

BIHAR GOVERNMENT
BIHAR STATE DISASTER MANAGEMENT AUTHORITY
(DISASTER MANAGEMENT DEPARTMENT)
D&E-Block, 5th Floor, Sardar Patel Bhawan, Patna - 800023
Phone No. - 0612-2547311.
(Website - www.bsdma.org)

TENDER NOTICE

Notice Inviting Tender for empanelment of Printing and Publishing Agencies

Bihar State Disaster Management Authority (BSDMA), invites sealed tenders (two bid system) for empanelment of Printing and Publishing Agencies, required for designing and printing of Books, Magazines, Diaries, Ludo, Stickers, Pamphlets, Posters, Certificates, Calendars, Pads, Envelops, ID-Cards and Flip Folders for two years till 31 March, 2027.

Important Dates and Time regarding tender process are as follows -

| | |
|----------------------------------|-------------------------------|
| Pre- Bid Meeting | Date 07.03.2025 Time 03.00 pm |
| Last date for Submission of bids | Date 25.03.2025 Till 03.00 pm |
| Bid Opening | Date 25.03.2025 Time 04.00 pm |

The Tender has to be submitted in a sealed non-transparent envelope super scribed with "Tenders for empanelment of Printing and Publishing Agencies" along with the name, contact no. and email id of the Agency and containing inside the following two sealed non-transparent envelopes: -

- A) Envelope- I: super scribed with "Technical Bid"
- B) Envelope- II: super scribed with "Financial Bid"

Note: If the envelopes 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 technical bid will be opened on **25.03.2025 Time 04.00 PM** in front of the Tender Committee/ Internal Purchase Committee of the Authority and the authorized representative of the agencies, who wish to be present, in the office of the BSDMA.

Non-interest-bearing Earnest Money Deposit (EMD) of Rs. 25,000/- (Rs. Twenty Five Thousand Only) in the form of a Demand Draft drawn from a Scheduled Bank/Nationalized Bank of India in favour of "**Bihar State Disaster Management Authority**" payable at **Patna** must be enclosed in the Technical Bid.

Financial Bid of only those bidders shall be opened who will qualify through an evaluation process. Financial Bid will be opened on a date and time duly communicated to technically qualified bidders.

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 Tender without assigning any reason thereof.

Bid details can be downloaded from the "**Tender Section**" of the **website: <http://www.bsdma.org>**.


Secretary, BSDMA

BID DETAILS

1. Technical Bid:

The technical bid consists of the evaluation of Eligibility Criterion and evaluation of further Technical requirements.

1.1 Eligibility Criterion

Before evaluation of further Technical requirements, the tenderer must satisfy the following Eligibility Criterion: -

- (i) The Printing and Publishing Agencies called hereinafter “The firm” should be in business for the last three years. (*Attach Registration documents/ valid proof*).
- (ii) Tender in respect of joint venture shall not be considered. (*Attach constitution of the firm*).
- (iii) The name and designation of authorized signatory. (*Attach authority letter / resolution*).
- (iv) The firm should be registered with Commercial Tax department. (*Attach GST Registration No and two years annual return copy*).
- (v) The firm should be registered with Income Tax Department. (*Attach PAN Card*).
- (vi) The firm should have its own office and printing facility. (*Attach documents/proof such as Registration Certificate under Shop and Establishment Act. / Industry Department*).
- (vii) The firm should have Average Annual Turnover of Rs. 20 Lakh (Twenty Lakh) during last two financial years 2022-23 and 2023-24. (*Attach audited balance sheet, profit & loss account or a CA Certificate*).
- (viii) The firm should not be blacklisted by Central or State Government or any of their departments or by any Public Sector Undertaking (PSUs). (*Attach Affidavit before Notary as attached Annexure-1*).
- (ix) The firm should deposit an EMD of Rs. 25,000/- (Twenty Five Thousand) in favor of “Bihar State Disaster Management Authority” payable at Patna attached with the technical bid. (*Attach Demand Draft drawn from a scheduled bank of India*).

1.2 Further Technical requirements

- (i) Firm shall produce the production capacity of items quoted for with the existing Plant & Machinery-
 - i. Normal.
 - ii. Maximum.
- (ii) Firm shall produce the details of staff as under -
 - i. Details of technical supervisory staff in charge of production & quality control.
 - ii. Skilled labor employed.
 - iii. Unskilled labor employed.
 - iv. Minimum and Maximum no. of workers (Skilled & Unskilled) employed on any day during the last 24 months preceding the date of Tender.
- (iii) Bidder should possess modern printing facility in pre-press and post-press of printing process. Self-attested list of machines installed in the various / one unit of press premises is required to be submitted unit wise with the bid.
 - a. Pre-Press
 - i. Computer set and graphic designer.
 - ii. Digital Color proofing and professional proof reader.
 - iii. Plate making machine.
 - b. Post - Press
 - i. 4 Color Sheet offset machine.
 - ii. 2 Color Sheet offset machine.
 - iii. Packaging for Cartoon/Packet, Labeling and strapping facility.
 - iv. Perfect binding machine 5 clamp.

- (iv) Requisite qualification for designer of the bidder Agency:
 - 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 similar softwares with a minimum of 02 years work experience.
 - c. Designer should have knowledge of Graphics.

1.3 Technical Bid Evaluation:

- (i) Firms who qualify the eligibility criterion will have to go under a "site/physical inspection" by an authorized committee of the BSDMA, in accordance with the documents of the technical bid.
- (ii) Bid shall be evaluated technically on the basis of "Technical requirements" and the report of "physical inspection"
- (iii) The Financial Bid of only those bidders will be opened, who are found technically qualified through an evaluation process fixed up by BSDMA.

2. Financial Bid:

2.1 The Financial Bid shall be submitted in the formats attached with this document.

- (i) Two formats are attached with separate work items of Group-I and Group-II. Rates must be quoted at least for one group of items of supply.
- (ii) Quoting of rates other than the "Financial Bid" format will not be accepted.
- (iii) The price should be quoted in Indian Rupees only.
- (iv) Quoted price shall be exclusive of GST.
- (v) The bidder can quote for one or more or all of the items
- (vi) Taxes will be deducted at source as applicable.

2.2 Financial Bid Evaluation and preparation of Provisional Empanelled List:

- (i) Lowest rate shall be compared separately for each of the item and corresponding bidder shall have first position in the provisional empanelled list.
- (ii) Other bidders whose rate for an item is more than the lowest rate shall be given a chance to be empanelled provisionally for that item, if they agree with the lowest rate and give their consent in writing.
- (iii) Three to four bidders shall be empanelled provisionally against each item.
- (iv) The sequence of provisional empanelled list against each item shall be in sequence of rates quoted in increasing order.

3. Preparation of final empanelled list:

- 3.1 The provisional empanelled list for each item shall be sent to the corresponding bidders. The provisionally empanelled bidders will have to deposit an interest free security money worth Rs. 70,000/- for item/items falling in Group I and Rs. 30,000/- for item/items falling in Group II of the financial bid. The security money shall be in the form of fixed deposit receipt for three years pledged in favour of "Bihar State Disaster Management Authority". The security money shall be deposited within **ten** days after receipt of the provisional empanelled list, otherwise name of firm shall be removed from the empanelled list and EMD shall be forfeited.
- 3.2 The final empanelled list shall be prepared on the basis of proper receipt of security money. Bidder will have to go under an agreement with BSDMA on the basis of the final empanelled list.
- 3.3 Work order for a particular item shall be issued to the firm having first position in the final empaneled list. The firm will have to contact the related professional in BSDMA office within three days of the issuance of the work order and total printing work shall be completed within stipulated time period as indicated in the work order, otherwise work order shall be given to the next firm in the final empaneled list and no payment shall be made to the former firm against incomplete work, if done by that time.

3.4 The decision of Secretary, BSDMA will be final and conclusive in this regard.

4. General Terms and Conditions:

4.1 Conditional tender shall not be considered.

4.2 Bid shall be valid for 90 days w.e.f the date of submission of bids.

4.3 The EMD of unsuccessful bidder will be returned after expiry of bid validity period or issue of final empanelled list, whichever is later.

4.4 The security money will be released after two months from the end of financial year for which the empanelled list is valid.

4.5 All equipment and allied process must be owned by the bidder. Bidder should have Sufficient Storage Capacity. Sub-contracting arrangement will not be acceptable.

4.6 The rate quoted shall be valid for two years till **31**

4.7 **March, 2027**. However, it may be extended further depending upon performance and with mutual consent.

4.8 No request relating to advance payment of the ordered materials will be entertained.

4.9 Payment shall be released on submission of bills with copy of the work order issued by BSDMA.

4.10 Items will have to be supplied as per the quantity, specification and time frame of supplies as mentioned in the work Order.

4.11 The supplies have to be made at office of “Bihar State Disaster Management Authority (BSDMA), D-Block, 5th Floor, Sardar Patel Bhawan, Patna - 800023.”

4.12 The specification and quality in regard to paper and printing quality may be randomly tested in authorized laboratory. In such cases only 80% payment will be made after the submission of the bill and remaining 20% of the payment shall be made after evaluating the test report. If the quality of the paper & printing found not up to the mark 20% amount will be forfeit.

4.13 BSDMA may at its discretion be able to reject whole of the supplies, if they find it of extremely inferior quality, in that case fresh supplies will have to be made at the bidder's own cost within specified time period. The decision of Secretary, BSDMA will be final and conclusive in this regard.

4.14 Penalty for delays: -

| | | |
|-----|--|------|
| i | Delay up to one week of the prescribed delivery period | 0.5% |
| ii. | Delay exceeding one week but not exceeding two weeks of the prescribed period. | 1% |
| iii | Delay exceeding two weeks but not exceeding three weeks of the prescribed period. | 1.5% |
| iv | Delay exceeding three weeks but not exceeding four weeks of the prescribed period. | 3.5% |

4.15 BSDMA shall terminate the firm agency, if the empaneled agency fails to supply the work order items within the stipulated time period and with the specification and quality as mentioned in the work order. The work order will be rescinded and will be awarded to next empaneled agency on the lowest rate. The firm may also be processed for blacklisting for this for a specified time period as decided by Secretary, BSDMA. In such case, security money may also be forfeited.

4.16 Settlement of Disputes:

"In case of any dispute arising out of the terms and conditions of contract or assignment, the matter shall be referred to the sole Arbitrator to be appointed by the Secretary, BSDMA and the award of the sole arbitrator will be binding as both the parties. The cost of such arbitration shall be shared by both the parties equally. Further any legal dispute arising shall be settled in the court of competent jurisdiction location within the local limits of Patna.


Secretary, BSDMA

“FINANCIAL BID - Group I”

(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 (exclusive of all taxes) (In figure) | Designing and Printing rate in INR (exclusive 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) | Less than 500 | Per Page | | |
| | | | | 501-1000 | | | |
| | | | | 1001 & above | | | |
| | | | No. of Text Page -17 & above (Including Cover page) | Less than 500 | Per Page | | |
| | | | | 501-1000 | | | |
| 1001 & above | | | | | | | |
| 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 | Adhesive Poster | Size : 17" x 22", Printing : Multi colour, One side, Chromo Art Paper. | Less than 5000 | Per Poster | | | |
| | | | 5001 - 20000 | | | | |
| | | | 20001 & above | | | | |
| 4 | Booklet/ Guidelines -1 inclusive of designing | Size shall be "A4", No. of Pages : 4 to32, 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 500 | Per Page | | | |
| | | | 501-1,000 | | | | |
| | | | 1001-5,000 | | | | |
| | | | 5001 & above | | | | |
| 5 | Booklet/ Guidelines - 4 inclusive of designing | Size shall be "A4", No. of Pages : 33 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 shall be "A4", 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, Lamentation- 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 shall be "A4", No. of Pages : 193& above 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, Lamentation- 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 | | | |
| 6 | Diary inclusive of designing | Size 7.25" x 9.5", Pages: Maximum 500 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 | | |
| 7. | Table Calendar inclusive of designing | Size 11" x 6", No. of Leaves - 13, Both side 4 color printing, 250 GSM Art paper/base size 11"x7" | 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 | | |
| 8 | 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 | | |

| | | | | | | | |
|----|---|--|---|-----------------------|----------|--|--|
| 9 | 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 | | | | |
| 10 | Different types of Books/Magazine/ inclusive of designing | Size-8.5" X 11" (A4) Cover Paper- 300 GSM Mat art board, Cover Printing- four colour both sides, Text Paper- 130 GSM Mat art paper, Text Printing- Bothside four colour, Lamentation- One side on cover mat finished, Fabrication- Spiral binding/Centre stitch | | | | | |
| | | No. of Text Page -4 to 40 (Including Cover page) | Less than 3,000 books | Per Page | | | |
| | | | 3,001-10,000 | | | | |
| | | | 10,001 & above | | | | |
| | | No. of Text Page 41 to 80 (Including Cover page) | Less than 3,000 books | Per Page | | | |
| | | | 3,001-10,000 | | | | |
| | | | 10,001 & above | | | | |
| | | No. of Text Page 81 to 120 (Including Cover page) | Less than 3,000 books | Per Page | | | |
| | | | 3,001-10,000 | | | | |
| | | | 10,001 & above | | | | |
| | | No. of Text Page -121 to 160 (Including Cover page) | Less than 3,000 books | Per Page | | | |
| | | | 3,001-10,000 | | | | |
| | | | 10,001 & above | | | | |
| | | No. of Text Page -161 to 200 (Including Cover page) | Less than 3,000 books | Per Page | | | |
| | | | 3,001-10,000 | | | | |
| | | | 10,001 & above | | | | |
| | | | No. of Text Page -201 to 250 (Including Cover page) | Less than 3,000 books | Per Page | | |
| | | | | 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.

Yours sincerely,

Authorized Signature: _____

Name and Title of Signatory: _____

“FINANCIAL BID - Group II”

(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 (exclusive of all taxes) (In figure) | Designing and Printing rate in INR (exclusive of all taxes) (In Words) |
|-------|---|--|-------------------|---|---|--|
| 1 | 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 | | | |
| 2 | 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 | | |
| | | | Less than 500 | Per Page | | |
| | | | 501 & above | Per Page | | |
| 3 | Aapda Ludo inclusive of designing with Goti | Size 11" x 15.5", Both side 4 color printing, 250 GSM Art paper/base size 32 ounce thickness hard board. | Less than 500 | Per Page | | |
| | | | 501 & above | Per Page | | |
| 4 | Book Mark inclusive of designing | Size 8 1/2" x 2 1/4", Both side 4 color printing, 250GSM Art paper/base size | Less than 500 | Per Page | | |
| | | | 501 & above | Per Page | | |
| 5 | 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 | | |
| 6 | Flip Folder inclusive of designing (with Pocket) | Size 10"x14", 300 GSM. | Less than 500 | Per Page | | |
| | | | 501 & above | Per Page | | |

| | | | | | | |
|---|---------------------------------------|---|------------------|-------------|--|--|
| 7 | 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 | | |
| 8 | ID-Card | Size-CR-80 Color PVC Card, Custom Lanyards Size- 3/4 Inch, Custom Badge Reel , Great for gradient Logos, up to three color Printing | Less than 50 | Per ID-Card | | |
| | | | 51-100 | Per ID-Card | | |
| | | | 101-500 | Per ID-Card | | |
| | | | 501 & above | Per ID-Card | | |
| | | Size-CR-80 Color standard Card, Badge Lanyards Size-5/8 Inch, Custom Badge Reel , Great for text and simple Logos, up to three color Printing | Less than 50 | Per ID-Card | | |
| | | | 51-100 | Per ID-Card | | |
| | | | 101-500 | Per ID-Card | | |
| | | | 501 & above | Per ID-Card | | |

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.

Yours sincerely,

Authorized Signature: _____

Name and Title of Signatory: _____

(Affidavit on a non-judicial stamp paper of Rs. 100/- 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 Tender for **Empanelment of Printing and Publishing Agencies for BSDMA** 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 ofName of the Agency), do hereby affirm and undertake that we have carefully read and understood the whole Tender document invited by BSDMA for Empanelment of Printing and Publishing Agencies.
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)

Handwritten mark