

# E- TENDER

## BID DOCUMENT

FOR PRINTING (WITH PAPER),

AND SUPPLY OF

BAPU AAPKE DWAR

(23cm X 35cm SIZE FOLDER BOTH SIDE PRINTING)

AT DISTRICT HEAD QUARTERS IN BIHAR

***BIHAR STATE TEXT BOOK PUBLISHING CORPORATION LTD.***

Pathya Pustak Bhawan,

Budh Marg,

Patna-800001

Commissioning Bid Document on Website :	28.08.2017
Date and Time for Purchase of Bids Document:	28.08.2017 to 13.09.2017 till 14.00 hrs
Date and Time for Submission of Bank Draft or to be paid Through e- Payment Mode for Bids Document Cost, Tender Processing Fee and E.M.D. :	Before Tender opening date and time (14.09.2017 till 14.00 Hrs.)
Last Date and Time for Submission of Bids :	13.09.2017 till 15.00 hrs
Date and Time of Technical Bid Opening:	14.09.2017 at 16.00 Hrs.

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**SECTION - I:**  
**INVITATION FOR BIDS (IFB)**



# Bihar State Text Book Publishing Corporation Ltd.

Pathya Pustak Bhawan, Budh Marg, Patna-800001

## INVITATION FOR BIDS (IFB)

## NOTICE INVITING e-TENDER

**1354 / Bapu / BSTBPC/ 2017-18**

(Through e-procurement mode only over <https://www.eproc.bihar.gov.in>)

**Bihar State Text Book Publishing Corporation Limited** invites Bids through e-tender from all Prospective Bidders for the Printing (with paper) and Supply of Bapu Aapke Dwar (Folder) at District Head Quarters in Bihar as below: -

Packag e No.	Name of work	Size of Folder	Specifi cation	Text colour	Total No. of Folder	Tender Processing Fee (TPF) to be paid through Online Mode (Non-refundable)	Approximate estimated Total value of Folder (in Rupees)	Cost of Tender document (Non-refundabl e)	Earnest money (In Rupees)
1	2	2	3	4	5	6	7	8	9
1	Bapu Aapke Dwar (Folder)	Size (23 cm X35 cm)	Text Paper 170 GSM C2S Art Board Paper	Four colour Folder both side printing	1,50,00,000 (One Crore Fifty lacs) Folders only	Rs.5,900/- (Five thousand nine hundred)	2,14,62,500/- (Two Crore Fourteen Lacs Sixty-two thousand five hundred) only	Rs. 10,000/- (Ten thousand) only	4,29,250/- (Four lacs twenty-nine thousand two hundred fifty) only

### Tender Schedule / Programme:

Sl. No.	Activity	Date/Time : Duration
1.	Online Sale / Download date of Tender documents	From 28/08/2017 to 13/09/2017 (14:00 Hrs.) <a href="https://www.eproc.bihar.gov.in">https://www.eproc.bihar.gov.in</a>
2.	<b>Last</b> Date/Time for submission/ uploading of offer/Bid	13/09/2017 up to 15.00 Hrs. <a href="https://www.eproc.bihar.gov.in">https://www.eproc.bihar.gov.in</a>
3.	Submission of EMD in Hard copy / Original	Before Tender opening date and time (14/09/2017 14:00 Hrs) (Pathya Pustak Bhawan, Budh Marg, Patna-800001)
4.	Date & time for opening of technical <b>Bid</b> .	14/09/2017 at 16:00 Hrs. <a href="https://www.eproc.bihar.gov.in">https://www.eproc.bihar.gov.in</a>
5.	Financial Bid Opening Date and Time	Date to be announced later by competent authority.

- Bidder need to pay Rs. 10,000/- (Ten thousand) against each item as Tender Fee.
- Detailed descriptions of the items and instructions for submitting your offer can be downloaded from e-tender website (<https://www.eproc.bihar.gov.in>).
- Bids must be accompanied with Bid Security (EMD) in the form of Demand Draft issued by a Nationalized/Scheduled Bank or e-Payment Mode.
- 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, and Patna- 800001 Ph. No: 0612-2523006, Mob- 7542028164" or may visit the link "Vendor Info" at (<https://www.eproc.bihar.gov.in>).
- The Managing Director reserves the right to reject or cancel the tender or any part thereof without assigning any reasons thereof.
- Corrigendum/ Addendum, if any, will be published on the departmental website [www. http://bstbpc.gov.in](http://bstbpc.gov.in) and e-Procurement, Bihar <https://www.eproc.bihar.gov.in> itself.

**Managing Director**

Bihar State Text Book Publishing Corporation Limited,  
Budh Marg, Patna-800 001

## INFORMATION

FOR THE PRINTING (WITH PAPER) AND SUPPLY OF BAPU AAPKE DWAR (Folder)

FOR THE YEAR 2017 AT DISTRICT HEAD QUARTERS IN BIHAR.

**BID No. 1354/Folder/BSTBPC/2017-18**

1. The Bapu Aapke Dwar (Folder) have been prepared by Directorate of Mass Education, Education Department, Bihar.
2. The "Bihar State Text Book Publishing Corporation Ltd (BSTBPCL)" will **print and supply** Bapu Aapke Dwar (Folder) in the session 2017 through e- tender. The Bapu Aapke Dwar (Folder) have to be supplied to the destination points viz. concerned District Head quarters in Bihar.
3. The Bihar State Text Book Publishing Corporation Ltd (BSTBPCL) invites Bids through e-tender from prospective Bidders for the printing (with paper) and supply at District Head quarters in Bihar.
4. The complete tender documents can be seen on and downloaded from the websites <https://www.eproc.bihar.gov.in>. The cost of tender documents is Rs. 10,000.00 (Ten thousand only).
5. Bids must be accompanied with Bid Security (EMD) in the form of Bank Draft issued by a Nationalized/Scheduled Bank from the date of Bid document downloading. In shape of Hard Copy or to be Paid Through e-Payment Mode Submit **Before 14.09.2017 at 14.00 hrs** in B.S.T.B.P.C. Patna
6. Failure of submission of bid security of prescribed amount would also be a sufficient cause to reject the bid.
7. All the disputes related to the bid will be subject to Patna jurisdiction.
8. The list of dates with regard to this Invitation for Bids are given below:

Sl.	Details	Start Date	Time	End Date	Time
1	Online sale/Download date of Tender Document.	28/08/2017	10.00 hrs.	13/09/2017	till 13.00 hrs.
2	Last Date/Time for Submission/Uploading of Bid.	-	-	13/09/2017	till 15.00 hrs.
3	Submission of EMD in Hard Copy/Original/Credit worthiness certificate/Paper samples/Lab Test Report etc.	-	-	14/09/2017	till 14.00 hrs.
4	Date & Time for opening of Technical Bid	14/09/2017	16.00 hrs.	-	-
5	Financial Bid opening date and time	Announced after the technical evaluation			

9. As per rule, GST will be applicable.
10. The Managing Director, BSTBPC reserves the right to accept or reject (Fully/Partly) tender without assigning any reason thereof.

Managing Director,  
Bihar State Text Book  
Publishing Corporation Ltd.,  
Budh Marg, Patna-800 001

## **e-Tendering Process Related Instructions.**

### **Submission of Proposals through electronic mode only.**

1. The Bidder shall submit his bid/tender on e-Procurement platform at [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in).
2. 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](http://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.
3. 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.
4. 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.
5. Tender Processing Fee (TPF) to be paid through e-Payment mode (i.e NEFT / RTGS, Credit / Debit Card & Net Banking) only.
6. Cost of BOQ / Form Fee to be paid through e-Payment mode (i.e. NEFT / RTGS, Credit / Debit Card & Net Banking) only.
7. "Earnest Money Deposit (EMD) can be paid either through online mode or manual mode Demand Draft only. In case of manual mode of payment of EMD, the original hardcopy of the DD which may be a Demand Draft should be submitted in the tendering authority office within the next working day after tender closing date."

**Note: "Bids along with necessary online payments must be submitted through e-Procurement portal [www.eproc.bihar.gov.in](http://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."**

**8.** The tender opening will be done online only.

**9.** Any corrigendum or date extension 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](http://www.eproc.bihar.gov.in).

**SECTION II:**  
**INSTRUCTIONS TO BIDDERS (ITB)**



## **A. INTRODUCTION**

### **1. Background**

1.1 The Contract will be awarded from the date of issuance of work order.

- (i) The Bapu Aapke Dwar (Folder) are required to reach the District Head Quarters in Bihar within **15 days** from the date of signing of the work order.

### **2. Eligible Bidders**

2.1 This Invitation for Bid is open to all Printers fulfilling Eligibility Criteria as mentioned in Bid document.

2.2 Any Bidder found ineligible or declared blacklisted or involved in any corrupt and fraudulent practice in the past shall be debarred from the tender process.

### **3. Cost of Bid**

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.

## **TERMS AND CONDITIONS**

1. The Bihar State Text Book Publishing Corporation Ltd (BSTBPCL) invites online Bids through e-tender from prospective Bidders for the printing (with paper) and Delivery of **Bapu Aapke Dwar (Folder) at District Headquarters in Bihar.**
2. The Bid document may be downloaded from the **Website [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)** from **28.08.2017** and it may be submitted.
3. Bids complete in all respects - both Technical Bid (available on e-Proc Portal) and Financial Bid (available on e-Proc Portal) along with all enclosures as per Bid document must be submitted to the e-Proc portal **till 14.00 hrs. on or before 14.09.2017** 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 Financial Bid of only those Bidders shall be opened who qualify in Technical Bid round. Date of opening of financial bid will be announced later by Managing Director.
4. The rates must be quoted both in words and figures at in criteria. If there is a discrepancy between rates mentioned in words and figures, the rates quoted in words will be considered as bid amount for the purpose.
5. The bid document must be digitally signed by person fully and duly authorized to sign by the 'Bidder to the contract'. Proof of authorization in the form of registered Power of Attorney or Power of Attorney before Public Notary must accompany the Technical bid documents.
6. The bid shall be submitted online through e-Procurement portal <https://www.eproc.bihar.gov.in> .
  - a. Earnest Money Deposit can either be paid through online mode or in the form of Demand Draft in favour of "**Bihar State Text Book Publishing Corporation Ltd.**", of a scheduled commercial /nationalized bank payable at Patna Original demand draft need to be submitted on or before **14.09.2017 till 14.00 hrs.** as per bid document.
  - b. The bid should not be conditional and inconsistent with the terms and conditions of the prescribed bid document for the purpose.
7. The successful Bidders have to print (with paper), and Supply at District Head quarters in Bihar. Contravention to this shall result in rejection of the submitted bid.
8. If the Bidder authorizes more than one person on its behalf for Bid Processing this shall result in rejection of the submitted bid.

## **A. THE BID DOCUMENTS**

### **A. PREPARATION OF BIDS**

#### **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 would also be in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English language.

#### **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) 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.
- 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. 10,000/- (Rs. Ten Thousand only), will be paid through only by Credit-Debit card, Internet banking and NEFT/RTGS.
- 2.10 Required bid security in the form of bank Draft issued by any nationalized/scheduled bank must be uploaded with the technical bid. In shape of Hard Copy or to be Paid Through e-Payment Mode.
- 2.11 **In the E-Procurement Portal, Financial Bid Form-"B "is per folder rate for one package is available on the web portal. The Bidders have to fill Per Folder rate in figures & in words for one package.**
- 2.12 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.

- 2.13 Each process in the e-procurement is time stamped and the system can detect the time of log in of each user including the Bidder.
- 2.14 The Bidder should ensure clarity/legibility of the document uploaded by him to the portal.
- 2.15 The Bidder should check the system generated confirmation acknowledgement on the status of the submission.
- 2.16 The Bidder should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network.
- 2.17 For all purpose, the server time displayed in the e-Procurement portal shall be the time to be followed by all the users.
- 2.18 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.
- 2.19 The Tender Inviting Officer is not responsible for any failure, malfunction or breakdown of the electronic system used during the e-procurement process.
- 2.20 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.
- 2.21 SECURITY OF BID SUBMISSION: All bid uploaded by the Bidder to the portal will be encrypted.
- 2.22 RESUBMISSION AND WITHDRAWAL OF BIDS:**
- i) Resubmission of bid by the Bidders for any number of times before the final date and time of submission is allowed.
  - ii) Resubmission of bid shall require uploading of all documents including price bid afresh.
  - iii) 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.
  - iv) 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-VII - Form "A"** separately. Scan & Upload all documents mentioned in Form "A" with same page in one PDF.

**3.2 For Financial Bid Form 'B'**

**The Bidders follow the guidelines given in ITB to fill up the Financial Bid.** The Bidder shall quote the price in figures and in words at appropriate cell of financial bid form 'B'. The Bidders to quote the rates. The Bidders shall quote the rate per Folder (including all Taxes).

Rates quoted in financial Bid for package shall include the cost of paper for Folder (170 GSM) Art Board Paper as per technical specification (**Section-VI**) for Bapu Aapke Dwar (Folder) including all duties and taxes already paid or payable on components, printing folder/packing, raw material used for printing, printing inks, packing, handling, transportation etc, and all other sundry expenses (foreseen or unforeseen) in making available the Folders at the destination points (District Head quarters in Bihar). 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**

- 4.1 The Bidder shall furnish, as part of its bid, Bid Security of the total amount shown against package separately for Folder as specified in the Schedule of Requirements in **Section-V**.
- 4.2 The Bid security is required to protect the BSTBPC 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 DD/Online issued by a Nationalized/Scheduled bank located in India, in the format provided in the Bid documents (**Section-VII**).
- 4.4 Any Bid not secured in accordance with ITB **Clauses 8. and 9 above** will be rejected by the BSTBPC as not technically eligible.
- 4.5 Bid security of the unsuccessful Bidders will be discharged/returned as promptly as possible.
- 4.6 The successful Bidder's Bid security will be discharged after the signing of the Contract and furnishing the Performance Security, pursuant to ITB Clause 13.
- 4.7 **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 ITB Clause 20.

#### 5 **Period of Validity of Bids**

- 5.1 Bids shall remain valid for **60 days** after the date of Bid opening prescribed by the BSTBPC. A bid valid for a shorter period shall be rejected by the BSTBPC as not technically eligible.
- 5.2 In exceptional circumstances, the BSTBPC may solicit the Bidder's consent to an extension of the period of validity. The request by the BSTBPC 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 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.

## **B. BID OPENING AND EVALUATION OF BIDS**

### **6 Opening of Bids by the BSTBPC**

- 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.
- 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 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 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 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 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 or his/her representative will have the right of site inspection of the Bidder's setup, anytime during the entire process of printing work of Folders.
- 8.4 Prior to the financial evaluation, the BSTBPC 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.
- 8.5 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.
- 8.6 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 If there is a discrepancy between words and figures, the amount in words will prevail. If the Printer does not accept the correction of errors, its Bid will be rejected and Bid security may be forfeited.
- 9.5 **Award of Contract: Contract will be awarded as per CVC guidelines. Contract will be awarded to the Lowest Bidder (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. If the L1 Bidder backs out then the package will be allotted to the next lowest Bidder.**

## **C. AWARD OF CONTRACT**

### **10 BSTBPC right to vary Quantities at the Time of Award**

The BSTBPC reserves the right at the time of Contract award to increase or decrease by up to ten (10) percent the quantity of Folder 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.

### **11 Notification of Award**

**The BSTBPC will notify the successful Bidder in writing that its Bid has been accepted.**

- 11.1 The notification of award will constitute the formation of the Contract.
- 11.2 Upon the successful Bidder's furnishing of performance security pursuant to ITB, the BSTBPC will promptly notify each successful Bidder and will discharge its Bid security after signing of contract agreement, pursuant to ITB .
- 11.3 **If more than one bidder accepts the offer to do the printing work of that package on approved L-1 rate, the printing work will be allotted in order of L-2, L-3 and so on subject to fulfilment of other criteria, such as printing capacity etc.**

### **12 Signing of Contract**

Within 03 (three) days of receipt of the Contract Form (**Section – X**) with notification of award, the successful Bidder shall put his signature and date on the Contract and return it to the BSTBPC.

### **13 Performance Security**

- 13.1 Within 07 (Seven) days of the receipt of notification of award from the BSTBPC, the successful Bidder shall furnish the performance security in accordance with the General Conditions of Contract, in the Performance Security Form (**Section-XI**) provided in the Bid documents or in another form acceptable to the BSTBPC.
- 13.2 Failure of the successful Bidder to comply with the requirement of ITB Clause-4.7. shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security.

### **14 Corrupt or Fraudulent Practices**

- 14.1 The BSTBPC 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:
  - (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, 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 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.**



**SECTION III:**  
**GENERAL CONDITIONS OF CONTRACT**  
**(GCC)**

## GENERAL CONDITIONS OF CONTRACT (GCC)

### 1. Standards

The Folder printed under this Contract shall conform to the standards mentioned in the Technical Specifications mentioned in **Section VI**.

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

- 2.1 The Printer shall not, without the BSTBPC 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 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 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 and shall be returned (in all copies) to the BSTBPC on completion of the Printer's performance under the Contract if so required by the BSTBPC.
- 2.4 The Printer shall permit the BSTBPC 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, if so required by the BSTBPC.
- 2.5 The Printer shall return to BSTBPC, all material such as press copies of Books, CDs, and Film Positives etc. as soon as the period of Contract is over.

### 3. Performance Security

- 3.1 Within 07 (Seven) days of receipt of the notification of contract award, the Printer shall furnish Performance Security in the amount specified in the **SCC Clause-1 of Section IV**.
- 3.2 The proceeds of the performance security shall be payable to the BSTBPC 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:
- 3.4 The Performance Security will be discharged by the BSTBPC and returned to the Printer after successful completion of the period of Contract, including the warranty obligation, under the contract.

### 4. Inspections and Tests

- 4.1 The BSTBPC or its representative shall have the right to inspect and/or to test the Folder to confirm their conformity to the Contract specifications at no extra cost to the BSTBPC. The BSTBPC shall notify the Printer in writing of the materials used in manufacturing the Folder that needs to be sent to the Government Laboratory for the purpose of testing raw materials and binding processes to make certain that they meet the requirements of the Technical Specifications.
- 4.2 The inspections and tests may be conducted on the premises of the Printer or at the point of delivery. If conducted on the premises of the Printer or its delivering point all reasonable facilities and assistance, including access to drawings and production data shall be furnished to the inspectors at no charge to the BSTBPC.
- 4.3 If any inspected or tested Folder fail to conform to the specifications, then the BSTBPC may reject the Folder and the Printer shall either replace the rejected Folder or make alterations necessary to meet specification requirements free of cost to the BSTBPC.

- 4.4 The BSTBPC right to inspect test and, where necessary, reject the Folders shall in no way be limited or waived by reason of the Folder having previously been inspected, tested and passed by the BSTBPC or its representative prior to the transportation.
- 4.5 Nothing in **GCC Clause 7** shall in any way relieve the Printer from any warranty or other obligations under this Contract.
- 4.6 05(five) copies of Folder shall be presented to the BSTBPC, for approval before final dispatch to the destination-points without prejudice to any claim for extension of time for delivery.
- 4.7 All Folder may also be subject to spot checks on delivery to the destination-points. For this purpose where considered necessary, samples of papers may be drawn and sent to Government Laboratory for carrying out the tests to conform its adherence to the laid down specification. If the Folder fail to meet the laid down specifications, the Printer shall take immediate steps to remedy that deficiency or replace the defective Folder to ensure to conform it to the technical specifications to the satisfaction of the BSTBPC.

**5. Delivery and Documents**

- 5.1 Delivery of Bapu Aapke Dwar (Folder) at the destination points should be strictly finished **within 15 days from the date of work order**. The terms specified by the BSTBPC in the Award of Contract should be strictly adhered to the Printer.
- 5.2 **The Bapu Aapke Dwar (Folder) shall printed and supplied at the destination points within 15 days** from the award of the contract.
- 5.3 Time is the essence of this contract. The time period has to be strictly followed by the bidder at any cost. No negligency shall be shown on the ground of delay at any cost.

**6. Payment**

- 6.1 ***Running payment of 90% of bill amount shall be paid within seven (7) days after the verification of the challans submitted by the printer from District Head quarters authorities. 8% payment shall be made after satisfactory completion of the total work order. The remaining 2% will be paid within maximum period of 6 months, after the successful completion of the contract period.***
- 6.2 ***The Printer's request for payment shall be made to the MD BSTBPC in writing, accompanied by a block wise invoice describing, as appropriate, the Folders delivered and the delivery performed at the concerned District Head quarters in Bihar, i.e. receipted challans and documents, submitted, and upon fulfillment of other obligations stipulated in the contract. The Managing Director reserves the right to withhold remaining 2% of the Folder printing charges as a safeguard against printing and other defects and breach of contract which may be discovered later on or maximum period of 6 months.***
- 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 Bapu Aapke Dwar (Folder), under the Contract shall not vary from the prices quoted by the Printer in its Bid.

**8. Penalty For delays:**

**Timely distribution/availability of Folders. 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 value of Folders which the Bidder has failed to supply within scheduled delivery period,**

i	Delay up to one week of the prescribed delivery period	0.5%
ii	Delay exceeding one week but not exceeding two weeks of the prescribed period.	1%

iii	<b>Delay exceeding two week but not exceeding three weeks of the prescribed period.</b>	2%
-----	---	----

1.1 The Bidder's who failed to supply the Folder after two weeks (without valid reason) of the due date of delivery shall be debarred from participating in future tenders of BSTBPC and shall be blacklisted and this decision of BSTBPC shall be communicated to other such Governments Agencies as BSTBPC may deem fit.

**1.2 Penalty for Grammage and Deviation in Challan:-**

**Penalty for Grammage:**

**If the grammage of Text paper of the printed folders is found less than prescribed specification after lab test, penalty will be imposed as per less grammage. If grammage is less than 5% then 0.5% of the total contract value will be deducted as penalty in addition to above. Provision as per BIS Code IS 1848:2007 (Fourth Revision) +/- in grammage will be considered.**

**1.3 Penalty for Mistakes & Quality of Printing:**

**In case of mistakes in the printing of folders, the printer shall be liable to pay penalty at the rate of 0.25% of contract value of the concerned Folder for every 5 (five) mistakes or part thereof. If the number of mistakes exceeds 20 (twenty) in a whole folder, then the folder shall be rejected and cost of paper shall be recovered from the security/bills.**

**The inferior quality of folder in terms of bad printing, binding shall attach a penalty in terms of deduction of 0.5% to 2% of the awarded contract value.**

**9. Termination for Default**

9.1 The BSTBPC 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 minus proportionate deduction of transportation cost:

- (a) If the Printer fails to perform any other obligation(s) under the Contract.
- (b) If the Printer, in the Judgment of the BSTBPC has engaged in corrupt or fraudulent practices as defined in **clause 14** of ITB in competing for or in executing the Contract.

9.2 In the event the BSTBPC terminates the Contract in whole or in part, pursuant to **GCC Clause 10**, the BSTBPC 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 for acceptance of any such decision of the BSTBPC.

**10. Settlement of Disputes**

10.1 The BSTBPC and the Printer shall make every effort to resolve amicably by direct informal negotiation for any disagreement or dispute arising between them under or in connection with the Contract.

10.2 If, after thirty (30) days, the parties have failed to resolve the dispute or difference by such mutual consultation, then either the BSTBPC or the Printer may give notice to the other party of its intention to commence arbitration, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

10.3 Any dispute or difference, in respect of which a notice of intention to commence arbitration has been given in accordance with this clause, shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Books and Folder under the Contract.

10.4 Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the **GCC clause-3. in section III.**

10.5 Notwithstanding any reference to arbitration herein the parties shall continue to perform their responsive obligations under the contract unless they otherwise agree.

10.6 All the disputes relating to the Bid will be subject to Patna jurisdiction.

**11. 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.**

**12. Taxes and Duties**

Printer shall be entirely responsible for payment of all taxes, duties, license fees, octroi, road permits, insurance etc., incurred until delivery to the destination-points (district Head quarters in Bihar) .

**13. Packing**

13.1 The Printer shall provide such packing of the Folder 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 the Folder and the absence of heavy handling facilities at all points in transit.

Folder	500 in bundle
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**SECTION - IV**  
**SPECIAL CONDITIONS OF CONTRACT**  
**(SCC)**

## **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 7 (Seven) days the Printer's receipt of Notification of Award, the Printer shall furnish Performance Security in the form of Bank Guarantee from a nationalized /scheduled bank to the BSTBPC for an amount of 5% (Five percent) of the contract value, valid up to 6 (six) months from the 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.

### **2. Inspection and Tests**

The following inspection procedures and test are required by the BSTBPC:

#### **(i) Sample of paper-**

**For Text paper** of Folders, it should be 170 GSM C2S white Art Board Paper manufactured only from virgin pulp of the paper mill imprinted as water mark of paper mill conforming to IS 1848:2007 or as latest amended.

- (ii) 5 copies of printed Folder should be got approved by the Printer from BSTBPC before final dispatch without any claim for extension of time for delivery.
- (iii) 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.
- (iv) If the Folder fail to meet the laid down specifications, the Printer shall take immediate steps to remedy that deficiency or replace the defective Folder to ensure to confirm it to the technical specifications to the satisfaction of the BSTBPC.

### **3. Incidental Delivery**

The following covered under **GCC Clause 8** shall be furnished and the cost shall be included in the contract price:

- (i) Pre-press
- (ii) Distribution and delivery of each package as specified in section-V. schedule of requirements.

## **SECTION - V**

### **SCHEDULE OF REQUIREMENT**



## SECTION - V

### SCHEDULE OF REQUIREMENTS OF BSTBPC FOLDERS

Sl. No.	Name of Folder	Size	Total No. of Pages	Colour	Total No. of Folders
1	2	3	4	5	6
	Bapu Aapke Dwar (Folder)	23CmX35 Cm Size	one Folder both side printing three fold	Four colour both side	1,50,00,000

Specification of binding	Binding of the Folder must be done as per following prescription:-	
	<b>Fabrication</b>	<b>Type of Binding</b>
	Three Fold Folders	500 sheet in per bundle with cross strapping.

**SECTION VI:**  
**TECHNICAL SPECIFICATIONS**  
**AND**  
**ELIGIBILITY CRITERIA**

**TECHNICAL SPECIFICATION FOR BSTBPC TEXT BOOKS**

Sl. No.	Name of Folder	Size	Total No. of Pages	Colour	Total No. of Folders
1	2	3	4	5	6
	Bapu Aapke Dwar (Folder)	23X35 Cms Size	one Folder both side printing three fold	Four colour both side	1,50,00,000

**Specifications for Printing, Packing and Supply of  
Bapu Aapke Dwar (Folder)**

1	Ink colour	Good quality Multicolor as per CD's of Folder provided to be printed.
2	Type of printing process for Folder Printing	Sheet Offset printing process.
3	Printing Plates	The Printer shall use only good quality printing plates. Wherever soft copies are provided, the plate making shall be by CTP method and wherever positives are provided it shall be by using PS plates. Only good quality chemicals shall be used for the making of plates.
4	Printing Paper	<p>Printing paper would be procured by the Bidder himself. The paper to be used for printing the Books for the purpose of the instant tender must qualify the technical specifications as mentioned below. The paper of these prescribed technical specifications must be procured from a paper mill having actual production capacity and Excise clearance certificate of atleast 30,000 MT per annum (2016-17) of C2S Art Board paper(Virgin white Pulp).</p> <p>Each Bidder must submit, in the technical bid, the samples of the paper to be used for printing of folder.</p> <p>The Bidder would submit the willingness letter from the authorised person of the paper mill from where they intend to procure the paper for the printing of the Folder. A Bidder may submit a minimum one sample for paper to be used for printing of paper. The paper mills, however, must be of the desired production capacity. Each sample must contain five full sheets of the paper carrying the watermark of the paper mill and inscribed clearly on every sheet of sample paper, the details of the paper mill viz. seal of the paper mill, the signature of the authorized official of the paper mill, grammage of paper along with the seal and signature of the Bidder.</p> <p><b>Printing paper must be as per following specification:</b></p> <p>(a) <b>170 GSM C2S Art Paper</b> manufactured from virgin White Pulp paper mill imprinted as water mark, so, that each page of every Folder must be imprinted by Folder.</p> <p>(b) <b>Excise Clearance Certificate-</b> Documentary evidence of annual Excise Clearance Certificate of 30,000 M.T. per annum indicating actual paper production capacity of C2S Art Board paper issued in favour of paper mill for the year 2016-17 duly signed by the excise authority should be submitted on letterhead of Excise Department along with the Technical Bid.</p>

		<p>(c) <b>Test Report</b> - Original test reports of paper samples from any Govt. laboratory in respect of following minimum specifications must be attached along with every sample of the paper. Test reports must be given under seal and signature of the concerned laboratory.</p> <p><b>Specifications :</b></p> <table border="1"> <thead> <tr> <th>Sl.</th> <th>Specifications</th> <th>Cover Paper For 170 GSM C2S Art Board Paper</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Paper Grammage</td> <td>170 GSM</td> </tr> <tr> <td>2</td> <td>Tensile Index Nm/g(Min.)</td> <td>-</td> </tr> <tr> <td>3</td> <td>Brightness percent (Min.)</td> <td>77</td> </tr> <tr> <td>4</td> <td>Opacity percent (Min.)</td> <td>80</td> </tr> <tr> <td>5</td> <td>1 minute Cobb test (Max.) Average</td> <td>25</td> </tr> <tr> <td>6</td> <td>Double Fold (Min.)</td> <td>CD – 10 MD – 15</td> </tr> <tr> <td>7</td> <td>Wax Pick</td> <td>Min. 8A</td> </tr> <tr> <td>8</td> <td>Smoothness (Bendtsen) ml/mm (Max.)</td> <td>75</td> </tr> <tr> <td>9</td> <td>Tear Index mN. m2/g (Min.)</td> <td>CD-5.0 MD-4.0</td> </tr> <tr> <td>10</td> <td>Gloss Percent (Min.)</td> <td>45 (Glazed side only)</td> </tr> </tbody> </table>	Sl.	Specifications	Cover Paper For 170 GSM C2S Art Board Paper	1	Paper Grammage	170 GSM	2	Tensile Index Nm/g(Min.)	-	3	Brightness percent (Min.)	77	4	Opacity percent (Min.)	80	5	1 minute Cobb test (Max.) Average	25	6	Double Fold (Min.)	CD – 10 MD – 15	7	Wax Pick	Min. 8A	8	Smoothness (Bendtsen) ml/mm (Max.)	75	9	Tear Index mN. m2/g (Min.)	CD-5.0 MD-4.0	10	Gloss Percent (Min.)	45 (Glazed side only)
Sl.	Specifications	Cover Paper For 170 GSM C2S Art Board Paper																																	
1	Paper Grammage	170 GSM																																	
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9	Tear Index mN. m2/g (Min.)	CD-5.0 MD-4.0																																	
10	Gloss Percent (Min.)	45 (Glazed side only)																																	
8	Inspection	Inspection procedure is indicated in special conditions of contract.																																	
9	Delivery	<b>The Bapu Aapke Dwar (Folder) shall be delivered at District Headquarters in Bihar. Kindly see the Section-XVI of Bid Document for the details.</b>																																	

**Notes:**

1. Sample of paper may be drawn and sent by the BSTBPC to a Govt. Laboratory for carrying out the tests to confirm its adherence to the laid down specifications, if required.
2. Bihar State Text Book Publishing Corporation Ltd. will provide to the Bidder CDs/Film/press copies of said Bapu Aapke Dwar (Folder) as provided by Jan Shiksha, Bihar. After completion of the job, the Bidders will have to return the CDs/Film/press copies to Bihar State Text Book Publishing Corporation Ltd, Patna.

## ELIGIBILITY CRITERIA

**To be considered eligible for participating in the bid process, the Bidder must meet the following minimum requirements.**

- (a) The Printers must have been in operation for a minimum period of three years prior to the Bid submission date with an important part of its business being printing work of Books for Central/State Government/Public Sector undertakings/Government Enterprises/Govt. aided Institutions.
- (b) Average annual turnover of the Bidder in three years (i.e. 2013-14, 2014-15 & 2015-16) as per the audited financial account must not be less than for Rs. 50=00 (Fifty Lacs) .
- (c) The Bidder must submit financial audited accounts for the three years (2013-14, 2014-15 & 2015-16) demonstrating the soundness of his financial position and that it has the financial resources to perform the proposed contract.
- (d) The actual paper production capacity of the mill from which paper is proposed to be procured by the Bidder should be at least 30,000 MT per annum of C2S Art Board paper. An Excise Clearance Certificate of at least 30,000 M.T. per annum on the letterhead clearly indicating the quality of Text paper as required issued by competent authority must be submitted for this purpose.
- (e) The test report of sample paper for Folder must be in original from any Government Owned laboratory duly supported by a request letter of the Bidder to the laboratory for carrying out test and money receipt as token of testing charges paid to the laboratory.
- (f) Bidder shall furnish the information of past supplies and satisfactory performance in the format given under **Section-XII**.
- (g) Bidders shall furnish documentary evidence (Purchase orders, invoices etc.) for the past supplies and Clients Certificate in support of the satisfactory performance specified above.
- (h) 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.
- (i) The Bidder must have premises equipped to acceptable standard, necessary to perform the functions required of it and must own the following facilities:

SI no	Category and the Description of the machinery prescribed	Quantity
<b>Pre-Printing machinery</b>		
1	Computer to Plate making plant with processor capable of making plates Double Crown, A-1 and such similar sizes or Plate exposing system with processor capable of making plates Double Crown, A-1 and such similar sizes	one unit
<b>Printing machinery</b>		
2	Four colour sheet fed offset printing machine.	One unit
<b>Binding and Finishing Machinery</b>		
2	Cutting Machine	One Unit

Note : The Specifications mentioned above are at minimum configurations expected, but Superior Machinery in the similar class are also acceptable. However, decision of the Purchaser in this regard shall be final and binding.

- (j) Evidence of owning the above facilities must be upload with the Bid with copies of procurement documents as well as proof of owning, the necessary infrastructural facilities pursuant to **Section XIII**.
- (k) **Machines taken on hire or lease will not be considered. Only owned machines will be considered for eligibility.**
- (l) Commercial tax clearance, proof of sales tax return as on 31.12.2016 and income tax registration certificate (PAN/TAN No.) must be submitted along with technical Bid. **However, if any Bidder is awarded the contract he will have to be registered with commercial tax department of Bihar State and will have to pay the payable taxes in the State.**
- (m) An affidavit as per specimen given in **section XIV** to this effect on stamp paper worth Rs 1000/- (Rs. One thousand) must be submitted along with technical bid.
- (n) BSTBPC shall have right to accept/reject a proposal/bid failing to meet any one of the above mentioned eligibility criteria.
- (o) GST Registration Certificate must be submit with technical bid.
- (p) A duly attested Affidavit & Declaration by the Bidder in the form specified for this purpose i.e. Section-XIV & Section-IX by a Notary to be submitted along with the bid.
- (q) Bid Security (EMD) for Package-I is given below:-

Details of Earnest Money Deposit

Pac kag e No.	Name of work	Size Of Folder	Specificati on	Text colour	Total No. of Folder	Tender Processing Fee (TPF) to be paid through Online Mode (Non-refundable)	Approximate estimated Total value of Folder (in Rupees)	Cost of Tender document (Non-refundabl e)	Earnest money (In Rupees)
1	2	3	4	5	6	7	8	9	10
1	Bapu Aapke Dwar (Folder)	Size (23cm X35 cm)	Text Paper 170 GSM C2S Art Paper	Four colour Folder both side printing	1,50,00,000 (One Crore Fifty lacs) Folders only	Rs.5,900/- (Five thousand nine hundred)	2,14,62,500/- ( Two Crore Fourteen lakhs sixty-two thousand five hundred hundred ) only	Rs. 10,000/- (Ten thousand) only	4,29,250/- (Four lacs twenty nine thousand two hundred fifty)only

**SECTION – VII:**  
**TECHNICAL BID INFORMATION**  
**FORM "A"**

**Technical Bid Information - FORM "A"**

The Bidder has to go through the Eligibility Criteria (**Section-VI**) 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 exactly scanned and uploaded in the following seriatim in **one pdf** file on web portal:

S.	Particulars	Information to be furnished by the Bidder	Document uploaded online (Yes/No)	Original document submitted (Yes/No)
1	Full name & address of the Bidder (with Telephone/fax no. etc)			
2	Legal status, Place and date of Registration and principal place of business of the company or firm or association.			
3	Whether the Bid Security submitted.			
4	(a) Bid Security Amount			
	(b) Bank Demand Draft No. & date			
	(c) E-payment			
	(d) Name of the Bank			
	(e) Name & address of branch with branch code no.			
	(f) Telephone/Fax No. of the Bank			
5	Whether the Press is in-operation for a minimum period of last 3 years. <b>Please refer to Clause (a) of Section VI: Eligibility criteria.</b>			
6	Year of establishment of the Press			
7	Year wise turnover for the last three years <b>Please refer to Clause (b) of Section VI: Eligibility criteria.</b>	(2013-14) Rs. .... (2014-15) Rs. .... (2015-16) Rs. ....		
8	Whether audited financial accounts for the last three years attached. <b>Please refer to Clause (c) of Section VI: Eligibility criteria.</b>			
9	(a) No. of P.S. Plate making Units			
	(b) No. Of Offset machines	1. Sheet offset machine		
	(c) No. of Binding Machine	cutting machine		
	(d) Space for safe storage of paper and printed folders (specify space/area in Sq.ft.)			
	(e) Total value of Buildings/Premises/ Machines etc. owned.	(i) Building Rs..... (ii) Premises Rs..... (iii) Machines Rs.....		



S.	Particulars	Information to be furnished by the Bidder	Document uploaded online (Yes/No)	Original document submitted (Yes/No)
	(f) Details of Manpower (Give numbers)	(i) Skilled (ii) Semi skilled (iii) Unskilled (iv) Managerial & other staff		
10	Whether samples of Text C2S Art paper with name of the manufacturing paper mill submitted. <b>(As per Section VI Specifications for Printing, Packing and Paper Required for Printing of Folders point no. 6)</b>			
11	Whether latest test report from a Govt. laboratory of the paper as required in Specification of Text Art Paper confirming the <b>clause (...) of Section VI: Eligibility Criteria</b> required for printing of Folder, attached.			
12	Whether Annual Excise Clearance Certificate from Excise authority of at least 30,000 M.T. per annum on the actual production capacity of writing and printing paper producing from virgin pulp of the manufacturing mill <b>confirming the clause (...) of Section VI:- Eligibility Criteria</b> , attached.			
13	Whether the undertaking from the paper mill (not from the distributor/authorized agent) on the availability of required quantity of paper to the Bidder in time, <b>confirming the clause (f) of Section VI: Eligibility Criteria</b> , attached.			
14	Whether the Affidavit of the Declaration by the bidder submitted.			
15	Whether stamped affidavit duly completed & certified by Notary Public, submitted. <b>Confirming the clause (p) of Section VI:- Eligibility Criteria</b> ,. Attached.			
16	Whether all pages of the bid have been digitally initialed by the authorized person and all pages duly numbered.			
17	Whether the cost of Bid Document submitted or not (if yes, give details)	DD No: ..... Date: ..... Amount: ..... Name of the Bank: ..... Place: .....		
18	Whether the commercial tax registration & clearance certificate submitted. <b>Please refer to Clause (o) of Section VI: Eligibility criteria.</b>			
19	Whether the income tax registration certificate submitted. <b>Please refer to Clause (o) of Section VI: Eligibility criteria.</b>			
	EMD/Bid Security in the form of Demand Draft/Online e-payment submitted			

Signature of the authorized signatory

Full name & address of the Bidder with seal

**SECTION VIII:**  
**FINANCIAL BID FORM**  
**FORM "B"**

**FINANCIAL BID - FORM-B**  
**PROFORMA FOR PRICE BID (PART OF FINANCIAL BID)**  
**PRINTING AND DELIVERY OF BAPU AAPKE DWAR (FOLDER)**  
**AT DISTRICT HEADQUARTERS IN BIHAR.**

NAME OF BIDDER:

Name of work	Size of Folder	Specifications	Text colour	Total No. of Folders	Approximate estimated value of Folders (in Rupees)	Estimated Cost per Folder (With Paper) Printing, and Delivery at District Headquarters in Bihar ( in Rs.)	Rate per Folder (With Paper) Printing, and supply at District Headquarters in Bihar ( in Rupees)	
							In Figures	In Words
1	2	3	4	5	6	7	8	9
Bapu Aapke Dwar (Folder)	23 Cm X 35 Cm Size	Text Paper 170 GSM C2S Art Paper	Four colour Folder both side printing	1,50,00,000 (One Crore Fifty lacs) Folders only	2,14,62,500/- ( Two Crore Fourteen lakhs sixty-two thousand five hundred ) only	Rs. 1.43 per folder		

Signature of Bidder .....

Name .....

Business address .....

Contact No. ....

E-mail address: .....

Place:

Date:

**BID FORM**

Date: .....

Bid Reference/Invitation for Bid (IFB) No: .....

From

M/s.....

.....

.....

To:

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

Dated.....

Subject: **Printing and Delivery of Bapu Aapke Dwar (Folder) (with paper) at district headquarters in Bihar.**

Dear Sir,

I/We.....

.....am/are submitting herewith my/our bid for printing, binding, packing and supply of Folders. My/Our rates are quoted in the price Bid (**Section-VI**) 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. Demand Draft No..... dated..... for Rs.....(Rupees.....) of Bank Name..... in favour of the Bihar State Text Book Publishing Corporation Ltd, Patna is attached herewith..
4. 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 / Managing Director with Rubber Seal of the Firm)

**SECTION - IX:**  
**DECLARATION BY BIDDER**

In response to the bid document for Printing & Binding of Bapu Aapke Dwar (with paper). I/We do hereby declare that I/We is/are partner of the firm / director / proprietor and;

1. I/We ..... do hereby declare that I/We have read and understood the application form and thus declaration carefully and I/We declare to abide them.
2. I/We..... do hereby declare that I/We will not withdraw our offer, after opening of the bid. I/We further declare that after opening of the Bid . I/We shall be abiding with the offer and the Terms and conditions of the bid and the offer.
3. Thus in case of failure in compliance of the Bid by we/us I/We shall be bound to pay the penalty as per the terms and conditions appearing in the bid document.
4. The firm possesses sufficient godown space for safe storage of paper required for the printing of the books and storage of printed material.
5. That my/our firm have not been blacklisted / debarred by any Government department/Agencies/undertakings nor any such action is in process against the firm. That presently no kind of litigation is pending against the firm/proprietor/partners/directors and also no kind of dispute or difference between the Bihar State Text Book Publishing Corp. Ltd. and Bidder relating to any matter is pending.

Signature.

**VERIFICATION**

I/We ..... do hereby verify that the contents of Para 1 to 5 of the declaration made by we/us are correct and believed to be true. Hence I/We have verified and signed on the ..... day of .....2017 at.....

Witness:

- |    |                               |                               |
|----|-------------------------------|-------------------------------|
| 1. | Signature<br>Name and address | Signature &<br>Seal of Bidder |
| 2. | Signature<br>Name & Address.  |                               |

**SECTION - X:**

**CONTRACT / AGREEMENT FORM**

THIS AGREEMENT made the .....day of....., 2017 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 those 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.

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

SL. NO.	BRIEF DESCRIPTION OF SERVICES	QUANTITY TO BE SUPPLIED	No. OF FOLDER	PER FOLDER PRICE	PER FOLDER 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 )

**SECTION -XI :**  
**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,.....2017 for Printing and Binding  
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 the .....day of.....2017

Signature and Seal of Guarantors.....  
.....  
.....

Date.....2017

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



**SECTION - XII:**  
**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 ordered Folders	Value of order	Date of completion of delivery		Remarks indicating reasons for late delivery, if any	Has the supply been satisfactory? (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

**SECTION – XIII :**

**PROFORMA FOR EQUIPMENT AND QUALITY CONTROL EMPLOYED BY THE PRINTER**

BID NO. ....DATE OF OPENING : .....

NAME OF THE BIDDER.....

(Note: All details should relate to the Printer for the items offered for supply)

1. Name & full address of the Printer
2. (a) Telephone & Fax No. Office/Factory/Works  
(b) Telex No. Office/Factory/Works  
(c) Telegraphic address:
3. Location of the Printing Press
4. Details of Industrial License, where ever required as per statutory regulations
5. Details of important Plant & Machinery functioning in each department (Monographs & description Folders be supplied if available)
6. Details of the process of Printing in the Press
7. Details & stocks of raw materials held
8. Production capacity of item(s) quoted for, with the existing Plant & Machinery
  - 8.1 Normal
  - 8.2 Maximum
9. Details of arrangement for quality control of products such as laboratory, testing equipment etc.
10. Details of staff
  - 10.1 Details of technical supervisory staff in charge of production & quality control
  - 10.2 Skilled labour employed
  - 10.3 Unskilled labour employed
  - 10.4 Maximum No. of workers (skilled & unskilled) employed on any day during the 18 months preceding the date of Tender.
11. Whether folders are tested to any standard specification ? If so, copies of original test certificates should be submitted in triplicate.
12. Is the Printer registered with the Directorate General of Supplies and Disposals, New Delhi 110 001, India? If so, furnish full particulars of registration, period of currency etc. with a copy of the certificate of registration.

.....  
Signature and seal of the Printer

**SECTION – XIV :**

**AFFIDAVIT**

I/We.....S/o.....  
aged.....Proprietor/ Partners/ Managing Director of M/s.....  
.....and having my registered/ corporate office at  
..... do  
hereby solemnly affirm and declare as under:

1. That all the machinery and equipment as listed below have been purchased by me/us,  
and are possessed by me/us in the name of  
M/s.....  
.....

**PLATE MAKING / CTP**

Sr. No.	Unit	Name of Machines	Size	Make	Model (year of manufacture)
1	2	3	4	5	6

That the aforesaid binding machines are installed at (address)  
.....  
.....

**SHEET-FED OFFSET PRINTING MACHINES**

Sr. No.	Unit	Name of Machines	Size	Colour	Make	Model (year of manufacture)
1	2	3	4	5	6	7

That the aforesaid printing machines are installed at (addresses)

Unit-I .....  
Unit-II .....  
Unit-III .....  
.....  
.....

Contd.....

**BINDING MACHINES**

- 1. No. of Cutting Machines ..... Size(s) ..... .....
- 2. Strip packing machines .....
- 4. Protected by Hard Paper as bottom and top of each bundle.

Unit-I .....

Unit-II .....

Unit-III .....

Power Generator installed at (address) .....

.....

DEPONENT

**VERIFICATION**

Verified on this.....day of.....2017 at ..... that  
 I/We.....S/o.....  
 ..... Prop./Partners/Managing Director of  
 M/s..... (address)  
 .....that all the information stated above  
 is true and correct to the best of my knowledge and belief and nothing material has been  
 concealed therefrom..

Deponent

**SECTION – XVI:**  
**PROFORMA OF CHALLAN**

(Name and address of the Bidder)

Work order No:.....

Challans no:

Date:

Name of the Districts.....

Name of Block.....

Sl. No.	Name of the Folders ordered	No. of Folders 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:**

**BSTBPC Godown, Patna**

Full Name.....

Date.....

Mobile No:.....

**SECTION XVI:**  
**DISTRICTWISE REQUIREMENT OF BAPU AAPKE**  
**DWAR BIHAR**  
**(23X35 Cms size, Folder both side print )**

No. of Bapu Aapke Dwar (with paper)  
to be supplied at district headquarters in Bihar as below:

SI.No.	District Name	No. of Bapu Aapke Dwar
1	Araria	400000
2	Arwal	110000
3	Aurangabad	300000
4	Banka	250000
5	Buxar	150000
6	Begusarai	350000
7	Bhagalpur	400000
8	Bhojpur	400000
9	Darbhanga	500000
10	East Champaran	700000
11	Gaya	500000
12	Gopalganj	300000
13	Jahanabad	110000
14	Jamui	250000
15	Kaimur	150000
16	Katihar	500000
17	Khagaria	200000
18	Kishanganj	250000
19	Lakhisarai	120000
20	Madhepura	200000
21	Madhubani	500000
22	Munger	150000
23	Muzaffarpur	600000
24	Nalanda	400000
25	Nawada	250000
26	Patna	1000000
27	Purnia	500000
28	Rohtas	400000
29	Saharsa	250000
30	Samastipur	500000
31	Saran	500000
32	Shekhpura	750000
33	Shivhar	750000
34	Sitamarhi	400000
35	Siwan	510000
36	Supaul	350000
37	Vaishali	550000
38	West Champaran	500000
	<b>Total:</b>	<b>1,50,00,000</b>