

RFP GeM BID Reference No.: 5509 Dated: 14.08.2023

**INVITATION OF BIDS FOR 'DESIGN, PREPARE, PRINT/PUBLISH &
SUPPLY OF TEACHER DIARY FOR GOVT. SCHOOLS TEACHERS OF
BIHAR IN ALL 38 DISTRICTS.'**



GeM Procurement Mode Only
<https://gem.gov.in>

**Bihar Education Project Council
2nd/3rd Floor, Shiksha Bhawan,
Bihar Rashtrabhasha Parishad Campus,
Saidpur, Patna – 800 004 (Bihar)**

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Disclaimer

The information contained in this Request for Proposal ("RFP") document or subsequently provided to Bidders, whether in documentary or any other form by or on behalf of the BEPC or any of its employees, is provided to Bidders on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer by the BEPC to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the BEPC in relation to the Supply and Services. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require.

This RFP may not be appropriate for all persons, and it is not possible for the BEPC, or its employees to consider the objectives, technical expertise, and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP may not be complete, accurate, adequate, or correct. Each Bidder should, therefore, before placing reliance on aforesaid assumptions, assessments, statements, and information [furnished in this RFP, by the BEPC] conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources. For avoidance of doubt in case any Bidder places reliance on any aforesaid assumptions, assessments, statements, data and information [furnished by the BEPC in this RFP], then the same shall not in any manner bind/make liable the BEPC to indemnify the Bidder in respect of any loss/damage/costs whatsoever arising out of or in connection with such reliance placed by the Bidder on the aforesaid assumptions, assessments, statements, data and information.

Information provided in this RFP to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The BEPC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion of the law expressed herein.

The BEPC, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The BEPC also accepts no liability of any nature whether resulting from negligence or otherwise, caused arising from reliance of any Bidder upon the statements contained in this RFP.

The BEPC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP. The issue of this RFP does not imply that the BEPC is bound to select a Bidder or to appoint the Selected Bidder for the Supply /Services and the BEPC reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of





its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the BEPC, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the BEPC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

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NOTICE FOR INVITATION OF BID

(https://gem.gov.in)

- I. State Project Director, Bihar Education Project Council, Patna invites Bid on behalf of Bihar Education Project Council (BEPC) from Indian Registered Company under Companies Act 1956 or 2013/Proprietorship or Partnership Firm for 'Design, Preparation, Printing/Publishing & Supply of Teacher Diary for Govt. Schools Teachers of Bihar in all 38 districts.'
- II. The complete bid documents can be seen on and downloaded from the website <https://becssa.in> and <https://gem.gov.in>
- III. Schedule of Events:

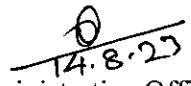
Sl. No.	Activity	Date
1.	RFP issuing Authority	State Project Director, Bihar Education Project Council (BEPC)
2.	Name of the Project Work	Invitation of bids for 'design, prepare, print/publish & supply of teacher diary for govt. schools teachers of Bihar in all 38 districts.'
3.	Date of Publishing of Bid	18.08.2023 As per GeM Bid Document.
4.	Place of availability of Bid document	https://becssa.in and https://gem.gov.in
5.	Place of uploading of Bids	https://gem.gov.in
6.	Earnest Money Deposit (EMD)	Rs. 50,00,000/- (Rupees Fifty Lakh) only in the form of Demand Draft (DD) /Bank Guarantee (BG) issued by any Nationalized /Scheduled Bank in favour of STATE PROJECT DIRECTOR - BEPC, payable at Patna. In the case of Bank Guarantee, it should be valid for 180 days from the date of opening of bid.
7.	Name and address of Office for Submitting EMD & Sample Diary (in sealed envelope)	The State Project Director, Bihar Education Project Council, Shiksha Bhawan, Bihar Rashtrabhasha Parishad Campus, Saidpur – 800 004. e-mail: ssabihar@gmail.com
8.	Nature of Bid Process	Two Bid System (Simultaneous receipt of separate technical and financial bids)
9.	Last date of submission of written queries by bidders for clarification on RFP	24/08/2023; 1:00 PM.
10.	Date & Time of Pre-bid Conference	25/08/2023; 3:00 PM.
11.	Mode of Pre-bid Conference	Virtual Mode e-mail: ssabihar@gmail.com





12.	Tentative Date & Time for uploading the response to pre-bid clarifications.	28/08/2023; 3:00 PM.
13.	Last date of online submission of Bid (only through https://gem.gov.in)	11/09/2023, up to 3:00 PM.
14.	Last Date of submission of Original EMD (in the form of DD/BG) and the sample diary in separate sealed envelopes in BEPC Office, Patna)	16/09/2023, by 3:30 PM. or By 3:30 PM on next working day of last date of online bid submission (in case last date of submission of online bid is holiday)
15.	Validity of Proposal/Bid	As per GeM terms & conditions.
16.	Method of Selection	Quality cum Cost Based Selection (QCBS)
17.	Date and time of opening of technical bid	11/09/2023, By 3: 30 PM. or By 3:30 PM on next working day of last date of online bid submission (in case last date of submission of online bid is holiday)
18.	Date and time of opening of Financial Bid	Will be communicated after technical evaluation process is over.

Note: BEPC reserves the right to amend document for RFP, schedules, and critical dates. It is sole responsibility of bidder to check <https://gem.gov.in> from time to time for any updated information. No communication in writing or through e-mail or any other mode will be sent by BEPC in this regard. BEPC also reserves the right to cancel the whole tender process at any time during the bid process without assigning any reason thereof.


 14.8.23
 Administrative Officer
 Bihar Education Project Council

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SECTION I
INVITATION OF BID
(GeM procurement mode only)

1. State Project Director, Bihar Education Project Council, Patna invites RFP on behalf of Bihar Education Project Council (BEPC) from an Indian Registered Company under Companies Act 1956 or 2013/Proprietorship or Partnership Firm for 'Design, Preparation, Printing/Publishing & Supply of Teacher Diary for Govt. Schools Teachers of Bihar in all 38 districts.'
2. Teacher Diary have to be supplied to all 38 district headquarter for classes I to XII after Design, preparation & printing/publishing. The complete bid documents can be seen and downloaded from the website <https://gem.gov.in>.

3. Details of Work :

Sl.	Name of work	Quantity (No. of Teachers)	EMD (Rs. in lakh)	Period of work
1.	Teacher Diary for Class I- XII Teachers	438880	50.00 (Fifty Lakh Only)	90 days

4. Schedule of Events:

Sl. No.	Activity	Date
1.	RFP issuing Authority	State Project Director, Bihar Education Project Council (BEPC)
2.	Name of the Project Work	Invitation of bids for 'design, prepare, print/publish & supply of teacher diary for govt. schools teachers of Bihar in all 38 districts.'
3.	Date of Publishing of Bid	18.08.2023 As per GeM Bid Document.
4.	Place of availability of Bid document	https://becssa.in and https://gem.gov.in
5.	Place of uploading of Bids	https://gem.gov.in
6.	Earnest Money Deposit (EMD)	Rs. 50,00,000/- (Rupees Fifty Lakh) only in the form of Demand Draft (DD) /Bank Guarantee (BG) issued by any Nationalized /Scheduled Bank in favour of STATE PROJECT DIRECTOR - BEPC, payable at Patna. In the case of Bank Guarantee, it should be valid for 180 days from the date of opening of bid.
7.	Name and address of Office for Submitting EMD & Sample Diary (in sealed envelope)	The State Project Director, Bihar Education Project Council, Shiksha Bhawan, Bihar Rashtrabhasha Parishad Campus, Saidpur – 800 004. e-mail: ssabihar@gmail.com
8.	Nature of Bid Process	Two Bid System (Simultaneous receipt of separate technical and financial bids)

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11.	Mode of Pre-bid Conference	Virtual Mode e-mail: ssabihar@gmail.com
12.	Tentative Date & Time for uploading the response to pre-bid clarifications.	28/08/2023; 3:00 PM.
13.	Last date of online submission of Bid (only through https://gem.gov.in)	11/09/2023, up to 3:00 PM.
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Note: BEPC reserves the right to amend document for RFP, schedules, and critical dates. It is sole responsibility of bidder to check <https://gem.gov.in> from time to time for any updated information. No communication in writing or through e-mail or any other mode will be sent by BEPC in this regard. BEPC also reserves the right to cancel the whole tender process at any time during the bid process without assigning any reason thereof.

5. Basic Information

5.1 General:

- (a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the support required. Bidders and recipients of this RFP may wish to consult their own legal advisers in relation to this RFP.
- (b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the BEPC based on this RFP.
- (c) No commitment of any kind, contractual or otherwise, shall exist unless and until a formal written contract has been executed by the BEPC. Any notification of preferred bidder status by the BEPC shall not give rise to any enforceable rights by the Bidder. The BEPC may cancel this public procurement at any time prior to a formal written contract being executed

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by or on behalf of the BEPC.

- (d) This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.
- (e) The cut-off date for all the experience will be 31-March -2023.

5.2 Compliant Tenders / Completeness of Response:

The bidder is expected to examine all instructions, forms, terms, and requirements in the bid document. Failure to furnish all information required by the bid document or submission of a Bid not substantially responsive to the RFP document in every respect may result in the rejection of the Bid.

5.3 Pre-bid Meeting & Clarifications:

- (a) BEPC shall hold a pre-bid meeting with the prospective bidders on date and time and mode as detailed in key events and dates. The link will be shared to the prospective bidders before the pre-bid.
- (b) The Bidders will have to ensure that their pre bid queries on this RFP reach BEPC by post, facsimile, or email as per the deadline (date and time) mentioned in the key events and date. Queries received after the due date and time shall not be considered.
- (c) The queries should necessarily be submitted in the following format:

Sl.	RFP Document Reference(s) (Section & Page Number(s))	Content of RFP requiring clarification(s)	Points of Clarification and other details
1.			
2.			
3.			
..			

5.4 Right to Terminate the Process:

- (a) BEPC may terminate the RFP process/tender at any time and without assigning any reason. BEPC makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- (b) This RFP does not constitute an offer by BEPC. The bidder's participation in this process may result in BEPC selecting the bidder to engage towards execution of the contract.

5.5 Earnest Money Deposit:

- (a) The bid must be accompanied with non-interest-bearing Earnest Money Deposit Rs. 50,00,000/- (Rupees Fifty Lakh) only in the form of Demand Draft / Bank Guarantee (BG) issued by any Nationalized Bank / Scheduled Bank in favour of STATE PROJECT DIRECTOR - BEPC and payable at Patna and should be valid for 180 days from date of opening of bid/tender and submit at BEPC office failing which the tender will be rejected.
- (b) Scan copy of the Bank Guarantee (B.G. of EMD) shall be uploaded by the bidder in the online bid and hard copy the original copy of Demand Draft / Bank Guarantee (BG) against bid document must be submitted in the office of the State Project Director, Bihar Education Project Council on or before last date and time as mentioned in this RFP.
- (c) EMD of all unsuccessful bidders would be refunded by the BEPC within 1 month of the

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selection of successful bidder. The EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee as per the format provided.

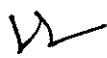
- (d) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- (e) The bid/proposal submitted without EMD, mentioned above, will be summarily rejected.
- (f) The EMD may be forfeited:
 - (i) If a bidder withdraws its bid during the period of bid validity which is 180 days.
 - (ii) In the case of a successful bidder, if the bidder fails to sign the contract or provide performance bank guarantee in accordance with this RFP.
- (g) Account Detail of BEPC (must be used if required by Bank for issuing BG)

Account Name: STATE PROJECT DIRECTOR - BEPC
Name of Bank: Indian Overseas Bank
Account Number: 245001000002776
IFSC Code: IOBA0002450

- (h) EMD Exemption is allowed for only MSME registered firm/company.
- (i) Bank Guarantee (BG) issued by Nationalized Bank / Scheduled Bank must be on behalf of Bidder.

5.6 Submission of Responses

- (a) The tender should be submitted through <https://gem.gov.in> . No other form of tender submission will be valid for evaluation.
- (b) Request from the bidder in respect of additions, alterations, modification, corrections etc. of both terms and conditions or rates after opening of the tender will not be considered.
- (c) The Bidder should upload sufficiently ahead of the bid closure time to avoid network traffic rush and failure in the network.
- (d) For all purposes, the server time displayed in the GeM portal shall be the time to be followed by all the users.
- (e) The bidders shall submit their eligibility and qualification details, technical bid, financial bid etc., in the online standard formats given in the RFP. The bidders shall upload the attested scanned copies of all the relevant certificates, documents, instruments etc., in support of their eligibility criteria / technical bids and other certificate /documents in proper order. The bidder shall sign with seal on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity.
- (f) The tender opening and evaluation will be done online. Any corrigendum or addendum will be published on GeM website only.
- (g) The Tender Inviting Officer is not responsible for any failure, malfunction or breakdown of the electronic system used during the GeM procurement process.
- (h) SIGNING OF BID: The 'online bidder' shall digitally sign on all statements, documents, certificates uploaded by him, owning responsibility for their correctness / authenticity as per IT ACT 2000. If any of the information furnished by the bidder is found to be false/fabricated/bogus, the EMD/Bid Security shall stand forfeited & his registration in the

portal shall be blocked and the bidder is liable to be blacklisted.

- (i) No relaxation in any eligibility criteria is applicable.
- (j) All papers in technical Bid must be signed and stamped without which Bids may be summarily rejected.
- (k) Bidders need to submit all required documents such as a certificate from a CA stating the turnover, Audited Balance Sheet and Profit Loss Accounts including all schedules etc. for the period specified in this bid document, wherever it is required.
- (l) The Bidders are hereby informed to submit the financial Bid in Price Bid Submission Form (with heading Financial Bid on top of envelop and Name of bidder), EMD (with heading EMD on top of envelop and Name of the bidder) and Sample Diary (with heading Sample Diary on top of envelop and Name of the bidder) to our office, without which the technical bid will not be considered for further evaluation.

5.7 Authentication of the Tenders

A Tender/Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Tender/Proposal.

5.8 Preparation and Submission of Proposal

5.8.1 Proposal Preparation Costs

- (a) The bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by BEPC to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.
- (b) BEPC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

5.8.2 Language

The Proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.

5.8.3 Venue & Deadline for Submission of proposals

Proposals, in their complete form in all respects as specified in the RFP, must be uploaded as per the date and time mentioned in the key events and date.

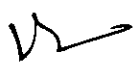
5.8.4 Late Bids

- a) The bids submitted by telex / telegram / fax / e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- b) BEPC shall not be responsible for any delay or non-receipt / non-delivery of the documents. No further correspondence on the subject will be entertained.

5.9 Period of Validity of Bid



- (a) The bid shall remain valid for 180 days or as per Terms and Condition of GeM portal, whichever is higher, from the date of Technical Bid opening as notified via GeM portal. Bidder should ensure that in all circumstances, its Bid fulfils the validity condition. For calculation of 180 days, it is to be taken as T + 180 calendar days, where T is the date of Technical Bid Opening. Any bid valid for a shorter period shall be rejected as non-responsive.
- (b) In exceptional circumstances, BEPC may solicit bidder's consent for an extension of the period of validity. The request and the responses thereto shall be made in writing or by Fax. The Bid Security shall also be suitably extended. A bidder granting the request is neither required nor permitted to modify the bid.


14.8.23
Administrative Officer
Bihar Education Project Council

**SECTION II
INSTRUCTIONS TO BIDDER (ITB)**

1. About Work

The proposal is that the selected bidder will have to Design, Prepare, Print/Publish and Supply the Teacher Diary and deliver them in all 38 districts of Bihar. The supply as required by the BEPC and specified in this tender document shall be carried out by the Agency and BEPC shall release payments against the supply and terms of payment as prescribed in the later section of bid document. The bidder will be responsible for smooth delivery of all Diaries at respective district headquarters.

2. Pre Qualification Criteria

Sl. No.	Requirements	Documents to be attached
A1	<p>The Bidder should be an established entity under Companies Act, 1956/2013, or Partnership Act 1932, or Indian Societies Registration Act 1860 or Indian Trust Act 1882, or Limited Liability Partnership Act 2008 or a Proprietorship firm and should be at least 10 year old entity in the field of Printing.</p> <p>Note: Consortium/sublet of any kind shall not be acceptable for this project. Any deviation would lead to initial disqualification in bid and later, termination of contract in case of fraud.</p>	<p>For Company Act - Copy of the Certificate of Incorporation issued by the Registrar of Companies (RoC) under companies act 1956/2013 along with copies of Memorandum of Association (MoA) and Articles of Association (AoA)</p> <p>For Partnership Firm - Copy of the Registration Certificate issued under Partnership Act 1932, along with Partnership deed.</p> <p>For Limited Liability Partnership (LLP) Firm - Copy of the Certificate of Incorporation issued by the Registrar of Firms under Limited Liability Partnership Act 2008.</p> <p>For Society/Trust - Copy of Certificate of registration under Societies Registration Act 1860 or Indian Trusts Act 1882</p> <p>For Proprietorship firm - A proprietorship firm shall provide Proof of proprietorship of a Printing Press i.e; MSME Certificate or Firm Registration Certificate/License.</p>
A2	<p>The bidder must have an Average Annual turnover of 10 (Ten) Crores in any of the three financial years during last five FYs. 2017-18 to 2021-22.</p>	<p>Certificate issued by Chartered Accountant/Company Secretary (Membership No., UDIN No. & Date must be mentioned) to certify that the turnover is related to printing work only.</p>
A3	<p>The net worth of the bidder in any of the three financial years during last five</p>	<p>Copy of Balance Sheet and CA Certificate</p>





	FYs. 2017-18 to 2021-22 as per published and audited balance sheets should be positive.	for net worth
A4	<p>The bidder must have successfully undertaken at least one of the following Educational Creative Design and Printing Work in any one financial year during FY2017-18 to 2021-2022 and current FY 2022-23.</p> <p>One project not less than the amount of Rs. 12 crores (Twelve crores).</p> <p>OR</p> <p>Two projects each having value not less than Rs 7.5 Crores (Seven Crores Fifty Lakhs).</p> <p>OR</p> <p>Three Projects each having value not less than Rs. 6 Crores (Six Crores).</p> <p>Note: Educational Creative Printing work is defined as Designing, preparing, Printing/Publishing and Supply of Educational Books/workbooks/ Notebooks, Teachers Educational Diary or Student Diary.</p>	Copy of Work Order(s) along with Tax invoices/payment receipts/CA Certificate/Work Completion Certificate.
A5	The Bidder should have not been blacklisted for fraudulent practices by any Central Government/State Government/UT/Government Undertakings PSUs or any other body in India as on the date of bid submission.	Notarised Affidavit/Undertaking in the prescribed format.
A6	<p>The Bidder should have the following Certifications:</p> <ul style="list-style-type: none"> - ISO 9001:2015 or higher Certification - GST Registration Certificate (form 6) - Annual return of GST(form-9) filed for FY 2021-22. - Monthly GST return 3B for either of 	Copy of Valid relevant Certificates

	<p>the month of Dec'22 or 3rd Qtr FY 2022-23 only.</p> <p>- Valid Factory license to operate the printing/publishing facility.</p>	
A7	<p>The bidder must have the following facilities available in their Printing press along with the facility of Pre- Press, Press and Post-Press related modern printing provisions:</p> <p>i. Pre-Press:</p> <p>a) DTP with minimum one terminal along with A-4 size colour inkjet/ laser printer of 600 DPI or above with latest version of licensed software used in designing</p> <p>b) The bidders may satisfy at least one of the following conditions with respect to plate making capabilities</p> <p>i. Whether the bidder owns a CTP/CTCP unit</p> <p>ii. Whether the bidder has consent from a 3rd party having CTP/CTCP units for its use.</p> <p>ii. Press</p> <p>c) Four colour Web Offset printing Machine size 578mm cut off, reel width of 840 mm or more, with one quarter folder</p> <p>OR</p> <p>Four colour Web Offset printing Machine size 508 mm cut off, reel width of 740 mm or more, with one quarter folder</p> <p>OR</p> <p>Four colour Web Offset printing Machine size 578 mm cut off and 508 mm cut off, reel width of 840 mm and 508 mm cut off respectively with quarter folder</p> <p>AND</p> <p>d) Sheet fed Offset Printing Machine 19"x25" or bigger size.</p> <p>Note: The rated speed of the web offset machine with quarter folding shall not be less than 15,000 cycles per hour. Bidder may possess higher specification machine</p>	<p>Affidavit sworn before Public Notary / Executive Magistrate for Declaration for Printing facilities in their Printing Press in the prescribed format as given in "Annexure". In addition to the Affidavit, the bidder needs to submit scan copy(ies) of Tax Invoice of the machines in the name of the bidder.</p> <p>To be supported with relevant documents</p> <p>Mandatory documents for CTP</p> <p>i. The bidder who owns CTP/CTCP, has to submit the scan copy of tax invoice of the CTP/CTCP machine along with affidavit vide Annexure.</p> <p>ii. If the bidder has consent from 3rd party for use of their CTP/CTCP unit, the details of plate making capabilities like CTP/CTCP machine and owner details etc. as per Annexure to be submitted.</p> <p>i. Special Attention:</p> <p>The Bidder Shall mandatorily upload photo of each machine (Photo along with the owner of the printing facility/press) of the press showing time and geo-stamp on the photo. The photo should have been taken on a date after publication of this bid only and all photos on a single day.</p>

	<p>also.</p> <p>iii. Post Press:</p> <ul style="list-style-type: none"> •Cutting machines of not less than 32" size Or one Three side trimming machine capable of trimming the Books in the size of Crown 1/8 D.C., A-4 <p>AND</p> <ul style="list-style-type: none"> •Perfect binding machine. •Flow line Stitching machine Or Stitching Machine •Strapping Machine. 	
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NOTE:

- (a) Purchase order (P.O) submitted for Pre Qualification and Technical Evaluation should be in the name of bidder only. Consortium Purchase orders will not be considered.
- (b) All the above eligibility documents must be provided for further evaluation. Non Compliance to above documents will lead to the disqualification for the bid.

3. Technical Evaluation Criteria

Technical Proposal for only those Bidders who have been found to be in compliance with the Pre-Qualification Criteria mentioned above would be taken up for further evaluation. BEPC reserves the right to check / validate the authenticity of the information provided in the Pre-qualification and Technical Evaluation criteria and the requisite support should be provided by the Bidder. The Technical bid shall be evaluated as per the mandatory technical compliance as per the following: -

Sl. No.	Description	Max score
B1	<p>The Bidder should be an established entity under Companies Act, 1956/2013, or Partnership Act 1932, or Indian Societies Registration Act 1860 or Indian Trust Act 1882, or Limited Liability Partnership Act 2008 or a Proprietorship firm and should be at least 10 year old entity in the field of Printing.</p> <p>For 10-11 year Older Company-10 Marks Above 11 years, for every subsequent completed years -01 marks will be allotted to maximum total 20 Marks.</p>	20 Marks
B2	<p>The bidder must have an Average Annual turnover of minimum 10 crores in any of the Last three financial years during 2017-18 to 2021-22. The marks will be allotted as per below criteria:-</p> <ul style="list-style-type: none"> i. From 10.00 Cr to 11.00 Cr - 05 marks ii. >11.00 Cr and ≤ 15.00 Cr – 10 marks iii. >15.00 Cr and ≤ 20.00 Cr - 15 marks iv. >20.00 Cr and ≤ 25.00 Cr -20 marks v. >25.00 Cr and ≤ 30.00 Cr -25 marks vi. > 30.00 Cr – 30 marks 	30 marks

VR

Q

B3	Bidders quality certification - ISO 9001:2015 or higher Certification - 06 marks - DAVP Empanelment as Diary Maker - 06 Marks	12 marks
B4	The bidder must have successfully completed creative printing/publishing work e.g; design, preparation printing and supplying of Diaries/books for Central Government/ State Government/ PSUs/ any other Government body/Private Institutions in India in last 5 financial years (FY 2017-18 to 2021-22) and FY 2022-23. Following marks will be allotted for each work order value (Maximum total 18 marks):- i. ≥ 6.00 Cr and < 7.50 Cr - 02 marks ii. ≥ 7.50 Cr and < 12.00 Cr - 03 marks iii. ≥ 12.00 Cr and < 18.00 Cr - 06 marks iv. ≥ 18.00 Cr and < 24.00 Cr - 09 marks v. ≥ 24.00 Cr and < 30.00 Cr - 12 marks vi. ≥ 30.00 Cr and < 36.00 Cr - 15 marks vii. ≥ 36 Cr - 18 marks	18 marks
B5	Evaluation of Diary Samples shall be done on the following criteria by Special Committee- (Minimum Qualifying marks is 10 marks) - Designing, - Content - layout - Quality and - Workmanship.	20 marks

NOTE:

- The minimum qualification marks for technical evaluation stage are 70 out of 100.
- However bidders scoring less than 10 marks in evaluation of Diary Samples shall be disqualified in Technical evaluation and the financial bid of the aforesaid bidder shall not be opened.
- The bidders who score 70 or more during the technical evaluation would qualify for the financial evaluation stage.

Bidders to note that Quality and cost based Selection (QCBS) method shall be used to select the bidder.

Minimum qualifying mark for opening of commercial bid is 70 out of 100. Financial bid of those bidders only will be opened who are technically qualified in the technical evaluation. All other commercial bids will be ignored. Final selection will be based upon Quality cum Cost Based Selection (QCBS) method.

Score Normalization:

The Technical score Financial Score ratio shall be 70:30.

- The technical bid will carry 70% weightage.
- Financial bid will cover 30% weightage.

The absolute evaluation mark for any bidder will be calculated as follows;

Normalized Technical Score (STech): Mark Secured by the Bidder X 70





Normalized Financial Score (S_{fin}) :
$$\frac{\text{Highest Scored obtained by any Bidder}}{\frac{\text{Lowest price quoted by any bidder} \times 30}{\text{Price quoted by the Bidder}}}$$

Final Score (S_{Final}) will be calculated as follows

$S_{\text{Final}} = S_{\text{Tech}} + S_{\text{Fin}}$

Bidder who scores the highest score out of 100(Technical +Financial) shall be declared successful. The bidder with the highest marks computed above on Quality cum Cost Based Selection (QCBS) basis will be awarded the contract at the quoted price.

In case the Evaluation Committee finds the quoted price by successful bidder on unreasonably higher side then BEPC reserves the right to ask for price justification followed by price negotiation with the successful bidder(s).

4. For Technical Bid Form 'A'

Scan all documents required for a bidder to technically qualify, and upload all within the timeframe. A bidder has to provide sample of teacher diary to the BEPC office before the prescribed date & it will be a part of technical evaluation.

5. For Commercial Bid Form 'B'

- (a) **The Bidders follow the guidelines given in this document to fill up the Financial Bid.** The Bidder shall indicate on the appropriate price schedule attached to this bid document the unit price of Diary printing and supply under the contract.
- (b) Price quoted in the financial Bid shall include the cost of paper of the required specification for text (80 GSM) and cover (130 GSM) as per technical specification for design printing/stitching/binding/ raw material used for printing/publishing, printing inks, packing, handling etc. and transportation upto District Head Quarters of all the 38 districts of Bihar, all applicable taxes and duties, excluding Goods & Services Tax (GST). The rate shall be quoted in the online mode only. GST if applicable, will be paid by BEPC as per the prevailing rates/rules.
- (c) The rate should be quoted in figures as well as in words [e.g. Rs. 50.50 (Rs. Fifty & Paise Fifty Only)].
- (d) If the rates are quoted more than two decimal places by the bidder, the rates upto two decimal places shall only be taken into consideration for finalization of the Financial Bid.
- (e) The price quoted by the Bidder shall be fixed for the entire period of contract and no price variation is allowed on any account.

6. Documents comprising the Bid

- 6.1 The scanned copy of the technical bid prepared by the bidder shall be uploaded online.
- 6.2 On-line Financial Bid shall contain:
- (a) The rate quoted (R) in the Financial Bid. It is to be noted that the Bidder has to Bid for the complete quantity of Diary.
- (b) The consolidated rate should be quoted per piece for supply of Teachers Diary. Rate (R) should be specified as per the Price schedule provided in Financial Bid





(c) The filled Financial Bid shall be uploaded on web portal.

7. Price Schedule

The Bidder shall complete the Price Schedule furnished in the Bid Document, indicating the cost involved towards Design/ Preparation, Printing/Publishing and supply of Teacher Diary, its transportation to the designated places and all applicable & effective taxes . The number of Teacher Diary may vary (increase or decrease) to extent of 20% at the time of final allotment or in subsequent months at the discretion of the BEPC authorities.

8. Prices shall be indicated separately in the schedule as per the format. Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.
9. The Bidder must submit the scanned copy of all the documents listed under clause 6 along with the signed Bid form as per Table I as technical bid, in order to qualify for consideration in the opening of the Financial/Commercial bid (BOQ).

10. Award of Contract

- 10.1 The Purchaser will award the contract to the technically and financially qualified and highest scorer Bidder.
- 10.2 In case of tie in score, BEPC reserves the right to allot or divide the work between the bidders. The right of allocation and division of work completely rests at the discretion of BEPC.
- 10.3 The Purchaser reserves the right at the time of award of Contract to increase or decrease the quantity of goods by 20% to originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions and / or to award the contract to any number of technically qualified bidders at the lowest price.
- 10.4 At the time, prior to the expiration of the period of bid validity, as the Purchaser notifies the successful bidder that its bid has been accepted and later work/purchase order will be issued to the successful bidder.
- 10.5 Hereafter the successful Bidder shall be referred to as "Bidder".

11. Performance Security

- 11.1 The Bidder will be required to deposit Performance Security in a sum equivalent to 5% of the cost quoted accordance with the Conditions of Contract in the form of Bank Guarantee issued by a scheduled commercial bank and valid for the entire contract period and three months





later, drawn in favour of "State Project Director, BEPC" within 15 (Fifteen) days of receipt of the notification of award of contract/LoI to execute the contract agreement with BEPC authority (State Project Director).

- 11.2 If the Bidder fails to furnish the Performance Security in the format specified in TABLE II within 15 (Fifteen) days and sign the contract agreement, the Bid security furnished by such bidder may be forfeited.
- 11.3 The performance security furnished by the successful Bidder in respect of his/her bid will be returned to him/her at the end of the contract period subject to the satisfactory performance of the contractual obligations.
- 11.4 If the successful Bidder after signing the contract / MOU agreement fails to perform any contractual obligation, the Performance Security furnished by the Bidder will be forfeited and the firm will be blacklisted for three years.



SECTION - III
DESCRIPTION AND SCOPE OF THE CONTRACT

1. Teacher Diary for class I to XII Teachers

- The bidder should design, print and supply of the teacher diary up to district level.
- The Bidder shall ensure the safe delivery of the materials at the destination points in each district headquarter. Any transit insurance, labor, road permits etc., if required for the same, shall be arranged by the Bidder at no extra cost to Client Department.
- The solution should have ensure the specifications as mentioned in an RFP.
- The Bidder must ensure that the material supplied and delivered by them to each district are in good condition. Each material shall be packed in a non-hazardous packing of appropriate size. If any defect is found pursuant to the post-supply test in respect of the supplied quantity of the teacher diary, the Bidder shall replace the rejected material for the particular district with the new ones as per the instructions of Purchaser.
- Online/offline training for teachers/headmaster on how to use the Teacher Diary.

2. Technical Specifications

(a) For Teacher Diary

Sl No	Description	Specifications
1.	Size	8" x 10"
2.	Text paper & Total Page	80 GSM Maplitho paper smooth finish on both sides containing 384 inner pages.
3.	Printing	All pages in 4 colours.
4.	Cover Page	Hardbound cover page 130 GSM matt dully silver laminated with silver metalized 4 colour + white U.V offset printing followed by matt lamination. Case making on 28 oz mill Board by automatic case maker followed by casing in on automatic casing machine.
5.	Binding	Section sewing with back lining.
6.	Packaging	20 diary each bundle in corrugated box.

(b) Paper Specification

Sl.	Specifications	Diary Paper 80 GSM Maplitho Smooth finish on both sides
1	Paper Grammage	80 GSM
2	Tensile Index Nm/g(Min.)	CD-20 MD-30
3	Brightness percent (Min.)	82
4	Opacity percent (Min.)	85
5	1 minute Cobb test (Max.) Average	25
6	Double Fold (Min.)	CD – 10 MD – 15
7	Wax Pick	No pick on 10 A

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