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बिहार सरकार

समाज कल्याण विभाग

09.07.2020

::- निविदा आमंत्रण सूचना :-

समाज कल्याण विभाग द्वारा विभाग के विभिन्न योजनाओं एवं जन जागरूकता कार्यक्रमों से संबंधित विविध प्रचार सामग्री यथा ब्रोशर, पम्पलेट, पुस्तिका, चित्र एवं चलचित्रों को बनाने के लिए निबंधित संस्थानों/फर्मों से Two bid system से निविदा आमंत्रित की जाती है। निविदा प्रकाशन की तिथि से दिनांक 27.07.2020 के अपराह्न 3.00 बजे तक निबंधित/स्पीड पोस्ट या हाथों-हाथ विभागीय डाक प्राप्त शाखा में किसी भी कार्य दिवस को प्राप्त किया जाएगा।

निर्धारित समय तक प्राप्त निविदाओं को दिनांक 28.07.2020 को अपराह्न 12.00 बजे विभागीय क्रय समिति के समक्ष खोला जाएगा जिसमें निविदादाता स्वयं अथवा उनके प्राधिकृत प्रतिनिधि भाग ले सकते हैं।

तकनीकी एवं वित्तीय निविदा अलग-अलग मोहरबंद लिफाफों में देना होगा। निविदा की शर्तें अथवा इससे संबंधित अन्य विस्तृत जानकारी विभागीय वेबसाइट <https://state.bihar.gov.in/socialwelfare/CitizenHome.html> से प्राप्त की जा सकती है।

विजय रंजन

संयुक्त निदेशक (मु0)

समाज कल्याण विभाग,

बिहार, पटना।

Bid Document for Conceptualization, Designing, Printing of brochure, books, pictorial, and animation/movies material for various awareness programs of all welfare schemes of Social Welfare Department.

Section – 1

INSTRUCTIONS TO TENDERERS / BIDDERS

Sealed tenders are invited in the prescribed format from registered agencies for Conceptualization, Designing, Printing of brochure, books, pictorial, and animation/movies material for various awareness programs of all welfare schemes of Social Welfare Department.

1. Qualification Criteria

- Registered agency should have its own VAT No., PAN No. (Copy of Registration must be submitted).
- The firm should have experience of conceptualization, designing, illustration, printing, of materials for various awareness program/experience of pictorial and animation material for Government/Public Sector Agencies. The bidder should furnish the information on past assignments and satisfactory performance (experience) in the Performa given under Section III (proof must be submitted) of at least five such assignments.
- The bidder should have achieved minimum average turnover of Rs. 50,00,000.00 (Rupees fifty lakhs) in the last three completed financial years. A copy of the Audited profit and loss statement, Balance sheet and auditor's report for last three financial years must be submitted in support of the agency's financial standing & capability to perform the contract

2. Other Condition:-

- Bid security in form of Demand Draft / Bank Guarantee of Rs. 25,000.00 in the favour of Drawing and Disbursing Officer, Social Welfare Department, Govt. of Bihar, payable at Patna.



- Bidder shall submit a self declaration of non blacklisting by any Govt./Public Sector agency.
- The agency should also submit detailed Resume of the one Communication Expert/Content Developer whose service is proposed to be taken for this assignment & counter signed by the Head of the quoting agency.
- Minimum three Samples of previous works done.
- The selected firms have to collect, compilation of material/documents from all concerns offices.
- Agency would be required to submit a Power Point presentation in hard copy and CD, showcasing some of the concept and layout designing the Agency has done in the Past.
- The Bidder should also submit the detail of infrastructure and Human Resources.

Notwithstanding anything stated above the purchaser reserves the right to assess bidder's capability and capacity to perform the contract should circumstances warrant such an assessment in the over all interest of the purchaser.

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

The Bidders has to submit their proposals in two Envelops as mentioned below.

1. Envelope marked "A"–

- i) Cost of Bid document Rs.500/- in form of bank draft in favour of **Drawing and Disbursing Officer, Social Welfare Department, Govt. of Bihar, payable at Patna.**
- ii) Security Deposit of Rs.25,000/- in form of Bank Draft or Bank Guarantee for a period of one year.
- iii) Past experience (prescribed format on Section–III).
- iv) Registration Copy, copy of VAT, PAN.
- v) Proof of sound financial capability of the bidder. The bidder should have achieved average minimum sales turnover of Rs.50,00,000/- 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) Resume of Communication Expert/Content Developer.
- vii) Hard copy and CD comprising of power point presentation showcasing some of the concept and layout design the agency have done in the past.
- viii) Minimum three Samples of previous works done.



- ix) Affidavit for Non Blacklisting
- x) Some sample of papers for the items as specified in Section II.

2. Envelope marked "B" – Financial bid (prescribed format Section – 1V)

3. Evaluation of the Proposal

Envelopes marked 'A' will be opened first and the Minimum Eligibility Criteria will be verified.

3.1 Evaluation Criteria

A two-stage procedure will be adopted in evaluating the proposals with the technical evaluation being completed prior to any financial proposals being opened. **The technical proposals** will be evaluated using the following criteria:

- (i) The agency's relevant experience on conceptualization, designing and printing of materials for various awareness program/experience of pictorial and animation material, specifically for Govt. agencies (30 points);
- (ii) Resume of the communication expert / content developer (30 points);
- (iii) Power point presentation of past development activities (30 points)
- (iv) Infrastructure available and details of employees (10 points)

TOTAL – 100 points

The Financial Proposals shall be opened publically in the presence of the agencies that choose to attend. The date for the same would be communicated separately. The total financial price, which includes the price of all items, will be considered.

As the work involves high level of quality parameter, the selection of the agency would be done on the parameter of a 50% weightage to Technical Proposal and 50% weightage to Financial Rate.



SCHEDULE TO THE INVITATION OF TENDER / BID

General Terms and Condition

1. Tender for Conceptualization, Designing, Printing of brochure, books, pictorial, and animation/movies material for various awareness programs of all welfare schemes of Social Welfare Department.

2. Security Deposit

2.1 Rs. 25,000.00 in the shape of (a) Bank draft, from nationalized / Scheduled Bank located in India issued in favor of Drawing and Disbursing Officer, Social Welfare Department, Govt. of Bihar, 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 validity period of supply i.e. 60 days.

3. Quotation Price

3.1 Bidder must submit rate as per technical specification enclosed in section II-Annexure 'A'.

3.2 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.

3.3 Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

3.4 Telex or Facsimile quotations are not acceptable.

4. Validity of quotation

4.1. Bids shall remain valid for 60 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.

NOTE : All selected bidders will be empanelled by the Department for the prescribed work for initially one year and later on it will be extended as per the requirement of the Department. In the meanwhile Department has every right to dissolve panel without any consent of the bidders.

5. Condition for Supply

(a) Delivery: The delivery of the goods should be done within 45 days of issue of work order as per the following schedule

- i. Finalization of Content development, Layout and designing with the support of relevant illustrations & creative art work - within 15 days of work order
- ii. Completion of delivery of goods - 30 days of (i) i.e. 45 days of award of assignment

(b) Penalty: Any delay in the period mentioned above in 5(a) will attract deduction in payment of ordered value in below mentioned ways;

- i. For a delay of less than 14 days in delivery - 0.20% per week for delayed Quantity
- ii. For a delay from 15 days to 21 days - 0.50% per week for delayed Quantity
- iii. For a delay of 22 days and above - 1 % per Week for the delayed Quantity Or Part thereof

Time frame and deduction will changeable as per condition of the Department.

6. Force Majeure

- 6.1 Force majeure as used herein means any unforeseeable and irresistible act of nature will not be effective in case of war, invasion, enemy or terrorist action, insurgency, hostilities, embargoes, blockades, major strikes, employees' strikes, disorders riots, demonstration, revolution, epidemics, denial of Public use of road transport, earth Quake, explosion, fire, flood, Acts of God and Acts of Government.
- 6.2 If at any time during the Performance of the Contract, the supplier should encounter conditions impeding timely delivery of the goods at the consignee level, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration



and the causes. As soon as practicable after receipt of the suppliers note, the purchaser shall evaluate the situation and at its discretion, extend the time for delivery of the goods.

7. Modification and Withdrawal of Bids

- 7.1 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.
- 7.2. 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. A withdrawal notice may also be sent by fax, followed by a signed confirmation copy, post marked not later than the deadline for the submission of bids.
- 7.3. No bid may be modified subsequent to the deadline for the submission of bids.
- 7.4. 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.

8. Payments

- 8.1 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 Department.

9. Important Timelines

- 9.1 Bidders are requested to send their offer in the prescribed format (enclosed herewith) in sealed envelope through registered post/speed post/by hand addressed to Joint Director (Hq.), Social Welfare Department, Bihar, Patna on or before 30.06.2020.
 - 9.2 The Technical Bids according to the tender document will be opened on 01.07.2020 at 12.00 PM in the presence of Departmental Purchasing committee henceforth bidders of their authorized representative will be present (who desire to be present). The Financial Bids of only technically successful bidders would be opened, the date for which would be duly announced.
10. 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.



SECTION-II - A

TECHNICAL SPECIFICATION

S.NO	Particulars	Paper	Printing	Fabrication	Size	Quantity
1						
2						
3						

1. Delivery schedule- within 45 days from the date of work order
2. Place of Delivery - Head Office or as per directed



SECTION-II - B

TECHNICAL SPECIFICATION

S.NO	Particulars	Picture Quality	Resolution	Size	Quantity
1					
2					
3					

1. Delivery schedule- within 45 days from the date of work order
2. Place of Delivery – Head Office or as per directed



SECTION III
PERFORMA FOR PERFORMANCE STATEMENT

Name of the Firm

Order placed by (full address of Purchaser)	Order no. & date	Description & quantity of ordered	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)

1	2	3	4	5	6
Item	Specification	Quantity	Unit price	GST	Total Price incl. of GST
	As per advertisement				
	As per advertisement				
	As per advertisement				
GRAND TOTAL					

Note:

- (a) In case of discrepancy between unit price and total price, the unit price shall prevail.

Authorized signature with seal

