisfy any terms and conditions the Secretary, Bihar State Disaster Management Authority (BSDMA) reserves the full right to terminate the agreement signed. In such case **BSDMA** will not be liable for any financial liability.

9. GENERAL :

The Bidder has to submit an undertaking in the prescribed format in the bid that he accepts all the technical and commercial conditions of the bidding and shall abide by the same fully.


Secretary
Bihar State Disaster Management Authority

TABLE – I

PERFORMANCE SECURITY FORM

(Bank Guarantee to be furnished on Rs. 1000 stamp paper)

To,

Secretary,

BSDMA

Sir,

WHEREAS (Name of Bidder) hereinafter called "the Bidder" has undertaken in pursuance of Contract No. Dated..... /..... / 2023 to Procure/Prepare, Print and Supply of handbooks in all 38 districts of Bihar for Govt. schools, hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Bidder shall furnish you with a Bank Guarantee by a scheduled commercial Bank for the sum specified therein as security for compliance with the Bidders performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Bidder a Guarantee:

THEREFORE, WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Bidder, up to a total of..... (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Bidder to be in default under the Contract and without cavil or argument, any sum or sums within the limit of (Amount of Guarantee) as aforesaid, without your needing to prove or show grounds or reasons for your demand for the sum specified therein. This guarantee is valid until the day of

Signature and Seal of Guarantors/Bank

Address

Place:

Signature & Seal of the Bidder

Date:

Name of the Firm

TABLE – II

STATEMENT OF PAST PERFORMANCE

(Performa for a period of five financial years from 2018-19 To 2022-23 must be submitted)

To,
Secretary,
BSDMA

Sir,

We M/S (Name of the Bidder) herein after called "the Bidder" have executed following works related to Supply of Books or similar item during last five Financial Years, ending on 31/03/03: -

Organization of Department for which the services were provided	Contract No., Date and Period	Description of the Contract (Nature of Work Accomplished)	Value of Contract	Period of Performance of Contract	Remarks indicating reasons for non-performance or delay, if any	Has the work entrusted completed satisfactorily (Attach certificate from an officer who entrusted the work)
1	2	3	4	5	6	7

Place:

Signature & Seal of the Bidder

Date:

Name of the Firm

TABLE – III

CHECK LIST OF DOCUMENTS TO BE SUBMITTED IN TECHNICAL BID FOR ELIGIBILITY

Sl. No.	Description	Whether Document is attached	Page No From and To
1.	Performance Security Form Table – I	YES/NO	
2.	Statement of Past Performance as per Table – II	YES/NO	
3.	Certificate of Incorporation/Partnership deed or as applicable	YES/NO	
4.	The bidder must have an Average Turnover of 04 (Four) Crores in FYs. 2017 - 18 to 2022 - 23	YES/NO	
5.	The net worth of bidder in five financial years (2018 - 19 to 2022 - 23) should be provided	YES/NO	
6.	The bidder should have not been blacklisted in India as on the date of bid submission	YES/NO	
7.	ISO 9001:2015 or higher Certification	YES/NO	
8.	GST Registration Certificate	YES/NO	
9.	Annual return of GST filed for FY 2022-23	YES/NO	
10.	Monthly GST return 3B for either of the month of Sept 2023 or 1 st Qtr FY 2023-24 only.	YES/NO	

Place :

Date :

Signature & Seal of the Bidder

Name of the Firm

PRICE SCHEDULE

FINANCIAL BID

Tender Inviting Authority: BIHAR STATE DISASTER MANAGEMENT AUTHORITY, PATNA	
Name of Work: PRINTING & SUPPLY OF books.....	
NIT NO:	
Bidder Name:	
PRICE SCHEDULE	
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)	

Sl.	Item Description	Quantity	Unit	Rate per page In Rs	GST	Rate Including GST
1	2	3	4	5	6	5+6=7
1	मुख्यमंत्री विद्यालय सुरक्षा कार्यक्रम : शिक्षकों के लिए हस्त-पुस्तिका/ Handbook for Teachers : Chief Minister School Safety Programme	1,00,000 (One Lakh)	Per Page inner/ Text Paper			
			Per Page Cover			
2	मुख्यमंत्री विद्यालय सुरक्षा कार्यक्रम : बाल प्रेरकों के प्रयोग हेतु हस्त-पुस्तिका / Handbook for Child motivators : Chief Minister School Safety Programme	1,00,000 (One Lakh)	Per Page inner /Text Paper			
			Per Page Cover			

Note : GST as applicable shall be paid.