

Tender No. BSDM/01/2017-2018

Date-25.05.2017

**Short-term Tender Notice for Printing and Supply of "Multicoloured printed Envelopes" at Bihar Skill Development Mission (BSDM).**

Principal Secretary, Dept. of Labour Resources, Govt. of Bihar- cum- CEO, Bihar Skill Development Mission (BSDM), invites sealed quotations(**Two Bid System**) from reputed and experienced agencies/firms/companies for Printing and supply of " **Multicoloured printed Envelopes**" at Bihar Skill Development Mission (BSDM)"

The response to this tender along with all required documents are to be submitted by interested agencies on or before **3.00 PM of 08/06/2017**.

The Tender has to be submitted in a sealed non-transparent envelope super scribed with "**Short-term Tender for Printing & Supply of "Multicoloured printed Envelopes" at BSDM Bihar**" along with Tender Ref. No., Name of the agencies with contact no. / email id, containing following two sealed non-transparent envelopes-

- A) Envelope – I: Marked as Technical Bid
- B) Envelope – II: Marked as Financial Bid

Note: Each Envelope (Technical & Financial Bid) should be marked as above. If the envelope is / are not sealed and marked properly, the tendering authority will assume no responsibility for the Bid's misplacement or premature opening resulting in disqualification.

Incomplete responses or those received after the specified time and date or not fulfilling the specified requirement shall not be considered. The proposals will be opened on the same day at 4.00 PM in front of the Tender Committee and the authorized representative of the agencies who wish to be present, in the office of the BSDM.

Earnest Money Deposit (EMD): An EMD of Rs. 1,00,000/- (Rs. One Lac Only) in the form of a Demand Draft drawn from a Scheduled Bank/ Nationalized Bank of India in favor of "Bihar Skill Development Mission" payable at Patna must be enclosed in Technical Bid.

Financial Bid of only those bidders who have qualified the technical eligibility criteria will be opened on a date and time duly communicated to them.

The undersigned reserves the right to issue addendum/corrigendum or to accept or reject any or all proposal(s) or to cancel the whole of this Tender at any stage without assigning any reason thereof.

Details regarding eligibility criteria, Terms & Conditions, material and other specifications, payments guidelines etc. can be seen on the "Tender Section" of the website: <http://www.skillmissionbihar.org>

Principal Secretary  
Department of Labour Resources  
Government of Bihar, Niyogan Bhawan, Patna - 800015  
-cum-  
Chief Executive Officer  
Bihar Skill Development Mission  
Email: [biharskilldevelopmentmission@gmail.com](mailto:biharskilldevelopmentmission@gmail.com)

## **“Technical Bid”**

### **Terms and Conditions:**

#### **1. Important Dates and Times:**

- 1.1 Last Date & Time for Submission of bids: 03.00 PM of 08/06/2017
- 1.2 Date & Time of Technical Bid Opening: 04.00 PM of 08/06/2017
- 1.3 Date & Time of Financial Bid Opening: To be informed later on.
- 1.4 The Bid Validity Period will be 180 days from the last date of submission of this Tender.

#### **2. Earnest Money Deposit (EMD) and Performance Guarantee:**

Along with the Technical Bid (Envelope-I), the bidder shall have to submit an refundable Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rs. One Lac Only) in the form of a Demand Draft drawn from a Scheduled Bank/Nationalized Bank in favor of “Bihar Skill Development Mission” and payable at Patna failing which the Bids submitted by the Bidder shall be out-rightly rejected.

- No interest will be payable on the amount of EMD irrespective of the outcome of tendering process.
  - The EMD of unsuccessful bidder will be returned not later than the expiry of Bid validity period or issue of Letter of Award (LOA) and submission of Performance Guarantee by the successful bidder whichever is earlier.
3. The tender should not be sub-let to any other service provider and must be executed at bidder's unit having all equipments and infrastructures owned by the bidder itself in the State of Bihar only. No type of consortium or franchisee or sub-contracting arrangement will be acceptable.
  4. All equipment and allied process must be under one roof and must be owned by the bidder.
  5. Before finalizing the tender the premises/facilities of the bidder may be inspected by the tender committee.
  6. Conditional tender shall not be considered.

#### **7. Minimum Eligibility Criteria & required documents with technical bid:-**

Sl. No.	Criteria	Document to be submitted (attach self-attested Xerox Copy)
1.	Must have its own manufacturing facility comprising four coloured printing facility, designing facility etc. in State of Bihar.	Registration certificate
2.	Registered under SSI	Registration Certificate
3.	Registered with Sales Tax department	VAT registration No.
4.	Registered with Income Tax department	PAN card
5.	Average Annual Turnover of Rs. 150 Lac (Rs. One Hundred Fifty	Audited Balance-sheet, Profit & Loss

	Lac) over the last three financial years 2013-14, 2014-15, 2015-16	Account.
6.	ITR for the Financial Years-2013-14,2014-15 and 2015-16	ITR-V to be attached
7.	Not blacklisted by Central or State Government or any of their departments or by any Public Sector Undertakings (PSUs)	Affidavit before notary( <b>Annexure II</b> )
8.	Prior Experiences of printing and supply of multi colour printed materials for Government/ Semi Government Departments. (At least three such work orders in the last three FYs i.e. from FY 2014-15 to 2016-17)	At least three Experience Certificate/ work order.
9.	Sample of paper mentioning brand.	Should attach original copy of sample of paper duly signed and stamped by the agency/ firm. Paper sample must be used of A grade paper mill.
10.	EMD of Rs. 1,00,000/- (Rs. One Lac Only) in favor of "Bihar Skill Development Mission" payable at Patna.	Demand Draft drawn from a scheduled bank of India

**Note: The Financial Bid of only those bidders will be opened, who will pass the above "Minimum Eligibility Criteria" under Technical Evaluation.**

**8. Bid Price and Evaluation of Financial Bid and Letter of Award (LOA):**

- 8.1 All taxes, insurance and other levies shall be included in the quoted price.
- 8.2 Bidder has to send all prepared envelopes to BSDM or its designated place as per order. No extra payment will be made for dispatching of these items.
- 8.3 Materials (envelopes) in transit will be at the risk of bidder only.
- 8.4 Payment will be made only after the materials have been received at the designated place in satisfactory condition and according to approved quality/specifications/samples etc.
- 8.5 The required quantity of the item (s) as given in the tender is tentative. BSDM reserves the right to increase or decrease the quantity without assigning any reason and shall not be bound to place any order for the items for which the tenders have been invited. The requirement will be approx 15 Lac envelopes per year.
- 8.6 No request relating to advance payment of the ordered material will be entertained.
- 8.7 The price should be quoted in Indian Rupees only.
- 8.8 Taxes will be deducted at source as applicable.
- 8.9 The bidders will have to mandatorily quote for the items as mentioned under Financial Bid for both F.O.R Patna and F.O.R one or more district headquarters.
- 8.10 Work orders will be issued upon requirement only. Selection of bidder under this tender or Issuance of LOA will not guarantee issuance of work order/s and BSDM will not assume any liability or cost towards it.
- 8.11 Items will have to be supplied as per the quantity and specification mentioned in the work order. The quality of the items supplied should be as per the satisfaction of BSDM.  
Failure on the part of successful bidder to do so may result in cancellation of its LOA/Work Order and their Performance Guarantee may be forfeited. In such case, BSDM may at its liberty negotiate with other bidders for the supplies to be made at L1 prices or at negotiated rates. Also

in case of exigencies and volume of supplies, BSDM may request L2 bidder and so on to make the supplies at the negotiated rate of L-1 bidder.

- 8.12 This rate quote shall be valid for one year from the date of issuing of LOA. However, it may be extended for another year with mutual consent.
- 8.13 Payment shall be released on submission of bills with copy of work order issued by BSDM.

**9. Other conditions:**

- 9.1 An amount equivalent to INR Two Lakhs value shall have to be deposited by the successful bidder as performance guarantee in shape of demand draft in favor 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.
- 9.2 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. The decision of CEO, BSDM will be final and conclusive in this regard.
- 9.3 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.
- 9.4 In case of unsatisfactory service by selected agency 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.
- 9.5 The performance under this contract would need be executed in the specified time frame and any delay in supply would attract penalty provisions such as confiscation of performance security money etc. or levy of penalty even up to maximum of 5% of the payments due. The delay in supply per week will cost 1% deduction from the Invoice up to a maximum of 5%.

**10. 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 printing bill.

**You are requested to provide/submit your offer in sealed cover latest by 3.00 PM On 08.06.2017 along with following documents:**

- 1) Bank Draft of Rs. 1,00,000/-
- 2) All the required documents as per the eligibility criteria(Self attested Xerox Copy of VAT Registration No./PAN No./and Original Copy of Affidavit)as mentioned in SI.No.7

- 3) Sample of paper as per specification.
- 4) Filled Format of Financial Bid

The Mission however reserves the right to cancel or reject the tender without any information to the bidders. If any dispute arises they would be subject to Patna Jurisdiction only.

Principal Secretary  
Department of Labour Resources, Govt. of Bihar –cum-  
CEO, Bihar Skill Development Mission,  
Niyojan Bhawan, Near Income Tax Golumber,  
Patna-800001

# **"Financial Bid"**

## **(On the letter head of Agencies)**

Rates in Figure in Rupees (Per envelope and incorporating all specifications and requirement broadly mentioned as below) : (inclusive of all taxes)	
(F.O.R. one or many or all district headquarter of Bihar)	(F.O.R. Patna)

Paper Specifications:

Paper	Envelope
Size	12"x9.5"
Type	(i) Paper -100 GSM Maplitho. A grade mill. (ii) Inner polyester lamination with minimum 8 Micron Film. (iii) Printing Multi coloured Front Printing, Full page printing.

Note: BSDM will have the right to correct the arithmetical error, if any, and that will be binding on the bidders.  
We understand you are not bound to accept any Proposal you receive.

Yours sincerely,  
Authorized Signature:  
Name and Title of Signatory:

**(Affidavit on a non-judicial stamp paper of Rs. 100/- by Authorized Representative of the Agency with his / her dated signature and Agency seal)**

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**AFFIDAVIT**

1. I/We do hereby certify that all the statements made in our proposal in response to the Tender Reference No. BSDM/01/2017-2018 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 proposal at any stage besides liabilities towards prosecution under appropriate law.
2. I/We, on behalf of..... (Name of the Agency), with its registered office at ..... do hereby declare that the above-mentioned agency 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 Agency) do hereby affirm and undertake that we have carefully read and understood fully the whole Tender documents and will unconditionally abide by all the terms and conditions given in the Tender document vide reference BSDM/01/2017-2018.
4. I/We do not have any conflict of interest which materially affects the fair competition and is disadvantageous to other applicants. We undertake to observe the laws against fraud and corruption, including bribery, in force in India.

For and on behalf of (Agency name):

Signature:

Name:

Designation:

Date:

(Stamp/Seal)