

Government of Bihar
Department of Art, culture & Youth
Bihar Museum Society, Patna

**NOTICE INVITATION FOR TENDER FOR VINYL PRINT, FLEX, PAMPHLETS AND
CERTIFICATES PRINTINGS (ETC) FOR BIHAR MUSEUM SOCIETY, PATNA.**

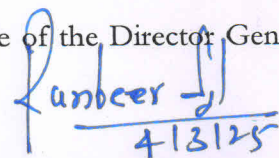
Sealed tenders are invited from reputed agencies under "Two-bid" system - Technical Bid (un-priced) and Financial Bid (priced) for Tender for Printing & Supply of Colour Prints of Vinyle, printing, Flex, Pamphlets and Certificates etc. for Bihar Museum Society, Patna (An Autonomous Organization under the Department of Art, Culture & Youth, Govt. of Bihar, Registered under Societies Registration Act, 21, 1860).

Detailed information of the Tender Document can be downloaded from the website <http://yac.bih.nic.in> / <http://prdbihar.gov.in/biharmuseum.org>. The bidder has to submit non-refundable tender processing fee of Rs. 1,000/- (Rupees One thousand only) and Bid Security Fee of Rs. 50,000/- (Rupees fifty thousand Only) through demand draft in favour of BIHAR MUSEUM SOCIETY, PATNA, payable at Patna along with the Technical Bid. Bid Security money will be returned to the all unsuccessful Agencies after 30 days of finalization of the tender. Tender Document complete in all respects in a sealed envelope is to be submitted by Speed Post/Registered Post/ by Hand at the Office of the Director General, Bihar Museum, Bailey Road, Patna - 800001 by 3.00 pm at 25.03.2025. The tenders received late/tenders without Processing Fee/Conditional tenders/Incomplete Tenders in any respect would be rejected. The Director General, Bihar Museum, Patna reserves the right to accept or reject any or all tenders without assigning any reason.

Important Dates for the selection process:

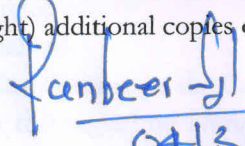
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|---|------------------------------|
| (i) Date for pre-bid conference | -13.03.2025 at 3.00 p.m. |
| (ii) Last date for submission of Tender | -25.03.2025 up to 03.00 p.m. |
| (iii) Date of opening Technical Bid | -25.03.2025 at 04.00 p.m. |
| (iv) Date of opening Financial Bid | -Will be informed. |

Venue for pre-bid Conference: Pre-bid Conference will be held at the office of the Director General, Bihar Museum, Bailey Road, Patna – 800 001.


(Ranbeer Singh Rajput)
Additional Director Admin(i/c)
Bihar Museum

Memo No. – बि० सं०/संग्रहाध्यक्ष (इतिहास)–126/2018 म.सि.211

Copy to – The Director, Information & Public Relation Department, Bihar with 08 (eight) additional copies of the advertisement and CD for publication in national dailies.

Patna, Dated :- 04.03.25

Additional Director Admin(i/c)
Bihar Museum

II. SCOPE OF WORK

Description	Remarks
Vinyl Printings with sun board	Rates Sqft.
Flex with frame	Rates Sqft.
Pamphlets	A3 Size
Pamphlets	A4 Size
Certificates	A4 Size
Label printing on sun board	5X3 inch
Label printing on sun board	4x8 feet
Label printing Vinyl cutting on the wall	4x8 feet
Letter head	A4 Size
File folder	A4 Size
Sticker printing	4x8 feet
Officer envelope	A4 Size
Officer envelope	9x4 inch
Label printing on acrylic	Rates Sqft.

III. ELIGIBILITY CRITERIA

Technical bid envelop should contain the following:-

Qualification criteria

- Having at least three years of experience in the similar assignment.
- The Bidder shall have an average annual turnover of 10 Lakhs in the last financial years (2021-2022, 2022-2023 and 2023-2024). Certificate by CA/ Audited financial statement showing, shall be submitted.
- The Agency shall have GST., Copy of Pan Card and GST shall be provided.
- The agency shall have own printing facilities, a list of machinery and facilities shall be provided.
- Proposals of the agencies not meeting the above criteria shall be summarily rejected.
- Income Tax Return of 3 Assessment years should be submitted with technical bid.
- There should be no case pending with the police against the Proprietor/Firm/Partner or the Company and should not blacklisted by any Government office. (An undertaking in this regard on Non-Judicial Stamp Paper of Rs. 100 is to be provided.)
- The Bidder shall have the following Registrations and details of the same be provided in the Technical Bid:
 - Company Registration/Proprietary firm/Partnership firm/Limited Company or corporate Body/GST Registration

IV. PROCEDURE

1. Tender Bids should be placed in a properly sealed envelope addressed to **the Director General, Bihar Museum, Bailey Road, Patna - 800001.**

Technical bid along with Tender Processing Fee be **put up in a separate envelop** and the Financial Bid should be **put in separate sealed another envelope**, clearly indicating "TECHNICAL BID" and "FINANCIAL BID" with the details of the Bidder. Both sealed Technical & Financial Bid's envelops should be **put in one envelope and must be super-scribed "Tender for Colour Prints of Vinyle, printing, Flex, Pamphlets and Certificates etc."** with the name, address, e-mail & phone nos. of the Bidder. The tender must be submitted at the **Office of the Director General, Bihar Museum, Bailey Road, Patna - 800001** on the date & up to the time mentioned in the tender notice and the tenders will be opened in the Office of the **Director General, Bihar Museum, Bailey Road, Patna - 800001** in the presence of all Bidders or their authorized representatives.

2. The bidder must ensure that the conditions laid down for submissions of offers are complete and correctly filled. The rates and units shall not be overwritten and shall be in both i.e. figures and words.
3. Any changes with respect to this tender will be notified through News Paper and the website **<http://yac.bih.nic.in> or <http://prdbihar.gov.in/biharmuseum.org>** only.
4. Bihar Museum Society reserves the right to accept or reject any or all the tenders without assigning any reason.

V. TERMS AND CONDITIONS

1. The bidder must provide information about his Agency as per Annexure-I, i.e. Technical Bid.
2. All the rates should be quoted all inclusive, i.e. all admissible administrative charges & Taxes.
3. TDS and other taxes as applicable will be deducted from agency's bill as per Govt. instructions from time to time.
4. The Printing should be in good quality.
5. No advance payment shall be made.
6. The Agency shall submit their bill in triplicate
7. The Bihar Museum Society shall be the sole authority to decide and judge the quality of the service rendered by the Agency and all other matters and his decision shall be final and binding.
8. The contract will be valid for a period of one year and can be extended if agreed to by both the parties.
9. Termination: The Contract may be terminated by giving one months' notice, in case the agency:
 - a. Assigns or sub-contracts any of this service.
 - b. Quality of the print
 - c. Violation/contravention of any of the terms and conditions mentioned herein.
 - d. Does not improve the performance of the services in spite of instructions.
 - e. Any violation of instruction/agreement or suppression of facts.
 - f. Contractor being declared insolvent by competent court of law.
10. **Penalty:** In case of pre mature termination of the contract due to any of the clauses of Termination the security amount shall be forfeited.
11. **Arbitration:** In case of any dispute or differences arising on terms and conditions, the same shall be settled by reference to arbitration by the Sole Arbitrator to be appointed by the Director, Bihar Museum Society.
12. **Jurisdiction:** In case of any dispute, the jurisdiction shall be the Court at Patna only.

Read and accepted

(Full Name, Signature & Stamp of the Bidder)

ANNEXURE-I
(To be submitted on Letter Head of the Registered Agency)

TECHNICAL BID

**PROFORMA FOR TENDER FOR PRINTING & SUPPLY OF COLOUR PRINTS OF VINYL PRINT,
FLEX, PAMPHLETS AND CERTIFICATES FOR BIHAR MUSEUM SOCIETY, PATNA**

Technical Bid should indicate following information along-
with the self-attested photocopies of supporting documents:

1. Name of Firm/Agency: _____

2. Registered address: _____

3. Branch Address, if any _____

4. Phone/Fax No. _____

5. Email Address: _____

6. Type of Organization: _____

(Whether sole proprietorship /partnership /society /Private Limited for Cooperative body etc. attach proof)

7. Name of Proprietor/Partners/

Directors of the Organization/Firm. _____

<u>Payment</u>	<u>Details</u>
DD No	_____
Date	_____
Amount	_____
Bank	_____

Sl. No.	Documentary Proof of	No. With Date	Proof Attached (if Yes then Page no.)
1.	Registration certificates		
2.	PAN Number		
3.	Audit Report of last 3 years		
4.	Three year work experience		
5.	Income Tax Return for the last 3 years		
6.	GST Registration		
7.	Undertaking regarding no case pending/not being blacklisted on Non-Judicial Stamp Paper of Rs. 100/-		
8.	Any other relevant information		

Name and signature of the authorized person of
the firm along-with seal

ANNEXURE-II

(To be submitted on Letter Head of the Registered Agency)

FINANCIAL BID

SCHEDULE RATE FOR TENDER FOR PRINTING & SUPPLY OF COLOUR PRINTS OF VINYL PRINT, FLEX, PAMPHLETS AND CERTIFICATES FOR BIHAR MUSEUM SOCIETY, PATNA

Part-A

S.N.	Description	Size	Rate including all material and taxes as per specifications.	Remarks
Part-A				
1.	Vinyl Printings with sun board	Rates Sqft.		
2.	Flex with frame	Rates Sqft.		
3.	Label printing on sun board	5X3 inch		
4.	Label printing on sun board	4x8 feet		
5.	Label printing Vinyl cutting on the wall	4x8 feet		
6.	Sticker printing	4x8 feet		
7.	Label printing on acrylic	Rates Sqft.		

Part-B

S.N.	Items	Specification	No. Copies	Rate of printing per page including all material and taxes as per specifications.
1.	Officer envelope- A4 Size	Paper & Printing material & supplies design, composition text paper 170 GSM glossy/matt finish art paper	Up to 500 Copies 501 to 1000 copies 1001 to 2500 copies More Than 2501 Copies	
2.	Officer envelope- 9x4 inch	Paper & Printing material & supplies design, composition text paper 170 GSM glossy/matt finish art paper	Up to 500 Copies 501 to 1000 copies 1001 to 2500 copies More Than 2501 Copies	
3.	Pamphlets	Paper & Printing material & supplies design, composition text paper 170 GSM glossy/matt finish art paper., A3 size Multicolor Mom than cover & multicolor text page printing. Up to 10 pages	Up to 5000 copies 5001 to 1 lakh copies More Than 1 lakh Copies	
4.	Pamphlets	Paper & Printing material & supplies Double/ design, composition multiple text paper 90 GSM. A4 size 1 or 2 color copies cover & 1 or 2 More than color text printing up to 10 pages copies	Up to 5000 copies 5001 to 1 lakh copies More Than 1 lakh Copies	
5.	Certificates- A4 Size	Paper & Printing material & supplies design, composition text paper 170 GSM glossy/matt finish art paper	Up to 100 Copies 101 to 200 copies	

			201 to 500 copies	
6.	Letter head - A4 Size	Paper & Printing material & supplies design, composition text paper 170 GSM glossy/matt finish art paper	Up to 500 Copies	
			501 to 1000 copies	
			1001 to 2500 copies	
7.	File folder - A4 Size	Paper & Printing material & supplies design, composition text paper 170 GSM glossy/matt finish art paper	Up to 500 Copies	
			501 to 1000 copies	
			1001 to 2500 copies	
TOTAL -A+B- Inclusive all relevant Taxes-				