

Labour Resources Department
Govt. of Bihar
Tender for rate contract of printing & supply

Sealed tender are invited from registered agencies/firms for Rate contract for printing & supply of Booklet, pamphlet & Format.

1. Eligibility Criteria for Agency/firm-

1. Agency should be registered with sales tax, Income Tax, have VAT No./CST registration, PAN No., as applicable.
2. Agency should have experience of minimum 3 year of printing and supply with value not less than Rs. 10.00 lakhs (ten lakhs only)
3. The bidder should have minimum average sales turnover of Rs.50.00 Lakh in the last three completed financial years FY 2013-14 FY 2014-15 & FY 2015-16.
4. Agency should not be blacklisted or is not under a declaration of in-eligibility for corrupt and fraudulent practices or blacklisted for any other cause by central Government or Government of Bihar or any other public sector Agency.
5. The Bidder should have the following infrastructure/machinery in working condition and should agree to physical verification of the same—
 - Latest complete DTP System
 - Multicolour offset Machine
 - Wire stitching Machine
 - Printing press should be registered with Bihar Sales Tax under VAT/ CST
6. EMD (Earnest Money Deposit) in the form of Demand Draft in the name of Secretary, Bihar Building and Other Construction Workers Welfare Board, Labour Resource Department, Bihar, Patna for 1,000/- (One thousand)
7. Notwithstanding anything stated above the Purchaser reserves the right to assess bidder's capability and capacity to perform the contract should circumstances warrant such an assessment in the overall interest of the purchaser.

II. Submission Requirements

1. Envelope marked 'A' Technical Bid

- (i) EMD of Rs. 1,000/- (one thousand rupees only) in the form of demand draft from a scheduled/ Nationalised bank in the name of secretary, Bihar Building and other construction workers welfare Board, Labour Resource Department , Bihar Patna, payable at Patna. EMD shall be refundable.
- (ii) Past printing supplies and satisfactory performance of printing materials for any Government/semi- Government agency/ institution in the prescribed format at (Section II)

- (iii) Registration copy of VAT& up-to-date VAT return copy.
- (iv) CST registration certificate.
- (v) PAN card copy in the name of the agency/ Employer
- (vi) IT return copy for Financial year-2013-14, 2014-15, 2015-16.
- (vii) Proof of sound financial capability of the bidder-A copy of the audit reports, profit and loss statement, balance sheet and auditor's report for FY 2013-14, FY 2014-15, & FY 2015-16 will have to be furnished in support of the agency's financial standing & capability to perform the contract.
- (viii) Notarized affidavit in original issued after publication of this tender of not being blacklisted by any central and state Departments and PSU on account of corrupt or fraudulent practices.
- (ix) Minimum three samples of previous works done both for ' Booklet, Pamphlet and Format.
- (x) Sample of material proposed to be printed as specified In section I.
- (xi) Authorised signatory nomination letter (The letter of authorization shall be indicated by written power of attorney accompanying the bid).
- (xii) Certificate regarding machinery installed for printing materials.
- (xiii) Electricity bill in name of agency/firm with copy of current paid electricity bill to be enclosed .
- (xiv) Proof of Printing Press or branch with machine in working condition installed in Bihar.

2. Envelope marked 'B' Financial Bid

- a) Bidder must submit rate as per technical specification enclosed in section- I Annexure 'A'
- b) Rates are F.O.R destination which is all District Headquarters and should be inclusive of packing rate, designing and composing also.
- c) The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed and confirm to the terms and conditions and specifications. The duties, taxes and other levies payable including VAT shall be included in the item rate. The bidder must include all taxes applicable in the item rate in the quotation.
- d) The bid shall be typed or written in permanent ink and shall be signed by the bidder or a person duly authorized to bind the bidder to the contract. All pages of the bid shall be initialled/ signed by the person signing the bid.
- e) Any interlineations, erasures or overwriting shall be valid only if they are initialled by the person or persons signing the bid.
- f) Telex of facsimile quotation shall not be acceptable.

Note- To be submitted as per prescribed financial bid format.

Other Tender Conditions

- I. Performance guarantee/ security will have to be submitted post award of contract which shall be 5% of total cost of printing or project whichever is more. The performance guarantee/ security shall remain valid for a period of one month beyond the original validity period of the proposed rate contract.
- II. Successful bidder will have to sign a Rate contract which will be effective for a period of one year from the rate of signing of agreement. The purchaser may solicit the bidder's consent for an extension of the period of validity for another year on the same rate and terms and conditions, if required. Further the security deposit of performance guarantee provided shall be suitably extended by bidder. A bidder may refuse the request without forfeiture of performance security. A bidder granting the request will not be permitted to modify the bid.
- III. The supply order may be placed with bidder after the successful completion of the bid at different time intervals during the said period, as & when required.
- IV. Bids shall remain valid for 90 days after prescribed date of opening of technical bids. A bid valid for a shorter period shall be rejected by the purchaser as non-responsive.\
- V. The requests and the responses shall be made in writing or by fax or e-mail.
- VI. Any delay in printing and supply within the period mentioned in the PO (purchase Order) will attract suitable deduction in payment of ordered value which may range upto 5% of the value of the delayed quantity supplied or as shall be specified in the contract document.
- VII. The bidder whose bid is accepted will be informed of the award of contract by purchaser. The terms of the accepted offer shall be incorporated in the contract.
- VIII. Since the agreement will be a rate contract the purchaser will have liberty to increase, decrease or give partial supply order spread over the rate contract period, as & when required and distribute the printing job between more than one bidder.
- IX. Payment shall be made after delivery of the goods in satisfactory condition. Board can tack decision to verify a quality and receipt of material by any Paper testing institute It Such dicission is taken 80% Payment shall be made within 01 month of supply and remaining 20% after verification of quality.
- X. Bidder should have the capability to supply finished materials to the specified destinations at different district H.Q. of Bihar by Road transport/Courier . Stipulated time schedule of 30 days from the date purchase order and as finalised in the contract. No. extra cost will be paid for this.
- XI. The bidder should have the capacity to print and supply 1.00 lakh copies of Booklet, and 8.50 lakh Pamphlet, Format 27 & 28 as per the technical specification given in section- I Annexure -A.

3. Evaluation process

In first stage, envelope marked 'A' will be opened and the contents will be evaluated. After this the samples submitted by the bidder will be inspected and further verification of printing press shall be done. The financial bid of those bidders will only be opened, whose samples and others documents will be found satisfactory technically and as per tender instructions and specification.

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price (L1) in the rate

contract as per terms and conditions of contract. The purchaser reserves the right to distribute printing orders between L1, L2 and L3 bidder in the tender in case of a situation so arising that the printing and supply has to be done on an urgent and immediate basis.

Last date for submission of bid & other Important dates.

Bidder are requested to Submit their offer in the prescribed formats in sealed envelop addressed to Secretary, Bihar Building and other Construction workers Welfare Board, Labour Resource Department, Bihar, Patna on or before 02-09-2016 at 3.30 PM.

The Technical Bids according to the tender document will be opened on 02-09-2016 at 4:00 PM in the presence of bidder or their authorised representative who desire to be present. The financial Bids only technically successful bidder will be opened

Department of Labour Resources reserves the right to reject any bid(s) if :

- (a). At any time, a material misrepresentation is made or uncovered, or
- (b). The bidder does not provide within the time specified any supplemental information sought for evaluation of the bid. Such misrepresentation/improper response shall lead to the disqualification of the applicant.
- (c). The decision of LRD to accept or reject any or all of the bid(s) shall be final and binding and shall not be subject to any review or revision by any judicial or quasi-judicial authority.

No preference will be given to any bidder or class of bidders, either for price or for any of the terms and conditions, earnest money deposit exemption etc.

Notwithstanding the above, the purchaser reserves the right to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

SECTION I
ANNEXURE A
TECHNICAL SPECIFICATION

SL. No	Particular	Specification	Quantity (in lakh)	Rate
1.	Booklet	Number of page-4 text & 4 page Cover. Size 4.75"x 6.75" Text paper- 100 GSM Maplitho of A grade paper mill. Quality printing- Multi colour B/B text printing- lamination with polyester film.	1.00 lakh (One lakh)	
2.	pumplet	Size : 24"x12" Paper 100 GSM Maplitho of A grade paper mill .	8.50 (Eight lakh Fifty thousand)	
3.	Format 27 & 28	Size : 10.5"x8.5", Paper 80 GSM Maplitho of A grade paper mill with single colour Printing	8.50 (Eight lakh Fifty thousand)	

