



Bihar School Examination Board

Sinha Library Road, Patna-800017

Notice Inviting Tender

Tender Notice No.: PR 54 /2018

Sealed Tenders under two Bid system are invited from registered, experienced and reputed Printing Firm/Agency/Company for “Quarterly Designing & Printing of BSEB House Journal 'Vidya'.

Tender Schedule:

Sl. No.	Date and Time for Activity	Date/Time: Duration
1.	Sale of Tender document	From 13.03.2018 to 03.04.2018 (03:00 PM)
2.	Pre-Bid Meeting	19.03.2018 at 12:30 Hrs. (Bihar School Examination Board, Sinha Library Road, Patna-800017)
3.	Submission of Tender form fee, Bid and EMD in Hard copy/Original	03.04.2018 up to 03:00 PM (Bihar School Examination Board, Sinha Library Road, Patna-800017)
4.	Opening of techno-commercial Bids	03.04.2018 at 04:00 PM (Bihar School Examination Board, Sinha Library Road, Patna-800017)
6.	Financial Bid Opening	03.04.2018 at 05:00 PM (Bihar School Examination Board, Sinha Library Road, Patna-800017)
7.	Cost of Tender Document	Rs. 500/- (Rs. five hundred) only
8.	Earnest Money Deposit	Rs. 30,000/- (Rs. thirty thousands) only

- ❖ Tender documents can be obtained from the Office of Bihar School Examination Board, Sinha Library Road, Patna by paying cost of Tender document of Rs. 500/- (Rs. five hundred) only through Demand Draft of Scheduled Banks in favour of Secretary, Bihar School Examination Board, payable at Patna. Tender documents can also be downloaded from BSEB website **www.biharboard.ac.in**. However, receipt of the cost of Tender document must be submitted with the Tender documents.
- ❖ Tender must be accompanied with cost of Tender documents and Earnest Money in the form of Demand Draft issued by a Nationalized/Scheduled Banks. No cheque will be accepted.
- ❖ Corrigendum / Addendum, if any, will be published on the departmental website **www.biharboard.ac.in**.
- ❖ **Note:** - Bihar school Examination Board reserves the right to accept/reject/reschedule any or all tenders without assigning any reasons.

Secretary
Bihar School Examination Board

Technical Bid : Eligibility Criteria

Interested Printing Firm/Agency/Company is required to submit following documents in the Technical Bid:

1. In order to qualify Technical Bid, the Printing Firm/Agency/Company is required to submit all the relevant documents duly signed and stamped by the competent authority/Director/Head of the Organisation.
2. Technical Bid must be accompanied with EMD and cost of Tender document.
3. The Printing Firm/Agency/Company must have minimum turnover of at least Rs.50 Lakhs (Rupees fifty lakhs) in each of the last three consecutive financial years i.e. 2014-15, 2015-16 & 2016-17 only from Printing work. The Printing Agency/Firm/Company should submit Audited Statement of Accounts for the financial years 2014-15, 2015-16 & 2016-17.
4. The Printing Agency/Firm/Company should submit Income Tax Return for the Assessment Years 2015-16, 2016-17 & 2017-18.
5. Self-attested photocopy of PAN Card of Agency/Firm/Company must be attached to Technical Bid.
6. The Printing Firm/Agency/ Company must have experience of designing & printing magazines/house journals of Central & State Departments/Autonomous Bodies/PSUs. Two Work Orders from any of these Organisations for such works are required to be submitted.
7. Self-attested copy of valid License of Printing Press / License to run the factory.
8. The Printing Agency/Firm/Company should have a valid GST Number for registration under GST. Self-attested copy of FORM GST REG-06 should be submitted.
9. It must submit a self-declaration confirming that it is not blacklisted either for a particular period of time or had a work withdrawn by State/Central Government/PSU.

10. The format for Technical Bid is enclosed at Annexure-2.

FINANCIAL BID:-

1. The Printing Agency qualifying Technical Bid and quoting lowest (L-1) rate in the Tender shall be awarded the work.
2. The rate quoted shall be exclusive of GST.
3. The format for Financial Bid is enclosed at Annexure-2.

Scope of Work (Job Specifications/Requirements)

1.	Name of Magazine	Vidya
2.	Periodicity	Each Quarter
3.	Size	11"x8.5" (28 cm x 21.5 cm)
4.	Quantity with GSM (thickness)	Item 1:- Around 500 copies for quarterly issue in Indian Art Paper with Gloss finish with 300 GSM for Cover Pages and 130 GSM for inner pages
		Item-2:- Around 11,500 copies for quarterly issue in Indian Art Paper with Gloss finish with 170 GSM for Cover Pages and 100 GSM for inner pages
5.	Pages	Cover - 4 Pages Inner Pages approx. - 44-48 Pages
6.	Printing	Offset
7.	Colour	4 colour (cover + inner pages)
8.	Design	Agency shall be responsible for cover design & design of all the inner pages. No extra payment shall be made for design work.
9.	Cost	The price quoted should be comprehensive for the complete job, including the cost of paper, cover designing, processing, checking of proofs, plate making, typing, printing, lamination and binding including design and art work for text as well as cover etc. and all other costs/charges till delivery of the printed material in our office.
10.	Pinning	Magazine has to be centrally pinned at 2 places
11.	Proofing	The Proof reading is to be done by the printer and only approval of final proof and layout will have to be obtained from Secretary, BSEB before starting the printing.
12.	Lamination	Cover shall be gloss laminated

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Part-1: Technical Bid

Sl	Particulars				Enclosure
1.	Name of Printing Firm/Company/Agency				
2.	License of Printing Press/License to run the factory				
3.	Experience of designing & printing house journals of Central & State Depts./Autonomous Bodies/PSUs. At least 2 Work Orders from 2 such Organisations in the past 3 years				
4.	Office Address				
5.	Location of printing Press				
6.	Minimum Annual Turnover of at least 50.00 lakhs in last three financial years (2014-15, 2015-16 & 2016-17)	2014-15	2015-16	2016-17	
7.	Income Tax Return for the Assessment Years 2015-16, 2016-17 & 2017-18	2015-16	2016-17	2017-18	
8.	Self-declaration confirming that it is not blacklisted either for a particular period of time or had a work withdrawn by State/Central Govt. Depts/PSUs in past 2 years				
9.	GST No.				
10.	PAN No.				
11.	Any other information				

Certified that all the Terms and Conditions of this Tender are accepted by us.

Dated.....

Signature of Head of the Printing Firm/Company/Agency
with Seal

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Part-2: Financial Bid

S.No.	Items	Weightage	Rate	
1.	Item 1:- Rate per page exclusive of GST for both side printing of 500 copies for quarterly issue in Indian Art Paper with Gloss finish with 300 GSM for Cover Pages and 130 GSM for inner pages	1	R1	Amount to be quoted (both in figure & Word) -----
2.	Item-2:- Rate per page exclusive of GST for both side printing of 11,500 copies for quarterly issue in Indian Art Paper with Gloss finish with 170 GSM for Cover Pages and 100 GSM for inner pages	17.7	R2	-----
Average Rate (F)				

For the purpose of selection, financial bid with lowest weighted average as per following formula shall be qualified for awarding the tender:-

$$F = 1 \times R1 + 17.7 \times R2$$

$$\frac{\text{-----}}{1 + 17.7}$$

- The above rates are exclusive of GST.

The Bidder with lowest weighted Average (F) as calculated above shall be awarded the Bid.

Dated.....

Signature of Head of the Printing Firm/Company/Agency
with Seal

GENERAL TERMS & CONDITIONS

1. The duration of contract shall be of one year, which may be extended for further period of one year on same terms and conditions, rates and job specifications on satisfactory performance of services provided by the printer.
2. The printing Agency is required to successfully execute the printing work in each Quarter in order to continue the job. If the work of the printing Agency is found not up to the mark in any of the four Quarters, the contract is liable to be terminated and work may be assigned to L-2 at the rate of L-1.
3. The submission of a quotation by the printer implies his unconditional acceptance of the stipulated Terms and Conditions, Schedule of Rates, Jobs Specifications and Negotiations therewith.
4. The Printer has to strictly adhere to date-wise schedule/programme for each Quarter. The printing agency shall have to deliver the magazines within 5 Days from the date of approval of final proof. A penalty of 1% per week subject to a maximum of 5% on the proportionate amount of the Bill on account of delayed supply of the material shall be imposed in case the supply is not made within the stipulated period. However, if the supply is made beyond 30 days from due date, EMD/Security Deposit shall also be forfeited in addition to the penalty.
5. The Earnest Money of the unsuccessful bidder shall be refunded without any interest.
6. The Earnest Money of the successful bidder shall be retained & converted into Security Deposit, which shall be refunded without interest after execution of the order.
7. In the event of any Tenderer withdrawing after submitting the Tender without sufficient reasons acceptable to the Competent Authority; the Earnest Money/Security Deposit shall be forfeited.
8. Proportionate deduction on account of variations in specifications and GSM of the paper shall be made from the Bill of the Tenderer and in case of paper being supplied to be inferior by more than 10% of the specification, the entire lot of that particular supply shall be rejected at the cost of the Tenderer and shall be replaced by the Tenderer at no extra cost.
9. **Cost of Tender document:-** The cost of Tender documents is Rs.500/- (Rs. five hundred) only (Non - refundable). Tender documents can be obtained from the office of Bihar School Examination Board, Sinha Library Road, Patna by paying cost of Rs.500/- (Rs. five hundred) only through Demand Draft of Nationalized/ Scheduled Banks in favour of Secretary, Bihar School Examination Board payable at Patna. Tender documents can also be downloaded from BSEB website

www.biharboard.ac.in. However, receipt of the cost of Tender document must be submitted with the Tender documents.

10. Bidders shall deposit Earnest Money of ₹ 30,000/- (₹ thirty thousands only) in the form of Demand Draft of Nationalized/ Scheduled Banks in favour of *Secretary, Bihar School Examination Board, payable at Patna*, failing which their bids will not be considered valid. The amount of the Earnest Money deposited by successful Bidders would be adjusted against the Performance Guarantee or refunded within a month from the date of Agreement. The Earnest Money will be refunded to the unsuccessful Bidders within one month after finalization of Tender. The Earnest Money Deposit shall not bear any interest. The Earnest Money Deposit shall be forfeited if agreement gets terminated before the completion of contract.
11. **Submission of Bid Documents:-** The Bid submitted by the Bidder shall be in two separate parts: - Part -I: Technical Bid (at Annexure-2), Part-II: Financial Bid (at Annexure-3). Bidders should submit all documents/ Papers/ Letters/ Enclosures duly signed by them.
12. In case of any dispute, Jurisdiction for filing any suit shall be the Court at Patna.
13. Bihar school Examination Board reserves the right to accept/reject/reschedule any or all tenders without assigning any reasons.
14. **Payment:-** (i) 80% payment of the bill shall be released on supply of the Magazines after verification. (ii) Remaining 20% of the bill shall be released after ensuring the GSM Testing, Quality specifications and other formalities.
15. **Termination of Contract:-** The Board reserves the right to terminate the contract at any time without notice and to forfeit part or whole of the Earnest Money/Security Deposit if the supplier fails to make the supply in accordance with the specifications and samples or there is any breach of the terms of the contract on the part of the supplier.
16. **Force Majeure:-** If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist.