

Notice Inviting Quotation

Printing of BSRDCL Calendars and Diaries for the year 2024



Bihar State Road Development Corporation Limited

(A Government of Bihar Undertaking)

RCD Central Mechanical Workshop Campus, Patna Airport, Sheikhpura

Patna-800014

www.bsrpcl.bihar.gov.in

Important Bid Details		
Sl. No.	Particulars	Details
1	RFP Reference number	Reference No. BSRDCL 536/2010/(Part-I)/2023- 3444 dt. 13.12.2023
2	Purpose	Printing of Bihar State Road Development Corporation Ltd. Calendars and Diaries for the year 2024
3	Tender document availability	www.bsrcl.bihar.gov.in
4	Application money (Non refundable)	Rs.2500/- (Rupees Two Thousand Five Hundred Only) in the form of Demand Draft Payable at Patna. To be attached along with the Technical bid favouring Bihar State Road Development Corporation Ltd.
5	No. of Envelopes (Non- window & sealed) to be submitted	Three Sealed Envelopes Envelope 1 - containing Technical Bid along with Tender Fees of Rs.2500/- (DD). Envelope 2 - containing Commercial Bid. Envelope 3- containing Envelope 1 & 2 duly superscribed as "Printing of Diary and Calendar for BSRDCL" All envelopes must also be superscribed with Name of the Bidder, address, contact number and Email ID as well.
6	Tender date	13.12.2023
7	Date Pre-bid meeting	19.12.2023
8	Last Date of Submission of Bids	On or before 19.12.2023 by 3.00 PM.
9	Date and Time of opening Of Technical Bids.	28.12.2023, at 4.30.PM.
10	Bid Validity	30 days from the last date for submission of the bid or any extended period
11	Address for Submission /Opening of Bids / Presentation by bidders	The Chief General Manager, Bihar State Road Development Corporation Ltd., RCD Central Mechanical Workshop Campus, Patna Airport, Sheikhpura Patna-800014
12	Contact person/s:	Mr. Somesh Kumar, Manager Public Relations Mob: 9955077626

Dear Sir/Madam,

Printing of Bihar State Road Development Corporation Ltd. Calendars and Diaries for the year 2024
– Calling for Quotations.

BSRDCL is a Govt. of Bihar Undertaking company registered under the Companies Act 1956 (hereinafter referred to as “BSRDCL” or “the company”) having its Head Office at RCD Central Mechanical Workshop Campus, Patna Airport, Sheikhpura, Patna-800014.

1. We propose to print calendars and diaries for the year 2024. Our requirement for the purpose would be 300 Wall calendars, 500 Table calendar and 1500 Note Books and 500 Executive Note Books. The printing has to be done in English. We invite sealed quotations from eligible, reputed printers located in India preferably having an office in Patna.
2. The general terms and conditions for execution of the work are given in Annexure I. The detailed specifications related to the printing of the calendars are given in Annexure II and specifications related to Notebooks are given in Annexure III. Quotations may be submitted in the prescribed format as given in Annexure IV & V. All the proposals will be graded on technical and financial parameters as specified in the annexures.
3. It will be necessary to submit the art work for our approval. Similarly, copies of the cover pages, monthly leaves, inside pages, etc. also need to have our prior approval before the strike order for final printing is given. The entire work has to be completed, packaged and delivered at our BSRDCL Headquarter office latest by 31.12.2023. In case of delay, a penalty of ₹ 2000 per day will be levied for each day of delay.
4. Tender shall contain the following: (a) a copy of the tender document with a certificate issued by the printer accepting all the terms and conditions contained in the tender document (b) Quotation Part - I - Technical Bid as in ‘Proforma A & B’ of Annexure IV which shall be enclosed in a separate sealed envelope and superscribed as “Tender for Printing Calendars/Notebooks 2024: Technical Bid” (c) Quotation Part - II - Commercial Bid as in ‘Proforma A & B’ of Annexure V which shall be enclosed in a separate sealed envelope and superscribed as “Tender for Printing Calendars/Notebooks 2024: Commercial Bid”.
5. Sealed Quotations, as per details given above (point no.4) may be submitted in sealed covers addressed to The Chief General Manager, Bihar State Road Development Corporation Ltd., RCD Central Mechanical Workshop Campus, Patna Airport, Sheikhpura, Patna-800014 on or before 20.12.2023 by 3.00 PM.
6. Technical Bid Opening: On the basis of the given technical parameters and samples submitted, if considered necessary, the opened Technical Bids will be evaluated and shortlisted. Financial/Commercial Bid Opening: The Financial/Commercial Bid of only those Printers who have been shortlisted in technical bid as above will be opened. Financial /Commercial Bids, which are not as per Proforma A/B or incomplete in any respect, shall be rejected summarily.
7. The tender should be submitted strictly as per the Proforma A and B as in Annexure IV & V of the Tender Document. Proforma should be either typed or written legibly in English. Alterations, if any, in the Tender should be attested properly by the person signing the same. Tenders with alteration, which are not authenticated as above, may result in rejection of the tender. Over-writing in the tender may render the tender as invalid at the discretion of BSRDCL.

8. Only experienced and reputed printers/suppliers with experience of having carried out bulk printing for reputed firms or, Govt. organizations, etc. shall be entrusted with the work. The notebook makers are requested to submit sample notebooks made with P.U. covers/leatherite (Executive Notebooks) produced by them. Firms who qualify in the technical round will be eligible for participation in the financial bid.
9. All the material sent to the printer shall be treated as confidential and should not be disclosed in any manner to any unauthorized person under any circumstances. Strict adherence to time schedule in respect of these publications is necessary. Printed copies, with defective printing or of inferior quality cover page/paper/impressions/binding shall be rejected and shall have to be replaced immediately by the printer at his own cost.
11. BSRDCL reserves the right to accept/reject any or all quotations in full or part at its discretion without assigning any reason thereof and the decision of BSRDCL in this regard shall be final.

Yours faithfully,
Sd/-
Chief General Manager

Encl:

Annexure I: Printing and Supply of BSRDCL Calendars and Notebooks 2024

Annexure II: Specifications for Calendars 2024

Annexure III: Specifications for Diaries 2024

Annexure IV: Proforma of Quotation: Technical Bid

Annexure V: Proforma of Quotation: Commercial Bid

GENERAL TERMS AND CONDITIONS

Printing and Supply of BSRDCL Calendars and Notebooks 2024

- i. Sample calendar and notebooks should be approved before printing/manufacturing.
- ii. The order can be increased or reduced by 5% for supply at the quoted rate.
- iii. All calendars and diaries should be properly packed and delivered to BSRDCL HQ latest by 31.12.2023. Penalty will be levied @ ₹ 2000 per day for delay beyond 31.12.2023.
- iv. Specified number of calendars and diaries will have to be delivered to our BSRDCL HQ at no extra cost.
- v. No cost in respect of damage/mutilated calendars or diaries will be reimbursed.
- vi. No advance payment will be made by BSRDCL. TDS, GST etc. will be deducted as required under various Acts at applicable rates.
- vii. Any delay in adhering to the prescribed delivery schedule or failure to supply requisite number of calendars and diaries of agreed quantity and specifications would entitle BSRDCL to cancel the order.

SPECIFICATIONS FOR WALL CALENDARS**(1) Wall Calendars – Quantity: 300 Nos.**

- (a) Total of 500 calendars in 22" (Width) x 17" (Height) size with Multi colour printing with following specification.
 - i. 6 sheets with both side printing in four colours and aqua coating
 - ii. 170 GSM Sinarmas matt paper for the 6 leaves.
 - iii. 8 mm loop wiro binding in white powder coated 2 mm metal rod having curve at the center for hanging with back support of 500 GSM white duplex board of 3"x7" size. Full rod should be used for hanging the calendar.
 - iv. Red colour to mark holidays only for Sundays & Bihar Govt. Holidays.
- (b) Cost of paper to be indicated separately for the brand of paper as indicated above. The sample paper must indicate the GSM, brand of the paper, name of the manufacturer, etc.
- (c) The artwork which needs to be further designed will be given by BSRDCL.
- (d) After preparing and setting the complete art work of the calendar, proof of calendar needs to be submitted for our approval.
- (e) Final printing of the entire calendar is to be done by offset process.

ANNEXURE II (A)

SPECIFICATIONS FOR TABLE CALENDARS**Table Calendar – Quantity: 500 Nos.**

Total of 500 Table calendars 9" (height) x 7" (Width) size with four colour printing on 300 GSM Art card gloss paper providing for:-

- i. 12 sheets printing in four colour on both sides
- ii. 300 GSM art card gloss paper for all the 12 leaves
- iii. Galley Stand with 3" base fabricated with 2mm kappa board covered with laminated 130 GSM art paper
- iv. Finish: Wiro binding on 9 inch side
- v. Each calendar to be inserted in to 4 colour printed carton fabricated from 350 GSM FBB board. The carton will be matt laminated.
- vi. The artwork will be shared by BSRDCL.
- vii. After preparing and setting the complete artwork of the Table calendar, proof of calendar need to be submitted for our approval.
- viii. Final printing of the entire Table calendar is to be done by offset process.

SPECIFICATIONS FOR DIARIES**(1) Notebook – Quantity: 1000 Nos.**

- i. Size : 5.8 (Width) x 8.3 (Height)
- ii. 192 pages inside – 70 gsm, NS maplitho- white paper
- iii. Inner color pages – 8 page color – 4/4 color – 170 gsm art card
- iv. End papers –8 pages– 210 gsm art card - 4/4 color
- v. Leather finish binding with debosing & round corner
- vi. Duplex board for leather sheet backing.

The tentative content for the diary is mentioned below:-

- i. 16 pages printed in four colour on 130 GSM art paper with the following information
- ii. Three years' calendars – 2023,2024 & 2025
- iii. 1-2 pages of general information pertaining to BSRDCL and other utility services printed in English (material will be provided by BSRDCL). Designing/page layout to be done and thereafter a neat, clean and clear proof to be submitted for approval by BSRDCL.
- iv. 4 pages with alphabetical index for writing names, addresses, telephone numbers, e-mail, etc.
- v. The actual colour will be decided in consultation with BSRDCL
- vi. Cover Material: Linen texture imported PU. BSRDCL logo & 2024 on cover and website address of BSRDCL on back cover.
- vii. Binding with 1.4 mm Kappa board – sections sewn, hard case binding with square back.
- viii. Good quality marking thread of matching colour properly fixed in each diary.

(2) Notebook – Quantity: 500 Nos. with Metal Pen

- i. Size : 5.8 (Width) x 8.3 (Height)
- ii. 192 pages inside – 70 gsm, NS maplitho- white paper
- iii. Inner color pages – 8 page color – 4/4 color – 170 gsm art card
- iv. End papers –8 pages– 210 gsm art card - 4/4 color
- v. Leather finish binding with debosing & round corner
- vi. Duplex board for leather sheet backing.

The tentative content for the diary is mentioned below: -

- ix. 8 pages printed in four colours on 130 GSM art paper with the following information
- x. Three years' calendars – 2023,2024 & 2025
- xi. 1-2 pages of general information pertaining to BSRDCL and other utility services printed in English (material will be provided by BSRDCL). Designing/page layout to be done and thereafter a neat, clean and clear proof to be submitted for approval by BSRDCL.
- xii. 4 pages with alphabetical index for writing names, addresses, telephone numbers, e-mail, etc.
- xiii. The actual colour will be decided in consultation with BSRDCL
- xiv. Cover Material: Imported Spanish black PU leather. BSRDCL logo & 2024 on cover and website address of BSRDCL on back cover. It should have
- xv. Binding with 1.4 mm Kappa board – sections sewn, hard case binding with square back.
- xvi. Good quality marking thread of matching colour properly fixed in each diary.

Note: Please present a dummy diary with the above specifications for evaluation in Technical Bid.

PROFORMA –A**Quotation Part I: Technical Bid – Wall Calendar 2024**

1	Company/Firm Name	
2	Registration Number, TAN and Date of Registration	
3	GST number (enclose copy of certificate)	
4	Address for Communication (Contact No and E-mail)	
5	Annual turnover (₹ in Lakhs) as per the Income Tax returns of last three years as shown in the audited balance sheet	@ 2020-21: 2021-22: 2022-23: (Provisional if accounts are yet to be finalised)
6	Maximum no. of copies printed for a single client in a year	
7	List of major clients during the last two years @	

Certified that the above particulars are true.

Date:

Signature of Authorised
Signatory

Place:

(Name of company/firm)

Seal of Company/firm

PROFORMA –B**Quotation Part I: Technical Bid – Table Calendar 2024**

1	Company/Firm Name	
2	Registration Number, TAN and Date of Registration	
3	GST number (enclose copy of certificate)	
4	Address for Communication (Contact No and E-mail)	
5	Annual turnover (₹ in Lakhs) as per the Income Tax returns of last three years as shown in the audited balance sheet	@ 2020-21: 2021-22: 2022-23: (Provisional if accounts are yet to be finalised)
6	Maximum no. of copies printed for a single client in a year	
7	List of major clients during the last two years @	

Certified that the above particulars are true.

Date:

Signature of Authorised
Signatory

Place:

(Name of company/firm)

Seal of Company/firm

PROFORMA –C**Quotation Part I: Technical Bid – Executive Notebook 2024**

1	Company/Firm Name	
2	Registration Number, TAN and Date of Registration	
3	GST number (enclose copy of certificate)	
4	Address for Communication (Contact No and E-mail)	
5	Annual turnover (₹ in Lakhs) as per the Income Tax returns of last three years as shown in the audited balance sheet	@ 2020-21: 2021-22: 2022-23: (Provisional if accounts are yet to be finalised)
6	Maximum no. of copies printed for a single client in a year	
7	List of major clients during the last two years @	

Certified that the above particulars are true.

Date:

Signature of Authorised
Signatory

Place:

(Name of company/firm)

Seal of Company/firm

PROFORMA –D**Quotation Part I: Technical Bid – Notebook 2024**

1	Company/Firm Name	
2	Registration Number, TAN and Date of Registration	
3	GST number (enclose copy of certificate)	
4	Address for Communication (Contact No and E-mail)	
5	Annual turnover (₹ in Lakhs) as per the Income Tax returns of last three years as shown in the audited balance sheet	@ 2020-21: 2021-22: 2022-23: (Provisional if accounts are yet to be finalised)
6	Maximum no. of copies printed for a single client in a year	
7	List of major clients during the last two years @	

Certified that the above particulars are true.

Date:

Signature of Authorised
Signatory

Place:

(Name of company/firm)

Seal of Company/firm

PROFORMA – A
 Quotation Part II: Financial Bid
 Printing of BSRDCL Calendars 2024

Type	Item	Rate Per Copy (exclusive of GST)	Cost	GST Total	Cost
Wall Calendars	Cost of Printing 300 wall calendars with specification given in Annexure II				
Table Calendar	Cost of Printing 500 desk calendar with specification given in Annexure II(A)				

Delivery in Patna will have no extra cost as per condition (IV) of Annexure I.

I/We agree to undertake the work subject to terms and conditions stipulated in Annexure I by the BSRDCL at the rate quoted above.

SIGNATURE

(With name and seal of the firm)

Date:

PROFORMA – B
 Quotation Part II: Financial Bid
 Printing of BSRDCL Notebooks

Type	Item	Rate Per Copy (exclusive of GST)	Cost	GST Total	Cost
Notebooks	Cost of Printing 1000 Notebook with specification given in Annexure III(1)				
Executive Notebooks	Cost of Printing 500 Executive Notebook with specification given in Annexure III (2)				

Delivery in Patna will have no extra cost as per condition (IV) of Annexure I.

I/We agree to undertake the work subject to terms and conditions stipulated in Annexure I by the BSRDCL at the rate quoted above.

SIGNATURE
 (With name and seal of the firm)
 Date:

CERTIFICATE OF ACCEPTANCE

“Certified that we have read and understood all the terms and conditions in the Tender Document and that our company/firm, namely, do hereby unconditionally accept all the Term and Conditions set out in the Tender Document and annexures including the penalty clauses therein.”

Date:

Signature of Authorised Signatory
(Name of company/firm)

Seal of Company/firm

Place:

CHECK LIST FOR SUBMISSION OF TENDER PRINTING of BSRDCL CALENDARS and NOTEBOOK 2024

1. Technical Bid in Proforma – A

Annexure IV of the Tender Document duly filled along with attested copies of:

- 1.1 Self-Attested copies of Certificate of Registration
- 1.2 Self -Attested copies of Certificates of GST registration.
- 1.4 Details of latest orders of similar kind of work.
- 1.4 Audited balance sheets for 2020-21, 2021-22 and 2022-23: (Provisional if accounts are yet to be finalised).
- 1.5 1-2 Samples of calendars and diaries printed by you in the past.

2. Financial/Commercial Bid as in Annexure V

Annexure V of the Tender Documents duly filled in.