Government of Bihar
Animal & Fisheries Resources Department
Bihar Livestock Development Agency

P.O. - Bihar Veterinary College Campus, Patna-800014, BIHAR

SHORT TERM NOTICE FOR RFP OF PRINTING & INSTALLATION OF HOARDING

Sealed short term RFP are invited by **Bihar Livestock Development Agency, P.O. Bihar Veterinary College Campus, Patna-800014,** from experienced capable & interested Agencies / Contractor / Company / Firm / System Integrator / Printing Company for **PRINTING & INSTALLATION OF HOARDING** as per the following terms:-

IMPORTANT INFORMATION

EMD	EMD Rs. 7, 00,000/- (Rupees Seven Lacs only), In the form of Demand Draft in favor of "Project Director, Bihar Livestock Development Agency" Payable at Patna.
Last date for submission of Bids	21.01.2021 till 13:00 Hrs
Opening of Pre-Qualification cum Technical Bids	21.01.2021 At 14:00 Hrs
Tender document can be downloaded	www.ahd.bih.nic.in or https://state.bihar.gov.in/ahd/CitizenHome.html

30/12/2020

PROJECT DIRECTOR
BLDA, Patna.

30/12/2020

134

Table of Contents

SECTION I: SCOPE OF WORK	3-3
SECTION II: ELIGIBLITY CRITRIA OF BIDDERS	4-4
SECTION III: SELECTION PROCEDURE - OPENING AND EVALUATION OF BIDS	5-7
SECTION IV: GENERAL CONDITIONS OF WORK	8-10
General Covering Letter	11
Bid Submission Checklist (Annexure- I)	12
Financial Bid Part :- Covering Letter & Format of Rate (**Annexure- II**)	13-14

30/12/2020

30/12/2020

SECTION - I: SCOPE OF WORK

WORK DETAILS: PRINTING AND INSTALATION OF HOARDING

Item	Brief Description of the Services	Specifications	Place of Delivery
1	Hoarding	Providing and installation of hoarding structure using 320 GSM eco-friendly multi-colour media material of overall size 12ft x 8ft using background GI sheet of 24 Gauge in frame of square pipe (1.5mm x 1" x 1") of two 12' long & two 8' long with L-shaped 4mm x 2" x 2" equal angle section(3 horizontal - 12' long & 2 vertical -8' long in middle at equal distance from sides also) mounted on 2 Nos. of 16' long 6mm x 4" x 2" MS Channel(Guarder) bolted or welded including cutting, hoisting and fixing in position. The finished structure will be painted with 1 coat of black paint over 1 coat of zinc chromate and channels/guarders will be fixed by concreting using PCC (1:2:4) foundation in ground (3' x 2' x 2') and above ground(1' x 2' x 2') . The rate shall also include cost of excavation, concreting, to have a structural stability of hoarding, curing of concrete, clearing the site etc. The site for installation of hoarding will be provided by the place of delivery.	All veterinary hospitals, all Block Animal Husbandry officer's office, office of all District Animal Husbandry Officers & District Fisheries Officers . Total at 1746 offices

30/12/2020

30/12/2020

132

SECTION II: ELIGIBLITY CRITRIA OF BIDDERS

a) The bidder should be an Agencies / Contractor / Company / Firm / System Integrator / Printing Company for participation in this Tender but not consortium.

b) The bidder should be registered in Bihar Shop & Establishment act 1953 and Small Scale Industry, Bihar from 5 (Five) Years.

c) NSIC registration is mandatory and the same should be done before publication of this tender.

d) The bidder should have minimum annual turnover of INR 03 Crores or above in each of the last three financial years. The bidder have to submit audited Balance Sheet and P&L account of last three financial years (2016-17, 2017-18, 2018-19) with auditor's valid report.

e) The net-worth of the bidder should be positive and should be minimum 1 Crore in last financial year 2019-20. Chartered Accountant's valid certificate should be attached to back the claim.

f) The bidder have to provide GST number with updated return copy of GST return submission of minimum INR 25.00 lacs (Twenty five lacs) in financial year2019-20.

g) The bidder should be registered in EPF & ESIC, Bihar from minimum past 5 (five) years. Deposition Challan of EPF & ESIC of Financial Year 2019-20 must be attached and the above challans should be of the period prior to publication of the tender.

h) The Bidder shall provide affidavit for non-engagement in fraudulent corrupt practices in any Govt./PSU/Bank in last five financial years.

i) The bidder should have experience for Hoarding Printing & Installation for government department supported with work order & experience certificate of the period prior to publication of this tender. E-mail address and valid contactable phone number / mobile number of the issuing office / authority must be provided for verification of the same.

j) The Bidder should be ISO certified firm (ISO 9001:2008/9001: 2015 or any latest standard).

k) The bidder mandatorily have to provide Earnest Money Deposit (EMD) Rs. 7,00,000/- (Rupees seven lacs) in the form of demand draft issued by a nationalized bank, drawn in favour of "Project Director, BLDA, Patna" payable at Patna.

l) Affidavit for not having been black-listed by any Central / State Govt. /any autonomous body during its business career.

m) The bidder also has to submit the affidavit that any Central/State Govt. /any autonomous body did not stop the bidder from participating in their tender.

n) The bidder has to submit the valid character certificate.

o) The bidder should be registered from SSI Bihar minimum for last 5 years.

p) The bidder will provide samples (small pieces of material which will be used in hoarding) along with their bid.

30/12/2020

30/12/2020

SECTION III: SELECTION PROCEDURE - OPENING AND EVALUATION OF BIDS

1. **Basic Principle:** Bids will be evaluated on the basis of the terms & conditions already incorporated in the Bidding document, based on which Bids have been received. No new condition will be brought in while scrutinizing and evaluating the Bids.

2. **Preliminary Scrutiny of Bids:** The Bids will first be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the bidding document. The bids, which do not meet the basic requirements, are liable to be treated as unresponsive and omitted.

   The following are some of the important aspects, for which a Bid may be declared unresponsive and omitted;

   (i) Bid is unsigned.
   (ii) Bidder is not eligible.
   (iii) Required BID SECURITY has not been provided.
   (iv) Sample of providing materials offered are sub-standard, not meeting the required specification etc.
   (v) Bidder has quoted variable price.
   (vi) Delivery period quoted by the Bidder is beyond the required period projected in the Bidding document.
   (vii) Against a schedule in the List of Requirement (incorporated in the Bidding), the Bidder has not quoted for the entire requirement as specified in that schedule.
   (viii) Bidder has not agreed to essential condition(s) specially incorporated in the Bidding.

3. **Bid Evaluation:** Technical Committee & Financial Committee of BLDA will evaluate Technical and Financial bids respectively. These committees will undertake evaluation & opening of bids, final selection of the company, negotiations (if any) on various terms and conditions, etc.

   a) All the bids received will be scrutinized to assess the eligibility based on the qualifying criteria. Those bids which do not meet the qualifying criteria will be rejected at any stage of detection.
   b) The eligibility criteria will be first evaluated as per Request for Bid for each bidder. Scrutiny of the tender document will be done by the Technical Committee to determine whether the documents have been properly signed, Bid Security Deposit paid and all relevant papers submitted. Tenders not conforming to such requirements will be prima facie rejected. All bid proposals will be evaluated based on the eligibility criteria. The Technical Committee will shortlist those bidders who are satisfying the eligibility criteria in all respect and declare the bidders who are qualified for further Financial/ Commercial Evaluation.

4. **Opening of Financial Bids:** At the opening of Financial Bids, bidder representatives who choose to attend will sign an Attendance Sheet. Each Financial Bid will be checked to confirm that it has remained sealed. Financial Committee will open each Financial Bid. Such representative will read out aloud the name of the bidder and the total price shown in the bidder's Financial Bid. This information will be recorded in writing by the Financial Committee.

30/12/2020

30/12/2020

130

5. **Evaluation of Financial Bids:**

a) BLDA Financial Committee will review the detailed content of each Financial Bid. During the review of Financial Bids, the Committee and any authority personnel and others involved in the evaluation process, will not be permitted to seek clarification or additional information from any bidder, who has submitted a Financial Bid. The detailed contents of each Financial Bid will be subsequently reviewed by the Financial Committee. The award of the contract shall be made to the bidder whose bid has been determined to be the lowest responsive bid, taking into account the factors mentioned in the preceding paragraphs; this need not necessarily be the lowest priced bid received. The successful bidder shall not be required, as a condition of award, to undertake responsibilities for work not stipulated in the bidding document or to modify his bid. **Financial Committee has right to distribute the work among bidders at L_1 rate in the interest of work.**

b) Project Director, BLDA, Patna reserves the sole right for carrying out amendments / modification / changes including any addendum to this tender document. All Bidders shall be notified of the amendment in writing by email or fax or post, and all such amendment (s) and shall be binding on them.

6. **Award of Work:** The contract will be awarded to the successful bidder, whose bid has been technically qualified and lowest commercially acceptable bid. However Financial Committee has the right to distribute the work among bidders at L1 rate in interest of work. Bidder(s) has / have to deposit Security Money @ 5% of the final tender value in the form of Bank Guarantee (BG) in Favor of Project Director, BLDA, Patna payable at Patna before award of work. EMD will be returned to all the unsuccessful bidders. EMD of successful bidder will be returned only after submission of security money (in the form BG).

7. **Submission of Bids:**

Sealing and Marking of Bids: - Sealed envelope by the bidders shall bear the words: **"Selection of Agencies for Invitation of Tender for Printing & Installation of Hoarding for BLDA, Patna".** The Bid should be addressed to: **Project Director, Bihar Livestock Development Agency, Patna, 800014, Bihar (India).**

If the envelope is not sealed and marked, the tender will be summarily rejected. Bids submitted electronically (Fax, Email etc.) will be rejected.

8. **Interpretation of the clauses in the Bid Document / Contract Document:** In case of any ambiguity in the interpretation of any of the clauses in Bid Document or the Contract Document, interpretation of the Project Director, BLDA shall be final and binding on all parties.

9. **Decision Process:** The decision taken by the Project Director, BLDA in the process of Bid evaluation will be full and final and binding on all the bidders.

10. **Penalty Clause:** If the Supplier fails to execute the contract to the satisfaction of the Department then the Department may invoke any or all of the following clauses.

i. Forfeit the Security Depositor

ii. Terminate the contract without giving any notice.

30/12/2020 30/12/2020

11. **Termination for Default:** The Department may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the Contract in whole or part:

i. If the Agency fails to deliver hoarding or any services within the period(s) specified in the Contract

ii. If the Agency fails to perform as per the performance standards.

iii. If the Agency, in the judgment of the Department has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

12. **Legal Jurisdiction:** All legal disputes are subject to the jurisdiction of Patna courts only.

13. **Taxes and Duties:** The rates quoted shall be in Indian Rupees and shall be inclusive of all taxes, duties and levies as applicable. Any increase in the rates will not be allowed.

14. **Binding Clause:** All decisions taken by the Committee of BLDA regarding the processing of this Bid and award of contract shall be final and binding on all concerned parties.

15. **The BLDA reserves the right-** To verify, modify, revise, amend or change any of the terms and conditions mentioned above or to reject any or all the Bid/s without assigning any reason whatsoever thereof or may terminate the Bid process mid-way without assigning any reason.

16. **Variation of Quantities at the Time of Award:** Quantity may vary (increase or decrease) to the extent of 25%.

17. **Payment Terms**

a. To avoid delay of payments all bills should contain the copy of work order. No advance payment would be entertained.

b. Payment will be made District wise after submission of "District wise bills" clear in all respects supported by soft and hard copy of clear photograph (enabled with GPS technology showing date, time and place)

18. **Undertaking:**

a. All the information has been submitted as per the prescribed format and procedure.

b. Each part has been separately bound with no loose sheets and each page of all the three parts are page numbered along with Index Page.

c. All pages of the Bid have been sealed and signed by the authorized representative.

Authorized Signatory [In full and initials]: Name and Designation with Date and Seal: _____

30/12/2020

30/12/2020

SECTION VI: GENERAL CONDITIONS OF WORK

1. **Cost of Bidding:** The Bidder shall bear all the costs associated with the preparation and submission of its bid, and the BLDA in no case, will be responsible or liable for these costs, regardless of conduct or outcome of the bidding process.

2. **Bidding Document**

   (a) The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

   (b) The Bid must be properly indexed and bound. Any loose document submitted by bidders will be rejected.

3. **Preparation of bids**

   (a) **Language of Bid:** The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and the AHD Selection Committee shall be in **English only**.

   (b) **Bid Currency:** Prices shall be quoted in Indian Rupees only.

4. **Bid Security Deposits**

   (a) The bidder shall furnish, as part of its bid, a Bid Security in the form of a DD drawn in favor of **"Project Director, BLDA, Patna ", payable at Patna for Rs. 7, 00, 000/- (Rupees seven lacs only)**. Offers, which are not accompanied with Bid Security, will be summarily rejected.

   (b) Unsuccessful bidder's bid security will be refunded after completion of entire bidding process.

   (c) The bid security money shall be forfeited:

      i. If a Bidder withdraws its bid during the period of Bid validity specified by the Bidder on the Bid Form.

      ii. In case a successful bidder denies to accept the work.

   (d) No exemption for submitting the Bid Security will be given to any Company or organization including Government companies.

5. **Price of Bids**

   (a) Interlineations, corrections, erasures and/or over-writings shall be valid only if initialed by the person or persons signing the bid.

   (b) Applicable GST must be clearly stated. All duties, taxes, freight, insurance, binding, delivery charges and other levies payable under the contract shall be included in the quoted price.

   (c) The rates quoted by the bidder shall be fixed for the duration of the supply and shall not be subject to adjustment on any account.

(d) The price quoted will be fixed for one year from the date of signing of contract.

(e) The prices should be quoted in Indian Rupees only.

(f) Tax will be deducted at source, if applicable.

6. **Contents of Envelops**

(a) It will be a two envelope bid comprising of Technical bid and Financial bid. The Technical bid shall be marked as envelope No. I and shall contain:

i. Demand Draft for Bid Security.

ii. Companies Registration certificate in case of companies or partnership deed in case of firms or Self proprietary Declaration in case of proprietary firm

iii. All the documents establishing Bidder's eligibility and qualification mentioned in Section II of the Bid.

(b) 2nd envelope should contain financial bid in the prescribed format attached as Annexure-II with the tender document.

7. **Terms & Conditions**

a) **Delivery period:** Will be specified in the Work Order depending on the size and complexity of the order.

b) The original manuscripts along with their materials such as photographs, graphs, illustrations, etc. are to be returned to BLDA.

c) The Maximum Delivery Period will be 6 month from the date of signing of the contract. Place will be All Veterinary Hospitals, All Block Animal Husbandry officer's office, Office of All District Animal Husbandry Officer & District Fisheries Officer . Total at 1746 offices. Indent (Content of Advertisement) will be provided by the BLDA along with the Work Order. The Hoarding may be Printing & Installation in different phases as directed by the authority.

8. **Liquidated Damages & Penalties**

For delays:

The applicable rate shall be 0.5% per week subject to a maximum of 2 % of the contract price. On further delays contract may be terminated.

For inferior quality:

Inferior quality goods will not be accepted. In exceptional situation and urgent requirement, the goods can be accepted subject to a penalty of 2% to 10%, and on the recommendation of the committee if the goods are acceptable.

9. **Award of Contract:** The BLDA will award the contract to the bidder whose quotation has been determined to be substantially responsive and who in the assessment / judgment and sole discretion of the BLDA, has technical and financial capability to execute the contract. The Project Director, BLDA reserves the right to award the work to one or to a panel of bidders.

Notwithstanding the above, the BLDA reserves the right to accept or reject any quotations and to cancel the bidding process and reject part/all quotations at any time prior to the

30/12/2020

126

award of contract.

The bidder whose bid is accepted will be notified of the award of contract by the BLDA. The terms of the accepted offer shall be incorporated in the work order.

10. Disputes

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration to arbitrator Secretary, Animal and Fisheries Resources Department in accordance with Arbitration & Conciliation Act 1996, subject to the following conditions:
In any arbitration proceeding hereunder:

(a) Proceedings shall be held in Patna.
(b) Hindi or English shall be the official language for all purpose.

11. Payment

The payment shall be made in the currency/currencies specified in the contract. The supplier shall send its claim (with relevant documents, as required) to the appropriate paying authority as specified in the Schedule of Requirements and the contract. Before claiming any payment, the supplier shall ensure that all the contractual obligations for claiming that payment have been duly fulfilled. Payment shall be made after satisfactory delivery of the goods / service completed and quality and quantity verification.

12. Delivery Challan must be duly attested by the concerned authorized person of AHD & the authorized person of the concerned district of Bihar (DAHO)

30/12/2020

Project Director,
BLDA, Patna.

30/12/2020

125

COVERING LETTER

(On Organizations Letter Head)

To,

The Project Director,
Bihar Livestock Development Agency
Near Bihar Veterinary college, Patna
Patna, 800014, Bihar (India)

[Location, Date]

Subject: Selection of Agencies for Invitation for Tender for Printing & Installation of Hoarding for BLDA, Patna

Dear Sir,

I, the undersigned, offer to provide the supply & Installation of Hoarding for the proposed assignment in respect to your RFP. I am, hereby, submitting the RFP which includes this technical bid sealed under a separate envelope. Our bid will be valid and I confirm that this bid will remain binding upon us and may be accepted by you.

All the information and statements made in these tender documents are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our bid. I have examined all the information as provided in your Request for Proposal (RFP) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this bid and to bear any further pre-contract costs. Certain information included in this bid would if disclosed prejudice our commercial interests.

I confirm that I have the authority to submit the bid and to clarify any details on its behalf. I understand that you are not bound to accept any bid you receive.

Yours faithfully,

Authorized Signatory with Date and Seal: Name and Designation:
Address of Organization:

30/12/2020

30/12/2020

124

Annexure-I

BID SUBMISSION CHECK LIST

S.No.	Description	Submitted (Yes/No)	Page No.
	PRE-QUALIFICATION BID (ORIGINAL)		
1	Filled in Bid submission Check List (ANNEXURE-I)		
2	Covering Letter		
3	Bid Security of Rs. 7,00,000/- in form of DD		
4	Copy of Certificate of Incorporation / Registration of the Organization		
5	Copy of PAN		
6	Copy of GST No.		
7	Copies of IT Returns for the last 3 FYs 16-17, 17-18 & 18-19)		
8	Character Certificate		
9	Financial details of the organization along with all the supportive documents such as copies of Profit – Loss Statement and Balance Sheet for the concerned period(16-17,17-18,18-19)		
10	Power of Attorney in favor of the person signing the bid on behalf of the Organization		
11	List of completed assignments of similar nature (Past Experience Details) along with the copies of work orders and experience certificate for the respective assignments		
12	Affidavit for not have been black-listed by any Central / State Govt. /any Autonomous bodies during its business career.		
13	EPF REGISTRARTION NUMBER		
14	ESIC REGISTRARTION NUMBER		
15	SAMLL SCALEE INDUSTRY (SSI) REGISTRATION NUMBER		
16	SHOP & ESTABLISHMENT NUMBER		
17	NSIC Registration Number		

Place:

Date:

30/12/2020

30/12/2020

FINANCIAL-1

COVERING LETTER

(In Organization's Letter Head)

To,

The Project Director,
Bihar Livestock Development Agency
Near Bihar Veterinary college, Patna
Patna, 800014, Bihar (India)

[Location, Date]

Subject: Selection of Agencies for Invitation for Tender for Printing & Installation of Hoarding for BLDA [FINANCIAL BID]

Dear Sir

I, the undersigned, offer for Printing & Installation for Hoarding [Insert title of assignment] in accordance with your Request for Proposal, Dated:
Our attached Financial Bid is @ Rs per Hoarding [Insert amount(s) in words and figures*]. This amount is inclusive of the GST tax and others as applicable. I do hereby undertake that, in the event of acceptance of our bid, the supply shall be provided in respect to the terms and conditions as stipulated in the Bid document. I have carefully read and understood the terms and conditions of the RFP and do hereby undertake to provide the service accordingly. I understand that you are not bound to accept any Bid you receive.

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal: Address of the Organization:

*Amount must coincide with the one indicated in Form-2 (Table-1)

30/12/2020

30/12/2020

122

Format for Rate for Supply & Installation of Hoarding

Annexure–II

S.No.	*Items*	*Specification*	Total Price (including all taxes, Basic Unit Price per Hoarding Printing & Installation and transportation in Rs.)	
			In Figure	In Words
1	Hoarding	Providing and installation of hoarding structure using 320 GSM eco-friendly multi-colour media material of overall size 12ft x 8ft using background GI sheet of 24 Gauge in frame of square pipe (1.5mm x 1" x 1") of two 12' long & two 8' long with L- shaped 4mm x 2" x 2" equal angle section(3 horizontal - 12' long & 2 vertical -8' long in middle at equal distance from sides also) mounted on 2 Nos. of 16' long 6mm x 4" x 2" MS Channel(Guarder) bolted or welded including cutting, hoisting and fixing in position. The finished structure will be painted with 1 coat of black paint over 1 coat of zinc chromate and channels/guarders will be fixed by concreting using PCC (1:2:4) foundation in ground (3' x 2' x 2') and above ground(1' x 2' x 2') . The rate shall also include cost of excavation, concreting, to have a structural stability of hoarding, curing of concrete, clearing the site etc. The site for installation of hoarding will be provided by the place of delivery.		

30/12/2020

30/12/2020