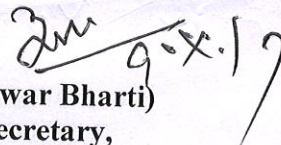


**BIHAR GOVERNMENT**  
**BIHAR STATE DISASTER MANAGEMENT AUTHORITY**  
**(DISASTER MANAGEMENT DEPARTMENT)**  
2nd Floor, Pant Bhawan, Patna - 800001  
Phone No. - 0612-2522082. Fax NO.- 0612-2522311  
(Website - [www.bsdma.org](http://www.bsdma.org))

**Notice Inviting Request for Quotation (RFQ) for rate contract for Empanelment of Designer .**

Bihar State Disaster Management Authority, Govt. of Bihar (BSDMA), Patna invites sealed quotations (Two Bid System) for rate contract for "Empanelment of Designer for Bihar State Disaster Management Authority". for the financial year 2017-18 & 2018-19. The details of terms and conditions are following-

1. Date of Pre Bid Meeting : 18.10.2017 at 04.00 PM in the office of BSDMA.
2. Last Date & Time for Submission of bids : 24.10.2017 at 05.00 PM
3. Date & Time of Technical Bid Opening : 31.10.2017 at 03.00 PM
4. Date & Time of Financial Bid Opening : 31.10.2017 at 03.00 PM
5. Amount of Earnest Money Deposit : Rs. 5,000/-
6. No bid will be received after the schedule last date of submission of the bids.
7. All Necessary work orders will be issued by the office of the Authority.
8. Details regarding eligibility criteria, term & conditions, payments guidelines etc. can be seen in the "Tender Section" of the website: <http://www.bsdma.org>.
9. The authority reserves the right to issue addendum/corrigendum or to accept or reject any or all proposal(s) or to cancel the whole of this RFQ at any stage without assigning any reason thereof.

  
(Sanwar Bharti)  
Secretary,  
BSDMA



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Secretary, Bihar State Disaster Management Authority, Govt. of Bihar (BSDMA) invites sealed quotations (Two Bid System) for rate contract for "Empanelment of Designer for Bihar State Disaster Management Authority". for the financial year 2017-18 & 2018-19.

The response to this Request for Quotation (RFQ) along with all required documents are to be submitted by interested agencies on or before 05.00 PM of 24.10.2017.

The Tender has to be submitted in a sealed non-transparent envelope superscribed with "Request for Quotation (RFQ) for rate contract for empanelment of Printer/Designer for Bihar State Disaster Management Authority" Name of bidder firm, Contact no. & e-mail id enclosing two envelopes namely -

A) Envelope- I: Marked as Technical Bid

B) Envelope- II: Marked as Financial Bid

Note : Each Envelope (Technical & Financial Bid) should be marked as above. If the envelope is/are not sealed and marked properly, the tendering authority will assume no responsibility for the Bid's misplacement or premature opening resulting in disqualification.

Incomplete response or those received after the specified time and date or not fulfilling the specified requirement shall not be considered. The Proposals will be opened on 31.10.2017 at 03.00 PM in front of the Tender Committee and the authorized representative of the agencies who wish to be present, in the office of the BSDMA.

Earnest Money Deposit (EMD): An EMD of Rs. 5,000/- (Rs. Five Thousand Only) in the form of a Demand Draft drawn from a Scheduled Bank/Nationalized Bank of India in favour of "Bihar State Disaster Management Authority" payable at Patna must be enclosed in Technical Bid.

Financial Bid of only those bidders who have qualified the technical eligibility criteria will be opened on a date and time as specified above.

The Undersigned reserves the right to issue addendum/corrigendum or to accept or reject any or all proposal (s) or to cancel the whole of this RFQ at any state without assigning any reason thereof.

**"TECHNICAL BID"**

**Terms and Conditions :**

**1. Pre Bid**

A Pre Bid meeting with bidders is scheduled on 18.10.2017 at 04.00 PM in the office of BSDMA.

**1.A Important Dates and Times:**

1.1 Last Date & Time for Submission of bids: 24.10.2017 at 05.00 PM

1.2 Date & Time of Technical Bid Opening : 31.10.2017 at 03.00 PM

1.3 Date & Time of Financial Bid Opening : 31.10.2017 at 03.00 PM

1.4 The Bid Validity Period will be 180 days from the last date of submission of this tender.





2. **Performance Guarantee (Non-Interest bearing):**

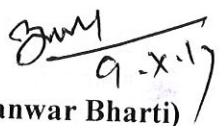
- The successful bidder has to submit performance guarantee (PG) of Rs. 5,000/- (Five Thousand only) in the form of a Bank Guarantee from a Schedule Bank / Nationalized Bank in favor of "Bihar State Disaster Management Authority" payable at Patna. The Performance Guarantee will be released after two month from the date of end of contract. The amount of PG will be Rs. 5,000/- per organization irrespective of whether the same bidder is successful in more than one items under financial bids.
  - Performance Guarantee can be forfeited and the LOA may be cancelled, if the successful bidder fails to supply the items within the stipulated time/quantity/quality as given in work order and to the satisfaction of BSDMA. The decision of Secretary, BSDMA will be final and conclusive in this regard.
3. The tender should not be sub-let to any other service provider and must be executed at bidder's unit at Patna, having all equipment and infrastructure owned by the bidder itself. No type of consortium or franchisee or sub-contracting arrangement will be acceptable.
  4. All equipment and allied process must be under one roof at Patna and must be owned by the bidder.
  5. Before finalizing the tender the premises/facilities of the bidder may be inspected by the tender committee. The bidder must have Computer Set and Printer at their own unit.
  6. Requisite qualification for designer of Individual/ Firm/Agencies should be as under
    - a. Designer should be graduate or equivalent with well acquainted with Hindi, English Language and its typing. The designer should possess the Degree/Diploma in design/Fine Arts., DTP and senior degree.
    - b. Designer should be expert in drawing, Sketching, Illustration, Cartooning and Coloring and working with designing software such as CorelDraw/Photoshop/Indesign/Quark Express or more than two with a minimum of 2 yrs work experience.
    - c. Designer should have knowledge of Graphics.
  7. Conditional tender shall not be considered.
  8. Minimum Eligibility Criteria & required documents with technical bid:-

Sl. No.	Criteria	Document to be submitted (attach self-attested Xerox Copy)
1	Must be in business from last two years	under Shop and Establishment Act.
		Valid Proof/Registration documents
2	Registered with Commercial Tax department	GST Registration No.
3	Registered with Income Tax Department	PAN Card
4	Not blacklisted by Central or State Government or any of their departments or by any Public Sector Undertaking (PSUs)	Affidavit before notary (Annexure-1)
5	Prior Experiences of drawing, Sketching, Cartooning and coloring etc. for Government/Semi Government Departments.	At least 02 years Experience Certificate/ work order
6	EMD of Rs. 5,000/- (Rs. Five Thousand Only) in favour of "Bihar State Disaster Management Authority" payable at Patna	Demand Draft drawn from a scheduled bank of India.



Note: (I) The Financial Bid of only those bidders will be opened, who will pass the above "Minimum Eligibility Criteria" under Technical Evaluation.

9. Bid Price and Evaluation of Financial Bid and Letter of Award (LOA):
  - 9.1 No request relating to advance payment of the ordered materials shall be entertained.
  - 9.2 The price should be quoted in Indian Rupees only.
  - 9.3 Taxes will be deducted at source as applicable.
  - 9.4 BSDMA will issue Letter of Award (LOA) to the successful bidder/s.
  - 9.5 Work orders will be issued upon requirement only. Section of bidder/s under the RFQ or Issuance of LOA will not guarantee issuance of work order/s and BSDMA will not assume any liability or cost towards it.
10. Items will have to be supplied as per the quantity and specification mentioned in the work order. The quality of the items supplied should be as per satisfaction of BSDMA. The supplies has to be made at office of Bihar State Disaster Management Authority (BSDMA), 2nd Floor, Pant Bhawan, Bailey Road, Patna- 800001. Failure on the part of successful bidder to do so may result in cancellation of its LOA/Work Order and their Performance Guarantee may be forfeited. In such case, BSDMA may at its liberty negotiate with other bidders (L-2 and so on) for the supplies to be made at L1 prices or at negotiated rates. Also in case of exigencies and volume of supplies, BSDMA may request L2 bidder of respective items and so on to make the supplies at the negotiated rate of L-1 bidder.
11. The rate quote shall be valid for two year from the date of issuing of LOA. However, it may be extended further depending upon performance and with mutual consent.
12. Payment shall be released on submission of bills with copy of work order issued by BSDMA. The satisfactory performance will be the essence under this contract and would need to be executed in the specified time frame and quality as per work order. In some cases BSDMA may also charge penalty up to a maximum of 5% of the payments due, if the performance is not satisfactory. BSDMA may at its discretion can reject whole of the work if they were found to be of extremely inferior quality. In that case fresh work will have to be done at the bidder's own cost.
13. The continuous Unsatisfactory performance may lead to confiscation of performance guarantee and cancellation of LOA. The decision of Secretary , BSDMA will be final and conclusive in this regard.

  
for (Sanwar Bharti)  
Secretary,  
BSDMA