Tender Notification for Printing of Booklet

Bihar Urban Development Agency

Urban Development and Housing Department, Govt. of Bihar

1st Floor, Vikas Bhawan, New Secretariat, Patna – 800 015

(Tel: 0612- 2215580, Fax: 2217059, Email: urbansec-bih@nic.in,

1. Proposals are invited from printers/printing agencies to print B**ooklets.** Description and Specification of the Materials to be printed is as follows :

Item	Brief Description of the Services	Specifications	Number of Pages	Qty. (No.)
1	*Multi colour Printing of Booklet on SJSRY*	*Composition text, Designing / Lay outing, Printing & supply with all materials, Number of page – 4 (four) Size : 8.5"x10.5", Pages 130 GSM Matt Art paper, lamination matt finish back to back, Multicolor printing back to back with single crease line.*	4	10000 (Ten thousand)

2. Details of specification can be downloaded from Tender section of our website http://urban.bih.nic.in.
3. Interested printers/printing agencies may submit their sealed financial proposals at the address mentioned below on any working day up to 15:00 hours on **4 January, 2013** and financial proposals will be opened on same day at 15:30 hours at following Address:

   Director,
   Bihar Urban Development Agency,
   Urban Development & Housing Department,
   Room No.123, Vikas Bhawan, New Secretariat, Patna – 800 015, Bihar, INDIA
   (Tel: 0612- 2215580, Fax: 2231566 Email: urbansec-bih@nic.in)
4. Director, BUDA reserves the right to accept or reject any or all proposals without incurring any obligation to inform the affected applicant/s of the grounds.

(Arvind Kumar Singh)
Director, BUDA & Joint Secretary, UD&HD

Sub: - Invitation for Quotations for Printing & Supply of Booklets

To

_____

_____

_____

Dear Sir/s,

1. You are invited to submit your most competitive quotation for following item and numbers :

Printing and Supply of Booklets and Pamphlets

Item	Brief Description of the Services	Specifications	Qty. (No.)	Place of Delivery
1	*Multi colour Printing of Booklet on SJSRY*	*Composition text, Designing / Lay outing, Printing & supply with all materials,* *Number of page – 4 (four)* *Size : 8.5"x10.5", Pages 130 GSM Matt Art paper, lamination matt finish back to back, Multicolor printing back to back with single crease line.*	**10000 (Ten thousand)**	**Urban Development Department, Vikas Bhawan , Patna.**

2. Important Dates and Times/Bid Document

2.1 Last Date & Time for Submission of Bids: **4 January, 2013 at 15:00 hrs**

2.2 Date & Time of Bid Opening : **4 January, 2013 at 15:30 hrs**

3. Qualification criteria

Having at least three years of experience in the similar assignment. Similar experience of supplying the items to least three reputed organizations. (To be filled in Annexure – A)

a) Own specification should be enclosed.
b) The Bidder shall have an average annual turnover of 20 lakhs in any three out of last for financial years.(2009-10, 2010-11 and 2011-12), an audited financial statement shall be submitted.
c) The Agency shall have sales tax registration, should furnish TIN number.
d) Copy of Pan Number shall be provided.
e) The agency shall have own printing facilities, a list of machinery and facilities shall be provided.

4. Bid Price

a) Interlineations, corrections, erasures and/or over-writings shall be valid only if initialed by the person or persons signing the bid.

b) Applicable Service Tax / Sales / CST / VAT must be clearly stated. All duties, taxes, freight, insurance, delivery charges and other levies payable by the contractor under the contract shall be included in the quoted price.

c) 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.

d) The price quoted will be fixed for one year from the date of award of contract.

e) The Prices should be quoted in Indian Rupees only.

f) Tax will be deducted at source, if applicable.

5. Terms and conditions

a) Printing can be in English or Hindi.

b) Proof will be produced by the bidder and get it approved from the department.

c) Delivery period: 30 days from date of order.

d) Sample of paper shall be should be attached with details of size, weight, make and quality. The paper shall be of reputed mills/brands like Ballarpur, JK , Century etc

e) The original manuscripts along with their materials such as photographs, graphs, illustrations, etc are to be returned to Department.

6. Submission of Bids:

a) A bidder shall submit only one quotation in a sealed envelope.

b) The bidder must mention full detail specification of the items quoted. Mere copying of the specifications mentioned by the purchaser or mentioning words like “complying”/”compliable” 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. Validity of Quotation

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

8. Liquidated Damages & Penalties

For delays:
The applicable rate is 0.5 % per week and the maximum deduction is 5 % of the contract price. On further delays contract may be terminated.

For inferior quality:
Inferior quality goods will not be accepted.

Quality and certification checks can be done by a committee formed by the department or can be from third party quality verification agency.

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) Conform to the terms and conditions, technical specifications and qualification criteria.

10. Award of Contract

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 UD&HD, has technical and financial capability to execute the contract and has quoted the lowest price.

10.1 Notwithstanding the above, the Purchaser 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.

10.2 The bidder whose bid 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

13. Disputes

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with Arbitration & Conciliation Act 1996, subject to the following conditions:
In any arbitration proceeding hereunder:

(a) Proceedings shall be held in Patna.

(b) Hindi or English shall be the official language for all purpose.

14. Payment shall be made within 21 days (excluding Sundays and Holidays) after satisfactory delivery of the goods / service completed and quality and quantity verification.

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

Address for Bid receiving:

Director,

Bihar Urban Development Agency,

Urban Development & Housing Department,

Room No.123, Vikas Bhawan, New Secretariat, Patna – 800 015, Bihar, INDIA

(Tel: 0612- 2215580, Fax: 2231566 Email: urbansec-bih@nic.in)

Encl.:
Annexure A- Similar experience of supplying the items/ services to at least three reputed organizations.
Annexure B- Format for Quotation.

Yours Faithfully,

(Arvind Kumar Singh)
Director, BUDA &
Joint Secretary, UD&HD

Annexure – A: Similar experience of at least three reputed organizations

Subject: Printing & Supply Booklets and Pamphlets
Detail information regarding orders executed during last three years

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

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

Authorized Signature of Agency with stamp

Date :

Place :

Format for Rate - Quotation **Annexure-B**

Description of Goods:- Printing of Booklet

Sl. No. (1)	Description of the goods (2)	Specifications of the goods / offered (3)	Quantity and Unit (4)	Price for each unit (Rs.)				Total Price (Rs.)	
				Unit rate including excise, customs duty (a)	Sales Tax/VAT (b)	Transport-ation, insurance, local incidental costs, etc. (c)	Quoted Unit rate [a+b+c] (d)	(in figures) (7)	(in words) (8)
1	**Booklet**		10000						

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

Total bid price (in figures) Rs. _____

Total bid price (in words) Rs……

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.

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