

Bihar Skill Development Mission (BSDM)
Department of Labour Resources, Government of Bihar
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Tender No. BSDM/05/2017-2018

Date-21.06.2017

Tender Notice for Printing and Supply of "Certificates" 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 "Certificates" 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 13/07/2017.

The Tender has to be submitted in a sealed non-transparent envelope super scribed with "Tender for Printing & Supply of "Certificates" 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, Niyojan Bhawan, Patna - 800015
-cum-
Chief Executive Officer
Bihar Skill Development Mission
Email: 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 13/07/2017

1.2 Date & Time of Technical Bid Opening: 04.00 PM of 13/07/2017

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.

Ø No interest will be payable on the amount of EMD irrespective of the outcome of tendering process.

Ø 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 equipment and infrastructures owned by the bidder itself. No type of consortium or franchisee or sub-contracting arrangement will be acceptable.
4. The manufacturing facility must be highly secured physically and electronically. There must be electronic surveillance round the clock at the manufacturing facility. An undertaking by the bidder should be required to ascertain the above fact.
5. All equipment, software and allied process must be under one roof and must be owned by the bidder.
6. Before finalizing the tender the premises/facilities of the bidder may be inspected by the tender committee.
7. Conditional tender shall not be considered.

8. 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 printing facility comprising four coloured printing facility, designing facility and CTP facility.	Registration certificate
2.	An undertaking under Annexure II that the specified equipment/s (as per Annexure I) on which the collaterals will be printed is either already owned by them or these will be purchased within 15 days from the date of issue of Letter of Award.	Annexure II
3.	Agency registration certificate under respective Act	Registration Certificate
4.	Registered with Sales Tax department	CST/Bihar VAT registration No.
5.	Registered with Income Tax department	PAN card
6.	Average Annual Turnover of Rs. 300 Lac (Rs. Three Hundred Lac) over the last three financial years 2013-14, 2014-15, 2015-16	Audited Balance-sheet, Profit & Loss Account.
7.	ITR for the Financial Years-2013-14, 2014-15 and 2015-16	ITR-V to be attached
8.	Not blacklisted by Central or State Government or any of their departments or by any Public Sector Undertakings (PSUs)	Affidavit before notary (Annexure II)
9.	Prior Experiences of printing and supply of multi-colour printed report cards/certificates 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.
10.	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.
11.	EMD of Rs. 1,00,000/- (One Lac) in favor of "Bihar Skill Development Mission" payable at Patna.	Demand Draft drawn from a scheduled bank of India

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

(II) The successful agency if not already registered under Bihar VAT, has to take such registration within 30 days of issuance of LOA or has to take such corresponding registration as required under New GST Law.

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

- 9.1 All taxes, insurance and other levies shall be included in the quoted price. However in the Invoice Tax(es) has to be shown separately.
- 9.2 The quoted price will also be inclusive of all other charges like transportation costs for the district headquarters, packing and packaging charges etc. Nothing will be paid over and above the quoted price under any circumstances.

- 9.3 Bidder has to send all prepared materials (certificate) to BSDM or its designated place/s (which may be all district headquarters) as per order. No extra payment will be made for dispatching of these items to such district headquarters. List of all district headquarters where certificates has to be dispatched is attached as Annexure III.
- 9.4 The bidders will have to mandatorily quote only one rate under Financial Bid, which will be for any one or all of the district headquarter. Monthly work order will include order F.O.R. all the districts headquarters.
Example: There are 38 district headquarters in State of Bihar. The bidder has to quote one F.O.R. rate irrespective of whether consignment has to be dispatched say to Patna or Purnea (districts of Bihar). Also monthly work order will be issued which may cover all 38 districts at a time.
- 9.5 Materials (certificates) in transit will be at the risk of bidder only.
- 9.6 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.
- 9.7 The required quantity of the item (s) as given in the tender is tentative. BSDM reserves the right to increase or decrease the quantity based on the number of candidates qualified in the exam which will normally be held at the end of every calendar month. The work order will generally be issued at the beginning of each month.
- 9.8 The printed certificates have to be supplied within 3 weeks from the date when data will be given by BSDM to the selected agency.
- 9.9 The requirement will be approx in the range of 03 to 05 Lac certificates per year.
- 9.10 No request relating to advance payment of the ordered material will be entertained.
- 9.11 The price should be quoted in Indian Rupees only.
- 9.12 Taxes will be deducted at source as applicable.
- 9.13 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.
- 9.14 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.
- 9.15 This rate quote shall be valid for one year from the date of issuing of LOA. However, it may be extended further depending upon performance and with mutual consent.
- 9.16 Payment shall be released on submission of bills with copy of work order issued by BSDM.

10. Other conditions:

- 10.1 An amount equivalent to 03 Lacs value shall have to be deposited by the successful bidder as performance guarantee in shape of demand draft or a Bank Guarantee issued from a Scheduled Bank in favor of "Bihar Skill Development Mission". The demand draft should be payable at Patna. This performance guarantee 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 guarantee.
- 10.2 If the bidder fails to do the jobs satisfactorily or is unable to complete the job, BSDM reserves the right to cancel the Contract/LOA and forfeit the performance guarantee without assigning any reason. The decision of CEO, BSDM will be final and conclusive in this regard.
- 10.3 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.
- 10.4 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.
- 10.5 The performance under this contract would need be executed in the specified time frame and any delay in supply would attract penalty provisions as 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%.
- 10.6 The continuous unsatisfactory performance may lead to confiscation of performance guarantee. The decision of CEO, BSDM will be final and conclusive in this regard.

11. 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.

- If the quality report was not found satisfactory, the proportionate deduction may be made from the invoice of respective consignment. However in case of extremely inferior quality, entire consignment may be rejected and the selected agency has to make fresh printing and new consignment has to be dispatched. The earlier payment of the 80% with respect to rejected consignment will be adjusted/recovered from the payment due for fresh consignment. The decision of CEO, BSDM will be final and conclusive in this regard.

You are requested to provide/submit your offer in sealed cover latest by 3.00PM On 13.07.2017 along with following documents:

- 1) EMD as a 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 Sl.No.3.
- 3) Sample of paper as per specification.
- 4) Filled Format of Financial Bid
- 5) Specified Equipment/s (as per Annexure I) or the undertaking as per sl. No. 2 of point 8 under eligibility criteria.

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)

Particulars	(F.O.R. any one or all district headquarter of Bihar)
Rates in Figure in Rupees (Per certificate with tamper proof transparent envelope and incorporating all specifications and requirement broadly mentioned as below) : (inclusive of all taxes)	

Paper Specifications:

Paper	Certificate Paper
Size	A4 Size (21 CM *30 CM)
Type	Art Paper
Colour	Matte (Indian) White
GSM	250 GSM
Grade	'A' Grade
Cutting	Paper cutting edge with Non dust
Transparent Envelope	Tamper proof transparent envelope that will consist 1 certificate per candidate in a 12 Micron polyester Film envelope. Each such packet will have to be sealed with packing machine with greater than 1/2 inch length and breadth side extra margin from certificate size.
Packaging	Packaging should be center wise and batch wise, in strong plastic bags (each > 50 microns)/Shrink pack /paper packets. On each such packet center name and batch date along with contact details etc. will have to be labelled. <ul style="list-style-type: none">Also in each such packet a list of name of candidates for whom certificates have been printed and enclosed has to be submitted.

Stationary Material: Stationary Items required for packaging the certificate to dispatch at BSDM/ District/ center location. Please note description of stationery is indicative and may change depending upon the requirement.

Items	Used for
Green labelled envelopes	Green Envelopes with threading inside have to be used to pack the certificates
Packing Tapes Brown Tape Transparent Tape	To pack the envelopes or boxes
Bubble Wrap	To Cover the boxes/envelopes for safety
Packing boxes	To pack Bulk Packets. Also in each such box a list of name of centers and their batch dates for which certificates have been enclosed has to be submitted.
Sticker Paper	To print the address labels (like Center Name, Batch Number)

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:

Specified Equipment (Printer) Details:

Printer Make & Model	Konica Minolta Bizhub C 224e
Type	Printer/Copier/Scanner
Colour Support	Full Colour
Resolutions	Print - 600dpi X 600dpi
Memory	2GB
HDD	250 GB
Original Size	A3 (11"x17")
Printer Toner	CMYK (4 colour Toner)
Warm up Time	Colour 20 Seconds
Paper Capacity	Tray 1 - 500 Sheet (Upto A3)
	Tray 2 - 500 Sheet (Upto SRA3)
	Tray 3 - NA
	Multiple Bypass Tray - 150 Sheet (Upto SRA3)
Paper Weight	Tray 1/2 - 52 to 256 GSM
	Multiple Bypass Tray - 60 to 300gsm
Auto Duplex	Yes
Print Support OS	Windows 2000 / XP / XP 64bit / Vista / Vista 64bit / 7 / 7 64bit / Server 2003 / Server 2003 64bit / Server 2003 R2 / Server 2003 R2 64bit / Server 2008 / Server 2008 64bit / Mac OS 9.2 / Mac OS X 10.2/10.3/10.4 (Power PC) / Mac OS X 10.5(Power PC/Intel) / Mac OS X 10.6/10.7(Intel)Linux
Scanning Output Format	TIFF, JPEG, PDF, Compact PDF, XPS, Compact XPS, PPTx, Searchable PDF, PDF/A, Linearized PDF
Speed A4	22 Page Per Minutes

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

AFFIDAVIT

1. I/We do hereby certify that all the statements made in our proposal in response to the Tender Reference No. _____ 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 no. _____.
4. I/We undertake that our manufacturing facilities are and always will be highly secured physically and electronically. We have and always will, maintained the electronic surveillance round the clock at our manufacturing facilities.
5. ***I/We undertake that specified equipment (as per Annexure I), if already not owned by us, will be purchased and installed within 15 days of the issuance of Letter of Award (LOA) to us.***
6. 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)

Sl. No.	List of District Headquarters of the State of Bihar
1	Araria
2	Arwal
3	Aurangabad
4	Banka
5	Begusarai
6	Bhabhua
7	Bhagalpur
8	Bhojpur
9	Buxar
10	Darbhanga
11	East Champaran
12	Gaya
13	Gopalganj
14	Jamui
15	Jehanabad
16	Katihar
17	Khagaria
18	Kishanganj
19	Lakhisarai
20	Madhepura
21	Madhubani
22	Munger
23	Muzaffarpur
24	Nalanda
25	Nawada
26	Patna
27	Purnea
28	Rohtas
29	Saharsa
30	Samastipur
31	Saran
32	Shekhpura
33	Sheohar
34	Sitamarhi
35	Siwan
36	Supaul
37	Vaishali
38	West Champaran

