

REQUEST FOR PROPOSAL

FOR

Selection of agency by Bihar Skill Development Mission (BSDM) for Printing and Supply of Posters, Pamphlets, Leaflets, Booklets, Envelops & Different types of IEC materials at Bihar Skill Development Mission.



RFP No: BSDM/12/2018-2019

Date: 01.03.2019

**BIHAR SKILL DEVELOPMENT MISSION (BSDM)
DEPARTMENT OF LABOUR RESOURCES
GOVERNMENT OF BIHAR,
A-WING, 5TH FLOOR, NIYOJAN BHAWAN, PATNA- 800001
Email Id: biharskilldevelopmentmission@gmail.com
Website: www.skillmissionbihar.org**

Notice Inviting Request for Proposal

Tender No: BSDM/12/2018- 2019

Date-01.03.2019

Tender Notice for Selection of Agency by Bihar Skill Development Mission (BSDM) for Printing and Supply of Posters, Pamphlets, Leaflets, Booklets, Envelops & Different types of IEC materials at Bihar Skill Development Mission.

Principal Secretary, Dept. of Labour Resources, Govt. of Bihar- cum- CEO, Bihar Skill Development Mission (BSDM), invites sealed proposals (**Two Bid System**) from reputed and experienced agencies/firms/companies for selection with Bihar Skill Development Mission (BSDM) as an agency for **Printing and Supply of Posters, Pamphlets, Leaflets, Booklets, Envelops & Different types of IEC materials at Bihar Skill Development Mission.**

Kindly note that the selection of agencies under this RFP will not guarantee allocation of work/supply orders and BSDM will assume no liability or cost towards it. BSDM makes no commitments, express or implied, that this process will result in a business transaction between anyone.

Document Fee and Tender Processing Fee: All Applicants have to pay a non-refundable Document Fee of Rs. 15,000/- (Rupees Fifteen Thousands only) and Tender Processing Fee of Rs. 1,180.00 (One Thousand One Hundred Eighty only) **through e-payment mode** (i.e. NEFT/RTGS/Credit Card/Debit Card) on E-Proc Portal.

Earnest Money Deposit (EMD): An EMD of Rs. 1,00,000/- (One Lakh) only, in the form of a **Demand Draft** drawn from a Scheduled commercial Bank of India in favor of “Bihar Skill Development Mission” payable at Patna, should be submitted **in the hard copy** in the office of Mission Director, Bihar Skill Development Mission # A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001, on or before 03:00 PM of 26.04.2019, failing which the bid will be rejected. This EMD will be non-interest bearing and refundable. If the selected bidder fails to submit the requisite performance guarantee or to execute the agreement, this EMD will be forfeited. **Note: EMD has to be submitted in hard copy/DD mode only and payment through on-line mode, if any, will be out-right rejected.**

The Proposal has to be submitted through online mode on <https://www.eproc.bihar.gov.in> and can be searched by clicking the Tab “Tender Free View” on home page of above website and then going to Live Tender/ Hot Tender by searching Department Name as “Labour Resources Department”

The Proposal has to be submitted in online mode containing following cover stage-

- A) Technical Bid Open Stage
- B) Cost Bid Open Stage

The application procedure, eligibility criteria, evaluation methodology, terms and conditions and the scope of work are detailed in this RFP which can be seen or downloaded from the “e-Procurement Portal <https://www.eproc.bihar.gov.in> and departmental website: <http://www.skillmissionbihar.org>. The RFP will be available to download from the above website from 18.03.2019 to 24.04.2019 (15:00 Hrs.). The last date for uploading of proposal/bid will be 26.04.2019 up to 15.00 Hrs. Technical Bid will be opened on 26.04.2019 at 16:00 Hrs. Please refer RFP document for complete details.

The undersigned reserves the right to issue addendum/corrigendum/modification or to amend any or all conditions of this RFP Document or to accept or reject any or all proposal(s) or to cancel the whole of this RFP at any stage without assigning any reason thereof and no bidder shall have any cause of action or claim against the undersigned or BSDM for the same.

**Principal Secretary,
Department of Labour Resources, Government of Bihar,
Niyojan Bhawan, Patna – 800001 -cum- Chief Executive Officer, Bihar Skill Development Mission.**



बिहार सरकार

Bihar Skill Development Mission

Department of Labour Resources, Government of Bihar
A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001
Phone: 0612-2528455 Fax: 0612-2535004

Email: biharskilldevelopmentmission@gmail.com Website: www.skillmissionbihar.org



NOTICE INVITIG e-TENDER

(Through e-Procurement Mode only)
(<https://www.eproc.bihar.gov.in>)

Tender Notice No: BSDM/12/2018- 2019

Date-01.03.2019

Proposals (**Two Bid System**) are invited from reputed and experienced agencies/firms/companies for selection with Bihar Skill Development Mission (BSDM) as an agency for Printing and Supply of Posters, Pamphlets, Leaflets, Booklets, Envelops & Different types of IEC materials at Bihar Skill Development Mission.

SL No.	Scope of Work	Tender processing Fee(Non Refundable) (inclusive of GST @18.00%) to be paid through e-payment mode (i.e NEFT/RTGS/,Credit Card/Debit card) (in Rupees)	Earnest Money Deposit (In Rupees)	Document Fee to be paid through e-payment mode (i.e. NEFT/RTGS/,Credit Card/Debit card) (in Rupees)
1	2	3	4	5
01.	Selection with Bihar Skill Development Mission (BSDM) as an agency for Printing and Supply of Posters, Pamphlets, Leaflets, Booklets, Envelops & Different types of IEC materials at Bihar Skill Development Mission.	Rs. 1180.00	Rs. 1,00,000.00 (BY DD Only)	Rs. 15,000/-

Tender Schedule/Program:

SL No.	Activity	Date/Time : Duration
1.	Online Sale/Download date of Tender documents	From 18.03.2019 to 24.04.2019 (15:00 Hrs.). (https://www.eproc.bihar.gov.in)
2.	Last Date/Time for submission/ uploading of offer/Bid	26.04.2019 up to 15.00 Hrs. (https://www.eproc.bihar.gov.in)
3.	Submission of EMD (Demand Draft) in Hard copy/Original	In the office of Mission Director, Bihar Skill Development Mission # A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001, on or before 03:00 PM of 26.04.2019.
4.	Date & time for opening of Technical Bid	26.04.2019 at 16:00 Hrs. (https://www.eproc.bihar.gov.in)
5.	Contact person/Nodal Officer for queries	Mr. Sanjay Kumar Email: md.bsdm@gmail.com contact no : 0612-2528455
6.	Financial Bid Opening Date and Time	Date as will be decided later by competent authority.

- Detailed descriptions and instructions for submitting your proposal can be downloaded from e-tender website (<https://www.eproc.bihar.gov.in>).
- Tender Processing Fee (TPF) and Document Fee to be paid through e-Payment mode (i.e NEFT / RTGS, Credit / Debit Card & Net Banking) only through E-Proc Portal.
- Earnest Money Deposit (EMD):** An EMD of Rs. 1,00,000/- (Two Lakh) only, in the form of a **Demand Draft** drawn from a Scheduled commercial Bank of India in favor of "Bihar Skill Development Mission" payable at Patna, should be submitted **in the hard copy** in the office of Mission Director, Bihar Skill Development Mission

A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001, on or before stipulated date, failing which the bid will be rejected. This EMD will be non-interest bearing and refundable. If the selected bidder fails to submit the requisite performance guarantee or to execute the agreement, this EMD will be forfeited.

Note: EMD has to be submitted in hard copy/DD mode only and payment through on-line mode, if any, will be out-right rejected.

- **Return of EMD:** The EMD of unsuccessful bidders will be returned after execution of agreement with successful agency or completion of Bid validity period whichever is earlier.
- Bids along with necessary online payments (Tender Processing Fee and Document Fee) must be submitted through e-Procurement portal (<https://www.eproc.bihar.gov.in>) before the date and time specified in the NIT/RFP. The department/Tendering Authority doesn't take any responsibility for the delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason."
- The bidders shall submit their eligibility and qualification details, Certificates as mentioned in section etc., in the online standard formats given in e-Procurement web site (<https://www.eproc.bihar.gov.in>) at the respective stage only.
- The bidders should ensure that all the required documents as mentioned in the tender document are submitted/ uploaded along with the bid and in the prescribed format only. The bidder shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site (<https://www.eproc.bihar.gov.in>). **This will be bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded.**
- The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
- For support related to e-tendering process, bidders may contact at following address "e- Procurement HELP DESK First Floor, M/22, Bank of India Building, Road No-25, Sri Krishna Nagar, Patna- 800001. Ph. No: **0612-2523006**, Mob- **7542028164**" or may visit the link "Vendor Info" at (<https://www.eproc.bihar.gov.in>).
- **Corrigendum/ Addendum/ amendments** if any, will be published on the departmental website <http://labour.bih.nic.in> and e-Procurement, Bihar <https://www.eproc.bihar.gov.in> itself. All such corrigendum/ addendum/ amendments shall be binding on all the bidders. The bidders are also advised to visit the aforementioned website on regular basis for checking of corrigendum/ addendum/ amendments, if any.
- **Validity of Bids:** Minimum 180 days from Last date of Bid submission.
- Conditional Bids shall be summarily rejected.

**Principal Secretary,
Department of Labour Resources,
Government of Bihar, -cum-
Chief Executive Officer,
Bihar Skill Development Mission**

e-Tendering Process Related Instructions.

➤ Submission of Proposals Through electronic mode only,

1. The bidder shall submit his bid/tender on e-Procurement platform at www.eproc.bihar.gov.in.
 2. The bidder must have the Class II/III Digital Signature Certificate (DSC) with signing + Encryption, and User-id of the e-Procurement website before participating in the e-Tendering process. The bidder may use their DSC if they already have. They can also take DSC from any of the authorized agencies. For user-id they have to get registered themselves on e-Procurement Portal <https://www.eproc.bihar.gov.in> submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.
 3. The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given in e-Procurement web site at the respective stage only. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site. The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
 4. All the required documents should be attached at the proper place as mentioned in the e-forms otherwise the tender of the bidder will be rejected.
 5. Tender Processing Fee (TPF) to be paid through e-Payment mode (i.e NEFT / RTGS, Credit / Debit Card & Net Banking) only.
 6. Cost of BOQ / Form Fee to be paid through e-Payment mode (i.e. NEFT / RTGS, Credit / Debit Card & Net Banking) only.
 7. "Earnest Money Deposit (EMD) can be paid either through online mode or manual mode (BG, DD etc). In case of manual mode of payment of EMD, the original hardcopy of the EMD which may be a DD / BG or any other instrument that should be submitted in the tendering authority office within the next working day after tender closing date."
- Note: "Bids along with necessary online payments must be submitted through e-Procurement portal www.eproc.bihar.gov.in before the date and time specified in the NIT/RFP. The department / Tendering Authority doesn't take any responsibility for the delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non-availability of Internet Connection, Network Traffic / Holidays or any other reason."**
8. The tender opening will be done online only.
 9. Any **Corrigendum/Addendum** or date extension notice will be given on the e-Procurement Portal <https://www.eproc.bihar.gov.in> only.
 10. For support related to e-tendering process, bidders may contact at following address "e- Procurement HELP DESK First Floor, M/22, Bank of India Building, Road No-25, Sri Krishna Nagar, Patna-800001 Ph. No: 0612-2523006, Mob- 7542028164" or may visit the link "Vendor Info" at www.eproc.bihar.gov.in.

Terms of the Tender:

Bidders are invited to submit their most competitive quotation for the items with required specifications as mentioned in Annexure-1.

Instructions to the Bidders:

1. Completeness of Response

- A. Bidders are advised to study all instructions, forms, requirements and other information in the RFP document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- B. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to this document will be at the Bidder's risk and may result in rejection of its Proposal at any stage i.e. even at post agreement execution stage.
- C. RFP should be submitted by the Agencies as Sole applicants only. No form of Consortiums/ Joint Ventures or sub-contracting model is allowed.

2. RFP Proposal Preparation cost & related issues

- A. The bidder is responsible for all the costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, preparation of proposal, participation in meetings/discussions/presentations, in providing any additional information required by BSDM to facilitate the evaluation process and Awarding of Contract.
- B. BSDM shall not in no case be responsible or liable for any of such above said costs, regardless of the conduct or outcome of the bidding process.

3. Terms and Conditions

- A. This RFP does not prevent or force BSDM to engage in negotiations or to award a contract. Further, no reimbursable cost may be incurred in anticipation of award or for preparing the Proposal for this RFP.
- B. The selected bidder to whom Letter of Award (LOA) has been issued, may have to enter into an Agreement with the BSDM within 30 days of issue of LOA. The format of agreement will be shared at the time of issuance of LOA. Till the time agreement was not executed, the LOA along with RFP will constitute a binding agreement between BSDM and the selected bidder.
- C. **Agreement Validity:** The Agreement will be valid for a period of Two Years and may be extended for further period as per mutual agreement of both the parties. However at the end of every year the performance of the bidder regarding compliance to the conditions of this RFP and the agreement shall be reviewed and the agreement may be terminated by BSDM by giving a notice of one month, if the performance is not found satisfactory. The decision of BSDM shall be final in this regard.
- D. **Validity of Price Discovered/selection:** The selected organization will be bound to supply IEC Materials to BSDM at approved rate for a period of two year from the date of selection. BSDM may extend this selection further depending upon performance and with mutual consent.

E. Eligibility Criteria & required documents with technical bid:-

S.N.	Criteria	Document to be submitted
1	Registered under Bihar Shops & Establishment Act/SSI	Registration Document
2	Head office in Bihar	Registration Document establishing Head office in Bihar
3	Registered under GST Act	Registration Document
4	Registered with Income Tax department	PAN Card
5	ITR Acknowledgement for the financial year 2015-16,2016-17 and 2017-18	Copy of ITR V
6	Not indicted/blacklisted by Court/Govt. Dept.	Affidavit before notary
7	Experience of printing and supply of multicolour printed materials to Central or State Government or their institutions/departments.	Minimum 03 Work order/ Experience Certificate/ order copy in last three years.
8	Bid Security of Rs.1,00,000/- in favor of Bihar Skill Development Mission, payable at Patna.	Demand Draft.
9	Minimum Annual average Turnover 1.5 crore over last three financial years 2015-16,2016-17 and 2017-18	Audited Balance-sheet, Profit & Loss Account.
10	Press facility (offset printing) in its own name in Patna	Registration of press facility under shop and establishment act in its own name.

This will be bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded.

F. Bid Price:

- All taxes, insurance and other levies shall be included in the quoted price excluding GST. GST will be paid extra.
- The price should be quoted in Indian Rupees only.
- Tax will be deducted at source if applicable.
- **The bidders can quote in one or more schedules but when they are quoting price in a schedule, they have to quote for all expected quantities of all items in that schedule for both F.O.R Patna and F.O.R one or more district headquarters.**
- *The Annexure I (schedules of item required) is for reference only, and it should not to be filled, scanned and uploaded, failing which the bid will be outright rejected.*
- *Financial bid has to submitted in on-line financial bid format (excel) under E-proc only and failure to comply the same will result in rejection of Bid.*

G. Award of contract: The successful bidder will be awarded the contract in accordance with the followings:

- The financial bid of only those Agencies will be opened who qualify the technical/ eligibility criteria.
- **The lowest bidder shall be decided schedule wise for each schedules of Annexure-1, by totalling quote of minimum slab (in bold letters for reference) of each item in that schedule on the basis of rates of FOR Patna only.**
- Negotiation may be held with that bidder for all the items in that schedule and for all expected quantities of that particular item, both for FOR Patna and FOR other districts.

- BSDM reserves the right to award the contract to the agency/agencies that is found to have the technical & financial Capability to execute the contract .Further the contract may be awarded in a phased manner depending upon availability of resources over a period of time or awarded to different bidders for different categories of printed material required, or awarded partly which will be at the full discretion of the BSDM.
- Notwithstanding the above, BSDM reserves the right to accept or reject any bid and to cancel the bidding process at any time prior to the award of contract, without assigning any reason what so ever.
- Prior to expiration of the bid-validity-period, the award of contract(s) by the BSDM will be notified to the bidder(s), whose offer(s) has/have been accepted. The terms of the accepted offer/offers shall be incorporated in the LOA/work order/Agreement.
- The delivery of the contract items would need to be made at the various district headquarters/ office of BSDM, Patna as and when required w.r.t. that particular item. Details to be provided along with order.
- This rate contract shall be valid for two year from the date of signing the agreement/LOA with the successful bidder(s). However, it may be extended for further years with mutual consent on same rates.
- **The printing facility in Patna as claimed by bidder in its own name, may be inspected by BSDM either at evaluation stage or at time of awarding of work and if found otherwise may lead to termination of agreement, forfeiture of performance guarantee and other legal actions.**

H. Other Conditions:

- An amount equivalent to 2 lacs value shall have to be deposited by the successful bidder as performance guarantee in shape of demand draft in favour of BSDM payable at Patna. This amount will be returned to the successful bidder after the expiry of the contract. However no interest will be given to the successful bidder for this deposited performance security.
- If the bidder fails to do the jobs satisfactorily or is unable to complete the job, BSDM reserves the right to cancel the Contract and forfeit the performance security without assigning any reason.
- Failure on the part of bidder to do so may result in cancellation of its bids and BSDM may at its liberty negotiate with other bidders for the contract at L1 prices or at negotiated rates.
- In case of unsatisfactory service by selected agency/ies or cancellation of contract within the contract period, BSDM can purchase required item from any other bidders at L1 prices/approved price or at Negotiated Prices.
- The contract would need be executed in the specified time frame and any delay in supply would attract panel provisions such as confiscation of performance security money etc. or levy of penalty even up to maximum of 10% of the payments due. The delay in supply per week will cost 1% deduction from the Invoice upto a maximum of 10% subject to decision of BSDM.
- Inordinate delays in execution of orders may lead to forfeiture of Performance Guarantee and cancellation of Agreement along with other legal actions including blacklisting.

I. Payment:

Payment shall be released on submission of bills with copy of work order issued by BSDM and copy of Delivery Challan, which was received by our concerned official. Taxes will be deducted as per rules. 80% Payment can be released within 15 days after supply of materials and the rest 20% will be paid after quality report received from CPPRI, Saharanpur. The cost of quality test would be deducted from printer bid.

Tech 1
Important Information and Details

Sl. No.	Particulars	Details
1	Name of the Organization:	
2	Name and Designation of the Authorized Person	
3	Address and Contact Details (E-Mail and Mobile No.) of the Authorized Person	
4	Legal Status (Whether Company, Proprietorship, Partnership, Society/Trust etc.)	
5	Address of Head Office:	
6	Incorporation/ Registration status of the Agency	Submit Incorporation Certificate <i>Page No. at which enclosed: __</i>
7	Date of Incorporation/ Registration	
8	Registered under Bihar Shops & Establishment Act	Registration No: <i>Page No. at which enclosed: __</i>
9	Power of Attorney in the name of the Authorized signatory	<i>Page No. at which enclosed: __</i>
10	Turnover in the last 3 Years:	FY 2015-16: _____ /- FY 2016-17: _____ /- FY 2017-18: _____ /- Submit a CA Certificate stating the above figures <i>Page No. in which CA Certificate has been enclosed: __</i>
11	PAN Number	<i>Page No. at which enclosed: __</i>
12	GSTIN Number	<i>Page No. at which enclosed: __</i>
13	A Notarized Affidavit stating that the firm has not been blacklisted by any Central / State Government / Public Sector Undertakings	<i>Page No. at which Affidavit has been enclosed: __</i>
14	Experience of printing and supply of multicolour printed materials to Central or State Government or their institutions/departments. (Minimum 03 Work order/ Experience Certificate/ order copy in last three years)	<i>Page No. at which enclosed: __</i>
15	Press facility (offset printing) in its own name in Patna (Registration of press facility under shop and establishment act in its own name.)	<i>Address of Press Facility</i> <i>(Registration Number _____)</i>
16	One Copy of the whole of the RFP document with each page signed and stamped.	<i>Page No. at which enclosed: __</i>

This will be bidder's sole responsibility to ensure that all required documents have been uploaded and all uploaded documents, when downloaded must be legible/readable failing which their bid will be rejected. Hence it is advised that all the documents should be properly scanned and uploaded.

Annexure-I

SPECIFICATION DETAILS

(This is for reference only, not to be scanned and uploaded, failing which the bid will be outright rejected)

(Financial bid has to submitted in online format only and failure to comply the same will result in rejection of Bid)

Do not Fill Schedules here. Schedules have to fill in on-line financial bid format (excel) under E-proc only. Schedules are for your reference only.

Schedule-A

SN	Item	Specification	Quantity Per Order	Rate to be quoted per 1000 piece F.O.R. one or many or all district hq.	Rate to be quoted per 1000 piece F.O.R. Patna Office.
1	Leaflets	90 GSM ART PAPER A GRADE PAPER MILL 11 INCH X 8.5 INCH SIZE, SINGLE SIDE MULTICOLOUR	Upto 100000	Not write here	Not write here
			100001 to 300000	Not write here	Not write here
			300001 to 500000	Not write here	Not write here
			500001 to 1000000	Not write here	Not write here
			1000001 and above	Not write here	Not write here
2	Leaflets	100 GSM ART PAPER A GRADE PAPER MILL 11 INCH X 8.5 INCH SIZE, SINGLE SIDE MULTICOLOUR	Upto 100000	Not write here	Not write here
			100001 to 300000	Not write here	Not write here
			300001 to 500000	Not write here	Not write here
			500001 to 1000000	Not write here	Not write here
			1000001 and above	Not write here	Not write here
3	Leaflets	110 GSM ART PAPER A GRADE PAPER MILL 11 INCH X 8.5 INCH SIZE, SINGLE SIDE MULTICOLOUR	Upto 100000	Not write here	Not write here
			100001 to 300000	Not write here	Not write here
			300001 to 500000	Not write here	Not write here
			500001 to 1000000	Not write here	Not write here
			1000001 and above	Not write here	Not write here
4	Leaflets	120 GSM ART PAPER A GRADE PAPER MILL 11 INCH X 8.5 INCH SIZE, SINGLE SIDE MULTICOLOUR	Upto 100000	Not write here	Not write here
			100001 to 300000	Not write here	Not write here
			300001 to 500000	Not write here	Not write here
			500001 to 1000000	Not write here	Not write here
			1000001 and above	Not write here	Not write here
5	Leaflets	120 GSM ART PAPER A GRADE PAPER MILL 11 INCH X 8.5 INCH SIZE, DOUBLE SIDE MULTICOLOUR	Upto 100000	Not write here	Not write here
			100001 to 300000	Not write here	Not write here
			300001 to 500000	Not write here	Not write here
			500001 to 1000000	Not write here	Not write here
			1000001 and above	Not write here	Not write here
6	Leaflets	130 GSM ART PAPER A GRADE PAPER MILL 11 INCH X 8.5 INCH SIZE, SINGLE SIDE MULTICOLOUR	Upto 100000	Not write here	Not write here
			100001 to 300000	Not write here	Not write here
			300001 to 500000	Not write here	Not write here
			500001 to 1000000	Not write here	Not write here
			1000001 and above	Not write here	Not write here
7	Leaflets	130 GSM ART PAPER A GRADE PAPER MILL 11 INCH X 8.5 INCH SIZE DOUBLE SIDE MULTICOLOUR	Upto 100000	Not write here	Not write here
			100001 to 300000	Not write here	Not write here
			300001 to 500000	Not write here	Not write here
			500001 to 1000000	Not write here	Not write here
			1000001 and above	Not write here	Not write here

Schedule-B

Sl. no.	Item	Specification	Quantity Per Order	Rate to be quoted per 1000 piece F.O.R. one or many or all district headquarter	Rate to be quoted per 1000 piece F.O.R. Patna Office.
1	Folder	300 GSM ART Board, Open Size 28.5 cm x 61.5 cm, Both side 4 Color printing & on Film Lamination with minimum 8 micron film, 2 fold folder, Folder ready side 20.5 CM x 28.5 CM, A Grade paper Mill must be used.	Up to 1000	Not write here	Not write here
			1001 to 5000	Not write here	Not write here
			5001 to 20000	Not write here	Not write here
			20001 to 100000	Not write here	Not write here
			100001 and above	Not write here	Not write here
2	Folder	250 GSM ART Board, Open Size 28.5 cm x 61.5 cm, Both side 4 Color printing & Lamination with minimum 8 micron, 2 fold folder, Folder ready side 20.5 CM x 28.5 CM, A Grade paper Mill must be used	Up to 1000	Not write here	Not write here
			1001 to 5000	Not write here	Not write here
			5001 to 20000	Not write here	Not write here
			20001 to 100000	Not write here	Not write here
			100001 and above	Not write here	Not write here
3	Folder	220 GSM ART Board, Open Size 28.5 cm x 61.5 cm, Both side 4 Color printing & 8 Micron Film Lamination, 2 fold folder, Folder ready side 20.5 CM x 28.5 CM, A Grade paper Mill must be used	Up to 1000	Not write here	Not write here
			1001 to 5000	Not write here	Not write here
			5001 to 20000	Not write here	Not write here
			20001 to 100000	Not write here	Not write here
			100001 and above	Not write here	Not write here
4	Folder	170 GSM ART Board, Open Size 28.5 cm x 61.5 cm, Both side 4 Color printing & 8 Micron Film Lamination, 2 fold folder, Folder ready side 20.5 CM x 28.5 CM, A Grade paper Mill must be used	Up to 1000	Not write here	Not write here
			1001 to 5000	Not write here	Not write here
			5001 to 20000	Not write here	Not write here
			20001 to 100000	Not write here	Not write here
			100001 and above	Not write here	Not write here

Schedule-C

Sl. no.	Item	Specification	Quantity Per Order	Rate to be quoted per 1000 piece F.O.R. one or many or all district headquarter	Rate to be quoted per 1000 piece F.O.R. Patna Office.
1	Folder	250 GSM ART Board, Open Size 22 cm x 57 cm, Both side Color printing & 8 Micron Film Lamination, 2 fold folder, Folder ready side 22 CM x 19 CM, A Grade paper Mill must be used	Up to 1000	Not write here	Not write here
			1001 to 5000	Not write here	Not write here
			5001 to 20000	Not write here	Not write here
			20001 to 100000	Not write here	Not write here
			100001 and above	Not write here	Not write here
2	Folder	220 GSM ART Board, Open Size 22 cm x 57 cm, Both side 4 Color printing & 8 Micron Film Lamination, 2 fold folder, Folder ready side 22 CM x 19 CM, A Grade paper Mill must be used	Up to 1000	Not write here	Not write here
			1001 to 5000	Not write here	Not write here
			5001 to 20000	Not write here	Not write here
			20001 to 100000	Not write here	Not write here
			100001 and above	Not write here	Not write here
3	Folder	170 GSM ART Board, Open Size 22 cm x 57 cm, Both side 4 Color printing & 8 Micron Film Lamination, 2 fold folder, Folder ready side 22 CM x 19 CM, A Grade paper Mill must be used	Up to 1000	Not write here	Not write here
			1001 to 5000	Not write here	Not write here
			5001 to 20000	Not write here	Not write here
			20001 to 100000	Not write here	Not write here
			100001 and above	Not write here	Not write here

Schedule-D

Sl. no.	Item	Specification	Quantity Per Order	Rate to be quoted per 1000 piece F.O.R. one or many or all district headquarter	Rate to be quoted per 1000 piece F.O.R. Patna Office.
1	Folder	170 GSM ART Paper, Open Size 44 cm x 28.5 cm, Both side 4 Color printing, 3 fold folder, Folder ready side 11 CM x 28.5 CM, A Grade paper Mill must be used	Up to 1000	Not write here	Not write here
			1001 to 5000	Not write here	Not write here
			5001 to 20000	Not write here	Not write here
			20001 to 100000	Not write here	Not write here
			100001 and above	Not write here	Not write here

Schedule-E

Sl. no.	Item	Specification	Quantity Per Order	Rate to be quoted per 1000 piece F.O.R. one or many or all district headquarter	Rate to be quoted per 1000 piece F.O.R. Patna Office.
1	Booklets	Size - 16.5 CM X 24 CM, Paper 100 GSM, Maplitho, A Grade Paper Mill, 8 Pages multicolor both side printing, Centre Stitch with two staple binding. Cover 220 GSM Art Board 4 color printing & minimum 8 micron film	Up to 1000	Not write here	Not write here
			1001 to 10000	Not write here	Not write here
			10001 to 50000	Not write here	Not write here
			50001 to 100000	Not write here	Not write here
			100001 to 500000	Not write here	Not write here
2	Booklets	Size - 21.5 CM X 27.4 CM, Paper 100 GSM, Maplitho, A Grade Paper Mill, 8 Pages multicolor both side printing, Centre Stitch with two staple binding. Cover 220 GSM Art Board 4 color printing & minimum 8 micron film	Up to 1000	Not write here	Not write here
			1001 to 10000	Not write here	Not write here
			10001 to 50000	Not write here	Not write here
			50001 to 100000	Not write here	Not write here
			100001 to 500000	Not write here	Not write here
3	Booklets	Size - 16.5 CM X 24 CM, Paper 100 GSM, Maplitho, A Grade Paper Mill, 16 Pages multi colour both side printing, Centre Stitch with two staple binding. Cover 220 GSM Art Board 4 color printing & minimum 8 micron film	Up to 1000	Not write here	Not write here
			1001 to 10000	Not write here	Not write here
			10001 to 50000	Not write here	Not write here
			50001 to 100000	Not write here	Not write here
			100001 to 500000	Not write here	Not write here
4	Booklets	Size - 21.5 CM X 27.4 CM, Paper 100 GSM, Maplitho, A Grade Paper Mill, 16 Pages multicolor both side printing, Centre Stitch with two staple binding. Cover 220 GSM Art Board 4 color printing & minimum 8 micron film	Up to 1000	Not write here	Not write here
			1001 to 10000	Not write here	Not write here
			10001 to 50000	Not write here	Not write here
			50001 to 100000	Not write here	Not write here
			100001 to 500000	Not write here	Not write here

5	Booklets	Size - 16.5 CM X 24 CM, Paper 100 GSM, Maplitho, A Grade Paper Mill, 24 Pages multi colour both side printing, Centre Stitch with two staple binding. Cover 220 GSM Art Board 4 color printing & minimum 8 micron film	Up to 1000	Not write here	Not write here
			1001 to 10000	Not write here	Not write here
			10001 to 50000	Not write here	Not write here
			50001 to 100000	Not write here	Not write here
			100001 to 500000	Not write here	Not write here
6	Booklets	Size - 21.5 CM X 27.4 CM, Paper 100 GSM, Maplitho, A Grade Paper Mill, 24 Pages multicolor both side printing, Centre Stitch with two staple binding. Cover 220 GSM Art Board 4 color printing & minimum 8 micron film	Up to 1000	Not write here	Not write here
			1001 to 10000	Not write here	Not write here
			10001 to 50000	Not write here	Not write here
			50001 to 100000	Not write here	Not write here
			100001 to 500000	Not write here	Not write here
7	Booklets	Size - 16.5 CM X 24 CM, Paper 100 GSM, Maplitho, A Grade Paper Mill, 32 Pages multi colour both side printing, Centre Stitch with two staple binding. Cover 220 GSM Art Board 4 color printing & minimum 8 micron film	Up to 1000	Not write here	Not write here
			1001 to 10000	Not write here	Not write here
			10001 to 50000	Not write here	Not write here
			50001 to 100000	Not write here	Not write here
			100001 to 500000	Not write here	Not write here
8	Booklets	Size - 21.5 CM X 27.4 CM, Paper 100 GSM, Maplitho, A Grade Paper Mill, 32 Pages multicolor both side printing, Centre Stitch with two staple binding. Cover 220 GSM Art Board 4 color printing & minimum 8 micron film	Up to 1000	Not write here	Not write here
			1001 to 10000	Not write here	Not write here
			10001 to 50000	Not write here	Not write here
			50001 to 100000	Not write here	Not write here
			100001 to 500000	Not write here	Not write here
9	Booklets	Size - 16.5 CM X 24 CM, Paper 100 GSM, Maplitho, A Grade Paper Mill, 40 Pages multi colour both side printing, Centre Stitch with two staple binding. Cover 220 GSM Art Board 4 color printing & minimum 8 micron film	Up to 1000	Not write here	Not write here
			1001 to 10000	Not write here	Not write here
			10001 to 50000	Not write here	Not write here
			50001 to 100000	Not write here	Not write here
			100001 to 500000	Not write here	Not write here

10	Booklets	Size - 21.5 CM X 27.4 CM, Paper 100 GSM, Maplitho, A Grade Paper Mill, 40 Pages multicolor both side printing, Centre Stitch with two staple binding. Cover 220 GSM Art Board 4 color printing & minimum 8 micron film	Up to 1000	Not write here	Not write here
			1001 to 10000	Not write here	Not write here
			10001 to 50000	Not write here	Not write here
			50001 to 100000	Not write here	Not write here
			100001 to 500000	Not write here	Not write here
11	Booklets	Size - 16.5 CM X 24 CM, Paper 100 GSM, Maplitho, A Grade Paper Mill, 48 Pages multi colour both side printing, Centre Stitch with two staple binding. Cover 220 GSM Art Board 4 color printing & minimum 8 micron film	Up to 1000	Not write here	Not write here
			1001 to 10000	Not write here	Not write here
			10001 to 50000	Not write here	Not write here
			50001 to 100000	Not write here	Not write here
			100001 to 500000	Not write here	Not write here
12	Booklets	Size - 21.5 CM X 27.4 CM, Paper 100 GSM, Maplitho, A Grade Paper Mill, 48 Pages multicolor both side printing, Centre Stitch with two staple binding. Cover 220 GSM Art Board 4 color printing & minimum 8 micron film	Up to 1000	Not write here	Not write here
			1001 to 10000	Not write here	Not write here
			10001 to 50000	Not write here	Not write here
			50001 to 100000	Not write here	Not write here
			100001 to 500000	Not write here	Not write here
13	Booklets	Size - 16.5 CM X 24 CM, Paper 100 GSM, Maplitho, A Grade Paper Mill, 56 Pages multi colour both side printing, Centre Stitch with two staple binding. Cover 220 GSM Art Board 4 color printing & minimum 8 micron film	Up to 1000	Not write here	Not write here
			1001 to 10000	Not write here	Not write here
			10001 to 50000	Not write here	Not write here
			50001 to 100000	Not write here	Not write here
			100001 to 500000	Not write here	Not write here
14	Booklets	Size - 21.5 CM X 27.4 CM, Paper 100 GSM, Maplitho, A Grade Paper Mill, 56 Pages multicolor both side printing, Centre Stitch with two staple binding. Cover 220 GSM Art Board 4 color printing & minimum 8 micron film	Up to 1000	Not write here	Not write here
			1001 to 10000	Not write here	Not write here
			10001 to 50000	Not write here	Not write here
			50001 to 100000	Not write here	Not write here
			100001 to 500000	Not write here	Not write here

15	Booklets	Size - 16.5 CM X 24 CM, Paper 100 GSM, Maplitho, A Grade Paper Mill, 64 Pages multi colour both side printing, Centre Stitch with two staple binding. Cover 220 GSM Art Board 4 color printing & minimum 8 micron film	Up to 1000	Not write here	Not write here
			1001 to 10000	Not write here	Not write here
			10001 to 50000	Not write here	Not write here
			50001 to 100000	Not write here	Not write here
			100001 to 500000	Not write here	Not write here
16	Booklets	Size - 21.5 CM X 27.4 CM, Paper 100 GSM, Maplitho, A Grade Paper Mill, 64 Pages multicolor both side printing, Centre Stitch with two staple binding. Cover 220 GSM Art Board 4 color printing & minimum 8 micron film	Up to 1000	Not write here	Not write here
			1001 to 10000	Not write here	Not write here
			10001 to 50000	Not write here	Not write here
			50001 to 100000	Not write here	Not write here
			100001 to 500000	Not write here	Not write here

Schedule-F

Sl. No.	Item	Specification	Quantity Per Order	Rate to be quoted per 1000 piece F.O.R. one or many or all district headquarter	Rate to be quoted per 1000 piece F.O.R. Patna Office.
1	Posters	Size: 11" x 18" size (i) 120 GSM Art paper, A Grade Paper Mill. (ii) 4 color printing, single side. (iii) Self-Adhesive	Upto 100000	Not write here	Not write here
			100001 to 300000	Not write here	Not write here
			300001 to 500000	Not write here	Not write here
			500001 to 1000000	Not write here	Not write here
			1000001 and above	Not write here	Not write here
2	Posters	Size: 18" x 22" size (i) 120 GSM Art paper, A Grade Paper Mill. (ii) 4 color printing, single side. (iii) Self-Adhesive	Upto 100000	Not write here	Not write here
			100001 to 300000	Not write here	Not write here
			300001 to 500000	Not write here	Not write here
			500001 to 1000000	Not write here	Not write here
			1000001 and above	Not write here	Not write here

Schedule-G

Sl. No.	Item	Specification	Expected Qty	Rate to be quoted per 1000 F.O.R. one or many or all district headquarter	Rate to be quoted per 1000 F.O.R. Patna Office.
1	Envelop	Size: 12" x 9.5" (i) Paper-110 GSM Maplitho. A grade mill (ii) Upper side transparent window envelop . Window size 10" x 7.5" (iii) Front Transparent 8mm polyster film (iv) Printing-4 Color printing back to back.	Upto 10000	Not write here	Not write here
			10001 to 100000	Not write here	Not write here
			100001 to 300000	Not write here	Not write here
			300001 to 500000	Not write here	Not write here
			500001 to 1000000	Not write here	Not write here
			1000001 and above	Not write here	Not write here

Note: Rate should be quoted excluding GST, GST will be paid extra as per applicable rates.

(Affidavit on non-judicial stamp paper by Authorized Representative of the applicant with his / her dated signature and enterprise seal)

AFFIDAVIT

1. I/We do hereby certify that all the statements made in our bids in response to the RFP Reference No..... Dated..... and in the required attachments are true, correct and complete. I/ we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my bid at any stage besides liabilities towards prosecution under appropriate law.
2. I/We, on behalf of (Name of the enterprise), with its registered office at do hereby declare that the above-mentioned bidder is not under a declaration of ineligibility for corrupt and fraudulent practises or for any other reason, whatsoever and has not been blacklisted / debarred by the Government of India or any of its agencies, including public enterprises and or by any State Government or any of its agencies.
3. I/We on behalf of (Name of the enterprise) do hereby affirm and undertake that we have carefully read and understood the whole tender documents and will unconditionally abide by all the terms and conditions as given in the above mentioned RFP.
4. I/We do hereby affirm that our quote for each course content is a fixed rate quote and is inclusive of all applicable taxes, duties, charges and levies. I/We understood that we will not be paid any extra payment other than the quoted rate. I/We also understood that our quoted prices / rates shall remain fixed for the period of selection.
5. I/We understand that the tendering authority is not bound to accept a lowest offer/quote that they may receive.

For and on behalf of:

Signature:

Name:

Designation:

Date:

(Enterprise Seal)

Annexure-III

(Power of Attorney in favour of Authorized Representative)

(Note: To be executed on a non-judicial stamp paper of Rs. 100/- or more)

Know all men by these presents that We.....
..... (name of the enterprise and address of the registered office do hereby irrevocably constitute,
nominate, appoint and authorize Mr/ Ms (name)
.....son / daughter / wife of
.....and presently residing at
.....who is presently employed with us and holding the position
of..... as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name
and on our behalf, all such acts, deeds and things including to enter into negotiation, as are necessary or required in
connection with or incidental to submission of our Bid for the RFP Reference
No..... Dated.....

The attorney is fully authorized for providing information/ responses to the tendering authority, representing us in all matters before the tendering authority including negotiations with the tendering authority, signing and execution of all affidavits, undertakings and agreements consequent to acceptance of our bid, and generally dealing with the tendering authority in all matters in connection with or relating to or arising out of our bid for the said tender.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,,
THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THISDAY
OF

For

{ Signature, name, designation and address }

Accepted
.....
(Signature)

(Name, Title and Address of the Attorney)

Witnesses: 1.
2.