

Sub: - Invitation for Tender for Printing & Supply of Booklets and Pamphlets

To

Dear Sir(s),

1. Instruction to bidders:

You are invited to submit your proposal for following item and numbers:

Printing and Supply of Booklets and Pamphlets

Item	Brief Description of the Services	Specifications	Place of Delivery
1	<i>Books/ Booklet Multi colour</i>	<i>Composition text, Designing, Printing & supply with all materials, Size : 8.5"x10.5"/A4 Text Pages 130 gsm Art paper, Cover page 300 gsm Art board, lamination matt finish, thread sewing/side stitch with glue binding complete book. All text pages & cover multicolour printing</i>	Bihar Rural Development Society, Patna
2	<i>Books/ Booklet Two Colour</i>	<i>Composition text, Designing, Printing & supply with all materials, Size : 8.5"x10.5"/A4 Text Pages 90 gsm Art paper, Cover page 300 gsm Art board, lamination matt finish, thread sewing/side stitch with glue binding complete book. All text pages two colour printing & cover multicolour printing</i>	
3	<i>Books/ Booklet Single Colour</i>	<i>Composition text, Designing, Printing & supply with all materials, Size : 8.5"x10.5"/A4 Text Pages 90 gsm Art paper, Cover page 300 gsm Art board, lamination matt finish, thread sewing/side stitch with glue binding complete book. All text pages one colour printing & cover multicolour printing</i>	
4	<i>Pamphlet 170 gsm all multicolour</i>	<i>Composition text, Designing, Printing & supply with all materials, Size : 8.5"x10.5"/A4 Text Pages 170 gsm Art paper, All text pages multicolour printing</i>	Bihar Rural Development Society, Patna

5	<i>Pamphlet 90 gsm all 2 colour</i>	<i>Composition text, Designing, Printing & supply with all materials, Size : 8.5"x10.5"/A4 Text Pages 90 gsm Art paper, All text pages two colour printing</i>	
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2. Important Dates and Times/Bid Document

- 2.1 Last Date & Time for Submission of Bids: 26th November 2012, 3:00 P.M.
2.2 Date & Time of Technical Bid Opening: 26th November 2012, 4:00 P.M.

3. Address for Bid submission:

Office of the CEO,
Bihar Rural Development Society
Rural Development Department,
Main Secretariat, Patna -800015

4. Qualification criteria

- a) 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)
- b) The Bidder shall have an average annual turnover of 50 Lakhs in the last financial years (2009-10, 2010-11 and 2011-12). Certificate by CA/ Audited financial statement showing the shall be submitted.
- c) The Agency shall have sales tax registration, should furnish TIN number.
- d) Copy of Pan Card shall be provided.
- e) The agency shall have own printing facilities, a list of machinery and facilities shall be provided.

Proposals of the agencies not meeting the above criteria shall be summarily rejected.

5. Technical Evaluation criteria

- a) **Experience of undertaking similar assignments in India for Government / Private Agencies in last 5 yrs: 40 Marks**

Scoring for each sub-criteria mentioned above, is as noted below:

- i) 7 or more similar assignments – 40 Marks
ii) 5-6 similar assignments – 30 Marks
iii) 3-4 similar assignments – 20 Marks

- b) **Average Annual Turnover of the Agency for the last 3 Financial years**

- i) > INR 1 Crore – 40 Marks
ii) > INR 75 lakhs & upto INR 1 Crore – 30 Marks
iii) > INR 50 lakhs & upto INR 75 lakhs – 20 Marks

- c) **Experience / Infrastructure in Bihar: 20 Marks**

- i) Office in Bihar 10 Marks
ii) Experience of working in Bihar 10 Marks

Supporting documents needs to be enclosed. The minimum technical score required to pass is:
70

6. Submission of Bids:

- a) Proposals shall be submitted with technical and financial bids sealed separately. The bidder should put these two sealed envelopes in a bigger envelop duly sealed and submit the same by the specified date and time at the specified place. On receipt, the technical proposals shall be opened first
- 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”/”compliant” is not sufficient.
- c) Own specification should be enclosed.
- d) Envelope containing bids must bear on the cover itself, name of Tender, name and full address with phone numbers and e-mail id of the bidder.

7. Price Bid

- 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, binding, delivery charges and other levies payable 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 signing of contract.
- e) The Prices should be quoted in Indian Rupees only.
- f) Tax will be deducted at source, if applicable.

8. Terms and conditions

- a) Printing can be in English or Hindi or both.
- b) Proof will be produced by the bidder and get it approved from the department.
- c) Delivery period: Will be specified in the purchase order depending on the size and complexity of the order.
- d) Sample of each 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 rural development Department.

9. Validity of Quotation

Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.

10. Liquidated Damages & Penalties

For delays:

The applicable rate shall be 0.5% per week subject to a maximum of 5 % of the contract price. On further delays contract may be terminated.

For inferior quality:

Inferior quality goods will not be accepted.

In exceptional situation and urgent requirement the goods can be accepted subject to a penalty of 2 to 10%, and on the recommendation of the committee if the goods are acceptable.

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

11. Evaluation of Bids

A preliminary evaluation would be undertaken to determine the responsive bids i.e. which

- a) Are properly signed; and
- b) Conform to the qualification criteria and terms and conditions.

Bids not meeting the eligibility criteria shall be summarily rejected.

A two-stage bid Evaluation procedure shall be adopted with evaluation of the technical proposal being completed prior to any price proposal being opened and compared.

The financial proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposals.

12. 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 BRDS, has technical and financial capability to execute the contract.

The Department reserves the right to award the work to one or to a panel of printers.

12.1 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.

12.2 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. Performance Security

The successful bidder will be required to furnish the bank Draft of Rs 25,000.00 (Rs Twenty five thousand only) as performance security.

14. 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.
- 15.** Payment shall be made within 21 working days after satisfactory delivery of the goods / service completed and quality and quantity verification.
- 16.** We look forward to receiving your quotations and thank you for your interest in this project.

Encl.:

Annexure A- Similar experience of supplying the items/ services to at least three reputed organizations.

Annexure B- Format for Quotation.

Yours Faithfully,

CEO, BRDS

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

Subject: Technical Proposal for Printing & Supply Booklets and Pamphlets

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED

1. Brief Description of the Firm/Organization including Turnover, facilities and address:
2. Outline of recent experience on assignments of similar nature:

Detail information regarding orders executed

- 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 orders in order.

Sl.	Reference to order no. with date	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	Page of Technical Proposal where supporting
1						
2						
3						
-						
-						
n						

Authorized Signature of Agency with stamp

Date :

Place:

Format for Rate - Quotation

Annexure-B

Description of Service:- Booklet and Pamphlet

Sl	Items	Specification	No of Copies	Rate of Printing(INR)per booklet including all material as per specification							
				25 Pages	26 to50 pages	51 to75 pages	76 to 100	101 to 150 pages	151 to 200 pages	201 to 300 pages	
1	Books/Booklet	Composition text, Designing, Printing & supply with all materials, Size: 8.5"x10.5"/A4 Text Pages 130 gsm Art paper, Cover page 300 gsm Art board, lamination matt finish, thread sewing/side stitch with glue binding complete book. All text pages & cover multicolour printing	For 100 Copies And above								
			For 500 copies								
			For 1000 copies								
			For 2000 copies								
			For 3000 copies								
			5000 copies and above								

<i>Sl</i>	<i>Items</i>	<i>Specification</i>	<i>No of Copies</i>	<i>Rate of Printing(INR)per booklet including all material as per specification</i>						
				25 Pages	26 to50 pages	51 to75 pages	76 to 100	101 to 150 pages	151 to 200 pages	201 to 300 pages
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			<i>For 500 copies</i>							
			<i>For 1000 copies</i>							
			<i>For 2000 copies</i>							
			<i>For 3000 copies</i>							
			<i>5000 copies and above</i>							

<i>Sl</i>	<i>Items</i>	<i>Specification</i>	<i>No of Copies</i>	<i>Rate of Printing (INR) per booklet including all material as per specification</i>						
				25 Pages	26 to50 pages	51 to75 pages	76 to 100	101 to 150 pages	151 to 200 pages	201 to 300 pages
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			For 500 copies							
			For 1000 copies							
			For 2000 copies							
			For 3000 copies							
			5000 copies and above							

Table II				
Sl.	Item	Specification	No. of Copies	Rate of printing per booklet including all material as per specification
4	<i>Pamphlet 170 gsm all multicolour</i>	<i>Composition text, Designing, Printing & supply with all materials, Size : 8.5"x10.5"/A4 Text Pages 170 gsm Art paper, All text pages multicolour printing</i>	<i>For 100 Copies And above</i>	
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			<i>For 3000 copies</i>	
			<i>5000 copies and above</i>	