

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 2017-18 and 2018-19.** Pre bid meeting with the interested bidders was held on 23.06.2017 and 28.06.2017. Accordingly certain modifications were made in the tender document. This item Rate Tender Notice and call for proposal is issued after due modification by BSDMA.

The response to this Request for Quotation (RFQ) along with all required documents are to be submitted by interested agencies on or before 3.00 PM of 16.08.2017.

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 contract 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 the same day at 4.00 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): An EMD of Rs. 20,000/- (Rs. Twenty Thousand Only) in the form of a Demand Draft drawn from a Scheduled Bank/Nationalized Bank of India in favor 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. Important Dates and Times:

- 1.1 Last Date & Time for Submission of bids: 16.08.2017 at 04.00 PM
- 1.2 Date & Time of Technical Bid Opening : 17.08.2017 at 12.00 Noon
- 1.3 Date & Time of Financial Bid Opening : 18.08.2017 at 12.00 Noon
- 1.4 The Bid Validity Period will be 180 days from the last date of submission of this tender

2. 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 from 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 outrightly 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.

3. Performance Guarantee (Non-Interest bearing):

- The successful bidder has to submit performance guarantee (PG) of Rs. 50,000/- (Fifty Thousand only) in the form of a Demand Draft drawn 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 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 item 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 the order and to the satisfaction of BSDMA. The decision of Secretary, BSDMA will be final and conclusive in this regard.

- 4. The tender should not be sub-left 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.
- 5. All equipment and allied process must be under one roof at Patna and must be owned by the bidder.
- 6. The interested bidder should possess the minimum technical eligibility 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. C.T.P Machine/ Image setter.
- iii. Digital Colour proofing and professional proof reader.
- iv. Plate making machine.

II. Post - Press –

- i. Automatic Folding Machine and Perfect binding Machine.
 - ii. Computerised Cutting Machine.
 - iii. Packaging for Cartoon/Pocket, Labeling and strapping facility.
 - iv. Coating Machine, Drying oven & Metal sheet slitting machine.
7. Requisite qualification for designer of the bidder Firm/Agencies should be as under
 - a. Designer should be graduate or equivalent with 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 5 yrs work experience.
 - c. Designer should have knowledge of Graphics.
 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 from last two years	Valid Proof/Registration documents
3	Registered with Commercial Tax department	GST Registration No.
4	Average Annual Turnover of Rs. 20 Lac (Twenty Lac) over the last two financial years 2014-15 and 2015-16	Audited Balance-sheet, Profit & Loss Account or a CA Certificate
5	Registered with Income Tax Department	PAN Card
6	Not blacklisted by Central or State Government or any of their departments or by any Public Sector Undertaking (PSUs)	Affidavit before notary (Annexure-1)
7	Prior Experiences of drawing, Sketching, Cartooning and coloring etc. for Government/Semi Government Departments.	At least three Experience Certificate/ work order
8	EMD of Rs. 20,000/- (Twenty 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 will pass the above "Minimum Eligibility Criteria" under Technical Evaluation.

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

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

- 10.1 All taxes 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 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.
- 10.6 BSDMA will issue Letter of Award (LOA) to the successful bidder/s.
- 10.7 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.
- 10.8 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.
- 10.9 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.
- 10.10 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 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. The decision of Secretary, BSDMA will be final and conclusive in this regard.
- 10.11 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	Comics inclusive of designing	Size- 8.5" X11" Text & Cover:- Colour- multi colour both side printing, Paper-130 GSM Mat art paper Fabrication- Centre stitch binding. No. of pages – 16	10,000 Book	Per Page		
2	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		
3	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			
		Size-18" x 23", Paper – 120 GSM Maplitho, multi colour, One side printing	Less than 5,000	Per Poster		
			5,001 – 20,000			
4.	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			
5	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			
6.	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, Fabrication- section sewing with perfect glue paste binding.	Less than 1,000	Per Page		
			1001-5,000			
7.	Booklet/ Guidelines	Size-7.25"x9.25", No. of Pages : 17 to32, Cover Paper- 300 GSM Mat art board, Cover	Less than 1,000			

H	Inclusive of designing	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.	1001-5,000	Per Page		
	Booklet/ Guidelines	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 1,000	Per Page		
	Inclusive of designing		1001-5,000			
	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		
10.	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 & above	Per Leave		
11.	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 & above	Per Leave		
12.	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		
13.	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		

14	Flip Charts		5,00,001-10,00,000 & above	Per Item		
		300 GSM Art Board, Both side four color printing, Stand 28 oz. Hard board pasted on 130 GSM laminated art paper with spiral binding on top side.				
		Size- 10.5"x13.5", No. of sheets-18	1-1000	Per Sheet		
			1001-5000	Per Sheet		
			5001-20000	Per Sheet		
			20001-50000 & above	Per Sheet		
		Size- 10.5"x13.5", No. of sheets-36	1001-5000	Per Sheet		
			5001-20000	Per Sheet		
			20001-50000 & above	Per Sheet		
		Size- 8.5"x11", No. of sheets-18	1-1000	Per Sheet		
			1001-5000	Per Sheet		
			5001-20000	Per Sheet		
			20001-50000 & above	Per Sheet		
		Size- 8.5"x11", No. of sheets-36	1-1000	Per Sheet		
			1001-5000	Per Sheet		
			5001-20000	Per Sheet		
			20001-50000 & above	Per Sheet		
15	Different types of Flip Books 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 3,000 books 3,001-10,000			
		No. of Text Page 41 to 80 (Including Cover page)	Less than 3,000 books 3,001-10,000			
		No. of Text Page 81 to 120 (Including Cover page)	Less than 3,000 books 3,001-10,000			
		No. of Text Page -121 to 160 (Including Cover page)	Less than 3,000 books 3,001-10,000			
		No. of Text Page -161 to 200 (Including Cover page)	Less than 3,000 books 3,001-10,000			

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. 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 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 ofName 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)