

**WOMEN AND CHILD DEVELOPMENT CORPORATION  
DEPARTMENT OF SOCIAL WELFARE, GOVT. OF BIHAR  
WCDC BUILDING, DAROGA PRASAD RAI PATH  
R. BLOCK, ROAD NO-2, PATNA-800001**

**Notice Inviting Request for Empanelment By  
Women and Child Development Corporation  
For Empanelment of Eligible Firms/Agencies  
For  
Printing and Supply of IEC and Other Materials**

**NIT No.** [REDACTED]

**Date:** 21/12/2023

Women & Child Development Corporation (WCDC), Bihar is an organization registered under Societies Registration Act, 1860. WCDC is the nodal agency for implementing women development programmes of the State. WCDC, being the nodal implementing agency for implementation of Mukhyamantri Nari Shakti Yojna, is working towards various schemes for women and adolescent girls who are victims in cases of family/society abuse, domestic violence, sexual harassment, human trafficking, dowry, or other reasons as well as for general upliftment of all women and adolescent girls. WCDC being the nodal agency for implementation of various schemes requires various materials such as posters, leaflets, banners, magazines, stickers, flex banners, exhibition standees, digital wall paintings, etc for public promotion of such schemes/activities. WCDC hereby issues this notice inviting "Request for Empanelment" from eligible firms/agencies for providing various Information Education and Communication Materials.

Interested organisations may download the complete Request for Empanelment (RFE) Document from website <https://wcdc.bihar.gov.in/> under the Tenders Menu.

**A. Pre-Eligibility Qualification Criteria:**

Pre-Qualification eligibility criteria for the firms/agencies to be selected under this RFE will be as under: -

- a. The Firm/Agency must be a proprietorship concern, a partnership firm or an LLP/Pvt Ltd Company registered under Ministry of Corporate Affairs, 2013.
- b. The Firm/Agency shall have been incorporated at least 1 year prior to the date of notification of this RFE.
- c. The Firm/Agency should have an average annual turnover of at least Rs.50 Lakhs, in the preceding 03 (three) financial years.
- d. The Firm/Agency shall have experience in printing of at least 3 Purchase Orders to any government department, corporation, agency, or PSU. Supply of Stationery Items will not be considered as supply of IEC Materials for the purposes of this clause.
- e. Total Value of the Purchase / work Orders submitted for this RFE shall be a minimum of Rs.10 lakhs.
- f. The firm shall be registered under GST Act

**B. Undertakings Required:**

Firm/Agency should neither have been Blacklisted nor should its contract be terminated midterm in any ongoing assignment / works owing to dissatisfactory performance or for any other unethical practices

**C. Document Cost and EMD:**

- a. A document fee of Rs. 1000 must be paid for participating in this proposal. The amount must be paid in the form of a demand draft payable at Patna in favour of Managing Director, Women Development Corporation. The DD shall be submitted in Envelop 1 of the Proposal as further described in Proposal Submission Para.
- b. The Firm/Agency shall submit an EMD of Rs. 1,00,000/- (One Lakh) Only in the form of demand draft payable at Patna in favour of Managing Director, Women Development Corporation. The EMD shall be submitted in Envelop 1 of the Proposal as further described in Proposal Submission Para.

**D. Other Important Points:**

1. Sealed Complete proposals can be delivered by hand or through registered speed post (Indian Postal Services Only) at address mentioned just below on any working day up to 19/01/2024 by 15:00 hours. In case proposal is received after 3.00 PM of 19/01/2024, whether by hand or by post, the Corporation will not entertain the proposal.

**ADDRESS: MANAGING DIRECTOR, WOMEN AND CHILD DEVELOPMENT CORPORATION, WCDC BUILDING, DAROGA PRASAD RAI PATH, R. BLOCK, ROAD NO-2, PATNA-800001**

2. Consortium or Joint Venture arrangement or networking of any kind is "NOT ALLOWED" under the assignment.
3. Successful agencies scoring the minimum cut off marks shall be empanelled with WCDC.
4. Post award of empanelment, WCDC may ask for a limited Quotation from the empanelled vendors.
5. The WCDC reserves the right to either issue the Work Orders as deemed fit. The decision of the management shall be considered as final in this regard.
6. The Managing Director, WCDC reserves the right to accept or reject, any or all requests, under this tender process without incurring any obligation to inform the affected applicant/s of the grounds.

**Managing Director  
Women And Child Development Corporation**

## **SECTION 1 – Letter of invitation**

**NIT No.:**

**Date: 21/12/2023**

From:

Managing Director  
Women And Child Development Corporation,  
WCDC Building, Daroga Prasad Rai Path,  
R. Block, Road No-2, Patna-800001 (BIHAR).

To: The Eligible Firm/Agency(s)

Under the MNSY scheme WCDC, the nodal implementing agency for the scheme, plans of giving a significant boost to the empowerment, welfare and upliftment of women and adolescent girls. In this regard, WCDC performs Information Education and Communication activities for promotion of various schemes of the government of Bihar. WCDC hereby invites Request for Empanelment from eligible firms/agencies for empanelment with WCDC for printing and supply of various IEC materials as detailed in Annexure A to this document.

1. The Women and Child Development Corporation, Government of Bihar, invites proposals from reputable firms/agencies for empanelment in the printing and supply of various Information, Education, and Communication (IEC) materials. Additionally, in accordance with the needs and discretion of the WCDC, the agency may be required to design, create, and develop content as deemed fit.
2. The Background Information and Terms of Reference / Scope of work for the Services are provided in Section 4 of the Request for Empanelment (RFE).
3. Only Firms/Agencies who are already working in field, having prior relevant experience of designing, developing, printing & supply, eligible as per the requirements of this document and willing to perform these services on a commercial and time bound basis are requested to participate in this empanelment process.
4. The RFE includes the following documents:
  - Section 1 - Letter of Invitation (Current Page)
  - Section 2 - Instructions to Firm/Agency
  - Section 3 – Datasheet to Instruction to Firm/Agency
  - Section 4 - Terms of Reference and Scope of Work
  - Section 5 - Technical Proposal - Standard Forms
5. A Pre-proposal meeting has been scheduled on 28/12/2023 at the WCDC conference hall at 15:00hrs, where all issues/clarifications can be discussed.
6. The deadline for receipt of proposals shall be 19/01/2024 up to 15.00 hrs.
7. WCDC reserves the right to accept or reject any or all proposals, and to annul the RFE process and reject all proposals at any time prior to the contract execution, without thereby incurring any liability or any obligation in any form to the affected agencies on any grounds.

Yours sincerely,

MANAGING DIRECTOR,  
WOMEN AND CHILD DEVELOPMENT CORPORATION,  
GOVT. OF BIHAR

## **Section 2- INSTRUCTION TO FIRM/AGENCY**

### **1. INTRODUCTION**

#### **General**

- 1.1 Women and Child Development Corporation (WCDC), Dept of Social Welfare, Govt. of Bihar (GoB), Patna, Bihar plans to empanel firms/Agencies based on technical qualification basis for Creation and printing of IEC & Other materials.
- 1.2 Deliveries are to be made generally at Head Office Level, though the firm may also be asked to deliver the goods to other locations as deemed fit by WCDC.
- 1.3 Firm/Agency participating in this RFE, should familiarize themselves with conditions such as cost of transportation, cost of labour, cost of specific type of printing as required under this tender.
- 1.4 To obtain first-hand information on various aspects related to this RFE, firms/agencies are advised to visit the WCDC office and take a market assessment for various other factors too.
- 1.5 Firm/Agency shall bear all costs associated with the preparation and submission of their Proposals. Costs might include site visit, collection of information, etc.
- 1.6 In preparing their proposals, Firm/Agency are expected to examine in detail the documents comprising the RFE. Any Material deficiency in providing the information requested may result in rejection of a Proposal.

#### **Fraud and Corruption**

- 1.7 WCDC requires that Firm/Agency observe the highest standard of ethics during the award process as well as during the period of the contract. In pursuance of this policy, WCDC defines, for the purposes of this provision, the terms set forth hereinbelow as follows:
  - i. "Corrupt practice" means behaviour on the part of officials in the public, private or non-profit sectors by which they improperly and unlawfully enrich themselves and/or those close to them, or induce others to do so, by misusing the position in which they are placed, and it includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; and
  - ii. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the WCDC and includes collusive practices among Firm/Agency (prior to or after proposal submission) designed to ensure award on a non-competitive basis and to deprive WCDC of the benefits of free and open competition, in any manner.
- A. WCDC will reject a Proposal for award if it determines that the Firm/Agency recommended for award has engaged in corrupt or fraudulent practices in competing for the award under this RFE, and;
- B. Will declare a Firm/Agency ineligible and may blacklist the Firm/Agency, either indefinitely or for a specified period (as stated in such order), to be awarded any contract by WCDC or Government of Bihar, if it, at any time, determines that the Firm/Agency has engaged in corrupt or fraudulent practices in competing for, or in executing, any WCDC contract.

#### **Proposal Validity**

- 1.8 Firm/Agency Proposals must remain valid for 180 days after the last date of submission as specified in this RFE. During this period, the Firm/Agency are bound to ensure that if selected, during the bid validity period, the selected firm/agency can provide the services as required in this RFE.

#### **Bid Security (Earnest Money Deposit)**

- 1.9 The Firm/Agency shall submit an EMD of Rs. 1,00,000/- (One Lakh) Only in the form of demand draft payable at Patna in favour of Managing Director, Women Development Corporation. The EMD shall be submitted in Envelop 1 of the Proposal as further described in Proposal Submission Para. EMD of the participating Firm/Agency will be returned to them at the earliest after the finalization of award. No interest shall be paid by corporation, in any case, for the EMD.

The bid security may be forfeited:

- i. If the Firm/Agency withdraws its bid during the period of bid validity.
- ii. If the Firm/Agency Misrepresents any facts/information submitted.
- iii. If the successful Firm/Agency fails to:
  - a. Provide written acceptance for the award within 7 Days upon award.
  - b. To sign any contract as required by WCDC.
  - c. Furnish a performance security as required under this RFE.

### **2. CLARIFICATIONS AND AMENDMENTS TO RFE DOCUMENTS**

- 2.1 Firm/Agency may request clarification for any details under the RFE up to the date of pre-proposal meeting indicated in the Data Sheet. Any request for clarification must either be requested in writing at the Pre-proposal Meeting or be sent in writing to the email address indicated in the Data Sheet before the date and time of Pre-proposal meeting indicated in the Data Sheet. The Corporation will respond in writing and will upload the approved copy of the response, including an explanation of the query may or may not identifying the source of inquiry, on the relevant website.
- 2.2 At any time before the submission of Proposals, the Corporation may, whether at its own initiative, or in response to a clarification requested by a firm/agency, amend the RFE by issuing an addendum or corrigendum. The addendum/corrigendum may be: -
  - a) Sent to all Firm/Agency on their email addresses; or
  - b) Be published on the website notified in the Data Sheet.

In either of the cases (a) or (b) above, any such addendum/corrigendum shall be binding on all the probable participants. To give the expected participants reasonable time in which to take an amendment into account in their proposals, the Corporation may at its discretion, if in the view of the corporation amendment is substantial, extend the deadline for the RFE submission.

### 3. PREPARATION OF THE PROPOSAL

- 3.1 The proposal document shall be clean and printed and shall be signed by such proprietor/partner/director of the Firm/Agency eligible to make an offer. All pages of this RFE must also be submitted with signature and stamp as an acceptance of the terms of this RFE.
- 3.2 Firm/Agency Proposal (the Proposal) will consist of two components
 

Envelope-I	:	Earnest Money Deposit and DD for Cost of RFE Document
Envelope-II	:	Technical Proposal with supporting documents
- 3.3 Demand Draft for Cost of RFE documents AND Earnest Money Deposit as required under this RFE shall be placed in Envelope-I. If the EMD and DD for cost of RFE document, are found proper then only Envelop II of technical proposal will be entertained.
- 3.4 Firm/Agency must enclose all evidence to support the proposal eligibility along with required copy of work orders / purchase orders / contract / agreement/ completion certificate / ongoing certificate in technical proposal and shall be placed in Envelope-II.
- 3.5 The Proposal, as well as all related correspondences exchanged by the Firm/Agency and the WCDC, shall be in English. All submissions made by the Firm/Agency shall also be in English and are deemed to be covered as per the terms of a standard non-disclosure agreement.
- 3.6 The Proposal should include the cover letter, as specified in Form Tech 1, signed by person(s) with full authorization to make legally binding contractual commitments on behalf of the firm/agency. Proprietor in case of Proprietorship Concern, Partner in case of a partnership/LLP concern or Director in case of a company shall sign the documents required to be submitted.

### 4. THE TECHNICAL PROPOSAL

- 4.1 All pages in the submission of technical proposal must be numbered avoid any conflict / ambiguity regarding the document submitted.
- 4.2 Firm/Agency shall submit technical proposal only in the given format. Submission of Technical Proposal in wrong format may result in the proposal being deemed as "NOT responsive".
- 4.3 The Technical Proposal shall contain all information using the Standard Technical Proposal Forms. Such information must be provided by the Firm/Agency for each item.

### 5. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS

- 5.1 The proposal (DD for cost of RFE documents and Earnest Money Deposit, Technical Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by Firm/Agency themselves. Any such corrections, interlineations or overwriting in the technical proposal document, if any, must be initialled by the authorised managerial authority who has signed the Proposal.
- 5.2 Proposals will be rejected if found without the payment of cost of RFE document and/or Bid security in acceptable form for or with incomplete proposal documents or incorrect submissions or in case of conditional offer.
- 5.3 Two Envelops – Envelop 1 for (DD for Cost of RFE document + Earnest Money Deposit), Envelope 2 for - Technical Proposal, must be used. The Document Fee and EMD Envelop (Envelop Number 1) must be clearly marked as "Document Cost and EMD" on the envelop. The Technical Proposal to be sent to WCDC must be clearly marked as "TECHNICAL PROPOSAL" in Envelop Number 2. Both the envelopes (Envelope 1 – Document Cost and EMD, Envelope 2 – Technical Proposal) shall be sealed and shall be placed into an outer envelope and sealed. The outer envelope shall bear the name of the proposal, i.e., "**Empanelment of Eligible**

**Firms/Agencies For Printing and Supply of IEC and Other Materials** along with the submission address, reference number of NIT and other information.

## **6. PROPOSAL EVALUATION**

### **General**

- 6.1 From the time the Proposals are opened & till the time the final selection list is prepared, the Firm/Agency should not contact the Corporation on any matter related to its Proposal, other than for Pre-Bid Meeting and its response. Any effort by the Firm/Agency to influence the Corporation in examination, evaluation, ranking of Proposals or recommendation for award of contract may result in rejection of the Firm/Agency's Proposal.
- 6.2 Short-listing will be done strictly based on the information provided by the Firm/Agency in the proposal and the evaluation criteria detailed in RFE Document.
- 6.3 The WCDC may, at its own discretion, ask for further clarifications, documents, etc from any or all the Firms/Agencies to ensure fair evaluation and selection of qualitative Firms/Agencies. It is solely at the discretion of the WCDC and cannot be termed as mandatory.
- 6.4 If the WCDC management, at any point of time before or after opening of technical proposals, finds that the technical proposal should not have been processed due to an incorrect action or submission whether at the part of the Firm/Agency, WCDC reserves the right: -
  - a) for not opening technical proposal of such Firm/Agency,
  - b) if the proposal has already been opened, to not further evaluate the proposal submitted by such Firm/Agency and to make such Firm/Agency as ineligible.

### **Evaluation of Technical Proposals**

- 6.5 The eligibility criteria will be first evaluated based on the Pre-Qualification Criteria, as defined in Notice Inviting Request for Empanelment, for each Firm/Agency. Detailed technical evaluation will be taken up in respect of only those firms/agencies, who meet with the prescribed pre-qualification eligibility criteria.
- 6.6 The Technical Evaluation Committee of WCDC shall evaluate the Technical Proposals based on Proposal's responsiveness using the evaluation criteria and points system specified in the Data Sheet and marking Scheme for Technical Evaluation as detailed in Appendix 1 and Appendix 2 to the datasheet. Each Technical Proposal will receive a technical score. A Proposal shall be rejected if it does not achieve the minimum technical mark of 60 from the maximum of 100 points, that is, 60% of the total marks.
- 6.7 A Technical Proposal may not be considered for evaluation in any of the following cases:
  - a) Firm/Agency that submitted the Proposal was found not to be legally established in India; or
  - b) Technical Proposal was submitted in the wrong format.
  - c) Technical Proposal reached the Corporation after the submission closing time and date specified in the Data Sheet.
  - d) The Memorandum of Association (or equivalent document stating the object clause for which the Firm/Agency was formed) of the organisation does not contain details in the main object clause to work activities similar to as specified under this RFE.
  - e) The pages of the technical proposal document are not banded or manually numbered.
  - f) It is established by any other means that the FIRM/AGENCY does not work in the relevant field for which this RFE has been issued.
  - g) Any other case making the participating FIRM/AGENCY as ineligible.
- 6.8 After the technical evaluation is completed, the Corporation shall notify Firm/Agency whose Proposals did not meet the minimum qualifying technical marks of 60 out of 100 or were considered as unresponsive to the RFE requirements. The Corporation shall simultaneously notify Firm/Agency whose Technical Proposals received a mark of 60 or more and are qualified under the evaluation process.

## **7. PERFORMANCE SECURITY**

The firm/agency will furnish within 10 days of the issue of Empanelment Order, an unconditional and irrevocable Bank Guarantee in favour of Managing Director, Women Development Corporation from any commercial Bank for an amount equivalent to 10% of the tentative value of the agreement to be entered into by the selected firm/agency (total tentative value as notified by WCDC) towards the Performance Security valid for a period of 24 months from the date of issue of Empanelment Order and claim validity of another 12 months. The PBG must be in the format specified by WCDC.

PBG may be invoked by WCDC in the event the Firm/Agency:

- a. Fully or Partially fails to supply the goods or perform the responsibilities assigned under the agreement and as per the SoW,
- b. Supplies items of lower quality than required,
- c. Supplies items of different graphics or specification than required,

- d. Delay in supply of items, beyond the specified period,
- e. Poor designing services leading to delay in delivery of the supplies required,
- f. Dissatisfactory supply in any other terms,
- g. Unresponsive to the limited tender floated by the WCDC

Besides invoking the PBG, WCDC also reserves the right to terminate the contract and/or blacklist the Firm/Agency, in case of points mentioned in (a) to (f) above.

The PBG may be discharged/returned, without any interest thereon, upon being satisfied that there has been due performance of the obligations by the Firm/Agency under the contract. Notwithstanding and without prejudice to any rights whatsoever against the Empanelment Letter or Contractual Agreement in the matter, the proceeds of the PBG shall be payable as compensation for any loss resulting from the Firm/Agency's failure to perform/comply its obligations under the terms of the empanelment or work order. Such Firm/Agency will be notified of the exercise of the right to receive such compensation by the WCDC, indicating the contractual obligation(s) or default in execution of the activities / supply of goods by the Firm/Agency.

WCDC shall also be entitled to make recoveries from the Firm/Agency's bills, performance bank guarantee, or from any other amount due to them, an equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement, miscalculation or on any other account. The Firm/Agency's banker must also send a notification as SFMS message to the WCDC's bank branch (IFSC Code to be notified later) for onward confirmation of WCDC as the beneficiary of the issued bank guarantee and period therein. Physical copy of bank guarantee must be submitted to WCDC within specified period from the issue of Empanelment Letter to firm/agency as well as bank guarantee must be notified to WCDC's bank branch on SFMS within the same period.

#### **8. BANK GUARANTEE FOR ADVANCE**

If required by the firm/agency, the firm/agency can requisition an advance for any work order issued for supply of goods subjected to providing an unconditional bank guarantee of an amount equal to the advance requisitioned. Approval against any such requisition is at the sole discretion of management and may be denied. Any such advance provision shall not be deemed as the right of the empanelled firm/agency but shall be deemed as an opportunity available based on management's opinion. Such requisition of advance cannot exceed 30% of the total value of the work order issued. The Firm/Agency's banker must also send a notification as SFMS message to the WCDC's bank branch (IFSC Code to be notified later) for onward confirmation of WCDC as the beneficiary of the issued bank guarantee and period therein. Physical copy of bank guarantee must be submitted to WCDC within 15 days of issue of Work Order to firm/agency as well as bank guarantee must be notified to WCDC's bank branch. The PBG must be in the format specified by WCDC.

### SECTION 3: DATASHEET TO INSTRUCTION TO FIRM/AGENCY

S.No	Description												
<b>Contact Details</b>	<p><b>Full Address:</b> Women and Child Development Corporation, WCDC Building, Daroga Prasad Rai Path, R Block, Patna – 800001 (BIHAR)  <b>E-Mail</b> – support.WCDC@bihar.gov.in  <b>Website</b> - <a href="https://wcdc.bihar.gov.in/">https://wcdc.bihar.gov.in/</a></p>												
<b>1.1</b>	<b>Method of Selection:</b> Technical Evaluation Basis (Technical Score Ranking Based Empanelment).												
<b>1.2</b>	<b>Scope of Work cum Terms of Reference is as specified in Section 4</b>												
<b>1.3</b>	<p><b>Pre-Bid Meeting Date:</b> - Date and Time: <b>28/12/2023</b> at 15:00 Hours  <b>Venue:</b> Conference Room, WCDC HO, Daroga Prasad Rai Path, R Block, Patna-1</p>												
<b>1.4</b>	<p><b>Proposals must be submitted not later than the following date and time:</b>  <b>Date: 19/01/2024 Time: 15:00 Hours</b>  <b>Proposals will be opened the same day at 15:30 Hours.</b></p>												
<b>1.5</b>	<p>Technical Proposals shall be evaluated based on following pre-identified criteria:            Technical criteria for Empanelment of Eligible Firms/Agencies for Printing and Supply of IEC and Other Materials will be as under:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">S. No</th> <th style="text-align: center;">Criteria</th> <th style="text-align: center;">Score Allocated</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Incorporation and Financial Health</td> <td style="text-align: center;">50</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Experience in related domain</td> <td style="text-align: center;">50</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Total Score</b></td> <td style="text-align: center;"><b>100</b></td> </tr> </tbody> </table> <p>Narrative Evaluation Criteria is attached at Appendix-I to Data Sheet</p> <p>The members of the tender evaluation committee will carry out the evaluation, applying the evaluation criteria as detailed in appendices to datasheet. Each responsive proposal will be given a technical score. The minimum marks required to be considered as eligible for empanelment in the technical bid are 60 marks out of 100. The management reserves the right to reduce the cut off marks in case where the minimum eligibility is not met by the required number of Firms/Agencies to be empanelled with WCDC.</p>	S. No	Criteria	Score Allocated	1	Incorporation and Financial Health	50	2	Experience in related domain	50	<b>Total Score</b>		<b>100</b>
S. No	Criteria	Score Allocated											
1	Incorporation and Financial Health	50											
2	Experience in related domain	50											
<b>Total Score</b>		<b>100</b>											
<b>1.6</b>	<b>Schedule of Delivery:</b> As specified in Limited Tender / Work Order.												
<b>1.7</b>	<p>The printing and supply of IEC materials is a regular ongoing activity at WCDC owing to the duties of WCDC to ensure mass reach of the awareness campaigns and other activities at field level. For these purposes, WCDC is willing to empanel 3 suppliers of IEC materials to ensure that the activity awareness requirements are catered on a timely basis at the lowest possible prices based on the needs of the management in the best possible manner.</p> <p>The empanelment shall be for two years which can be temporarily extended by the management based on the needs of the management up to a period not exceeding one year. During the empanelment period WCDC, based on the needs of the IEC and other activities, will issue limited tenders to which the empanelled agencies shall respond. It will be mandatory for all the empanelled agencies to respond to any such limited tender floated by WCDC.</p> <p>In case of dissatisfactory performance, the management may cancel the empanelment at any time and can also refuse extension.</p>												

**Appendix-I to Data Sheet to Instruction for Firm/Agency**

**CALCULATIVE MARKING SCHEME FOR THE SELECTION OF FIRM/AGENCY**

Sr. No.	Criteria	Required Documents	Marking	
A	No. of Years of Experience	Organization's registration certificate	<b>No. of Years in Existence</b>	<b>Max – 20 Marks</b>
			>3 Years <=5 years	3 Mark
			>5 Years <=7 Years	6 Mark
			>7 Years	10 Mark
B	Average Annual Turnover	Financial Statements / Audited Statements (In case entity falls under Audit Criteria) and CA Certificate	<b>Average Annual Turnover</b>	<b>Max – 20 Marks</b>
			>50 Lakh <=100 Lakh	3 Mark
			>100 Lakh <=200 Lakh	6 Mark
			>200 Lakh	10 Mark
C	Net Worth		<b>Net Worth</b>	<b>Max – 10 Marks</b>
			<= 25 Lakh	3 Marks
			>25 Lakh <=50 Lakh	6 marks
			>50 Lakh	10 Marks
D	Count of similar projects undertaken	Work Order / Copy of Agreement / LoA	<b>Similar Experience</b>	<b>Max – 20 Marks</b>
			3Purchase/ work Orders	5 Marks
			4 - 5Purchase / work Orders	10 Marks
			5or More Purchase / work Orders	15 marks
E	Total value Work Order submitted	Work Order / Copy of Agreement / LoA	<b>Similar Experience</b>	<b>Max – 20 Marks</b>
			> 50 Lakhs <= 75 Lakhs	10 Marks
			> 75 Lakhs <= 100 Lakhs	15 Marks
			> 100 Lakhs	20 marks
F	Experience in IEC Creation activities	Count of employee in the bidder's organization who are skilled in content creation, including writing, video editing, and graphic design. Should have Bachelor's degree in Marketing, Mass Communications, English or a related field	<b>IEC Experience</b>	<b>Max-10 Marks</b>
			<=5 employees	3 Marks
			>5employees and <= 10 employees	5 Marks
			>10 employeesand <=15 employees	7 marks
			>16 employees	10 Marks

## **SECTION 4: SCOPE OF WORK**

### **1. Description of IEC Materials**

The IEC materials to be printed and supplied encompass a wide array of communication tools designed to disseminate information, educate, and create awareness. These materials may include, but are not limited to:

- a. Brochures: Compact, information-rich booklets often used for providing detailed information on a specific topic.
- b. Pamphlets: Smaller, folded materials designed for quick consumption of essential information.
- c. Posters: Large, visually appealing materials used to convey key messages through compelling graphics and text.
- d. Flyers: Single-page handouts or leaflets used to promote events, products, or services.
- e. Handbooks: In-depth manuals or guides providing comprehensive information on a subject.
- f. Information Booklets: Comprehensive materials containing detailed information on various topics.
- g. Other Materials as per requirement

An indicative list of items to be supplied by the firm agency is attached to this RFE as Annexure A.

### **2. Broad Specifications**

The empanelled agency is expected to adhere to precise printing specifications that meet the highest quality standards. These specifications (other than the details mentioned in Annexure A) broadly include:

- a. High-Quality Full-Color Printing: All IEC materials should be printed in full color (or in black and white if specified), ensuring vibrant and accurate color reproduction.
- b. Paper Quality and Weight: The selected paper should be suitable for the type of material, ensuring it is durable, and conveys a sense of quality.
- c. Precision in Color Reproduction and Graphics: The supplier should have the capability to accurately reproduce colors and graphics as intended in the provided artwork.
- d. Clear and Legible Text: The text on all IEC materials must be clear, legible, and free from printing defects.
- e. Appropriate Finishing: Depending on the type of material, finishing may include folding, binding, or other applicable techniques to present the materials professionally.

### **3. Quantity and Sizes**

The quantity and sizes of the IEC materials will vary for each order. The empanelled agency must be capable of accommodating a broad range of quantities and sizes based on the client's requirements.

### **4. Artwork, Design and Proofing/Approval**

WCDC will provide print-ready artwork and design files for the IEC materials. It is the responsibility of the empanelled firm/agency to ensure that the provided artwork is suitable for printing, and to coordinate any necessary adjustments to ensure optimal print quality. Before commencing the final print run, the empanelled firm/agency must provide a digital proof of the IEC materials to the client for approval. Any revisions requested by the client must be promptly made before proceeding with the final printing process.

### **5. Delivery**

The empanelled firm/agency is responsible for packaging, handling, and delivering the printed IEC materials to the designated locations as specified by the client. The delivery process should be secure, timely, and conducted with care to prevent damage to the materials.

### **6. Quality Control**

Quality control is of utmost importance throughout the printing process to ensure that the IEC materials meet the required quality standards. The empanelled firm/agency is responsible for implementing strict quality control measures, including:

- a. Regularly inspecting printed materials for quality and accuracy.
- b. Conducting quality checks at each stage of the production process to ensure consistency.
- c. Resolving any issues related to printing quality promptly and efficiently.
- d. Implementing best practices to minimize errors and defects.

### **7. LAB CERTIFICATION**

***Every batch of printing supplies shall contain a batch number and for every batch number, the agency shall***

***mandatorily provide report authenticating the quality of materials supplied from a government approved laboratory.***

**8. Payment**

Payment terms, including milestones and payment schedule, will be specified in the limited tender. Payment will be contingent on the successful completion and delivery of entire work order, meeting the required quality standards, and any other agreed-upon terms and conditions.

**9. Penalties**

The management reserves the right to include relevant penalty provisions in the limited tenders and Work orders issued. Any such penalty provisions shall be deemed to be the part of this empanelment. Such penalties may differ on work order to work order basis.

# **SECTION 5 : TECHNICAL FORMS**

## **FORMTECH-1: TECHNICAL PROPOSAL SUBMISSION FORM [ON THE LETTERHEAD OF THE FIRM/AGENCY]**

### **[Location, Date]**

To:  
MANAGING DIRECTOR,  
WOMEN AND CHILD DEVELOPMENT CORPORATION(WCDC)  
WCDC BUILDING, DAROGA PRASAD RAI PATH  
R. BLOCK, ROAD NO-2, PATNA-800001

Dear Madam,

We, the undersigned, offer to associate with your organisation as a firm / an agency for **Printing and Supply of IEC and Other Materials** in accordance with and in acceptance to the terms of your Request for Empanelment dated 21/12/2023 and our Empanelment Proposal submitted. We are hereby submitting our Proposal which includes this Technical Proposal in a sealed envelope.

We understand that this empanelment in no case includes any financials and the financials for the services to be provided will be later derived on a limited tender basis. We agree to provide the required supplies within the due timelines as specified in limited tenders afterwards adhering to the terms specified in the purchase order so issued and this RFE.

We understand that this RFE is floated for inviting Firm/Agency which are already working in similar field of IEC material and other similar item supplies and have government work experience and we hereby state that we meet the requirements as specified in this RFE and we also do possess requisite numbers of skilled manpower and machinery to perform services specified this RFE.

We are submitting this Proposal in individual capacity without entering in any networking or any association or as a Joint Venture. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification and forfeiting of EMD as well.

If we are awarded this assignment during the period of validity of the Proposal, i.e., 180 days, we undertake to accept the award of empanelment and enter into an agreement with WCDC within the specified timeline as well as furnish the required performance guarantee as per the timelines provided. Our Proposal is binding upon us.

We also accept that WCDC reserves the right to make appropriate statutory deductions, from the payments which will be made after allotment of work through a purchase order. We also understand that if applicable WCDC reserves the right to deduct any penalty from our payments or by invoking PBG in case there is no amount due as payable against invoice. We accept that WCDC reserves the right to blacklist the Firm/Agency in case any terms of this RFE are violated.

We further state and undertake that: -

- (i) We have not taken any action which is or constitutes a corrupt or fraudulent practice; and
- (ii) We agree to and we are bound to abide by all the terms of this RFE document.

We understand you are not bound to accept this Proposal.

We remain,  
Yours sincerely,

Authorized Signature [***In full and initials***]: Full Sign \_\_\_\_\_, Initial \_\_\_\_\_

Name and Designation of Signatory: \_\_\_\_\_ / \_\_\_\_\_

Name of Firm/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

**FORM TECH-2- Organisation's Profile and Other Details**

<b>Sr.</b>	<b>Particulars</b>	<b>Documents to be Submitted</b>	<b>Details / Status</b>	<b>Supporting Doc (Page Number)</b>
1.	Organisation Name	Incorporation Certificate/Registration Document + MoA/Bye Laws (CA Certificate in case of Proprietorship Concern)		
2.	Incorporated On	Same as above		
3.	GST	GSTIN Certificate		
4.	PAN	PAN CARD		
5.	Other Necessary Statutory Registrations	Registration Certificates		
6.	Tech 1 and 2	As per format		
7.	Tech 3 - CA Certificate	Tech 3 Format		
8.	Tech 4 - Experience Documents	Copy of Agreements / LoA / Work Orders / Similar Letter Clearly Indicating the allotment of work		
9.	Tech 5 - Whether the agency was blacklisted at any time.	Notarised Affidavit in Tech 5 format		
10.	All the pages are numbered?	NA, Answer Only		
11.	Any Association or JV Entered?	NA, Answer Only		

**Organisation Name:** \_\_\_\_\_  
**Signature of Authorized Representative:** \_\_\_\_\_

**ON THE LETTERHEAD OF THE CHARTERED ACCOUNTANT FIRM**

**Form TECH-3: Format of CA Certificate**

**TO WHOMSOEVER IT MAY CONCERN**

This is to Certify that we M/s \_\_\_\_\_, Chartered Accountants have verified the financial statements of the Firm/Agency \_\_\_\_\_ [Firm/Agency Name] for the financial year ended 2022-2023 and we do certify the following: -

\_\_\_\_\_ [Firm/Agency Name], was established on \_\_\_\_\_ [incorporation date].

The Net Worth and Working Capital of the Firm/Agency as on last date of financial year in the 22-23 Financial Year and annual turnover and average annual turnover of previous three financial years is as per the table below: -

<b>Serial No.</b>	<b>Financial Year</b>	<b>Amount (In Rs)</b>
<b>1</b>	<b>Turnover in 2022-2023</b>	
<b>2</b>	<b>Turnover in 2021-2022</b>	
<b>3</b>	<b>Turnover in 2020-2021</b>	
<b>4</b>	<b>Total Turnover in 3 Years</b>	
<b>5</b>	<b>Average Annual Turnover in 3 Years</b>	
<b>6</b>	<b>Net Worth of the firm as on 31/03/2023</b>	

For,  
Firm Name,  
Chartered Accountants

Sign  
Name  
Designation  
Date  
Membership Num.  
FRN  
UDIN

**ON THE LETTERHEAD OF THE FIRM/AGENCY**

**FORMTECH-4: SUMMARY OF FIRMS/AGENCIES EXPERIENCE**

**[Location, Date]**

To:  
 MANAGING DIRECTOR  
 WOMEN AND CHILD DEVELOPMENT CORPORATION(WCDC)  
 WCDC BUILDING, DAROGA PRASAD RAI PATH  
 R. BLOCK, ROAD NO-2, PATNA-800001

Dear Sir/Madam:

We, the undersigned, declare that based on the marking scheme outlined under this RFE, we request you to consider the following assignments to be valid under the clauses E, F, G and H as per Appendix 2 - **MARKING SCHEME FOR TECHNICAL EVALUATION** to datasheet of RFE document. The details are as under: -

Clause of Scheme for Marking Technical Evaluation	Client Name	Assignment Summary	Client Type	Page No. on which the relevant document is attached	Value of Goods/Services provided (In Rs.)
<b>Clause E -General Experience</b>	1.			Page .... to page .....	
	2.			Page .... to page .....	
	.....			Page .... to page .....	
<b>Clause F -Similar Experience</b>	1.			Page .... to page .....	
	2.			Page .... to page .....	
	.....			Page .... to page .....	
<b>Clause G - Experience in Similar Geographical Areas</b>	1.			Page .... to page .....	
	2.			Page .... to page .....	
	.....			Page .... to page .....	
<b>Clause H - Total Work Order Value of Similar Supplies with Government Undertakings</b>	1.			Page .... to page .....	
	2.			Page .... to page .....	
	.....			Page .... to page .....	

We understand that management is not bound/liable to consider any projects/assignments other than those stated above for evaluation even if the documents are submitted and our claim remain limited to those claimed above for the said evaluation purposes. We also understand that the projects mentioned above cannot be considered as eligible for marking if the management or the tender evaluation committee finds it not to.

We hereby state that all the submissions of experiences made hereunder and related documents are true to the best of our knowledge and belief and we have not purposely kept undisclosed any material information related to the submissions made under this RFE.

We remain,  
 Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of FIRM/AGENCY: \_\_\_\_\_

Address: \_\_\_\_\_

**Form Tech 5: Declaration for NON-BLACKLISTING and Satisfactory Completion of All assignments [to be done as an affidavit and duly verified by the notary public]**

**Tender Ref.**

**Date:**

To:  
MANAGING DIRECTOR  
WOMEN AND CHILD DEVELOPMENT CORPORATION(WCDC)  
WCDC BUILDING, DAROGA PRASAD RAI PATH  
R. BLOCK, ROAD NO-2, PATNA-800001

Ref: RFE Notification no<xxxx>dated<dd/mm/yy>

**Subject: Declaration of not been blacklisted and Satisfactory Completion of All assignments done till date.**

Dear Madam,

We confirm that our Firm/Agency, \_\_\_\_\_, is neither blacklisted nor had its contract ever been terminated mid-term in an ongoing assignment owing to dissatisfactory performance or for any other unethical business practices in any manner whatsoever by WCDC or any of the State/UT and/or central government or any public sector undertaking, or any other government corporation or any other government undertaking, in India on any ground including but not limited to indulgence in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice or for non-performance in the last 5 financial years preceding the proposal submission date.

Thanking you,  
Yours faithfully  
(Signature of the Authorized signatory)

Name :  
Designation :  
Date :  
Seal :

## Annexure A: Indicative List of Items

### Group1: Promotional merchandise

Sr. No.	Name of the Item	Specification
<b>Comprehensive Promotional Merchandise</b>		
1	Acrylic Signage	Base Sheet - 4 mm thickness acrylic sheet, Printing Process - Multi colour print with retro reflective govt approve vinyl.
2	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 sticking on 18 Gauge GI Sheet over frame (Including fitting, charges with material)
3	Tin Plate	Size 34X 22 inch, Thickness .22 MM, Anti-Rust Coating, Four color printing, With installation
4	Backpacks	10 - 20 litres Backpack bag with zip, material coated polyester, Zipper material - premium polyester, laptop sleeve, 02 compartment, 01 front zipper pocket, padded shoulder strap, padded handle, capacity- 20 lit, logo design & institution name printed on top side.
5	Backpacks	20 -25 litres + Backpack bag with zip, material coated polyester, Zipper material - premium polyester, laptop sleeve, 02 compartment, 01 front zipper pocket, padded shoulder strap, padded handle, capacity- 20 lit, logo design & institution name printed on top side.
6	Backpacks	25 litres + Backpack bag with zip, material coated polyester, Zipper material - premium polyester, laptop sleeve, 03 compartment, 01 front zipper pocket, padded shoulder strap, padded handle, capacity- 20 lit, logo design & institution name printed on top side.
7	Jute Bags	Jute Bag, Size: 12"x16"x3", Jute inside Laminated, With Velcrow or Zip locking, Strap for holding, Printing on the both sides
8	Badge	Decorative chest badge made of cloth with logo and pin
9	Pencil box	Pencil box – steel with sticker logo containing 5 – pencils, 1- Eraser and 1-sharpner
10	Geometry box	Geometry box – steel with sticker logo containing Geometry set – 1 complete unit, 2- pencils, 2- pen, 1- Eraser and 1-sharpner
11	Sipper bottle	Steel body with sticker logo of capacity
		500 MI / 750 MI and 1000 MI

### Group 2:Event collateral suite

Sr. No.	Name of the Item	Specification
<b>Event Collateral Suite</b>		
1	Wall Calendar	Paper size- 17" X 23", Paper quality- 170 GSM Art paper, Process- Multi color (Four Color) Printing,Wiro Binding with hanger, 6 Pages back-to-back + 1 cover, Multi color with UV on all pages
2	Diary/ Notebook	22cmX 14.5 CM,Multicolor 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, ,In case of dairy binding will be hard bound with thread page marker
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
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	Invitation Card with envelope - Digital printing	Paper size - 14 cm X 22 cm, Paper quality - 170 GSM Art paper, single side multi-colour printing
6	Single Pager Brochure	Size: 10.5"x8.5", Paper 170 GSM C2S Art Paper, All Multicolour Printing both sides.
7	Single Pager Brochure	Size: 5.5"x8.5", Paper 170 GSM C2S Art Paper, All Multicolour Printing both sides.

### Group 3: Flex and Banners

Sr. No.	Name of the Item	Specification
<b>FLEX AND BANNERS</b>		
1	Digital Poster	Paper Size- 12X18 (A3) with Gumming sheet
2	Exhibition Standee	Multi-colour general media flex printing and framing with 1 inch's square iron bar with supporting bar and fixing work.
3	Printing of Banner	Flex black media 240 GSM with multi colour, printing and 4 eyelids at the corners of the banner.
4	Printing of Banner	Flex star media 320 GSM with multi colour, printing and 4 eyelid at the corners of the banner.
5	Digital Wall Painting in Panchayat, Block & District	NON-PVC Media, 35 GSM plus, Water Resistance, UV protected, Non tearable Media.
6	Flex Banner with iron framing	Flex with iron framing (1 inch)
7	Vinyl with sun board	3 mm thickness Sun Board with vinyl Printing and installation
8	Canopy	Canopy size - 6ft X 6 ft X 7 ft size) Including supply of Fabric Banner for canopy as per size mentioned & fitting.

### Group 4: Paper printing

Sr. No.	Name of the Item	Specification
<b>PAPER PRINTING</b>		
1	Leaflet	Paper size- 22 cm X 28 cm, Paper quality- 130 GSM Art Paper, Process- Multi colour Single side Printing, 3 fold
2	Leaflet	Paper size- 22 cm X 28 cm, Paper quality- 130 GSM Art Paper, Process- Multi colour Both side Printing, 2 fold
3	Leaflet	Paper size- 22 cm X 28 cm, Paper quality- 90 GSM Art Paper, Process- Multi colour Single side Printing, 3 fold
4	Leaflet	Paper size- 22 cm X 28 cm, Paper quality- 90 GSM Art Paper, Process- Multicolour Both side Printing, 2 fold
5	Leaflet	Paper size- 36 cm X 24 cm, Paper quality- 130 GSM Art Paper, Process- Multi colour single side Printing, 3 fold
6	Leaflet	Paper size- 15.5 cm X 21.8 cm, Paper quality- 130 GSM Art Paper, Process- Multicolour Both side Printing, 3 fold
7	Leaflet	Paper size- 15.5 cm X 21.8 cm, Paper quality- 130 GSM Art Paper, Process- Multi colour Both side Printing, 2 fold
8	Leaflet	Paper size- 15.5 cm X 21.8 cm, Paper quality- 130 GSM Art Paper, Process- Multicolour Both side Printing, 3 fold
9	Leaflet	Paper size- 15.5 cm X 21.8 cm, Paper quality- 130 GSM Art Paper, Process- Multi colour Both side Printing, 2 fold
10	Folder	Paper Size- 44 cm X 28 cm, Paper quality- 250 GSM Art paper, Multi-colour both side printing Mat lamination
11	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
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 24 page, Multi colour printing both side, Post Process- Binding Cover lamination
13	Magazine Digital	40-44 Pages Cover page, 300 GSM inner page 130 GSM cover mat lamination central stitch
14	Magazine Offset	40-44 Pages Cover page, 300 GSM inner page 110 GSM art paper cover mat lamination central stich

<b>15</b>	Flip Book	Size - 12 " X 8 ", Total No of Flip Sheet - 15 Sheet, Paper - 300 GSM Art paper (Gloss Finish), Brightness:- 80 Minimum, Printing - Multi colour both side offset printing, Both side lamination of the flip sheets, Wiro Top binding with 20 mm Wiro, 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.
<b>16</b>	Flip Book	Size - 11.5 inches X 18 inch (Half DMI), Paper quality - 130 GSM Art paper, Process - Multi color offset printing, Post Process: - Binding- Wire-O binding including paper, Total 8 pages per calendar.

### Group 5: Office stationary

<b>Sr. No.</b>	<b>Name of the Item</b>	<b>Specification</b>
<b>Office stationary</b>		
<b>1</b>	White Envelope	Envelope size - 11 cm X 23 cm, Paper quality - 40-50 GSM, Multi colour printing single side
<b>2</b>	Sticker	Sticker size - 14 cm X 22cm, Paper quality - 90 GSM Sticker Paper with multi-colour printing. Die Cut
<b>3</b>	Invitation Card with envelop - Normal printing	Paper size - 14 cm X 22 cm, Paper quality - 170 GSM Art paper, Both side multi-colour printing
<b>4</b>	Certificate	Paper size - A4, Paper quality - 250 GSM and multi- colour printing
<b>5</b>	Letter Head	Executive bond with Multi Color Printing
<b>6</b>	Visiting Card	Standard multi color
<b>7</b>	Writing Pad	64 pages/32 sheets, Size: 5.5"x8.5", Paper 70 GSM Maplitho Paper with single colour printing, Cover 300 gsm C2S Art Paper with Multicolour Printing. Locked Wiro binding.
<b>8</b>	Register	Size: 12.5"x8", 150 sheet, 70 GSM Maplitho Paper with Single Colour Back to Back Printing. Cover 350 gsm Duplex Board with lamination and Hard binding
<b>9</b>	Register	Size: 12.5"x8", 300 sheet, 70 GSM Maplitho Paper with Single Colour Back to Back Printing. Cover 350 gsm Duplex Board with lamination and Hard binding
<b>10</b>	Receipt and Vouchers	8.3"x4.2", 80 GSM Maplitho Paper with Single Colour Printing. Book of 50 sheet prenumbered original + 50 sheet for second copy all together binding with duplicate number & perforation.
<b>11</b>	Journal and Contra Vouchers	8.3"x4.2", 80 GSM Maplitho Paper with Single Colour Printing. prenumbered 50 sheet with binding & perforation.