

Government of Bihar
Bihar State Water and Sanitation Mission

**Detailed Tender Document For The Printing of Manual For
Quality Monitoring System**

TENDER NO. 1 of 18-19

TENDER DOCUMENT

**Public Health Engineering Department,
Government of Bihar.**



INDEX

TENDER DETAILS

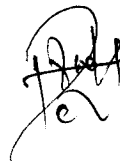
Sl. No.	Particulars	Page No.
1.	Description of the work	2
2.	Notice Inviting Tender	3
3.	Terms & Conditions	4-9
4.	Technical Bid	10-14
5.	Financial Bid	15-16



DESCRIPTION OF THE WORK

Printing of Manual on Quality Monitoring System for Rural Piped Water Supply Scheme.

**Public Health Engineering Department,
Government of Bihar.**



Government Of Bihar
Bihar State Water and Sanitation Mission
Quotation For Printing Manual
Tender No.-1 of 18-19
(Short Tender Notice)

1. The Bihar State Water and Sanitation Mission (BSWSM), Patna invites quotation for printing Manual on Quality Monitoring System for Rural Piped Water Supply under Public Health Engineering Department, Government of Bihar.

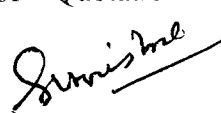
2. Schedule of Selection Process:

- (a.) Last Date of Receipt of Quotation- 02-07-2018 till 5 PM
(b.) Date of opening of Technical Bid- 03-07-2018 at 11 AM
(c.) Date of opening of Financial Bid - It will be Published on PHED Website.

3. Name of Work:

Sl.No	Details Of Work	Quantity(Nos.)	Rate	Amount	Remarks
1.	Quality Monitoring System Book Containing 208 Pages: Inner Pages 208 Back to Back on 70 gsm paper grade a mill size 290 mm x 210 mm in single colour printing and Cover in multicolour on 300 gsm art board with laminated and glue binding.	1000	-	-	Time-15 days

4. The interested & qualified Agencies/Publisher/Firm may submit "tender documents" mentioning technical bid and financial bid separately details in a sealed envelope clearly super scribed as "**Quotation for Selection of Agency(s) for Printing Manual**" by speed post/registered post (Courier will not be allowed) at the office of "Engineer- In- Chief Cum Member Secretary Bihar State Water and Sanitation Mission, Vishwesharaiya Bhawan, Bailey Road Patna-800015.
5. The tender shall be accompanied with Earnest Money Deposit (EMD) of Rs. 20000/- (Rupees Twenty Thousands Only) in the shape of Demand Draft (DD) from any Scheduled Bank in favour of Engineer- In- Chief Cum Member Secretary BSWSM, Bihar payable at Patna. It may be noted that no bidder is exempt from deposit of EMD. Quotation without EMD be summarily rejected.
6. For Details Terms and Conditions of Quotation visit PHED website [www.http://phed.bih.nic.in](http://phed.bih.nic.in).


Engineer- In -Chief Cum Member Secretary
Bihar State Water and Sanitation Mission,
Patna

1. Terms and conditions for Competing the Tender Bid: -

- a) All particulars must be furnished as asked for in the prescribed formats for technical and financial bids in the bid document.
- b) The rate should be clearly indicated in words and figures both. Wherever there is discrepancy between words and figures, the rate indicated in words shall apply.
- c) There should not be any overwriting/ cutting in the rates tendered. If there is any cutting, then the same should be attested by the bidder.
- d) The bidder should not impose any counter condition and in such case tender shall be summarily rejected.
- e) All the information on prescribed original Performa as required in the technical bid must be furnished otherwise the bid is liable to be rejected.
- f) Where there is a discrepancy between the unit rates and the total cost resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

2. EMD Deposit: The tender shall be accompanied with Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand Only) in the shape of Demand Draft (DD) from any Scheduled Bank in favour of Engineer-In-Chief Cum Member Secretary BSWSM, Bihar payable at Patna. Quotation without EMD will be summarily rejected.

3. The Agency/Publisher should be registered under Companies Act - 1956 or 2013/ Shop and Establishment Act/SSI.

4. Income Tax return for previous three assessment years should be attached.

5. The Rate Quoted by the Agency/Publisher should be inclusive of all taxes. All applicable taxes will be deducted from the bill of the agency at the time of the payment.

6. Submission of documents for the required turnover: - Average Turnover of the Agency should be minimum Rs. 15.00 lakhs for last three years. The bidder should submit turnover for the last three financial years with the technical bid form (Envelop "A") and submit the following documents authenticated by the chartered accountant.

- a) Trading Account, Profit and Loss Account & Balance Sheet
- b) Annual Report in case of private/public limited company.

7. Registration with GST department: - The bidder should be registered with the GST Department and will submit the documentary proof.

8. Self attestation of the documents: - Each and every document required to be submitted with the technical bid must be self-attested by the bidder along with seal.



9. **Submission of documents for the partnership firms and in other cases:** - The bidder should submit a partnership deed in case of partnership firm, memorandum and article of association and certificate of Incorporation in case of private/public limited company or registered society and registration certificate under shop establishment Act in other cases. v
10. **Agreement deed:** -The successful bidder/s shall execute an agreement for the fulfillment of the contract on Rs. 1000/ - non-judicial stamp paper within 7 days from the date of award of the contract. Agreement/contract will be signed after the submission of the performance security at the following terms.
- The period of contract for completion of job shall be 15 days from the date of award of contract/submission of the performance security/Agreement Deed whichever is later but not more than seven days. The agency has to submit all the formalities within seven days, failing which the schedule of time will be counted from the date of award of contract.
 - The incidental expenses of execution of Agreement/Contract shall be borne by the successful bidder.
 - The conditions stipulated in the Agreement/Contract should be strictly adhered to and violation of any of these conditions will entail termination of the contract without prejudice to the rights of the
11. **Payment:** - 80% value of the bill shall be paid as far as possible within 10 working days of the satisfactory supply of the complete consignment and the submission of bill. The balance 20% will be paid within reasonable time of supply of the consignment with no defects. The amount of Defective/damaged books will be recovered from the final payment of the books.
12. **Delivery Time Limit:** -Within 15 days of work order.
13. **Penalty:** -
- If the work of printing and delivery is not completed within the stipulated time schedule, a penalty for delay will be imposed @ 5% per week i.e. 7 days on the value of the book remaining un-supplied from the date of award of contract.
 - In case of non-registration of colors in perfect form, the penalty of 2% of the total cost of printing will be levied.
 - In case of defective binding a penalty of 2% will be levied on the total cost of printing.
14. **Power of acceptance and withdrawal of the tender:** -
- The final acceptance of the tender would entirely vest with the Engineer-In-Chief Cum Member Secretary BSWSM.
 - The BSWSM reserves the right to accept or reject any of all tender or change the terms and conditions of the tender or cancel the tender without assigning any reasons at any stage and time.
 - Tender with incomplete information is liable for rejection.

d) Any dispute shall be subject to the jurisdiction of appropriate Hon'ble Court of Patna.

15. False Information: -

a) In the event of furnishing false/incorrect information by the bidder, the EMD in respect of such bidder shall be forfeited. Further during the performance of the contract if it is detected that the contract has been obtained by furnishing the false/incorrect information in the tender, the agreement is liable to be terminated and performance security and other payments due to the contractor shall be forfeited and the contractor is liable to be blacklisted for a period up to three years.

b) If the successful bidder fails to sign the agreement within stipulated time or after signing the agreement, fails to perform any contractual obligation, his EMD and performance security deposit mentioned above will be forfeited. Depending upon the gravity of the violation/omission, the contractor is liable to be blacklisted for a considerable period.

16. Submission of Affidavits: - The bidder will have to furnish the following two affidavits on two separate non-judicial stamp paper of Rs. 10/- each duly attested by public notary/oath commissioner.

a) That the bidder has furnished the correct information in the tender and the bidder shall be solely responsible for furnishing wrong/false information in the tender.

b) That the agency has never been blacklisted in the past by any Govt. department/Agency.

17. Packing: - Finished books shall be packed in bundles of 25 copies each and bundles will be first tied with plastic string or 'Sutlee' and then wrapped with transparent polythene sheet of at least forty thickness (micron) and delivered to the Office of Engineer-In-Chief Cum Member Secretary, BSWSM. Vishwesharaiya Bhawan, Patna-800015.

18. Printing of extra copies: - The agency will not print any extra copies without the permission of the BSWSM. In case of any complaint in this regard, action may be initiated against the bidder under the copyright act.

19. IMPORTANT NOTES: -

1. The successful bidders shall be selected on the basis of lowest tender rate, subject to fulfillment of all conditions as mentioned in this tender document. Engineer-In-Chief Cum Member Secretary, BSWSM reserves the right to negotiate for further reduction of rates.

2. The delivery time specified in the contract shall be strictly adhered to.

3. Engineer-In-Chief Cum Member Secretary, BSWSM reserves the right to change any of the terms and conditions prior to the dead line for submission of bids.



4. The Department will provide printing contents of the book in soft copy. Bidder can see printed copy of the book in BSWSM office in office hour.
5. The Bidder is required to provide a copy of printed material for the proof reading.

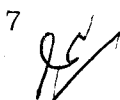
20. More Instructions for Technical Bid

1. The tenders not submitted in prescribed form and not accompanied with EMD shall be disqualified.
2. The quotations should be strictly in accordance with the specifications at Annexure A and terms specified above. Submission of incomplete tender or of incorrect specifications shall be liable for rejection and forfeiture of EMD.
3. Rates shall not be quoted in the technical bid form. In case they are mentioned therein directly or indirectly, the bid shall be summarily rejected.
4. If the agency does not supply books as per time mentioned in the work order then the agency shall be liable to be debarred from the allotment of work for the future and the bid security deposited will be forfeited.
5. The agency shall append his signature along with the official stamp of the agency on all the papers and enclosures enclosed with the tender form to justify the authenticity of all the documents.
6. The owner/partner of the agency should enclose a declaration with the technical bid of the tender that "the supplies shall be made in accordance with the specification and time schedule mentioned in the tender if any order is placed with them". In the event of such document not submitted with the Technical Bid, the tender will be rejected.
7. An undertaking regarding acceptance of all the terms & conditions of the tender has to be submitted with the technical bid form.
8. An affidavit affirming that the information furnished in the tender document is correct to the best of knowledge and belief.
9. Such other information as may be specified in the technical bid Form.

21. More instructions for Financial bid: -

1. The delivery of the books will have to be made in the office of Engineer-In-Chief Cum Member Secretary, BSWSM.
2. The successful bidders will have to deposit the performance security at the rate of 10% of the total cost of the order in addition to EMD, in the form of demand draft of any commercial bank in favour of Engineer-In-Chief Cum Member Secretary, BSWSM. The performance security shall be liable to be forfeited, partly or wholly, for violation of any of the terms and conditions of the tender. The performance security shall be released only after the final payment for the job.
3. If the printed books are not supplied as per the stipulated time schedule, a penalty for delay per week i.e. 7 days up to the extent @ 5% of the cost of printing of the unsupplied lot will be imposed.
4. The successful bidder shall have to enter into an agreement with the BSWSM in the prescribed Performa on a non-judicial stamp paper of Rs.1000/- (Rupee hundred only).



7


5. The rates quoted should be inclusive of all taxes (including all charges like taxes, GST, Cover, freight etc.) and also include cartage/ packing/transportation /stacking charges.
6. The print order may be increased or decreased.
 - a) If the order is extended by 10% only then supply shall have to be made in 5 days.
 - b) If the order is extended by 20% only then supply shall have to be made in 7 days.
 - c) If the order is extended by 30% only then supply shall have to be made in 10 days

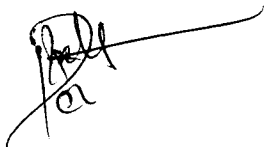
22. The allotment of jobs shall be done on the basis of opening of financial bids.

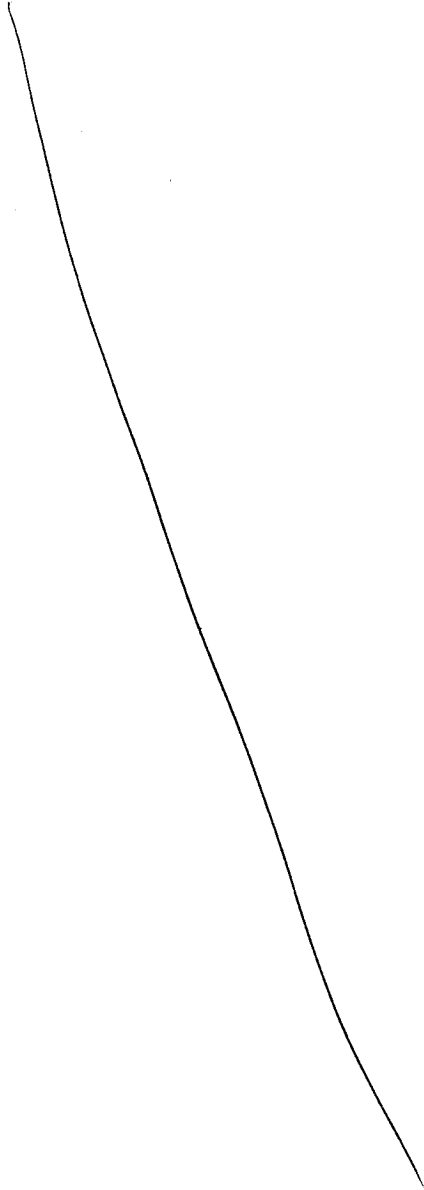
Note:-

1. All pages of the tender should be signed by the bidder with seal.
 2. The technical and financial bids shall be duly filled in and submitted in original in separate envelope.
 3. The writing should be clear and legible. Where figures are furnished, the same are to be written in words also within brackets.
 4. All columns in the tender documents should be filled up.
 5. Attach Separate sheets wherever necessary.
 6. Dashes to be totally avoided.
- 23.** For any further clarification, regarding the contents of the tender document, please contact the following officers during office house from 09:30 AM to 6:00 PM Engineer-In-Chief Cum Member Secretary BSWSM.



Engineer- In -Chief Cum Member Secretary
Bihar State Water and Sanitation Mission,
Patna





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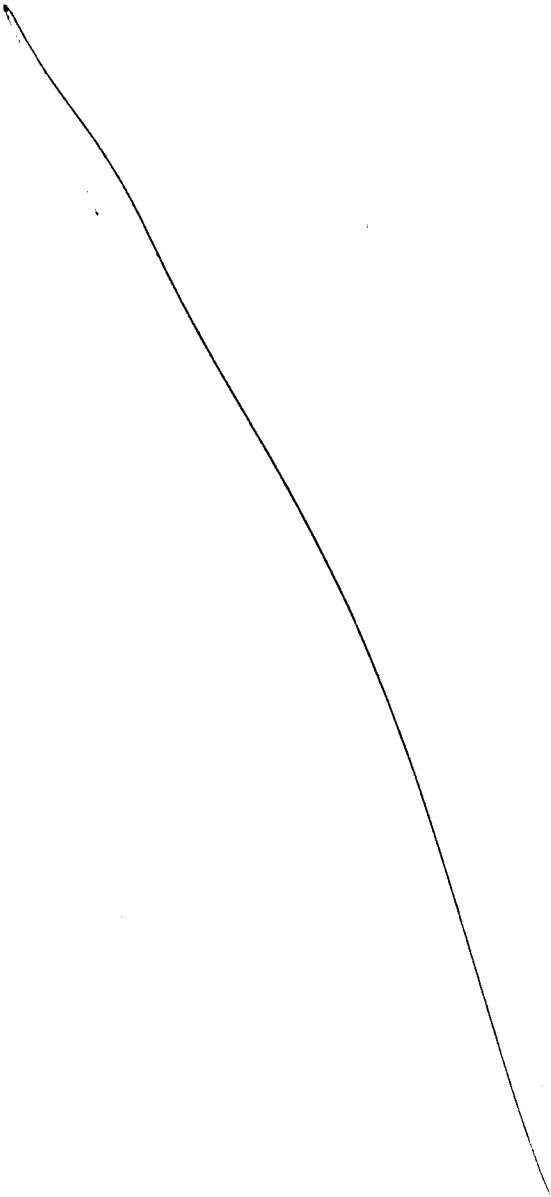
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TECHNICAL BID (ENVELOPE "A")





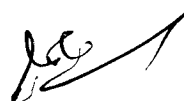
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- 1.13 Whether all enclosures signed with seal Yes/No.
- 1.14 Whether the Firm/Agency is registered with Labour Deptt. of Govt. of Bihar. Attached/Not Attached the at Page No. _____

Place:
Date:

Name & signature of the authorized signatory
With rubber stamp



TECHNICAL BID FORM-2

2. DETAILS OF EARNEST MONEY DEPOSIT (EMD): -

Sl.No.	Name of the Bank	Amount	Details of the EMD

Note: Please enclose the original deposit receipts as mentioned above.

Name & signature of the authorized signatory
With rubber stamp

Place:

Date:



TECHNICAL BID FORM-3

3. PROFORMA FOR INFORMATION OF ANNUAL TURNOVER

2.1 Name of the Firm _____

2.2 Address _____

2.3 Annual turnover for the last three years _____
(In Indian Rupees)

Financial year	Turnover (Rs. in lacs)	Trading A/c, Profit & Loss A/c, Balance Sheet Authenticated by Chartered Accountant
2015-16		Attached/ Not Attached Page No. _____
2016-17		Attached/ Not Attached Page No. _____
2017-18		Attached/ Not Attached Page No. _____

Name & signature of the authorized signatory
With rubber stamp

Place:

Date:

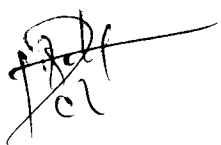


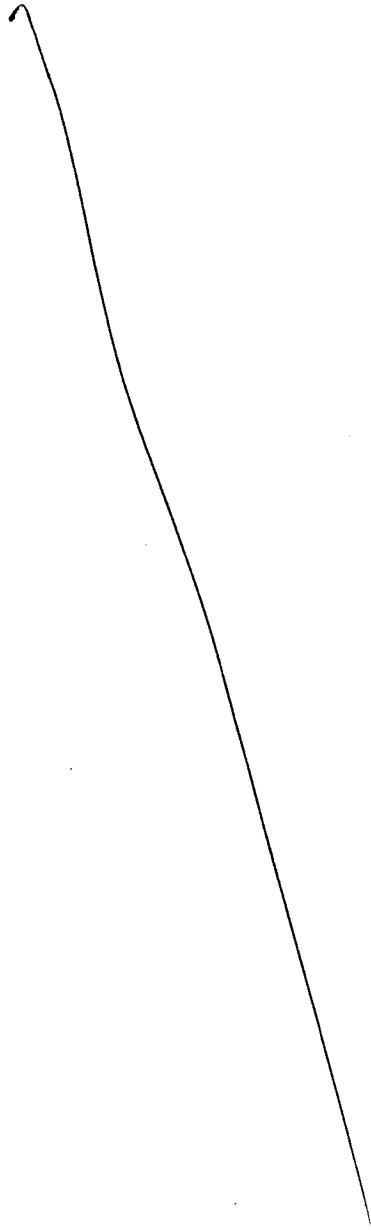
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FINANCIAL BID (ENVELOPE "B")





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Government of Bihar
Bihar State Water and Sanitation Mission
TENDER NO. 1 of 18-19

1. Name of the Agency
2. Address
3. Name of Work
4. Print Order _____ Copies

Total amount to be charged for printing, binding, packing and delivery of finished product at the office of Engineer-In-Chief Cum Member Secretary, BSWSM. including GST/All Taxes as applicable of the above work is given below: -

Rate (Inclusive of all taxes)Rs. (In figure) _____

Rs. (In Words) _____

I/We agree to comply with the terms and conditions and time schedule of supplying the finished books as prescribed in the tender.

NOTE: - No extra charges shall be payable due to any reason and in any case.

The rates of the book should be quoted for the total number of copies to be printed (including all charges like taxes, VAT, Cover, freight etc.).

Name of the bidder with complete address _____

Telephone No. _____ Mobile No. _____

Date:

Place:

(Signature of the bidder with seal)



