WOMEN DEVELOPMENT CORPORATION, BIHAR

Bid Document for Development, Designing, Conceptualizing, Printing and distribution of knowledge kit (Special Edition Supplement) with newspapers on Child Marriage and Dowry

SECTION I

INSTRUCTIONS TO TENDERERS

Sealed tenders are invited in the prescribed format from Urdu media houses (daily newspapers) for Development, Designing, Conceptualizing, Printing and distribution of knowledge kit with newspapers on Child Marriage and Dowry through 2 bid system.

The bidding agency should have a minimum circulation of 10000 copies in Bihar.

1. Envelope marked "A"–

   a. Past performance of **Development, Designing, Conceptualizing, Printing and Distribution of knowledge kit** of any Govt./ Semi Govt. / Public Sector agency.
   b. Copy of certified circulation details. (RNI or ABC)
   c. A sample of the paper quality.

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

Envelopes marked 'A' will be opened first and the contents will be evaluated at first stage. After this the financial bid of those bidders will only be opened, whose samples and other documents will be found satisfactory and according to instruction and specification.

SCHEDULE TO THE INVITATION OF TENDER

1. **Tender for Development, Designing, Conceptualizing, Printing and distribution of knowledge kit with newspapers on Child Marriage and Dowry (refer SECTION II for technical specifications)**

2. Quotation Price

   a. Bidder must submit rate as per technical specification enclosed in section II.
   b. 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. All pages of the bid, except for un related pages, shall be initiated by the person or persons signing the bid.
   c. Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.
   d. Telex or Facsimile quotations are not acceptable.

3. Validity of quotation

   3.1. Bids 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.

3.3. 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.

4. Evaluation of quotation

Firstly the Technical Bids of the agencies would be opened and evaluated. The financial bid of only the technically successful bids shall be opened, date and time for which shall be intimated later on.

5. General Conditions

i. The knowledge kit will be circulated twice with the newspaper within a gap of 2-3 months.
ii. Minimum two media houses will we contracted, but the hiring will be on the least price (L1) basis.
iii. Payment shall be made after execution of the activity.

Bidders are requested to send their offer in the prescribed format in sealed envelope addressed to Managing Director, Women Development Corporation, Bihar, 2nd Floor Indira Bhawan, R.C Singh Path, Patna on or before 16/10/2017, 3 PM, the opening of technical bid will be done on the same day at 4 PM in the presence of bidders of their authorized representative who desire to be present.

MANAGING DIRECTOR

SECTION II

TECHNICAL SPECIFICATION OF KNOWLEDGE KIT

1. Size of the booklet: **19.5 (width) x 26 cm (height)**

2. Number of pages: 24 + 4

3. Quality of paper: **90 GSM Cover, 70 GSM inside pages**

4. Printing: Multi colour

5. Stitching: Centre Stitch binding

FINANCIAL BID FORMAT

SECTION V: FINANCIAL BID FORM

SL No	Item & Specification	Quantity (Current Circulation)	Quantity (Expected on the date of distribution)	Unit Price	Total Price	Taxes	Grand Total
01.	Knowledge Kit (as per bid doc.)						

Total Bid price in Rs. _____ (In Words_____)

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

Signature of Bidder with seal
Name
      Business address