

पत्रांक-बी0डी0बी0-70 / 2021..... / प०व०ज०प०

बिहार सरकार
पर्यावरण, वन एवं जलवायु परिवर्तन विभाग

प्रेषक,

सुधीर कुमार,
वन संरक्षक-सह-अपर सचिव।

सेवा में,

सचिव,
सूचना एवं जन सम्पर्क विभाग,
बिहार, पटना।

पटना-15, दिनांक :.....

विषय :- बिहार राज्य जैव विविधता पर्षद, पटना के विभिन्न प्रकार के आँकड़ों के डिजिटाइजेशन कार्य के लिए निविदा प्रकाशित कराने के संबंध में।

महाशय,

निदेशानुसार उपर्युक्त विषयक के संबंध में कहना है कि बिहार राज्य जैव विविधता पर्षद, पटना के विभिन्न प्रकार के आँकड़ों के डिजिटाइजेशन कार्य के लिए निविदा प्रकाशित करने हेतु विज्ञापन तैयार किया गया है, जो संलग्न कर भेजी जा रही है।

अतः अनुरोध है कि बिहार राज्य जैव विविधता पर्षद, पटना के विभिन्न प्रकार के आँकड़ों के डिजिटाइजेशन कार्य के लिए निविदा संबंधित विज्ञापन को न्यूनतम स्पेस में दिनांक-04.02.2022 के पूर्व राज्य के प्रमुख समाचार पत्रों में प्रकाशित कराने की कृपा की जाय।

अनु०-यथोक्त।

विश्वासभाजन,

ह०/-

(सुधीर कुमार)

वन संरक्षक-सह-अपर सचिव।

पटना-15, दिनांक 02/02/2022

ज्ञापांक- बी0डी0बी0-70 / 2021... / प०व०ज०प०

प्रतिलिपि:- (सानुलग्नक) आई0टी0 मैनेजर, पर्यावरण, वन एवं जलवायु परिवर्तन विभाग, बिहार, पटना को सूचना एवं जन सम्पर्क विभाग, बिहार, पटना के ई0-विज्ञापन प्रकाशित करने हेतु एवं विभागीय वेबसाइट पर निविदा अभिलेख को शीघ्र online upload करने हेतु प्रेषित।

5 2/2/2022
(सुधीर कुमार)

वन संरक्षक-सह-अपर सचिव।

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Government of Bihar
Department of Environment, Forest and Climate Change

Bihar State Biodiversity Board

Subject: Invitation of Tenders for Designing and Printing of Annual Report of Bihar State Biodiversity Board 2021-22.

SHORT TERM TENDER NOTICE


Tender Enquiry No.- 07/2021-22

Dated:- 31.01.2022

1. Sealed tender is invited from the offset printers for designing and printing of Annual Report of Bihar State Biodiversity Board the year 2021- 22.
2. The tender documents can be downloaded from the website <https://state.bihar.gov.in/forest> from 04.02.2022
3. The interested service providers/printers may submit the tenders to Bihar State Biodiversity Board, 5th Floor, Bihar State Building Construction Corporation Ltd. Campus, Shastri Nagar Patna-800023 (email- bsbbbihar@gmail.com) under two bid system (i.e. Part-I: Technical Bid and Part-II: Financial Bid) in the prescribed Performa. All the documents in support of eligibility criteria etc. are to be enclosed along with the Tender Documents.

Tender

SL. NO.	Activity	Date/Time
1.	Published Date (Date of placing on website)	04.02.2022 at 3.00 noon.
2.	Bid Document Download	04.02.2022 at 3:15 p.m.
3.	Bid Submission Start Date	04.02.2022 at 3.30 p.m.
4.	Bid Submission End Date	14.02.2022 at 3.00 p.m.
5.	Bid Opening date of the Technical Bids	14.02.2022 at 3.30 p.m.
4.	Contact Person/Nodal Officer of the Queries	Deputy Director, Bihar State Biodiversity Board, Patna. Mob: 9430963466 e-mail: bsbbbihar@gmail.com


(Dr. K. Ganesh Kumar)
Secretary,
Bihar State Biodiversity Board, Patna.

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Government of Bihar
Department of Environment, Forest and Climate Change

Bihar State Biodiversity Board

Subject: Invitation of Tenders for Designing and Printing of Annual Report of Bihar State Biodiversity Board 2021-22.

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(Dr. K. Ganesh Kumar)

Secretary,
Bihar State Biodiversity Board, Patna.

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Government of Bihar
Department of Environment, Forest and Climate Change

Bihar State Biodiversity Board
5th Floor, Bihar State Building Construction Corporation Ltd. Campus, Shastri Nagar, Patna-800023
(email-bsbbbihar@gmail.com)

Subject: Invitation of Tenders for Designing and Printing of Annual Report of Bihar State Biodiversity Board for the year 2021-22

The "Technical" and "Financial" bids are to be submitted from the service provides/class offset printers separately as per the schedule specified. The "Technical Bid" should be as per **Annexure-I** and "Financial Bid" as per **Annexure-II**.

2. The specifications of the assignment are mentioned below: -

i.	Quantity/No. of copies	450 copies
ii.	Size of the report	210 x 297 mm (A4)
iii.	Number of pages	Approx. 50 text pages + 4 cover pages. Number of text pages may increase or decrease depending on the text materials, Photographs and graphs.
iv.	Paper to be used for Cover	300 GSM Indian Art Card
v.	Paper to be used for Text Pages	120 GSM Indian Art Paper
vi.	Type of printing	By offset process
vii.	Language	English and Hindi.
viii.	Printing Colour	Cover- Throughout 4 Colour Text - Throughout 4 Colour (Table, Chart, etc. in text would be in different colour shade).
ix.	Cover Lamination	1 st and 4 th cover pages with mat lamination
x.	Photographs	Approximately 20 colour photographs, graphs/charts in different colour shades. Number of photographs/charts may increase as per requirement.
xi.	Binding	Sectional binding. Cover Pasting with Material
xii.	Printing Time	Total 7 days' time for designing, page setting, printing in English & Hindi from the date of handing over of MSS along with photographs/charts etc. The Annual Report after clearance of final proof would have to be supplied within 3 days of handing over the proof. Since the Annual Report will be required to be placed before Bihar Vidhan Sabha & Bihar Vidhan Parisad, the time requirements should be kept in view while submitting the bids.

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xiii.	Delivery of printed copy of report	To the office of Bihar State Biodiversity Board, Patna.
xiv.	Designing of Cover page and Text pages	Art Work/design for cover page and inside text pages, to be prepared and submitted in advance by the selected offset printer. Final printing will be as per the approved art work/design.

3. Final proof of the report after Typesetting, Composing, processing, scanning of photographs and artwork be submitted to the Board before printing. Rates quoted should cover all types of taxes and charges. **No request for extra payment on account of increase in prices on whatever account except as specified in the tender document will be entertained.** The Technical Bid should be submitted as per the format given in **Annexure- I** and the Financial bid should be quoted as per the format given in the **Annexure-II**. It may please be noted that if tenders received are not as per prescribed format, they will be rejected.

4. Sample paper each for cover page and text page in A4 size with signature of the authorized person and stamp of the printing press/agency should be submitted along with the technical bids.

5. A copy of the last printed Annual Report 2020-21 is available for sample specification.

6. Bids received after the due date and time will not be accepted. It should also be noted that the "Combined Quality Cum Cost Based Selection (CQCCBS)" approach shall be adopted for selection of the Printer/Agency, whereby the technical proposals will be allotted weightage of 70% while the financial proposals will be allotted 30% weightage. The weightage for the technical evaluation shall be assigned as under:-

i	Quality standards: Quality of the sample design/art work both for the cover pages and inside text pages of the Annual Report submitted along with the Technical offer.	40
ii	Professional expertise: Past experience of the Printer/Agency based on the number of Annual Reports prepared, booklets designed and printed for the Government Departments / Ministries / Organization / PSUs / Private institutions during the last three years.	40
iii	Financial soundness: Financial status of the Agency for the last three years i.e. 2018-19, 2019-20 and 2020-21.	20

7. The financial bids will be opened only of those printing presses, whose technical bids would be complete in all respects as per tender document and such printing presses **who score a minimum of 60 marks out of 100 marks in the technical evaluation.** The final selection would be made on the basis of "Combined Quality Cum Cost Based Selection (CQCCBS)" approach.

8. Earnest Money Deposit:

9. In view of The Bihar Finance (Amendment) Rule 2005, Rule 131O related to EMD, the agency has to deposit bid security of Rs. 5,000/- in the form of demand draft or the agency must submit request for exemption from submission of bid security under relevant rule.

10. **Performance Guarantee:** In accordance with The Bihar Finance (Amendment) Rule 2005, Rule 131P related to Performance Security, the successful bidder shall be required to submit a performance guarantee equivalent to five percent of the contract value (in rupees) rounded off to the nearest 100 rupees within a week of the issue of Acceptance of Bid letter by the Board. The performance guarantee may be in the form of Demand Draft /Bank Guarantee of any commercial bank in favour of the Board. In case the bidder fails to provide satisfactory services during the term of contract, the performance guarantee submitted by the bidder will be forfeited without prejudice to other remedies. No interest will be payable by the purchaser on the performance security. The validity of the performance guarantee security is for a period of 60 days beyond the date of completion of all contractual obligations by the supplier.

11. Eligibility Criteria for qualify the Technical Bids:

- I. Bidder is required to submit at least three major work orders of more than Rs. 1 lakh each for the Financial Year 2018-19, 2019-20 and 2020-21 respectively awarded to him by the Ministries, Government Departments, PSUs and other reputed Organizations as on date.
- II. Bidder is required to submit Balance Sheet along with Profit and Loss statement having turnover of more than Rs.51 lakh for the Financial Year 2018-19, 2019-20 and 2020- 21 duly certified by Chartered Accountant with UDIN number.
- III. Bidders are required to upload copy of valid PAN Card in r/o firm, TIN or GST Registration Certificate allotted by the concerned authorities.
- IV. Bidders are required to upload a Declaration on their letter head stating that the bidder has not been black-listed by any Ministry/Department/Organization etc.
- V. Bidders are required to submit EMD amount or declaration of exception of EMD
- VI. Bidder are required to submit Sample design for cover page and text pages (Minimum 3 Nos.). Hard copy of the same as per specification should be submitted to this office along with Technical Bid. The address for submission is Bihar State Biodiversity Board, Patna.
- VII. Bidder are required to submit sample paper 300 gsm India art card for cover page and 120 gsm India art paper for text pages dully certified and signed with date.
- VIII. Bidder are required to upload their bank accounts details duly certified by the bank.

S. E. [Signature]

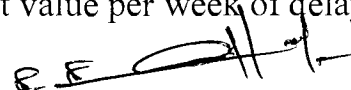
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Terms and Conditions:

12. In case any offset printing press needs any information/clarification, it may contact Deputy Director in **BSBB office** over phone-(9430963466) or email (bsbbbihar@gmail.com) on any working day (Monday to Friday between 3.00 P.M to 4.30 P.M).

The other terms and conditions would be as follows: -

- a. The rates should have validity till 31.03.2022.
- b. The rate should clearly specify whether any taxes/duties are applicable and if so, at what rate. If this is not given, the rate quoted would be taken as inclusive of taxes.
- c. BSBB reserves the right to accept or reject any or all bid(s) without assigning any reasons.
- d. Bids submitted after due date and time will not be considered.
- e. Any modification in offer after opening of bid(s) will not be admissible.
- f. The printing of the Annual Report 2021-22 is time bound and should be exactly as per the approved design/art work and as per the specifications mentioned in this tender notice.
- g. The decision of the Board with regard to selection of offset printing press will be final & binding and no communication in this regard will be entertained.
- h. All data including full Annual Report materials including the Microsoft Word file chapter wise made in Computer of the selected printing press will be supplied back to BSBB after printing of Annual Report 2021-22. The Annual Report in computer software will be returned to Board in PDF searchable format and also provide separate folder of used high resolution images in this report in JPG format in one CD.
- i. Bidder will be debarred if found to be taking unfair advantage in the procurement process or to otherwise influence the procurement process.
- j. All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be scanned and submitted. No correction either in the Technical Bids or Financial Bids is permitted. In no case should there be any change in the format of the Financial Bid. The bids submitted in the Proforma, other than the proforma provided for the purpose, will be rejected summarily.
- k. **Penalty Clause:** In case of non-adherence of the terms & conditions of the contract for reasons other than that beyond the agency/printer's control or if the agency/printer fails to deliver any or all of the goods within the period specified in the purchase order, the BSBB shall be entitled to recover the liquidated damages by way of imposing penalty upto the amount 10% of the contract price and the decision of the Board shall be final and binding on the bidder. In case of delay in supply, the liquidated damages will be calculated at the rate of 0.5% of the contract value per week of delay. Board shall be at the



liberty to terminate the agreement, cancel the purchase order and may also forfeit the Performance Security in case, supplier fails to deliver the items within the stipulated delivery period.

- 1. **Payment Terms:** No advance payment will be made. Payment will be made on receipt of bill after completion of the total job and received of the all materials to the satisfaction of the Bihar State Biodiversity Board.



(Dr. K. Ganesh Kumar)

**Secretary,
Bihar State Biodiversity Board, Patna.**

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ANNEXURE-I**Format for Technical Bid**

Sealed Technical Quotation for Printing of Bihar State Biodiversity Board Annual Report for the Year 2021-22

Name of the Printing Press:

Address:

Sl. No.	Details to be provided by the Bidder		
Quality standards			
1	Number of Sample design for cover page and text pages (Minimum 3 Nos.) submitted. (Hard copy of the same as per specification should be submitted to this office before the closing data and time of this tender – Bihar State Biodiversity Board.		
2	Submitted sample paper 300 gsm India art card for cover page and 120 gsm India art paper for text pages duly certified and signed with date. Hard copy of the same as per specification should be submitted to this office before the closing data and time of this tender – Bihar State Biodiversity Board.		
Professional expertise			
4	Number of Annual Report designed and printed including proof reading/editing for the last three years from the date of submission of tender along with supporting documents.	Ministry(s)	Nos.
		Government Departments	Nos.
		PSUs	Nos.
		Other reputed Organizations	Nos.
5	Number of booklets/leaflets/ folders, etc. designed and printed for the last three years from the date of submission of tender along with supporting documents.	Ministry(s)	Nos.
		Government Departments	Nos.
		PSUs	Nos.
		Other reputed organizations	Nos.
6	Professional team of the printing press (Number officials along with experience in this field in years)		
Financial soundness			
7	Turnover of the Agency with supporting documents from CA with UDIN Number.	2018-19 (Rs. in Lakhs)	Rs.
		2019-20 (Rs. in Lakhs)	Rs.
		2020-21 (Rs. in Lakhs)	Rs.
Other relevant additional details			
8	Copy of registration certificate of Printer/Agency (Y/N).		
9	Copy of valid PAN Card uploaded (Y/N).		

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10	Empanelment with Directorate of Printing (Y/N).	
11	Bank details: Name of the Bank with address, Account number, Branch Code, and IFSC code of the bank uploads (Y/N).	
12	List of Other relevant facilities available(give details)	
13	Any other supporting document relevant to the bid	

2. Declaration:-

The points/conditions mentioned in BSBB tender notice No.-07/2021-22, dated-31.01.2022, have been taken into consideration while submitting the bid. We declare that all terms and conditions mentioned in tender notice are acceptable to us and we will abide by the final decision of the Bihar State Biodiversity Board. We also declare that we have never been black listed by the any Ministry of Central Government and Central Government Department/ by any State Govt./UTs/PSU etc.

Signature:-

Name & Designation of the person: -

Name of the Printing Press with address: -

Telephone number, Fax No. &Email ID: -

Stamp of the Printing Press:-

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ANNEXURE-II

Financial Bid

Sealed Financial Quotation for Printing of Bihar State Biodiversity Board Annual Report for the Year 2021-22

Name of the Printing Press:

Address:

Sl. No.	Description	Lump sum amount for 450copies (4 colour Approx 50 pages + 4 cover pages)
1.	Consolidated cost statement for designing and printing of the Annual Report 2020-21	
	(a) Cost of printing of the Annual Report 2020-21 as per specification mentioned.	
	(b) Tax @__%	
	Total Cost ₹	
	(in words ₹)	

2. Declaration:-

The points/conditions mentioned in BSBB tender notice No.-07/2021-22, dated-31.01.2022, have been taken into consideration while submitting the bid. We declare that all terms and conditions mentioned in tender notice are acceptable to us and we will abide by the final decision of the BSBB, Department of Forest and Climate Change. We also declare that we have never been black listed by the any Ministry of Central Government and Central Government Department/ by any State Govt./UTs/PSU etc.

Signature:-

Name & Designation of the person:-

Name of the Printing Press with address: -

Telephone number/fax No. /Email ID: -

Stamp of the Printing Press:-