



Govt. of Bihar

Social Welfare Department

**STATE CHILD PROTECTION SOCIETY, BIHAR**

Second Floor, Apnagar (Behind LalitBhawan), Bailey Road, Patna-23. ✉- scpsbihar@gmail.com; ☎- 0612 2545033



## Tender Notice

### Procurement of Diary and Calendar at State Child Protection Society, Bihar

Government of Bihar has established the State Child Protection Society, Bihar to implement the Integrated Child Protection Scheme (ICPS). The Society aims to generate people's awareness on child rights and services available for vulnerable children through different IEC materials. The SCPS intends to spread messages on child protection among people and agencies through calendars and diaries.

State Child Protection Society, Department of Social Welfare, Govt. of Bihar invites sealed bids from eligible bidders for procurement of Diary and Calendar-2017. The bid document is available on the website [www.socialwelfare.bih.nic.in](http://www.socialwelfare.bih.nic.in)

<b>Last date and time for receipt of bid</b>	<b>12.12.2016, 12:00AM</b>	<b>At State Child Protection Society, Bihar, Second Floor, Apnagar (Behind LalitBhawan), Bailey Road, Patna-23.</b>
<b>Time of opening of bid</b>	<b>12.12.2016, 12:30AM</b>	

**Imamuddin Ahmad**  
Vice Chairperson, SCPS-cum-  
Director, Social Welfare



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Ref.:

Date:

### INVITATION OF QUOTATIONS FOR PRINTING & SUPPLY OF DIARY AND CALENDAR.

1. You are invited to submit your most competitive quotation for Printing & Supply of the following items :

Sl. No	Brief Description of the Work	Specification	Quantity	Delivery Period
1.	Printing of Diary 2017	As per Annexure-I	1000	10 days from the date of handing over the finalized/signed approved sample from the office
2.	Printing of Calendar, 2017	As per Annexure-I	2000	10 days from the date of handing over the finalized approved sample from the office

2. Important Dates and Times/Bid Document

3.1 Commencement of supply of Bid documents to bidders : From the date of Publication in the Newspaper.

3.2 Last Date & Time for Submission of quotation : 12/12/2016 till 12:00 HRS

3.3 Date & Time for Opening of quotation. : 12/12/2016 till 12:30 HRS

4. **Qualification criteria:**

- The bidder should have been registered with sales tax authorities. Copy of such certificate shall be enclosed as a proof.
- Registration certificate of bidder under suitable Act e.g. Shop and Establish Act, NSIC, Company Act etc.
- Have own printing press. Self - Undertaking to be given.
- Having at least three years of experience in printing. (To be filled in Annexure - II) Photocopy of the work order should be attached.
- Proof of sound financial capability of the bidder .The Bidder should have achieved minimum **AVERAGE** sales Turnover of **Rs 10.00 Lacs** during last three consecutive financial years and should furnish Profit & Loss statement, Balance sheet for Last 3 year's i.e. 2013-2014, 2014-2015 and 2015-2016, in support of its financial standing and capability to perform the contract on time. This must be audited by a qualified auditor.

5. **Bid Price:**

- Interlineations, corrections, erasures and/or over-writings shall be valid only if initialed by the person or persons signing the quotation.
- Earnest money of **Rs 10000.00 /-** (**Ten Thousand only**) in form of demand draft, only favoring state child protection society, payable at Patna have to be submitted.
- Earnest money of unsuccessful bidder will discharged at the earliest or latest by 30<sup>th</sup> day after award of work order successful bidder and signing the contract thereof.
- Applicable Sales Tax/CST/VAT must be clearly stated in Annexure - III attached in the bid document. All taxes, freight, insurance, delivery charges, other levies, etc. payable by the bidder under the contract shall be included in the quotation format of Annexure - III.

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बिहार सरकार

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- e) The rates quoted by the bidder shall be fixed for the duration of the supply and shall not be subject to adjustment on any account.
- f) The Prices should be quoted in Indian Rupees only.
- g) Tax deducted at source will be as per Income Tax Act, 1961 from the bidder as per the rate prescribed by GOI from time to time.

6. **Submission of Bids:**

- a) Tenders must be in **one large envelope marked as "Printing and Supply of Diaries and Calendars at SCPS, Bihar"** with enclosing two separate envelopes marked as:
  1. 'Technical Bid' duly signed, sealed and filed with Annexure-I and II
  2. 'Financial Bid' duly signed, sealed and filed with -Annexure-III
- b) The bidder must mention full detail specification of the items quoted. More mentioning words like "complying"/"compliant" is not sufficient.
- c) Envelope containing bids must bear on the cover itself, name of item bidding for, name and full address with phone numbers of the bidder.

7. **Liquidated Damages / Punitive deduction:**

For delays:

The applicable rate is 0.5% per week and the maximum deduction is 5% of the contract price. On further delays, purchase order may be cancelled.

8. **Validity of Quotation:**

Quotation shall remain valid for a period not less than **30 days** after the deadline date specified for submission.

9. **Evaluation of Quotations:**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed; and
- (b) Confirm to the terms and conditions, technical specifications and qualification criteria.
- (c) Quotation must be unconditional.

10. **Award of Contract:**

- 10.1 The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who in the assessment/judgment and sole discretion of the SCPS, has technical capability to execute the contract and has quoted the lowest price.
- 10.2 **Notwithstanding the above, SCPS reserves the right to accept or reject any quotations and to cancel the bidding process and reject part/all quotations at any time prior to the award of contract.**
- 10.3 The bidder whose quotation is accepted will be notified of the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- 10.4 Self - Undertaking that the bidder is not black listed from any Govt. or semi Govt. Organization. **The undertaking must be dated after the bid publication date.**
- 10.5 Successful bidder shall have to submit **5%** as performance security of the ordered/contract value. The performance security can be either in the form of Bank draft or Bank Guarantor



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**11. Quality Verification:**

Quality of printed diary and calendar will be verified by a team of SCPS officials as decided and constituted by Director, Social Welfare-cum-Vice Chairperson, SCPS. The quality verification may be done at printer's site in presence of the dealer. Supply of inferior quality of paper or printed material may attract necessary legal action apart from forfeiture of performance guarantee. Supplier need to supply the same diary and calendar which was submitted by him in hard copy for approval. Further, the sample by random selection of both diary and calendar' 2017 will be sent for GSM check to Central Pulp & Paper Research Institute (CPPRI), SAHARANPUR, U.P. The cost of such shall be borne by the office.

**12. The supplier must provide sample in hard copy of diary and calendar for approval before printing the diary and calendar.**

13. Payment shall be made within 14 working days after satisfactory delivery, quality and quantity verification of diary and calendar. The supplier has to provide the delivery challan which should be duly signed & stamped by the competent authority/ person. However the terms of payment will be 75% on delivery and balance 25% after quality check of GSM from CPPRI.

14. We look forward to receiving your quotations and thank you for your interest in this project.

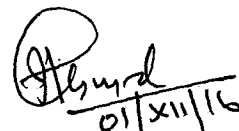
15. In case of dispute or difference, the award of the arbitrator appointed by the Government of Bihar will be final and binding on parties to the contract and the Court at Patna shall only have the jurisdiction our the same.

**Encl.:**

**Annexure I-** Detailed Specification

**Annexure II-** Experience of printing for at least three years.

**Annexure III-** Format for Quotation

  
01/xii/16

**Imamuddin Ahmad**

Vice Chairperson, SCPS-cum-Director,  
Social Welfare

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**Annexure – I**

**Detailed Specification of diary and wall calendar-2017**

Sl No.	Items	Specifications	Quantity
1	Executive Diary- 2017	<p><b>Diary Inner</b> Size: 21.6 cm x 14 cm Inside Pages: 188 Pages (94 Sheets) on basis of two day a page Paper Quality: 75 GSM Maplitho (Bright White, A grade mill) Printing: Single Colour Offset on all 188 Pages.</p> <p>Information Pages: 26 Pages (13 Sheets, design will be provided by SCPS) Printing: Special Colour Offset on all 12 Pages Paper Quality: 110 GSM glossy art (Bright White, A grade mill) Printing: Multi Colour (Four Colour) Offset on all 26 Pages</p> <p><b>Cover</b> Outer Material ---- Thick hard bound paper (Matt finish). Inner Material ---- Thick hard bound paper Size : 22.6 cm x 14.5 cm. With Bookmark.</p> <p><b>Spiral Binding</b> Diary Should be double ring spiral bound.</p> <p><b>Wrapping</b> 200 diary will be supplied in a good quality A4 size envelope. Rest other to be in such condition that it prevents the diary from being damaged.</p>	1000
2	Wall Calendar - 2017	<p>Wire Spiraled Calendar Size: Crown (15 inch 20 inch overall paper) Print area to be Flash Cut Number of Pages: 14 pages (07 Sheet) Paper Quality: 170 GSM Matt Art Paper Printing: Multi 4 Colour Offset Printing on both side (Complete 14 Pages) Binding: Spiraled with black double (Two) line metal line spiral wire (wire-locked) on 15 inch side with hanging facility</p>	2000

Authorized Signature of supplies with stamp





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सुशिक्षित बालवर्ग-विकसित समाज

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**Annexure: - II - Experience of printing for at least three years.**

Subject: QUOTATION FOR PRINTING & SUPPLY OF DIARY AND CALENDER FOR THE YEAR 2017.

Detail information regarding orders executed for at least Three years .

- It is mandatory to appropriately fill each column. Use extra sheet if the space below is insufficient.
- Enclose certified copies of the purchase order in chronology.

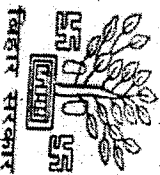
Sl.	Reference to order no. and date for completion and delivery as per order	Amount of order	Name of the office/authority by which the order was placed	Date of completion of delivery of the order	Reason for the exemption of order or delay in supplies of order, if any

Date:

Authorized Signature of supplies with stamp

Place:

*SA*



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**Annexure-III**

**Format for Quotation**  
**Description of Goods: Printing and Supply of Diary and Calendar for the 2017**

Sl. No.	Brief Description of the job	Specifications of the job offered	Quantity and Unit	Price for each unit (Rs.)			Total Price (Rs.)		
				Unit rate excluding all taxes. (a)	CST/ VAT (b)	Transportation, local incidental costs, etc. (c)	Quoted Unit rate [a+b+c] (d)	(in figures) (7)	(in words) (8)
(1)	(2)	(3)	(4)	(a)	(b)	(c)	(d)	(7)	(8)
1.	DIARY	As per Annexure-I	1000						
2.	CALENDAR	As per Annexure-I	2000						

**Note:** In case of discrepancy between unit price and total price, the unit price shall prevail

We agree to supply & demonstrate the quality of the above goods in accordance with the technical specifications for a contract price quoted against each item within the period specified in the Invitation for Quotations.

Total price (in figures) Rs. \_\_\_\_\_  
Rupees (in words) \_\_\_\_\_

Signature of Bidder.....  
Name.....  
Business Address:.....  
Place: .....

*Handwritten signature*