

**Sealed Quotations from eligible, reputed printers for printing, packing and supply of Training Resource Material of BIRD (Advance Module of FPO)**

Name of the Bidder:

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Address:

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**CALENDAR EVENTS**

ISSUE OF NOTICE INVITING TENDER (NIT)	11 August 2023
DATE OF PRE-BID MEETING	17 August 2023 (12:00 PM)
LAST DATE FOR SUBMISSION OF TENDERS	21 August 2023 (03:00 PM)
DATE OF OPENING OF TECHNICAL BIDS	21 August 2023 (03:30 PM)
DATE OF OPENING OF PRICE BIDS	Will be advised after opening of Technical Bids.



Bankers Institute of Rural Development  
An Institution promoted by NABARD  
Sector-H, LDA Colony Kanpur Road, Lucknow-226 012

## **NOTICE INVITING RE- TENDER**

Ref. No. BIRD. LKO/ 542 /Stationery/2023-24  
11 August 2023

M/s,

Dear Sir,

### **Sealed Quotations from eligible, reputed printers for printing, packing and supply of Training Resource Material of BIRD (Advance Module of FPO)**

Banker's Institute of Rural Development, Lucknow invites **Sealed Quotations from eligible, reputed printers for printing, packing and supply of Training Resource Material of BIRD (Advance Module of FPO)**. Applicants are requested to submit their offer in sealed envelope for the aforesaid work as per terms and conditions and other requirements as mentioned more specifically elsewhere in this document.

2. Applicants are advised to submit their quotation which can be downloaded from our website <http://www.birdlucknow.in/tender-and-adv/>

3. Properly filled applications shall be submitted in a sealed envelope duly furnishing all the required information. Envelope should be super-scribed as **“Sealed Quotations from eligible, reputed printers for printing, packing and supply of Training Resource Material of BIRD (Advance Module of FPO)”** and addressed to “Director, Bankers Institute of Rural Development, Sector-H, LDA Colony, Lucknow” so as to reach this office **latest by 1500 hours on 21 August.2023**. The quotations shall be submitted in ‘Original’ to Banker's Institute of Rural Development. The sealed covers comprising Part-I (Integrity pact) Part-II (Technical bid) and Part-III (Price bid)

4. The bids shall remain valid and open for acceptance for 03 months from the date of submission.

5. EMD may be paid by Demand Draft of Rs 38000/- (Rupees Thirty Eight Thousand only), drawn in favour of Bankers Institute of Rural Development, payable at Lucknow or directly credited by NEFT to BIRD's Current Account Number-921020044058630 maintained with Axis Bank Main Branch, MG Road, Lucknow, 226001 (IFSC Code- UTIB0000053). No Bank guarantee shall be accepted.

6. A **pre-bid meeting** is scheduled to be conducted at 12:00hours on **17 August 2023** at our office in above address. Bidders or their authorized representatives are requested attend the meeting. The decisions taken by the Banker's Institute of Rural Development, Lucknow on the

queries raised by various bidders, will also be part of the quotation. Hence, interested parties are advised to attend the pre-bid meeting or see the clarifications of the pre-bid meeting which will be uploaded on website subsequently.

**7. Quotations shall be opened at 1530 hours on 21 August 2023** in the presence of the bidders/their authorized representatives, who chose to be present.

8. The bids shall be accepted only in respect of those bidders whose quotations are in line with the requirements as per the conditions of this document and if the same is acceptable to BIRD, Lucknow. The decision of BIRD, Lucknow in this regard shall be binding on the bidders and not open to question or appeals.

9. Quotations received later than the time and date prescribed, on account of any reason whatsoever as also telegraphic and faxed quotations shall not be considered.

10. Banker's Institute of Rural Development reserves the right to accept any or reject all the applications without assigning any reason thereof.

11. Any conditional offer will not be accepted. For any clarifications, you may contact Accounts Section personally or by sending e-mail at [accounts.bird@nabard.org](mailto:accounts.bird@nabard.org)

Yours faithfully

**(Samriti Bhagat)**

Deputy General Manager (Admin)

**PART-I**  
**TECHNICAL BID**

**Quotations from eligible, reputed printers for printing, packing and supply of  
Training Resource Material of BIRD (Advance Module of FPO)**

**Form of Quotation**

The Director  
Banker's Institute of Rural Development  
Lucknow-226012

Dear Sir,

I/We have read and understood the Request for Quotation and contents and instructions in the quotation document such as Scope of Work, Scale of Charges, Method of Payment, Time Schedule for Assignment, Price Bid instructions and other terms and conditions of this document. I/We hereby declare that the information furnished by me/us in the quotation document is correct to the best of my/our knowledge and belief.

**Memorandum:**

- (a) Description of work: Quotations from eligible, reputed printers for printing, packing and supply of Training Resource Material of BIRD (Advance Module of FPO)."
- (b) Earnest Money Deposit: Rs. 38,000/-

Should this quotation be accepted, I/We hereby agree to abide by and fulfil the terms and provisions or the said conditions of the quotation annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the Banker's Institute of Rural Development, the amount mentioned in the said quotation conditions.

The names of partners of our firm are:

- (i)
- (ii)

Name of the partner of the firm Authorized to sign

Yours faithfully,

Signature

Date:

Place:

Note: Bankers Institute of Rural Development Lucknow, which is a training establishment of National Bank for Agriculture & Rural Development, shall hereinafter be referred as "BIRD".

## Request for Proposal

Bankers Institute of Rural Development (BIRD) invites sealed quotations from eligible, reputed printers for printing, packing and supply of Training Resource Material of BIRD (Advance Module of FPO). The agencies intending to bid for the aforementioned job may submit sealed quotations as per the details specified in this invitation document.

The quotations must be delivered duly completed, in a written form, at the following address:

Director  
Bankers Institute of Rural Development  
Sector-H, LDA, Colony  
Kanpur Road, Lucknow

**Last Date and Time for Submission of Bids: 1500 hours on 21 August 2023.**

### **Methodology and Process of selection:**

2. The tender methodology and process of selection proposed to be adopted by BIRD is as under:

a) Two-stage bidding process will be followed for the purpose of selection of the vendor/bidder. The response is to be submitted in two parts, i.e. the Technical Bid and the Financial Bid. These are two distinct and separate parts of the proposal.

➤ Quotation Part I – Technical Bid as indicated in **Proforma ‘A’**, shall be enclosed in a separate sealed envelope duly superscribed **‘Quotation for Printing Training Resource Material of BIRD (Advance Module of FPO) – Technical Bid’** and shall be submitted with **a set of samples of A4 size** of (i) 220 GSM Matt Laminated Art Paper for cover page, and (ii) 130 GSM Art paper for inner pages, with perfect binding of the Module. **The agency should also submit any 3 sample Modules (hardcopies) printed by them in last 3 years. Proof of EMD should also be included in Technical bid.**

➤ Quotation Part II – Financial Bid as indicated in **Proforma ‘B’**, shall be enclosed in a separate sealed envelope duly superscribed **‘Quotation for Printing Training Resource Material of BIRD (Advance Module of FPO) – Financial Bid’**.

A copy of the Quotation Document with a certificate issued by the Printer accepting all terms and conditions contained in the Quotation Document.

b) The three sealed envelopes referred above containing (a) Technical Bid (b) Financial Bid and (c) Integrity pact should be enclosed together in another sealed envelope superscribed **‘Quotation for Printing - Training Resource Material of BIRD (Advance Module of FPO) ’**.

c) Bids received will be evaluated on Quality and Cost Based Selection (QCBS) Method, the stages of which are shown below:

Stage 1: Technical Bids Evaluation: Marks are to be given out of 100.

Stage 2: Conversion of Technical Marks to Technical Score: (Actual score of vendor in consideration/ Highest score among the vendors) x 70

Stage 3: Financial Bid Evaluation: The actual amount to be considered.

Stage 4: Conversion of Financial Bid amount to Score: (Lowest quote among the vendors / Actual quote by the vendor in consideration) x 30

Stage 5: Consolidated Technical and Final Score with weightage 70:30 (Stage 2 + Stage 4)

- d) The bidders are advised to refer to the checklist (Annexure II) and confirm that the Quotation submitted strictly complies with all the above instructions. **Quotations, which are not in conformity with the instructions, are summarily liable for rejection.**
- e) Quotations submitted through Fax/E-mail /post or in any other manner, other than the above specified, will not be considered and no correspondence will be entertained in that regard. The Technical Bid of only those Printers, whose EMD is found to be in order will be opened. On the basis of the given technical parameters and inspection of printing facilities, if considered necessary, the valid Technical Bids will be evaluated and short-listed. The Financial Bid of only those Printers who have been short-listed as above will be opened. Financial Bids, which are not as **per Proforma B** or incomplete in any respect, shall be rejected summarily.
- f) The technical quotations will be opened at **15:30 hours on 21 August 2023**. The printers who have qualified in the Technical Bid will be informed over telephone/email. In case any clarification is required for filling up tender documents, the bidders may contact Shri NK Gurnani, Manager on 0522-24211137 between 9.30 AM to 5.30 PM from Monday to Friday.
- g) **Instructions for filling up Proforma A and B:** The Quotation should be submitted strictly as per **Proforma A and B**. Proforma should be **either typed or written legibly in English**. Alterations, if any, in the Quotation should be **attested properly** by the person signing the same. Quotations with alterations, which are not authenticated as above, will result in rejection of the quotation. **Over-writing** in the Quotation may render it invalid.
- h) **Final selection will involve weightage of 70:30 for technical and financial bids.**
- i) The Bidder must have its office in Lucknow. Documentary proof such as electricity bill /Ownership documents or any other admissible proof of the office is to be attached

### **ELIGIBILITY/PRE-QUALIFICATION CRITERIA**

- 3. EMD may be paid by Demand Draft of Rs 38000/- (Rupees Thirty Eight Thousand only), drawn in favour of Bankers Institute of Rural Development, payable at Lucknow or directly credited through NEFT to BIRD's Current Account Number-921020044058630 maintained with Axis Bank, Main Branch, MG Road, Lucknow, 226001 (IFS Code- UTIB0000053). No Bank guarantee shall be accepted,

- a. The EMD of Printers, who have not been finally selected for the printing work, will be returned **without any interest within 30 days** from the date of opening of the Financial Bids.
- b. In the case of the successful bidder, the EMD will be treated as Security Deposit and will be retained for a period of six months or until satisfactory completion of the work order, whichever is later and thereafter payment will be made to the party. No interest shall be payable for EMD/ Security Deposit. Additional security upto 3% the tender value shall be asked from the successful bidder.
- c. **Forfeiture of Security Deposit:** In case the selected printer is not able to execute the assigned job of printing and distribution of the publications of the desired quality and within the specified period, the Security Deposit will be forfeited in full. Such vendors are liable to be disqualified from participation in future quotations.
4. The bidder should ensure that they meet all the eligibility/pre-qualification criteria given below before submitting the quotations. The selection of the Printer will strictly be on the basis of infrastructure, competence available with the Printer and the previous experience in executing similar kind of printing work of prescribed volume.

#### **Eligibility Conditions:**

- a. The Printer should be a reputed and registered firm/concern or a company registered under the Companies Act, 1956. The firm/company must be registered for GST. Attested copies of the certificates should be furnished with the Technical Bid.
- b. The Printer should have a valid Factory License. Attested copies of the certificate should be furnished with the Technical Bid.
- c. Quotation from firm(s) in which an employee of BIRD/NABARD or any of his/her family members holds interest is not acceptable and will be rejected summarily.
- d. The annual turnover of the printer should be **at least ₹6.00 lakh** during each of the preceding three financial years. The printer should have an experience of at least 5 years in the work of printing Modules containing text write-up, pocket charts of high quality, photographs and statistical tables, etc. The printer should have full in-house Desk Top Publishing (DTP) set-up. The printer should have latest version of Computers and licensed software along with laser-jet colour printers and complete in-house printing facilities, besides high-speed Internet Connectivity The printer should have facilities/arrangements for delivering copies of the publications in any part of the country, if needed. Documentary proofs of the above information must be included.
5. The other specifications regarding the printing of the **Training Resource Material of BIRD (Advance Module of FPO)** are as detailed below:
  - i. Training Resource Material of BIRD (Advance Module of FPO) will be brought out in English only.
  - ii. The quality of paper and printing should be as specified in **Annexure-I**.



- iii. The matter for printing will be provided by e-mail in ready-to-print PDF format.
- iv. The first print proof shall have to be made available to the BIRD within **2-3** days from the date the material is given to the printer on a medium.
- v. The corrected print proof shall have to be made available to BIRD for approval within **2** days from the corrections in the proof given to the printer. Laser print out should be given for all progressive corrections till they are finally approved. Such repeat proofs may go up to 5 to 6 for some chapters. **No separate charges** shall be payable for the submission of colour proofs. All the original artwork/matter supplied by BIRD should be returned to BIRD after printing of the publication.
- vi. At least 300 duly bound final printed copies in English have to be delivered at our office within 5 days from the date of handing over the final corrected proof with layout, duly approved. The remaining printed copies are to be despatched to various offices of NABARD/Govt. Departments/CBBOs. The printer's bill would be settled only after confirmation of receipt of modules (printed copies) from ROs/TEs of NABARD, CBBOs & Govt. Departments, any other consignee. The printer's claim would be settled based on number of copies actually received in good condition without any defects by the above consignees. The total time for completion of the work would be 30 days from of handing over the final corrected proof with layout, duly approved.
- vii. In case of failure to adhere to the time schedule indicated BIRD will have the option **to impose penalty at the rate of 2.5 per cent for each week's delay** or part thereof, subject to **a maximum of 10 per cent of the total bill**. The amount of penalty so imposed will be deducted from the bill for printing the FPO Module. This however, will be without prejudice to BIRD's right to recover the same through the other mode of legal recovery as deemed fit. Such delays shall also result in disqualification of the printer.
- viii. Notwithstanding the provision in Clause vii above, in case the printer fails to adhere to the stipulated time schedule, then BIRD reserves the right to get executed the urgent amount of work through other sources under intimation to the printer and recover/deduct the charges thereof from the amount payable to the printer at the time of settlement of bill. This however, will be without prejudice to BIRD's right to recover the same through the other mode of legal recovery as deemed fit.
- ix. BIRD shall have access for examining the final layout with appropriate colour combination on the computer before final print order.
- x. Copies that do not conform to the approved proof/layout even on a single page shall be rejected.
- xi. The rates quoted by the printer will be valid for a period of 90 days from the day of acceptance of the job contract by the printer or final settlement of the bill, whichever is later.

6. BIRD attaches considerable importance to the quality and timeframe for completion of the job. **BIRD reserves the right to reject any or all the quotations without assigning any reason thereof.**
7. The Printer should specifically mention that all the terms and conditions described above are unconditionally acceptable.
8. Tenders that do not contain all the information called for are liable to be rejected. All the prices quoted by the bidder shall be in INR (₹) and shall be final and binding on them and not subject to any price escalation. All trade or cash discounts offered by the Printer should be clearly indicated in the tender offer itself. Such discounts offered at a later date after submitting the bids, shall not be considered for evaluation of tender.
9. BIRD reserves the right to terminate the contract, split orders, accept or reject any quotation, alter any or all of the terms and conditions any time if the execution of work is unsatisfactory or the time schedule is not strictly adhered to. The decision of the BIRD in respect of evaluation of bids and/or award of contract shall be final.
10. Any attempt to negotiate directly or indirectly on the part of the bidder with any official of the BIRD to influence the acceptance of quotations by any means shall render his/her quotation liable for exclusion from consideration and may lead to blacklisting of the firm by the BIRD.
11. BIRD reserves the right to alter the requirement specified in RFP. BIRD also reserves the right to delete one or more items from scope of work.
12. **Evaluation of Tender**  
Quality & Cost based selection (QCBS) system shall be adopted for evaluation of bids wherein technical evaluation shall include terms & conditions, mandatory qualification criteria and evaluation matrix as indicated in the tender.
13. **Eligibility criteria**  
In the first level of selection procedure, scrutiny of bids will be carried out to ascertain compliance with the minimum qualification criteria mentioned in tender document. Those bidders meeting all the prescribed eligibility criteria will only be considered for technical bid evaluation in open tender system.
14. **Technical Bids Evaluation**  
Technical bids of only those bidders who comply with the eligibility criteria shall be evaluated. The Evaluation Matrix has a total score of 100 marks and only those bidders obtaining 50 marks or more shall be considered for opening of price bids / further evaluation.  
The marks from Technical Bids evaluation will be arranged in descending order and the bidders above cut off marks (50) shall be shortlisted.
15. **Price Bid Evaluation**

The Price Bids of only those bidders shortlisted in the technical evaluation (scoring 50 marks or more) shall be opened.

16. **Final Evaluation:**

- 16.1.1 For the purpose of calculating final score, marks obtained in technical and price bids evaluation will be assigned a weightage of 70 and 30 respectively i.e., in a ratio of 70:30.
- 16.1.2 The bidder obtaining the highest total marks (denoted by score “S” as indicated below) will be eligible for area of the specified work.
- 16.1.2 Nominal quote provided by the bidder whose Technical Bid qualifies will be discounted as per the formula given below. A comprehensive “Score (S)” will be arrived at after considering the nominal price quoted and the marks obtained in technical evaluation with relative weights of 30% for price bids and 70% for technical. The bidder with the highest score will be declared successful:
- 16.1.3 Computation Methodology for arriving at “Least Price / Least Quote” :
- 16.1.4 Cut - Off score for technical bid will be 50 marks.
- 16.1.5 A “Score (S)” will be calculated for all qualified bidders using the following formula

$$S \equiv \frac{C_{low}}{C} X + \frac{T}{T_{high}} (1 - X)$$

Where C stands for nominal price quoted, C<sub>Low</sub> stands for the price quote of the lowest nominal bid. T stands for technical evaluation score and T<sub>high</sub> stands for the score of the technically highest bidder. X is equal to 0.3.

**Example:**

S.No.	Bidder	Technical Evaluation Marks (T)	Nominal Bid Price (C)	$(C_{Low} / C) * 0.30$	$(T / T_{High}) * 0.70$	Score (S)
1	ABC	95	71	$0.85 * 0.30 = 0.25$	$1.00 * 0.70 = 0.70$	0.95
2	XYZ	85	65	$0.92 * 0.30 = 0.28$	$0.89 * 0.70 = 0.62$	0.90
3	UVW	80	60	$1.00 * 0.30 = 0.30$	$0.84 * 0.70 = 0.59$	0.89

- a) In the above example, ABC, with the highest score becomes the successful bidder whose quoted price shall be called “Least Price”. In the case of a tie between two or more bidders, the bidder with higher score under technical evaluation shall be selected. In the case of tie between two or more bidders in technical evaluation marks also, a fresh price bid will be called upon from these bidders for evaluation and selection of the service provider.

**Example:**

In the above example, M/s ABC, with the highest score becomes the successful bidder whose quoted price shall be called “Least Price”. In the case of a tie between two or more bidders, the bidder with higher score under technical evaluation shall be selected. In the case of tie between two or more bidders in technical evaluation marks also, a fresh price bid will be called upon from these bidders for evaluation and selection of the service provider.

- BIRD reserves the right to change any condition of the tender before opening of the Technical Bids.
- The successful Bidder will have to enter into an agreement with BIRD in proforma given in this tender document.

- Bidders must necessarily enter into Integrity pact (IP). **Tenders without IP shall be summarily rejected.**
- Canvassing in any form will make the tender liable to rejection.
- Any change/modification/alteration/corrigendum shall be uploaded on BIRD website only and it shall form a part of the tender document. Accordingly, all the prospective Bidders are requested to visit BIRD website frequently.

## **17 OPENING OF BIDS**

The Technical Bids will be opened on **21 August 2023 at 15:30 hours** in, BIRD Lucknow, Sector-H, LDA Colony, Kanpur Road, Lucknow-226012 in the presence of such Bidder who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).

The Financial Bids of only those bidders qualifying in the technical bid with cut off score of more than 50 will be opened for further evaluation. The decision of BIRD in this regard will be final and no requests etc. will be entertained from the Bidders. The date and time of opening of financial bid(s) will be intimated only to such Bidders who are found eligible as per evaluation criteria prescribed by BIRD. EMD of the unsuccessful Bidders will be returned, without interest, within a period of one month from the date of opening of price bids.

## **AWARD OF CONTRACT**

The contract shall normally be awarded to that technically qualified Bidder **who has scored highest in QCBS** as enumerated in **Final Evaluation** of “General terms and condition of tender” as per prescribed format. The financial bids of those Bidders qualified in technical bid, will be publicly opened after issuing due intimation to bidders.

## ANNEXURE – I

### **Training Resource Material of BIRD (Advance Module of FPO):**

#### **Paper Quality and Printing Specifications**

**Quantity:** 2600 copies in English

**General:** The **Training Resource Material of BIRD (Advance Module of FPO)**

**Design:** The **Training Resource Material of BIRD (Advance Module of FPO)** would be printed as per the design prepared and supplied by BIRD.

#### **Size:**

- The size of the **Training Resource Material of BIRD (Advance Module of FPO)** will be approximately i.e A4 Sheet for cover and inner pages.
- **The numbers of pages given are approximation only and may undergo increase or decrease.**

#### **Contents:**

A. Ready-to-print material in PDF format will be provided by BIRD.

#### **Paper Quality:**

**Cover Page: 220 GSM Art cover** on which colour printing will be incorporated and laminated with matte finished.

**Inner Pages: Best 130 GSM Art paper**

**Printing: Process- Offset printing & Colour Printing.**

**Quotation not furnished with the paper samples and sample copies of similar documents printed by the printer would be rejected.**

**Certificate of Acceptance (enclose with cover letter)**

Certified that we have read and understood all the terms and conditions in the tender Document and that our company/firm, namely, ..... do hereby unconditionally accept all the Terms and Conditions set out in paragraphs 1 to 17 of the Quotation Document including the penalty clauses therein and submit the proposal. We submit the following enclosures. (Checklist for submission of quotation)

Date:

Place:

Signature of Authorised Signatory

(Name of Company/Firm)

Seal of Company/Firm



**Proforma 'A'**  
**Quotation Part 1: Technical Bid**

1	Company/Firm Name:		
2	Registration Number and Date of Registration:		
3	GST Number		
4	Current Sales Tax/VAT Number (Enclose copy of Certificate):		
5	Factory License Number (Enclose copy of Certificate):		
6	Address for Communication (with Fax and e-mail):		
7	Import License Number, if any		
8	Annual Turnover as per the Income Tax returns of last three years (₹in lakh)@		
(i)	2020-2021		
(ii)	2021-2022		
(iii)	2022-2023		
9	Profits after Tax in last three years (₹in lakh)@		
(i)	2020-2021		
(ii)	2021-2022		
(iii)	2022-2023		
10	Contract amount of at least two previous work orders*:		
(i)			
(ii)			
11	List of major clients during the last five years		
12	Number of operators for composing and editing		
	English:		
13	Computer Facilities	Number	Type/Model
a)	Number of Server Computers:		
b)	Number of Desk Top Systems:		
c)	Number of Laser Jet/other advanced		
d)	Printers of which colour printers		
e)	Internet Connectivity (Specify Details)		

	<b>Available / Not Available</b>		
14		<b>Number</b>	<b>Type/Model</b>
a)	Image Settlers		
b)	Image Processors		
c)	Plate Processors		
d)	Colour Management Software		
e)	Colour Proofer		
f)	Radius Monitor		
g)	Scanners		
h)	Automatic 4 colour Printing Machine		
i)	Automatic Folding Machine		
j)	Binding machine (Perfect Binding)		
k)	Lamination Machine		
l)	Samples of similar (Annual Module) work executed over the last two years.		
m)	Earnest Money Deposit (₹38,000/-)		
n)	Name and Addresses of the bidder's banks:		
	<b>Any other special feature that the printer would like to mention</b>		

@: Minimum Turnover needs to be **at least ₹06.00 lakh**. Please enclose copy of Annual audited Balance Sheet and Profit and Loss Account for the three years indicated above.

\*: Each amounting to ₹ **7.5 lakh or more**. Please enclose a copy of the contract award.

Certified that the above particulars are true.

Date:

Place:

Signature of the Authorised Signatory  
(Name of company/firm)

Seal

### Evaluation Matrix

S.N.	Criteria	Max Marks	Remarks
1	Experience (in years completed) in Printing industry as on 31 March 2022. (Enclose copies of work orders issued prior to/ as on the cut-off date).		
a.	5-9 years	5	
b.	10-12 years	10	
c.	13-15 years	15	
d.	16 years or more	20	
2	'Average' Annual Turnover during last 03 years as on 31 March 2022, in INR (enclose CA's certificates & audited Balance Sheets)		
a.	Rs. 6.00 lakh- Rs. 6.80 lakh	5	
b.	Rs. 6.81 lakh - Rs. 8.50 lakh	10	
c.	Rs. 8.51 lakh - Rs. 13.60 lakh	15	
d.	Rs. 13.61 lakh AND MORE	20	
3	Satisfactory Completion of 'Similar work printing for the' <b>last seven (7) years</b> (documentary proof to be submitted)		
a.	2 SIMILAR WORK OF RS 7.5 lakh or more	5	
b.	2 SIMILAR WORK OF RS 9.5 lakh or more	10	
c.	1 SIMILAR WORK OF RS 15.00 lakh or more	15	
d.	1 SIMILAR WORK OF RS 18.50 lakh or more	20	

4	Number of Similar projects currently under the printing of booklets as on 31 March 2022 ( <i>documentary proof to be submitted</i> )*		
a.	< 10	5	
b.	11 –20	10	
c.	21 – 30	15	
d.	31or more	20	
5	<b>Empanelment Status</b> -*		
a.	Empanelment with RBI/ SEBI/ SBI/ Central Govt/State Govt	20	
b.	Empanelment with PSBs/PSUs/Autonomous Bodies	10	
Total: 100 marks.			
*Documentary proofs of the information asked from point 1-5 are to be submitted along with the tender.			

The Bidders obtaining 50% (fifty percent) or higher marks would only be pre- qualified. Even though any BIDDER may satisfy the above requirements, the BIDDER may be disqualified if they have: -

- i) Made misleading / false statement(s) or deliberately suppressed information in the forms, statements and enclosures required in the eligibility criteria document; and / or
- ii) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures / weaknesses etc.

Seal of Company

## **PART-II**

### **PRE CONTRACT INTEGRITY PACT**

## **PRE CONTRACT INTEGRITY PACT**

(To be submitted on Rs. 200 Stamp Paper only on first page and remaining document on normal A4 size pages duly signed by the bidder) and submitted in envelop duly superscribed as Integrity Pact

Between

Bankers Institute of Rural Development (BIRD) hereinafter referred to as “The BIRD”

And

..... hereinafter referred to as “The Bidder”

### **Preamble**

The Principal intends to award, under laid down organizational procedures, contract/s for The Principal values full compliance with all relevant laws of the land, rules, regulation and economic use of resources and of fairness /transparency in its relations with its Bidder(s).

In order to achieve these goals, the Principal will appoint Independent External Monitors (IEMs) who will monitor the tender process and the execution of the contract for compliance with the principles mentioned above.

### **Section 1 – Commitments of the Principal**

- (1) The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:-
  - a. No employee of the Principal, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - b. The Principal will, during the tender process treat all Bidder(s) with equity and reason. The Principal will, in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
  - c. The Principal will exclude from the process all known prejudiced persons.
- (2) If the Principal obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary actions.

### **Section2 – Commitments of the Bidder(s)**

- (1) The Bidder(s) commit themselves to take all measures necessary to prevent corruption. The Bidder(s) commit themselves to observe the following principles during participation in the tender process and during the contract execution:

- a. The Bidder(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - b. The Bidder(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
  - c. The Bidder(s) will not commit any offence under the relevant IPC/PC Act; further the Bidder(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - d. The Bidder(s) of foreign origin shall disclose the name and address of the Agents/representatives in India, if any. Similarly the Bidder(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.
  - e. The Bidder(s) will, when presenting their bid, disclose any and all payments made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the contract.
  - f. Bidder(s) who have signed the Integrity Pact shall not approach the Courts while representing the matter to IEMs and shall wait for their decision in the matter.
- (2) The Bidder(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### **Section 3 – Disqualification from tender process and exclusion from future contracts**

If the Bidder(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form which put their reliability or credibility in question, the Principal is entitled to disqualify the Bidder(s) from the tender process.

### **Section 4 – Compensation for Damages**

- (1) If the Principal has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Principal is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security. (2) If the Principal has terminated the contract according to Section 3, or if the Principal is entitled to terminate the contract according to Section 3, the Principal shall be entitled to demand and recover from the Bidder liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

## **Section 5 – Previous transgression**

- (1) The Bidder declares that no previous transgressions occurred in the last three years with any other Company in any country conforming to the anti-corruption approach or with any Public Sector Enterprise in India that could justify his exclusion from the tender process.
- (2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process.

## **Section 6 – Equal treatment of all Bidders**

- (1) In case of Sub-contracting, the Principal Bidder shall take the responsibility of the adoption of Integrity Pact by the Sub-Bidder.
- (2) The Principal will enter into agreements with identical conditions as this one with all Bidders and Bidders
- (3) The Principal will disqualify from the tender process all bidders who do not sign the Pact or violate its provisions.

## **Section 7 – Criminal charges against violating Bidders(s)**

If the Principal obtains knowledge of conduct of a Bidder, Bidder or SubBidder, or of an employee or are representative or an associate of a Bidder, Bidder or SubBidder which constitutes corruption, or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer.

## **Section 8 – Independent External Monitor**

- (1) The Principal appoints competent and credible Independent External Monitor for his Pact after approval by the Central Vigilance Commission. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this agreement. The Independent External Monitor appointed for BIRD is :

**Dr. Sanjay Kumar Panda, IAS (Retd)**  
**515, Ward No.3 Sideswar Sahi**  
**Cuttack City, Cuttack district Odisha 753 008**

- (2) The Monitor is not subject to instructions by the representatives of the parties and performs his/her functions neutrally and independently. The Monitor would have access to all Contract documents, whenever required. It will be obligatory for him / her to treat the information and documents of the Bidders as confidential. He / she reports to the Director, BIRD.
- (3) The Bidder(s) accepts that the Monitor has the right to access without restriction to all Project documentation of the Principal including that provided by the Bidder. The Bidder will also grant the Monitor, upon his/her request and demonstration of a valid interest, unrestricted and unconditional access to their project documentation. The



same is applicable to Sub-Bidders.

- (4) The monitor is under contractual obligation to treat the information and documents of the Bidder(s) Sub-with confidentiality. The Monitor has also signed declarations on 'Non- disclosure of Confidential Information and of 'Absence of Conflict of Interest'. In case of any conflict of interest arising at a later date, the IEM shall inform Director, BIRD and recuse himself/herself from that case.
- (5) The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the Project, provided such meetings could have an impact on the contractual relations between the Principal and the Bidder. The parties offer to the Monitor the option to participate in such meetings.
- (6) As soon as the Monitor notices, or believes to notice, a violation of this agreement, he/she will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
- (7) The monitor will submit a written report to the Director, BIRD within 8 to 10 weeks from the date of reference or intimation to him by the Principal and, should the occasion arise, submit proposal for correcting problematic situations.
- (8) If the Monitor has reported to the Director, BIRD, a substantiated suspicion of an offence under the relevant IPC/PC Act, and the Director, BIRD has not, within reasonable time, taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- (9) The word 'Monitor' would include both singular and plural.

## **Section 9 – Pact Duration**

This Pact begins when both parties have legally signed it. It expires for the Contract or 12 months after the last payment under the contract, and for all other Bidders 6 months after the contract has been awarded. Any violation of the same would entail disqualification of the bidders and exclusion from future business dealings. If any claim is made/lodged during this time, the same shall be binding and continue to be valid despite the lapse of this pact as specified above, unless it is discharge/determined by the Director, BIRD.

## **Section 10 – Other provisions**

- (1) This agreement is subject of Indian Law, Place of performance and jurisdiction is the Head Office of the Principal, i.e. Lucknow.
- (2) Changes and supplements as well as termination notices need to be made in writing. Side agreements have not been made.

- (3) If the Bidder is a partnership or a consortium, this agreement must be signed by all partners or consortium members.
- (4) Should one or several provisions of this agreement turn out to be invalid, the remainder of this agreement remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- (5) Issues like Warranty/Guarantee etc. shall be outside the purview of IEMs.
- (6) In the event of any contradiction between the Integrity Pact, if any, the Clause in the Integrity Pact will prevail.

(For & On behalf of the Principal)

(Office Seal)

(For & on behalf of the Bidder)

(Office Seal)

Place\_\_\_\_\_

Date \_\_\_\_

Witness 1:

(Name &Address)

Witness2:

(Name &Address)

## Proforma 'B'

### Quotation Part III: Financial Bid

#### I. Printing of Training Resource Material of BIRD (Advance Module of FPO) (Applicable taxes may be specified, separately)

SN	Name of Publications	No. of Page	No. of Copies	Rate	No. of Copies	Rate	No. of Copies	Rate	No. of Copies	Rate
<b>A</b>										
1	Business Planning - Training Framework	24	25		50		75		100	
2	Business Planning - Reading Material	80	75		150		225		300	
3	Business Planning - Trainers Note	36	25		50		75		100	
4	Agri value chain-Training Framework	14	25		50		75		100	
5	Agri value chain -Reading Material	76	75		150		225		300	
6	Agri value chain -Trainers Note	38	25		50		75		100	
7	Governance & management-Training Framework	23	25		50		75		100	
8	Governance & management-Reading Material	110	75		150		225		300	
9	Governance & management-Trainers Note	36	25		50		75		100	
10	Financial Planning-Training Framework	24	25		50		75		100	
11	Financial Planning - Reading Material	74	75		150		225		300	

SN	Name of Publications	No. of Page	No. of Copies	Rate	No. of Copies	Rate	No. of Copies	Rate	No. of Copies	Rate
12	Financial Planning - Trainers Note	37	25		50		75		100	
13	Financing of FPO-Training Framework	20	25		50		75		100	
14	Financing of FPO -Reading Material	58	75		150		225		300	
15	Financing of FPO -Trainers Note	26	25		50		75		100	
16	Marketing Plan-Training Framework	20	25		50		75		100	
17	Marketing Plan-Reading Material	79	75		150		225		300	
18	Marketing Plan-Trainers Note	46	25		50		75		100	
19	Agri- Export-Training Framework	18	25		50		75		100	
20	Agri- Export-Reading Material	54	75		150		225		300	
21	Agri- Export-Trainers Note	28	25		50		75		100	
22	Hi- Tech Agri-Training Framework	26	25		50		75		100	
23	Hi- Tech Agri-Reading Material	84	75		150		225		300	
24	Hi- Tech Agri-Trainers Note	32	25		50		75		100	
<b>B</b>										
25	Modules for CBBOs-Training Framework	19	40		80		120		160	
26	Modules for CBBOs-Reading Material	152	120		240		360		480	

SN	Name of Publications	No. of Page	No. of Copies	Rate	No. of Copies	Rate	No. of Copies	Rate	No. of Copies	Rate
27	Modules for CBBOs-Trainers Note	40	40		80		120		160	
28	Modules for BODs-Training Framework	16	40		80		120		160	
29	Modules for BODs-Reading Material	106	120		240		360		480	
30	Modules for BODs-Trainers Note	32	40		80		120		160	
31	Modules for CEOs-Training Framework	20	40		80		120		160	
32	Modules for CEOs-Reading Material	142	120		240		360		480	
33	Modules for CEOs-Trainers Note	32	40		80		120		160	
34	Module for Accountants-Training Framework	12	40		80		120		160	
35	Module for Accountants-Reading Material	102	120		240		360		480	
36	Module for Accountants-Trainers Note	24	40		80		120		160	
37	Other Stakeholders-Training Framework	12	40		80		120		160	
38	Other Stakeholders-Reading Material	102	120		240		360		480	
39	Other Stakeholders-Trainers Note	24	40		80		120		160	
<b>C</b>										
40	Ram Rahim FPO-Trainers Note	26	100		200		300		400	

SN	Name of Publications	No. of Page	No. of Copies	Rate	No. of Copies	Rate	No. of Copies	Rate	No. of Copies	Rate
41	Samarth FPO-Trainers Note	26	100		200		300		400	
42	Chetna Organic FPO-Trainers Note	25	100		200		300		400	
43	Value chain financing in Debaria district-Trainers Note	28	200		400		600		800	
44	Navjagran FPO WB-Trainers Note	28	100		200		300		400	
	<b>Total</b>	<b>2031</b>	<b>2600</b>		<b>5200</b>		<b>7800</b>		<b>10400</b>	

Note : Total cost to be inclusive of Processing and printing charges for Cover & inner pages both sides with cost of lamination (matte finished) and Perfect binding for each copy. Specifications as stated in Annexure-I.

II Cost of packing charges on actual basis (a)# per box of wooden (b) #per box for corrugated  
# one box may contain around 50 copies.

Date:

Place:

Signature of the Authorised Signatory  
(Name of company/firm)  
Seal of Company

## **ANNEXURE – II**

### **CHECK LIST FOR SUBMISSION OF QUOTATION (enclose with cover letter)**

#### **A. EMD**

- A copy of the Quotation Document duly certified by the Printer accepting the terms and conditions of the Quotation Document.

#### **B. Technical Bid in Proforma - A of the Quotation Document duly filled along with the following attested copies:**

- Attested copies of Certificate of Registration.
- List of Partners and Directors.
- Attested copies of Certificate of Factory License.
- Attested copies of Certificate of State and/or Central Sales Tax Registration along with VAT Number Identification.
- Attested copies of Certificate of Import License.
- Details of two latest orders of similar kind of work amounting to ₹7.5 lakh or more.
- Copies of financial statements of last 3 years.
- Sample papers and similar printing work as per quality mentioned in Annexure-I

#### **C. Financial Bid in Proforma – Proforma B of the Quotation Document duly filled.**