

Bihar Skill Development Mission (BSDM)
Department of Labour Resources, Government of Bihar
A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001
Phone: 0612-2528455 Fax: 0612-2528455

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

Tender No. BSDM/06/2017-2018

Date-22.06.2017

Notice inviting Request for Quotation (RFQ) for rate contract for Printing and Supply of Flex/ Banners and Standies of IEC materials of Bihar Skill Development Mission.

Principal Secretary, Dept. of Labour Resources, Govt. of Bihar- cum- CEO, Bihar Skill Development Mission (BSDM), invites sealed quotations (Two Bid System) for rate contract from reputed/registered agencies for Printing and supply of Flex/ Banners and Standies of IEC materials of Bihar Skill Development Mission.

The response to this Request for Quotation (RFQ) along with all required documents are to be submitted by interested agencies on or before 3.00 PM of 19/07/2017.

The Tender has to be submitted in a sealed non-transparent envelope superscribed with "Request for Quotation (RFQ) for rate contract for Printing of Flex/ Banners and supply of Standies of IEC materials" 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. 20,000/- (Rs. Twenty Thousand 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 RFQ at any stage without assigning any reason thereof.

Details regarding eligibility criteria, Terms & Conditions, 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: 19-07-2017 at 3.00PM

1.2 Date & Time of Technical Bid Opening: 19-07-2017 at 4.00PM

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):

Along with the Technical Bid (Envelope-I), the bidder shall have to submit an refundable Earnest Money Deposit (EMD) of Rs. 20,000/- (Rs. Twenty Thousand 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 after expiry of Bid validity period or issue of Letter of Award (LOA) and submission of performance guarantee by successful bidders, whichever is earlier.

3. Performance Guarantee (Non-Interest bearing):

Ø The successful bidder has to submit performance guarantee (PG) of Rs. 50,000/- (Rs. Fifty Thousand Only) in the 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 EMD shall be forfeited. The EMD of successful bidder may be adjusted into the Performance Guarantee and the DD of balance Rs. 30,000/- has to be submitted as performance guarantee. The Performance Guarantee will be released after two month from the date of end of contract. The amount of PG will be Rs. 50,000/- per organization irrespective of whether the same bidder is successful in more than one items under financial bids.

Ø Performance Guarantee can be forfeited and the LOA may be cancelled, if the successful bidder fails to supply the items within the stipulated time/quantity/quality as given in work order and to the satisfaction of BSDM. The decision of CEO, BSDM will be final and conclusive in this regard.

4. The tender should not be sub-let to any other service provider and must be executed at bidder's unit at Patna, having all equipments and infrastructures owned by the bidder itself. No type of consortium or franchisee or sub-contracting arrangement will be acceptable.

5. All equipment and allied process must be under one roof at Patna 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. The bidder must have following printing facilities/equipments at their own unit at Patna:

Ø Flex Printing Machine, Computing systems and software like photoshop, coral draw etc., experienced designers.

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 office and own printing facility at Patna	Registration Certificate under Shop and Establishment Act
2.	Must be in business from last two years	Valid Proof/ Registration documents
4.	Registered with Sales Tax department	VAT registration No.
5.	Average Annual Turnover of Rs. 20 Lac (Twenty Lac) over the last two financial years 2014-15 and 2015-16	Audited Balance-sheet, Profit & Loss Account or a CA Certificate
6.	Registered with Income Tax department	PAN card
7.	Not blacklisted by Central or State Government or any of their departments or by any Public Sector Undertakings (PSUs)	Affidavit before notary(Annexure 1)
8.	Prior Experiences of Printing of Flex/Banner/supply of standies etc. for Government/ Semi Government Departments.	At least three Experience Certificate/work order.
9.	EMD of Rs. 20,000/- (Twenty thousand) 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 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 and other charges like transportation etc. shall be included in the quoted price. However in the Invoice Tax (es) has to be shown separately. Nothing will be paid over and above the quoted price under any circumstances.
- 9.2 No request relating to advance payment of the ordered material will be entertained.
- 9.3 The price should be quoted in Indian Rupees only.
- 9.4 Taxes will be deducted at source as applicable.
- 9.5 The bidders can quote for one or more or all of the items as mentioned under Financial Bid. L-1 bidder will be evaluated separately for each of the item and will be so selected.
- 9.6 BSDM will issue Letter of Award (LOA) to the successful bidder/s.
- 9.7 Work orders will be issued upon requirement only. Selection of bidder/s under this RFQ or Issuance of LOA will not guarantee issuance of work order/s and BSDM will not assume any liability or cost towards it.
- 9.8 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. The supplies has to be made at office of BSDM (A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001). 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 (L-2 and so on) 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 of respective items and so on to make the supplies at the negotiated rate of L-1 bidder.

- 9.9 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.
- 9.10 Payment shall be released on submission of bills with copy of work order issued by BSDM. The satisfactory performance will be the essence under this contract and would need to be executed in the specified time frame and quality as per work order. In some cases BSDM may also charge penalty up to a maximum of 5% of the payments due, if the performance is not satisfactory. BSDM may at its discretion can reject whole of the supplies if they were found to be of extremely inferior quality. In that case fresh supplies will have to be made at the bidder's own cost. The decision of CEO, BSDM will be final and conclusive in this regard.
- 9.11 The continuous unsatisfactory performance may lead to confiscation of performance guarantee and cancellation of LOA. The decision of CEO, BSDM will be final and conclusive in this regard.

“Financial Bid”

(On the letter head of Agencies)

Schedule 1. Flex/banner

Type of flex/ Banner media	GSM	Printing rate per sq. ft. in INR (inclusive of all taxes) (in figures)	Printing rate per sq. ft. in INR (inclusive of all taxes) (in Words)
Black Back Media Banner	350		

Schedule 2. Supply of Standy

Specified	Size	Rate per Piece in INR (inclusive of all taxes) (in figures)	Rate per Piece in INR (inclusive of all taxes) (in words)
Normal Standy	2'.5/6'		
Normal Standy	3'/6'		
3Mcrome Standy	2'.5/6'		
3Mcrome Standy	3'/6'		
Double Sided Standy	3'/6'		

Note: In case of discrepancies between rate in figures and in words, if any, then the rate in words will prevail and this 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)

AFFIDAVIT

1. I/We do hereby certify that all the statements made in our proposal in response to the RFQ 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 the whole RFQ documents and will unconditionally abide by all the terms and conditions given in the RFQ document vide Reference No. _____.
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)