

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 of Journal/ various Reports/ Forms/Guidelines/ Diary & other publications of the Directorate of Economics and Statistics, Bihar in English or/ and Hindi as per enclosed Annexure- I. 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 bidder should have at least 3 years of 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. 2017-18, 2018-19 and 2019-20).
As proof the bidder should submit relevant documents audited by CA. The relevant document must contain the specific item mentioned as "Annual Turnover".
 - c. The bidder should be registered with Directorate of Industries as Small Scale Industries or with any other appropriate authorities. (Registered with Government/ Labour Department etc.).
 - d. The bidder should have valid GSTN for registration under GST Act.
 - 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 tenderer may be inspected by the Authorized Officers of the Directorate of Economics & Statistics, Bihar
 - h. The bidders have to submit an affidavit before 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 a summary attached.
 - k. Bidder must not have been blacklisted or deregistered by any Central/State Government Department or Public Sector Undertaking. Also no work of Bidder must have been rescinded by clients after award of Contract during last Five Years.
- Bidder must submit affidavit by Executive Magistrate in original in this regard.**

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 for printing as specification given in Annexure-1. Envelope-"B" would be opened only for the successful bidders of the Technical bid.

Both envelope "A" and "B" should be sealed and then must be enclosed in an another sealed packet.

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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 information as required therein is 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. **Delivery of tenders:** All tenders should be addressed to the Director, Directorate of Economics & Statistics, Bihar, First floor, Extension Building, Block-3, Old Secretariat, Patna-800015 (Bihar) and should ordinarily be deposited in the office of the Directorate of Economics & Statistics, Bihar, for the purpose before the due date & time.
6. 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 Director, Directorate of Economics & Statistics, First floor, Extension Building, Block-3, Old Secretariat Patna-800015 (Bihar). 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.
7. **Last date for receipt and opening of tender:** As specified in the Schedule to tender, the tender must reach this office by **19.01.2022 upto 2:00 pm** and the tender will be opened on **19.01.2022 at 3.00 pm** in the presence of 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 **12.01.2022 at 3:00 pm** in which bid related issues shall be clarified. It would be held in the chamber of Director, Directorate of Economics & Statistics, Bihar, Patna.
8. **Late Tenders:** Tenders received after the specified period will not be considered at all.
9. **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.
10. **Earnest Money Deposit:** Each tender must be accompanied by an **Earnest Money** of **Rs. 1,00,000 /-(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 & Disbursing), Directorate of Economics & Statistics, Bihar, Patna. The earnest money will be refunded to all the unsuccessful bidders.

10 (a) 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
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Proforma for Application

Application of Printers for Printing of Journals/Publications/Reports/Diary/Forms etc.

1.	Name of Firm/Company	
2.	Address: Registered Office Telephone No.: Mobile No.: Email :	
3.	Date of Incorporation/ Establishment (Attach proof)	
4.	Name of Proprietor/ Partners/ Directors	
5.	PAN No. (Attach Copy)	
6.	GST No. (Attach Copy)	
7.	Provide details of clients (At least 5) for whom Printing Jobs carried out within the last two years : (Attach Certificate/Work Order)	
8.	Details of EMD : <ul style="list-style-type: none">• Amount• Draft No.• Date• Issuing Bank with branch	
9.	Turnover of the firm <ul style="list-style-type: none">• 2017-18• 2018-19• 2019-20 (Attach certified Balance Sheets)	

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Form for Application

10.	Experience in dealing with Government Departments (indicate the names of the Department and attach copies of contract/orders placed on the firm)	
11.	Kindly provide Name, address, e-mail and telephone number of at least two references (preferable past clients)	
12.	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 our statement. This application will not in any way construe as our claim for empanelment.

Date

Signature of Bidder with Seal

Handwritten initials in blue ink.

Handwritten signature and scribbles in blue ink.

Price Bid

Annexure - I

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 Cover (per Sheet) with Printing, Paper, Lamination Design & Texts	Rate of Text Printing, Paper, Design, Binding, per Sheet(Both sides printing) including all materials and Texts
1	2	3	4	5	6
1.	Books	Paper & Printing material & Supplies copies design, composition text paper Ballarpur/Sirpur/of similar make 80 GSM Maplitho with single color text page printing, Cover 300 GSM art board, with multi color printing, laminated matt finish Size 8.5"x11" thread sewing/side stitch with hot glue binding.	Up to 500		
			501 to 1000		
			More than 1000		
2.	Books	Paper & Printing material & Supplies copies design, composition text paper Ballarpur/Sirpur/of similar make 90 GSM Maplitho with single color text page printing, Cover 300 GSM art board with multi color printing, laminated matt finish Size 5.5"x8.5"thread sewing/side stitch with hot glue binding .	Up to 500		
			501 to 1000		
			More than 1000		
3	Books	Paper & Printing material & Supplies copies design, composition text paper Ballarpur/Sirpur/of similar make 130 GSM Art paper with Multi color text page printing, Cover 300 GSM art board, with multi color printing, laminated matt finish Size 8.5"x11" thread sewing/side stitch with hot glue binding	Up to 500		
			501 to 1000		
			More than 1000		
4.	Manual / Booklet	Paper & Printing material & Supplies copies design, composition text paper 130 GSM Art paper Ballarpur/J.K. /of similar make with multi color text page printing. cover 300 GSM Art Board Ballarpur/J.K. /of similar make with multi color printing finish Size 5.5"×8.5" with centre stitch binding.	Up to 500		
			501 to 1000		
			More than 1000		
5.	Journal	Ballarpur/J.K. /of similar make 170 GSM art paper Size 8.5×11 inches centre stitched multicolor (quarterly Publication)	5000×4		

Sl. No.	Items	Specification	Rate of Printing of forms per thousand per page (one side printing) including all materials as per specification
6.	Forms	(i) Paper & Printing material & Supplies Light pink color Ballarpur/Sirpur/of similar make Paper 70 GSM finish size 8.5"x11" single colour (B/W) forms printing, Hot Glue Binding with perforation 100 sheets per book	
		(ii) Paper & Printing material & Supplies Light colour Ballarpur/Sirpur/of similar make Paper 70 GSM finish size 8.5"x11" single colour (B/W) forms printing, Hot Glue Binding without perforation 100 sheets per book.	
		(iii) Paper & Printing material & Supplies Light yellow colour Ballarpur/Sirpur/of similar make Paper 70 GSM finish size 8.5"x11" single colour (B/W) forms printing, Hot Glue Binding with perforation 100 sheets per book	
		(iv) Paper & Printing material & Supplies Light green colour Ballarpur/Sirpur/of similar make Paper 70 GSM finish size 8.5"x11" single colour (B/W) forms printing, Hot Glue Binding with perforation 100 sheets per book	
		(v) Paper & Printing material & Supplies Ballarpur/Sirpur/of similar make Paper 90 GSM finish size 8.5"x11" single colour (B/W) forms printing, Hot Glue Binding without perforation 100 sheets per book	
		(v-a) Paper & Printing material & Supplies Ballarpur/Sirpur/of similar make Paper 90 GSM finish size 8.5"x11" single colour (B/W) forms printing, Hot Glue Binding without perforation 100 sheets per book with printing Serial No. on the forms.	
		(vi) Paper & Printing material & Supplies Ballarpur/Sirpur/of similar make Paper 70 GSM finish size 8.5"x22.5" single colour (B/W) forms printing, Hot Glue Binding 100 sheets per book	

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		(vii) Paper & Printing material & Supplies Ballarpur/Sirpur/of similar make Paper 70 GSM finish size 18"×13" single colour (B/W) forms printing	
		(viii) Paper & Printing material & Supplies Ballarpur/Sirpur/of similar make Paper 70 GSM finish size 11"×17" single colour (B/W) forms printing	
		(ix) Paper & Printing material & Supplies Ballarpur /Sirpur/of similar make Paper 70 GSM finish size 14"×9" single colour (B/W) forms printing	
		(x) Paper & Printing material & Supplies Ballarpur/Sirpur/of similar make Paper 70 GSM finish size 17.5"×4.25" single colour (B/W) forms printing	
7.	Diary	Paper & Printing material & Supplies copies design, composition inner text pages 416 with 70 GSM SS Maplitho Paper and 12 page in multi color on 170 GSM Art Paper Ballarpur/J.K. /of similar make Cover 130GSM matt Art paper Imported Multicolor Printing and Matt lamination Size 7"×9" Board Pasting 32 OZ- Grey Fine Quality, Binding Thread sewing with hot glue	Up to 1200
8.	Packeting	Packeting in 100 (One hundred) micron white water proof Plastic Chatti having size 24"x12" X9" with capacity 6000 (six thousand) in the case of forms per packet with packing slip.	

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निदेशक,
अर्थ एवं सांख्यिकी निदेशालय,
बिहार, पटना।