

**Rural Development Department
Old secretariat, Patna**

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

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	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>	Rural Development Department, Main Secretariat, 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</i>	Rural Development Department,

		<i>Text Pages 170 gsm Art paper, All text pages multicolour printing</i>	Main Secretariat, 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>	

2. Important Dates and Times/Bid Document

- 2.1 Last Date & Time for Submission of Bids: 14th September 2012, 4:00 P.M.
2.2 Date & Time of Bid Opening : 14th September 2012, 5:00 P.M.

3. 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) Own specification should be enclosed.
- c) The Bidder shall have an average annual turnover of 50 Lakhs in any three out of last for financial years.(2008-09, 2009-10, 2010-11 and 2011-12), an audited financial statement shall be submitted.
- d) The Agency shall have sales tax registration, should furnish TIN number.
- e) Copy of Pan Number shall be provided.
- f) 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: 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.

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”/”compliant” 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 45 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.

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.

10. 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.

11. 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.

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 and has quoted the lowest price.

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. 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:

Under Secretary
Rural Development Department,
Main Secretariat, Patna -800001

Encl.:

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

Annexure B- Format for Quotation.

Yours Faithfully,

Under Secretary,

Rural Development Department

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 Service:- Booklet and Pamphlet

Sl	Items	Specification	No of Copies	Rate of Printing 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" 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								

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