



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

Letter No.BSRDCL/536 /2010-3353

Dated: 5.11.2019

NOTICE INVITING QUOTATION FOR DESIGN & EXECUTION (PRINTING, BINDING, PACKING AND DESPATCH) OF EXECUTIVE DIARY (NOTEBOOK) & TABLE CALENDAR FOR THE NEW YEAR 2020

Sealed Quotations under single stage two bid system are invited by **Bihar State Road Development Corporation Ltd., RCD Central Mechanical Workshop Campus, Near Patna Airport, Sheikhpura, Patna -800014** through Notice Inviting Quotation for design & execution (printing, binding, packing and despatch) of Executive Diary (Notebook) & Table Calendar for the new year 2020 from the prospective Quotationers having past experience of similar nature in last three (3) Years.

For further Information, interested parties may visit our website www.bsrcl.bih.nic.in

Sd/-

General Manager (HQ)

Bihar State Road Development Corporation Ltd.

**RCD Mechanical Workshop Campus (Near Patna
Airport)**

Sheikhpura, Patna-800014

NOTICE INVITING QUOTATION
FOR
DESIGN & EXECUTION
(PRINTING, BINDING, PACKING AND DESPATCH)
OF
EXECUTIVE DIARY (NOTEBOOK)
&
TABLE CALENDAR
FOR THE NEW YEAR 2020

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The bidders may also submit quotation for single item.

Schedule to The Invitation Of Quotation

1	NIT No.	Dated
2	Time and last date of issue of NIQ Document	05.00 PM of 19.11.2019
3	Time and Date of depositing Quotation	03.00 PM of 20.11.2019
4	Time and date of opening of Technical Bid	03.30 PM of 20.11.2019
5	Validity of Quotation offer	60 day from the date of opening
6	EMD	Rs. 10,000/- per item is to be submitted by each Bidder by DD as a precondition before Opening of Quotation in the form of DD drawn in favour of "Bihar State Road Development Corporation Limited, Patna".

The NIQ document i.e; terms and conditions of the quotation along with the prescribed forms may be obtained from the Headquarter Office of BSRDCL on any working day from **8.11.2019** to **19.11.2019** between **10.00 AM to 05.00 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 Corporation Ltd.**" payable at Patna. The NIQ 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 NIQ document.

Sd/-

General Manager (HQ)

Bihar State Road Development Corporation Ltd.
RCD Mechanical Workshop Campus (Near Patna Airport)
Sheikhpura, Patna-800014
Tel: 0612-2226711

BIHAR STATE ROAD DEVELOPMENT CORPORATION LTD (BSRDCL) invites Sealed Quotation (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 DIARY (NOTE BOOK)

TABLE CALENDAR (12 + 1 Sheets)

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

- a. **Technical Bid** – in a **sealed envelope** superscribed **“NOTICE INVITING QUOTATION FOR DESIGN & EXECUTION (PRINTING, BINDING, PACKING AND DESPATCH) OF EXECUTIVE DIARY (NOTEBOOK) & TABLE CALENDAR FOR THE NEW YEAR 2020”**
- b. **Financial Bid** – in a **sealed envelope** superscribed **NOTICE INVITING QUOTATION FOR DESIGN & EXECUTION (PRINTING, BINDING, PACKING AND DESPATCH) OF EXECUTIVE DIARY (NOTEBOOK) & TABLE CALENDAR FOR THE NEW YEAR 2020”**
- c. **Bid Document Cost** - Rs. 1000/- non-refundable, in form of Demand Draft payable to **BIHAR STATE ROAD DEVELOPMENT CORPORATION LTD.**

Please note that:

- ☐ Quotation submitted without ALL the above shall be rejected summarily.
- ☐ The Quotation shall be duly signed by the authorized signatory mentioning his/her Name, Designation, Address and Contact Number, with rubber stamp and date.
- ☐ The Quotation (containing the above) shall be submitted in 1 overall cover superscribed **“NOTICE INVITING QUOTATION FOR DESIGN & EXECUTION (PRINTING, BINDING, PACKING AND DESPATCH) OF EXECUTIVE DIARY (NOTEBOOK) & TABLE CALENDAR FOR THE NEW YEAR 2020”**.

The items bid for in the Quotation may be ticked on the cover page.

- ☐ The Quotation shall be addressed to General Manager (HQ), BIHAR STATE ROAD DEVELOPMENT CORPORATION LTD, RCD Central Mechanical Workshop Campus, Near Airport, Sheikhpura, Patna – 800014
- ☐ The Quotation must reach him LATEST by 15:00 hours on 20.11.2019. BSRDCL Shall not accept any responsibility for Quotation lost in transit.

1. BID DETAILS

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

- i) **BIDDER** –
 - ☐ Firm - Name, Registered Address, Local Office, etc.
 - ☐ Contact Person – Name, Designation, Mobile, Landline, 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) 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 in the previous years.

- iii) **SPECIMENS** – of sample items produced by the Quotationer, which confirms approximately to the specifications of the items, particularly in terms of quality of material and workmanship. These items to be duly signed and stamped with date.

1.2 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, etc.
- b. All Bids shall be exclusive of taxes, i.e. all applicable taxes shall be paid extra.
- ii) The Financial Bid for item **EXECUTIVE DIARY (NOTE BOOK)** must be submitted in the following format:

FINANCIAL BID FOR - EXECUTIVE DIARY (Date-per-Page)

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 (Date Per 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:

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) exclusive of all applicable taxes, which shall be payable extra.

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

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.

2. TECHNICAL SPECIFICATION

2.1 EXECUTIVE DIARY (NOTE BOOK)

<p><i>Quality:</i> Office Executive. <i>Design:</i> To be done in consultation with BSRDCL. <i>Pages:</i> Approx. 288 (Ruled) <i>Paper:</i> Text sheets –Ivory shade pages of 80 gsm; <i>Colour:</i> Text printed in 2 colours in Filler and Cover Logo embossed. <i>Size & Shape:</i> A/5 ; Round Cornered Edges <i>Cover:</i> Imported Black Concord Binding Material; head & tail band; ribbon <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> <p>Indicative samples are available with Manager PR, BSRDCL. The samples may not confirm 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 Quotationers must sign the samples as an acknowledgement of having inspected the same.</p>	1,000 pcs.
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2.2 TABLE CALENDAR

<p>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:</p> <p>☐ The creatives, matter, manuscript etc. for printing shall be given by BSRDCL. (However, designing shall be done by the Awardee Bidder).</p> <p>☐ Indicative samples are available with Manager PR, 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.</p>	1,000 pcs.
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3. SCOPE OF WORK

The Scope of Work covers the entire Design & Execution (including Material, Printing, Binding, Packing, Despatch to BSRDCL HQ of EXECUTIVE DIARY (NOTEBOOK) and TABLE CALENDAR for the New Year – 2020, 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.

4. EVALUATION

4.1 **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.

4.1.1 EMD @ Rs. 10,000/- is to be submitted by each Bidder by DD as a precondition before opening of technical bid. 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.**

4.1.2 Finally, Top-3 Firms for each coded item will be shortlisted as technically qualified. Only in respect of these shortlisted Top-3 Firms (for each item), the Financial Bids shall be opened.

4.2 **Financial Evaluation** – The Financial Bids of the Top-3 Firms (shortlisted as technically qualified for each item) shall be opened at BSRDCL, HQ.

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

4.2.2 The lowest (L-1) Bidder in respect of each coded item shall be declared the “Successful Bidder” and would be awarded the assignment.

5. TERMS OF PAYMENT

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

5.1 Completion of the entire assignment upon the satisfactory execution of the work.

5.2 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).

6. 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.

7. 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.

8. MISCELLANEOUS

8.1` 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.

8.2 BSRDCL reserves the right to get up to additional copies of the Executive Diaries (Note Books) and Table Calendar printed, on the same Unit Rate as quoted by the Agency, if need arises.

- 8.3 BSRDCL reserves the right, at its sole discretion without assigning any reasons thereof, to cancel the entire procurement process; accept/reject any or all Quotations 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.	i) Name & Address of leading customers (preferably of Govt. and PSU) (please attach proof)	
	ii) Details and proof of work in previous Years	
7.	GSTIN No.	

9. DECLARATION

The Quotation for the design and execution of **EXECUTIVE DIARY (NOTE BOOK) & TABLE CALENDAR – NEW YEAR 2020** 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 NIQ document. I/We shall abide by the Conditions/Clauses contained in the NIQ documents. In case the provision as in NIQ is found violated, I/We agree that the our bid 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. NIQ documents in its entirety for the above work.

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