

Government of Bihar
Election Department
Office of the Chief Electoral Officer, Bihar
7, Sardar Patel Marg (Mangles Road), Patna-800015.

SHORT TENDER NOTICE

Patna, dated February, 2014

Scaled tenders in two bid system (technical bid and commercial bid) are invited for the printing of "Printing and Supply of different types of Handbooks and other Election materials."

The details of job description and other requirements for the job (Tender document) can be obtained during office hours from 01.03.2014 to 08.03.2014, from the office of the Chief Electoral Officer (7, Sardar Patel Marg (Mangles Road), Patna, Bihar) on payment of Rs. 250/- (Rs. Two hundred and fifty only) per tender document. It can also be downloaded from the website of this office at <http://ceobihar.nic.in> or the website of Information and Public Relation Department, Bihar at <http://www.prdbihar.org> Since the work is time bound and it has to be completed within the given time frame, the tenderers are requested to properly assess their ability to complete the work within the specified time limit. Security deposit as indicated in the tender document will have to accompany the tender document in the form of bank draft drawn in favor of Chief Electoral Officer, Bihar, Patna payable at Patna. In case of forms downloaded from the website, a separate bank draft for Rs. 250/- (Rs. Two hundred and fifty only) should also accompany the tender submitted.

Last date for submission of tender is 10.03.2014 till 03:00 P.M. The sealed tenders can be dropped in the tender box kept with the Joint Secretary-cum-Joint Chief Electoral Officer in the office of the Chief Electoral Officer, Bihar, Patna.

The technical bid will be opened on 10.03.2014 At 03:30 P.M. in the office of the Chief Electoral Officer, Bihar at 7, Sardar Patel Marg (Mangles Road), Patna.

The Chief Electoral Officer, Bihar reserves the right to cancel all or any of the tenders without notice and without assigning any reason.


Joint Secretary
-cum-

Joint Chief Electoral Officer, Bihar

Government of Bihar
Election Department
Office of the Chief Electoral Officer, Bihar
7, Sardar Patel Marg (Mangles Road), Patna-800015.

Tender No.
Prize Rs. 250

Tender document for Printing and Supply of different types of Handbooks and other Election materials.

- Last date for purchase of Tender document - 08.03.2014
From the office of the Chief Electoral Officer,
Bihar
- Last date for submission of tender paper - 10.03.2014 - 03:00 P.M.
- Date of opening of Technical envelope - 10.03.2014 - 03:30 P.M.
- Date of opening of Commercial envelope - To be announced on the notice board on 10.03.2014 at 05:00 P.M.

Samples of printing materials can be examined during working hours in the Office of the Chief Electoral Officer, Bihar (7, Sardar Patel Marg, Patna-800015) on or before 06.03.2014. Their specification can be seen in the in the "form for Commercial Bid".

Instructions

1. The tender should be submitted in two envelopes. Envelop-A (Technical bid) and Envelop-B (Commercial Bid) as per details given in the bid forms enclosed with this document.
2. Conditional/Incomplete tenders, tenders sent through telegram/fax/e-mail etc. and tenders without earnest money and those received after the above mentioned date and time shall be rejected. Each envelop should be clearly marked 'Technical Bid' or 'Commercial Bid'.
3. Each tender shall be accompanied with earnest money of Rs. 10,000/- or 2% of the total tendered amount, whichever is greater, separately in the form of Demand Draft, payable at Patna in favour of the Chief Electoral Officer, Bihar.
The Central Purchase Organization/State Purchase Organization and National Small Industries Corporation (NSIC) are exempted from furnishing the above earnest money.
4. In case of tender documents downloaded from the website, a separate demand draft for Rs. 250/- (Rupees Two Hundred and fifty only) payable at Patna in favour of the Chief Electoral Officer, Bihar.
5. Shall also accompany the tender in addition to the earnest money.
6. Tender forms should be filled up in all respects and returned by the tenderer duly signed on each page of the original tender forms including the Annexure/Form containing Terms and Conditions and should be properly sealed. Each correction/overwriting should be signed and authenticated by the tenderer properly.

Envelop A (Technical Bid)

This shall contain the following documents, in absence of which the tender will not be considered.

1. Demand Draft in respect of earnest money of Rs. 10,000/- or 2% of the total tendered amount, whichever is greater, separately payable to the Chief Electoral Officer, Bihar. The Earnest money shall be refunded to the unsuccessful tenderer within 7 days of the finalization of tender.
2. In case of tender document downloaded from the website – A separate Demand Draft in respect of document price money of Rs. 250/- only payable to the Chief Electoral Officer, Bihar. The document price money shall be non-refundable.
3. Copy of up to date return of Income Tax of the tenderer.
4. Sales tax/VAT registration certificate.
5. Trade Tax/Central Sales tax registration certificate, if applicable.
6. Valid Sales tax/VAT clearance certificate.
7. Service Tax registration certificate.
8. Audited Balance sheet of last three years certified by Chartered Account.
9. Details of the tenderer (to be given in technical bid form).
10. Details of similar work (printing on mass level) carried out by the tenderer, in Form III, alongwith supporting documents like payment, work order etc.
11. Copy of SSI/Industry Department registration.
12. Samples of papers to be used for printing of cover page and internal pages.
13. Letter of authorization on behalf of owner of printing press, in case owner of printing press is not participating.
14. Details regarding situation and location of the campus of the printing press/facility under the proprietorship of the tenderer where Handbooks would be printed.
15. Self – attested photocopy of PAN Card.

Envelop B (Commercial Bid)

In this envelop the tenderer should submit the commercial bid (format enclosed). The form purchased by the tenderer should be duly filled up by the tenderer indicating rate of printing inclusive of paper cost per piece. Offer in any other form shall not be accepted.

Both the envelopes should be separately sealed and marked as 'Technical Bid' and 'Commercial Bid' and both the bids should be placed in another one covering envelope. Name and address of the tenderer, job work etc. should be clearly mentioned on the covering envelope and should be addressed to The Chief Electoral Office, Bihar, 7, Sardar Patel Marg (Mangles Road).

The covering envelope should be super scribed by the word 'Printing and Supply of different types of Handbooks and other Election materials'.

Terms and Conditions

1. The tender paper complete in all respects may be submitted in double sealed covers sent by registered post or to be dropped in a sealed box kept for this purpose in the official chamber of Joint Chief Electoral

Officer, Bihar up to 03:00 P.M. on 10.03.2014 at the office of the Chief Electoral Officer, Bihar, Patna. The technical bid will be opened on 10.03.2014 at 03:30 P.M. in presence of those tenderers or their duly authorized representatives who are present. The tenderers or their authorized representatives are advised to remain present at the time of opening of tenders and negotiation if required. The authority will not be responsible for any postal delay in getting the job specifications and terms and condition as well as receipt of the document by the stipulated date and time.

2. Average turnover of tenderer for the last three years shall not be less than 50 (Fifty) lakh of rupees.
3. The tenderer should possess at least 5 years experience in the field of Printing.
4. Tender rates shall be inclusive of all costs, taxes and levies, transportation cost etc. Two rates are required to be quoted for all items:
 - (i) Inclusive of composing charges and
 - (ii) Printing cost if PDF file CD containing the matter is supplied by department.
5. The amount quoted in the tender shall be inclusive of all costs, taxes and levies, transportation costs etc. and shall also be inclusive of the taxes, levies in respect of works applicable for the time being in force on such contracts in the State of Bihar and no price escalation will be allowed on any account.
6. The cost quoted will be inclusive of making the master.
7. A sum of Rs. 10,000/- or 2% of the total tendered amount, whichever is greater, in the shape of a bank draft payable to the Chief Electoral Officer, Bihar will have to be deposited as earnest money alongwith the complete tender form. If the tender is withdrawn or rates are modified before the final acceptance of the rates, the earnest money deposited shall be forfeited.
8. The revision of rates etc. shall not be allowed after the tenders are opened and approved. Accepted rates shall be valid for a period of 12 months from the date of communication conveying the acceptance of tender bid to the successful tenderer.
9. The CEO reserves the right to accept or reject any or all the tenders or accept any tender without assigning any reason. The CEO also reserves the right to award the work to one or more tenderers at the approved lowest rates. It will not be obligatory for him to accept the lowest tender offered. If the quoted rates by any party appear to be unreasonably low and are unexplained, it may be summarily rejected. Canvassing in any form will lead to disqualification of the tenderer. Submission of more than one tender by the same agency under different names is prohibited. The decision of the Chief Electoral Officer, Bihar shall be final and binding on the tenderers in respect of this tender.
10. The number of Handbooks and other Election materials required for the supply is mentioned in the Form for Commercial Bid.
11. The successful tenderer shall execute an agreement on a stamp paper of the appropriate value with the Chief Electoral Officer, Bihar within three working days from the date of communication of acceptance of tender, failing which the earnest money deposit will be forfeited. Any party with

whom agreement is to be signed by the Chief Electoral Officer, Bihar will have to deposit 5% of the contracted amount in the shape of bank draft payable to the Chief Electoral Officer, Bihar as security money before the signing of the agreement. In case security deposit is not paid within the stipulated time, the earnest money will be forfeited. Bank guarantee will not be acceptable in lieu of security. The agreement may, in addition to other terms which may be deemed fit, contain the following terms and conditions :-

- a) The work shall be done by the contractor in the printing press/facility owned by him and details of which have been provided in the technical bid.
- b) The contract shall not be assigned or sublet to any other agency. If the agency does so or becomes insolvent, or makes any composition with his creditors, or attempts to do so, the Chief Electoral Officer, Bihar may thereupon, by notice in writing, rescind the contract, and the security deposit shall thereupon stand forfeited.
- c) No advance money shall be given to the successful tenderer for undertaking the work.
- d) If the agency is a partnership firm, any change in the constitution of the firm should be communicated to Chief Electoral Officer, Bihar immediately.
- e) The agency shall not claim any compensation from Govt. on account of the following :
 - (a) Force majeure
 - (b) Act of God
 - (c) Any reasonable cause beyond the control of the department.
- f) If the supply work of the agency is considered unsatisfactory, the progress of the work will be watched for 7 days for desired improvement failing which it may be decided to change and get the work done from any other agency at the discretion of the Chief Electoral Officer, Bihar. In that event, the agency shall be liable to make good the loss, which the Bihar Govt. may suffer by reason of higher price and/or any other administrative expenses incurred on the incomplete portion of the work.
- g) If the work is not completed within the scheduled/specified time, penalty at the rate of 1% of the job cost for per day's delay, subject to a maximum of 25% will be deducted from the contractor's payment unless the work awarding authority is satisfied that the delay occurred due to events constituting force majeure or due to reasons beyond the control of the contractor. The work awarding authority may, at its discretion, get the work done from the open market.
- h) The Chief Electoral Officer, Bihar reserves the right to terminate the contract at anytime, if the work is found to unsuitable. His decision will be final in this regard.
- i) The Chief Electoral Officer, Bihar reserves the right to forfeit the deposit if the successful tenderere fails to comply with any of the terms and conditions mentioned herein.
- j) The entire work shall be carried out as per the direction of the CEO, Bihar and instructions issued by him from time to time and his decision shall be final and binding in respect of all points of doubt.

- k) The CEO, Bihar or any person authorized by him may, at any time, inspect the printing work of the material. It shall be binding on the contractor to immediately provide any information asked for during such inspection.
 - l) It shall be the responsibility of the contractor to ensure utmost security of the master during the period of manufacture and at all times during which it is in his possession/custody. The contractor shall transfer the same to the Chief Electoral Officer, Bihar for safe keeping after the order is executed. The supplied completed materials shall conform to the design of the specimen approved by the Chief Electoral Officer, Bihar. The materials would not be prepared in excess of the quantity specified in each installment order at a time. In case of any deviation from these conditions, the security deposit would be forfeited and payment stopped. Moreover, due to breach of security provisions or confidentially clause, necessary legal action may also be taken against the contractor. The security deposit shall be forfeited if any terms and conditions of the contract are breached and/or the agency fails to complete the work satisfactorily. The decision of the Chief Electoral Officer, Bihar shall be final in this regard.
 - m) The security deposit shall be refundable to the agency after one month of the final payment provided the work done by the agency is found to be in good order in all respects.
 - n) The payments to the agency shall be made through A/C payee demand draft.
 - o) The supply of item is to be completed (i.e., delivery at the designated point) within 10 (Ten) days from the date of work order, failing which the tender shall attract penalties as under sub Para f and g above.
 - p) Point of delivery for completed materials will be Office of the Chief Electoral Officer, Bihar. The Chief Electoral Officer, Bihar in the urgency of work, deserves the right to change the point of delivery.
- 12) Arbitration :- That if any question, difference of opinion, whatsoever, arise in any way connected with or arising out of this instrument or the manning or operation of any part thereof, or rights, duties or liabilities of either party, save in so far as the decisions of any such matter is herein before provided for and has been so decided, every such matter shall be referred for arbitration and the decision of arbitrator, who will be appointed by the Government of Bihar shall be final and binding.

FORM FOR THE TECHNICAL BID

ITEM TENDERED	Printing and Supply of different types of Handbooks and other Election materials
1. Name and Address of Tenderer	
2. Contacts details (i) Telephone No. : (ii) Fax No. : (iii) E-mail : (iv) Mobile No. :	
3. Category of the tenderer (whether company, partnership firm or Proprietary concern)	
4. Name of Chief Executive Officer and Telephone No.	
5. Year of Establishment.	
6. Name (s), Contact Numbers and Address(s) of proprietor or partners or Directors.	
7. Trade Tax no.	
8. Income Tax PAN/GIR no.	
9. Sales Tax/VAT no.	
10. Service Tax No.	
11. SSI/Industry Department Registration No.	
12. Whether owner of printing press or not.	YES/NO
13. If not, whether the tenderer has attached letter of authorization.	YES/NO
14. Turn-over of the last 3 Years. attached	YES/NO
15. Name and address of banker.	
16. Whether details of past experience in preparation and production given in Form III.	YES/NO
17. Whether SSI registration/Industry Department registration (as applicable) attached.	YES/NO
18. Demand Draft no; date, bank name and amount attached.	
19. Copy of up to date return of Income Tax attached.	YES/NO
20. Valid Sales Tax/VAT clearance certificate attached.	YES/NO
21. Samples of paper attached.	YES/NO

I/We accept the terms and conditions mentioned in the tender document.

Signature of the Tenderer
With Rubber Stamp and Date

Form For Commercial Bid

(Only the original form as issued by the Chief Electoral Officer shall be accepted)

To,

The Chief Electoral Officer, Bihar.

Sir,

I/We hereby submit my/our offer for the execution for the Governor of Bihar (hereinafter referred to as the Government of Bihar) for Printing and Supply of different types of Handbooks and other Election materials as specified in the tender document.

Statement of requirement of Printing and Supply of different types of Handbooks and other Election materials and the rate quoted by the tenderer.

Sl. No.	Description of Hand Book	Requirement	Specification	Size	Number of Pages	Rate per piece quoted (inclusive all taxes) (for printing including composing)	Rate per piece quoted inclusive of all taxes (for printing from PDF file on CD submitted by the department)
1	Hand Book for Presiding Officer (Hindi)	74,100	1. Cover page-cover paper - 120 GSM 2. Inner page- Cream wove paper 60 GSM	27cm X 21cm	No. of cover pages-2 Page No. of Inner Pages- 187 (Pages may be increase)		
2	Elector's Register (Form 17A)	74,000	1. Cover page-cover paper - 120 GSM 2. Inner page- Cream wove paper - 60 GSM	27cm X 21cm	No. of cover pages-2 Page No. of Inner Pages- 144		
3	Special Tag	1,97,500	Card Board - 150 GSM	7.5cm X 5.5cm	-		
4	Publicity Poster (with photo)	3,70,500	Maplitho paper-60 GSM	90cm X 58cm	One Page		
	(a) Big Size						
	(b) Small Size	3,70,500	Maplitho paper-60 GSM	64cm X 46cm	One Page		
5	Certificate	100 (Hindi)	Card Board-200 GSM	28cmX23.6cm	One Page		
		200 (English)	Card Board-200 GSM	28cmX23.6cm	One Page		

Demand Draft No. _____ dated _____ Payable to the Chief Electoral Officer, Bihar in respect of the sum of Rs. 10,000/- (Rupees Ten Thousand) only or 2% of the total tendered amount, whichever is greater, representing the earnest money for submission of this tender has been enclosed alongwith the technical bid. The amount of this earnest money shall not bear an interest and shall be liable to be forfeited in favor of the Government of Bihar should I/We fail to sign and complete the contract document as required and furnish the security deposit as specified in the terms and conditions of the contract enclosed with this tender document. The amount of this earnest money for submission of tender may be adjusted towards the security deposit or refunded to me/us unless the same or any part thereof has been forfeited as aforesaid.

I/We undertake to comply with all the condition given in the tender document.

Signature of tenderer

(Seal)

Address of the tenderer

.....

.....

Date the

day of

WITNESS

Signature of Witness

FORM-III

DETAILS OF SIMILAR WORKS CARRIED OUT BY THE TENDERER

Name of Tenderer:-

Sl. No.	Description of Works	Quality and Cost of Works	Name of Client with address	Time Limit in work order by the Client	Actual date of completion	Remarks (Here give details of work order /proof of payment issued by the client or other comments)
1.	2.	3.	4.	5.	6.	7.

N.B.: - If additional space is required, extra sheet may be added for the purpose.

Signature of Tenderer
With Rubber Stamp