

**TENDER DOCUMENT
FOR
DESIGN & EXECUTION
(PRINTING, BINDING, PACKING AND DESPATCH TO HO/ROs)
OF
EXECUTIVE CALENDAR, EXECUTIVE DIARY
& TABLE CALENDAR
FOR THE NEW YEAR 2017**

For any clarification, please contact:

BIHAR STATE ROAD DEVELOPMENT CORPORATION LTD

RCD Central Mechanical Workshop Campus, Near Airport, Sheikhpura, Patna – 800014

Tel: 0612-2226711/ 2226723



BIHAR STATE ROAD DEVELOPMENT CORPORATION LTD.

(A Government of Bihar Undertaking)

Registered Office: Central Mechanical Workshop Campus, Near Airport, Sheikhpura, Patna – 800014
Tel: 0612-2226711/ 2226723

Sealed Tenders under two bid system are invited by Bihar State Road Development Corporation Ltd., RCD Central Mechanical Workshop Campus, Near Patna Airport, Sheikhpura, Patna -800014 for Design and Printing of Executive Calendar, Executive Diary, & Table Calendar from the prospective Bidders having past experience of similar nature.

Schedule to The Invitation Of Tender

1	NIT No. BSRDC 536/2010-	Dated
2	Time and last date of issue of Bid Document	1500 Hrs. of 13.12.2016
3	Time and Date of depositing tender/bid	1500 Hrs. of 23.12.2016
4	Time and date of opening of Technical Bid	1530 Hrs. of 23.12.2016
5	Date of announcement of Top-3 (shortlisted) Bidders	23.12.2016
6	Date of Opening Financial Bid	24.12.2016
7	Date of Tender Award	24.12.2016
8	Packed material to reach BSRDCL office	2.01.2017
9	Validity of tender offer	60 day from the date of opening
10	Service to be provided	Designing, Printing & Supply of Executive Calendar, Executive Diary, & Table Calendar
11	EMD	Rs. 10,000/- per L-1 item is to be submitted by each L-1 Bidder by DD as a precondition before Award in the form of DD drawn in favour of "Bihar State Road Development Corporation Limited, Patna".

The bid document i.e; terms and conditions of the tender along with the prescribed forms may be obtained from the Headquarter Office of BSRDCL on any working day between **11.00 AM to 04.00 PM** at a cost of **Rs.1,000/- (Rupees One Thousand only)** payable by non-refundable demand draft/Banker Cheque of any nationalised bank drawn in favour of "**Bihar State Road Development BSRDCL Ltd.**" payable at Patna. The tender documents can also be downloaded from BSRDCL website **www.bsrcl.bih.nic.in** and such downloaded forms should be accompanied by a non-refundable Bank Draft/Banker Cheque of any nationalised bank drawn in favour of "**Bihar State Road Development BSRDCL Ltd.**" payable at Patna with the technical bid as cost of the Bid document.

Sd/-

Chief General Manager (HQ)

Bihar State Road Development Corporation Ltd.
RCD Mechanical Workshop Campus (Near Patna Airport)
Sheikhpura, Patna-800014

// PLEASE READ CAREFULLY //

1. TENDER PROCEDURE

BIHAR STATE ROAD DEVELOPMENT CORPORATION LTD (BSRDCL) invites Sealed Tenders (2-part sealed Bid, i.e. Technical & Financial) from reputed **Printers and Diary makers ONLY** for Design & Execution of Products (Printing, Binding, Packing & Despatch to BSRDCL HQ) of the following 2 items:

EXECUTIVE CALENDAR (Wall Mount) (6+1 Sheets)

EXECUTIVE DIARY (170 sheets)

TABLE CALENDAR (12 + 1 Sheets)

The **TENDER** submission shall consist of ALL of the following:

- 1.1 **Technical Bid** – in a **sealed envelope** superscribed “TENDER FOR PRINTING & SUPPLY OF DIARY, WALL CALENDAR & TABLE CALENDAR TO BSRDCL HQ
- 1.2 **Financial Bid** – in a **sealed envelope** superscribed “TENDER FOR PRINTING & SUPPLY OF DIARY, WALL CALENDAR & TABLE CALENDAR TO BSRDCL HQ”.
- 1.3 **Tender cost** - Rs. 1000/- non-refundable, in form of Demand Draft payable to **BIHAR STATE ROAD DEVELOPMENT CORPORATION LTD.**

Please note that:

- ☐ Tender submitted without ALL the above shall be rejected summarily.
- ☐ The Tender shall be duly signed by the authorized signatory mentioning his/her Name, Designation, Address and Contact Number, with rubber stamp and date.
- ☐ The Tender (containing the above) shall be submitted in 1 overall cover superscribed “**TENDER FOR PRINTING & SUPPLY OF DIARY, WALL CALENDAR & TABLE CALENDAR TO BSRDCL HQ**”. The items bid for in the Tender may be ticked on the cover page.
- ☐ The Tender shall be addressed to Chief General Manager, BIHAR STATE ROAD DEVELOPMENT CORPORATION LTD, RCD Central Mechanical Workshop Campus, Near Airport, Sheikhpura, Patna – 800014
- ☐ The Tender must reach him LATEST by 15:00 hours on 23.12.2016. BSRDCL Shall not accept any responsibility for Tenders lost in transit.

2. BID DETAILS

2.1 **TECHNICAL BID** - shall contain the following details (Please furnish this information as per Annexure): As a condition precedent, the Bidder shall compulsorily submit this Tender document signed on all Pages with rubber Stamp, signifying the acceptance of Terms and conditions of the Tender.

i) **BIDDER –**

- ☐ Firm - Name, Registered Address, Local Office, etc.
- ☐ Contact Person – Name, Designation, Mobile, Landline, etc.
- ☐ Facilities - Infrastructure and facilities like offset process, automatic cutting, stitching and folding machines and binding units etc.
- ☐ Income Tax Clearance Certificate/Income Tax Return filed for the latest year.
- ☐ Bank account RTGS details, with the Xerox of a cancelled cheque.

ii) **BUSINESS & EXPERIENCE -**

- ☐ No. of years in business.
- ☐ Number of Client Firms (approx.) with a few names (preferably of Govt. and PSU) and their Work Orders if possible.

Proof of doing the similar work of minimum Rs. 5 lakh in one single order in the previous three years.

- iii) SPECIMENS – of sample items produced by the Bidder, which conform approximately to the specifications of the Tendered items, particularly in terms of quality of material and workmanship. These items to be duly signed and stamped with date.
- iv) CERTIFICATE - confirming that the Tender has been submitted as per the mandate published, and accepting the terms and conditions of **BIHAR STATE ROAD DEVELOPMENT CORPORATION LTD.**, on the letter head of the bidder with signature and seal of the authorized person and date.

2.1 FINANCIAL BID - shall contain the following details:

- i) The Bids are to be made **separately for each item**.
 - a. Each consolidated Bid shall be inclusive of all components of Design and Execution including Material, Printing, Binding, Packing, Despatch, Insurance, etc.
 - b. All Bids shall be exclusive of taxes, i.e. all applicable taxes shall be paid extra.
- ii) The Financial Bid for item

2.1.1 - EXECUTIVE CALENDAR must be submitted in the following format:

FINANCIAL BID FOR EXECUTIVE CALENDAR (Wall Mount) (6+1 Sheets)

I/We have carefully and thoroughly read the item specification and scope of work, along with all other terms in this document. In accordance with the same, I/We hereby submit the Financial Bid as under:

EXECUTIVE CALENDAR (Wall Mount) (6+1 Sheets) - Rs. _____/- per Unit (in words, Rupees _____ only) exclusive of all applicable taxes, which shall be payable extra.

**Authorized Signatory
(Name, Designation,
Address,
Date & Rubber Stamp**

- iii) The Financial Bid for item **EXECUTIVE DIARY (170 page)** must be submitted in the following format:

FINANCIAL BID FOR - EXECUTIVE DIARY

I/We have carefully and thoroughly read the item specification and scope of work, along with all other terms in this document. In accordance with the same, I/We hereby submit the Financial Bid as under:

EXECUTIVE DIARY (170 Page) - Rs. _____/- per Unit (in words, Rupees _____ only) exclusive of all applicable taxes, which shall be payable extra.

**Authorized Signatory
(Name, Designation,
Address,
Date & Rubber Stamp**

- iv) The Financial Bid for item **TABLE CALENDAR** must be submitted in the following format:

<p>FINANCIAL BID FOR TABLE CALENDAR (12 + 1 Sheet) I/We have carefully and thoroughly read the item specification and scope of work, along with all other terms in this document. In accordance with the same, I/We hereby submit the Financial Bid as under: TABLE CALENDAR (12 + 1 Sheets) - Rs. _____/- per Unit (in words, Rupees only) _____ only) exclusive of all applicable taxes, which shall be payable extra.</p> <p style="text-align: right;">Authorized Signatory (Name, Designation, Address, Date & Rubber Stamp)</p>

Unit Rates are to be filled in the figures as well as in words. In case of any discrepancy between the two, the Unit Rates written in words shall prevail.

3. ITEM SPECIFICATIONS

EXECUTIVE CALENDAR (Wall Mount).

<p><i>Sheets:</i> 6 + 1 <i>Pages:</i> 14 (6x2 + 2 Fly leaf – single side) <i>Print:</i> Back to back <i>Colour:</i> 4 colour <i>Size & Shape:</i> 15" x 20" (F) - Square <i>Paper:</i> a) 170 gsm Sinnar Mass Art paper/ JK Art Paper; b) Flyleaf (white) - 90 gsm Maplitho <i>Binding:</i> wire-o binding on top side, full hanger (edge-to-edge) <i>Language:</i> English <i>Creative:</i> Basic Artwork to be given by BSRDCL. <i>Design:</i> To be done as per theme commensurate with BSRDCL image. <i>Packing:</i> 50 finished pieces, neatly packed in cartons & striped to hold.</p>	<p>1,000 pcs.</p>
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EXECUTIVE DIARY (Date Per Page)

<p><i>Quality:</i> Office Executive. <i>Design:</i> To be done in consultation with BSRDCL. <i>Sheets:</i> Approx. 170. <i>Paper:</i> Text sheets –white Ribbed paper of 80 gsm; <i>Colour:</i> Text printed in 4 colours; Filler in 4+ colours and Cover Logo embossed. <i>Size & Shape:</i> Inside – 24cm x 17cm; Outside – 24 cm x 17.5cm; Square <i>Cover:</i> Imported material pasted over 2.5 mm imported Hard Board <i>Binding:</i> Section-sewn hard case, square-back, head & tail band; ribbon <i>Detailing:</i> Approx. 300 names embossed in Golden or suitable letterings in top-right corner, Edge – Gilding (Golden).</p>	<p>1,000 pcs.</p>
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<p><i>Packing:</i> Each diary should be shrink-wrapped and packed in white coated duplex carton box of 300 gsm. For bulk delivery, they should be further packed in polythene sheet with water proof arrangement neatly set in 7 ply corrugated boxes to contain a quantity of 20 diaries each duly stripped to be handled.</p>	
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TABLE CALENDAR

i)	Size of Table calendar - 6.5 x 8.5 inches
ii)	Number of pages - 14 pages (7 Leaves back to back printed)
iii)	Stand - As per sample
iv)	Paper - 300 GSM (Imported textured coated Card)
v)	Printing - Multi colour with BSRDCL logo
vi)	Binding - Wire with stand made from 2 mm Kappa Board with matching printed pester as per sample.
vii)	Packing - Calendars to be individually packed in self seal envelopes. To be further packed in corrugated boxes. The cost will be borne by the printer. It may be further noted that:
☒	The creatives, matter, manuscript etc. for printing shall be given by BSRDCL. (However, designing shall be done by the Awardee Bidder).
☒	Indicative samples are available with Manager HQ, BSRDCL. The samples may not conform to the specifications stated above, but are primarily meant for the purpose of indicating the quality of workmanship and presentation of the finished items. Any prospective Bidder may inspect the samples on any office day between 11:00 AM and 04:00 PM. However, the actual Bidders must sign the samples as an acknowledgement of having inspected the same.

4. SCOPE OF WORK

The Scope of Work covers the entire Design & Execution (including Material, Printing, Binding, Packing, Despatch to BSRDCL HQ of EXECUTIVE CALENDAR, EXECUTIVE DIARY and TABLE CALENDAR for the New Year – 2017, within the prescribed Time Schedule.

The items supplied under the contract should be fully insured by the Awardee Firm against loss or damage incidental to the manufacture or acquisition, transportation, storage, despatch and delivery.

5. TENDER EVALUATION

i) **Technical Evaluation** – The Technical Bids shall be opened at BSRDCL HQ. Representatives of the Bidder Firms may attend at the date and time prescribed. Technical Evaluation shall be qualitative and qualifying. The Technical Bid shall be evaluated by BSRDCL based on documents/information/specimens furnished. After preliminary scrutiny and evaluation, a physical visit and examination of the Printing Press etc. of the initially shortlisted Firms may be undertaken if felt necessary. BSRDCL reserves the working day/time that it desires, without giving prior Notice.

Finally, Top-3 Firms for each coded item will be shortlisted as technically qualified, and announced on BSRDCL's website (www.bsrdbl.bih.nic.in). Only in respect of these shortlisted Top-3 Firms (for each item), the Financial Bids shall be opened.

It is made clear that such evaluation is necessarily subjective to a degree and based on perceptions and individual tastes/preferences. The final selection of the Top-3 Firms shall be at the sole discretion of the BSRDCL and shall not be open to question.

After final shortlisting of Bidders, the Envelope No. 2 containing Financial Bid of only those technically qualified Bidders will be opened.

ii) **Financial Evaluation** – The Financial Bids of the Top-3 Firms (shortlisted as technically qualified for each item coded and announced on the Co. website) shall be opened at BSRDCL, HQ.

Representatives of the Top-3 Firms (for each item coded) may attend at the date and time prescribed.

The lowest (L-1) Bidder in respect of each coded item shall be declared the “Successful Bidder” and would be awarded the assignment, subject to their furnishing the Earnest Money Deposit within 3 days working thereafter.

EMD @ Rs. 10,000/- per L-1 item is to be submitted by each L-1 Bidder by DD as a precondition before Award. This EMD shall be refundable to the Awardee Firm upon final settlement of accounts, subject to satisfaction of BSRDCL. **However, BSRDCL shall have the sole discretion and authority to deduct or forfeit part or full amount of the EMD in case of any deficiencies in the execution of the assignment in the opinion of BSRDCL.**

6. TERMS OF PAYMENT

No advance payment will be made. Full payment shall be made at one go upon:

- i) Completion of the entire assignment upto the successful delivery.
- ii) Submission of invoice of payment to the BSRDCL. (Along with the payment, the EMD shall also be refunded to the Awardee Firm, subject to satisfaction of BSRDCL).

7. CANCELLATION OF CONTRACT

In the event of Awarded Firm’s failure or delay to execute the assignment, in terms of the Award, BSRDCL reserves the right to cancel the order by giving 3 days’ notice. Further, if BSRDCL decides thereafter to get the work completed from any other source, then it shall be at the Awarded Firm’s risk and cost.

In the event of cancellation of order, BSRDCL shall have the right to take into possession from the Awarded Firm’s premises all Positives, Negatives, Plates, Papers, etc. and any other material required for completion of this assignment.

8. LIQUIDATED DAMAGES

In the event of Awarded Firm’s failure to complete this assignment as per the prescribed quality, specifications and terms within the prescribed time, BSRDCL may, at its sole discretion and authority, still accept the items, and levy liquidated damages as decided by the BSRDCL management, subject to a maximum of 10% of the total order value.

9. MISCELLANEOUS

- i) It may be noted that at the time of final execution of the assignment, if there is any default on paper grammage, printing or binding quality (from the approved sample), BSRDCL reserves the right to reject the supply and shall not be responsible for making any payment therefore.
- ii) BSRDCL reserves the right to get up to additional copies of the Executive Calendars, Executive Diaries and Table Calendar printed, on the same Unit Rate as quoted by the Agency, if need arises.
- iii) BSRDCL reserves the right, at its sole discretion without assigning any reasons therefore, to cancel the entire Tendering process; accept/reject any or all Tenders partly or fully; and also to modify the terms & conditions before awarding the job.

[On the letter head of the bidder]

**ANNEXURE (To be submitted with Technical Bid)
BUSINESS BIO-DATA AND DETAILS OF EXPERIENCE**

1.	i) Firm:	
	Name	
	Registered Address	
	Local Office Address	
	Telephone/Fax No. (office)	
	No. of years in Business	
	Bank account RTGS details	
	ii) Contact Person:	
	Name	
	Designation	
	Mobile	
	Landline	
2.	i) Whether Firm is Proprietorship/ Partnership/Limited Company	
	ii) Name of contact person for this Bid	
3.	Date of commencement of press	
4.	Number of languages in which printing facility is available	
5.	Turnover during the last three financial years	
	(i) 2011-12	
	(ii) 2012-13	
	(iii) 2013-14	
6.	i) Name & Address of leading customers (preferably of Govt. and PSU) (please attach proof)	
	ii) Details and proof of work (single order of 3 Lakh in previous Three Years	
7.	VAT No.	

10.

DECLARATION

The Tender document for the design and execution of **EXECUTIVE CALENDAR, EXECUTIVE DIARY & TABLE CALENDAR – NEW YEAR 2017**) have been downloaded by me/us from the website of Bihar State Road Development Corporation Ltd. I/We hereby certify that I/We have read and understood the entire Terms & Conditions of the Tender document. I/We shall abide by the Conditions/Clauses contained in the Tender documents. In case the provision of the Tender is found violated, I/We agree that the Tender shall be liable to be rejected and Bihar State Road Development Corporation Ltd. shall, without prejudice to any other right or remedy, be at liberty to forfeit the Earnest Money absolutely.

I/We hereby unconditionally accept the Terms & Conditions of Bihar State Road Development Corporation Ltd. tender documents in its entirety for the above work.

Yours faithfully,

**Authorized Signatory
(Name, Designation,
Address, Date & Rubber
Stamp)**