

**Government of Bihar**

**Rural Development Department**

Government of Bihar  
Main Secretariat, Patna - 800015

**Tender Notice**

Sealed tenders, on prescribed format from experienced Patna based printers are invited by the Department for the Annual Rate Contract for Printing of various Journals / Reports / Guidelines / Calendar / Diary & other publications in different size by Photo Offset Process (English/Hindi). The tender document can be obtained from the Department on payment Rs. 500/- (Nonrefundable) in cash between 10:00 to 17:00 hours on working days up to XXX. Tender documents can also be downloaded from the website <http://rdd.bih.nic.in> for which Rs. 500/- (Non-refundable) in cash is to be remitted to this office and Photocopy of the receipt should be enclosed with the tender before its submission. The last date of submitting the tender is XXX by XXX. For any clarification kindly write to [rlrsec-bih@nic.in](mailto:rlrsec-bih@nic.in)

XXX  
XXX

**Government of Bihar**

**Rural Development Department**

Government of Bihar  
Main Secretariat, Patna – 800015

**Tender Notice**

Sealed tenders, on prescribed format from Patna based printers with three years experience are invited by the Department for the Annual Rate Contract for Printing of various Journals / Reports / Guidelines / Calendar / Diary & other publications in different size by Photo Offset Process (English/Hindi). The tender document can be obtained from the Department between 10:00 to 17:00 hours on any days up to 15.02.11 at 3.00 P.M. Tender documents can also be downloaded from the website <http://rdd.bih.nic.in> is to be remitted to this office and Photocopy of the receipt should be enclosed with the tender before its

submission. The last date of submitting the tender is 15.02.11 by 04.00 P.M. For any clarification kindly write to [ruraldevdept@yahoo.in](mailto:ruraldevdept@yahoo.in)

**Principal Secretary  
Rural Development Department**

**TERMS AND CONDITIONS**

**A) Relating to 'submission of Tenders:**

1. Sealed tenders are invited from the printers, who are based in Patna for entering into Annual Rate Contract for printing various Journals / Reports / Guidelines / Calendar / Diary & other publications of the Department in English or/and Hindi as per schedule attached for a period of One year from the date of award of the rate contract subject to renewal on an annual basis on satisfactory services of the awardees.

**2. Eligibility Criteria:**

- a. The bidder should have at least 3 years of experience in the field of printing.
- b. The bidder should have an annual turnover of at least Rs. **50 Lakh** per annum for each of the last three years ( i.e. 2007-08, 2008-09 and 2009-10) (The bidder should submit relevant documents as proof)
- c. The bidder should be registered with Directorate of Industries or Small Scale Industries or any other appropriate authorities. (Registered with government/Labour Department etc.)

- d. The bidder should have valid TIN Number for registration under VAT
  - e. The bidder should have PAN for Income Tax
  - f. The bidder should have in house state of art facilities for colour printing in off set, system work.
3. **Preparation of Tenders:** The tender documents comprising of the tender form the schedule and the terms and conditions therein are provided in this bid.
  4. Any form of over writing or use of more than one ink in the tender will disqualify the tender and such tenders are liable to be outrightly ignored/rejected. Also a tender is liable to be ignored if complete information as required therein is not filled in. The rates quoted should be strictly in accordance with the specifications given in the tender form. The rates should be quoted in words also.
  5. **Delivery of Tenders:** All tenders should be addressed to the Principal Secretary, RDD, Main Secretariat, Patna and should ordinarily be deposited in the office of the RDD, for the purpose before the due date.
  6. Tender can also be sent by registered post but this will be at the risk and responsibility of the tenderer themselves. However, such tenders as are sent by post, duly sealed, subscribed and addressed as indicated above, should be made to be delivered to The Principal Secretary, Rural Development Department, Main Secretariat, Patna. No responsibility whatsoever will be accepted with regard to postal delays or for wrong delivery of the tenders sent by post. Tenderers are therefore advised to ensure that the tenders are deposited in the tender box or delivered as above before the last date and hour specified for receipt of tenders.
  7. **Last date for receipt and opening of tender:** As specified in the schedule to tender, the tender must reach this office by 3pm on 15/02/11 and the tender will be opened on 15/02/11 at 4 pm hrs in the presence Tender Opening Committee and the tenderers who may chose to be present personally or through representative duly authorized.
  8. **Late Tenders:** Tenders received after the specified hour will not be considered at all.
  9. **Bid Validity:** The bids submitted shall be valid for a period of 90 days from the date of opening. After the acceptance of the tenders, the successful bidders will have to execute every print order issued under this contract, within the stipulated period from the date of issue of every print order.

10. **Earnest Money Deposit:** Each tender must be accompanied by an earnest money of Rs.10,000/- (Rupees Five thousand only) without which no tender shall be considered. The earnest money should be furnished in the form of Bank Demand Draft in favour of Deputy development commissioner Patna. The earnest money will be refunded to all the unsuccessful bidders.
11. **Performance Bond:** The successful bidders will be required to furnish the bank draft of Rs. 25,000 (Rs. Twenty Five Thousand Only). EMD to the successful bidder will be returned after the receipt/acceptance of the bank guarantee
12. **Prices and delivery terms:** As given in the schedule to tender, the price quoted must be as per the norms mentioned in the schedule to tender (Per unit or otherwise strictly), inclusive of all charges and except sales tax (and should be clearly stated to be so), which will be paid by the Department if legally leviable at the prevailing rates on the date of supply as specified in the acceptance of tender. Other terms, for print order will be as briefly given in the schedule to the tender.
13. **Other Terms:** The Department reserves the right to accept or reject any or all Tender or part tender without assigning any reason thereof.
14. If the aforesaid requirements are not fulfilled and attested photostate copy of registration certificate issued by the Sales Tax Department etc. are not attached with the tender form, the tender will be liable to be rejected.
15. The Department also reserves the right to withdraw any part of the job or the whole of it at any stage, even after acceptance of the quotation / finalization of the printing arrangement and assignment of the job without assigning any reason therefore. The decision of the Principal Secretary, RDD in all these matters shall be final and binding.
16. In the event of lockout/closure on account of liquidation, strike, fire accident, or any other circumstances the Department reserves the right to withdraw the job, at whatever stage it be, without any obligation of payment or reimbursing, expenditure in respect of work done and also to withdraw/take possession of the manuscript, photograph, illustration, paper, binding cloth etc. supplied in connection with the printing of the job.

## **B) General Terms and Conditions**

1. Journals/Reports/Publication etc. will be printed in English/Hindi.
2. Proofs will be produced by the bidder in made-up pages and the bidder will be responsible for the first proof corrections (if any) marked by this office.
3. Press will also be responsible for making the dummy according to the instructions of this office and get it approved by the concerned officers of the Department
4. The press shall also make arrangements for delivering the proofs to the concerned officers of the Department (and for collecting them back promptly).
5. High quality of reproduction will have to be ensured by the printer. For improperly printed copies, poor binding, poor colour scan, etc., a penalty ranging from 2% to 10% of the total value of the work may be imposed as decided by the competent authority.
6. Each job shall be completed within a stipulated period (depending on the size and complexity of the publication) from the date of award of the work. If not, this office will have the right to impose a penalty @ 2% per week on the total cost of work, if so recommended by the competent authority after due regard for the circumstances.
7. Sample of each paper (text & cover) should be attached with details of size, weight and quality.
8. Pre-sensitized (PS) plates are to be used for ensuring high production quality
9. The printed material is to be delivered F.O.R. at the Rural Development Department, Main Secretariat, Patna. Actual payment may be made for transportation to outstation establishment on production of original receipts.
10. The material will not be accepted in case it is not of acceptable quality as per terms of the contract and is liable to be rejected outright.
11. The original manuscripts along with their input materials such as photographs, graphs, illustrations, etc., are to be returned to this office after the completion of the work.
12. Unbound and uncut printed form should be submitted by the printer along with the bill for verification of the actual work done
13. The tenderer shall submit along with tender documents one copy of his/her best publication bearing print line of the press as a sample for the rated quoted, so as to assess the quality of printing/workmanship.

14. Rates shall be valid for a period of one year from the date of award of this contract, however depending upon the need/and urgency, the Department will have the right to extend this period as per requirement
15. The Department reserves the right to award the work to one or to a panel of printers at the same rates as finally approved, if the demands of work so warrant.
16. In case of any dispute, the decision of The Principal Secretary, RDD shall be final and binding on all concerned.
17. The Department reserves the right to accept or reject any or all tender(s) without assigning any reason thereof.
18. The transaction shall be subject to legal jurisdiction of Patna only.
19. The tenderer shall submit his/her tender if the above terms and conditions are acceptable to him/her, for which the tenderer shall affix his/her signatures here under.
20. The rates must be quoted both in figures and words in the space provided in the Tender Document itself strictly in accordance with the specification(s)/Unit asked for and no conversion whatsoever will be done by us. The rates quoted in other units will not be considered at all.
21. The rates quoted must be stamped and signed by an authorized signatory of the bidding firm
22. The tenderers must fulfill the criteria as laid down and sign the same with seal and date.

## **Performa for Application**

### **Application of Printers for Printing of Journals / Publications / Reports / Calendars etc.**

1	Name of Firm/ Company	
2.	Address: Registered Office Telephone No. Mobile No. Telephone No. Mobile No.	
3	Date of Incorporation/ Establishment (Attach Proof)	
4	Name of Proprietor/ Partners/ Directors	
5.i	PAN No. (Attach Copy)	
5.ii	VAT No. (Attach Copy)	
8	Provide details of clients (Atleast 5) for whom Printing Job/s carried out within the last two years:(Attach Certificate/ Work Order)	
9	Details of EMD: <ul style="list-style-type: none"><li>• Amount</li><li>• Draft No.</li><li>• Date</li><li>• Issuing Bank</li></ul>	
10	Turnover of the firm <ul style="list-style-type: none"><li>• 2007-08</li><li>• 2008-09</li><li>• 2009-10</li></ul> (attach certified balance sheets)	
11	Experience in dealing with Government Departments (indicate the names of the Departments and attach copies of contract/orders placed on the firm)	

12	Kindly provide Name, address, e-mail and telephone number of atleast two references (preferable past clients)	
13	Any other Information worth mentioning	

I/We certify that the facts stated above are true and undertake to submit any other testimonials certificates whenever called for in support of our statement. This application will not in any way construe as our claim for empanelment.

Date:

Signature with Seal



## Details of printing requirement and quotation

**Table I:**

Sl.No.	Items	Specification	No. Of copies	Rate of printing per page including all material and taxes as per specifications.			
				Books/Booklets less than 50 pages	Books/Book between 51 and 100 pages	Books/Booklets between 101 and 200 pages	Books/Booklets more than 201 pages
1	Books/Booklets	Paper & Printing material & supplies design, composition text paper 90 GSM Cover 300 GSM art board, laminated matt finish A4 Size, thread sewing/side stitch with glue binding complete book. Multicolor cover & multicolor text page printing	Up to 1000				
			1001 to 2500 copies				
			More Than 2501 Copies				
2	Books/Booklets	Paper & Printing material Booklets & supplies design, composition text paper 90 GSM, Cover 300 GSM art board, laminated matt finish A4 Size, thread sewing/side stitch with glue binding complete book. Multicolor cover 1 or 3 color text printing	Up to 1000				
			1001 to 2500 copies				
			More Than 2501 Copies				
3	Books / Booklets	Paper & Printing material & supplies design, composition text paper 90 GSM, Cover 300 GSM board, laminated matt finish A4 Size, thread sewing/side stitch with glue binding complete book. 1 or 2 color , cover & 1 or 2 color text printing	Up to 1000				
			1001 to 2500 copies				
			More Than 2501 Copies				

**Table II:**

Sl.No.	Items	Specification	No. Of copies	Rate of printing per page including all material and taxes as per specifications.
4	Pamphlets Single/ Double/multi fold	Paper & Printing material & supplies design, composition text paper 170 GSM glossy/matt finish art paper., A4 size Multicolor Mom than cover & multicolor text page printing. Up to 10 pages	Up to 1000 Copies	
			1001 to 2500 copies	
			More Than 2501 Copies	
5	Pamphlets Single/ Double/multi fold	Paper & Printing material & supplies Double/ design, composition multiple text paper 90 GSM. A4 size 1 or 2 color copies cover & 1 or 2 More than color text printing up to 10 pages copies	Up to 5000 copies	
			5001 to 1 lakh copies	
			More Than 1 lakh Copies	