

Department of Planning & Development
(Directorate of Economics & Statistics)

Government of Bihar

Short Term Tender for Printing of Guidelines Book / Village Schedule/Ground Water Schedule/Surface Water Schedule/Urban Bodies (Rural+Urban) / WaterBodies Schedule & Water Bodies

1. Last Date of Sale of Tender Documents : 05.06.2018 till 12:00 p.m.
2. Pre Bid discussion : 24.05.2018 at 03.00 p.m.
3. Closing Date and Time of Receipt of Tende : 05.06.2018 up to 2.00 p.m
4. Opening of Tender : 05.06.2018 at 3.00 p.m.

At- Directorate of Economics & Statistics,
Annexe Building, Block-3, 1st floor, Old Secretariat
Patna-800015

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TENDER DOCUMENT

TERMS AND CONDITIONS OF TENDER FOR PRINTING OF GUIDELINES AND SCHEDULES OF 6th M.I.CENSUS Ref Year 2017-18

Sealed tenders are invited from reputed printers for guidelines book & schedules

Tender documents consists of the following :-

- (1) Information of Schedules
- (2) Terms & conditions
- (3) Particular of the tenderer
- (4) General conditions
- (5) Tender form for "price bid"

ELIGIBILITY CRITERIA

- (1) Each page of the Tender Documents should be duly signed and stamped .
- (2) Each page of the Tender Documents should be numbered with a summary attached.
- (3) The Tenderer must have three years experiences from 2015-16 to 2017-18 of printing
- (4) The Tenderer should have an annual turnover of at least Rs. 50 lakh per annum for each of the last three years (i.e. 2014-15, 2015-16 and 2016-17). (As proof the bidder should submit relevant documents with specific mention of "turnover" and its amount . audited by CA as proof.
- (5) The bidder should be registered with Directorate of Industries as Small Scale Industries or with any other appropriate authorities. (Registered with Government/Labour Department etc.).
- (6) The bidder should have valid TIN Number for registration under GST.
- (7) The bidder should have PAN for Income Tax.
- (8) The bidder should have in-house state of art facilities for colour printing in offset, computer & binding system work.
- (9) The Premises and machines of the tenderer may be inspected by the Authorized Officers of the Directorate of Economics & Statistics, Bihar
- (10) The bidders have to submit an affidavit before Executive Magistrate regarding duration for completion of work and ability to perform the volume of work.
- (11) Each Tender must be accompanied by an earnest money (EMD) of Ruppees 1,00,000-/- (One Lakh only) without which no Tender shall be Considered, The earnest money should be furnished in the form of Bank Demand Draft in favour of Assistant Director (Drawing & Disbursing Officer), Directorate of Economic & Statistics, Bihar, Patna.

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PREPARATION OF TENDER

Tender has to be submitted in two Parts.

- (I) The First Part i.e. ENVELOPE "A" consists of "TECHNICAL BID WITH COMMERCIAL TERMS WITHOUT PRICE".
- (II) The second part of the tender consists of ENVELOPE "B" consisting of a form for the "PRICE BID"(Annexure-II). The tenderer would be required to give their best prices in this form and insert it in ENVELOPE "B".
- (III) Both these envelopes viz. Envelope "A" and "B" duly sealed and subscribed with the word- "ENVELOPE A" - TECHNICAL BID AND "ENVELOPE B"- PRICE BID respectively are to be inserted in an envelope marked as ENVELOPE "C".
- (IV) As explained above this tender is on "Two BID" system. First the ENVELOPE "A" will be opened on the due date of the opening of the tender and the technical and the commercial terms will be evaluated. The material (item) will be evaluated for its only successful Tenderer who qualifies in the technical evaluation will be considered for Price Bid opening. Tenderer who do not qualify on the technical Bid will not be considered for Price Bid opening. Hence it is very essential that the Price Bid be given in the Envelope "B" only. The tender containing "Technical Bid" and Price Bid" in the same envelope shall be rejected.
- (V) Those who qualify for the "Technical Bid" shall be invited to attend the "Price Bid" and intimation of the date will be given only to those, accordingly.
- (VI) Those who do not qualify in the "Technical Bid" evaluation will be intimated of this fact and their EMD will be refunded thereafter.
- (VII) After opening of the "Technical Bid" a team from the Directorate of Economics & Statistics (Department of Planning & Development), Bihar, Patna may visit the work premises of the Tenderer.
- (VIII) Please quote your lowest rate and forward the filled tender to the following address either personally in the Directorate's Drop Box, kept with, Assistant Director (Drawing and Disbursing) Directorate of Economics & Statistics, Annexe Building, Block-3, 1st Floor, Old Secretariat, Patna-800015 (Bihar) or Tender can also be sent by registered post but this will be at the risk and responsibility of the Tenderer themselves. so as to reach the following address before closing time and due date of Tender.

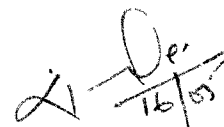
The Director, Directorate of Economics and Statistics,
Annexe Building, Block-3, 1st floor, Old Secretariat, Patna-800015

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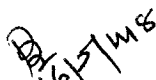
LATE TENDERS, INCOMPLETE TENDERS, OVER WRITING TENDERS AND THOSE NOT IN CONFORMITY WITH OUR SPECIFICATION WILL NOT BE ENTERTAINED.

Directorate of Economics & Statistics, Bihar, Patna reserves the right to accept or reject any or all tenders without assigning any reason whatsoever. Offers sent through Fax/Email will not be considered.


Director,

Directorate of Economics and Statistics,
Bihar, Patna


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INFORMATION OF THE 6TH M.I. CENSUS SCHEDULES AND WATER BODIES SCHEDULES

Sl. No.	Name of schedule	No of Guidelines/Schedules	No of page	Total no of page
1	Guidelines book	12000	101	-
2	Village Schedule	56500	1	56500
3	Ground water Schedule	804500	3	2413500
4	Surface water Schedule	8200	3	24600
5	Water Bodies (Urban) Schedule	60750	1	60750
6	Water Bodies (Rural+Urban) Schedule	607400	2	1214800
Total no of Schedules sl.no. (2+6)				3770150

Note

- Sample of Schedules may be seen in the office of Joint Director (Administration), M.I., Directorate of Economics & Statistics Bihar, Patna.

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TENDER FOR PRINTING OF 6TH M.I. GUIDELINES BOOK AND SURVEY
SCHEDULES

Sealed tenders are invited from REPUTED PRINTERS for entertaining into contract for printing of guidelines and schedules in Hindi.

TERMS AND CONDITION-:

1. The Tender form should be filled up in all respects and no relevant columns should be left blank..
2. The rate should be valid for one year from the date of signing the agreement of Tender.
3. There is no increase in the rate during this period.
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 out rightly ignored/ rejected. Also a tender is liable to be ignored if complete information as required therein is not filled in.
5. Tenderer will have to pay to the Directorate of Economics & Statistics, Bihar, Patna by way of liquidating damages and not as penalty, an amount equivalent to 1% of the contracted price of the material so delayed for each week OR part thereof of such delay in delivery, subject to a maximum of 10%.

Date of Final Supply will be the date of actual and complete delivery of the Guidelines book & Schedules .

6. **Last date for receipt and opening of tender:** As specified in the Schedule to tender, the tender must reach this office by 05.06.2018 up to 2.00 PM and the tender will be opened on 05.06.2018 at 3.00 PM in the presence Tender Opening Committee and the tenderers who may choose to be present personally or through representative duly authorized.

Prior to bid there would be a **Pre Bid** discussion on 24.05.2018 at 3.00 PM in which bid related issues shall be clarified. It would be held in the chamber of Director, Directorate of Economics and Statistics, Annexe Building, Block-3, 1st floor, Old Secretariat, Patna-800015

7. **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 Print Order issued under this contract, within the Fifteen days period from the date of issue of Print Order.
8. **Late Tenders:** Tenders received after the specified period will not be considered at all.
- 9(a) **EXEMPTION FROM DEPOSIT OF EARNEST MONEY**
 - (i) Units permanently registered with the D.G.S. & D. or N.S.I.C. or S.S.I. for printing of the items for which the tender has been submitted are exempted from deposit of earnest money. The tender in such case must be supported with a certified copy of an up-to-date/ valid certificate of their registration failing which the tender will be rejected.
 - (ii) The Tenderers specified above shall have no exemption as regards Security Deposit or Performance Guarantee.

10. **Security Deposit:**

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Before issuance of work order, the successful Tenderer shall furnish security money, in the form of a A/C payee Demand Draft, equivalent to 10% of total Printing cost issued in favour of the Assistant Director (D.D.O), Directorate of Economics & Statistics, Bihar, Patna.

The said security shall stand forfeited in the event

11. **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), without GST, which will be paid by the Directorate if legally liable 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.
12. **Other Terms:** The Directorate reserves the right to accept or reject any or all Tender or part tender without assigning any reason there of.
13. If the aforesaid requirements are not fulfilled and attested Photostat copy of registration certificate issued by the Commercial Tax Department etc. are not attached with the tender form, the tender will be liable to be rejected.
14. The Directorate 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 thereof. The decision of the Principal Secretary/ Secretary, Department of Planning & Development, Bihar in all these matters shall be final and binding.
15. In the event of lockout/closure on account of liquidation, strike, fire, accident, or any other circumstances the Directorate 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.
16. **TEST:-** The Paper used for printing of the document may be sent, at the discretion of the Directorate for testing to the Institution of Repute for confirmation of G. S. M. and quality of the paper supplied and in case of variation in G. S. M. and quality of the paper as per report of the said authority, amount equal to % variation in GSM will be deducted from the prints or the consignment is rejected.
17. **TERMS OF PAYMENT:-**
 - (i) 50% Payment will be made after receipt of entire materials covered in each order on verification by the Committee formed in the Directorate for the purpose. And the balance 50% will be paid after successful verification test report from the Institute designated by the Directorate. VAT, Income Tax and other statutory deduction (if applicable) shall be deducted at source calculated as per law at sources the value of work before making each payment.
 - (ii). All aforesaid payment shall be made by the Directorate of Economics & Statistics, Bihar, Patna.

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General Terms and Conditions:

1. Guidelines & Census Schedules will be printed in Hindi.
2. Proofs will be produced by the bidder in made-up pages and the bidder will be responsible for the proof corrections (if any) marked by this office.
3. The successful Tenderer will be required to bring the matter for proof reading within 07 days from the date of the placement of the Work Order after finally approved proof the print order will be issued. The Tenderer must be able to supply all printed material as per Annexure-II according to period mentioned in print order.
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 Directorate.
4. The press shall also make arrangements for delivering the proofs to the concerned officers of the Directorate and for collecting them back promptly.
5. 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 work 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 decided by the Principal Secretary/ Secretary Department of Planning & Development, Bihar after due regard for the circumstances.
7. Sample of each paper (text & cover) should be attached with details of size, GSM 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 Directorate of Economics & Statistics, Annexi Building Block-3, 2nd floor, Patna-800015 (Bihar). 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 Guidelines book & Schedules are to be returned to this office after the completion of the work.

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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 printing bearing print line of the press as a sample for the rate 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 Directorate will have the right to extend this period as per requirement.
15. The Directorate 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/ Secretary, Department of Planning & Development, Bihar shall be final and binding on all concerned.
17. The Directorate 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.
23. Tender may be awarded on the minimum price bid for each of the items separately as indicated in Annexure-II
24. The period of completion of printing will be counted from the date of issue of Print Order.
25. The rate of packeting in 100 (One hundred) micron white water proof Plastic Chatti having size 24''x 12''x 9'' with capacity 6000 (six thousand) in the case of forms per packet with packing slip should be quoted District name with the Price Bid.

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The rate of packeting must be quoted separately in the Price Bid.

26. e-book and Schedules of all printed materials have to be provided by the Bidders.

27 **TENURE OF THE TENDER:-**

The period of the completion of work shall be Fifteen days from the signing of Agreement.


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(The Tenderer may use firms/company's Letter head)

PARTICULARS OF TENDERER

1.	Name of Firm/Company	
2.	Address: Registered Office Telephone No.: Mobile No.: Telephone No.: Mobile No.: Email :	
3.	Date of Incorporation/ Establishment (Attach proof)	
4.	Name of Proprietor / Partners/ Directors	
5.	PAN No. (Attach Copy)	
6.	GST No. (Attach Copy)	
7.	Provide details of clients (At least 5) for whom Printing Jobs carried out within the last three years : (Attach Certificate/Work Order)	
8.	Details of EMD : <ul style="list-style-type: none">• Amount• Draft No.• Date• Issuing Bank	
9.	Turnover of the firm <ul style="list-style-type: none">• 2014-15• 2015-16• 2016-17• (Attach certified Balance Sheets)	
10.	Experience in dealing with Government Departments (indicate the names of the Department and attach copies of contract/orders placed on the firm)	
11.	Kindly provide Name, address, e-mail and telephone number of at least two references (preferable past clients)	
12.	Any other Information worth mentioning	

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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

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Signature of Bidder with Seal

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Price Bid

Annexure - II

Details of Printing requirement and quotation

(All rates must be quoted in words and in figures in Rs. without GST)

Sl. No.	Items	Specification	No. of Copies	Rate of Only Cover with Printing, Paper, Lamination Design & Texts	Rate of Text Printing, Paper, Design, Binding, per Sheet (Both sides printing) including all materials and Texts
1	2	3	4	5	6
1.	Guidelines	Paper & Printing material & Supplies copies design, composition text paper Ballarpur/Sirpur 90 GSM Maplitho Cover 300 GSM art board, with multi color printing, laminated matt finish Size 8.5"x11" thread sewing/side stitch with hot glue binding	As per annexure-I		
			Rate of Printing of Schedules per thousand per page (one side printing) including all materials as per specification		
2	Schedules	(ii) Paper & Printing material & Supplies Light colour Ballarpur/Sirpur Paper 70 GSM finish size 8.5"x11" single colour (B/W) forms printing, Hot Glue Binding without perforation 100 sheets per book	As per annexure-I		
3	packeting	The rate of packeting in 100 (One hundred) micron white water proof Plastic Chatti having size 24''x 12''x 9'' with capacity 6000 (six thousand) in the case of forms per packet with packing slip.			

Date

Signature and Seal of Bidder

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