



BIHAR STATE TEXT BOOK PUBLISHING CORPORATION LTD.
(A Government of Bihar Undertaking)

Bid Document
for
Printing of Margadarshika for maintaining
Accounts under Vidyalaya Shiksha
Samiti/Vidyalaya Prabandhan & Vikas Samiti
(SSA) of Bihar

Issued by:-

Managing Director

Bihar State Text Book Publishing Corporation Ltd

Pathya Pustak Bhawan, Budh Marg, Patna – 800 001

Phone: 2221975 Fax: 0612-2236388

Email: textbookmd@gmail.com

BIHAR STATE TEXT BOOK PUBLISHING CORPORATION LTD.

Pathya Pustak Bhawan, Budh Marg, Patna – 800 001

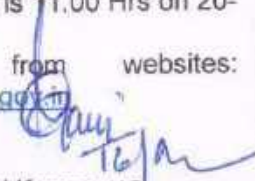
Tel: 2221975 Email: textbookmd@gmail.com

BSTBPC / E-Tender/ 'Margadarshika/2022/ ⁶⁷⁷, dt. 17-09-2022

E-PROCUREMENT NOTICE

BSTBPC Ltd. invites Very Short term e-tender from empanelled Printers of BSTBPCL for Printing of Margadarshika for maintaining Accounts under Vidyalaya Shiksha Samiti/Vidyalaya Prabandhan & Vikas Samiti (SSA) of Bihar. Last date of submission of e-tender is 18.00 Hrs on 11-10-2022. Online publication date of the bid document is 11.00 Hrs on 20-09-2022.

Bid Document may be downloaded from websites:
<https://www.eproc.bihar.gov.in> or <https://www.bstbpc.gov.in>


Manoj Kumar, IAS
Managing Director

बिहार राज्य पाठ्य पुस्तक
प्रकाशन निगम लि०
बुद्ध मार्ग, पटना

**INVITATION FOR BIDS (IFB)
E-Procurement Notice**

The Bihar State Text Book Publishing Corporation Ltd. Invites e-tender from all reputed Printers for the Printing of Margadarshika for maintaining Accounts under Vidyalaya Shiksha Samiti/Vidyalaya Prabandhan & Vikas Samiti (SSA) of Bihar. Bidding process will be conducted as per terms & conditions laid down in this Bid Document. Provisions of the Bihar Financial (Amendment) Rules, 2005 and Amendment-2016-2017 shall apply.

Dates with regard to this Invitation for Bids are given below:

1	Name of the work	Printing of Margadarshika for Accounts under Vidyalaya Shiksha Samiti/Vidyalaya Prabandhan & Vikas Samiti (SSA) of Bihar
2	Tender Notice No	BSTBPC / Short E-Tender/ Margadarshika/2022/ 677 dt. 17 09-2022
3	Tender Fee/EMD	1) Tender Document Fee (Non Refundable): Rs 5900/- (Rupees Five Thousand Nine Hundred only) to be paid online 2) Tender Processing Fee (Non Refundable) Rs 590/- (Rupees Five Hundred Ninety only) to be paid online. 3) EMD (Refundable): Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft/BG issued by a Nationalised Scheduled Bank in favour of Bihar State Text Book Publishing Corporation Ltd., Payable at Patna.
4	Online publication of bid document	20-09-2022, 11:00 Hrs
5	Last Date and time for Submission of bid.	11-10-2022, 18:00 Hrs in online mode.
6	Date and time for Submission of Original Hard Copy of the bid documents in Physical (Offline Mode)	Note: Demand Draft/BG against EMD OR the Micro or Small scale units seeking exemption for EMD to submit valid "Udyam Registration Certificate" along with Annexure page print, Tender Document fee receipt, Affidavit / Declaration of Bidder in Original hard copy, consent letter for timely supply of required papers from paper manufacturing mill / Authorised dealer's along with Sample of Paper of Text & Cover to be submitted on 12-10-2022 by 14:00 Hrs failing which tender shall be rejected and.
7	Opening of Technical Bids	12-10-2022, 15.00 Hrs If the due date happens to be a holiday, the bids will opened on the next working day.
8	Opening of Financial Bids	To be notified later
9	Availability of Bid Document	May be downloaded from the Websites (https://www.eproc.bihar.gov.in or https://www.bstbpc.gov.in)
10	Address for Communication	The Managing Director, Bihar State Text Book Publishing Corporation Ltd, Pathya Pustak Bhawan, Budh Marg, Patna-800001
11	Pre Bid Meeting	26-09-2022 at 16:00 Hrs

Clarification on the bid document may be sought on pre bid meeting day i.e 26-09-2022 or may be e-mailed on address textbookmd@gmail.com till 18:00 Hrs of 26-09-2022..

The Managing Director of the Corporation reserves the right to amend or withdraw any of the Terms and Conditions in the bid document or to cancel / reject all the tenders received without giving any notice or assigning any reason therefor.

Note: - If any amendment/clarification is carried out in the technical specifications and bid document terms & conditions or any other information, the same will also be uploaded on the above websites and will not be published in news papers. In case any inconvenience is felt, please contact over telephone number i.e. 0612-2221975 or queries may be e-mailed on address "textbookmd@gmail.com". The Bidders are requested to view the above Websites for any changes / amendments / corrigenda in the Bid Document which may be issued upto two days before the last date for submission of the Bid.

NOTE: For support related to e-tendering process, Bidders may contact at "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>


Managing Director

Bihar State Text Book Publishing Corporation Ltd.

बिहार राज्य पाठ्य पुस्तक
प्रकाशन निगम लिमिटेड
बुद्ध मार्ग, पटना

E-Tendering Process Related Instructions.
Submission of Proposals through electronic mode only.

1. The bidder should prepare and submit its offer as per instructions given in this section.
2. The Bidder shall submit his bid/tender on e-Procurement platform at www.eproc.bihar.gov.in.
3. 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 website www.eproc.bihar.gov.in and 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.
4. The Bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given in e-Procurement website 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.
5. 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. Tender Processing Fee (TPF) and Tender Document fee to be paid through e-Payment mode (i.e NEFT / RTGS, Credit / Debit Card & Net Banking) only.
6. "Earnest Money Deposit (EMD) shall have to be paid in the form of Demand Draft/BG and the original hardcopy of the DD or Micro / Small scale units located in Bihar seeking exemption for payment of EMD shall submit "Udyam Registration Certificate" along with Annexure page print, Tender Document fee receipt, Affidavit / Declaration of Bidder, Sample of Text paper 75 GSM Maplitho White Printing paper & for Cover 250 GSM Art Board (any one or more paper mills sample for each to be submitted. See Section-V) with consent letter from paper manufacturing mill Or its authorized dealer for timely supply of required papers to be submitted in the office on 12-10-2022 till 14:00 Hrs failing which tender shall be summarisely rejected.
7. All documents as mentioned above in para-6 shall be submitted in physical form, and a scanned copy of the same(except Sample papers) has mandatorily to be submitted in online mode failing which tender shall be summarisely rejected.
8. 5 (Five) Paper sample sheets of A-3 size of Text paper 75 GSM Maplitho White Printing paper & 250 GSM Art Board (any one or more paper mills sample for each to be submitted. See Section-V) with consent letter from paper manufacturing mill/Or its authorized dealers for timely supply of required papers to be submitted in prescribed quality each mentioning quality, GSM, name of manufacturer, with signature and seal on every sheet, failing which the Bid shall be liable to be rejected. Sample Paper free from creases and without folds and properly marked must be submitted for paper sample testing purpose.
9. 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."
10. The tender opening will be done online, at Conference Hall, the Bihar State Text Book Publishing Corporation Ltd, Pathya Pustak Bhawan, Budh Marg, Patna-800001. Bidders or their authorized representatives, who choose to witness the opening of bids, would remain present during the opening of bids.
11. Any corrigendum or date extension/ changes/amendment notice will be given on the e-Procurement website only. 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.

INSTRUCTION TO BIDDERS

A) SPECIAL ATTENTION FOR BIDDERS

- (i) The Contract will be awarded from the date of issuance of work order. As this printing work is of urgent nature and timeline defined hence the printers who can or have the capability to meet the timelines for deliverables as stipulated in this bid document on later sections only need to apply.
- (ii) This procurement is of very urgent nature hence the required Printing, Binding, Packing & Supply of Margadarshika are required to reach the office of Bihar Education Project Council, Patna within 15 days from date of issue of work order. In case the bidder fails to do so, a penalty will be levied and same will be non refundable in any circumstance. In the aforesaid event, the said bidder shall also be debarred / Blacklisted in the Corporation from further participation in the future bids floated by the Bihar State Text Book Publishing Corporation Ltd.
- (iii) This Invitation for Bid is open to all printers fulfilling Eligibility Criteria as mentioned in Bid document. Any Bidder found involved in any fraudulent practice or declared blacklisted or debarred by any organization in India shall be pointed out and its bid will be rejected without any further communication.
- (iv) The Bidder shall bear all costs associated with the preparation and submission of its Bid and Bihar State Text Book Publishing Corporation Ltd. will in no case be responsible or liable for these costs, irrespective of the conduct or outcome of the Bid process.
- (v) The Bid document may be downloaded from the Website www.eproc.bihar.gov.in or www.bstbpc.gov.in from 20-09-2022 at 11:00 Hrs.
- (vi) Bids complete in all respects - both Technical Bid (available on e-Proc Portal) and Financial Bid (available on e-Proc Portal) along with all supporting documents/ annexures as per Bid document must be submitted/uploaded online in the e-Proc portal till 18.00 hrs. on or before 11-10-2022 The TECHNICAL BID of all the Bidders will be opened online. The FINANCIAL BID of those Bidders whose TECHNICAL BID does not fulfill the criteria / eligibility / requirements of Bid Documents shall not be opened. The date for opening of Financial Bid of only technically qualified bidders shall be intimated later.
- (vii) The bid document must be digitally signed by person fully and duly authorized to sign as declared in the bid. The bidder are requested to submit the proof of authorization in the form of Board resolution/ authorization letter/ Power of Attorney before Public Notary as the case may be in the Technical bid documents.
- (viii) The bid shall be submitted online through e-Procurement portal <https://www.eproc.bihar.gov.in> .
- (ix) The bid should be unconditional and inconsistent with the terms and conditions of the prescribed bid document for the purpose.
- (x) Conditional tender will not be accepted.
- (xi) Bidder who authorizes more than one person on its behalf for Bid Processing, shall result in rejection of the bid.

बिहार राज्य पाठ्य पुस्तक
प्रकाशन निगम लि.
बुध मार्ग, पटना

ELIGIBILITY CRITERIA

- A. This invitation is open to all Empanelled Printers of BSTBPCL registered under Companies Act, 1956/2013, Partnership Act 1932, or Indian Societies Registration Act 1860 or Indian Trust Act 1882 or Limited Liability Partnership Act 2008 or Proprietorship firm, who fulfill the eligibility & qualification criteria specified hereunder. (**Consortium/JV of Printers is strictly disallowed**)
- B. The eligibility criteria and Supporting Documents to be submitted by the bidders in the technical bid are as follows:-

S. No	Eligibility criteria for Bidders	Mandatory Documents
B.1	The Bidder should be an established entity under Companies Act, 1956/2013, or Partnership Act 1932, or Indian Societies Registration Act 1860 or Indian Trust Act 1882, or Limited Liability Partnership Act 2008 or a Proprietorship firm.	<p>For Company Act - Copy of the Certificate of Incorporation issued by the Registrar of Companies (RoC) under companies act 1956/2013 along with copies of Memorandum of Association (MoA) and Articles of Association (AoA)</p> <p>For Partnership Firm - Copy of the Registration Certificate issued under Partnership Act 1932, along with Partnership deed.</p> <p>For Limited Liability Partnership (LLP) Firm - Copy of the Certificate of Incorporation issued by the Registrar of Firms under Limited Liability Partnership Act 2008.</p> <p>For Society/Trust - Copy of Certificate of registration under Societies Registration Act 1860 or Indian Trusts Act 1882.</p> <p>For Proprietorship firm -A proprietorship firm shall provide Proof of proprietorship of a Printing Press i.e; MSME Certificate or Firm Registration Certificate/License.</p>
B.2	The bidder must have minimum average total annual turnover of Rs. 25 Lacs per year during last three financial years i.e. (FY 2018-19, 2019-20 & 2020-21 or 2019-20, 2020-21 & 2021-22) related to printing work.	<p>(a) Audited Balance Sheet and Profit & Loss Account, (if the bidder is registered under Companies Act or Partnership Act or Limited Liability Partnership Act or Proprietorship firm) for FY 2018-19, 2019-20 & 2020-21 or 2019-20, 2020-21 & 2021-22</p> <p>(b) Income and Expenditure account statement (if the bidder is registered under Societies Act or Trust Act) for FY 2018-19, 2019-20 & 2020-21 or 2019-20, 2020-21 & 2021-22</p> <p>(c) Turnover certificate issued by Chartered Accountant/Company Secretary (must be mentioned Membership No., UDIN No. & Date) to certify that the turnover is related to printing work only. "Section-XV".</p>
B.3	The bidder must provide scanned copies for (i) PAN Card, (ii) income tax returns of three assessment years (AY 2019-20, 2020-21 & 2021-22) or 2020-21, 2021-22 & 2022-23)	Self-attested copies of 1) PAN Card 2) Income Tax Return (ITR) filed for three Assessment Years (AY 2019-20, 2020-21 & 2021-22 or 2020-21, 2021-22 & 2022-23)

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S. No	Eligibility criteria for Bidders	Mandatory Documents
B.4	1.The bidder must provide GST Registration Certificate (FORM GST REG-06 showing the principal place of business and all the additional place(s) of business. 1. GSTR -3B return filed for the month of July 2022	Self-attested copies of GST Registration Certificate showing the principal place of business and all the additional place(s) of business. Copy of GSTR-3B return filed for the month of July 2022 Affidavit sworn before Public Notary / Executive Magistrate as per "Section-XIV".
B.5	The bidder should have the experience of printing and supply of different types of materials to the Government (Central or State) Sector/ Semi-Government/ Public Sector Unit (PSU) for One single work order for printing of minimum contract value amounting Rs. 20 lakhs (Twenty Lacs) or above during the last financial years i.e. FY 2019-20, 2020-21 & 2021-22.	Valid Proof of requisite experience during FY 2019-20, 2020-21 & 2021-22 ; One single work order for printing of minimum contract value amounting Rs. 20 lakhs (Twenty lacs) or more. (copies of work order and completion certificates to be uploaded)
B.6	The bidder should be currently ISO: 9001/2015 certified as on day of bid publication.	Self-attested copy of valid ISO: 9001/ 2015 certification provided to the agency as on day of bid publication.
B.7	The bidder/agency should have valid Factory License for all premises issued before the date of publication of the tender.	Self attested copy of valid Factory License, for the production plant/unit/premises which is valid and renewed up to date. The aforesaid certificate has to be issued before the date of publication of the tender by Labour Dept. Govt. of Bihar.
B.8	The bidder/agency should have three Phase Electricity connection(s).	Self attested copy of last 3 months (May, June & July 2022) Electricity bills and payment receipts in the name of the firm.
B.9	ESI & EPF registration certificate.	ESI & EPF registration certificate issued before the date of publication of the tender along with Latest Paid Voucher.
B.10	The Bidder should furnish data to support the printing capacity per day to perform the contract and complete the supplies within the stipulated delivery period and Work in hand (as on date) of other organization with name on firm letter head.	Furnish data to support the printing capacity per day to perform the contract and complete the supplies within the stipulated delivery period and Work in hand (as on date) of other organization with name on firm letter head.
B.11	The Bidder should upload Section-XII, Section-XIII & Section-XVII.	The Bidder should dully fill the form Section-XII, Section-XIII & Section-XVII and upload.
B.12	EMD (Refundable): Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft/BG. The Micro or Small scale units seeking exemption for EMD to submit valid "Udyam Registration Certificate" along with Annexure page print.	EMD Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft/BG issued by a Nationalised Scheduled Bank in favour of Bihar State Text Book Publishing Corporation Ltd., Payable at Patna. The Micro or Small scale units seeking exemption for EMD to submit valid "Udyam Registration Certificate" along with Annexure page print.
B.13	The bidder should operate the printing press facility and should be located in Bihar state for which: a) The bidder must provide rent agreement copy with house owner/ property owner, if the Printing Press is on rental place. Or b) If the property is self-owned, the proof of ownership to be submitted	a) Self attested copy of valid rent agreement (exclusively for printing works) with house owner/ property owner within Bihar State, if the Printing Press is on rental place. Or If the property is self-owned, the proof of ownership to be submitted.

B.14	<p>The bidder must not be</p> <ol style="list-style-type: none"> Blacklisted / banned / convicted by any court of law for any criminal or civil offences/ declared ineligible by any entity of any State Government or Govt. of India or any local Self-Government body or public sector undertaking in India for participation in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reason, as on date of submission (upload) of online bidding document. The bidder shall declare all ongoing litigations; it is involved in/with any Government Agency/ State/ central department/ PSU 	<p>Affidavit sworn before Public Notary/Executive Magistrate as per "Section-XI".</p>
B.15	<p>The bidder must have the following facilities available in their Printing press along with the facility of Pre-Press, Press and Post-Press related modern printing provisions:</p> <p>I. Pre-Press:</p> <ol style="list-style-type: none"> One DTP with minimum one terminal along with A-3 size colour inkjet/ laser printer of 600 DPI or above with latest version of licensed software used in designing. One Computer to Plate (CTP) or Computer-to-Conventional-Plate (CTCP) machine with processor. <p>II. Press: Printing Press should have –</p> <ol style="list-style-type: none"> One Four colour Web Offset printing Machine size 578 mm cut off size. One unit Four Colour or more colours Sheet fed Offset Printing Machine 19"x25" or bigger size. <p>III. Post Press:</p> <ol style="list-style-type: none"> One Flowline machine with gathering, stitching and three side trimmer. One Lamination Machine. One Strapping Machine. 	<p>To be supported with relevant Certificates</p> <p>Affidavit sworn before Public Notary/Executive Magistrate for Declaration for Printing facilities in their Printing Press in format as given in "Section-XVI". In addition to the Affidavit, the bidder needs to submit scan copy of original Tax Invoice copy(s) issued in the name of the bidder firm for purchase of machinery which are installed in the printing press facility.</p>
B.16	<p>Paper Sample as per Section-V under paper Technical Specification.</p>	<p>The bidder(s) will be required to submit 5 (five) A/3 size sheet samples of Paper 75 GSM Maplitho White Printing Paper & 250 GSM Art Board (any one or more paper mills sample for each to be submitted. See Section-V) with consent letter from paper manufacturing mill or their authorized dealer for timely supply of required papers to the bidder.</p>

The BSTBPC Ltd. shall have all the rights to disqualify such bidders who have misrepresented any fact in this regard.

1. Language of Bid

The Bidder would prepare the Bid in English language. Besides, all the correspondence and documents pertaining to their bid process to be exchanged between the Bidder and the BSTBPC Ltd. would also be in English/Hindi language. Supporting documents and printed literature furnished by the Bidder may be in another language but the same also needs to be translated in English except Hindi.

2. Registration of Bidders on web portal and uploading of bid

- 2.1 The Bidder, who intends to participate in the e-tender called by Bihar State Text book Publishing Corporation Ltd. (BSTBPC Ltd.) has to register itself on the e-Procurement portal <https://www.eproc.bihar.gov.in>.
- 2.2 PARTICIPATING IN THE BID IN THE E-PROCUREMENT PORTAL: The Bidder intending to participate in the bid is required to register in the Portal with information about the firm. This is a onetime activity for registering in Portal. During registration, the firm/Bidder has to attach a Digital Signature Certificate (DSC) to his / her unique user ID. The DSC used must be of appropriate class II or Class III digital certificate issued by a registered Certifying Authority, Government of India.
- 2.3 In case of Partnership Firm, majority of the partners have to authorize a specific individual through authority letter signed by majority of the partners of the firm.
- 2.4 In case of private limited company, public limited company, the Managing Director or any other person having designated authority to authorize a specific individual, has to authorize a specific individual through a authority letter/Board Resolution.
- 2.5 This authorized user shall be required to obtain a digital certificate.
- 2.6 The digital certificate issued to the authorized user of a partnership firm / private limited company/public limited company and used for online bidding will be considered as equivalent to a no-objection certificate / power of attorney to that user.
- 2.7 To log on to the portal the Bidder is required to type his/her username and password. The system checks the unique ID, password and DSC combination and authenticates the login process for use of portal.
- 2.8 The tender documents uploaded by the Tender Inviting Officer in the website <https://www.eproc.bihar.gov.in>. Only a small notification will be published in the newspaper along with mention of the specific website for details. The publication of the tender will be for specific period of time till the last date of submission of bids as mentioned in the 'Invitation for Bid' after which the same will be removed from the list of Active tenders. Any Bidder can view or download the bid documents from the web site.
- 2.9 Cost of bidding document (non-refundable) is **Rs. 5900/-** (Rupees Five Thousand nine hundred only), will be paid through online via electronic mode.
- 2.10 Required bid security (EMD) in the form of bank Draft/BG issued by Nationalised Schedule Bank scan copy to be uploaded with the technical bid.
- 2.11 Bids cannot be submitted after due date and time. The Bidder should ensure correctness of the bid prior to uploading and take print out of the system generated acknowledgement of submission to confirm successful uploading of bid. The bids cannot be opened before the due date and time of opening.
- 2.12 Each process in the e-procurement is time stamped and the system can detect the time of log in each user including the Bidder.
- 2.13 The Bidder should ensure clarity/legibility of the document uploaded by him to the portal.
- 2.14 The Bidder should check the system generated confirmation acknowledgement on the status of the submission.
- 2.15 The Bidder should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network.

- 2.16 For all purpose, the server time displayed in the e-Procurement portal shall be the time to be followed by all the users.
- 2.17 Bid can be submitted during the ONLINE BID SUBMISSION stage only using the digital certificate that is used to encrypt the data during the ONLINE BID PREPARATION.
- 2.18 The Tender Inviting Officer is not responsible for any failure, malfunction or breakdown of the electronic system used during the e-procurement process.
- 2.19 SIGNING OF BID: The 'online Bidder' shall digitally sign on all statements, documents, certificates uploaded by him, owning responsibility for their correctness/ authenticity as per IT ACT 2000. If any of the information furnished by the Bidder is found to be false/fabricated/bogus, his EMD/Bid Security shall stand forfeited & his registration in the portal shall be Blocked and the Bidder is liable to be blacklisted.
- 2.20 SECURITY OF BID SUBMISSION: All bid documents uploaded by the Bidder to the portal will be encrypted.
- 2.21 RESUBMISSION AND WITHDRAWAL OF BIDS:**
- Resubmission of bid by the Bidders for any number of times before the final date and time of submission is allowed.
 - Resubmission of bid shall require uploading of all documents including price bid afresh.
 - If the Bidder fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted.
 - If the Bidder wants to withdraw its bid, it will only do before the closing date. Once the bid is withdrawn, Bidder cannot participate in the tender.
- 3 Standard procedure to uploading bid:-**
First download the Tender form Technical bid sheet & Financial Bid Sheet. Read all Terms & conditions carefully. Fill up Tender form & collect all required documents.
- 3.1 For Technical Bid Form 'A'**
Scan all documents as per Technical tender information Section-VI - Form "A" separately. Scan & Upload all documents mentioned in Form "A" with same page in one PDF.
- 3.2 For Financial Bid Form 'B'**
- 3.3 The Bidders follow the guidelines given in ITB to fill up the Financial Bid.** The Bidder shall indicate on the appropriate price schedule attached to this bid document (**Section-XVIII – Form "B"**). The Bidder must quote the price in figures and in words at appropriate cell of financial bid form "B".
- 3.4 Price quoted in the financial Bid shall include the cost of paper of the required specification for text (75 GSM) and cover (250 GSM) as per technical specification (Section-V) for books, printing/stitching/binding/cover thermal lamination one side, raw material used for printing, printing inks, packing, handling etc. and transportation upto BEP, Patna of Bihar, all applicable taxes and duties, excluding Goods & Services Tax (GST). This shall be quoted in the online mode only. GST if applicable, will be paid by BSTBPC Ltd. as per the prevailing rates/rules and all other sundry expenses (foreseen or unforeseen) in making available Margdarshika at the destination point.**
- 3.5 The rate should be quoted in figures as well as in words [e.g. Rs. 70.50 (Rs. Seventy & Paise Fifty Only)].**
- 3.6 If the rates are quoted more than two decimal places by the bidder, the rates upto two decimal places shall only be taken into consideration for finalization of the Financial Bid.**
- 3.7 The price quoted by the Bidder shall be fixed for the entire period of contract and no price variation is allowed on any account.**

4 Bid Security (EMD)

- 4.1 All the bidder shall submit the Bid security (EMD) in the form of Demand Draft/BG for the prescribed sum as mentioned in the Invitation For Bids (IFB) in Section-I.
- 4.2 The Bid security is required to protect the BSTBPC Ltd. against the risk of Bidder's conduct, which would warrant the forfeiture of Bid security.
- 4.3 The Bid security shall be in Indian Rupees and in form of Demand Draft/BG issued by the Nationalized/Scheduled bank located in India.
- 4.4 The Micro or Small scale units shall not be liable to deposit earnest money. Bidders which are registered micro/small scale unit seeking exemption for payment of EMD should submit valid copy of "UDYAM RESTRATION CERTIFICATE" (along with Annexure page details print) issued by the Micro Small and Medium Enterprises Dept.
- 4.5 Any Bid not secured by EMD will be rejected by the BSTBPC Ltd. administration deemed as technically ineligible.
- 4.6 Bid security of the unsuccessful Bidders will be discharged/returned as promptly as possible.
- 4.7 The successful Bidder's Bid security will be discharged after the signing of the Contract and furnishing the Performance Security deposits pursuant to **Section-II Clause 13.**
- 4.8 **The Bid security may be forfeited:**
- (a) If a Bidder
- (i) Withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form;
- Or**
- (ii) Does not accept correction of errors
- Or**
- (b) In case of a successful Bidder, if the Bidder fails:
- (i) To sign the Contract; or
- (ii) To furnish Performance Security in accordance with Section-II Clause-14

बिहार राज्य पाठ्य पुस्तक
प्रकाशन निगम लि०
बुट्टा मार्ग, पटना

5 Period of Validity of Bids

- 5.1 Bids shall remain valid for **120 days** from the date of Bid opening prescribed by the BSTBPC Ltd. A bid valid for a shorter period shall be rejected by the BSTBPC Ltd. as not technically eligible.
- 5.2 In exceptional circumstances, the BSTBPC Ltd. may solicit the Bidder's consent to an extension of the period of validity. The request by the BSTBPC Ltd. and the responses of Bidders thereto shall be made in writing. The Period of validity of the Bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security.
- 5.3 In the case of fixed price contracts, in the event that the BSTBPC Ltd. requests and the Bidder agrees to an extension of the validity period, the contract price, if the Bidder is selected for award shall be the same as the bid price.

6 Opening of Bids by the BSTBPC Ltd.

- 6.1 All the bids received within the specified time would be taken up to be opened by the Tender committee at the prescribed time mentioned through the mode as applicable.
- 6.2 Bidders or their authorized representatives, who choose to witness the opening of bids, would remain present during the opening of bids.
- 6.3 BSTBPC Ltd. reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

7 Clarification of Bids

During evaluation of Bids, the BSTBPC Ltd. may, at its discretion, ask the Bidder for a clarification of its Bid. The request for clarification and the response thereto shall be in writing and no change in substance of the Bid shall be sought, offered or permitted.

8 Preliminary Examination (technical eligibility) and Technical Evaluation

- 8.1 The BSTBPC Ltd. will examine the Bids to determine whether they are complete, properly signed and each page numbered and arranged in order according to the sequence..
- 8.2 After the opening of Technical Bid Form 'A' the Tender committee members and authorized officials of BSTBPC Ltd. may go for site inspection of the setup at the Bidder's press. Only after the Bidder qualifies in the preliminary examination (technical eligibility) and technical evaluation, he becomes technically qualified for the financial bid evaluation.
- 8.3 The BSTBPC Ltd. or his/her representative will have the right of site inspection of the Bidder's setup, anytime during the entire process of printing work Margdarshika Prior to the financial evaluation, the BSTBPC Ltd. will determine the technical eligibility and technical qualification of each Bid with reference to the Bid documents and criteria laid down for technical qualification. For the purpose of these Clauses, a technically eligible bid is one, which conforms to all the terms and conditions of the Bid documents without material deviations.
- 8.4 Tender Committee, if finds it necessary, may call all those Bidders found eligible after preliminary examination of the bids for presentation of their technical bid so that to get absolute clarity on the point of technical eligibility of the Bidders.
- 8.5 The BSTBPC Ltd. has discretion to waive any minor non-conformity or irregularity in a Bid, which does not constitute a material deviation, provided such waiver does not prejudice or affect any other Bidder.

- 8.6 Having evaluated the bids on the criteria of technical eligibility on the basis of the technical bids submitted by the Bidders and the presentation of the technical bid, if any, made by them, the tender committee will decide on the bids which qualify the eligibility criteria.

9 Financial Evaluation

- 9.1 The Bids found technically qualified, after scrutiny and evaluation only shall be finally considered for Financial Evaluation.
- 9.2 The Financial Bid Form "B" of the technically qualified Bidder will be opened by the Tender committee.
- 9.3 Bidders or their authorized representatives, who choose to witness the opening of financial bids, would remain present during the opening of bids.
- 9.4 All prospective bidders will have to quote rates per unit book. However BSTBPC shall have its own discretionary power to allot the work among successful bidder(s) and also the L-2 and L-3 bidders at L-1 rate as per need, urgency of the printing works and time constraints.

10 Award of Contract:

- 10.1 Subject to clause 9, the BSTBPC Ltd. will award the contract to the technically and financially qualified Bidder who has quoted the lowest price of Margdarshika i.e. lowest L1 Rate. Which shall be contract rate for other successful bidders also, who are interested in doing printing work on approved lowest contract rate.
- 10.2 Any Bidder who's rate value is Lowest. The Managing Director, BSTBPC Ltd. reserves the right to distribute the work of printing amongst the different successful bidders at the approved L1 rate on the basis of their working capacity.
- 10.3 Contract will be awarded on the Lowest approved rate (L1) . If he fails to perform the contract, all his performance bank guarantee will be forfeited and the process for blacklisting of the firm will be initiated.

11. BSTBPC right to vary Quantities at the Time of Award

- 11.1 The BSTBPC Ltd. reserves the right at the time of Contract award to increase or decrease by up to 15 (Fifteen) percent the quantity of Margdarshika and delivery thereof as originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions. No time limits extensions would be allowed for supply if quantity will increase at the time of work order.

12. Notification of Award

- 12.1 The BSTBPC Ltd. will notify the successful in writing / email that its Bid has been accepted.
- 12.2 The notification of award will constitute the formation of the Contract.
- 12.3 Upon the successful Bidder's furnishing of performance security pursuant to ITB, the BSTBPC Ltd. will promptly notify each successful Bidder and will discharge its Bid security after signing of contract agreement, pursuant to ITB.

13. Signing of Contract

- 13.1 The successful Bidder, on receipt of award shall execute an agreement within 03 (Three) days from the day of award of contract in the prescribed form (Section-VIII) **Deposit Performance Security, amounting to 5% of the Contract value.**

- 13.2 If the bidder fails to execute the agreement and fails to furnish Security amount as mentioned in Clause -14.1 and 10.1 above, not only the bid security shall be forfeited, but the printer shall also be blacklisted and debarred from participation in future bids.
- 13.3 The agreement shall be executed by the successful bidder at Patna on non-judicial stamp paper of Rs. 1000/- and the successful bidder shall bear all legal expenses of execution of the agreement.

14 Performance Security

- 14.1 Within 03 (Three) days from the day of award of contract or the receipt of notification of award from the BSTBPC Ltd., the successful Bidder shall furnish the performance security @ 5% of total contract value in accordance with the General Conditions of Contract, in the Performance Security Form (Section-IX) provided in the Bid documents or in another form acceptable to the BSTBPC Ltd.
- 14.2 Failure of the successful Bidder to comply with the requirement of performance security, shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security.

15 Corrupt or Fraudulent Practices

- 15.1 The BSTBPC Ltd. requires that the Bidders/ Printer(s) observe the highest standard of ethics during the execution of such contracts. In pursuance of this policy, the BSTBPC Ltd.:
- (a) Defines, for the purposes of this provision, the terms set forth as follows:
- (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- (ii) "Fraudulent practice" means misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the BSTBPC Ltd., and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the BSTBPC Ltd. of the benefits of free and fair competition;
- (b) Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (c) Will declare a firm ineligible, either indefinitely or for a stated period of time, for being awarded Govt. contract, if it at any time determines that the Bidder(s)/ Printer(s)/Firm(s) has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract.
- (d) Further, all bidding documents and all contracts financed in whole or in part by the Government will have a clause permitting it to inspect the Bidders', suppliers' and contractors' accounts and records relating to the bid submission and contract performance of the Bidders, suppliers and contractors, and to have these accounts and records audited by the auditors appointed by the C.A.G.

GENERAL CONDITIONS OF CONTRACT (GCC)**1. Standards**

The Printing (with paper) of Margdarshika for Accounts and delivering at BEPC, Patna, Bihar printed under this Contract shall conform to the standards mentioned in the Technical Specifications mentioned in **Section V**.

2. Use of Contract Documents and Information, Inspection and Audit

- 2.1 The Printer shall not, without the BSTBPC Ltd. prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the BSTBPC Ltd. in connection therewith, to any person other than a person employed by the Printer in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 2.2 The Printer shall not, without the BSTBPC Ltd. prior written consent, make use of any document or information except for purposes of performing the Contract.
- 2.3 Any document, other than the Contract itself, shall remain the property of the BSTBPC Ltd. and shall be returned (in all copies) to the BSTBPC Ltd. on completion of the Printer's performance under the Contract if so required by the BSTBPC Ltd..
- 2.4 The Printer shall permit the BSTBPC Ltd. or its representative to inspect the Printer's accounts and records relating to the past performance of the Printer and to have them audited by auditors appointed by the BSTBPC Ltd., if so required by the BSTBPC Ltd.
- 2.5 The Printer shall return to BSTBPC Ltd., all material such as CDs, and Film Positives etc. as soon as the period of Contract is over

3. Performance Security

- 3.1 Within **03 (Three) days** from the day of award of contract or receipt of the notification of contract award, the Printer shall furnish Performance Security.
- 3.2 The proceeds of the performance security shall be payable to the BSTBPC Ltd. as compensation for any loss resulting from the Printer's failure to complete its obligations under the Contract.
- 3.3 The Performance Security shall be denominated in Indian Rupees and shall be in the form of Bank Guarantee or Demand Draft issued by nationalized/ scheduled bank located in India, in the form provided in the Bid documents
- 3.4 The Performance Security will be discharged by the BSTBPC Ltd. and returned to the Printer after successful completion of the period of Contract.

4. Inspections and Tests

- 4.1 The BSTBPC Ltd. or its representative shall have the right to inspect and/or to test Margdarshika book to confirm their conformity to the Contract Specifications.
- 4.2 The BSTBPC Ltd. right to inspect test and, where necessary, reject the materials shall in no way be limited or waived by reason of the Printing (with paper) Margdarshika and delivering at BEPC, Patna, Bihar having previously been inspected, tested and passed by the BSTBPC Ltd. or its representative prior to the transportation.
- 4.3 05 (five) copies of shall be presented to the BSTBPC Ltd., for approval before final dispatch to the destination-points without prejudice to any claim for extension of time for delivery.

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5. Delivery and Documents

- 5.1 Delivery at the destination points should be strictly finished **within 10 days from date of issue of work order** The terms specified by the BSTBPC Ltd. in the Award of Contract should be strictly adhered to the Printer.
- 5.2 Time is the essence of this contract. The time period has to be strictly followed by the bidder at any cost. No negligence shall be shown on the ground of delay at any cost.

6. Payment

- 6.1 **Payment of 100% of bill amount shall be paid after satisfactory completion of the total work order and successful completion of the contract period as far as possible; However, 90% of the payment will be made by 30 days of the receipt of the invoice along with challans and confirmation of supplied items by concerned location, while balance 10% of the payment will be made after receipt of quality testing report of delivered Margdarshika from Central Pulp and Paper Research Institute, Saharanpur, UP or any other Govt. paper testing laboratory after necessary verifications & deducting penalties (if any).**
- 6.2 The Printer's request for payment shall be made to the Managing Director, BSTBPC Ltd. in writing, accompanied by a item wise invoice describing, as appropriate, Margdarshika delivered and the delivery performed at BEPC, Patna in Bihar i.e. receipted challans and documents, submitted, and upon fulfillment of other obligations stipulated in the contract.
- 6.3 Mandatory deduction as applicable for T.D.S. and all taxes besides other penal deductions if any imposed shall be recovered from the bills under the contract.
- 6.4 Payment shall be made in Indian Rupees.

7. Prices:

Prices charged by the Printer for the aforesaid work under the Contract shall not vary from the prices quoted by the Printer in its Bid. The book pages may increase or decrease upto ten percent, the proportionate payment shall be made. The price quoted by the bidders shall include all applicable taxes and duties excluding Goods & service Tax GST. If applicable, GST will be paid by BSTBPCL as per applicable rate in line with Gol.

8. Assignment:

The Printer shall not assign, any part of its obligations to print books under the Contract to any other printer. In case part of its obligation to print book is being assigned to any other printer's then a prior written permission required from the BSTBPC Ltd. will be essential. This shall not relieve the bidder from any liability or obligation under the contract.

9. Penalty For delays:

- 9.1 Timely distribution/availability of Margdarshikais mandatory. A penalty would be imposed for delayed supply. In case of extension in the delivery period with Liquidated Damages, the recovery shall be made on the basis of following percentage of deduction from the amount of the book of Margdarshika which the Bidder has failed to supply within scheduled delivery period.
- 9.2 No penalty would be levied for delay upto 07 (Seven) days from the scheduled delivery date/timeline as mentioned in the work order.

9.3 Delay beyond one week from the schedule delivery date/timeline as mentioned in the work order(8 th day to 13 day)	1%
9.4 Delay exceeding one week but not exceeding two weeks from the schedule delivery date as mentioned in the work order.(14 th day to 20 th Day)	2%

9.5 From 21st day onwards, penalty @ 1(One)% per day of work order value will be deducted from the contract value amount to maximum of 10 (Ten)%

9.6 The Bidder's who failed to supply books (without valid reason) within the due date of delivery as decided at the time of award, the delay beyond 28(twenty Eight) days may be under purview of debar action for participation in future tenders of BSTBPC Ltd. The bidder may also be blacklisted and the information regarding blacklisting shall also be communicated to other such Governments Agencies as BSTBPC Ltd. may deem fit.

9.7 Penalty for Grammage of Paper:

If the grammage of Margdarshika printed paper is found less than prescribed specifications after lab test, penalty will be imposed as per less grammage. Provision as per BIS Code IS 1848:2018 with latest amendments +/- in grammage will be considered.

10. Packing

10.1 The Printer shall provide such packing of the as is required to prevent their loss or pilferage or damage or deterioration during transit to their final destination as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperature, humidity, moisture and precipitation during transit and open storage. Packing size and weights shall take into consideration, where appropriate, the remoteness of final destination of Margdarshika and the absence of heavy handling facilities at all points in transit.

Margdarshika	50 pieces books in per bundle with top & Bottom Plain paper cross strapping.
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11. Termination for Default

11.1 The BSTBPC Ltd. may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Printer, terminate the Contract in whole or part terminate the contract of remaining work/ supply and may award the contract to any eligible Printer/Printers:

(a) If the Printer fails to perform any other obligation(s) under the Contract.

(b) If the Printer, in the Judgment of the BSTBPC Ltd. has engaged in corrupt or fraudulent practices as defined in clause 15 of Section-II in competing for or in executing the Contract.

11.2 In the event the BSTBPC Ltd. terminates the Contract in whole or in part, pursuant to GCC **Clause 9**, the BSTBPC Ltd. may or may not release the performance security, wholly or partially, upon such terms and in such manner as it deems appropriate and the Printer shall be liable to the BSTBPC Ltd. for acceptance of any such decision of the BSTBPC Ltd.

12. Termination for Insolvency

12.1 If the agency becomes bankrupt or otherwise insolvent, it will inform to the BSTBPC Ltd with the 30 days written notice to terminate the contract. The BSTBPC Ltd reserves the right to terminate, without any compensation, whatsoever, to the agency, and BSTBPCL may forfeit the performance security.

13. Termination by Mutual Consent.

- 13.1 In the event the BSTBPC Ltd & agency mutually agrees reasonably to terminate the contract, either party shall give 30 days written notice to the other party and after the consent of both parties agreement may be terminated without any Legal or Financial Obligation on any Party to the contract.

14. Settlement of Disputes

- 14.1 In case of disputes of difference arising between the BSTBPC Ltd. and Bidder relating to any matter arising out of or connected with this agreement or contract, such disputes or difference shall be first resolved through mutual consent. However, if the dispute still persists to remain unsolved then it will be entertained, heard and finalized as per the provision of the Arbitration and Conciliation act, 1996.
- 14.2 The decision of the arbitrator shall be final and binding upon both the parties.
- 14.3 In All the disputes relating to the Bid will be subject to Patna jurisdiction.

15. Applicable Law

The Contract shall be interpreted in accordance with the laws of the Union of India and local State laws. **All the disputes relating to the bid will be subject to Patna jurisdiction.**

16. Taxes and Duties

Printer shall be entirely responsible for payment of all taxes duties, license fees, octroi, e-way bill, insurance etc., incurred until delivery to the destination-points (Concerned Districts in the State) excluding Goods & Services Tax (GST)..

SPECIAL CONDITIONS OF CONTRACT (SCC)

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the General Conditions is indicated in parentheses.

1. Performance Security

- (i) Within 3 (three) days from the date of receipt for Notification of Award to the printers, the Printer shall furnish Performance Security in the form of Bank Guarantee or Demand Draft from a nationalized /scheduled bank to the BSTBPC Ltd. for an amount of 5% (Five percent) of the contract value, valid up to 3 (three) months from the date of signing of the contract agreement.
- (ii) Submission of forged Bank Guarantee shall lead to institution of Criminal Case as well as cancellation of contract and forfeit of the bid Security as well as blacklisted.

3. Inspection

The following inspection procedures are required by the BSTBPC Ltd.:

Sample of paper-

- (i) For paper of Margdarshika, it should be Text 75 GSM Maplitho White Printing paper conforming to BIS 1848:2007 with latest amendments.
- (ii) For cover it should be 250 gsm Art Board conforming to BIS specifications 4658:1988 with latest amendments

4. Job Allocation

As mentioned in Clause 3.10 of eligibility criteria that the Bidder should furnish data to support the printing capacity per day or per year to perform the contract and complete the supplies within the stipulated delivery period and Work in hand (as on date) of other organization with name on firm letter head. The declared printing capacity (Finished Goods) of the printer shall be verified by the corporation before completion of technical evaluation.

SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATION

Following are the requirements as per the need of Printing of Margdarshika and delivering at BEPC Head Quarter, PATNA of Bihar.

Packag e/ Sl. No.	Name of work	Finish Size of Booklet	Total No. of pages Text + cover in each booklet	Paper Specification	Binding	Text Four colour & Cover four colour one side with Lamination	Total No. of Mardarshik a
1	2	2	3	4	5	6	7
MARGDARSHIKA FOR ACCOUNTS SECTION							
1	विद्यालय शिक्षा समिति/विद्यालय प्रबंधन एवं विकास समिति अंतर्गत लेखा संधारण से संबन्धित मार्गदर्शिका	A/4 Size	Text 64 pages + cover 2 pages	प्रथम एवं अंतिम पेज (Cover) प्लास्टिक कोटेड (Lamination), 250 GSM , आर्ट बोर्ड में (कागज सहित) एवं एक रंग में मुद्रण 75 GSM	Centre Stitch	Text 01 col. & Cover 1 Col. with Laminatiann	80,000

Paper Specifications:

Sl.	Specifications	Text Paper For 75 GSM White Printing Maplitho	Cover Paper For 250 GSM Art Board
1	Paper Grammage	75 GSM	250 GSM
2	Tensile Index Nm/g (Min.)	CD-20 MD-30	-
3	Brightness percent (Min.)	87	82
4	Opacity percent (Min.)	80	80
5	1 minute Cobb test (Max.) Average	25	25
6	Double Fold (Min.)	CD - 10 MD - 15	CD - 10 MD - 15
7	Wax Pick	No pick on 10 A	Min. 8A
8	Smoothness (Bendtsen) ml/mm (Max.)	280	75
9	Tear index mN. m2/g (Min.)	CD-4.0 MD-3.5	CD-5.0 MD-4.0
10	Gloss Percent (Min.)	-	45 (Glazed side only)

Specifications for Printing and Supply of Margdarshika

1	Ink colour / CD's	Good quality of two colour inks to be used. The BSTBPC Ltd. will provide Soft copy/CD's of Margdarshikaa provided by BEP. The printer shall have to carry out the composing / corrections, if directed, in the printing material at his own cost.
2	Type of printing process	Sheet offset printing machine (for Cover), Web Offset printing machine 578 mm cut-off size (for Text)
3	Printing Plates	The Printer shall use only good quality CTP. The plate making shall be done by CTP/CTCP method.
4	Inspection	Inspection procedure is indicated in special conditions of contract.
5	Margdarshika Text Paper & Cover Paper Specification's	Printing paper must be as per following specification: For Text – 75 GSM Maplitho white Printing paper, For cover – 250 GSM Art Board.

Notes:

1. The printer will submit photocopy of supply orders of paper issued to paper mill/s and copy of delivery challans & e-way bills issued for supply of paper.
2. For this purpose where considered necessary, samples of papers may be drawn and sent to Government Laboratory for carrying out the tests to confirm its adherence to the laid down specification. Laboratory testing charge will be borne by the Bidders.
3. Before making the final payment BSTBPC Ltd. may also seek confirmation from the concerned paper mill by sending these samples, other samples drawn during work in progress and the finished goods so as to ensure the correct and prescribed use of Text and Cover Paper by the printer.
4. The printer would ensure that the paper of specified quality and quantity will be procured in due time. The printer will have to use paper from one mill only as approved during the tender process to print the books. If at any stage it is detected by or it comes to the notice of BSTBPC Ltd that a printer has used paper from any mill other than as mentioned in the award of contract, the contract would be rejected and performance security would be forfeited.
5. No printer in any case will use the text and cover paper of any other mill/s other than the mill/s whose sample, name and address were submitted by the bidder otherwise a very serious view by treating the matter under fraudulent practices will be taken.
6. The trimmed size of the Printing of book Margdarshika should be exactly as per specification print order. If the Printing of Margdarshika printed are trimmed to sizes smaller than the prescribed size, the BSTBPC Ltd. shall recover the cost of paper; Excess trimmed @ Rs. 120,000/- (Rupees One Lac Twenty thousand only) per metric tone.
7. Bihar State Text Book Publishing Corporation Ltd. will provide to the Bidder CDs/softcopy or Manuscript of aforesaid documents. After completion of the job, the Bidders will have to return the CDs/softcopy to Bihar State Text Book Publishing Corporation Ltd, Patna.
8. The laboratory paper testing report confirming to the paper specification parameter shall be accepted.

TECHNICAL BID INFORMATION**FORM "A"**

The Bidder has to go through the Eligibility Criteria (Section-II) and other requirements mentioned in the bid documents and it is the Bidder's responsibility to provide all the information mentioned in the Proforma given below and any other information which is compulsory and required to be completed by the Bidder mentioned in any other section of the bid documents duly scanned and uploaded in the sequential manner. All fields are mandatory. **Failing to meet any of the under mentioned criteria will result in disqualification of the bidder for financial round of evaluation**

S.N.	Particulars	Document uploaded online	Original document submitted(Yes/No)
1	Full name & address of the Bidder (with Telephone/Email ID/Mobile Number etc.)		
2	Legal status, Place and date of Registration and principal place of business of the company or firm or association in line with clause B.1 of Eligibility Criteria.		
3	The cost of Bid Document Rs.5900/- copy of online receipt attached.		
4	Whether the Tender Fee Rs.590/- online submitted.		
5	Whether the EMD of Rs. 50,000/- or Copy of valid "UDYAM registration certificate" if Micro or Small scale units seeking EMD payment exemption attached. Please mention DD/BG or UDYAM Details) Please refer to Clause B12 of Section II: Eligibility criteria.		
6	Self attested copies of The bidder must have minimum average total annual turnover of Rs. 25 (Twenty Five) Lakh per year during last three financial years i.e. (FY 2018-19, 2019-20 & 2020-21 or 2019-20, 2020-21 & 2021-22) related to printing work. Please refer to Clause B.2 of Section II: Eligibility criteria.		
7	Self Attested copies showing The bidder should have the experience of printing and supply of different types of materials to the Government (Central or State) Sector/ Semi-Government/ Public Sector Unit (PSU) for One single work order for printing of minimum contract value amounting Rs. 20 lakhs (Twenty lacs) or more during the last financial years i.e. FY 2019-20, 2020-21 & 2021-22.Submitted. Please refer to Clause B.5 of Section II: Eligibility criteria.		
8	Self attested copy of The bidder must provide scanned copies for (i) PAN Card, (ii) income tax returns of three assessment years (AY 2019-20, 2020-21 & 2021-22) or 2020-21, 2021-22 & 2022-23)are to be submitted. Please refer to Clause B.3 of Section II: Eligibility criteria.		
9	The Bidder should furnish data to support the printing capacity per day or per year to perform the contract and complete the supplies within the stipulated delivery period and Work in hand (as on date) of other organization with name. The declared printing capacity (Finished Goods) of the printer shall be verified by the corporation before completion of technical evaluation. Please refer to Clause B.10 of Section II: Eligibility criteria.		
10	Whether the copy of rent agreement with house owner provided or Proof of ownership in case property is self owned submitted. Please refer to Clause B.13 of Section II: Eligibility criteria.		

S.N.	Particulars	Document uploaded online	Original document submitted(Yes/No)
11	Whether the copy of Electric bills Submitted. Please refer to Clause B.8 of Section II: Eligibility criteria.		
12	Whether the copy of GST Registration Certificate and also the copy of GSTR-3B Return submitted. Please refer to Clause B.4 of Section II: Eligibility criteria.		
13	Self attested copies of ESI and EPF Registration Certificate issued by Please refer to Clause B.9 of Section II: Eligibility criteria.		
14	Self attested copies of valid factory Licence Registration to run the press of all the premises where the machineries etc. issued before the date of publication of this tender by Labour Department, Govt. of Bihar. Please refer to Clause B.7 of Section II: Eligibility criteria.		
15	Self attested copies of valid of ISO:9001..... Please refer to Clause B.6 of Section II: Eligibility criteria.		
16	Whether stamped Scanned copy of Affidavit / Declaration by the Bidder (Section-XI) sworn before Public Notary/Executive Magistrate after the date of publication of this tender is attached. Please refer to Clause B.14 of Section II: Eligibility criteria.		
17	Whether scanned copies of Authorization letter to sign/attend the bidding (Section-XII, Section-XIII & Section-XVII.) submitted. Please refer to Clause B.11 of Section II: Eligibility criteria.		
18	The bidder(s) will be required to submit 5 (five) A/3 size sheet samples of Paper 75 GSM Maplitho White Printing paper & 250 GSM Art Board (any one or more paper mills sample for each to be submitted. See Section-V) with consent letter for timely supply of required papers to the bidder. Please refer to Clause B.16 of Section II: Eligibility criteria.		
19	The bidder must have the following facilities available in their Printing press along with the facility of Pre-Press, Press and Post-Press related modern printing provisions- Please refer section B.15 of section-II: Eligibility Criteria		

Signature of the authorized signatory
Full name & address of the Bidder

बिहार राज्य पाठ्य पुस्तक
प्रकाशन निगम लि०
बुद्ध मार्ग, पटना

BID FORM

Date:2022.

From

M/s.....

.....

.....

To:

The Managing Director,
Bihar State Text Book Publishing Corporation Ltd.,
Pathya Pustak Bhawan, Budha Marg,
Patna-800 001

**Subject: Printing (With Paper), Binding and Supply of Book Margdarshika and delivery at
BEP, Patna, Bihar.**

Dear Sir,

I/We.....

.....am/are submitting herewith my/our bid for Printing (With
Paper), Binding and Supply of Margdarshika and delivering at BEP, Patna, Bihar. My/Our rates are
quoted in the Price Bid Form which is part of Financial Bid.

1. I/We have carefully read the conditions laid down for the bid and the contract and in case my /ours rates are approved and work is allotted to me/us, I/We hereby agree to abide by all of them. The conditions attached to the Bid form have been signed by me/us in token of their acceptance.
2. I/We hereby also agree to carry out faithfully, all other instructions from you which are not contrary to any of the terms and conditions of the contract, or which do not put me/us to any additional financial burden beyond what is implied by the terms of the contract.
3. I/We hereby solemnly declare that the information given by me/us in this letter and in the enclosures to the tender form is correct, and in case any information given by me/us is found to be incorrect, the Managing Director, Bihar State Text Book Publishing Corporation Ltd, Patna will have the right to forfeit the Bid Security deposited with my/our Bid herewith.

Yours faithfully,

(Signature of Proprietor /Partner /
Director with Rubber Seal of the
Firm/Company

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प्रकाशन निगम लि०
बुद्ध मार्ग, पटना

CONTRACT / AGREEMENT FORM

THIS AGREEMENT made theday of....., 2022 between Bihar State Text Book Publishing Corporation Limited, Pathya Pustak Bhawan, Budha Marg, Patna-800 001 (hereinafter "the Corporation ") of the one part and (Name of Printer) of (City of Printer) (hereinafter called "the Printer") of the other part.

WHEREAS the Corporation is desirous that certain services viz., (Brief Description of Services) and has accepted a bid by the Printer for the supply of Books and services in the sum of (Contract Price in Words and Figures) (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) N.I.T. and bid document will be treated as part of the agreement.
 - (b) the Bid Form and the Proforma for Price bid submitted by the Bidder;
 - (b) the Description of works ;
 - (c) the Terms & Conditions of Contract;
 - (d) the Corporation's Notification of Award.
3. In consideration of the payments to be made by the Corporation to the Printer as hereinafter mentioned, the Printer hereby covenants with the Corporation to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Corporation hereby covenants to pay the Printer in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

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Brief particulars of the work and services which shall be supplied / provided by the Printer are as under:

SL. NO.	BRIEF DESCRIPTION OF SERVICES	QUANTITY TOBE SUPPLIED	No. OF T.C. book	PER BOOK PRICE	PER BOOK PRICE	TOTAL CONTRACT PRICE	DELIVERY TERMS

TOTAL VALUE:

DELIVERY SCHEDULE:

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

said (For the Corporation)

in the presence of:.....

Signed, Sealed and Delivered by the

said (For the Printer)

in the presence of:.....

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PERFORMANCE SECURITY FORM

To:
The Bihar State Text Book Publishing Corporation Ltd.,
Pathya Pustak Bhawan,
Budha Marg,
Patna-1.

WHEREAS (Name of Printer)
hereinafter called "the Printer" has undertaken, in pursuance of Contract No.....
dated.....2022 for Printing, Binding & Supply
of.....(Description of Books and
Binding) hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Printer shall furnish
you with a Bank Guarantee by a recognized bank for the sum specified therein as security for
compliance with the Printer's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Printer a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of
the Printer, up to a total of (Amount of the
Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand
declaring the Printer to be in default under the Contract and without cavil or argument, any sum or
sums within the limit of (Amount of Guarantee) as aforesaid, without your
needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until theday of.....2022

Signature and Seal of Guarantors

.....
Date.....2022

Address:
.....
.....

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PROFORMA OF CHALLAN

(Name and address of the Bidder)

Work order No:.....

Challans no:

Date:

Name & Address.....

.....

Sl. No.	Name of the items ordered	No. of Books received	Date of Receiving	Remarks

Note:

- a. Challans will be printed in A4 Size only for maintaining the uniformity.

Signature of:
Representative of Supplier

Full Name.....

Date.....

Mobile No:.....

Signature & stamp of:
Representative of D.E.O.

Full Name.....

Date.....

Mobile No:.....

Affidavit
DECLARATION BY BIDDER

Format for Affidavit certifying that Entity/Promoter(s) / Director(s)/Partner(s)/Members of Entity are not Blacklisted (On a Stamp Paper of INR 100)

Affidavit

I, M/s....., (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter(s) / director(s)/members/ firm are not blacklisted/debarred/convicted by any court of law for any criminal or civil offences/declared ineligible by BSTBPC Ltd or any other entity of state government or Govt. of India, or any local self-government body or public undertaking in India for participating in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reasons, as on date of submission of online bidding document.

And that we are hereby, declaring all ongoing litigations where our promoter(s)/director(s) are involved in with any government agency/state/central department/PSU, and as mentioned below:

- 1.
- 2.
- 3.
- 4.

We further confirm that we are aware that, our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the contract period and the amounts paid till date shall stand forfeited without further intimation.

Dated this.....Day of. , 2022

Name of the Bidder/agency:

Signature of the Authorized Person:

Name of the Authorized Person:

Designation of the Authorized Person:

SECTION - XII

AUTHORITY LETTER
(Not mandatory in case of Proprietary Firms)

Certified that I/We..... director/partner of
M/s..... Address.....

hereby authorize to Sh.....to sign the tender documents
on my / own behalf.

**Name & signature of the authorized signatory of the
Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp**

Place & Date

SECTION - XIII

Self Declaration / Undertaking regarding use of same paper submitted as sample.

That/I/We.....M/s.....
.....Address.....

.....certified that
the(name of printing firm) will use
same Text paper 75 GSM Mapiitho White Printing Paper & for Cover 250 GSM Art Board for book
Margdarshika submitted by me/us as sample to the BSTBPC Ltd. In case of any deviation of paper as
required by the terms and condition of this tender, the BSTBPC Ltd. can take any legal and administrative
action against the..... (name of
printing firm)".

**Name & signature of the authorized signatory of the
Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp**

Place & Date

AFFIDAVIT

I/We..... proprietor / director/ partner of

M/s.....Address.....

.....do hereby certify that I have filed the latest return of GSTR 3B for the month of July 2022.

Further I/We Declare as follows:-

1. That No Amount of tax is due for payment, either of State or Central Government, with relate to service or goods supplied by me/us to the Bihar State Text Book Publishing Corporation at any point of time under the provisions of VAT Act/ Service Tax rules/ GST Act.
2. That If any liability occurs to me/us with respect to the provisions of VAT Act/ Service Tax rules/ GST Act. read with rules made there under, Notifications/ Circulars/ Orders etc. issued by the concerned department from time to time, shall be paid by me/us in accordance with provisions of VAT Act/ Service Tax rules/ GST Act/Rules/ Notifications/ Circulars/ Orders etc.
3. That Subject to Terms & Conditions of tender document, no amount of any indirect tax i.e. arising from VAT Act/ Service Tax rules/ GST Act shall be claimed or raised demand by me/us from the Bihar State Text Book Publishing Corporation relating to work executed to the Corporation by me/us pursuant to any previous tenders/work orders.
4. That Subject to Terms & Conditions of tender document, I/We shall not pursue any claim or raise any demand relating to indirect tax i.e. VAT Act/ Service Tax rules/ GST Act from the Bihar State Text Book Publishing Corporation, before any Authority/ Tribunal/ Court in India in regard to work executed in relation with previous tenders/work orders issued by the Corporation time to time, for which Invoice(s)/ Tax Invoice(s) have been submitted to the Corporation and payment received there from either in full or Part.
5. That I/We have read the contents of this declaration and fully understood the same.

**Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp**

Place & Date

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Format for Statutory Auditor's Certificate for Financial Capability of the bidder

We have verified the Annual Accounts and other relevant records of M/s
 (Name of the bidder)

and certify the following :-

Rs. In lakhs						
Sl. No	Particulars	2018-19	2019-20	2020-21	2021-22	*Total of 3 FY yrs.
1.	Annual Turnover related to printing works.					
2.	Net Worth					

*Total of any three financial years i.e. FY 2018-19, 2019-20 & 2020-21 or 2019-20, 2020-21 & 2021-22

Signature and Seal of Statutory Auditor

Name Membership No

Address

UDIN No. & Date

Instructions:

For the purpose of this Certification:

1. The financial year would be the same as one normally followed by the bidder for its Annual Report.
2. The bidder shall provide the audited annual financial statements as required for this Tender document. Failure to do so would result in the Proposal being considered as non responsive.
3. A certificate from the Statutory Auditor should be provided as supporting document certifying the Qualification Statement submitted by the Bidder.
4. For the purpose of this Tender document, Net Worth shall mean: Net Worth = Assets – Liabilities.
5. Experience (Financial Capability and Experience) of only the Bidder shall be considered. Experience of associate company/parent company/subsidiary company shall not be considered for qualification purposes.
6. Turnover and net worth of the bidder shall be certified by his statutory auditor who should mention his name, address and membership number. Turnover certificate shall be based on the audited accounts of the bidders, or based on the returns filed with the tax authority.

DECLARATION FOR PRINTING FACILITY

(Affidavit on on Non – judicial stamp paper of Rs.1000/- attested by notary public)

I, M/s(the name and addresses of the registered office) hereby certify and confirm that we have the required facilities available in our Printing press located at, (address of the Printing press of all units)with the facility of Pre-Press, Press and Post-Press related modern printing provisions:

Sl. No.	Machines/equipment	Number of Machines	Size	Company name	Year of make
ESSENTIAL CRITERIA					
1.	One DTP with minimum one terminal along with A-3 size colour inkjet/ laser printer of 600 DPI or above with latest version of licensed software used in designing.				
2.	One Computer-to-Plate (CTP) or Computer-to-Conventional-Plate (CTCP) machine with processor.				
3.	One Four colour Web Offset printing Machine size 578 mm cut off size . AND One Four Colour or more colours Sheet fed Offset Printing Machine 19"x25" or bigger size.				
4.	One Flowline machine with gathering, stitching and three side trimmer.				
5.	One Lamination Machine.				
6.	One Strapping Machine.				

We further confirm that we are aware that, our application for the captioned project would be liable for rejection in case it is found not having the aforementioned specification during the time of physical inspection of the Printing Press by the technical evaluation committee of Bihar State Textbook Publishing Corporation Limited, Patna (BSTBPC Ltd). Further, we understand that during the currency of the contract, the BSTBPC Ltd shall have the right to undertake random inspection of the facility and if found ineligible then contract stands cancelled and amount paid till date shall be forfeited without further intimation.

Name of the Bidder/agency:

Signature of the Authorized Person:

Name of the Authorized Person:

Designation of the Authorized Person:

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FINANCIAL BID

FORM-'B'

BIHAR STATE TEXT BOOK PUBLISHING CORPORATION LTD.

(A Govt. of Bihar Undertaking)

Pathya Pustak Bhawan, Budh Marg, Patna-800001

FINANCIAL BID - FORM-B

PROFORMA FOR PRICE BID (PART OF FINANCIAL BID)

Printing of Margdarshika for Schools and delivering at BEP, Patna, Bihar (with paper)

BSTBPC / E-Tender/ Margdarshika / , dated: .2022

Cost of Tender documents.

Rs. 5900/- (Five Thousand Nine hundred) only

Tender Processing fee

Rs. 590/ (Five Hundred Ninety) only

NAME OF THE BIDDER

ADDRESS OF THE BIDDER

PARTICULARS

Supply of Printing of Mardarshika for Schools and delivering at BEP
Head Quarter Patna of Bihar (with paper)

Sl.No.	Name of Book	Size	No. of page text and Cover in each Book	Total No. of Books (approx)	Total estimated value of Margdarshika	Rate per Book in Figure	Rate Per Book in Words
1	2	3	4	5	6	8	9
1	Margdarshika for Schools	A/4	64 -2	80,000			

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SECTION - XVII

PERFORMANCE STATEMENT

Performa for Performance Statement (for a period of preceding three years)

Name of the Firm

Financial Year

Order placed by (Full address of Purchaser)	Order No. & Date	Description & quantity of printing ordered	Value of order	Date of completion of delivery		Remarks indicating reasons for late delivery, if any	Has the supply been satisfactorily Completed? (Attach a certificate from the Purchaser /consignee)
				As per contract	Actual		
1	2	3	4	5	6	7	8

Signature and seal of the Bidder

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