

बिहार सरकार
राजस्व एवं भूमि सुधार विभाग

अल्पकालीन निविदा आमंत्रण सूचना


बिहार के पुराने ग्यारह (11) जिलों के गजेटियर्स के पुर्णमुद्रण हेतु निबधित एवं योग्य मुद्रकों से दिनांक-31.01.2017 को 02.00 बजे अपराह्न तक अधोहस्ताक्षरी के पद नाम से तकनीकी एवं वित्तीय निविदाएँ अलग-अलग सीलबन्द लिफाफों में आमंत्रित की जाती है।

प्री-बिड की बैठक, तकनीकी एवं वित्तीय निविदा का मूल्यांकन निम्नांकित तिथियों को होगा :-

1. NIT की राशि क्रय करने की अंतिम तिथि, समय एवं स्थान :- दिनांक-30.01.2017 को 12:00 बजे तक। रोकड़पाल, राजस्व एवं भूमि सुधार विभाग, बिहार, पटना। मूल्य- 500/- रूपया नकद।
2. निविदा की प्री-बिड बैठक की तिथि, समय एवं स्थान :- दिनांक-19.01.2017 को 3:00 बजे अपराह्न, अधोहस्ताक्षरी का कार्यालय कक्ष।
3. निविदा प्राप्त करने की अंतिम तिथि, समय एवं स्थान :- दिनांक-31.01.2017 को 2:00 बजे अपराह्न, अधोहस्ताक्षरी के कार्यालय कक्ष।
4. तकनीकी निविदा खोलने की तिथि, समय एवं स्थान :- दिनांक-31.01.2017 को 3:00 बजे अपराह्न, प्रधान सचिव का कार्यालय कक्ष।
5. वित्तीय निविदा खोलने की तिथि, समय एवं स्थान :- दिनांक-31.01.2017 को 4:00 बजे अपराह्न, प्रधान सचिव का कार्यालय कक्ष।

प्रकाश्य गजेटियर के संबंध में किसी प्रकार की जानकारी किसी भी कार्य दिवस को कार्यावधि में अधोहस्ताक्षरी/शोध पदाधिकारी से प्राप्त की जा सकती है।

प्रकाश्य गजेटियर की विशिष्टियाँ, निविदा की शर्त, उपबंधों सहित अन्य विस्तृत जानकारी विभागीय वेबसाइट www.lrc.bih.nic.in पर देखा जा सकता है।


(प्रवीण कुमार झा),
विशेष सचिव,
राजस्व एवं भूमि सुधार विभाग।

TENDER FORM NO.-----

DATE-----

Revenue and Land Reform Department
Government of Bihar

Tender for Printing of District Gazetteers, Bihar

1. Pre Bid discussion : 19.01.2017 at 3.00 pm
2. Last Date of Sale of Tender Documents : 30.01.2017 till 12.00 pm
3. Closing Date and Time of Receipt of Tender : 31.01.2017 up to 2.00 pm
4. Opening of Tender (Technical Bid) : 31.01.2017 at 3.00 pm

**At- Revenue and Land Reforms Department
Main Secretariat, Bihar, Patna-800015**

TERMS AND CONDITIONS

A) Relating to submission of Tenders:

1. Sealed tenders are invited from the printers for entering into Annual Rate Contract for printing District gazetteers book publications of Revenue and Land Reforms Department, Bihar, Patna in English. As per enclosed schedule it will be valid for a period of one year from the date of award of the rate contract subject to renewal on an annual basis on satisfactory services of the awardees.
2. **Eligibility Criteria:**
 - a. The bidders should have at least 3 years experience in the field of printing.
 - b. The bidder should have an annual turnover of at least Rs. 50 lakh per annum for each of the last three years (i.e. 2013-14, 2014-15 and 2015-16).
(As a proof the bidder should submit relevant documents audited by CA).
 - c. The bidder should be registered with Directorate of Industries as Small Scale Industries or with any other appropriate authority. (Registered with Government/ Labour Department etc.).
 - d. The bidder should have valid TIN Number for registration under VAT.
 - e. The bidder should have PAN for Income Tax.
 - f. The bidder should have in-house state of art facilities for colour printing in offset, computer & binding system work.
 - g. The Premises and machines of the tenderers may be inspected by the Authorized Officers of Revenue and Land Reforms Department, Bihar, Patna.
 - h. The bidders have to submit an affidavit sworn before an Executive Magistrate regarding duration for completion of work and ability to perform the volume of work.
 - i. All documents should be duly signed and stamped.
 - j. All pages of the document should be numbered with an attached summary.
 - k. If the aforesaid requirements are not fulfilled and attested Photostat copy of registration certificate issued by the Sales Tax Department etc. are not inclosed with the tender form, such tender will be liable to be rejected.

- 3. Preparation of Tenders:** The tender documents comprising of the Tender form, the Schedule and the Terms and Conditions therein are provided in this bid.

The Tender Form should be filled up in all respects and no columns should be left blank. Each page of the tender document including the pages containing the terms and conditions should be signed and stamped by the Tenderer.

The first part of the tender would consist of Envelope-"A" containing of the Technical bid with commercial terms without price. Tenderer shall enclose sample of paper to be used for printing as specified in Annexure-1.

The second part of the tender would consist of Envelope-"B" containing of a form for the price bid (Annexure-1). Envelope-"B" would be opened only for the successful bidders of the Technical bid.

Both envelopes "A" and "B" should be sealed.

- 4.** Any form of over writing or use of more than one ink in the tender will disqualify the tender and such tenders are liable to be outrightly ignored/rejected. Also a tender is liable to be ignored if complete informations as required therein are not filled in. The rates quoted should be strictly in accordance with the specifications given in the tender form. The rates should be quoted in words also.
- 5.** Tenderer will have to pay to the Revenue and Land Reforms Department, Bihar, Patna by way of liquidating damages and not as penalty, an amount equivalent to 1% of the contracted price of the material so delayed for each week OR part thereof of such delay in delivery, subject to a maximum of 10%.

Date of Final Supply will be the date of actual and complete delivery of the District Gazetteers book.

- 6. Last date for receipt and opening of tender:** As specified in the Schedule to tender, the tender must reach this office by 31.01.2017 up to 2.00 PM and the tender will be opened on 31.01.2017 at 3.00 PM in the presence Tender Opening Committee and the tenderers who may choose to be present personally or through representative duly authorized.

Prior to bid there would be a **Pre Bid** discussion on 19.01.2017 at 3.00 PM in which bid related issues shall be clarified. It would be held in the chamber of Special Secretary, Revenue and Land Reforms Department, Bihar, Patna.

7. **Late Tenders:** Tenders received after the specified last date and time will not be considered at all.
8. **Delivery of tenders:** All tenders should be addressed to the Special Secretary, Revenue and Land Reforms Department, Bihar, Patna and should ordinarily be deposited in the office of the Revenue and Land Reforms Department, Bihar, Patna for the purpose before the due date & time.
9. Tender can also be sent by registered post but this will be at the risk and responsibility of the tenderer themselves. However, such tenders as are sent by post, duly sealed, subscribed and addressed as indicated above, should be made to be delivered to the Special Secretary, Revenue and Land Reforms Department, Bihar, Patna. No responsibility whatsoever will be accepted with regard to postal delay or for wrong delivery of the tenders sent by post. Tenderers are therefore advised to ensure that the tenders are deposited in the **Tender-Box** or delivered as above before the last date and time specified for receipt of tenders.
10. **Bid Validity:** The bids submitted shall be valid for a period of 90 days from the date of opening. After the acceptance of the tenders, the successful bidders will have to execute every Print Order issued under this contract, within the stipulated period from the date of issue of every Print Order.
11. **Earnest Money Deposit:** Each tender must be accompanied by an earnest money of Rs. 100000/- (One lakh only) without which no tender shall be considered, The earnest money should be furnished in the form of Bank Demand Draft in favour of Assistant Director (Drawing and Disbursing Officer), Revenue and Land Reforms Department, Bihar, Patna payable at Patna. The earnest money will be refunded to all the unsuccessful bidders.
12. **EXEMPTION FROM DEPOSIT OF EARNEST MONEY:**
 - (i) Units permanently registered with the D.G.S. & D. or N.S.I.C. or S.S.I. for printing of the items for which the tender has been submitted are exempted from deposit of earnest money. The tender in such case must be supported with a certified copy of an up-to-date/ valid certificate of their registration failing which the tender will be rejected.

- (ii) The Tenderers specified above shall have no exemption as regards Security Deposit or Performance Guarantee.
13. **Performance Bond:** The Successful bidders will be required to furnish the Bank Draft of Rs. 1,00,000/- (One Lakh only). EMD to the successful bidder will be returned after receipt/acceptance of the Bank guarantee.
 14. **Prices and Delivery terms:** As given in the schedule to tender, the price quoted must be as per the norms mentioned in the schedule to tender (per unit or otherwise strictly), inclusive of all charges **except sales tax/VAT**, which will be paid by the Department if legally liable at the prevailing rates on the date of supply as specified in the acceptance of tender. Other terms, for print order will be as briefly given in the schedule to the tender.
 15. **Other Terms:** The Department reserves the right to accept or reject any or all Tender or part tender without assigning any reason thereof.
 16. The Department also reserves the right to withdraw any part of the job or the whole of it at any stage, even after acceptance of the quotation/ finalization of the printing arrangement and assignment of the job without assigning any reason thereof. The decision of the Principal Secretary/ Secretary, Department of Revenue and Land Reforms Department, Bihar, Patna in all these matters shall be final and binding.
 17. In the event of lockout/closure on account of liquidation, strike, fire, accident, or any other circumstances the Department reserves the right to withdraw the job, at whatever stage it be, without any obligation of payment or reimbursing, expenditure in respect of work done and also to withdraw/take possession of the manuscript, photograph, illustration, paper, binding cloth etc. supplied in connection with the printing of the job.
 18. **TEST:-** The Paper used for printing of the document may be sent, at the discretion of the Department or testing to the Institution of Repute for confirmation of G. S. M. and quality of the paper supplied and in case of variation in G. S. M. and quality of the paper as per report of the said authority, suitable penal deduction will be made from the supplier or supply may be rejected.
 19. **TERMS OF PAYMENT:-**

General Terms and Conditions:

1. District Gazetteers Book will be printed in English.
2. Proofs will be produced by the bidder in made-up pages and the bidder will be responsible for the proof corrections (if any) marked by this office.

The successful Tenderer will be required to bring the matter for proof reading within 07 days from the date of the placement of the Work Order after finally approved proof the print order will be issued. The Tenderer must be able to supply all print as per Annexure-1 according to period mentioned in print order.
3. Press will also be responsible for making the dummy according to the instructions of this office and get it approved by the concerned officers of the Department.
4. The press shall also make arrangements for delivering the proofs to the concerned officers of the Department and for collecting them back promptly.
5. High quality of reproduction will have to be ensured by the printer. For improperly printed copies, poor binding, poor colour scan, etc., a penalty ranging from 2% to 10% of the total value of the work may be imposed as decided by the competent authority.
6. Each job shall be completed within a stipulated period (depending on the size and complexity of the publication) from the date of award of the work. If not, this office will have the right to impose a penalty @ 2% per week on the total cost of work, if so decided by the Principal Secretary, Department of Revenue and Land Reforms, Bihar, Patna after due regard for the circumstances.
7. Sample of each paper (text & cover) should be attached with details of size, weight and quality.
8. Pre-sensitized (PS) plates are to be used for ensuring high production quality.
9. The printed material is to be delivered F.O.R. at the Assistant Director (Drawing and Disbursing Officer), Revenue and Land Reforms Department, Bihar, Patna.

Actual payment may be made for transportation to outstation establishment on production of original receipts.

10. The material will not be accepted in case it is not of acceptable quality as per terms of the contract and is liable to be rejected outright.
11. The original manuscripts along with their input materials such as photographs, graphs, illustrations, etc., are to be returned to this office after the completion of the work.
12. Unbound and uncut printed form should be submitted by the printer along with the bill for verification of the actual work done.
13. The tenderer shall submit along with tender documents one copy of his/her best publication bearing print line of the press as a sample for the rate quoted, so as to assess the quality of printing/workmanship.
14. Rates shall be valid for a period of one year from the date of award of this contract, however depending upon the need/and urgency, the Department will have the right to extend this period as per requirement.
15. The Department reserves the right to award the work to one or to a panel of printers at the same rates as finally approved, if the demands of work so warrant.
16. In case of any dispute, the decision of the Principal Secretary/Secretary, Department of Revenue and Land Reforms Department, Bihar, Patna shall be final and binding on all concerned.
17. The Department reserves the right to accept or reject any or all tender(s) without assigning any reason thereof.
18. The transaction shall be subject to legal jurisdiction of Patna only.
19. The Tenderer shall submit his/her tender if the above terms and conditions are acceptable to him/her, for which the Tenderer shall affix his/her signatures here under.

20. The rates must be quoted both in figures and words in the space provided in the Tender Document itself strictly in accordance with the specification(s)/Unit asked for and no conversion whatsoever will be done by us. The rates quoted in other units will not be considered at all.
21. The rates quoted must be stamped and signed by an authorized signatory of the bidding firm.
22. The Tenderers must fulfill the criteria as laid down and sign the same with seal and date.
23. Tender may be awarded on the minimum price bid as indicated in Annexure-I
24. The period of completion of printing will be counted from the date of issue of Print Order.

The rate of picketing must be quoted separately in the Price Bid.

25. The successful bidder who qualifies for printing of books on the basis of L₁ of the Tender of L₁ has to print map and Art paper at L₁ of the tender.
26. e-book of all printed materials have to be provided by the Bidders.

Details of Printing requirement and quotation

(All rates must be quoted in words and in figures in Rs.)

Sl. No	Items	Specification	No. of Copies	Rate of Only Cover with Printing, Paper, Lamination Design & Texts	Rate of Text Printing, Paper, Design, Binding, per Sheet(Both sides printing) including all materials and Texts	Paper & Printing material & Supplies design, composition text paper 130 GSM Art paper Ballarpur / Sirpur/ Jk/ similar make with multi colour text page printing.
1	2	3	4	5	6	7
1.	Books	Paper & Printing material & Supplies copies design, composition text paper Ballarpur/Sirpur/similar make 80 GSM Maplitho with single color text page printing, Cover 300 GSM art board, with multi color printing, laminated matt finish Size 7"x10" thread sewing/side stitch with hot glue binding . Hard bound full raxin golden printing on colour and side "Bihar District Gazetteers and the name of the District"	1000 More than 1000			
2.	Map	20"x 14" colour per thousand one side .				
3.	Photo graph	10"x7" Multi colour 130 GSM Art paper one side per thousand.				

I/We certify that the facts stated above are true and undertake to submit any other testimonials/certificates whenever called for in support of our statement. This application will not any way construe as our claim for empanelment.

Date -----

Signature with Seal

Performa for Application

Application of Printers for Printing of District Gazetteers.

Sl. No.	Name of work	
1.	(a) Name of Firm/Company (b) Date and Registration no. of SSI (Attach Proof)	
2.	Address: Registered Office Telephone No. Mobile NO.	
3.	Date of Incorporation/ Establishment (Attach Proof)	
4.	Name of Proprietor/ Partners/Directors	
5.	Labour Certificate (Attach Proof)	
6.	Affidavit regard 2(g) and 2(h) (Attach Proof)	
7.	PAN No. (Attach Proof)	
8.	VAT No. (Attach Proof)	
9.	Provide details of clients (At least 5) for whom Printing Job/s carried out within the last three years:	
10.	Details of EMD: <ul style="list-style-type: none"> • Amount • Draft No. • Date • Issuing Bank 	
11.	Turnover of the firm (Attach Certified balance sheets) <ul style="list-style-type: none"> • 2013-14 • 2014-15 • 2015-16 	
12.	Experience in dealing with Government Departments (indicate the names of the Department and attach copies of contract/orders placed on the firm)	

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13.	Kindly provide Name, address, e-mail and telephone number of at least two references (preferable past clients)	
14.	Any Other Information worth mentioning	

I/We certify that the facts stated above are true and undertake to submit any other testimonials/certificates whenever called for in support of or statement. This application will not in any way construe as our claim for empanelment.

Signature with Seal

ANNEXURE-III

FINANCIAL PROPOSAL SUBMISSION FORM

To,

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.....
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Sub:- Tender for Printing of District Gazetteers, Bihar.

Sir,

I/we, the undersigned, offer to provide the evinces for the above mentioned Subject in accordance with your Request for Proposal and our Proposal (Technical and Financial).

Our Total Financial Quote for this Job is as under:-

Our financial proposal shall be binding upon us subject to modifications resulting from contract negotiations,

I/We undertake that, in completing for (and, if the award is made to us, in executing) the above contract we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988"

I/We understand you are not bound to accept any proposal you receive.

Yours sincerely, Authorized Signatory:

Name and Title of Signatory:

Name of the firm:

Address:

**LETTER OF EOI SUBMISSION (Transmittal)
(on letter head)**

N0.

Date;

TO

.....

.....

Dear Sir/Madam

I/We, the undersigned, am/are interested in offering our Devices in accordance with your invitation for Bid dated..... we are hereby submitting our response with all the desired information and documents.

I/We hereby declare that all the information and statements made in this response are true and accept that any misrepresentation contained there in may lead to our disqualification.

We understand you are not bound to accept this or any other response that you may receive.

**Yours sincerely
Authorized Signature
(In full and initials)
Name Title and seal of signatory**

Encl: of enclosures

Sl.No.	Edition	Name of Distict	year of publica tion	No. of Text pag/ Apendix	Preamble and content	Index	Photo	Map
1	English	Gaya	1957	370	9	XIV	15	1
2		Muzaffarpur	1958	301	6	VII	7	1
3		Munger	1960	551+IX		IX	18	1
4		Champaran	1960	598	9	VII	12	1
5		Saran	1960	555	6	XI	9	1
6		Bhagalpur	1962	731	3	XXI	20	1
7		Darbhanga	1964	770+X	3	VII	8	
8		Saharsa	1965	521	10	IX	9	
9		Shahabad	1966	957	4	VI	11	
10		Purnia	1968	822	3	VII		1
11		Patna	1970	674	14	XXVIII	34	

Check list

1. Experience certificate of printing.
2. Last 3 years (2013-2014, 2014-15, 2015-16) IT Return.
3. Registration certificate with SSI /Appropriate authorities.
4. TIN / VAT Registration certificate.
5. PAN for Income tax.
6. Affidift (Executive Magistrate) Duration compilation of work.
7. Affidavit regarding in- house state of Art facilities colour printing in offset.
Computer and binding system work.
8. Photocopy of Registration certificate sale tax department etc.
9. Labour certificate.
10. Details of EMD.
11. Dealing with Government (copys of contract/ order).
12. Reference of tow clients.