

REQUEST FOR PROPOSALS (RFPs) FOR PRINTING OF PLACEMENT BROCHURE 2022 AND ANNUAL REPORT F.Y.- 2021-22



विकास प्रबंधन संस्थान
Development Management Institute

Development Management Institute (DMI) is a fully autonomous and board-managed High Performing Knowledge Institution, supported by Govt. of Bihar for addressing the growing needs of development management professionals in the country.

DMI invites RFPs under a single stage two envelopes system from the reputed Firms/Agencies engaged in printing and designing work for printing of Placement Brochure 2022 and Annual Report FY 2021-22.

1. Schedule for the Bidding Process

Sl. No.	Information	Details
1	RFP No. and Date	DMI/Proc/16/19-20/ Dt-11-Oct-2021
2	Bid validity period	60 days
3	Time and Date of Pre-Bid Meeting	At 16:00 Hrs of 18-October-2021
4	*Place of Pre-Bid Meeting	Development Management Institute Second Floor, Udyog Bhawan, East Gandhi Maidan, Patna - 800 004 (Bihar)
5	Time and Last Date (deadline) for submission of bids	At 10:30 Hrs of 20-October-2021
6	Time and date of opening of Technical Bid	At 11:00 Hrs of 20-October-2021
7	Time and date of opening of Financial Bid	At 16:00 Hrs of 21-October -2021
8	Address for Bid submission & correspondence for all purposes in relation to this RFP	Development Management Institute Second Floor, Udyog Bhawan, East Gandhi Maidan, Patna - 800 004 (Bihar)

Before Pre-bid meeting, any Bidder may visit our office to see the previous year's Placement Brochure and Annual Report for better understanding of our requirements. Since office will be closed during October 12-17, 2021 (Durga Puja vacation and Weekends) the sample will remain available at the reception of DMI.

In the COVID-19 situation, an option to attend Pre-bid, Technical, and Financial bids meetings in an online mode is also available subject to prior information at least 24 hours before the scheduled time through an email sent to: dkundu@dm.ac.in and copy to gmishra@dm.ac.in and mkumar@dm.ac.in

2. Scope of Work

The proposal is invited for printing and designing of its Placement Brochure 2022 and Annual Report F.Y. 2021-22 as per the number and specifications as mentioned in Appendix I.

The number of pages or number of copies may change as per the requirements of DMI. The Bidder is requested to quote the rate in such a way so that the bill may be raised on pro-rata basis in case of any changes in number of pages. Repeat order may also be given for printing of the same product as per requirement of DMI.

3. Technical Bid

The Firms/ Agencies have capacity to supply to the office of DMI within the time as stipulated in work order **with their own printing infrastructure facilities**. Bidder should have experience, good track record and client satisfaction of supplying the similar type of printing items. The following documents are required to be submitted as a part of Technical Bid:

Sl. No.	Requirements	Required documents	Document enclosed (Yes/ No)	Enclosed at Page No.
1	Registrations	Name of the Firm/ Agency		
		Proof of Office Address in Patna		
		Copy of PAN		
		Copy of GST Registration Certificate for Bihar		
		Copy of valid printing/Trading License issued by the Municipal/Local Authorities.		
2	Financial Status	Copy of Financial Statement (Balance Sheet and P&L Account)		
		F.Y. 2018-19		
		F.Y. 2019-20		
		F.Y. 2020-21		
3	Turnover	Average Annual Turnover should not be less than ₹ 25.00 Lakh for F.Y. 2018-19, 2019-20 & 2021-21		
4	Bidder has not been blacklisted by the Government/ Government Entity/ Public Sector Banks/ Public Sector Insurance Companies or any other client in the last three years ending till the last date of submission of the Bid.	Self-certified on letterhead		
5	Sample of work done	Copy of the sample nearest to the specifications as mentioned in Appendix-I		
6	Cover letter regarding submission of the Technical Bid	On letter head		

Preference will be given to the Bidder who will submit the sample of previous work done of nearest specification as mentioned in Appendix-I along with the corresponding Work Order.

4. Financial Bid

The Interested Bidder has to submit the financial quote in the prescribed format as given in Appendix-I in a separate sealed envelope. The rate quoted by Bidder shall be inclusive of freight, conveyance etc. The rate quoted shall be valid for next six months. At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in rates, or any other market factors shall be accepted by DMI.

 11/10/2021

5. Submission of Proposal

Interested Bidder is required to submit the proposal consisting of Technical Bid along with self-attested copy of the documents stated in above para and Financial Bid in two separate envelopes and further sealed in a single larger envelope and superscribed as "RFP for Printing Work" in bold letter and the name of Firm/Agency with contact number and e-mail ID, latest by 10.00 hours of October 21, 2021 to -

"The Purchase Coordinator
Development Management Institute (DMI)
Second Floor, Udyog Bhawan, East Gandhi Maidan,
Patna - 800 004, Bihar, India"

6. Opening of Tenders and Evaluation

Technical Proposals shall be opened as per the schedule mentioned in Para 1 of this Bid document. The authorized bidders' representatives are advised to attend the Bid Opening. During the Bid opening, the envelopes containing Technical Bid shall be opened. The envelopes containing Financial Bid shall be signed by all the committee and other members present and kept unopened for opening at the scheduled date of opening of the Financial Bid.

The committee shall evaluate the Technical Bids with reference to technical requirements and various other criteria mentioned in the bid documents. Based on the qualifying criteria, a rank list shall be prepared. Bidders who fulfill all the essential parameters as per the technical qualification criteria shall be qualified. First, the technical proposal will be evaluated, and only those bidders who qualify the requirements will go through the next set. Only the Technically qualified bidders shall be further considered for opening and evaluation of Financial Bids. There must be at least three valid responsive Bids for opening of financial bids.

Note:

- a) *The Bidder may be requested to extend their support towards designing.*
- b) *The requirement is a creative peace of work, so the bidder should have potential to showcase their creativity as first impression and may be called for making a presentation in DMI.*
- c) *The Bidder should be capable of carrying out photo-shoot to enhance the look and feel of the brochure, in line with the contents of the Brochure.*
- d) *The Service Provider may not subcontract the provision of Services contemplated in this Agreement with*
- e) *DMI reserves the right to cancel the Bidding process without assigning any reason at any point of time.*
- f) *Proposal shall be evaluated item -wise and the work order may be issued accordingly.*
- g) *DMI reserves the right to disqualify a bidder whose past performance was unsatisfactory.*



A handwritten signature in blue ink, followed by the date 11/10/2021 and a double underline.

Appendix-I

#	Item	Quantity	Unit Price (INR)	Price (INR)	GST	Amount (INR)	Additional cost per page excluding GST (INR)	Remarks (Please indicate relevant information, if any)
1	<p>Annual Report 2020-21 <u>Type-1</u> Size-A4, Pages 68 to 72 with Cover, Paper- 250 GSM with Lamination (Cover Pages) Paper- 170 GSM (inside pages), preferred paper Matte, Multicolor Printing, Fabrication – side pasting</p> <p><u>Type-2</u> Size-A4, Pages 36 to 40 with Cover, Paper- 250 GSM with Lamination (Cover Pages) Paper- 170 GSM (inside pages), preferred paper Matte, Multicolor Printing, Fabrication – side pasting</p>	50 Copies						
2	<p>Placement Brochure 2022 Pages; upto 60 (including cover), size A4 portrait, Cover Page: 250 GSM Art Board + Matte Lamination, Inside Pages: 170 GSM Art Paper, Printing: Multicolour, Special Protection: Matt Lamination, Binding: Centre Stapled. - Finishing - Perfect Binding & Cutting</p> <p>Envelope for Placement Brochure 2022 Size A4, Multicolour, Inner-Lamination</p>	500 copies						



11/10/2021