

BIHAR RURAL DEVELOPMENT SOCIETY
RURAL DEVELOPMENT DEPARTMENT
GOVERNMENT OF BIHAR MAIN SECRETARIAT PATNA-800015 BIHAR (INDIA)

NOTICE INVITING TENDER (NIT)

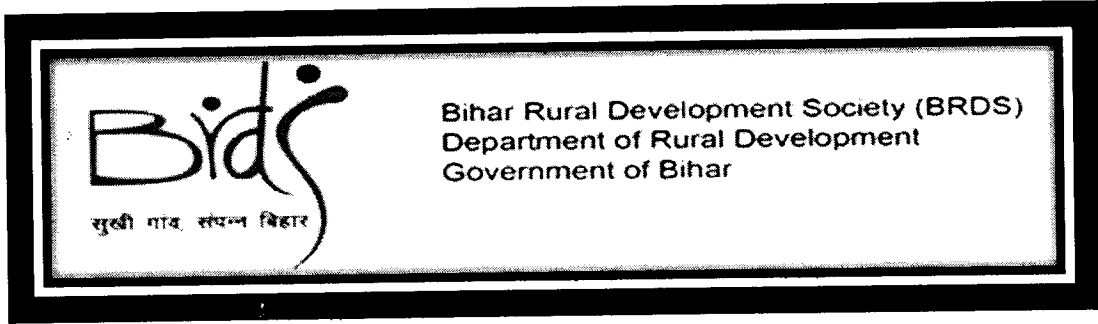
The Bihar Rural Development Society (BRDS), Rural Development Department, Government of Bihar (*Purchaser*) now invites sealed bids (two bid system) from eligible & qualified Bidders for **Printing & Supply of JOB CARD BOOKLET (50,00,000 copies) for BRDS.**

RFP including terms and conditions, specifications etc. can be downloaded from the website <https://rdd.bih.nic.in>. A Demand Draft of Rs 10,000/- to be attached with the Proposal. The last date for submission of the bid will be on or before 2:00PM on November 19th, 2018 and there will be a pre-bid meeting at 2:30 PM on October 31st, 2018 at BRDS office, North of Gandhi Maidan, Patna.

The technical bids will be opened at 2:30 PM on November 19th, 2018 in presence of the bidders or their authorized representatives. The undersigned reserves the right to cancel the bid without assigning any reasons.



Joint Secretary
Rural Development Department
Government of Bihar



NATIONAL COMPETITIVE BIDDING:

REQUEST FOR PROPOSAL (RFP) FOR PRINTING & SUPPLY of JOB CARD BOOKLET for BRDS

BID REFERENCE	: GD_PRI-JC-01
DATE OF COMMENCEMENT OF DOWNLOADING OF BIDDING DOCUMENT	: October 16, 2018
PRE-BID MEETING	: October 31, 2018, 14.30 Hrs
LAST DATE AND TIME FOR SUBMISSION OF BIDS	: November 19, 2018, 14.00 Hrs
TIME AND DATE OF OPENING OF TECHNICAL BIDS	: November 19, 2018, 14.30 Hrs

PLACE of PRE-BID MEETING &
OPENING of BIDS:

Bihar Rural Development Society (BRDS)
Red-Cross Building, North Gandhi Maidan,
Patna- 800001, Bihar

ADDRESS for COMMUNICATION:

Bihar Rural Development Society (BRDS)
Red-cross Building, North Gandhi Maidan,
Patna- 800001, Bihar
Phone No: +91-612-2219004

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SECTION - I: INVITATION TO BIDDERS

1. The Bihar Rural Development Society (BRDS), Rural Development Department, Government of Bihar (*Purchaser*) now invites sealed bids (two bid system) from eligible & qualified Bidders for **Printing & Supply of JOB CARD BOOKLET (50,00,000 copies) for BRDS**.
2. The bid document is available on the website www.rdd.bih.nic.in and can be freely downloaded by interested bidders. "The bidders, who have downloaded the bid documents, shall be solely responsible for checking the website for any addendum/amendment/corrigendum issued subsequently to the bid document and take into consideration the same while preparing and submitting the bids".
3. Bidders interested to bid and have downloaded the bid form must submit a demand draft of INR 10,000/- as the price of bid document at the time of submission of their bid. It may be noted that BRDS will not arrange for any postal or courier services for sending a bid document. The demand draft shall be in favour of "CEO, BRDS", payable at Patna.
4. **Bid Procedure**
The Bidder should submit the proposals in two parts:
 - A. Technical Bid
 - B. Financial Bid
 - i. Technical part should contain all such details as mentioned in the Bid Document and it should be kept in one envelop marked as "TECHNICAL BID"
 - ii. Financial part should contain the financial bid inclusive of all admissible taxes, duties and levies etc. it should be kept in another envelop marked as "FINANCIAL BID"
 - iii. Both these separate sealed and superscripted envelops should then be sealed in a third envelop marked as "Printing & supply of JOB CARD BOOKLET (50,00,000 copies) for BRDS".
 - iv. If both bids (Technical + Financial) are found in one envelope, those offers will be rejected.
5. All bids must be accompanied by a bid security as specified in the bid document and must be delivered to the office at the date and time indicated in Datasheet. Electronic bidding will not be permitted. Late bids will be rejected.
6. Bids will be publically opened in the presence of Bidders' designated representatives who wish to attend at the address given above on the specified date and time.
7. In the event of the date specified for bid receipt and opening being declared as a closed holiday for the purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
8. The undersigned reserves the right to cancel any or all the bids without assigning any reason.

-sd-
CEO,
Bihar Rural Development Society

SECTION - II: RFP DATASHEET

Following table brings out the dates for main events of the bidding process for this RFP. The Bidder should note that the BRDS reserves the right to change these dates without assigning any reason at any stage of the bidding process.

Sr.	Information	Details
1.	Name of the Assignment	"REQUEST FOR PROPOSAL FOR PRINTING & SUPPLY OF JOB CARD BOOKLET FOR BIHAR RURAL DEVELOPMENT SOCIETY(BRDS)"
2.	Cost of Bid Document	Rs. 10,000/- Paid through DD, in favour of "CEO BRDS, Bihar" payable at Patna.
3.	Date of Publishing of RFP	October 16, 2018
4.	Pre Bid Meeting	October 31, 2018, 14.30 Hrs
5.	Last Date and Time for Submission of Bids	November 19, 2018, 14.00 Hrs
6.	Bid Security	Rs. 10,00,000/- (Rs. Ten Lakhs Only) paid through DD or Bank Guarantee in favor of "CEO, BRDS" payable at Patna
7.	Validity period of Bid Security	90 Days
8.	Bid Validity period	90 Days
9.	Place, Date and Time of opening of Technical Bid	Bihar Rural Development Society 2 nd Floor, RED Cross Building North of Gandhi Maidan Patna-800001, Bihar (India) November 19, 2018, 14.30 Hrs
10.	Address at which Bid is to be submitted	CEO, Bihar Rural Development Society 2 nd Floor, RED Cross Building North of Gandhi Maidan Patna-800001, Bihar (India)

2.1. Clarification of RFP Documents

Bidder's requiring clarifications on RFP documents may notify either by writing to BRDS address or by sending in their queries by electronic mail to brds.director@gmail.com. Queries/clarifications required should reach to BRDS three days prior to the Pre-Bid meeting date provided in RFP datasheet above. BRDS will respond to queries/clarifications of the Bidders in writing by publishing the responses on its website. BRDS will not entertain any correspondence regarding delay or non-receipt of clarifications/queries. For clarifications Bidder may contact **Sri Saroj Kumar** (Director - eGovernance & IT) at 9471006337.

SECTION - III: SCOPE OF WORK

3. Work Details

Printing and Supply of JOB CARD BOOKLET

Item	Brief Description of the work	Specifications	Place of Delivery
1	<i>Multi-colour JOB CARDBOOKLET (Composition of text, Designing, Printing & supply with all materials to specified locations)</i>	<i>Size: 5.5" x 8.5"</i> <i>Text Pages: 100 GSM maplitho paper with 85 percent brightness</i> <i>Cover page: 300 GSM Glossy Paper, lamination matt finish, Center stitching with 2 SS (Stainless Steel) pins to complete the booklet.</i> <i>All text pages & cover page will be multi-colour printing (JOB CARD contains 26 pages including cover pages).</i>	DRDAs of all Districts of Bihar



DETAILS OF DISTRICT WISE SUPPLY OF 50,00,000 JOB CARD BOOKLET		
S. No.	DISTRICT	QUANTITY
1	ARARIA	1,63,000
2	ARWAL	64,300
3	AURANAGABAD	1,44,800
4	BANKA	1,22,600
5	BEGUSARAI	1,00,500
6	BHAGALPUR	1,24,400
7	BHOJPUR	94,100
8	BUXAR	95,500
9	DARBHANGA	2,07,300
10	GAYA	1,86,400
11	GOPALGANJ	86,200
12	JAMUI	1,30,600
13	JEHANABAD	70,500
14	KAIMUR (BHABUA)	79,400
15	KATIHAR	1,85,500
16	KHAGARIA	58,000
17	KISHANGANJ	91,800
18	LAKHISARAI	79,000
19	MADHEPURA	1,67,600
20	MADHUBANI	1,70,700
21	MUNGER	72,000
22	MUZAFFARPUR	1,55,400
23	NALANDA	1,14,600
24	NAWADA	1,55,200
25	PASHCHIM CHAMPARAN	1,67,900
26	PATNA	1,31,400
27	PURBI CHAMPARAN	2,17,300
28	PURNIA	1,99,100
29	ROHTAS	1,15,500
30	SAHARSA	2,00,700
31	SAMASTIPUR	2,13,700
32	SARAN	1,69,800
33	Sheikhpura	38,000
34	SHEOHAR	48,700
35	SITAMARHI	2,08,100
36	SIWAN	63,200
37	SUPAUL	1,20,200
38	VAISHALI	1,87,000
	Total	50,00,000

SECTION IV: ELIGIBILITY CRITERIA OF BIDDERS

4. Qualification criteria

- a) Having at least three years of experience in the similar kind of works/assignments. Similar experience of printing and supplying printed items to at least three reputed organizations / Government Departments. (To be filled in Annexure -A)
- b) The Bidder shall have an average annual turnover of Rs3 crore in the last three financial years (2015-16, 2016-17 and 2017-18). Certificate by CA/ Audited financial statement showing the annual turnover shall be submitted.
- c) Copy of Income Tax Return for the Assessment Year 2015-16, 2016-17 and 2017-18 supported by audited account.
- d) The Agency shall have GST registration, should furnish GST Certificate.
- e) Copy of Pan Card shall be provided.
- f) The agency shall have own printing facilities, a list of machinery and facilities shall be provided.
- g) The bidder should have executed at least ONE similar printing Single Order of 2 Crore or Bigger during the last five years **(Submit the copy of work order with work completion certificate)**.
- h) Self-certified copy of "No Blacklisting" from any Govt. Dept./Organizations should be attached.



SECTION V: SELECTION PROCEDURE - OPENING AND EVALUATION OF BIDS

5.1 Basic Principle

Bids will be evaluated on the basis of the terms & conditions already incorporated in the Bidding document, based on which Bids have been received. No new condition will be brought in while scrutinizing and evaluating the Bids.

5.2 Preliminary Scrutiny of Bids

- a) Bids will first be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the Bidding document. The Bids, which do not meet the basic requirements are liable to be treated as unresponsive and omitted.
- b) The following are some of the important aspects, for which a Bid may be declared unresponsive and omitted;
 - (i) Bid is unsigned.
 - (ii) Bidder is not eligible.
 - (iii) Bid validity is shorter than the required period.
 - (iv) Required BID SECURITY has not been provided in "Technical Bid Envelop".
 - (v) Bidder has not agreed to give the required performance security.
 - (vi) Sample of providing materials offered are sub-standard, not meeting the required specification etc.
 - (vii) Bidder has quoted variable price against the requirement of firm price.
 - (viii) Delivery period quoted by the Bidder is beyond the required period projected in the Bidding document.
 - (ix) Against a schedule in the List of Requirement (incorporated in the Bidding), the Bidder has not quoted for the entire requirement as specified in that schedule.
 - (x) Bidder has not agreed to essential condition(s) specially incorporated in the Bidding.

5.3 Bid Evaluation

- a) BRDS will form a Selection Committee for evaluation and ranking of Bids received. This committee will undertake evaluation & opening of bids, final selection of the company, negotiations (if any) on various terms and conditions, etc.
- b) All the Bids received will be scrutinized to assess the eligibility based on the qualifying criteria. Those Bids which do not meet the qualifying criteria will be rejected at any stage of detection.
- c) The eligibility criteria will be first evaluated as per Request for Bid for each bidder. Scrutiny of the tender document will be done by the Selection Committee to determine whether the documents have been properly signed, Tender cost Rs. 10,000/(Rs. ten thousand only)- paid, Bid Security Deposit paid and all relevant papers submitted. Tenders not conforming to such requirements will be prima facie rejected. All the bids proposals will be evaluated based on the Eligibility Criteria. The Selection Committee will shortlist those bidders who are satisfying the eligibility criteria in all respect and declare the bidders who are qualified for further Financial/ Commercial Evaluation.

5.4 Opening & Evaluation of Technical Bid.

- a) At the opening of Technical Bids, Bidder representatives who choose to attend will sign an Attendance Sheet.
- b) Each Technical Bid will be checked to confirm that it has remained sealed.
- c) The eligibility criteria will be first evaluated as per Request for Bid for each bidder. Scrutiny of the tender document will be done by the Selection Committee to determine whether the documents have been properly signed, Tender cost Rs. 10,000/ (Rs. ten thousand only)- paid, Bid Security Deposit paid and all relevant papers submitted. Tenders not conforming to such requirements will be prima facie rejected. All the bids proposals will be evaluated based on the Eligibility Criteria. The Selection Committee will shortlist those bidders who are satisfying the eligibility criteria in all respect and declare the bidders who are qualified for further Financial/ Commercial Evaluation.

6. Opening of Financial Bids

- 6.1 At the opening of Financial Bids, Bidder representatives who choose to attend will sign an Attendance Sheet.
- 6.2 Each Financial Bid will be checked to confirm that it has remained sealed.
- 6.3 Selection Committee will open each Financial Bid. Such representative will read out aloud the name of the Bidder and the total price shown in the Bidder's Financial Bid. This information will be recorded in writing by the Selection Committee's representative.

7. Evaluation of Financial Bids

- 7.1 BRDS Selection Committee will review the detailed content of each Financial Bid. During the review of Financial Bids, the Committee and any Authorized personnel and others involved in the evaluation process, will not be permitted to seek clarification or additional information from any Bidder, who has submitted a Financial Bid. The detailed contents of each Financial Bid will be subsequently reviewed by the Selection Committee. The award of the contract shall be made to the bidder whose bid has been determined to be the lowest responsive bid, taking into account the factors mentioned in the preceding paragraphs; this need not necessarily be the lowest priced bid received. The successful bidder shall not be required, as a condition of award, to undertake responsibilities for work not stipulated in the bidding document or to modify his bid.
- 7.2 BRDS Selection Committee reserves the sole right for carrying out amendments/modification/changes including any addendum to this tender document. All Bidders shall be notified of the amendment in writing by email or fax or post, and all such amendment (s) and shall be binding on them.

8. AWARD OF WORK

- i. The finalization of the Bids will be done by a committee constituted by the Society for this purpose.
- ii. The contract will be awarded to the Successful bidder, whose bid has been determined as the best and lowest commercially acceptable bid.

- iii. Variation of Quantities at the Time of awarding the contract, the purchaser reserves the right to increase or decrease by up to twenty-five per cent, the quantity of JOB CARDS mentioned in the schedule(s) in the "List of Requirements" without any change in the unit price and other terms & conditions quoted by the Bidder.
- iv. In case of two or more bidders quote same bid price, the contract will be awarded to the bidder whose average annual turn-over is higher.

9. SUBMISSION OF BIDS

a) Sealing and Marking of Bids

i. Sealed envelope by the Bidders shall bear the words: **RFP for Printing & Supply of JOB CARD BOOKLET for Bihar Rural Development Society(BRDS)**

ii. should be addressed to:

CEO,
Bihar Rural Development Society
2nd Floor, RED Cross Building
North of Gandhi Maidan
Patna-800001, Bihar (India)

iii. If the envelope is not sealed and marked, the tender will be summarily rejected.

iv. Bids submitted electronically (Fax, Email etc.) will be rejected.

10. Interpretation of the clauses in the Bid Document / Contract Document

In case of any ambiguity in the interpretation of any of the clauses in Bid Document or the Contract Document, interpretation of the Society shall be final and binding on all parties.

11. Decision Taken

The decision taken by the Society in the process of Bid evaluation will be full and final and binding on all the bidders.

12. Penalty Clause

If the Supplier fails to execute the contract to the satisfaction of the Society, then the Society may invoke any or all of the following clauses:

- i. Forfeit the Security Deposit or
- ii. Terminate the contract without giving any notice.

13. Termination for Default

The Society may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the Contract in whole or part:



- i. If the Agency fails to deliver JOB CARDS or any services within the period(s) specified in the Contract,
- ii. If the Agency fails to perform as per the performance standards.
- iii. If the Agency, in the judgment of the Society has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

14. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Patna courts only.

15. Taxes and Duties

The rates quoted shall be in Indian Rupees and shall be inclusive of all taxes, duties and levies as applicable. Any increase in the rates will not be allowed.

16. Binding Clause

All decisions taken by the BRDS Selection Committee regarding the processing of this Bid and award of contract shall be final and binding on all concerned parties.

17. The Society, reserves the right -

To verify, modify, revise, amend or change any of the terms and conditions mentioned above or to reject any or all the Bid/s without assigning any reason whatsoever thereof or may terminate the Bid process mid-way without assigning any reason.

18. Variation of Quantities at the Time of Award

Quantity may vary (increase or decrease) to the extent of 10%.

19. The Decision regarding acceptance of Bid by the Society will be full and final.

20. Undertaking:

- ❖ All information ha
- ❖ We been submitted as per the prescribed format and procedure.
- ❖ Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.
- ❖ All pages of the Bid have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:



SECTION VI: GENERAL CONDITIONS OF WORK

21. Cost of Bidding

The Bidder shall bear all the costs associated with the preparation and submission of its bid, and the BRDS Selection Committee in no case, will be responsible or liable for these costs, regardless of conduct or outcome of the bidding process.

22. Bidding Document

(a) The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

(b) The Bid must be properly indexed and bound. Any loose document submitted by bidders will be rejected.

23. PREPARATION OF BIDS

a) Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the BRDS Selection Committee shall be in **English only**.

b) Bid Currency

Prices shall be quoted in Indian Rupees only.

24. Bid Security Deposit

a. The Bidder shall furnish, as part of its bid, an Bid Security in the form of a Bank Guarantee or DD drawn in favor of "CEO, Bihar Rural Development Society, Bihar", payable at Patna for Rs. 10,00,000/- (Ten Lakhs only).

Offers, which are not accompanied with Bid Security, will be summarily rejected.

b. Unsuccessful Bidder's Bid Security will be refunded after completion of entire bidding process.

c. The performance guarantees of 5% value of the total contract need to be submitted by the successful bidder either in form of FD with Scheduled Banks or DD / Bank Guarantee at the time of signing the agreement which will be discharged/refunded on the successful completion of the project.

d. The bid should be valid for a period of 90 days from the opening of the Bid. The Bid Security shall be forfeited:

I. If a Bidder withdraws its bid during the period of Bid validity specified by the Bidder on the Bid Form.

OR

II. In case of a successful Bidder, if the Bidder denies to accept the work.

25. 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 GST 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.

26. Contents of Envelopes

- a. It will be a two envelope bid comprising of Technical bid and financial bid.

Technical bid shall be marked as Envelope No. I and shall contain:

- I. Demand Draft for Bid Security.
 - II. The draft for non-refundable tender fee document worth Rs.10,000/ (Rs. ten thousand only).
 - III. Companies Registration certificate in case of companies or Partnership deed in case of firms or Self Proprietary Declaration in case of proprietary firm
 - IV. All the documents establishing Bidder's eligibility and qualification mentioned in Section III of the Bid.
- b. 2nd envelope should contain financial bid in the prescribed format attached as Annexure-II with the tender document.

27. Terms and conditions

- a) Proof will be produced by the bidder and get it approved from the department.
- b) Delivery period: Will be specified in the purchase order depending on the size and complexity of the order.
- c) Sample of each paper should be attached with details of size, weight, make and quality. The paper shall be of reputed A grade mills/brands like Ballarpur, JK, Century etc.
- d) The original manuscripts along with their materials such as photographs, graphs, illustrations, etc. are to be returned to rural development Department.
- e) The Maximum Delivery Period will be 90 days from the date of signing of the Contract. Place will be Bihar Rural Development Society (BRDS), Red-Cross Building, East Gandhi Maidan & DRDAs of the all Districts of Bihar. Indent will be provided by the BRDS along with the work order. The JOB CARDS may be supplied in different phases as directed by the authority. Five sample copies of JOB

CARDS will be submitted in BRDS before delivery. In each of satisfactory supply of JOB CARDS, the bill can be generated by the Agency for the Payment.

28. 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 will be done by a committee formed by the department and can be checked from third party quality verification agency.

29. 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 CEO, BRDS reserves the right to award the work to one or to a panel of printers.

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.

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.

30. Performance Security

The successful bidder will be required to furnish the bank Draft of 5% of contract value as performance Security that will be retained till successful supply of the whole Item.

31. 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.

32. The payment shall be made in the currency/currencies specified in the contract. The supplier shall send its claim (with relevant documents, as required) to the appropriate paying authority as specified in the Schedule of Requirements and the contract. Before claiming any payment, the supplier shall ensure that all the contractual obligations for claiming that payment have been duly fulfilled.

Payment shall be made after satisfactory delivery of the goods / service completed and quality and quantity verification.

33. The supplier shall not dispatch the goods after expiry of the delivery period. The supplier is required to apply to the purchaser for extension of delivery period and obtain the same before dispatch. In case the supplier dispatches the goods without obtaining an extension, it would be doing so at its own risk and no claim for payment for such supply and / or any other expense related to such supply shall lie against the purchaser.

34. Delivery Challan must be duly attested by concerned Authorized Person of BRDS& the DDC/authorized person of the concerned District of Bihar.

**CEO,
BRDS**



Annexure: I

TECHNICAL BID FORMAT

**COVERING LETTER
(On Organizations Letter Head)**

CEO,
Bihar Rural Development Society
2nd Floor, RED Cross Building
North of Gandhi Maidan
Patna-800001, Bihar (India)

[Location, Date]

Subject: Selection of Agencies for Printing & Supply of JOB CARD BOOKLET for Bihar Rural Development Society(BRDS), Patna. [TECHNICAL BID]

Dear Sir,

I, the undersigned, offer to provide the supply of JOB CARDS for the proposed assignment in respect to your RFP. I hereby submitting the RFP which includes this technical bid sealed under a separate envelope. Our Bid will be valid for acceptance up to 90 days and I confirm that this Bid will remain binding upon us and may be accepted by you at any time before this expiry date.

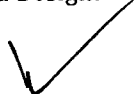
All the information and statements made in this tender document are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. I have examined all the information as provided in your Request for Bid (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this Bid and to bear any further pre-contract costs. Certain information included in this Bid would if disclosed prejudice our commercial interests.

I confirm that I have the authority to submit the Bid and to clarify any details on its behalf. I understand that you are not bound to accept any Bid you receive.

Yours faithfully,

Authorized Signatory with Date and Seal: Name and Designation:

Address of Organization:



ORGANIZATION'S PROFILE

(Brief Profile)

[Provide here a brief description regarding professional background of the organization]

Authorized Signatory [In full and initials]:

Name and Designation with Date and Seal:

[NB: Organization needs to restrict the above information within 3-5 pages only]



CATEGORY –II

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 supply of the order	Reason for the exemption of order or delay in supplies of order, if any	Page of Technical Bid where supporting
1						
2						
3						
-						
-						
n						

**Authorized Signature of
Agency with stamp**

NB: Organizations are requested to furnish the information up to 5 best projects only from each category. Copies of Work Order /Contract Document needs to be furnished along with the tender document.

✓

BID SUBMISSION CHECK LIST

Sl. No	Description	Submitted (Yes/No)	Page No.
A	PRE-QUALIFICATION BID (ORIGINAL)		
1	Filled in Bid submission Check List (ANNEXURE-I)		
2	Covering Letter		
3	Bid Security of Rs. 10,00,000/- in form of DD/BG.		
4	Tender fee DD of Rs10,000		
4	Copy of Certificate of Incorporation / Registration of the Organization		
5	Copy of PAN		
6	Copy of GST No.		
7	Copies of IT Returns for the last 3 FYs (15-16,16-17 & 17-18)		
8	General Details of the Organization		
9	Financial details of the Organization along with all the supportive documents such as copies of Profit - Loss Statement and Balance Sheet for the concerned period		
10	Power of Attorney in favor of the person signing the bid on behalf of the Organization		
11	List of completed assignments of similar nature (Past Experience Details) along with the copies of work orders for the respective assignments		
12	Undertaking for not have been black-listed by any Central / State Govt./any Autonomous bodies during its business career.		
B	TENDER DOCUMENT (ORIGINAL + 1 COPY + SOFT COPY IN PDF FORMAT)		
1	Covering Letter		
2	Organization's Organization Profile		
3	Organization Experience		
C	FINANCIAL BID (ORIGINAL + 1 COPY)		
1	Covering Letter (FIN-1)		



Annexure: II

FINANCIAL BID FORMAT

FIN-1

**COVERING LETTER
(In Organization's Letter Head)**

To,

The CEO,
Bihar Rural Development Society
2nd Floor, RED Cross Building
North of Gandhi Maidan
Patna-800001, Bihar (India)

Location,

Date

Subject: Selection of Agencies for Printing & Supply of JOB CARD BOOKLET for Bihar Rural Development Society (BRDS), Patna& DRDAs of the concerned Districts of Bihar [FINANCIAL BID]

Dear Sir,

I, the undersigned, offer to supply of JOB CARDS [Insert title of assignment] in accordance with your Expression of Interest No. _____, Dated:

Our attached Financial Bid is @ Rs.....per JOB CARD[Insert amount(s) in words and figures*]. This amount is inclusive of the GST tax and others as applicable. I do hereby undertake that, in the event of acceptance of our bid, the supply shall be provided in respect to the terms and conditions as stipulated in the Bid document. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any Bid you receive.

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal: Address of the Organization:

*Amount must coincide with the one indicated in Form-2 (Table-1)

Annexure-II: Format for Rate - Financial Quotation

Description of Supply of JOB CARD BOOKLET

Sl	Items	Specification	No. of Copies	Rate of Printing (INR) per JOB CARD BOOKLET including all material as per specification			
				Basic Unit Price per JOB CARD	GST	Transportation, Insurance & Other charges (if any)	Total Price
1	JOB CARD BOOKLET (Composition of text, Designing, Printing & supply with all materials to specified locations)	<p>Size:5.5"x 8.5"</p> <p>Text Pages:100 GSM maplitho paper with 85 percent brightness</p> <p>Cover page:300 GSM Glossy Paper, lamination matt finish.</p> <p>Center stitching with 2 SS (Stainless Steel) pins to complete the booklet.</p> <p>All text pages & cover multi-colour printing (Booklet contains 26 pages including cover pages).</p>	50,00,000 copies				

