

Women & Child Development Corporation, Bihar

Daroga Rai Path, Road No.- 2, R. Block, Patna- 800001

Phone no-0612- 2506078, support.wdc@bihar.gov.in, www.wdc.bih.nic.in

Request for Proposal

Printing and supplying different IEC materials and other stationery materials for WCDC on rate contract for a period of one year.

The Women & Child Development Corporation invites RFP from reputed firms/agencies for printing and supply of posters, leaflets, banners, magazines, stickers, flex banners, exhibition standees, Digital wall paintings, etc on a rate contract for one year.

The detailed scope of work, Terms, and Conditions, and required documents may be downloaded from the website of the corporation.

The proposal along with all enclosures and application fees (Non -refundable) of Rs 1000.00 Plus GST@18 % in form of a Demand Draft must be submitted by registered post/ courier up to 27th May 2022 by 3 PM.

The undersigned reserve the right to reject one or all the applications without assigning any reason.

Project Director
WCDC

Women & Child Development Corporation, Bihar

Daroga Rai Path, Road No.- 2, R. Block, Patna- 800001

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TENDER DOCUMENT FOR PRINTING AND SUPPLY DIFFERENT IEC AND OTHER STATIONERY MATERIALS FOR WDC ON RATE CONTRACT FOR A PERIOD OF ONE YEAR FROM THE DATE OF CONTRACT

Sealed bids are invited from reputed firms/agencies for printing and supply of posters, leaflets, banners, magazines, stickers, flex banners, exhibition standees, Digital wall paintings etc at “**Chairman Cum Managing Director, Women and Child Development Corporation, Daroga Rai Path, R Block, Patna -800001.**”

Tenders must be in one large envelop marked as “Tender for printing of IEC, and other stationary materials- 2022-23” with enclosing 2 separate envelops marked

a) Technical Bid

b) Financial Bid

Demand draft of Rs. 1000/- (Rupees One thousand only) + GST as applicable as tender paper cost (non-refundable) in favour of “**Managing Director, Women Development Corporation**”.

Bid documents must be accompanied with EMD of Rs.1,00,000/-(Rupees One Lakh only) in the shape of a Demand Draft drawn on any Nationalized Bank in favour of “**Managing Director, Women Development Corporation**” payable at Patna.

The last date of submission of the bid is **27 May 2022 till 3 PM** through registered post/ courier. Detail regarding eligibility criteria, Terms and conditions specifications and guidelines can be seen on WDC's website <https://wdc.bih.nic.in>.

Project Director
WDC

Terms & Conditions for rate contract towards PRINTING AND SUPPLY of IEC, stationary and other printed materials- 2022-23”

- I. Sealed Quotations are invited from interested/ reputed firms/ agencies (Establishment of the entity under Companies Act, 1956/2013, or Partnership act 1932, or Indian Societies Registration Act 1860 or Indian Trust Act 1882, or Limited Liability Partnership Act 2008 or a Proprietorship firm) having adequate experience in all types of printing item i.e., poster, brochure, sticker, leaflet, Flex, Booklet, magazine, diary, calender, sticker, hoardings, digital wall painting etc.
- II. The firm/ agency should have valid registration / MSME, PAN No, UDYAM AADHAAR No, GST registration, etc. As detailed mentioned in technical bid COVER A. Duly attested Photo copy of all documents should be submitted along with tender documents.
- III. The tender document should reach in prescribed format to the office of **“Project Director, Women and Child Development Corporation, Daroga Rai Path, R Block, Patna -800002** through Speed Post / Regd. Post / courier / by hand on or before dated 27 May 2022 till 3.00 P.M.
- IV. The envelope must be super scribed by “Tender for printing of IEC, and other stationary materials- 2022-23”. The tender shall be opened on Dt 27.06.2021 at 3.30 P.M at WDC Office in the presence of bidders or their authorized representative.
- V. Interested bidders can obtain detailed terms and conditions from the website for taking up this assignment. The bidder can download the tender documents from WDC's website <https://wdc.bih.nic.in> (Address of website).
- VI. Bid will be submitted in two parts i.e. Technical Bid (Cover – A) and Financial Bid (Cover – B). The bidders should give their technical and financial proposal separately in two envelopes and both should be put into third cover which should be super scribed as **“Tender for printing of IEC, and other stationary materials- 2022-23”**.
- VII. The organisation must ensure provision of service in Bihar as and when required by the WDC. The bidder has to keep a clause in affidavit that he agrees to ensure provision of service in Bihar.
- VIII. Bidder is liable to be blacklisted with forfeiture of security deposit, if he/she fails to comply or makes deviation in providing service/ delivery of printing materials intime, if so, observed by the competent authority.
- IX. The bidder should not have any past record of poor performance. The bidder has to submit an affidavit in this regard.

- X. Bidder has to quote single rate for a single item in the financial bid. If any bid found with multiple rates for single item, then it will be out rightly rejected without any further arguments.
- XI. The organisation should have minimum three Years of experience in all types of printings such as poster, leaflet, flex, Banner, Booklet, magazine, diary, calender
- XII. The annual average turnover of the organization must not be less than Rs.1,5,000,000/- (Rupees 1.5 Crore Only) in last 3 financial year. (i.e. 2018-2019, 2019-2020, 2020-2021). (GST return should be submitted in support of proof for turnover of the organisation).
- XIII. Organization will have to submit IT return of last 3 financial years. (i.e. for F.Y- 2018-19, 2019-20, and 2020-21).
- XIV. The Corporation however reserve the right to cancel the tender without any information to the bidder. If any dispute arises, they would be subject to the Patna Jurisdiction only.

XV. BID price / EMD Performance Guarantee

- a) Bidder will have to submit Demand Draft of Rs. 1000/-(Rupees One thousand only) + GST as applicable as tender paper cost (non-refundable) in favour of **“Managing Director, Women Development Corporation”** along with bid document.
- b) Bid documents must be accompanied with EMD of Rs.1,00,000/-(Rupees One Lakh only) in shape of Demand Draft drawn on any Nationalized Bank in favour of **“Managing Director, Women Development Corporation”** payable at Patna.
- c) Bid documents without EMD will be summarily rejected. EMD of unsuccessful bidders will be returned without interest after finalization of tender. The EMD of the successful bidder will be returned without any interest, after receipt of performance security as per the terms of contract.
- d) The successful bidder(s) shall have to deposit 10 % of the value of the contract as performance guarantee in shape of NEFT/RTGS in favour of **“Managing Director, Women Development Corporation”** payable at Patna.
- e) Security deposit is liable to be forfeited if the bidder violates or fails to comply with the terms and conditions of the tender.

XVI. Award of Contract

- a) The financial bid of only those agencies will be open who qualify the technical criteria.

- b) The lowest bidder shall be decided on item-wise.
- c) The Financial bids of the shortlisted bidder(s)/agency(s) from Technical Evaluation (matching eligibility criteria) will be opened and the bidder who quotes the lowest (L1) minimum cost (excluding GST) for item(s) will be awarded the contract agreement for their respective item(s) as per **Least Cost Selection (LCS)**.
- d) WCDC reserves the right to award the contract to agency/ agencies
- e) The contract may be awarded in a phased manner depending upon the requirement or awarded to different bidders for different categories/ items
- f) WCDC reserves the right to accept or reject any bid and to cancel the bidding process at any time prior to the award of the contract without assigning any reason.
- g) The rate contract shall be valid for one year from the date of the contract with successful bidder(s). It may be extended for another year as per need and performance with mutual consent.
- h) In case, the L1 bidder denies/fails to honour the contract/Letter of Intent (LoI), the WCDC shall be at freedom to negotiate with L2, L3.... (in this order) responsive bidders to enter into an agreement with the WCDC, to supply the item(s) as per requirement at L1 rate and for said denial/failure if any, the EMD of the concerned selected bidder will be forfeited.
- i) Also, in case L1 fails to supply the item(s) within timeframe as specified by the WCDC, the WCDC shall be at the freedom to procure the same from L2, L3..... (in this order) responsive bidders at the L1 rate.
- j) In case, L1 is quoted by multiple bidders, then the bidder with the highest turnover shall be declared selected.
- k) The contract agreement between WCDC, Bihar and the selected agency/agencies will be required to be signed within 21 days of the issue of the Letter of Intent (LoI). The stamp duty and registration charges, if any, payable on the Agreement will be borne by the selected agency/agencies. The stamp duty and registration charges, if any levied by the Central or State governments or any other statutory body, payable on the Agreement will be borne by the selected bidder(s).

XVII. Performance, Delivery and payment

- a) "Managing Director, Women Development Corporation" If the bidder fails to do the job satisfactorily or is unable to complete job WCDC reserve the right to cancel the contract and forfeit the performance guarantee.
- b) In case of unsatisfactory service by selected agency/ies or cancelation of contract within the contract period WCDC can purchase from any other bidder at L1 prices/ approved price or at negotiated prices.

- c) The contract would need to be executed in the specified time and any delay in supply would attract penalty provisions, levy of penalty. The delay in supply per day cost 0.25 % deduction from the invoice.
- d) The payment shall be released on submission of bills with copy of work order issues by WCDC and copy of delivery challan, which was reviewed by nodal officer/OIC.
- e) Taxes will be deducted as per rules. 80 per cent payment can be released within 15 days of bill submission and the rest 20 per cent will be paid after quality report received from CPPRI, Saharanpur. The cost of quality test would be deducted from the printer invoice.

XVIII. Insurance

- a) The bidder/agency shall be responsible for insuring its raw- materials, printed material finished goods, and transportation staff and vehicles etc. for accident, theft, damage, burglary etc.
- b) The WCDC shall not be responsible for damages of any kind or for any mishap/injury/accident caused to any personnel/property of the bidder while performing duty in the WCDC's.

XIX. Bid Validity

The submitted bids shall remain valid for a period of 180 days after the due date of submission of bids. Any tender valid for a shorter period shall be treated as nonresponsive and rejected.

XX. Applicable Law

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

XXI. Tax Deduction at Source

Tax deduction at source shall be made at the prescribed rates from the bidder's bills under the prevailing rates and law.

XXII. Termination of Contract

Any bidder found to be involved in fraudulent practices (misrepresentation or omission of facts or suppression/hiding of facts or disclosure of incomplete facts), in order to secure eligibility to the bidding process during the submission of bid or after release of Letter of Intent (LoI) or agreement formalization, shall be liable for punitive action amounting to blacklisting of the bidder, including the forfeiture of concerned EMD (Bid Security) and/or Performance Security also.

Cover - A Technical Bid

Sl No	Particulars	(Clearly mention complete details required, don't mention only yes / no or annexure no here)	Annexure No
1.	Name of the Organization		1
2.	Address of the Organization		
3.	Name of the Authorized Signatory. (In capital letter)		
4.	Authorization & Specimen signature of the authorized signatory.		
5.	Telephone No/ Mobile No of the Authorized Signatory/ Organization.		
6.	DIC / MSME (Attach photo copy of DIC / MSME registration certificate)		2
7.	PAN No of the organization / Proprietor / Managing Partner /Director of the organization (Attach photo copy of PAN Card)		3
8.	AADHAR No of Proprietor /Managing Partner /Director of the organization		4
9.	GST registration No (Attach photo copy of registration certificate)		5
10.	The organisation must have five Years of experience in all types of printings such as poster, leaflet, & branding works. (Attach photo copies of work orders received from any Govt. organization/PSU on printing materials at least 1 work order above 10.00 Lac		6
11.	The annual turnover of the organization must not be less than Rs.1,50,000,00/- (Rupees One Crore 50 Lakh Only) in last three financial years. each). GST return should be submitted in support of proof for turnover of the organization)		7
12.	Organization will have to submit IT return of last 3 financial years. (I.e. for F.Y- 2018- 19, 2019-20 and 2020-21)		8

13.	<u>The organization will have to submit Notarized Affidavit with following clauses:-</u> <ol style="list-style-type: none"> 1. It has not been blacklisted by any Government Organization. The organization does not have any legal suit / criminal case pending against it for violation of IT, Service tax, GST or any other law. 2. That the organization agrees to abide by all terms & conditions of tender. 3. That the organization agrees to ensure provision of service in Bihar. 4. That the organization had never refused to supply any item after receipt of work order from this office for any reason. 		9								
14.	Tender paper cost in shape of Demand Draft of Rs. 1000/- (Rupees One Thousand Rupees only)+ GST as applicable	Details of Demand Draft along with details of Drawee Bank <table border="1"> <tr> <td>Draft No:</td> <td></td> </tr> <tr> <td>Name of the Bank:</td> <td></td> </tr> <tr> <td>Branch address:</td> <td></td> </tr> <tr> <td>Amount (Rs.):</td> <td></td> </tr> </table>	Draft No:		Name of the Bank:		Branch address:		Amount (Rs.):		
Draft No:											
Name of the Bank:											
Branch address:											
Amount (Rs.):											
15.	EMD in shape of Demand Draft of in favor of Managing Director, Women Development Corporation of Rs.1,00,000/- (Rupees One Lac only), Assumption to MSME register agency	Details of Demand Draft along with details of Drawee Bank <table border="1"> <tr> <td>Draft No:</td> <td></td> </tr> <tr> <td>Name of the Bank:</td> <td></td> </tr> <tr> <td>Branch address:</td> <td></td> </tr> <tr> <td>Amount (Rs.):</td> <td></td> </tr> </table>	Draft No:		Name of the Bank:		Branch address:		Amount (Rs.):		
Draft No:											
Name of the Bank:											
Branch address:											
Amount (Rs.):											
16.	Whether all documents submitted signed by the authorized signatory of the organization (Yes / No)										

DECLARATION

I / We hereby declare that, the terms and conditions, specification etc. given with the tender notice have been read carefully and it is acceptable to me/us and that the information furnished above is full and correct to the best of my / our knowledge. I/ We understand that in case of any deviation in the above statement at any state, the Firm/Agency will be blacklisted and will not have any dealing with it in future.

Place :

Date :

**Seal & Signature of authorized
Signatory Mobile No:**

Financial Cover B

S. No	Name of the Item	Specification	Quantity required during the year (in Nos)	
1.	Wall Calendar	Paper size- 17" X 23", Paper quality- 170 GSM Art paper, Process- Multi colour (Four Colour) Printing, Wiro Binding with hanger 6 Pages back to back +1 cover Multi color with UV on all pages	Per unit rate for 500-1000 pc	Per unit rate for 1000 -2000 Pc
2.	Diary/ Notebook	22cmX 14.5 CM Multi color with UV on cover and back Multicolor 24 pages (including separators) 130 GSM art paper for 24 pages 90 GSM maplitho for blank pages Good quality Spiral winding Cover and back hard and good quality 28 -ounce board <ul style="list-style-type: none"> In case of dairy binding will be hard bound with thread page marker 	Per unit rate for 500-1000 pc	Per unit rate for 1000 -2000 Pc
3.	Poster	Paper Size- 44 cm X 56 cm, Paper quality- 170 GSM Art paper, Process- Multi colour printing adhesive Gum Tape in top & bottom in the back side of poster	Per unit rate for 1000 - 5000 Pc	Per unit rate for 5000 and above
4.	Poster	Paper Size- 44 cm X 56 cm, Paper quality- 130 GSM Art paper, Process- Multi colour printing Fixing with adhesive Gum Tape in top & bottom in the back side of poster		
5.	Digital Poster	Paper Size- 12X18 (A3) with Gumming sheet	Per unit cost	
6.	Leaflet	Paper size- 22 cm X 28 cm, Paper quality- 130 GSM Art Paper, Process- Multi colour Single side Printing	Per unit rate for 1000 - 5000 Pc	Per unit rate for 5000 and above

7.	Leaflet	Paper size- 22 cm X 28 cm, Paper quality- 130 GSM Art Paper, Process- Multi colour Both side Printing	Per unit rate for 1000 - 5000 Pc	Per unit rate for 5000 and above
8.	Leaflet	Paper size- 22 cm X 28 cm, Paper quality- 90 GSM Art Paper, Process- Multi colour Single side Printing	Per unit rate for 1000 - 5000 Pc	Per unit rate for 5000 and above
9.	Leaflet	Paper size- 22 cm X 28 cm, Paper quality- 90 GSM Art Paper, Process- Multicolour Both side Printing	Per unit rate for 1000 - 5000 Pc	Per unit rate for 5000 and above
10.	Leaflet	Paper size- 36 cm X 24 cm, Threefold paper quality- 130 GSM Art Paper, Process- Multi colour single side Printing	Per unit rate for 1000 - 5000 Pc	Per unit rate for 5000 and above
11.	Folder	Paper Size- 44 cm X 28 cm, Paper quality- 250 GSM Art paper, Multi-colour both side printing Mat lamination	Per unit rate for 1000 - 5000 Pc	Per unit rate for 1000 -5000 Pc
12.	Hand Book various social awareness issues	Cover Page-280 GSM Art paper & Inner page- 130 GSM Art paper, Paper size 28 cm X 21.5 cm, Total 16 page , Multi colour printing both side, Post Process- Binding Cover lamination	Per unit rate for upto 1000 copy	Per unit rate for 1000- 2000 copy
13.	Magazine Digital	40-44 Pages Cover page300 GSM inner page 130 GSM cover mat lamination central stich	Per unit Cost	

14.	Magazine Offset	40-44 Pages Cover page 300 GSM inner page 110 GSM art paper cover mat lamination central stitch	Per unit rate for up to 500 copy	Per unit rate for up to 2000 copy
15.	Flip Book	Unit : Flip Book , Size - 12 " X 8 " Total No of Flip Sheet - 15 Sheet, Paper - (Flip Sheets) :- 300 GSM Art paper (Gloss Finish), Brightness:- 80 Minimum, Printing (Flip Sheets) Mlti colour both side offset printing, Lamination:- Both side lamination of the flip sheets, Binding:- Wiro Top binding with 20 mm Wiro, Flip Stand cover:- Flip stand cover (1 1/2 pound mill board: 2 nos connected with each other with base having folding arrangement for hand held as well as table top position) having white Art paper 130 GSM, brightness- 80 minimum pasting with Wiro binding.	Per unit rate for upto 1000 copy	Per unit rate for 1000-2000 copy
16.		Size - 11.5 inches X 18 inch (Half DMI), Paper quality - 130 GSM Art paper, Process - Multi colour offset printing, Post Process:- Binding- Wire-O binding including paper, Total 8 pages per calendar.	Per unit rate for upto 1000 copy	Per unit rate for 1000-2000 copy
17.	White Envelope	Envelope size - 11 cm X 23 cm, Paper quality - 40-50 GSM, Multi colour printing single side	Per unit rate for 1000 - 5000 Pc	Per unit rate for 5000 and above
18.	Sticker	Sticker size - 14 cm X 22cm, Paper quality - 90 GSM Sticker Paper with multi-colour printing. Die cut	Per unit rate for upto 1000 copy	Per unit rate for 1000- 2000 copy
19.	Invitation	paper size - 14 cm X 22 cm, Paper quality - 170 GSM Art paper, single	Per unit cost	

	Card with envelope Digital printing	side multi-colour printing	
20.	Invitation Card with envelop Digital	paper size - 14 cm X 22 cm, Paper quality - 170 GSM Art paper, Both side multi-colour printing	Per unit Cost
21.	Certificate	Paper size - A 4, Paper quality - 250 GSM and multi- colour printing	Per unit Cost
22.	Exhibition Standee	Multi-colour general media flex printing and framing with 1 inch's iron square bar with supporting bar and fixing work	Rate per square feet
23.	Printing of Banner	Material to be used: - Flex black media 240 GSM with multi colour printing and 4 eyelids at the corners of the banner.	Rate per square feet
24.	Printing of Banner	Material to be used: - Flex star media 320 GSM with multi colour printing and 4 eyelid at the corners of the banner.	Rate per square feet
25.	Digital Wall Painting in Panchayat, Block & District	Rate to quoted along with installation	Rate per square feet
26.	Flex Banner with iron framing	flex with iron framing (1 inch)	
27.	Vinyl with sun board	3 mm thickness Sun Board with vinyl Printing and installation	Rate per square feet
28.	Acrylic Signage	Base Sheet -4 mm thickness Acrylic sheet Printing Process - Multi colour print with retro reflective govt approve vinyl.	
29.	Directional Steel Signage	Materials to be used: - For stand 2 Inches diameter Steel Pipe of height 8 feet.For Display area- 1 inch steel square bar with Frame size - 2 ft X 1.5 ft, Display material: Both side Radium stickering on 18 Gauge GI Sheet over frame (Including fitting charges with material)	Rate per unit

30.	CANOPY	Canopy size - 6ft X 6 ft X 7 ft size) Including supply of Fabric Banner for canopy as per size mentioned & fitting.		
31.	Letter Head	Executive bond with Multy Color Printing	1000 PC	5000 Pc
32.	Visiting Card	Standard multi color	100 Pc	500 Pc
33.	Leaf Let	Paper size- 15.5 cm X 21.8 cm, Paper quality- 130 GSM Art Paper, Process- Multi colour Both side Printing, 2 fold	Per unit rate for 5000 Pc	Per unit rate for 10,000 PC
34.	Tin Plate	Size 34X 22 inch Thickness .22 MM Anti-Rust Coating Four color printing With installation	Per unit rate for Up to 5000	Per unit rate for Above 5000
35.	Leaf Let	Paper size- 15.5 cm X 21.8 cm, Paper quality- 130 GSM Art Paper, Process- Multicolour Both side Printing, 3 fold	Per unit rate for 5000 Pc	Per unit rate for 10,000 PC