

**Government of Bihar**  
**Building Construction Department**  
**Bapu Tower Samiti**

**SHORT TENDER NOTICE FOR SELECTION OF PRINTING AGENCY FOR MULTICOLOUR**  
**PRINTING OF CATALOGUE/BOOKLET/NEWSLETTER/BROCHURE/TABLE**  
**CALENDAR/FOLDER ETC. FOR**  
**BAPU TOWER, PATNA.**

Tender in two bid system (Technical and Financial bid) is invited for Printing of Catalogue/Booklet/Newsletter/Brochure/Table Calendar/Folder etc. (Multicolor Printing) for Bapu Tower, Building Construction Department, Bihar, Patna. (Registered under Societies Registration Act, 21, 1860). Detailed information of the Tender Document can be downloaded from the website- [baputower.org](http://baputower.org) . The bidder has to submit **Non-refundable tender processing fee of Rs. 1,000/- (Rupees One thousand only)** and **Bid Security Money /Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty thousand Only)** through demand draft in favour of Bapu Tower Samiti, PATNA, payable at Patna along with the Bid. Bid Security Money/ Earnest Money Deposit will be returned to all unsuccessful bidder after 30 days of finalization of the tender. Tender Document completed in all respects in a sealed envelope is to be submitted by Speed Post/Registered Post/by Hand at the Office of the Director, Bapu Tower by 25<sup>th</sup> June (1:00 PM) at Bapu Tower, Gardanibagh, Patna-800001. The tenders received late/tenders without Processing Fee/Conditional Tenders/ Incomplete Tenders in any respect would be rejected. The Director, Bapu Tower, Patna reserves the right to accept or reject any or all tenders without assigning any reason to select printer or make a panel of printers as stated in tender document.

**Important Dates for the selection process:**

(i)	Date of inviting tender	-	04-06-2025
(ii)	Last date for submission of Tender	-	25-06-2025 (01:00 PM)
(iii)	Date of opening of Technical Bid	-	26-06-2025 (11:00 AM)
(iv)	Date of Opening of Financial Bid	-	27-06-2025 (11:00 AM)

**Memo No.-**

**Patna, Dated: - .....**

  
(Vinay Kumar)

• Director, Museum, Bapu Tower  
Gardanibagh, Patna

**Government of Bihar**  
**Building Construction Department**  
**Bapu Tower Samiti**

**TENDER DOCUMENT FOR THE SELECTION OF PRINTING AGENCY FOR MULTICOLOUR**  
**PRINTING OF CATALOGUE/BOOKLET/NEWSLETTER/BROCHURE/TABLE**  
**CALENDAR/FOLDER ETC. FOR**  
**BAPU TOWER, PATNA.**

**I. SCOPE OF WORK**

Printing of Catalogue/Booklet/Newsletter/Brochure/Table Calendar/Folder etc. (Multicolor Printing). Details of printing work is mentioned in **Annexure-I**. All printing work will be completed as per requirement and in coordination with Bapu Tower Samiti, Patna.

**II. ELIGIBILITY CRITERIA (Mandatory)**

- a. The Agency shall have to submit following documents along with tender.
  - (a.1) Self Attested Xerox Copy of PAN Card .
  - (a.2) Self Attested Xerox Copy of GST Registration Certificate .
- b. The Printing Press should be in existence for over 3 Years i.e. the date of establishment/incorporation/commencement of printing press must be on or before 01-04-2022. Proof for the date of establishment/incorporation/commencement of printing press must be attached along with tender .
- c. Turnover for FY 2021-22 (AY 2022-23), FY 2022-23 (AY 2023-24) and FY 2023-24 (AY 2024-25), should be at least Rs. 25.00 Lakhs per annum.
- d. The printing press of bidder must be at Patna.
- e. The bidder must have work experience in printing and supplying of the Books/Magazines/form in offices and organization of the Central Government/ State Government and preferably also in public sector undertaking of the Government of India/ State Government and Autonomous Bodies. Work experience will be considered only for the period starting from 01-04-2022 till the date of submission of tender. Work order/purchase order from such offices/ organization must be submitted along with tender.
- f. There should be no case pending with the police against the Proprietor/Firm/ Partner or the Company and should not be blacklisted by any Government office. (An undertaking in this regard on Non-Judicial Stamp Paper of Rs. 100 is to be provided.)
- g. Notarized Affidavit is to be provided regarding Non-blacklisted/Not-debarred by any Central Government, any State Government, Public Undertaking, Corporation under Central or State Governments.
- h. Any other documents as described in the tender document.
- i. The rate quoted should be inclusive of all taxes.
- j. No advance payment shall be made.
- k. The Bapu Tower Samiti reserves the right to accept or reject any or all quotations/tenders.
- l. Payment will be made through RTGS/Cheque, not in cash, after delivery and inspection of the printing material. In case any defect is found in printing, the firm concerned shall replace it immediately free of cost.



- m. The quantity of the printing may get increased or decreased as per requirement.
- n. On the sealed cover, the Name, Address & Contact Number of the firm should be mentioned.
- o. Authorized representative may remain present during the opening of sealed quotation/tender received from different bidders.
- p. For any query, please contact in the office of Babu Tower Samiti, Patna between 10 AM to 05 PM on any working day.
- q. Proposals of the agencies not meeting the above criteria shall be summarily rejected. Bidder must submit the signed copies of above certificate.
- r. The quotation shall be addressed in the name of the **Director Babu Tower, Patna-800001, Bihar.**

### III. PROCEDURE

#### 1. Tender is invited on two packet system.

- i. **Technical Packet** : All papers required under terms and conditions along with EMD, Tender Processing Fee and properly filled form as **annexure-II and III** Prescribed in, should be placed in one envelope and be superscribed with "Technical Packet for the selection of printing agency in Babu Tower". The envelope should be sealed and packed. The name, address and contact number of bidder should be written on the envelope.
- ii. **Financial Packet**: The financial rate of quotation should be placed in this packet and be superscribed with "Financial Packet for the selection of printing agency in Babu Tower". The envelope should be sealed and packed. The name, address and contact number of bidder should be written on the envelope.
- iii. **Both Technical Packet and Financial Packet should be placed in a bigger envelope and be superscribed with "Tender/Bid for the selection of printing agency in Babu Tower". The envelope should be sealed and packed. The name, address and contact number of bidder should be written on the envelope.**

Properly sealed envelope should be addressed to **the Director, Babu Tower, Patna- 800001**. The tender must be submitted on the date & up to the time mentioned in the tender notice and the tenders will be opened in the Office of the **Director Babu Tower, Patna- 800001** in the presence of all Bidders or their authorized representatives.

- 2. The bidder must ensure that the conditions laid down for submission of offers are complete and correctly filled. The rates and units shall not be overwritten and shall be in both i.e. figures and words.
- 3. Any changes with respect to this tender will be notified through News Paper and the website- **www.baputower.org** only.

4. Regarding any information of the proposed work, bidder should contact office of the Director Bapu Tower, Patna on any working day, before submission of bid. Queries can be emailed at [contact@baputower.org](mailto:contact@baputower.org)
5. Bapu Tower Society reserves the right to accept or reject any or all the tenders without assigning any reason.

#### IV. TERMS AND CONDITIONS

1. The bidder must provide information about his Agency as per Annexure-I
2. All the rates should be inclusive of all applicable taxes like GST etc. and all admissible administrative charges & Taxes.
3. Tenderers are requested to quote their rates on F.O.R. Destinations Basis (Free Delivery to the Consignee's premises).
4. IT/GST/Other TDS as applicable will be deducted from agency's bill as per Govt. instructions issued time to time.
5. The price quoted by the bidder shall remain fixed for two years from the date of opening of tender.
6. The bidder shall be responsible for the loss/ damage of any items while executing the purchase order and compensate in full the loss sustained.
7. The Agency shall submit its bill in triplicate.
8. Turnover for FY 2021-22 (AY 2022-23), FY 2022-23 (AY 2023-24) and FY 2023-24 (AY 2024-25), should be at least Rs. 25.00 Lakhs per annum.
9. Work experience for last three year to be submitted in along with tender.
10. The successful bidder has to submit Performance Guarantee of Rs. 1,00,000/- in the form of BG (Bank Guarantee)/ FDR (Fixed Deposit Receipt). BG/FDR should be pledged the name of Bapu Tower Samiti, Patna. The BG (Bank Guarantee)/FDR (Fixed Deposit Receipt) should remain valid up to contractual period (Two Year) and two months more to cover defect liability period and paper work. The work order will be issued only after submission of Performance Guarantee.
11. The Bapu Tower Samiti shall be the sole authority to decide and judge the quality of the service rendered by the Agency and all other matters and its decision shall be final and binding.
12. In case of any dispute, the jurisdiction shall be the Court at Patna only.
13. The bidder will be qualified only if he fulfills eligibility criteria and submits all documents required/enquired in **Annexure II**. The financial offer should be further evaluated to find out lowest rate item wise. The lowest item wise responsive financial bid is acceptable for final selection. In the case of different lowest rate (L1) for different printing items, Bapu Tower Samiti has right to make a panel of printers instead of selecting one agency.
14. Providing false information/documents by any bidder would result in disqualification of the bidder for consideration.

Read and accepted



(Full Name, Signature & Stamp of the Bidder)  
Mob. No.-



# ANNEXURE-I

(To be submitted on Letter Head of the Registered Agency)

## FINANCIAL BID TECHNICAL DETAILS

### SHORT TENDER NOTICE FOR SELECTION OF PRINTING AGENCY FOR MULTICOLOUR PRINTING OF CATALOGUE/BOOKLET/NEWSLETTER/BROCHURE/TABLE CALENDAR/FOLDER ETC. FOR BAPU TOWER, PATNA.

The details for printing work are mentioned below:-

Sl. NO.	Description	Size	Number of Page	Rate (500 copy)	Rate (1000 copy)
1.	Catalogue (English/Hindi) Multicolor print and composing.  Paper (base) 130 gsm with on imported art textured paper  Colour-Four colour printing (Both side)	8" x 12"	252 Pages		
	Cover (Front & Back) of the catalogue (Paper & Printing) 300 gsm stiff matt art card for paper back with matt thermal lamination	8" x 12"	04 Pages  Total- 252+4=256 Pages		
2.	Newsletter (English/Hindi) Imported art textured paper/multicolor print 130 gsm as per sample& 04 Pages cover of 170 gsm	8" x 12"	28+4=32 Pages (Including cover)		
3.	Booklet (English/Hindi) Imported art textured paper/ multicolor print 170 gsm as per sample	6" x 9"	100 Pages		
	Cover Page of Booklet (English/Hindi) Imported art textured paper/ multicolor print 300 gsm as per sample	6" x 9"	04 Pages  Total- 100+4=104 Pages		
4.	Folder (Hindi/English) Multi Colour (five fold) 130 GSM Special Paper	4.5" x 8.5"			
5.	Folder (Hindi/English) Multi Colour (five fold) 130 GSM Special Paper	3.75" x 6.5"			
6.	Table Calendar	6" x 8.5"	26 Pages Both side printed with hard Domed holder & spiral binding + Matt thermal lamination		

Name and Signature of the authorized person of the  
Firm along-with seal

## ANNEXURE-II

(To be submitted on Letter Head of the Registered Agency)

### **SHORT TENDER NOTICE FOR SELECTION OF PRINTING AGENCY FOR MULTICOLOUR PRINTING OF CATALOGUE/BOOKLET/NEWSLETTER/BROCHURE/TABLE CALENDAR/FOLDER ETC. FOR BAPU TOWER, PATNA.**

Technical Bid should indicate following information along-with the self-attested photocopies of supporting documents.

1. Name of Firm/Agency: .....
2. Registered Address: .....
3. Branch Address, if any .....
4. Mobile No .....
5. E-mail Address: .....
6. Type of Organization .....

(Whether sole proprietorship/ Partnership/society/Private Limited for Cooperative body etc. attach proof)

7. Name of Proprietor/Partners/

Director of the Organization/Firm .....

#### **Payment Details**

DD No .....

Date .....

Amount .....

Bank .....

Sl.No.	Signed Documentary Proof of	No. With Date	Proof Attached (if Yes then Page no.)
1.	Registration certificates		
2.	PAN Card		
3.	Income Tax Return for the last 03 Assessment years Turnover for FY 2021-22 (AY 2022-23), FY 2022-23 (AY 2023-24) and FY 2023-24 (AY 2024-25), should be at least Rs. 25.00 Lakhs per annum.		
4.	GST Registration		
5.	Undertaking regarding no case pending/not being blacklisted on Non-Judicial Stamp Paper of Rs. 100/-		
6.	Notarized Affidavit regarding Non-blacklisted / Not- debarred by any Central Government, any State Government, Public Undertaking, Corporation under Central or State Governments.		

7.	Work experience		
8.	Any other relevant information/document		

Name and signature of the authorized Person of  
the firm along-with seal

## ANNEXURE- III

### AFFIDAVIT

1. I, the undersigned do hereby certify that all the statement made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our firm M/S ..... has been blacklisted nor has abandoned any work in any government, not any contract awarded to us for such works have been rescinded, during last five years prior to the date of this bid.
3. The undersigned hereby authorize and request any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the Department to verify this statement or regarding my (our) competence general reputation.
4. The undersigned understand and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the Department Project implementing agency.

(Signed by an Authorized officer of the Firm)

Title of officer

Name of Firm

Date