

**TENDER FORM NO.**-----

**DATE**-----

Department of Planning & Development  
**(Directorate of Economics & Statistics)**  
Government of Bihar

**Tender for Printing of Journal/Various Reports/Guidelines/  
Diary/Forms & Other Publications**

- |                                               |                         |
|-----------------------------------------------|-------------------------|
| 1. Last Date of Sale of Tender Documents      | : 04.08.2014 at 4:00 pm |
| 2. Pre Bid Discussion                         | : 08.08.2014 at 4:00 pm |
| 3. Closing Date and Time of Receipt of Tender | : 22.08.2014 at 3:00 pm |
| 4. Opening of Tender                          | : 22.08.2014 at 4:00 pm |

**At- Directorate of Economics & Statistics,  
Flat No.-M-3, Officers' Flat, New Punaichak,  
Patna-800023 (Bihar)**

## **TERMS AND CONDITIONS**

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

1. Sealed tenders are invited from the printers for entering into Annual Rate Contract for printing of Journal/ various Reports/ Forms/Guidelines/ Diary & other publications of the Directorate 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 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. 2011-12, 2012-13 and 2013-14) (The bidder should submit relevant documents audited by CA as proof).
- c. 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.).
- 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 offset, computer & binding system work.
- g. The Premises and machines of the tenderer may be inspected by the Authorized Officers of Directorate of Economics & Statistics, Bihar
- h. The bidders have to submit an affidavit before Executive Magistrate regarding duration for completion of work and ability to perform the volume of 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.

The Tender Form should be filled up in all respects and no columns should be left blank. Each page of the tender document including the pages containing the terms and conditions should be signed and stamped by the Tenderer.

The first part of the tender would consist of Envelope-“A” consisting of the Technical bid with commercial terms without price. Tenderer shall enclose sample of paper to be used for printing as specified in Annexure-1.

The second part of the tender would consist of Envelope-“B” consisting of a form for the price bid. Envelope-“B” would be opened only for the successful bidders of the Technical 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 Director, Directorate of Economics & Statistics, Flat No.-M-3, Officers' Flat, New Punaichak, Patna-800023 (Bihar) and should ordinarily be deposited in the office of the Directorate of Economics & Statistics, Bihar, for the purpose before the due date and time.

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 Journal/ various Reports/ Forms/Guidelines/ Diary & other publications.**

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 sent by post, duly sealed, subscribed and addressed as indicated above, should be made to be delivered to the Director, Directorate of Economics & Statistics, Flat No.-M-3, Officers' Flat, New Punaichak, Patna-800023 (Bihar) No responsibility whatsoever will be accepted with regard to postal delay 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 **22.08.2014 at 3:00 PM** and the tender will be opened on **22.08.2014 at 4:00 PM** in the presence of Tender Opening Committee and the tenderers who may chose to be present personally or through representative duly authorized.

Prior to bid there would be a **Pre Bid** discussion on **08.08.2014 at 4:00 PM** in which bid related issues shall be clarified. It would be held in the chamber of Secretary, Deptt. of Planning & Development, Old Secretariat, Patna.

- 8. Late Tenders:** Tenders received after the specified period 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. 1,00,000.00 (Rs. One Lakh)** without which no tender shall be considered, the earnest money should be furnished in the form of Bank Demand Draft in favour of Senior Research officer (Drawing & Disbursing), Directorate of Economics & Statistics, Bihar, Patna. The earnest money will be refunded to all the unsuccessful bidders.

**10(a) EXEMPTION FROM DEPOSIT OF EARNEST MONEY.-**

- (i) Units permanently registered with the D.G.S. & D. or N.S.I.C. for both manufacture of paper and 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.
- 11. Performance Bond:** The Successful bidders will be required to furnish the Bank Draft of Rs. 1,00,000.00 (Rs. One Lakh). EMD to the successful bidder will be returned after receipt/acceptance of the bank guarantee.
  - 12. Prices and delivery terms:** As given in the scheduled 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 **except** sales tax/VAT. The VAT/Sale tax 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.

- 13. Other Terms:** The Directorate 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 Photostat 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 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 Secretary, Department of Planning & Development, Bihar 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 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.
- 17. 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, suitable penal deduction will be made from the supplier or supply may be rejected.
- 18 TERMS OF PAYMENT:-**
  - (a) For printing of Publication/Forms less than 10 Lakh copies:**

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.

**(b) For printing of Publication/Forms 10 Lakh or more than 10 Lakh copies:**

- (i) Partial payment will be made for work order of forms ten lakh or more than ten lakh.
- (ii) Partial Supply of total printed forms should be in four equal parts against the work order given.
- (iii) 50% payment will be made for each partial supply of forms, rest 50% payment will be made for each partial supply after test report of paper used in printing by an Institute of Repute as designated by DES.

**B) General Terms and Conditions**

1. Journal/ various Reports/ Forms/Guidelines/ Diary & other publications 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 proof corrections (if any) marked by this office.

The successful Tenderer will be required to bring the matter for proof reading within 15 days from the date of the placement of the Supply Order. The Tenderer must be able to supply all as per as Annexure-1 according to period mentioned in work order from the date of approval of the proof.

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. 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

- decided by the 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, 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 Directorate of Economics & Statistics, Flat No.-M-3, Officers' Flat, New Punaichak, Patna-800023 (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 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 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 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-I
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 with the Price Bid.

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

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



## Proforma for Application

### Application of Printers for Printing of Journals/Publications/Reports/Diary/Forms 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.	PAN No. (Attach Copy)	
6.	VAT No. (Attach Copy)	
7.	Provide details of clients (At least 5) for whom Printing Job/s carried out within the last two years : (Attach Certificate/Work Order)	
8.	Details of EMD : <ul style="list-style-type: none"><li>• Amount</li><li>• Draft No.</li><li>• Date</li><li>• Issuing Bank</li></ul>	
9.	Turnover of the firm <ul style="list-style-type: none"><li>• 2011-12</li><li>• 2012-13</li><li>• 2013-14</li></ul> (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	

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**

## Price Bid

### Annexure - I

#### Details of Printing requirement and quotation

(All rates must be quoted in words and in figures in Rs.)

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 including all materials and Texts
1	2	3	4	5	6
1.	<b>Books</b>	Paper & Printing material & Supplies copies design, composition text paper Ballarpur/Sirpur 80 GSM Maplitho with single color text page printing Cover 300 GSM art board with multi color printing, laminated matt finish Size 8.5" x 11" thread sewing/side stitch with hot glue binding.	Up to 500		
			501 to 1000		
2.	<b>Books</b>	Paper & Printing material & Supplies copies design, composition text paper Ballarpur/Sirpur 90 GSM Maplitho with single color text page printing Cover 300 GSM art board with multi color printing, laminated matt finish Size 5.5" x 8.5" thread sewing/side stitch with hot glue binding.	Up to 500		
			501 to 1000		
3.	<b>Journal</b>	Ballarpur/J.k. 170 GSM art paper Size 8.5x11 inches centre stitched multicolor (quarterly Publication)	5000X4		
4.	<b>Manual / Booklet</b>	Paper & Printing material & Supplies copies design, composition text paper 130 GSM Ballarpur/J.K. with single color text page printing. cover 200 GSM Art Board Ballarpur/J.K. with multi color printing finish size 5.5"x8.5" with centre stitch binding.	As per requirement		

		Specification	Rate of Printing of forms per thousand per page including all materials as per specification
5.	Forms	(i) Paper & Printing material & Supplies Light pink colour Ballarpur/Sirpur Paper 70 GSM finish size 8.5" x 11" single colour (B/W) forms printing, Hot Glue Binding with perforation 100 sheets per book	
		(ii) Paper & Printing material & Supplies Light colour Ballarpur/ Sirpur Paper 70 GSM finish size 8.5" x 11" single colour (B/W) forms printing, Hot Glue Binding without perforation 100 sheets per book	
		(iii) Paper & Printing material & Supplies Light yellow colour Ballarpur/Sirpur Paper 70 GSM finish size 8.5" x 11" single colour (B/W) forms printing, Hot Glue Binding with perforation 100 sheets per book	
		(iv) Paper & Printing material & Supplies Light green colour Ballarpur/Sirpur Paper 70 GSM finish size 8.5" x 11" single colour (B/W) forms printing, Hot Glue Binding with perforation 100 sheets per book	
		(v) Paper & Printing material & Supplies Ballarpur/Sirpur Paper 90 GSM finish size 8.5" x 11" single colour (B/W) forms printing, Hot Glue Binding without perforation 100 sheets per book	
		(v-a) Paper & Printing material & Supplies Ballarpur/Sirpur Paper 90 GSM finish size 8.5" x 11" single colour (B/W) forms printing, Hot Glue Binding without perforation 100 sheets per book with printing <b>Serial No.</b> on the forms.	
		(vi) Paper & Printing material & Supplies Ballarpur/Sirpur Paper 70 GSM finish size 8.5"×22.5" single colour (B/W) forms printing, Hot Glue Binding 200 sheets per book	
		(vii) Paper & Printing material & Supplies Ballarpur/Sirpur Paper 70 GSM finish size 18"×13" single colour (B/W) forms printing.	

		(viii) Paper & Printing material & Supplies Ballarpur/Sirpur Paper 70 GSM finish size 11"×17" single colour (B/W) forms printing	
		(ix) Paper & Printing material & Supplies Ballarpur /Sirpur Paper 70 GSM finish size 14"×9" single colour (B/W) forms printing	
		(x) Paper & Printing material & Supplies Ballarpur/Sirpur Paper 70 GSM finish size 17.5"×4.25" single colour (B/W) forms printing	
6.	<b>Diary</b>	Paper & Printing material & Supplies copies design, composition inner text pages 416 with 70 GSM SS Maplitho Paper and 12 page in multi color on 170 GSM Art paper Ballarpur/J.K. Cover 130 GSM Matt Art Paper Imported Multicolor Printing and Matt lamination Size 7"×9" Board Pasting 32 OZ Grey Fine Quality, Binding thread sewing with hot glue.	Up to 1200
7.	<b>Packeting</b>	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.	

Signature and seal of Bidder