

BIHAR VIKAS MISSION

Bihar State Building Construction Corporation Campus,
Hospital Road, Rajbanshi Nagar,
Patna – 800023, Bihar

Ref. No.: BVM/2023-24/Proc/06

Date: 02-01-2024

SHORT NOTICE INVITING TENDER

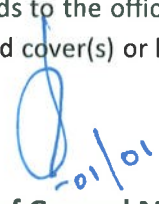
FOR

“SELECTION OF AN AGENCY FOR PRINTING OF BOOKS FOR BIHAR VIKAS MISSION”

1. Bihar Vikas Mission invites sealed tenders from reputed and competent Companies / Firms / Agencies for printing of books for Bihar Vikas Mission.
2. Prospective bidders are requested to submit their tender along with requisite documents through Registered post / Speed post / Courier latest by **5:00 pm on date 15-01-2024** The posts are to be addressed to “The Chief General Manager, Bihar Vikas Mission, Bihar State Building Construction Corporation Limited Campus, Hospital Road, Rajbanshi Nagar, Patna – 800023, Bihar”.
3. The details and conditions for eligibility of bidders, submission of bids and scope of work are mentioned in this tender document. Tender document can be downloaded from the website of Bihar Vikas Mission <https://www.bvm.bihar.gov.in/activeTender>.
4. A **non-refundable tender document fee of Rs 1,000/-** (Rupees One Thousand Only) is to be submitted by the bidder along with the bidding documents in the form of a Bank Draft issued by a Scheduled / Nationalized Bank in India, drawn in favour of **BIHAR VIKAS MISSION**, payable at Patna.
5. Key details of the tender are as follows:

1	Date of Issue	02-01-2024
2	Last date for submission of Bid Document through registered post / speed post / courier	15-01-2024
3	Opening of Quotation (Technical Part)	11:00 AM on 16-01-2024
4	Opening of Quotation (Financial Part)	To be announced on BVM website and will be communicated to bidders successful in Technical Evaluation
5	EMD Amount	Rs 20,000/-
6	Brief Description of Work	Printing of Books 1000 copy – Hindi version 250 copy – English Version

6. BVM will not be responsible for any delay or transit loss or late delivery of bids to the office of the Chief General Manager. Bids sent through Email / Fax or submitted in unsealed cover(s) or late bids will not be accepted and such bids will be treated as non-responsive bids.


Chief General Manager

BIHAR VIKAS MISSION

Bihar State Building Construction Corporation Campus,
Hospital Road, Rajbanshi Nagar,
Patna – 800023, Bihar

Ref. No.: BVM/2023-24/Proc/06

Date: 02-01-2024

REQUEST FOR PROPOSAL

FOR

“SELECTION OF AN AGENCY FOR PRINTING OF BOOKS FOR BIHAR VIKAS MISSION”

1. Request for Proposal (RFP)

- a. Bihar Vikas Mission (BVM) invites bid proposals from reputed company / firm / agency for “Selection of an Agency for Printing of Books for Bihar Vikas Mission”.
- b. The Bidder(s) referred to hereafter in this document is defined as the company(ies) / firm(s) / agency(ies) that is / are bidding for this RFP.
- c. The Agency referred to hereafter in this document is defined as the company / firm / agency that is successfully selected at the completion of the RFP process.
- d. BVM expressly stipulates that selection of bidder under this RFP is on the understanding that this RFP contains only the principal provisions for the entire assignment and that any other services which may be required in connection with the successful implementation of the assignment will be deemed to be a part of the assignment. The Agency i.e. successful bidder will be required to undertake to perform all such tasks, render requisite services as may be required for the successful completion of the entire assignment.

2. Scope of Work

- a. BVM requires printing and concept design of CWPI Report Book. The Book will be printed in English and Hindi. Printing of the book shall include paper, printing material, printing, binding, copy design, composition and all associated works required for successful printing of books.
- b. Binding of the book shall be done using thread sewing with glue pasting of cover pages.
- c. 1000 copies of Hindi version of the book and 250 copies of English version of the book are required to be printed.
- d. Volume of the book shall be approximately 200 pages (A4 size) including cover pages. Actual number of pages in the final print version may vary and will be finalized in draft copy.
- e. Books shall be printed on 130 GSM matt finish art paper. All pages of the book shall be multi color pages.
- f. Cover page of the book shall be printed on 300 GSM art board with multi color design and matt lamination.
- g. Draft copy of the book shall be provided to the printer agency after receipt of acceptance of letter of award and submission of requisite Performance Guarantee.

- h. Proofs will be produced by the printer agency in made-up pages and the agency shall be responsible for proof corrections that would be marked by the office. The printer agency shall be required to bring the material for proof reading within 03 days from receipt of draft copy. The agency shall also make necessary arrangement for delivering the proofs to the concerned officers of BVM and for collecting them back promptly.
 - i. The printer agency shall be responsible for making dummy according to the instructions of the office and get it approved by concerned officer of BVM.
 - j. The printer shall maintain high quality of reproduction and shall deliver the printed books in stipulated quantity within 03 days of receiving the approval of proof.
 - k. Printed books are to be delivered at the BVM office, Rajvanshi Nagar, Patna. No additional charges shall be payable for transportation.
 - l. The material shall not be accepted in case it is not of acceptable quality.
 - m. Original draft / manuscript along with their input material such as photographs etc. are to be returned to this office after completion of work. No input material shall be used anywhere else except for the specific work that it has been provided for.
 - n. The agency shall provide e-book of the print version of both the books.
3. **Eligibility Criteria and List of Documents to be submitted as part of Technical Bid Proposal:** Relevant documents in support of eligibility should be submitted by bidders with proper documents failing which the proposal shall not be considered and will be rejected. Technical Bid Proposal should not reflect rates quoted by the bidder otherwise their Technical Bid Proposal shall not be evaluated. List of documents to be submitted are as follows:
- a. **Tender Document Fee:** A non-refundable tender document fee of Rs 1,000/- (Rupees One Thousand Only) is to be submitted by the bidder along with the bidding documents in the form of a Bank Draft issued by a Scheduled / Nationalized Bank in India, drawn in favour of BIHAR VIKAS MISSION, payable at Patna.
 - b. **Earnest Money Deposit (EMD):** The bidders shall submit an Earnest Money Deposit (EMD) as part of its technical proposal of amount INR 20,000 only (Rupees Twenty Thousand only) in the form of a Bank Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial banks, drawn in favour of BIHAR VIKAS MISSION, payable at Patna. The EMD / bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.
 - i. As per Rule 131 O of Bihar Finance Rule 2005, Bidders who are registered with the Central Purchase Organisation / State Purchase Organisation, National Small Industries Corporation (NSIC) or the concerned Department may seek exemption from submission of EMD amount subject to submission of relevant documentation.
 - ii. The Bidders who are registered under NSIC, Micro & Small Enterprises (MSE) for manufacturing of similar item may be exempted from submitting the EMD on producing valid certificate.
 - iii. EMD shall be returned to successful bidders, without any interest, upon acceptance of letter of award and furnishing the requisite Performance Security deposit.
 - iv. EMD of the unsuccessful bidders shall be returned, without any interest, as early as possible within 30 days of award of contract.



- c. The Bidder should be registered with GST and shall submit copy of GST registration certificate along with copy of latest GST return (Sep'23 or later).
- d. The bidder should be a registered body under suitable act e.g. Shops & Establishment Act, Partnership Act, Companies Act. Copy of such certificate shall be enclosed as proof.
- e. The bidder should be registered with Industries Department, Bihar and shall submit valid Factory license to operate the printing facility.
- f. The Bidder shall submit self attested copy of their PAN card.
- g. The Bidder shall submit self attested copy of their Income Tax return for last 3 assessment year i.e. AY 21-22, AY 22-23 and AY 23-24.
- h. The bidder shall submit a notarised affidavit regarding not blacklisted / debarred by the Central government / any state government / government organization/enterprise and not involved in any criminal proceeding.
- i. **Turnover:** The bidder should have a minimum average turnover of Rs 50 Lakhs over last three financial years (FY 20-21, FY 21-22 and FY 22-23) in printing business. Copy of audited Financial Statement OR certificate from CA should be submitted in support thereof.
- j. **Technical Capacity:** To ensure high standards of quality as mentioned in scope of work, the bidder should be having required technical capabilities to execute the work in timely and professional manner. **Bidder shall submit proof of ownership (bill / invoice in name of bidder) for each of the following requirements:**
 - i. A-3 size colour inkjet/ laser printer of 600 DPI or above
 - ii. Latest version of licensed software viz. Corel Draw / Photoshop and other publishing software
 - iii. One Computer to Plate (CTP) or Computer-to-Conventional-Plate (CTCP) machine with processor
 - iv. One unit Four Color or more colors Sheet fed Offset Printing Machine 23"x36" or bigger size
 - v. One unit Fully Automatic Folding Machine
 - vi. One unit Three Knife Cutting Machine / Programmed paper Cutting Machine
 - vii. One Unit Thermal Lamination Machine
 - viii. One Unit Book Thread Sewing Machine
- k. **Experience:** The bidder should have at least two experiences in printing of books in the last 3 years (FY 20-21, FY 21-22 and FY 22-23) in any Central government/any state government/government organization/enterprise. Bidders shall submit at least one of the following documents in support of their work experience:
 - i. Copy of certificate of satisfactory completion
 - ii. Copy of payment order / evidence of payment along with work order
- l. The bidder shall submit **sample pages of cover page with design and text page with design** to demonstrate their workmanship / quality of printing as required for scope of work.
- m. The bidder should be having ISO 9001:2015 or higher certification and shall submit a copy of the certificate.
- n. The bidder shall submit a signed copy of this tender document as its acceptance of terms and conditions.

4. Terms and Conditions for submission of Financial Quotation:

- a. Financial quotation of only those bidders will be opened who meet the eligibility criteria and have submitted all the requisite documents in support of their eligibility as mentioned above.
- b. Financial quotations are to be submitted in sealed envelope as per format provided in Annexure – I. Financial quotations not submitted in requisite format shall not be considered.
- c. Bidders shall quote rate on per page basis as per format provided for submission of Financial Quotation.
- d. Bidders are requested to submit their rates in financial quotation taking due consideration of all expenses including printing, binding, delivery, taxes and any other necessary expenses.
- e. Bidder shall mentioned rates clearly in figures as well as in words.
- f. Financial Quotations should be submitted on letterhead of the bidder and bidder's details such as Name, Address, E-mail, Mobile Number should be clearly mentioned along with seal and sign of the bidder.

5. General Terms and Conditions:

- a. **Bid Validity:** For the purpose of placing order, the bids shall remain valid for a period of at least 120 days after the date of bid opening.
- b. The Earnest Money Deposit (EMD) submitted by the bidder may be forfeited:
 - i. If the bidder withdraws its bid after bid opening during the period of Bid Validity.
 - ii. If the successful bidder fails to provide acceptance of award of work or does not furnish requisite performance security within specified time.
- c. **Selection Criteria:** The contract shall be awarded to the lowest evaluated bidder based on Grand Total Amount in Rs (Hindi Version + English Version) (Annexure – I, Sl. No. 6) in their financial bid proposal.
- d. A Letter of award shall be issued to the lowest bidder (L1) in financial proposal evaluation whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the RFP. **The Printer agency shall communicate its acceptance of award in writing to BVM within 3 days of issue of letter of award.**
- e. **Performance Security Deposit:** The selected Printer agency shall provide a Performance Security totalling to 10% of value of contract at the time of acceptance of letter of award.
- f. BVM reserves the right to award work to next highest responsive bidder at L1 rates if the L1 bidder fails to perform as per scope of work or their work/services are found unsatisfactory.

6. Payment Terms and Conditions:

- a. **Payment Terms:** The agency shall be paid on actual number of copies and actual number of pages in the final print version of the book on pro-rata basis based upon per page rate quoted by them in their financial quotation.
 - i. BVM will pay taxes at prevailing rates.
- b. **Penalty Clause:** The Printer agency shall execute the awarded work and deliver the hard copy books to BVM office within timelines. If the agency fails to deliver the books within



timelines, a penalty of 1% of contract amount per day shall be levied subject to a maximum penalty of 10% of contract value.

- i. If the agency cannot complete the assigned work even after a delay of 10 days, BVM shall take appropriate action including but not limited to forfeiture of Performance Security and debarring the agency from future tenders.

7. Instructions for the prospective bidders:

- a. Bid proposals in response to the RFP shall be submitted in properly sealed envelope as per "Two Bid System".
 - i. Technical Proposal
 - ii. Financial Proposal
- b. Both the proposals shall be put together in a single envelope and the cover should be clearly labelled as:

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Tender for "Selection of an Agency for Printing of Books for Bihar Vikas Mission"

- c. Technical Proposal along with requisite documents should be placed in a sealed envelope inside main cover and should be clearly labelled as – **Technical Proposal for "Selection of an Agency for Printing of Books for Bihar Vikas Mission"**.
- d. Financial Proposal containing Financial Quotation / Price Bid should be placed in a sealed envelope inside main cover and should be clearly labelled as – **Financial Proposal for "Selection of an Agency for Printing of Books for Bihar Vikas Mission"**.
- e. All pages of the bid document shall be numbered consecutively and shall be signed and stamped by the bidder.
- f. BVM will not be responsible for any delay or transit loss or late delivery of bids to the BVM office. **Late bids i.e. bids submitted after the deadline for submission will not be considered for evaluation.**
- g. All evaluation will be carried out by BVM. BVM may constitute an evaluation committee to evaluate the bids. Bids are liable to be rejected in case any of the particulars / requisite information is missing or incomplete or prescribed conditions are not fulfilled. Evaluation conducted by the committee shall be final and binding on all the bidders.
- h. In case where two or more bidder's financial rates are exactly same, in such case L1 bidder will be selected by draw of lots.
- i. BVM reserves the right to reject any or all of the bids submitted in response to this RFP document at any stage without assigning any reasons whatsoever. BVM also reserves the right to withhold or withdraw the process at any stage with intimation to all bidders who have submitted the bid document.
- j. BVM reserves the right to change / modify / amend any or all of the provisions of this RFP document. Such changes would be posted on the website (<https://www.bvm.bihar.gov.in/>)
- k. Any corrigendum / addendum issued shall be part of this RFP and shall be communicated on website of Bihar Vikas Mission. No separate advertisement will be published in this regard.
- l. All legal disputes are subject to jurisdiction of Hon'ble Patna High Court.

Annexure – I

Format for Submission of Financial Quotation
(To be submitted on Letterhead of the tender)

Name of the Firm / Agency:			
Registered Address:			
Local Address, if any:			
Contact No.:		PAN No.:	
Email Id:		GST No.:	

Financial Quotation for "Selection of an Agency for Printing of Books for Bihar Vikas Mission"
(NIT Ref. No.: BVM/2023-24/Proc/06 dated 02-01-2024)

Dear Sir,

We, the undersigned, offer to provide above services in accordance with your notice inviting quotation.

Sl. No.	Particulars	Book – Hindi Version	Book – English Version
1	Rate per page (In Rs) (Including designing, printing, binding, paper, transportation and all related costs)		
2	No. of Copies	1000	250
3	Amount (in Rs) for required number of copies (for 200 pages per book) (Rate per page*200*No. of Copies)		
4	GST Amount (in Rs)		
5	Total Amount including GST (in Rs)		
6	Grand Total Amount in Rs (Hindi Version + English Version) <i>In figures</i>		
7	Grand Total Amount in Rs (Hindi Version + English Version) <i>In words</i>		

Our financial proposal shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the proposal.

Sign of Authorise Signatory of Bidder
Seal of the Bidder

