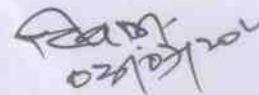


**Department of Animal and Fisheries Resources
Office of the Animal Husbandry Information & Extension
Bihar, Patna**

Tender for NADCP Register printing

Office of the Animal Husbandry Information & Extension, Bihar, Patna invites bid under 2 bid system for rate contract for preparation of register related with National Animal Disease Control Programme. The detailed terms and conditions along with bid guidelines & specifications may be downloaded from the website of the department www.ahd.bih.nic.in and can be seen at office Notice Board. All bids should be accompanied with an EMD of Rs.50,000/- (Fifty Thousand Only) otherwise the bid may outrightly be rejected. Bids complete in all respects should reach the office of the undersigned by 11:00 a.m. on 28th of July, 2020. The technical and financial bids shall be opened on the same day at 3:00 p.m. in presence of the bidders who may wish to attend.


02/07/2020

Assistant Director

Bid Document for NADCP Register printing

Section – I

INSTRUCTIONS TO TENDERERS / BIDDERS

Sealed tenders are invited in the prescribed format from renowned printing presses for Rate Contract for preparation of register related with National Animal Disease Control Programme.

➤ **Qualification Criteria**

- Copy of GST Registration No. and latest updated copy of return must be submitted.
- Copy of PAN No. and Last three financial years IT returns copies must be submitted.
- The bidder should furnish the information on past supplies and satisfactory performance (experience) in the Proforma given under Section III (proof must be submitted) of at least three such assignments. Experience in the field of Animal Husbandry will be preferred.
- Bid security in form of Demand Draft/ Bank Guarantee of Rs. 50,000.00 (Rupees Fifty Thousand Only) must be enclosed.
- Bidder shall submit an Affidavit of non blacklisting by any Govt./Public Sector agency.
- The bidder should have achieved minimum average annual turnover of Rs. 1,00,00,000.00 (Rupees One Crore Only) in the last three completed financial years. A copy of the Audited profit and loss statement, Balance sheet etc for last three completed financial years, in support of the agency's financial standing & capability to perform the contract must be enclosed.
- Minimum three Samples of previous works done must be enclosed.

Tenders not submitted as per above prescribed manners will be treated as invalid.

The Bidders have to submit their proposals in two envelopes as mentioned below.

1. Envelope marked "A" – Technical Bid

- i) Copy of GST Registration, PAN card and Last three years IT returns copy and GST return copy.
- ii) Past experience (prescribed format on Section–III).
- iii) Security Deposit of Rs.50,000.00 (Rupees Fifty Thousand Only)) in form of Bank Draft or Bank Guarantee for a period of one year.
- iv) Affidavit for Non Blacklisting.
- v) Proof of sound financial capability of the bidder. The bidder should have achieved minimum average annual turnover of Rs.1,00,00,000/- (One Crore Only) in the last three completed financial years. A copy of the profit and loss statement, Balance sheet and auditor's report for last three financial years etc in support of the agency's financial standing & capability to perform the contract.
- vi) Minimum three Samples of previous works done.
- vii) Sample of material for the items as specified in Section II.

2. Envelope marked "B" – Financial bid (Prescribed format Section – IV)

Envelopes marked 'A' will be opened first and then the envelope marked "B" will be opened.

Handwritten signature and date: 07/03

Handwritten signature and date: 07/03

Handwritten signature and date: 07/03

SCHEDULE TO THE INVITATION OF TENDER / BID
General Terms and Conditions

1. Bid for Rate Contract of register printing (Refer Section II for technical specifications)
2. **Security Deposit**
 - 2.1 Rs. 50,000.00 (Rupees Fifty Thousand Only) in the shape of (a) Bank draft, from nationalized / Scheduled Bank located in India issued in favour of Assistant Director, Animal Husbandry Information & Extension; Bihar, Patna payable at Patna or (b) in form of a Bank Guarantee from any Nationalized Bank will have to be submitted in envelope marked 'A'.
 - 2.2 The amount of earnest money will be forfeited if the bidder withdraws his bid after the opening of bids.
 - 2.3 The bid security shall remain valid for a period of 15 days beyond the original bid validity period.
3. **Quotation Price**
 - 3.1 Bidder must submit rate as per technical specification enclosed in section II.
 - 3.2 Rates are F.O.R. destination Office of the Animal Husbandry Information & Extension/ Godown situated at Off Polo Road, Patna.
 - 3.3 The bid shall be typed or written in permanent ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid. All pages of the bid, except for unrelated pages, shall be initialed by the person or persons signing the bid.
 - 3.4 Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
 - 3.5 Telex or Facsimile quotations are not acceptable.
4. **Validity of quotation**
 - 4.1. Bids shall remain valid for 45 days after prescribed date of opening of technical bids. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive. After signing of the rate contract, its validity will be for a period of one year.
 - 4.2. The Purchaser may solicit the bidder's consent to an extension of the period of validity. The request and the responses there shall be made in writing. The bid security provided under Clause 6 shall be suitably extended. A bidder may refuse the request without forfeiting its bid security. A bidder granting the request will not be required nor permitted to modify its bid.
5. **Condition for Supply**

Since the agreement will be a rate contract valid for a period of one year from the date of contract/issue of order, the purchaser will have liberty to increase, decrease or even part supply order spread over the Rate Contract period as & when required during the year. Any decision regarding extension of the rate contract duration after 1 year will be taken based on the requirement, performance of the agency and mutual consent of both the parties.

 - (a) Delivery: The delivery of the goods should be done within 45 days of issue of work order.
 - (b) Any delay in the period mentioned above in 5 (a) will attract upto a maximum deduction of 50% in payment at the discretion of this office.

6. Modification and Withdrawal of Bids

- 6.1 The bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received with the Purchaser prior to the deadline prescribed for submission of bids.
- 6.2 The bidder's modification or withdrawal notice shall be prepared, sealed and marked and dispatched in the manner original bid was sealed marked and dispatched.
- 6.3 No bid may be modified subsequent to the deadline for the submission of bids.
- 6.4 No bid may be withdrawn in the interval between the deadline for submission of the bids and the expiration of the period of Bid validity specified by the bidder on the bid form. Withdrawal of a bid during this interval may result in the bidder's forfeiture of its bid security.

7. Payments:-

Payment shall be made after delivery of the goods in satisfactory condition. Part payment of goods supplied would be considered, solely on the discretion of the Assistant Director.

8. Important Timelines

- 8.1 Bidders are requested to send their offer in the prescribed format (enclosed herewith) in sealed envelope addressed to Assistant Director, Animal Husbandry Information and Extension, Bihar, Off Polo Road, Patna on or before 28th of July, 2020.
- 8.2 The Technical Bids according to the tender document will be opened on the same day at 3:00 p.m. in the presence of bidders or their authorized representative who desire to be present. The Financial Bids of only technically successful bidders would be opened on the same day.
9. No preference will be given to any bidder or class of bidders, either for price or for any of the terms and conditions, earnest money deposit exemption etc.
10. Assistant Director has the authority to cancel the bid at any time without assigning any reason.

SECTION-II

Annexure 'A'

TECHNICAL SPECIFICATION

Sl.	ITEM	Specification
1.	Register related with NADCP	Format Booklet: size: 12.75"x7.75" Paper : 70 gsm maplitho paper (A grade mill) Booklet contains 50 sheets x 3 copies. Total of 150 sheet. 4 Cover pages 300 gsm art board with multicolored printing. First two sheets will be perforated. All pages should be numbered in triplicate.

1. Delivery schedule- within 45 days from the date of work order for the item, or as otherwise specifically to be mentioned in the work order.

2. Place of Delivery – Head Office/Godown of Office of the Animal Husbandry Information & Extension, Bihar.

21/07/20
03-07-2020

10/3
03.07.2020

03-07-2020

03/07/20

**SECTION III
PROFORMA FOR PERFORMANCE STATEMENT**

Name of the Firm:

Order placed by (Full address of Purchaser)	Order no. & date	Description & quantity of order	Value of order	Date of completion of Delivery		REMARKS Indicating reasons for late delivery, if any
				As per contract	Actual	
1	2	3	4	5	6	7

Signature and seal of Bidder

Note : Proof of the above to be annexed as supplementary

SECTION IV: FINANCIAL BID FORM

(Price Schedule)

Item	Specification	Quantity	Unit price (incl of taxes)
Register	As mentioned above and as per dummy register kept in this office.	1000 to 5000 pcs.	
		5001 and above	

Authorized signature with seal

[Signature]
03-07-2020

[Signature]
03-07-2020

[Signature]
03-07-2020