

Women Development Corporation, Bihar
Social Welfare Department, Govt. of Bihar
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Bid Guideline

Invitation of Proposal from agencies for Pasting of Printed Metal Sheets (Tin Boards/ display boards) all over the state

I. The Women Development Corporation invites proposal from eligible and experienced agency for pasting of Tin Boards all over the state. The proposals are invited under 2 bid system for empanelment of firms.

The Boards carry social messages on the recently launched state wide campaign against Child Marriage and Dowry Prohibition.

II. The Detail of the Pasting to be done are as follows:

1. Item : Printed Metal Sheets i.e. Tin Board carrying social message on Prohibition of Child Marriage and Dowry.
2. Specification of the Sheet : Size : 34" x 22"
Thickness: 0.20 mm
Metal: CR/PCRC
Holes on 4 corners for hanging/ pasting purpose
3. Places where to be pasted: The Tin Boards are to be collected from the district head quarter of all the 38 districts of the state. It is to be displayed at the following places in a particular district
 - a. Education Dept. - All high Schools
 - b. Health Dept. – Civil Surgeon office, DHS office, Sadar Hospital, Referral Hospitals, Sub Div Hospitals, PHC, Addl PHC, CHC, Medical Colleges
 - c. Rural Development dept. – BDO office, Jeevika Office at District & Block level
 - d. Home Dept. – SP office, Police lines, All Police Stations
 - e. Panchayati Raj dept.- All panchayat Bhavans
 - f. General Admin. dept. – Collectorate, SDO office

g. SC/ST Welfare dept. – Dist Welfare Office

III. Interested agencies must fulfill the following criteria:

- i. The firm should be a registered agency and should be at least 3 years old.
- ii. PAN and GST registration
- iii. Copy of latest IT return
- iv. Average Minimum turnover of Rs.10 Lks in the last 3 completed financial years.
- v. Experience of exhibiting advertisement/ display board for Private/ Govt. clients in the state of Bihar.

IV. The Technical bid shall contain self certified copy of the following items:

- i. Copy of the firm's registration certificate
- ii. Copy of PAN and GST regd.
- iii. Latest IT return
- iv. Balance sheet / PL Account of last 3 completed Financial years
- vi. Proof of experience of exhibiting advertisement/ display boards
- vii. EMD in form of a demand draft of Rs.15000/- in favour of Managing Director Women Development Corporation, payable at Patna.

V. The last date for submission of bids is 17/11/2017. technical bids shall be opened on the same day at 4 PM in presence of the bidders who may wish to attend. Financial bids of only technically qualified agency will be opened, date and time for which shall be announced later.

The format of the financial bid is enclosed as **Annexure**.

The work may be allotted to upto 3 agencies covering all the 38 districts of the state. The empanelment will be done on the least cost basis.

MANAGING DIRECTOR

ANNEXURE

FORMAT of FINANCIAL BID

Sl No.	Item	Unit Cost (per sheet)	Taxes	Total
01.	Pasting of Printed Metal sheet boards as per Section II.3 of the Bid guideline			

In Words Rupees _____

Authorized Signature with seal