

WOMEN DEVELOPMENT CORPORATION, BIHAR

Bid Document for Supply of Printed Metal Sheets

Section – 1

INSTRUCTIONS TO TENDERERS

Sealed tenders are invited in the prescribed format from manufacturers for Rate Contract of Printed Metal Sheets for a period of 1 year under 2 envelope system. The bidder agency has to undertake the activity on Turn Key mode, which shall involve concept development based on themes, designing, printing and distribution upto district headquarters in the state of Bihar.

The Rate contract offer is for 2 years, which may be extended by 1 more year based on the need and performance of the contracted firm.

1. Envelope marked “A”–

- i) Cost of Bid Document Rs.5000/- (non refundable) in the form of a bank draft in favour of MD, Women Development Corporation.
- ii) Earnest money in the form of a bank draft or irrevocable bank guarantee worth Rs.5,00,000/- (refundable) in favour of Managing Director, Women Development Corporation.
- iii) Proof of being the Manufacturer of the product (machinery required for offset printing on metal sheets which will be verified physically if needed).
- iv) Past performance of supply of similar types of printed material to any Govt. / Public Sector agency (prescribed format on Section – III). Minimum experience of three supplies required, out of which at least one should be of value above Rs. 10,00,000.00.
- v) Copy of GST registration.
- vi) Copy of all other statutory registration papers i.e factory license, 3 phase electricity connection etc
- vii) Copy of PAN and IT return copy of last 3 financial years.
- viii) Proof of sound financial capability of the bidder. The bidder should have achieved average annual turnover of Rs.1 Crore in last three consecutive years. Balance sheet ,P/L Account and auditor's report for last three years, in support of its financial standing & capability to perform the contract.
- ix) A self declared affidavit that he/his firm has not been blacklisted for any cause by Government of India / Govt of Bihar or any other Public Sector Agency..
- x) 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 overall interest of the purchaser.

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

2. Envelope marked “B” – Financial bid (prescribed format Section – IV)

Envelopes marked ‘A’ will be opened first and the contents will be evaluated at first stage. The financial bid of those bidders will only be opened, whose documents will be found satisfactory and according to instruction and specification.

SCHEDULE TO THE INVITATION OF TENDER

1. Tender for Supply of Printed Metal Sheets (refer Section II for technical specifications)

2. Earnest Money

- a) Rs. 5,00,000/- in the shape of Bank draft or Bank Guarantee issued in favor of Managing Director, Women Development Corporation, Bihar Payable at Patna will have to be submitted in envelope marked ‘A’.
- b) The amount of earnest money will be forfeited if the bidder withdraws his bid after the opening of bids or if the bidder fails to do the supply after awarding of contract.
- c) The bid security shall remain valid for a period of 30 days beyond the original validity period of bids or beyond any period of extension requested subsequently.

3. Quotation Price

- a) Bidder must submit rate as per technical specification enclosed in section II-Annexure ‘A’.
- b) The products/items have to be of reputed and established brand as available in the market.
- c) Rates are F.O.R. destination upto district HQs in the state of Bihar.
- d) The bid shall be typed or written in indelible 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.
- e) Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
- f) Telex or Facsimile or e mail quotations are not acceptable.

4. Validity of quotation

4.1. Bids / rates shall remain valid for 120 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.

4.2. In exceptional circumstances, the Purchaser may solicit the bidder’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by fax/email). The bid security 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.

5. Condition for Supply

- (a) Delivery: The delivery of the goods at the designated place should be done within 45 days of approval of the final proof of the item to be printed on the tin board. Work order shall be issued from time to time after execution of contract.

(b) 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 | - | 0.20% per week for delayed Quantity |
| ii) For a delay from 15 days to 28 days | - | 0.50% per week for delayed Quantity |
| iii) For a delay of 29 days and above | - | 1 % per Week for the delayed Quantity |
| Or Part thereof | | |

However, the above deductions would not be applicable if the delay is on account of Women Development Corporation's act.

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 impending 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/ e mail , 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. Evaluation of quotation

The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed and confirm to the terms and conditions and specifications. The duties, taxes and other levies payable including GST shall be quoted along with the unit item rate.

9. Qualification Criteria

- i. The bidder should furnish the information on past supplies and satisfactory performance in the Performa given under Section III.
- ii. The bidder should have achieved average annual turnover of Rs.1 Crore in last three consecutive years. Balance sheet, P/L Account and auditor's report for last three years, in support of its financial standing & capability to perform the contract.
- iii.. 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 overall interest of the purchaser.
- iv. Tenders not accompanied with EMD deposit of 5,00,000/- will be treated as invalid. All bidders are compulsorily required to deposit the EMD.
- v. Tenders not submitted as per above prescribed manner will be treated as invalid.
- vi. A self declared affidavit that he/his firm has not been blacklisted for any cause by Government of India / Govt of Bihar

10. Award of Contract

The purchaser will award the contract to the bidders whose quotation has been determined to be substantially responsive. If required, more than one agency may be empanelled, but it shall be done at the least cost.

- a) The total no. of units of the items specified in the schedule may increase or decrease as per the need. The same as and when required will be informed to the successful bidder in writing within the contract period
- b) Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- c) The bidder whose bid is accepted will be informed of the award of contract by purchaser. The terms of the accepted offer shall be incorporated in the purchase order.
- d) No advance will be given to the supplier.
- e) Payment shall be made after delivery of the goods in satisfactory condition after deduction of applicable taxes as follows:
 1. On completion of Delivery and submission of proof – 90 % of the order value
 2. On quality certification which shall be done by a third party agency – 10% of the order value

Bidders are requested to send their offer in the prescribed format (enclosed herewith) in sealed envelop addressed to Managing Director, Women Development Corporation, Bihar , 2nd Floor Indira Bhawan, R.C Singh Path, Patna on or before 30th August 2019, 3.00 PM . The envelop should clearly mention on top – **" Bid for Rate Contract of Printed Metal Sheet"**.

The Technical Bid will be opened on the same day at 4.00 PM in the presence of bidders of their authorized representative who desire to be present. If the date is declared as a holiday, then will be opened on the next working day. The Financial Bids of only technically successful bidders would be opened, the date for which would be duly announced and all successful bidders would be intimated.

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.

Managing Director

Women Development Corporation, Bihar

R C Singh Path, Patna 800 001

SECTION-II

Technical Specification

Item – Printed Metal Sheet

Size : 34" x 22"

Thickness : 0.20 mm (+/- 0.01mm)

Printing : Four Colour on one side

Quoting : Anti rust quoting on the back side

Metal Sheet : CR / PCRC

Hanging / Installation: Holes on 4 corners

Quantity : As per requirement during the rate contract period

Tasks to be accomplished by the contractor

1. Conceptualization on the theme provided
2. Design development
3. Printing on the sheet (specification of the theme as above)
4. Distribution as per client's requirement, which shall be upto the district headquarters in Bihar.

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 : Proofs to be attached in form of work orders, payment orders etc.

SECTION IV: FINANCIAL BID FORM

(Format of Price Schedule)

| 1 | 2 | 3 | 4 | 5 |
|--------|------------------------|-----------------------|-------|-------------------------------------|
| SI No. | Items | Unit Rate (FOR basis) | Taxes | Total Unit Rate (incl. of taxes) |
| 01 | Printed Metal Sheet | | | |

In Words -----

Authorized Signature with seal