

GOVERNMENT OF BIHAR
DEPARTMENT OF ART AND CULTURE, PATNA

INVITATION FOR QUOTATIONS (IFQ)
(Two-Bid System: Technical & Financial)

IFQ No.: 59 /

Date: 14/01/2026

The Department of Art and Culture, Government of Bihar invites Technical and Financial Quotations from eligible and reputed agencies for the designing, printing, and supply of the Department's Quarterly Magazine under a Two-Bid System (Technical Bid and Financial Bid). The work shall be executed strictly in accordance with the approved Standard Operating Procedure (SOP) for the Departmental Magazine and the detailed quotation document, including eligibility criteria, technical specifications, scope of work, and terms & conditions.

Interested bidders may download the detailed SOP and quotation document from the official website of the Department <https://state.bihar.gov.in/yac>. The quotations must be submitted to Additional Secretary, Art and Culture Department, Vikas Bhawan, New secretariat, 3rd Floor, Room number-321, Bailey Road, Patna – 800015 by 20/01/2026 at 3:00 PM. Quotations received after the due date or not complying with the prescribed conditions shall be rejected.

The Department reserves the right to accept or reject any or all quotations without assigning any reason.


Additional Secretary
Department of Art and Culture
Government of Bihar

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IFQ No.: _____ /

Date: _____

The Department of Art and Culture, Government of Bihar invites sealed Technical and Financial Quotations from reputed, experienced and eligible agencies for the Designing, Printing and Supply of the Department's Quarterly Magazine for 1 year in accordance with the approved Standard Operating Procedure (SOP) for the Departmental Magazine and prevailing Government procurement rules.

1. Scope of Work

The selected agency shall be responsible for **designing, printing and supplying** the Department's Quarterly Magazine, including layout designing, typesetting, proof correction, printing, binding, and timely delivery of the prescribed number of copies as per specifications.

2. Technical Specifications

Sl. No.	Item Description	Specification
1	Type of Publication	Quarterly Magazine
2	Quantity per Issue	500 Copies
3	Number of Pages	48 Pages
4	Magazine Size (Trim Size)	8 inch X12 inch
5	Paper for Inner Pages	130 GSM with imported art texture paper
6	Paper for Cover Pages	170 GSM
7	Printing Quality	Imported paper, both side multi colour print
8	Binding	Stitching and glue binding
9	Lamination	Cover lamination
10	Colour	Four colour printing both side
11	Proofing & Corrections	2-3 Rounds of Proof Corrections included
12	Designing & Layout	Professional designing, typesetting, content and layout as per SOP
13	Envelope (If Required)	As per magazine size, Paper: 100 GSM, Single-side Black & White
14	Delivery Schedule	As per prescribed time frame of the Department
15	Packing & Transportation	Proper packing and delivery at designated location, inclusive in cost
16	Compliance	All specifications shall strictly adhere to the approved magazine SOP of the Department

3. Bid System

The quotation shall be submitted under a Two-Bid System, consisting of Part-I: Pre-Qualification-cum-Technical Bid and Part-II: Financial (Price) Bid. Each bid shall be sealed separately in individual envelopes and clearly super scribed as "Technical Bid – Designing, Printing & Supply of Quarterly Magazine" and "Financial Bid – Designing, Printing & Supply of Quarterly Magazine", respectively. Both the sealed envelopes shall then be placed together in a single outer sealed envelope for submission.

4. Eligibility Criteria

Sl. No.	Eligibility Requirement	Documents to be Submitted
1	The bidder must be a registered firm/company.	Copy of Certificate of Registration / Incorporation
2	The bidder must have minimum 3 years of experience in designing and printing magazines/newsletters of similar nature.	Copies of relevant work orders / completion certificates
3	The bidder must have a minimum average turnover of ₹15.00 lakh during the last three (03) financial years.	Audited balance sheets / CA-certified turnover statement for last three financial years
4	The bidder must possess adequate technical infrastructure and professional manpower for magazine designing and printing.	Firm profile with details of infrastructure and manpower
5	The bidder must be capable of completing the designing work within 10-15 days, including 2-3 rounds of corrections.	Self-declaration on company letterhead
6	The bidder must have valid GSTIN and PAN.	Copies of GST Registration Certificate and PAN Card

5. Documents to be Submitted

(A) Technical Bid shall contain:

- Sample design of at least eight (8) pages, size 8 inch X12 inch, imported paper, inner on 130 GSM , cover 170 GSM, both side multi-colour print, cover lamination, stitching and glue binding
- Details of past experience with supporting work orders/completion certificates.
- Firm profile and infrastructure details.
- Copy of GST Registration Certificate and PAN Card.
- Earnest Money Deposit (EMD) of ₹10,000/- (Rupees Ten Thousand only) in the form of Demand Draft/Pay Order drawn in favour of "Additional Secretary, Art and Culture Department, Government of Bihar".(EMD will be returned to all unsuccessful bidder)
- Quotations received without EMD shall be summarily rejected.

(B) Financial Bid shall contain:

Sl. No.	Particulars	Unit	Rate (₹)	Amount (₹)
1	Designing and composing charges per issue	Per Issue		
2	Printing cost for 500 copies per issue	Per Issue		
3	Applicable taxes and duties (GST, etc.)	As Applicable		
4	Additional cost for every increase of four (04) pages	Per 4 Pages		
5	Total Estimated Quarterly Cost	—		

6. Rates, Taxes, and Validity

1. All rates shall be quoted clearly and unambiguously, indicating applicable taxes separately.
2. If taxes are not mentioned separately, the quoted rates shall be treated as inclusive of all taxes and duties.
3. The quoted rates shall remain valid for a minimum period of one (01) year from the date of submission.

7. Time Schedule

The designing, printing, and supply of each issue of the magazine shall be completed within the prescribed time frame as communicated by the Department in letter of award. Delay may attract penalties of 2-5% of the total billing amount as per Government rules and issues regarding quality of magazine may charges penalty of up-to 10% of total billing amount.

8. Payment Terms

Payment shall be made after satisfactory completion and supply of the magazine as per specifications and submission of the original bill, in accordance with the financial rules of the Government of Bihar.

9. Submission of Quotations

- **Last Date & Time for Submission:** 20/01/2026 by 3:00 PM
- **Place of Submission:** Additional Secretary, Art and Culture Department, Vikas Bhawan, New secretariat, 3rd Floor, Room number-321, Bailey Road, Patna – 800015


Note: Late submissions shall not be accepted.

10. Opening of Bids

- **Date & Time of Opening of Technical Bids:** 21/01/2026 by 4:00 PM
- **Place:** The Directorate of Museum, Vikas Bhawan, New secretariat, 3rd Floor, Room number-329, Bailey Road, Patna – 800015
- Only the technically qualified bidders shall be considered for opening of Financial Bids.

11. General Conditions

1. The Department reserves the right to accept or reject any or all quotations without assigning any reason thereof.
2. The decision of the competent authority shall be final and binding.
3. The selected agency shall comply with all instructions issued by the Department during the execution of the work.
4. No advance payment shall be made to the company/firm against the assigned work.


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