



BIHAR STATE TEXT BOOK PUBLISHING CORPORATION LTD.

SHORT E-TENDER

NIT Ref: BSTBPC / E-Tender/ Work Books and Unit Test Note Books/ 779 dt.
24 /08/2026

**REQUEST FOR PROPOSAL (RFP)
FOR
PRINTING AND SUPPLY OF WORK BOOKS AND UNIT TEST
NOTE BOOKS, WITH DELIVERY TO ALL 38-DISTRICT
HEADQUARTERS OF BIHAR.**

Issued by: -

Managing Director

Bihar State Text Book Publishing Corporation Ltd

Registered Office: - Pathya Pustak Bhawan,

Buddh Marg, Patna – 800 001

Phone: 0612-2221975

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SECTION - I:**INVITATION FOR BIDS (IFB)**
Short E-Procurement Notice

Bihar State Text Book Publishing Corporation Ltd. invites e-tenders under the Two-Bid System on the Government of Bihar e-procurement platform from all eligible Offset Printers having infrastructure within the State of Bihar, as stipulated in the eligibility criteria of the tender document, **for the printing and supply of Work Books and Unit Test Note Books, with delivery to all 38 District Headquarters of Bihar.** Bidders are advised to refer to the bid document for details regarding the scope of work, estimated cost, applicable statutory charges, and the nature of printing services required.

The bidding process shall be conducted in accordance with the terms and conditions set forth in this Bid Document. The provisions of the Bihar Financial Rules, 1950, as amended from time to time, and the Bihar Purchase Preference Policy, 2024, as amended from time to time, shall be applicable.

Date Sheet and other details are given below:

1	Name of the work	Printing and Supply of Work Books and Unit Test Note Books, with delivery to all 38 District Headquarters of Bihar.
2	Tender Notice No	BSTBPC / E-Tender / Work Books and Unit Test Note Books/ 779 dt. 24/08/2026
3	Tender Fee/EMD	1) Tender Processing Fee (Non-Refundable) Rs. 1,180/- (Rupees One Thousand One Hundred Eighty Only) to be paid online. 2) EMD (Refundable): Rs. 3,00,000/- (Rupees Three Lakh Only) to be paid in the form of Demand Draft/ Bank Guarantee/FDR issued by a Scheduled/Nationalized Bank in favour of Bihar State Text Book Publishing Corporation Ltd., Payable at Patna.
4	Online publication of bid document	24.08.2026, 18:00 Hrs
5	Date & Time for Pre bid Meeting.	01.09.2026, 15:00 Hrs
6	Tentative pre bid clarification Upload	02.09.2026
7	Last Date and time for Submission of bid.	07.09.2026, 13:00 Hrs in online mode.
8	Last Date and time for submitting hard copy of Power of Attorney and EMD (if in the form of BG)	07/09/2026, 13:30 Hrs Note: Only DD/Bank Guarantee, Power of Attorney or any other paper specifically mentioned in the RFP should be submitted in hard copy. No other documents will be accepted in hard copy under any circumstances.
9	Opening of Technical Bids	07.09.2026, 14:00 Hrs. If the due date happens to be a holiday, the bids will be opened on the next working day.
10	Opening of Financial Bids	To be notified later.
11	Address for Communication	The Managing Director, Bihar State Text Book Publishing Corporation Ltd, Pathya Pustak Bhawan, Buddh Marg, Patna-800001.

The Managing Director of the Corporation reserves the right to amend or withdraw any of the Terms and Conditions in the bid document or to cancel / reject all the tenders received without giving any notice or assigning any reason thereafter.

Handwritten signature and date:
24/08/26

Managing Director
Bihar State Text Book Publishing Corporation Ltd.

Instructions to Bidders (ITB)**A) Procurement Process Related General Instructions**
Submission of Proposals through electronic mode only

1. The bidder shall prepare and submit its offer in accordance with the instructions provided in this section.
2. The bidder shall submit its bid/tender through the e-Procurement platform at <https://eproc2.bihar.gov.in/EPKV2Web/>
3. The Bidder must have the Class III Digital Signature Certificate (DSC) with signing + Encryption, and User-ID of the e-Procurement website before participating in the e-Tendering process. The Bidder may use their DSC if they already have. They can also take DSC from any of the authorized agencies. For user-ID they have to get registered themselves on e-procurement website <https://eproc2.bihar.gov.in/EPKV2Web> and submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.
4. The Bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online standard formats given in e-Procurement website at the respective stage only. The Bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other related certificate /documents in the e-Procurement web site. The Bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity. The Bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document. **It shall be the sole responsibility of the bidder to ensure that all required documents have been uploaded and that the uploaded documents, when downloaded, are legible and readable; failing which, the bid will be rejected. Therefore, bidders are advised to properly scan and upload all documents.**
5. All required documents shall be attached at the designated places as specified in the e forms.
6. The Tender Processing Fee (TPF) and Tender Document Fee shall be paid only through e payment modes (i.e., NEFT/RTGS, Credit/Debit Card, or Net Banking). However, the benefit of issuance of the tender document free of cost under the Bihar Purchase Preference (Amendment) Policy, 2026, shall be admissible only to eligible Micro and Small Enterprises (MSEs) along with all industries situated and operating in the State of Bihar, subject to uploading of a valid Udyam Registration Certificate along with the duly updated Annexure page.
7. **SUBMISSION OF HARD COPY**
 - (i) The Earnest Money Deposit (EMD) shall be paid in the form of a Demand Draft (DD) or Bank Guarantee (BG)/ Fixed Deposit Receipt (FDR) and the original hard copy of the DD/BG/FDR must be submitted. The Micro and Small Enterprises (MSEs) along with all industries situated and operated in Bihar seeking exemption for EMD as well as claiming exemption from payment of the tender document fee under Bihar Purchase Preference (Amendment) Policy, 2026 will have to submit (upload) valid "Udyam Registration Certificate" along with updated Annexure page print. Documents required to be submitted in hard copy shall be delivered to the office of the Managing Director, Bihar State Text Book Publishing Corporation Ltd., Pathya, Pustak Bhawan, Buddha Marg, Patna – 800001, on or before the date and time specified in Section I, IFB Point 8. Non-compliance with this requirement may result in summary rejection of the tender.
 - (ii) All copies of Affidavit(s) specifically mentioned in RFP & Color Print copy of 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 must be uploaded at the time of submission of technical bid. All photographs shall be taken after the date of publication of this bid and must be captured on the same day. BSTBPCL reserve the right to demand hard copy of the said at any time as and when required.
8. All documents mentioned in paragraphs 7 must also be mandatorily uploaded in online mode, failing which the bid shall be liable for rejection. Bids, along with the necessary online payments, must be submitted through the e-Procurement portal (www.eproc2.bihar.gov.in)

before the date and time specified in the NIT/RFP. The Department/Tendering Authority shall not be responsible for any delay or non-submission of tenders or non-reconciliation of online payments, caused due to non-availability of internet connection, network congestion, holidays, or any other reason.

9. The tender shall be opened online through the e Procurement portal at the venue: Conference Hall, Bihar State Text Book Publishing Corporation Ltd., Pathya Pustak Bhawan, Budh Marg, Patna-800001. Bidders or their authorized representatives who wish to witness the bid opening may remain present during the opening of the bids.
10. Any corrigendum, date extension, change, or amendment notice shall be published on the e-Procurement website and the BSTBPCL website. For support related to the e-tendering process, bidders may contact the following address: e-Procurement Help Desk, Mjunction Services Limited, RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. Shastri Nagar, Patna-800014, Bihar. Email: eproc2support@bihar.gov.in, Toll-Free Number: 1800-572-6571. Bidders may also visit the "Vendor Info" link at www.eproc2.bihar.gov.in.

B) SPECIAL ATTENTION FOR BIDDERS

- (i) The contract shall be deemed to commence from the date of issuance of the work order. As this printing work is of very urgent nature with defined timelines, only those printers who possess the capability to meet the stipulated deliverables, as specified in the subsequent sections of this Bid Document, shall apply.
- (ii) If at any stage it is found that the tender has been obtained by the bidder through submission of forged or fabricated certificates, documents, or licenses, and/or by concealing facts regarding blacklisting, debarring, or de registration of the firm by the Government of India, or suspension, cancellation, or non-renewal of the manufacturing license of the bidder's firm, the tender bid/rate contract shall be rejected or terminated, and suitable punitive action may be taken against the firm. The bidder shall bear all costs associated with the preparation and submission of its bid and the Bihar State Text Book Publishing Corporation Ltd. shall in no case be responsible or liable for these costs, irrespective of the conduct or outcome of the bidding process.
- (iii) Bids complete in all respects including the Technical Bid (available on the e Procurement portal) and the Financial Bid (available on the e Procurement portal), along with all supporting documents/annexures as specified in the bid document must be submitted/uploaded online in the e Procurement portal by the last date and time for submission of bids mentioned in Section I, IFB point 7. The Technical Bids of all bidders shall be opened online. The Financial Bids of those bidders whose Technical Bids do not fulfill the eligibility criteria or requirements of the bid documents shall not be opened. The date for opening the Financial Bids of technically qualified bidders shall be notified later; however, this date may be subject to change under unavoidable circumstances.
- (iv) The bid document must be digitally signed by a person fully and duly authorized to sign, as declared in the bid. Bidders are required to submit proof of such authorization in the form of a Board Resolution, Authorization Letter, or Power of Attorney, duly notarized before a Public Notary, as part of the Technical Bid documents.
- (v) The bid shall be unconditional and fully consistent with the terms and conditions prescribed in the bid document. Conditional tender shall not be accepted.
- (vi) If a bidder authorizes more than one person to act on its behalf for bid processing, the bid shall be rejected.

INTRODUCTION**1. Background**

- 1.1 The contract will take effect from the date of issuance of the work order. The printing and supply of Work Books and Unit Test Note Books, with delivery to all 38 District Headquarters of Bihar must reach the designated destination points as per stipulated delivery timeline as mentioned in Point 7 (Part-II) of Section VI.
- 1.2 The tentative list and quantity of Work Books and Unit Test Note Books, are mentioned in Section VII of the RFP.

2. Eligible Bidders

- 2.1 This Invitation for Bids is open to all printers fulfilling the eligibility criteria as mentioned in Section IV of the Bid Document.
- 2.2 Government-owned enterprises may participate, if they are legally and financially autonomous bodies.

3. Cost of Bid

The bidder shall bear all costs associated with the preparation and submission of its bid and Bihar State Text Book Publishing Corporation Ltd. shall in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

4. Contents of the Tender Document

- 4.1 The details of printing and supply of Work Books and Unit Test Note Books, bid procedures and contract terms are prescribed in the Bid documents. The Bid documents include:
- a. Invitation for Bids (IFB)/E-procurement Notice; **Section-I**
 - b. Instruction to Bidders (ITB); **Section -II**
 - c. Introduction, **Section -III**
 - d. Eligibility and Technical Qualification Criteria; **Section -IV**
 - e. General Conditions of Contract (GCC); **Section -V;**
 - f. Special Conditions of Contract (SCC); **Section -VI**
 - g. Technical Specification & Package of Requirement; **Section -VII**
 - h. Technical Bid Information – **Form "A"; Section-VIII**
 - i. Bid Form; **Section-IX**
 - j. Contract Agreement form; **Section- X**
 - k. Performance Security Form; **Section -XI**
 - l. Proforma of Challan; **Section – XII**
 - m. Certificate of Procurement of Paper; **Section – XIII**
 - n. Affidavit from Paper Miller/Authorized Paper Dealer(s); **Section - XIV**
 - o. Financial Bid - **Form "B"; Section – XV**
 - p. Format for statutory Auditor's Certificate for financial Capability; **Annexure – "A" to Sec. IV**
 - q. Affidavit sworn before Public Notary / Executive Magistrate regarding GST, **Annexure – "B" to Sec. IV**
 - r. Format for project Experience; **Annexure – "C" to Sec. IV**

- s. Authority Letter, **Annexure – “D” to Sec. IV**
- t. Certificate of printing capacity; **Annexure – “E” to Sec. IV**
- u. Certificate of Storage Space Area; **Annexure – “F” to Sec. IV**
- v. Declaration by bidders for non-blacklisting; **Annexure – “G” to Sec. IV**
- w. Consent letter from the associated CTP unit; **Annexure – “H” to Sec. IV**
- x. Declaration for printing facility; **Annexure – “I” to Sec. IV**

4.2 The Bidder is required to examine all instructions, forms, terms & conditions and specifications in the Bid documents. Failure to furnish any information required as per Bid documents or uploading of a Bid not technically eligible in any respect will be at the Bidder's risk and may result in rejection of his Bid.

5 5. Clarification of Tender Document

- 5.1 Pre-bid Meeting: Prospective bidders or their duly authorized representatives are invited to attend a pre-bid meeting in the Conference Hall of Bihar State Text Book Publishing Corporation Limited, Budh Marg, Patna-800001, on the date and time specified in Section I, IFB Point 5. If this date falls on a holiday or is declared a holiday, the pre-bid meeting will be held at the same time and venue on the next working day.
- 5.2 Bidders requiring any further clarification on the Bid Document may seek clarification during the pre-bid meeting in writing, or may send their queries by email to textbookmd@gmail.com no later than the date and time specified in Section I, IFB Point 5.
- 5.3 Any modification in the Bid Documents listed under Sub-clause 4.1, if deemed necessary, shall be made by BSTBPC Ltd. through the issuance of a Corrigendum, Addendum, or Clarification pursuant to Clause 6.

6 Amendment to Bid Documents

- 6.1 Prior to the deadline for submission of bids, BSTBPC Ltd. may, for any reason—whether on its own initiative or in response to a clarification requested by a prospective bidder—modify the Bid Documents by means of an amendment. Bidders are hereby informed that any changes, amendments, or corrigenda to the Bid Documents may be issued up to two days prior to the last date for submission of bids.
- 6.2 All amendments will be uploaded on the websites <https://eproc2.bihar.gov.in/EPSV2Web/> and <https://www.bstbpc.bihar.gov.in>. Such amendments shall be binding on all bidders.
- 6.3 In order to allow prospective bidders reasonable time to take any amendment into account when preparing their bids, BSTBPC Ltd., at its discretion, may extend the deadline for submission of bids.

ELIGIBILITY AND TECHNICAL QUALIFICATION CRITERIA

- 1) This invitation is open to all eligible offset printers having its Infrastructure in the State of Bihar who fulfill the eligibility and qualification criteria specified herein. **(Consortiums or joint ventures of printers are strictly disallowed).**
- 2) The eligibility criteria and Supporting Documents to be submitted by the bidders in the technical bid are as follows: -

NOTE:- ALL DOCUMENTS AS MENTIONED HEREUNDER SHOULD BE MANDATORILY UPLOADED THROUGH ONLINE E-PROC PORTAL ONLY. HARD COPY SUBMISSION IS STRICTLY DISALLOWED IN ANY FORM UNLESS OTHERWISE MENTIONED.

S. No	Eligibility criteria for Bidders	Mandatory Documents to be uploaded
B1	Earnest Money Deposit (Refundable) for Rs 3,00,000/- (Rupees Three Lakh only)	An EMD (Refundable): Rs.3,00,000/- (Rupees Three Lakh Only) in form of Demand Draft/BG/FDR issued by a Scheduled/ Nationalized Bank in favour of Bihar State Text Book Publishing Corporation Ltd., Payable at Patna have to be submitted. (Note: - The Micro and Small Enterprises (MSEs) along with all industries situated and operated in Bihar seeking exemption for EMD under Bihar Purchase Preference Policy, 2026 will have to submit valid "Udyam Registration Certificate" along with updated Annexure page print.)
B2	Tender Processing fee (Non-refundable) for Rs. 1,180/- (Rupees One Thousand One Hundred Eighty Only) or as reflected on the e-proc portal.	Online receipt of Digital Payment.
B3	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.	For Company Act - Copy of the Certificate of Incorporation issued by the Ministry of Corporate Affairs (MCA) under companies Act, 1956/2013 along with copies of Memorandum of Association (MoA) and Articles of Association (AoA) For Partnership Firm - Copy of the Registration Certificate issued under Partnership Act, 1932, along with Partnership deed. For Limited Liability Partnership (LLP) Firm - Copy of the Certificate of Incorporation issued by the Ministry of Corporate Affairs (MCA) under Limited Liability Partnership Act, 2008. For Society/Trust - Copy of Certificate of registration under Societies Registration Act, 1860 or Indian Trust Act 1882. For Proprietorship firm -A proprietorship firm shall provide Proof of proprietorship of a Printing Press i.e; MSME Certificate or Firm Registration Certificate/ License.
B4	The bidder must have minimum Average Annual Turnover of Rs. 25 Lakh (Rupees Twenty-Five Lakh) in any three financial years during FY- 2022-23 to 2025-26) related to printing work. [Note: - However, as per Clause 13 (b) of Bihar Purchase Preference (Amendment) Policy, 2026, The criteria	(a) Audited Balance Sheet and Profit & Loss Account (in case of a company, Partnership Firms, Limited Liability Partnership (LLP) Firms and proprietorship firm) for any three financial years during FY 2022-23 to 2025-26. OR Income and Expenditure Account Statement (in case the bidder is registered under the

	of annual turnover of the firm shall be relaxed by 50% for the Enterprises of State as defined in clause 3(16) provided they meet the technical specifications of the goods or services to be supplied.]	Societies Registration Act, 1860, or the Indian Trusts Act, 1882) for last three financial years during FY 2022-23 to 2025-26. AND (b) A turnover certificate issued by a Chartered Accountant or Company Secretary, in Practice, clearly mentioning Membership Number, UDIN Number, and Date, certifying that the turnover pertains exclusively to printing work. (Refer to Annexure – 'A')
B5	The bidder must have valid (i) PAN Card, (ii) Income Tax Returns of any three Assessment Years during (AY 2023-24 to 2026-27)	Self-attested copies of 1) PAN Card 2) Income Tax Return (ITR) Acknowledgment copy for any three Assessment Years (AY 2023-24 to 2026-27)
B6	The bidder must provide GST Registration Certificate (FORM GST REG-06) showing the principal place of business and all the additional place(s) of business, as well as GST return of 1 st Quarter for the FY 2026-27 or monthly return of June 2026. Note: Registration with the GST Department of Bihar would be compulsory for the Bidder, before any tax invoice payment. As GST (SGST+CGST) at applicable rate shall be paid/ reimburse by BSTBPC Ltd.	i. GST Registration Certificate (Form GST REG 06) indicating the principal place of business. ii. The GSTR-3B return filed for the month of June 2026, or for the 1st Quarter of FY 2026-27, as applicable, together with the Annual GST Returns (GSTR-9) for any three of the preceding financial years, i.e., from FY 2022-23 to FY 2025-26, wherever the filing of the annual return is mandated under the provisions of the GST Act. iii. An affidavit sworn before a Public Notary or Executive Magistrate, (Refer to Annexure – 'B').
B7	The Bidder must have successfully completed printing of 50000 (Fifty Thousand) Diary/books/textbooks in any one year during preceding three financial years i.e., 2023-24, 2024-25 & 2025-26 for Central/ State Govt. / Public Sector undertakings / Government Enterprises/ Government aided Institutions/Private Institution.	Proof of satisfactory completion shall be provided in the form of a self-attested copy of the work completion certificate issued by the client, or tax invoices raised against the supply. (Refer to Annexure – 'C')
B8	Letter of Authorization to sign bid.	The bidder must duly fill in the authorization form as Annexure – 'D' and upload it. (This requirement is not mandatory in the case of a proprietorship firm where the owner signs the bid personally.)
B9	The bidder must furnish data supporting their daily printing capacity to demonstrate ability to perform the contract and complete supplies within the stipulated delivery period.	The bidder must furnish data supporting their daily printing capacity to demonstrate ability to perform the contract and complete supplies within the stipulated delivery period, on the firm's letterhead, (Refer to Annexure – 'E')
B10	The bidder must operate a printing press facility located in any district of Bihar, together with adequate storage space, all within a minimum built-up area of 10,000 sqft. The specified area shall collectively accommodate the printing operations, machinery installation, and storage requirements.	The bidder shall produce/upload the following documents for the press and storage facility: • A self-attested copy of a valid rent agreement with the house/property owner if the printing press is located on rented premises, or an allotment letter/lease deed in case of government-leased property; • Alternatively, if the property is self-owned, proof of ownership must be submitted. Also upload the details regarding storage space area in prescribed format. (Refer to Annexure – 'F')

B11	The bidder must not be blacklisted, debarred, or banned, as on the date of submission/upload of the online bidding document. The bidder must not have been convicted by any court of law for criminal or civil offences, nor declared ineligible by any entity of any State Government, the Government of India, any local self-government body, or any public sector undertaking in India for participation in future bids due to unsatisfactory performance, corrupt or fraudulent practices, or any other unethical business conduct, as on the date of submission/upload of the online bidding document. The bidder shall also declare all ongoing litigations, if any, involving them with any Government agency, State or Central department, or Public Sector Undertaking (PSU).	An affidavit sworn before a Public Notary or Executive Magistrate shall be submitted. (Refer to Annexure – 'G')
B12	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: I. Pre-Press: a) Desktop Processor/Computer along with A4 size colour ink jet/laser printer with latest version of software used in designing. b) The bidders may satisfy at least one of the following conditions with respect to plate making capabilities i. Whether the bidder owns a CTP/CTCP unit. OR ii. Whether the bidder has consent from a 3rd party having CTP/CTCP units for its use. II. Press: Printing Press should have – a) One-unit, four-colour sheet-fed offset printing machine of 19" x 25" size, or Bigger size. and (b) One-unit, two-colour or four-colour web offset printing machine of 578 or larger size. III. Post Press a) Cutting machines b) Flow line Stitching machine Or Stitching Machine c) Strapping Machine. d) Perfect Binding Machine	1. Affidavit sworn before Public Notary/ Executive Magistrate for Declaration for Printing facilities in their Printing Press in format as given in Annexure – 'I'. 2. Mandatory documents for CTP 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 – 'I'. 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 – 'H' to be submitted. iii. Affidavit sworn before Public Notary/ Executive Magistrate for Declaration for Printing facilities in their Printing Press located in Bihar in format as given in Annexure – 'I'. In addition to the Affidavit, the bidder needs to submit scan copy(ies) of Tax Invoice issued on or before opening of the technical bid for the machines purchased in the name of the bidder. 3. Special Attention: 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

Note :- 1. The BSTBPC Ltd. may inspect the printing premises during technical evaluation of the bid. In case, it is found that the bidder has/have misrepresented any fact in this regard then immediate disciplinary action along with debar/blacklisting action may be initiated against the bidder(s).

GENERAL CONDITIONS OF CONTRACT (GCC)**1. Language of Bid**

The bidder shall prepare the bid in the English language. All correspondence and documents pertaining to the bid process exchanged between the bidder and BSTBPC Ltd. shall be in English or Hindi. Supporting documents and printed literature furnished by the bidder may be in another language, provided they are accompanied by an accurate translation of the relevant passages into English or Hindi, as specified in the bid document. In such cases, the translation shall prevail for the purpose of bid interpretation.

2. Registration of Bidders on web portal and uploading of bid

- 2.1 The Bidder, who intends to participate in the e-tender called by Bihar State Text book Publishing Corporation Ltd. (BSTBPC Ltd.), has to register itself on the e-Procurement portal <https://www.eproc2.bihar.gov.in>.
- 2.2 PARTICIPATING IN THE BID IN THE E-PROCUREMENT PORTAL: - The Bidder intending to participate in the bid is required to register in the Portal with information about the firm. This is a onetime activity for registering in Portal. During registration, the firm/Bidder has to attach a Digital Signature Certificate (DSC) to his / her unique user ID. The DSC used must be of appropriate class II or Class III digital certificate issued by a registered Certifying Authority, Government of India.
- 2.3 In case of Partnership Firm, majority of the partners have to authorize a specific individual through authority letter signed by majority of the partners of the firm.
- 2.4 In case of private limited company, public limited company, the Managing Director or any other person having designated authority to authorize a specific individual, has to authorize a specific individual through a authority letter/Board Resolution.
- 2.5 This authorized user shall be required to obtain a digital certificate.
- 2.6 The digital certificate issued to the authorized user of a partnership firm / private limited company/public limited company and used for online bidding will be considered as equivalent to a no-objection certificate / power of attorney to that user.
- 2.7 To log on to the portal the Bidder is required to type his/her username and password. The system checks the unique ID, password and DSC combination and authenticates the login process for use of portal.
- 2.8 The tender documents uploaded by the Tender Inviting Officer in the website <https://www.eproc2.bihar.gov.in>. Only a small notification will be published in the newspaper along with mention of the specific website for details. The publication of the tender will be for specific period of time till the last date of submission of bids as mentioned in the 'Invitation for Bid' after which the same will be removed from the list of Active tenders. Any Bidder can view or download the bid documents from the web site.
- 2.9 Bids cannot be submitted after due date and time. The Bidder should ensure correctness of the bid prior to uploading and take print out of the system generated acknowledgement of submission to confirm successful uploading of bid. The bids cannot be opened before the due date and time of opening.
- 2.10 Each process in the e-procurement is time stamped and the system can detect the time of log in of each user including the Bidder.
- 2.11 The Bidder should ensure clarity/legibility of the document uploaded by him to the portal.
- 2.12 The Bidder should check the system generated confirmation acknowledgement on the status of the submission.
- 2.13 The Bidder should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network.

- 2.14 For all purpose, the server time displayed in the e-Procurement portal shall be the time to be followed by all the users.
- 2.15 Bid can be submitted during the ONLINE BID SUBMISSION stage only using the digital certificate that is used to encrypt the data during the ONLINE BID PREPARATION.
- 2.16 The Tender Inviting Officer is not responsible for any failure, malfunction or breakdown of the electronic system used during the e-procurement process.
- 2.17 **SIGNING OF BID:** The 'online Bidder' shall 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, his EMD/Bid Security shall stand forfeited & his registration in the portal shall be blocked and the Bidder is liable to be blacklisted.
- 2.18 **SECURITY OF BID SUBMISSION:** All bid documents uploaded by the Bidder to the portal will be encrypted.
- 2.19 **RESUBMISSION AND WITHDRAWAL OF BIDS:**
- i) Resubmission of bid by the Bidders for any number of times before the final date and time of submission is allowed.
 - ii) Resubmission of bid shall require uploading of all documents including price bid afresh.
 - iii) If the Bidder fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted.
 - iv) If the bidder wishes to withdraw their bid, it must be done before the closing date. Once a bid is withdrawn, the bidder shall not be permitted to participate in the tender.

3 Standard procedure to upload bid:-

First download the Tender form technical bid sheet & Financial Bid Sheet. Read all Terms & conditions carefully. Fill up Tender form & collect all required documents.

3.1 For Technical Bid Form 'A'

Scan all documents as per Technical tender information **Section-VIII - Form "A"** separately. Scan & upload all documents mentioned in Form "A" with same page in one PDF.

3.2 For Financial Bid Form 'B'

The Bidders have to follow the guidelines given in ITB to fill up the Financial Bid only in online Eproc2 format. The format given in section "Financial Bid" (Section-XV - Form "B") is for reference and understanding of bidder only. Financial Bid, if filled and scanned and uploaded with technical bid will be outright rejected.

3.3 The Bidder must quote the price as per financial bid form.

3.4 Price quoted rate in the financial Bid shall include the cost of paper of the required specification for text and cover as per technical specification (Section-VII) for item(s), printing/thread sewing/perfect glue binding/cover, raw material used for printing, printing inks, packing, handling and transportation up to the place as per requirements.

3.5 dry expenses (foreseen or unforeseen) excluding Goods & Services Tax (GST). This shall be quoted in the online mode only. The rate should be exclusive of GST. However, the payment shall be made by the BSTBPC Ltd. to the bidder after deducting TDS and other statutory deductions, if any, at the time of payments. GST will be paid as per Govt. norms. The price quoted by the Bidder shall be fixed for the entire period of contract and no price variation is allowed on any account.

3.6 All bidders to note the following instruction for quoting the price:-

- (i) The rate should be quoted in figures as well as in words [e.g. Rs. 70.50 (Rs. Seventy & Paise Fifty Only).
- (ii) If the rates are quoted for 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.
- (iii) In the event of any discrepancy between the rates quoted in figures and in words, the rates quoted in words shall be treated as final and shall prevail.
- (iv) The price quoted by the Bidder shall remain fixed for the entire duration of the contract, and no variation in price will be permitted under any circumstances.

4 Bid Security (EMD)

- 4.1** All the bidder shall submit the Bid security (EMD) in the digital form/BG/FDR for the prescribed sum as mentioned in the Invitation For Bids (IFB) in Section-I.
- 4.2** The Bid security is required to protect the BSTBPC Ltd. against the risk of Bidder's conduct, which would warrant the forfeiture of Bid security.
- 4.3** The Bid security shall be in Indian Rupees and in digital form/BG/FDR issued by the Nationalized/Scheduled bank located in India.
- 4.4** The Micro or Small-scale units located in Bihar shall not be liable to deposit earnest money. Micro/small scale enterprise/Bidders which are registered unit located in Bihar seeking exemption for payment of EMD should submit valid copy of "UDYAM REGISTRATION CERTIFICATE" (along with updated status).
- 4.5** Any Bid not secured by EMD will be rejected by the BSTBPC Ltd. administration deemed as technically ineligible.
- 4.6** Bid security of the unsuccessful Bidders will be discharged/ returned as promptly as possible.
- 4.7** The Bid Security of the successful Bidder shall be released after the signing of the Contract and the submission of the Performance Security deposit.

4.8 The Bid security may be forfeited:

If a Bidder

- (i) Withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form; **Or**
- (ii) Does not accept correction of errors **Or**
- (iii) In case of a successful Bidder, if the Bidder fails:
 - (i) To sign the Contract; or
 - (ii) To furnish Performance Security in accordance with Section-V Clause-14

5 Period of Validity of Bids

- 5.1** Bids shall remain valid for **60 days** from the date of Bid opening prescribed by the BSTBPC Ltd. A bid valid for a shorter period shall be rejected by the BSTBPC Ltd. as not technically eligible.
- 5.2** In exceptional circumstances, the BSTBPC Ltd. may solicit the Bidder's consent to an extension of the period of validity. The request by the BSTBPC Ltd. and the responses of Bidders thereto shall be made in writing. The Period of validity of the Bid security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security.
- 5.3** The quoted rate(s) shall remain valid for 01 (One) year from the date of issuance of Work Order.

6 Opening of Bids by the BSTBPC Ltd.

- 6.1** All bids received within the specified time shall be opened by the Tender Committee at the prescribed time, through the applicable mode.

- 6.2 Bidders or their authorized representatives who choose to witness the opening of bids shall remain present during the bid opening.
- 6.3 BSTBPC Ltd. reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to the award of the contract, without thereby incurring any liability to the Bidders.

7 Clarification of Bids

During evaluation of Bids, the BSTBPC Ltd. may, at its discretion, ask the Bidder for a clarification of its Bid. The request for clarification and the response thereto shall be in writing and no change in substance of the Bid shall be sought, offered or permitted.

8 Preliminary Examination (technical eligibility) and Technical Evaluation

- 8.1 The BSTBPC Ltd. will examine the Bids to determine whether they are complete, properly signed and each page numbered and arranged in the prescribed sequence.
- 8.2 After the opening of Technical Bid Form 'A' the Tender committee members and authorized officials of BSTBPC Ltd. may go for site inspection of the setup at the Bidder's press. Only after the Bidder qualifies in the preliminary examination (technical eligibility) and technical evaluation, he becomes technically qualified for the financial bid evaluation.
- 8.3 If the machinery specified in the Declaration for Printing Facility (Annex – "I" of Section IV), or any part thereof, is found to be non-functional at the time of physical inspection and verification, the Bidder shall be disqualified. Any new machinery purchased by the Bidder after the physical inspection shall not be considered by BSTBPC Ltd. for the purposes of this tender process.
- 8.4 "If deemed necessary, the Tender Committee may require all Bidders found eligible after the preliminary examination of bids to present their technical proposals. This presentation shall be conducted to ensure absolute clarity regarding the technical eligibility of the Bidders.
- 8.5 BSTBPC Ltd. shall have the discretion to waive any minor non-conformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect any other Bidder.
- 8.6 Having evaluated the bids on the basis of technical eligibility, as per the technical bids submitted by the Bidders and any presentations made, the Tender Committee shall determine which bids qualify under the prescribed eligibility criteria.

9 Financial Evaluation

- 9.1 Only those bids that are found technically qualified shall be eligible for the opening of the financial bids.
- 9.2 The online financial bids of the technically qualified Bidders shall be opened by the Tender Committee.
- 9.3 Bidders or their authorized representatives who choose to witness the opening of financial bids shall remain present during the bid opening.
- 9.4 "All prospective Bidders shall quote their rates strictly in accordance with the prescribed financial bid format.
- 9.5 Technically qualified bidder who has provided the lowest financial quote will be declared as L1 bidder. Work order will be awarded as mentioned in the subsequent clause of award of contract.
- 9.6 If there is a discrepancy between words and figures, the amount in words will prevail. If the Printer does not accept the correction of errors, its Bid will be rejected and Bid security may be forfeited.

10 Award of Contract:

- 10.1 Subject to clause 9, the BSTBPC Ltd. will award the contract to the technically qualified Bidder(s) who have quoted the lowest price (L1 rate) for Work Books and Unit Test Note Books under "Name of Work" defined in **SECTION VII**.
- 10.2 In view of the stringent timelines associated with this printing and supply work, BSTBPCL reserves the right to distribute the work among multiple technically qualified bidders based on the bidder's assessed printing capacity and their past performance, who are willing to execute the work at the discovered L1 rate, to ensure timely and efficient completion of the assignment.
- 10.3 In case the L-1 rate quoted for any type of work is found to be unreasonable, the L-1 Bidder may be required to provide a justification for the quoted price.
- 10.4 In view of the stringent timelines associated with this printing and supply work, BSTBPCL reserves the right to distribute the assignment among multiple technically qualified Bidders who agree to execute the work at the discovered L-1 rate, in order to ensure timely and efficient completion. The L-1 rate shall be treated as the contract rate for all other successful Bidders who undertake the printing work at the approved lowest evaluated rate.
- 10.5 The BSTBPCL reserves the right to further rationalize the distribution of the packages if deemed necessary. Bidders are advised to thoroughly review Section VII: Technical Specifications and Package of Requirements for detailed instructions.
- 10.6 **If the Bidder fails to commence the printing work within 5 days from the date of award of the contract, the contract may be liable to termination, along with forfeiture of the Performance Guarantee. Further, penal action such as debarment/blacklisting may be initiated, and the unexecuted portion of the work may be allotted to other technically qualified bidders willing to execute the same at the L1 rate of the respective items."**
- 10.7 In case of tie in the financial bid (i.e., two or more bidders quoting the same L1 rate), the following sequential criteria shall be used for determining the order of preference for award of work:
 - a) In case of a tie, preference shall be given to the bidder with the highest printing capacity per day as mentioned in Annexure – E of Section – IV.
 - b) In case of a further tie, the bidder with the highest turnover as per the audited Balance Sheet shall be considered.
 - c) If none of the above criteria resolve the tie, the final selection shall be done through a lottery/draw- of-lots mechanism in the presence of a duly constituted committee. A formal record of the same shall be maintained.
 - d) Under all circumstances, the final discretion regarding the award of work shall rest with the BSTPCL, whose decision shall be final and binding. No correspondence in this regard shall be entertained post-decision.

11. BSTBPC right to vary Quantities at the Time of Award

The BSTBPC reserves the right at the time of Contract award to increase or decrease by up to 20 (Twenty) percent of Work Books and Unit Test Note Books, with delivery thereof as originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions. No time limits extensions would be allowed for supply if quantity will increase at the time of work order.

12. Notification of Award

- 12.1 The BSTBPC Ltd. will notify the successful Bidder in writing / email that its Bid has been accepted.
- 12.2 The notification of award will constitute the formation of the Contract.
- 12.3 Upon furnishing the Performance Security pursuant to the ITB by the successful Bidder(s), BSTBPC Ltd. will promptly notify each successful Bidder and will discharge its Bid Security after the signing of the Contract Agreement, in accordance with the ITB.

13. Warranty of Quality:

- 13.1 The Printer warrants that the said item(s) made available under this Contract are new, unused, and are manufactured in strict conformity with the standards of the Technical Specifications. The Printer further warrants that the item(s) have no defect arising from design, materials or workmanship or from any act or omission by the Printer. The Printer also warrants that the item(s) and related materials will have Six months life under general use. In no case shall the quality of the said item (s) be less than that of the dummies/ specimens and samples submitted for technical evaluation.
- 13.2 The BSTBPC Ltd shall promptly notify the Printer in writing of any claims arising under this clause.
- 13.3 Upon receipt of such notice, the Printer shall, on its own costs and within the period specified in Special Condition of Contract and with all reasonable speed, repair or replace the defective item (s) without any cost to the BSTBPC Ltd.
- 13.4 If the Printer, having been notified, fails to remove the defect(s), the BSTBPC Ltd may proceed to take such remedial action as may be necessary, at the Printer's risk and expense and without prejudice to any other rights which the BSTBPC Ltd. may have against the Printer under the Contract.

14. Performance Security

- A. Within seven (05) days from the date of award of contract or receipt of notification of award from BSTBPC Ltd., the successful bidder shall furnish the required performance security equivalent to 5% of the total contract value, in accordance with the General Conditions of Contract and Bihar Financial Rules, 1950 as amended from time to time and the Bihar Purchase Preference Policy, 2024, as amended from time to time and shall remain valid for one (1) year from the date of signing the contract agreement. The performance security shall be submitted in the Performance Security Form (Section XI) provided in the bid documents or in another form acceptable to BSTBPC Ltd.
- B. Failure of the successful bidder to furnish the required performance security shall constitute sufficient grounds for annulment of the award and forfeiture of the bid security.
- C. The proceeds of the performance security shall be payable to BSTBPC Ltd. as compensation for any loss resulting from the printer's failure to fulfill its obligations under the contract.
- D. The performance security shall be denominated in Indian Rupees and shall be provided either in the form of a bank guarantee, valid for one year, or a demand draft issued by a nationalized or scheduled bank located in India, in the format prescribed in the bid documents.
- E. The performance security shall be discharged by BSTBPC Ltd. and returned to the printer upon successful completion of the contract and all related work orders.
- F. Submission of a forged Bank Guarantee shall result in the institution of criminal proceedings, cancellation of the contract, forfeiture of the Bid Security and blacklisting of the bidder from the Corporation.

15. Signing of Contract

- 15.1 The successful Bidder, on receipt of award shall execute an **agreement within 05 (Five) days from the day of award of contract** in the prescribed form **Deposit Performance Security, amounting to 5% of the Contract value**.
- 15.2 If the bidder fails to execute the agreement and fails to furnish Security amount as mentioned in Clause -14 above, not only the bid security shall be forfeited, but the printer shall also be blacklisted and debarred from participation in future bids.
- 15.3 The agreement shall be executed by the successful bidder at Patna on non- judicial stamp paper of Rs. 1000/- and the successful bidder shall bear all legal expenses of execution of the agreement.

16. Corrupt or Fraudulent Practices

16.1 BSTBPC Ltd. requires that all bidders/printers observe the highest standards of ethics during the execution of contracts. In pursuance of this policy, BSTBPC Ltd.:

(a) For the purposes of this provision, the following terms are defined as set forth below:

(i) **"Corrupt practice"** means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or during the execution of a contract. and

(ii) **"Fraudulent practice"** means any misrepresentation of facts intended to influence the procurement process or the execution of a contract to the detriment of BSTBPC Ltd. It includes collusive practices among bidders (whether prior to or after bid submission) designed to establish bid prices at artificially non-competitive levels, thereby depriving BSTBPC Ltd. of the benefits of free and fair competition.

(b) BSTBPC Ltd. will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

(c) BSTBPC Ltd. will declare a firm ineligible, either indefinitely or for a specified period of time, from being awarded government contracts if, at any time, it determines that the bidder, printer, or firm has engaged in corrupt or fraudulent practices in competing for or executing a contract.

(d) Furthermore, all bidding documents and all contracts financed, in whole or in part, by the Government will contain a clause permitting BSTBPC Ltd. to inspect the accounts and records of bidders, suppliers, and contractors relating to bid submission and contract performance. These accounts and records may also be audited by auditors appointed by the Comptroller and Auditor General (C.A.G.).

17 Force Majeure

17.1 Notwithstanding the provisions of GCC Clause 14.2, the printer shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if, and to the extent that, any delay in performance or other failure to fulfill its contractual obligations results from an event of force majeure.

17.2 For the purposes of this clause, **"Force Majeure"** means any event beyond the control of the printer, not involving the printer's fault or negligence, and not reasonably foreseeable.

17.3 Such events may include, but are not limited to, acts of BSTBPC Ltd. in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes. Minor accidents within factory premises, strikes, and similar occurrences are expressly excluded from the list of force majeure events.

17.4 If a force majeure situation arises, the printer shall promptly notify BSTBPC Ltd. in writing of the conditions and their cause. Unless otherwise directed in writing by BSTBPC Ltd., the printer shall continue to perform its contractual obligations to the extent reasonably practicable and shall seek all reasonable alternative means of performance not prevented by the force majeure event

SPECIAL CONDITIONS OF CONTRACT (SCC)**1. Standards**

The Printing and Supply of Work Books and Unit Test Note Books, with delivery to all 38 District Headquarters of Bihar, printed under this Contract shall conform to the standards mentioned in the Technical Specifications mentioned in **Section VII**.

2. Use of Contract Documents and Information, Inspection and Audit

- 2.1** The Printer shall not, without the BSTBPC prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the BSTBPC in connection therewith, to any person other than a person employed by the Printer in performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 2.2** The Printer shall not, without the BSTBPC prior written consent, make use of any document or information except for purposes of performing the Contract.
- 2.3** Any document, other than the Contract itself, shall remain the property of the BSTBPC and shall be returned (in all copies) to the BSTBPC on completion of the Printer's performance under the Contract if so required by the BSTBPC Ltd.
- 2.4** The Printer shall permit the BSTBPC or its representative to inspect the Printer's accounts and records relating to the past performance of the Printer and to have them audited by auditors appointed by the BSTBPC, if so required by the BSTBPC.
- 2.5** The Printer shall return to BSTBPC, all material such as press copies of Work Books and Unit Test Note Books, CDs, and Film Positives etc. as soon as the period of Contract is over.

3. Printing Ink Quality

The ink used in the printing of such required materials shall possess the following qualities: -

- a) The ink shall be of good quality and must contain a sufficient quantity of finely ground pigments.
- b) The ink shall be adequately viscous to ensure full transfer and adhesion to the paper surface, but shall not penetrate the paper to the extent that it causes "see-through".
- c) The ink shall possess good drying properties, particularly on smooth or glazed paper, so as to prevent "set-off".
- d) The ink shall not be so tacky as to tear, lift, or pick up the paper or its coating during the printing process.
- e) The selection of printing ink shall be made with due consideration to the shade of the paper and the nature of the illustrations used in the said materials.

4. Imposition of Pages and Printing Quality

While imposing the pages particularly the preliminary pages and during the final printing of the material the following points shall be strictly followed:

- i) Perfect registration of colours shall be maintained throughout the printing process.
- ii) The release of ink shall be carefully controlled, in accordance with the requirements of the job, to prevent "see-through" and ensure even, consistent inking.
- iii) Uniform and even inking shall be maintained throughout the materials, without patches of over-inking or under-inking, and free from fluff traces or spots.
- iv) There shall be no roller marks, in the form of lighter or heavier colour strips, visible on solid or screened grounds during printing.
- v) There shall be no "set-off," scum, or spots present either within the image area or in the non-image area of any page of the book, including the cover, whether printed on one side or on both sides.
- vi) There shall be no variation in colour shades throughout the materials.
- vii) The printer shall carry out all composing and corrections, if so directed, at his own cost.

5. Binding Quality

- a) The folding of such required materials should be done in such a manner that the folio numbers on even pages (given either on top or at bottom of the page) fall exactly on the page having odd numbers on the other side.
- b) Before folding the such required materials, it should be ensured that no such required materials is folded which is torn or has spots, scum and or is not perfect in printing.
- c) While gathering the such required materials, it should be ensured that only one such required materials from each page of such materials (arranged in sequence) is lifted/gathered, so that no double or extra form of the same number is found in the item(s) or no form is found missing in sequence.
- d) After gathering the sets of forms of the item(s) it should be pressed properly to form a firm crease and get compact to facilitate the binding.

6. Inspections and Tests

- 6.1 The BSTBPC or its representative shall have the right to inspect and/or to test the Work Books and Unit Test Note Books at any time and as many times as deemed necessary, until completion of the work under the scope of this RFP to confirm conformity with the Contract Specifications.
- 6.2 The successful bidder shall submit 05 (five) copies of each Work Books and Unit Test Note Books shall be presented to the BSTBPC at the time of submission of the first invoice for payment. The bidder shall be entirely responsible for ensuring that the supplied materials meet the approved specifications and prescribed quality standards in all respects, including size, paper quality, printing quality, binding, readability, and overall production quality. In case of any deficiency or non-conformity, BSTBPCL shall have the right to reject the materials and require replacement without any additional financial implication to BSTBPCL.
- 6.3 BSTBPC Ltd. shall have the right to collect paper samples as and when required, including prior to commencement of printing and at any time during the printing process. Such samples shall be forwarded to a laboratory/agency for testing to confirm compliance with the specifications prescribed under the RFP.
- 6.4 Work Books and Unit Test Note Books may also be subject to spot checks on delivery to the destination-points. For this purpose where considered necessary, samples of papers may be drawn and sent to Government Laboratory for carrying out the tests to conform its adherence to the laid down specification. If the Work Books and Unit Test Note Books fail to meet the laid down specifications, the Printer shall take immediate steps to remedy that deficiency or replace the defective items to ensure to conform it to the technical specifications to the satisfaction of the BSTBPC.
- 6.5 The corporation may at the expense of the printer, carry testing of paper samples to confirm its adherence to the laid down specification.
- 6.6 All laboratory charges for both paper samples and printing material samples have to be borne by the printers.

7. Delivery

This procurement is of an urgent nature. Accordingly, the required printing, packing, and supply of Work Books and Unit Test Note Books, with delivery to all 38 District Headquarters of Bihar, must be completed **within 15 days from the date of issuance of the work order**, without exception. No delay or grace period shall be permitted under any circumstances. Failure to comply with this timeline shall render the bidder liable to debarment/blacklisting by the Corporation, thereby disqualifying them from participation in future bids floated by the Bihar State Text Book Publishing Corporation Ltd. Therefore, only those bidders who have assured availability or stock of paper and can ensure final supply within the stipulated period are eligible to participate.

8. Payment

- 8.1** Payment of 100% of bill amount shall be paid after satisfactory completion of the total work order and successful completion of the contract period as far as possible; However, 90% of the payment will be made within 15 days of the receipt of the invoice along with challans and confirmation of supplied items as per specification by the concerned department, while balance 10% of the payment will be made after receipt of quality testing report of delivered items from Central Pulp and Paper Research Institute, Saharanpur, UP or any other Govt. paper testing laboratory after necessary verifications & deducting penalties (if any). However, 100% payment towards GST will be paid.
- 8.2** The Printer's request for payment shall be made to the Managing Director, BSTBPC Ltd. in writing, accompanied by an item wise invoice describing, as appropriate, items delivered and the delivery performed at the concerned location(s) in Bihar i.e. receipted challans and e-way bill along with supporting paper invoices i.e. Text Paper/Cover Paper purchase tax invoice with e-way bills issued for supply of paper and upon fulfillment of other obligations stipulated in the contract.
- 8.3** A computerized supply chain portal shall be made accessible to the printers. The computerized challan shall be generated by the printer through the CSCP portal and counter-verified at the district head quarter after delivery of the consignment. A scanned copy of the counter-verified challan by the district head quarter shall be uploaded on the portal, confirming completion of the supply and delivery chain cycle.
- 8.4** Mandatory deduction as applicable for T.D.S. and all taxes besides other penal deductions if any imposed shall be recovered from the bills under the contract.
- 8.5** Payment shall be made in Indian Rupees.

9. Prices

The prices charged by the printer for the aforesaid work under the contract shall remain fixed and shall not vary from the prices approved therein. In the event of an increase or decrease in the number of pages, up to twenty percent (20%), proportionate payment shall be made accordingly.

10. Assignment/Job sharing:

The Printer shall not assign any part of its obligations to print Work Books and Unit Test Note Books under the Contract to any other printer. Subletting of work is strictly disallowed. In case under force majeure condition or any other mis-happening conditions, part of its obligation to print Work Books and Unit Test Note Books is being assigned to any other printer's then a prior written permission required from the BSTBPC Ltd. will be essential. Failing to do so will attract legal and penal action against the printer. This shall not relieve the bidder from any liability or obligation under the contract.

11. Penalty Clause:

A. PENALTY FOR DELAY IN DELIVERY

Timely distribution/availability of the respective item(s) is mandatory. The Bidders who failed to supply items within the due date of delivery as decided at the time of award shall be under purview of debar action apart from forfeiture of performance guarantee for participation in future tenders of BSTBPC Ltd. The bidder may also be blacklisted and the information regarding blacklisting shall also be communicated to other such Governments Agencies as BSTBPC Ltd. may deem fit.

B. Penalty for deviation in Printing Quality & Size of the said item(s)

All printed items must meet the highest quality standards to ensure clarity and durability. Defects such as **miss-registration** (misalignment of colors or images affecting readability), inking issues (fading, blotching, uneven ink application), and legibility defects (smudging, offsetting, tilting, scumming, slur, ragged printing, non-uniform ink) will not be accepted. The required items sizes are **A/4 (20.5 x 27.5 cms)**, and any reduction in dimensions will lead to categorical rejection. All Work Books and Unit Test Note Books must conform to the specifications outlined in the RFP, and any discrepancies will result in rejection or necessary corrective measures as per Section II clause 13 of the RFP.

Note:

1. Apart from rejection of the lot, BSTBPC Ltd. may also consider to blacklist such suppliers.
2. The BSTBPC Ltd. is the final authority to assess the deviations and their extent.

C. PENALTY FOR QUALITY DEVIATIONS (NEGATIVE) BEYOND TOLERANCE LIMITS:

Penalty for deviation in the quality of Text Paper: SS Maplitho.

Sl. No	Property	Specification	Penalty
1	Substance	80 GSM	For a reduction of every 1 GSM in paper, a penalty @ 1% of the contract value shall apply up to maximum of 3% of contract value. If the GSM value is found below 77 GSM then in such cases, the performance guarantee will be forfeited, and other penal actions, including debarment or blacklisting, may be initiated.
2	Brightness	82 Minimum	Reduction beyond 82 brightness, 1% of the contract value shall be deducted for 80 GSM. However, if the brightness is found below 80 then in such cases, the performance guarantee will be forfeited, and other penal actions, including debarment or blacklisting, may be initiated.
3	Opacity	85 Minimum	Reduction beyond 85 Opacity, 1% of the contract value shall be deducted. However, if the Opacity is found below 83 then in such cases, the performance guarantee will be forfeited, and other penal actions, including debarment or blacklisting, may be initiated.
4	Smoothness	Max 300	For each 5 units negative deviation 1% of the contract value to be deducted to maximum of 10 units.

Penalty for deviation in 220 GSM Indian Art Board of Cover paper

Sl. No	Property	Specification	Penalty
1	Gloss %	65 Minimum	Up to 5-unit (i.e. 60 %) reduction 0.5 % of the contract value. If the Gloss value is found below 60 % then in such cases, the performance guarantee will be forfeited, and other penal actions, including debarment or blacklisting, may be initiated.
2	Substance	220 GSM	For a reduction of every 4 GSM in paper a penalty @ 0.5 % of the contract value shall apply upto maximum of 1.5 % of contract value. If the GSM value is found below 208 GSM then in such cases, the performance guarantee will be forfeited, and other penal actions, including debarment or blacklisting, may be initiated.

12. Packing

The Printer shall provide packing that ensures protection against loss, pilferage, damage, or deterioration during transit to the final destination as specified in the Contract. The packing shall be robust enough to withstand, without limitation, rough handling during transit and exposure to extreme temperature, humidity, moisture, and precipitation during transit and open storage.

Packing size and weight shall be determined with due consideration to the remoteness of the final destination and the possible absence of heavy handling facilities at various transit points.

13. Termination of Work

A) Termination for Default

BSTBPCL Ltd. may, without prejudice to any other remedy available for breach of contract, terminate the contract in whole or in part by issuing a written notice of default to the printer. In such cases, the remaining work or supply may be terminated and awarded to any other eligible printer(s):

- (a) If the Printer fails to perform any other obligation(s) under the Contract.
- (b) If, in the judgment of BSTBPCL Ltd., the printer has engaged in corrupt or fraudulent practices as defined in Clause 15 of Section V, whether in competing for or in executing the contract, appropriate action shall be taken in accordance with the terms of the agreement.

B) Termination for Insolvency

If the agency becomes bankrupt or otherwise insolvent, it shall inform BSTBPCL Ltd. with Fifteen (15) days' written notice to terminate the contract. BSTBPCL Ltd. reserves the right to terminate the contract without any compensation whatsoever to the agency, and may forfeit the performance security.

C) Termination for Mutual Consent

In the event that BSTBPCL Ltd. and the agency mutually agree to terminate the contract, either party shall provide Fifteen (15) days' written notice to the other. Upon the consent of both parties, the agreement may be terminated without any legal or financial obligation on either party to the contract.

- 13.1** In the event that BSTBPCL Ltd. terminates the contract in whole or in part pursuant to GCC Clause 13, BSTBPCL Ltd. may, at its sole discretion, release the performance security, in full or in part, upon such terms and in such manner as it deems appropriate. The printer shall remain liable to accept any such decision of BSTBPCL Ltd. as final and binding.

14. Settlement of Disputes

- 14.1** In the event of any dispute or difference arising between BSTBPCL Ltd. and the bidder relating to or connected with this agreement or contract, such dispute or difference shall first be resolved through mutual consent. However, if the dispute remains unresolved, it shall be referred to and finalized in accordance with the provisions of the Arbitration and Conciliation Act, 1996.
- 14.2** The decision of the arbitrator shall be final and binding upon both parties.
- 14.3** All disputes relating to the bid shall be subject to the jurisdiction of the courts at Patna.

15. Applicable Law

The contract shall be interpreted in accordance with the laws of the Union of India and the applicable laws of the State. All disputes relating to the bid shall be subject to the jurisdiction of the courts at Patna.

16. Taxes and Duties:

The printer shall be entirely responsible for the payment of all applicable taxes, duties, license fees, octroi, e-way bills, insurance, and any other charges incurred until delivery to the designated destination points (concerned districts in the State), excluding Goods and Services Tax (GST).

SECTION-VII**TECHNICAL SPECIFICATION & SCHEDULE OF REQUIREMENTS**

Following are the requirements as per the need of Printing of the said item(s) and delivering at all the 38 District Head Quarter of Bihar.

(A) TECHNICAL SPECIFICATION

Sl. No.	Name of work	Finish Size	Total No. of Pages Text	Paper Specifications	Cover & Text Colour	Total No. of Books
1	2	3	4	5	6	7
1	Work Books	A/4 Size	Cover: 4 pages, A/4 Size, 220 GSM Indian Art Board. Text: 164 pages, A/4 Size, 80 GSM SS Maplitho. Binding: Side Stich with Perfect binding.	Cover paper 220 GSM Indian Art Board and Text Paper 80 GSM SS Maplitho	Cover: 4-colour printing. Text (Initial Pages): 4-colour printing Remaining Text: 1+2 colour printing.	451035
2	Unit Test Note Books	A/4 Size (Printing in Landscape)	Cover: 4 pages, A/4 Size, 220 GSM Indian Art Board. Text: 128 pages, A/4 Size, 80 GSM SS Maplitho. Binding: Side Stich with Perfect binding.	Cover paper 220 GSM Indian Art Board and Text Paper 80 GSM SS Maplitho	Cover: 4-colour printing. Text (Initial Pages): 4-colour printing Remaining Text: 1+2 colour printing.	451035

B) Specifications for Printing, Binding, Packing, and Supply of Work Books and Unit Test Note Books with Cover Paper

1	Ink colour for Text	Black, Cyan, Magenta, and Yellow colour ink of good quality to be used for Text matters. The BSTBPC Ltd. will provide Soft copy/ CD's of each parts of Work Books, and Unit Test Note Books. The printer shall have to carry out the composing / Designing/ corrections, if directed, in the printing material at his own cost.
2	No. of colours for cover	(i) For outer side – 4 Colour. (ii) For inner side – Blank As per design prescribed by Tender Documents.
3	Type of size in which Text to be printed	As per Soft copy/CDs provided to the printer or as per direction of BSTBPC Ltd.
4	Type of printing process for Text Printing	Sheet fed offset printing machine and Web offset Printing Machine

5	Printing Plates	The plate making shall be done by CTP/CTCP method.
5	Specification of binding	Binding of the Work Books and Unit Test Note Books must be as per technical specification mention in Section VII.
6	Printing Paper	The bidders would ensure that the paper of specified quality and quantity will be procured in due time. The bidder will have to use paper from mill/mills whose name they will provide at the time of agreement along with undertaking (affidavit from paper mill in the format to be provided by BSTBPCL-PI see Section XIV) for both text and cover. Printing paper must be as per following specification: For Text - 80 GSM SS Maplitho conforming to BIS Specification 1848 (Part-I):2018 with latest amendments. For cover – 220 GSM Indian Art Board conforming to BIS specification 4658:2019 with latest amendments.
8	Inspection	Inspection procedure is indicated in special conditions of contract.
9	Delivery	Printing and Supply of Work Books, and Unit Test Note Books, with delivery to all 38 District Headquarters of Bihar.

Very Important Notes:

1. For this purpose where considered necessary, samples of papers may be drawn and sent to Government Laboratory for carrying out the tests to confirm its adherence to the laid down specification. Laboratory testing charge will be borne by the Bidders.
2. Before making the final payment BSTBPC Ltd. may also seek confirmation from the concerned paper mill by sending these samples, other samples drawn during work in progress and the finished goods so as to ensure the correct and prescribed use of Text and Cover Paper by the printer.
3. The Printer shall ensure timely procurement of paper of the specified quality and required quantity for execution of the work. Ordinarily, the Printer shall use paper procured from the paper mill(s) whose names are furnished at the time of execution of the Agreement along with the required undertaking for printing the textbooks and diaries. However, in exceptional or extraordinary circumstances, the Printer may change the paper mill(s), provided that the paper conforms to the specifications prescribed in the RFP. In such cases, the Printer shall inform BSTBPCL in due course about the change of paper mill(s) to enable BSTBPCL to collect paper samples for testing and verification. If at any stage it is detected or brought to the notice of BSTBPCL that the Printer has used paper from any mill other than the one informed to BSTBPCL, or has used paper not conforming to the prescribed specifications, BSTBPCL shall have the right to reject the work/contract, forfeit the Performance Security, and take such other action as may be permissible under the terms and conditions of the Contract.
4. Bihar State Text Book Publishing Corporation Ltd. will provide to the Bidder CDs/softcopy or Manuscript/Design of aforesaid documents. After completion of the job, the Bidders will have to return the CDs/softcopy to Bihar State Text Book Publishing Corporation Ltd, Patna.

**District-wise requirement of Work Books and Unit Test Note
Books for 700 Model Schools**

S. No.	District	No. of Model	Work Books	Unit Test Note Books
1	ARARIA	12	8644	8644
2	ARWAL	8	6914	6914
3	AURANGABAD	14	10169	10169
4	BANKA	14	9664	9664
5	BEGUSARAI	22	16601	16601
6	BHAGALPUR	21	13966	13966
7	BHOJPUR	19	12908	12908
8	BUXAR	15	8441	8441
9	DARBHANGA	23	13390	13390
10	GAYA	30	18941	18941
11	GOPALGANJ	18	12222	12222
12	JAMUI	14	7616	7616
13	JEHANABAD	8	3624	3624
14	KAIMUR (BHABUA)	14	9227	9227
15	KATIHAR	20	9950	9950
16	KHAGARIA	11	6522	6522
17	KISHANGANJ	9	5595	5595
18	LAKHISARAI	10	4735	4735
19	MADHEPURA	16	6323	6323
20	MADHUBANI	24	14802	14802
21	MUNGER	25	12072	12072
22	MUZAFFARPUR	20	13358	13358
23	NALANDA	24	15054	15054
24	NAWADA	19	12635	12635
25	PASHCHIM CHAMPA	22	13532	13532
26	PATNA	32	21722	21722
27	PURBI CHAMPARAN	32	24881	24881
28	PURNIA	19	10660	10660
29	ROHTAS	23	15093	15093
30	SAHARSA	16	8782	8782
31	SAMASTIPUR	25	16244	16244
32	SARAN	24	19118	19118
33	SHEIKHPURA	9	4429	4429
34	SHEOHAR	9	6931	6931
35	SITAMARHI	21	17243	17243
36	SIWAN	23	16592	16592
37	SUPAUL	15	9014	9014
38	VAISHALI	20	13421	13421
	TOTAL	700	451035	451035

TECHNICAL BID INFORMATION**FORM "A"**

The Bidder has to go through the Eligibility Criteria (**Section-IV**) and other requirements mentioned in the bid documents and it is the Bidder's responsibility to provide all the information mentioned in the Proforma given below and any other information which is compulsory and required to be completed by the Bidder mentioned in any other section of the bid documents duly scanned and uploaded in the sequential manner. All fields are mandatory. **Failing to meet any of the under mentioned criteria will result in disqualification of the bidder for financial round of evaluation.**

S.N.	Particulars	Document uploaded online
1	Whether the EMD of Rs. 3,00,000/- or Copy of valid "UDYAM Registration Certificate" if Micro or Small-scale units located in Bihar seeking EMD payment exemption attached. Please mention DD or UDYAM Details) Please refer to Clause B1 of Section II: Eligibility criteria.	
2	Tender Fee Rs. 1,180/- online submitted (Please refer clause B2 of Eligibility Criteria)	
3	Legal status, Place and date of Registration and principal place of business of the company or firm or association in line with clause B3 of Eligibility Criteria.	
4	Self-attested copies of the bidder must have minimum average total annual turnover of Rs. 25 Lakh (Rupees Twenty-Five lakh) in any three financial years during FY 2022-23 to 2025-26 related to printing work. Please refer to Clause B4 of Section IV: Eligibility criteria.	
5	Self-attested scanned copies for (i) PAN Card, (ii) income tax returns acknowledgment of any three assessment years during (AY 2023-24 to 2026-27) are to be submitted. Please refer to Clause B5 of Section IV: Eligibility criteria.	
6	Whether the copy of GST Registration Certificate and also the copy of GSTR-3B Return submitted. Please refer to Clause B6 of Section IV: Eligibility criteria.	
7	The Bidder must have successfully completed printing of 50000 (Fifty Thousand) Diary/books/ textbooks in any one year during preceding three FY i.e., 2023-24, 2024-25 & 2025-26 for Central/ State Govt./ Public Sector undertakings /Government Enterprises/ Government aided Institutions/ Private Institution. Please refer to Clause B7 of Section II: Eligibility criteria	
8	Letter of Authorization to sign bid Please refer to Clause B8 of Section IV: Eligibility criteria.	
9	The Bidder should furnish data to support the printing capacity per day to perform the contract and complete the supplies within the stipulated delivery period and Work in hand (as on date) of other organization with name on firm letter head. Please refer to Clause B9 of Section IV: Eligibility criteria.	
10	The bidder must operate a printing press facility located in any district of Bihar, together with adequate storage space, all within a minimum built-up area of 10,000 sqft. The specified area shall collectively accommodate the printing operations, machinery installation, and storage requirements. Please refer to Clause B10 of Section IV: Eligibility criteria.	

S.N.	Particulars	Document uploaded online
11	The bidder must not be Blacklisted / banned /debarred/convicted by any court of law for any criminal or civil offences/ declared ineligible by any entity of any State Government or Govt. of India or any local Self-Government body or public sector undertaking in India for participation in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reason, as on date of submission (upload) of online bidding document. Please refer to Clause B11 of Section IV:	
12	The bidder must have the pre-press, press and post press facilities available in their Printing press. -Please refer section B12 of section-IV: Eligibility Criteria	

Signature of the authorized signatory
Full name & address of the Bidder

BID FORM

Bid Reference/Invitation for Bid (IFB) No:

Date:

From

M/s.....

To:

The Managing Director,
Bihar State Text Book Publishing Corporation Ltd.,
Pathya Pustak Bhawan, Budha Marg,
Patna-800 001

Dated.....

Subject: Printing and Supply of Work Books and Unit Test Note Books, with delivery
 to all 38 District Headquarters of Bihar.

Dear Sir,

I/We.....

.....am/are submitting herewith my/our bid for
printing, binding, packing and supply of Work Books and Unit Test Note Books, with delivery
to all 38 District Headquarters of Bihar.

1. I/We have carefully read the conditions laid down for the bid and the contract and in case my /ours rates are approved and work is allotted to me/us, I/We hereby agree to abide by all of them. The conditions attached to the Bid form have been signed by me/us in token of their acceptance.
2. I/We hereby also agree to carry out faithfully, all other instructions from you which are not contrary to any of the terms and conditions of the contract, or which do not put me/us to any additional financial burden beyond what is implied by the terms of the contract.
3. Earnest Money Deposit (EMD) for Rs.....
(Rupees.....)
.....) has been submitted.
4. I/We hereby solemnly declare that the information given by me/us in this letter and in the enclosures to the tender form is correct, and in case any information given by me/us is found to be incorrect, the Managing Director, Bihar State Text Book Publishing Corporation Ltd, Patna will have the right to forfeit the Bid Security deposited with my/our Bid herewith.

Yours faithfully,

(Signature of Proprietor /Partner /
Managing Director with Rubber
Seal of the Firm/company)

CONTRACT / AGREEMENT FORM

THIS AGREEMENT made theday of....., 2026 between Bihar State Text Book Publishing Corporation Limited, Pathya Pustak Bhawan, Budha Marg, Patna-800 001 (hereinafter "the Corporation") of the one part and (Name of Printer) of (City of Printer) (hereinafter called "the Printer") of the other part.

WHEREAS the Corporation is desirous that certain services viz., (Brief Description of Services) and has accepted a bid by the Printer for the supply of Books and services in the sum of (Contract Price in Words and Figures) (Hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. This Agreement will be effective from.....to..... However, it may be extended for a further period by mutual agreement in writing between the parties on the same terms and conditions as specified in the NIT i.e. BSTBPC / E-Tender/ Work Books and Unit Test Note Books / dt. /08/2026.
2. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
3. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) Notice Inviting Tender or Invitation of Bid (hereinafter to be referred as "NIT" or "IFB" bearing tender notice no. BSTBPC / E-Tender/ Work Books and Unit Test Note Books / dt. /08/2026 along with the bid document and all corrigenda issued thereof in the bid document will be treated as part of the agreement.
 - (b) The Bid Form, the Proforma for Price bid, Proforma of undertaking & affidavit submitted by the Bidder;
 - (c) The Description of works;
 - (d) The Terms & Conditions of Contract;
 - (e) The Corporation's Notification of Award.
 - (f) The work order issued to the printer contained in **Letter No Dated/..../2026**
- 3.1 The Party to the second part that is the Printer undertakes to provide a performance security deposit of **Rs./- (Rupees)** only to the party of the first part, i.e. the Corporation by mode of DD/FDR/Bank Guarantee vide **DD/FDR/BG No. dated/..../2026** in favour of the Corporation which shall be returned/refunded to the Printer on expiry/termination of the agreement after adjusting any dues of the Printer against the Corporation or any loss caused to the Corporation by the act of the Printer.
- 3.2 The first Party, i.e. the Corporation has issued a work order/ Supply order to the Printer clearly indicating the title of the books, printing specifications, no. of copies, size of the books, packaging & delivery instructions. This work order is to be accepted by the printer without any conditions and no request for modification of terms of contract as

part of the Printer will be acceptable. The Printer will be responsible for executing the work as per the said work order.

- 3.3 The Printer shall at all times, during the Continuance of this agreement, obey and observe all directive and instructions which may be given from time to time by the Corporation within the Framework.
- 3.4 The Printer shall not publish and distribute any copies more than that has been directed by the Corporations and shall not transfer the manuscript to the 3rd party without the Consent of the Corporations.
- 3.5 The Corporation reserves the right to deduct or hold payment of Printer's bills against any losses sustained by it an account of act, omissions or commissions of the Printer.
5. In consideration of the payments to be made by the Corporation to the Printer as hereinafter mentioned, the Printer hereby covenants with the Corporation to provide the goods and services and to remedy the defects therein in conformity with all aspects of the provisions of the Contract. If the printer performs any work in a manner contrary to the specifications or any of them, he shall bear all the costs arising or ensuring therefrom and shall be responsible for all the loss to the corporation.
6. The corporation may at the expense of the printer, carry testing of paper samples to confirm its adherence to the laid down specification.
6. All laboratory charges for both paper samples and book samples have to be borne by the printers.
7. If any deviation from the prescribed standard is found then penal action including termination will be taken in accordance with the provisions of the NIT.
8. The Corporation hereby covenants to pay the Printer in consideration of the provision of the goods and services and the remedying of defects therein; the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
9. In case of disputes/difference arising between parties to this agreement relating to any matter arising out or connected with this Agreement or Contract, such disputes or difference shall be first thing to be resolved through mutual discussion and consent. However, if the dispute shall remain unresolved then it will be entertained heard & finalized as per the provisions of the Arbitration & Conciliation Act, 1996 (as amended up to date). In case the conciliation proceedings fail, the dispute shall be referred to the arbitration as per the Arbitration Act 1996 with all its subsequent amendments.
 - 9.1 All legal disputes will come under the sole jurisdiction of Patna, Bihar. The venue of the arbitration shall be Patna.
 - 9.2 The Arbitral award shall be final and binding on both the parties
10. All the disputes relating to the present agreement will be subject to Patna jurisdiction.

Brief particulars of the work and services which shall be supplied / provided by the Printer are as under:

SL. NO.	BRIEF DESCRIPTION OF SERVICES	QUANTITY TO BE SUPPLIED	PER BOOK SET PRICE	TOTAL CONTRACT PRICE	DELIVERY TERMS

TOTAL VALUE:

DELIVERY PACKAGE:

IN WITNESS whereof the parties hereto have caused this agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Executed by the

said..... (For the Corporation) [Seal, Sign, Name, Designation, Date]

in the presence of:.....

Signed, Sealed and Executed by the

said..... (For the Printer) [Seal, Sign, Name, Designation, Date]

in the presence of:.....

Witness:

1.
2.

PERFORMANCE SECURITY FORM

To:

The Bihar State Text Book Publishing Corporation Ltd.,
Pathya Pustak Bhawan,
Budha Marg,
Patna-1.

WHEREAS

..... (Name of Printer) hereinafter
called "the Printer" has undertaken, in pursuance of Contract No.....
dated,.....2026 for Printing, Binding & Supply
of.....(Description of various items and binding)
hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Printer shall
furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as
security for compliance with the Printer's performance obligations in accordance with the
Contract.

AND WHEREAS we have agreed to give the Printer a Guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf
of the Printer, up to a total of (Amount of
the Guarantee in Words and Figures) and we undertake to pay you, upon your first written
demand declaring the Printer to be in default under the Contract and without cavil or
argument, any sum or sums within the limit of (Amount of Guarantee)
as aforesaid, without your needing to prove or to show grounds or reasons for your demand
or the sum specified therein.

This guarantee is valid until theday of.....2026

Signature and Seal of Guarantors

.....

.....

Date.....2026

Address:

PROFORMA OF CHALLAN

(Name and address of the Bidder)

Work order No:.....

Challans no:

Date:

Name & Address.....

Sl. No.	Name of the various items ordered	No. of Various items received	Date of Receiving	Remarks

Note: Challans will be printed in A4 Size only for maintaining the uniformity.

Signature of:

Representative of Supplier

Full Name.....

Date.....

Mobile No:.....

Signature & stamp of:

Full Name.....

Date.....

Mobile No:.....

(THIS CERTIFICATE SHOULD BE PRINTED IN MILL's LETTER HEAD ONLY)
(Bidder to fill this document while billing only)

No:

DATE:

CERTIFICATE OF PROCUREMENT OF PAPER
TO WHOM SO EVER IT MAY CONCERN

This is to certify that M/s has procured
..... MT of _____GSM paper smooth both side having a following specification, vide our
Invoice No: Dated for the purpose of Printing and Supply of Work
Books and Unit Test Note Books, with delivery to all 38 District Headquarters of Bihar as per the
Tender No. BSTBPC / E-Tender/ Work Books and Unit Test Note Books / dt. /08/2026
awarded by Bihar State Text Book Publishing Corporation Ltd. vide its Order No:
.....Dated

Sl. No.	PERTICULARS	SPECIFICATION
1	Manufactured Date	
2	Invoice Amount	
3	Reel Width	
4	Brightness	
5	Opacity	
6	Cobb, Max average	
7	Smoothness ml/min, (Bends ten) Max	
8	Colour	
9	Type of Pulp	

Signature with seal of

Authorized person of the Paper Mill/Dealer

Note:-

- 1) This certificate should only be signed and the same should be uploaded in the e-portal.
- 2) This certificate is not required at bidding stage.
- 3) This is only a acceptance of the format from the bidder

FORMAT-1 (IN CASE OF AFFIDAVIT BY PAPER DEALER)
AFFIDAVIT FROM PAPER DEALER

I/we _____ do hereby declare that I/we are proprietor/partner/director of the firm _____ bearing firm GST Number _____ authorised dealer of _____ (paper manufacturing mill) since _____ vide authorisation detail as below:-

Ref Number: _____ Date: _____ (Plz attach the dealer certificate/Letter having mention BIS Certification/license of Paper mill)

- a. I/we _____ have read and understood the application form submitted by the Prospective bidder and thus declaration is being made carefully and I/we declare to abide the same.
- b. That M/s _____ (Name and address of the Bidder) have desired to procure 80 GSM SS Maplitho conforming to BIS 1848:2018 or as latest amended & 220 GSM Indian Art Board conforming to BIS specification 4658:2019 with latest amendments for Printing and Work Books and Unit Test Note Books, with delivery to all 38 District Headquarters of Bihar. This is to confirm that we can supply aforesaid paper in time the required quantity of paper of prescribed technical specifications mentioned in the bid document of e-tender no. BSTBPC / E-Tender/ Work Books and Unit Test Note Books / _____ dt. /08/2026 of Bihar State Text Book Publishing Corporation Ltd. from the Paper manufacturing mills whose samples of papers have been provided by us to the Bidder.
- c. That I/We declare that the _____ MT of 80 GSM SS Maplitho and _____ MT 220 GSM Indian Art Board will be supplied by us to M/s _____ (Name of the Bidder) with reference to the bid for Printing and Supply of Work Books and Unit Test Note Books, with delivery to all 38 District Headquarters of Bihar as per mutually agreed terms and conditions between us and Bidder.
- d. That I/We will supply 80 GSM SS Maplitho conforming to BIS 1848:2018 or as latest amended for text paper.
- e. That I/we will supply 220 GSM Indian Art Board conforming to BIS specification 4658:2019 with latest amendments for Cover Paper.

That my/our firms have not been blacklisted/debarred by any Government department/Agencies/Undertakings nor are any such action in process against the firm.

Deponent

VERIFICATION

That the information given by me/us about the (name of the Bidder) _____ is true and correct. That the contents of Para a to f of the declaration made by we/us are correct and believed to be true and nothing concealed he rein.

Deponent

FORMAT-2 (IN CASE OF AFFIDAVIT BY PAPER MILL)
AFFIDAVIT FROM PAPER MILL

I/we _____ do hereby declare that I/we are proprietor/partner/director of the firm _____ bearing firm GST Number _____ Having BIS Certifications/License.

- a. I/we have read and understood the application form submitted by the Prospective bidder and thus declaration is being made carefully and I/we declare to abide the same.
- b. That M/s _____ (Name and address of the Bidder) have desired to procure 80 GSM SS Maplitho conforming to BIS 1848:2018 with latest amended & 220 GSM Indian Art Board conforming to BIS specification 4658:2019 with latest amendments for Printing and Supply of Work Books and Unit Test Note Books, with delivery to all 38 District Headquarters of Bihar. This is to confirm that we can supply aforesaid paper in time the required quantity of paper of prescribed technical specifications mentioned in the bid document of e-tender no. BSTBPC / E-Tender/ Work Books and Unit Test Note Books / dt. /08/2026 of Bihar State Text Book Publishing Corporation Ltd. from the Paper manufacturing mills whose samples of papers have been provided by us to the Bidder.
- c. That I/We declare that the _____ MT of 80 GSM SS Maplitho and _____ MT 220 GSM Indian Art Board will be supplied by us to M/s _____ (Name of the Bidder) with reference to the bid for Printing and Supply of Work Books and Unit Test Note Books, with delivery to all 38 District Headquarters of Bihar as per mutually agreed terms and conditions between us and Bidder.
- d. That I/We will supply 80GSM SS Maplitho conforming to BIS 1848:2018 with as latest amended for text paper.
- e. That I/we will supply 220 GSM Indian Art Board conforming to BIS specification 4658:2019 with latest amendments for Cover Paper.
- f. That my/our firms have not been blacklisted/debarred by any Government department/Agencies/Undertakings nor are any such action in process against the firm

Deponent

VERIFICATION

That the information given by me/us about the (name of Bidder) is true and correct. That the contents of Para –a to f of the declaration made by we/us are correct and believed to be true and nothing has concealed herein.

Deponent

SECTION – XV:

SECTION-XV

**FINANCIAL BID
FORM-'B'****BIHAR STATE TEXT BOOK PUBLISHING CORPORATION LTD.****(A Govt. of Bihar Undertaking)
Pathya Pustak Bhawan, Budh Marg, Patna-800001**

BSTBPC / E-Tender/ Work Books and Unit Test Note Books/ 77 dt. 24/08/2026

NAME OF THE BIDDER							
ADDRESS OF THE BIDDER							
Sr No.	Name of work	Size	Paper Specification	Cover & Text colour	Total No. of items	Rates Per Work Book and Per Unit Test (With Paper) Excluding GST	
						In Figure	In Word
1	2	3	4	5	6	7	8
3	Work Books	A/4 Size	Cover: 4 pages, A/4 Size, 220 GSM Indian Art Board. Text: 164 pages, A/4 Size, 80 GSM SS Maplitho. Binding: Side Stich with Perfect binding.	Cover: 4-colour printing. Text (Initial Pages): 4-colour printing. Remaining Text: 1+2 colour printing.	4,51,035		
4	Unit Test Note Books	A/4 Size (Printing in Landscape)	Cover: 4 pages, A/4 Size, 220 GSM Indian Art Board. Text: 128 pages, A/4 Size, 80 GSM SS Maplitho. Binding: Side Stich with Perfect binding.	Cover: 4-colour printing. Text (Initial Pages): 4-colour printing. Remaining Text: 1+2 colour printing.	4,51,035		

Note:-

- (a) Bidder must quote Rates Per Work Book and Per Unit Test Note Book (With Paper) Excluding GST. The rate shall be inclusive of the Text and Cover Paper, printing, packaging, transportation and delivery at the respective district headquarters.
- (b) In case any difference/confusion in the rate quoted and written 'in figures' and 'in words', the rate quoted and written 'in words' shall prevail.
- (c) It is again clarified that the bidder shall not be paid anything extra other than the rate quoted above in column 7 & 8 for storage, packaging, transportation, loading/unloading, delivery etc.

[This is just an indicative format of the financial bid, to be used for information purpose ONLY. Actual financial bid format is available on <https://eproc2.bihar.gov.in>, and has to be submitted online through the e-proc portal only. Any submissions in hard-copy will lead to rejection of the submitted bid.]

ANNEXURES TO SECTION – IV:**ANNEXURE – ‘A’****Format for Statutory Auditor’s Certificate for Financial Capability of the bidder**

We have verified the Annual Accounts and other relevant records of M/s
..... (Name of the
bidder) and certify the following :-

							In Rs.
Sl. No	Particulars	2022-23	2023-24	2024-25	2025-26	Total	Average Turnover of any 3 years
1.	Annual Turnover exclusively related to printing works only.						
2.	Net Worth						

(Note: Any Three FYs shall be considered for the purpose of evaluation of eligibility criteria)

Signature and Seal of Statutory Auditor

Name Membership No

Address

UDIN No. & Date

Instructions:

For the purpose of this Certification:

1. The financial year would be the same as one normally followed by the bidder for its Annual Report.
2. The bidder shall provide the audited annual financial statements as required for this Tender document. Failure to do so would result in the Proposal being considered as non-responsive.
3. A certificate from the Statutory Auditor should be provided as supporting document certifying the Qualification Statement submitted by the Bidder.
4. For the purpose of this Tender document, Net Worth shall mean: Net Worth = Assets – Liabilities.
5. Experience (Financial Capability and Experience) of only the Bidder shall be considered. Experience of associate company/parent company/subsidiary company shall not be considered for qualification purposes.
6. Turnover and net worth of the bidder shall be certified by his statutory auditor who should mention his name, address and membership number. Turnover certificate shall be based on the audited accounts of the bidders, or based on the returns filed with the tax authority.

ANNEXURE – 'B'

AFFIDAVIT

I/We..... proprietor / director/ partner

of

M/s.....Address.....

.....do hereby certify that I have

filed the latest return of GSTR 3B/ GSTR Quarterly Return for the month/Quarter of _____ 2026

and also the annual return for the FY 2022-23, 2023-24 and 2024-25, whereas applicable.

Further I/We Declare as follows:-

1. That No Amount of tax is due for payment, either of State or Central Government, with relate to service or goods supplied by me/us to the Bihar State Text Book Publishing Corporation at any point of time under the provisions of VAT Act/ Service Tax rules/ GST Act.
2. That If any liability occurs to me/us with respect to the provisions of VAT Act/ Service Tax rules/ GST Act. read with rules made there under, Notifications/ Circulars/ Orders etc. issued by the concerned department from time to time, shall be paid by me/us in accordance with provisions of VAT Act/ Service Tax rules/ GST Act/Rules/ Notifications/ Circulars/ Orders etc.
3. That Subject to Terms & Conditions of tender document, no amount of any indirect tax i.e. arising from VAT Act/ Service Tax rules/ GST Act shall be claimed or raised demand by me/us from the Bihar State Text Book Publishing Corporation relating to work executed to the Corporation by me/us pursuant to any previous tenders/work orders.
4. That Subject to Terms & Conditions of tender document, I/We shall not pursue any claim or raise any demand relating to indirect tax i.e. VAT Act/ Service Tax rules/ GST Act from the Bihar State Text Book Publishing Corporation, before any Authority/ Tribunal/ Court in India in regard to work executed in relation with previous tenders/work orders issued by the Corporation time to time, for which Invoice(s)/ Tax Invoice(s) have been submitted to the Corporation and payment received there from either in full or Part.
5. That I/We have read the contents of this declaration and fully understood the same.

**Name & signature of the authorized signatory of the
Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp**

Place & Date

ANNEXURE – 'C'

Work Experience Certificate

Format for Project Experience Certificate of Printing and Supply of Minimum 50000 Books/ Textbooks/ note books/diary in any one year during the preceding three years i.e. 2023-24, 2024-25 & 2025-26.

Date

I/We M/s..... (Name of the Bidder) enclose the following certificates/Invoices in respect of completion of textbooks/books/note books/diary during any one year during the preceding five years i.e. 2023-24, 2024-25 & 2025-26 concluding on 31st march 2026.

Sl. No.	Date of commencement of the project	Total number of books	Work Order/Invoice Reference and date	Contract Amount in Rs.

Note: Enclose -Self attested copies of work Order(s) and work completion(s)/ Tax invoice(s)

Place & Date:

Name & signature of the authorized signatory of the Firm/Partner of the Firm/ Director/ Proprietor.

With rubber stamp

ANNEXURE – 'D'

AUTHORITY LETTER
(Not mandatory in case of Proprietary Firms)

Certified that I/We..... director/partner of

M/s.....Address.....

.....

.....hereby authorize to Sh.to sign the

tender documents on my / own behalf.

**Name & signature of the authorized signatory of the
Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp**

Place & Date

ANNEXURE – 'E'

CERTIFICATE REGARDING PRINTING CAPACITY

S. No.	Machine Specification	No. of Available Machines	Company Name with Model Number	Year of Make	Type of Machine (i.e. Super Folder/ Standard Folder or else)	Printing Capacity (No. of Farma impression per hour)
1.	a) One unit, four colour sheet fed offset printing machine of 19" x 25" size, or bigger size. and b) One-unit, two colour or four colour web offset printing machine of 578 or larger size.					

[Note: - Bidders shall provide the printing capacity of each machine and each type of machine in separate tables, in the format prescribed above.]

UNDERTAKING / DECLARATION

I/We, _____, having our registered office at _____, hereby solemnly affirm and undertake that the above printing machine(s) deployed for execution of Printing and Supply of Work Books and Unit Test Note Books, with delivery to all 38 District Headquarters of Bihar shall be used **exclusively** for the printing work assigned under this contract.

I/We further undertake that:

1. The said printing machine(s) shall remain exclusively dedicated to the execution of such printing work during the entire period of the contract.
2. No commercial, private, government, institutional, or any other printing work, whether for ourselves or any third party, shall be undertaken on the said machine(s) during the currency of the contract.
3. I/We shall not divert, lease, assign, or otherwise utilize the said machine(s) for any purpose other than the such printing work without the prior written approval of the Competent Authority.
4. I/We acknowledge that any breach of this undertaking shall constitute a material breach of the contract and shall render us liable for appropriate action, including termination of the contract, forfeiture of security deposit/performance security, blacklisting/debarment, and any other action as permissible under the terms of the tender and applicable law.

I/We hereby declare that this undertaking is true and binding upon us.

Name & signature of the authorized signatory of
the
Firm/Partner of the Firm/ Director/ Proprietor.
With rubber stamp

ANNEXURE – 'F'

CERTIFICATE REGARDING PRINTING PRESS FACILITY AND ADEQUATE STORAGE SPACE, ALL WITHIN A MINIMUM BUILT-UP AREA OF 10,000 SQFT. THE SPECIFIED AREA SHALL COLLECTIVELY ACCOMMODATE THE PRINTING OPERATIONS, MACHINERY INSTALLATION, AND STORAGE REQUIREMENTS.

This is to certify that M/s _____, having its registered office at _____, is operating a printing press facility located in Bihar, together with adequate storage facility for printing related work at the following location:

Sl. No.	Address of Storage Facility	Total Area (in sqft.)	Nature of Possession (Owned/Leased)	Purpose of Use	Supporting Document
1					
2					
3					

It is further certified that the above storage space is functional, accessible, and suitable for storage of paper, printed materials, and other allied materials required for execution of printing work under the tender.

The total available storage area is not less than _____ sq. ft., in compliance with the tender requirement.

The bidder has submitted supporting documents in respect of the said premises, including:

1. Ownership/Lease Agreement
2. Electricity Bill/Property Tax Receipt
3. Photographs of Storage Facility
4. Any other relevant supporting documents

This certificate is being issued for submission against the tender floated by BSTBPCL vide e-Tender no. BSTBPC / E-Tender/ Work Books and Unit Test Note Books / dt. /08/2026.

Authorized Signatory of Bidder

Name: _____

Designation: _____

Name of Firm: _____

Seal & Signature: _____

Date: _____

Place: _____

ANNEXURE – 'G'

Affidavit

DECLARATION BY BIDDER

Format for Affidavit certifying that the Entity/Promoter(s)/Director(s)/Partner(s)/Members of the Entity are not blacklisted. (To be executed on a Stamp Paper of INR 1000 and sworn before a First Class Magistrate or Notary.)

Affidavit

I, M/s (name and address of the registered office), hereby certify and confirm that our organization, or any of our Promoter(s), Director(s), Partner(s), Proprietor, or Officials of the Trust/Society, are **not blacklisted, debarred, or convicted** by any court of law for any criminal or civil offences, nor declared ineligible by BSTBPC Ltd., or by any other entity of the Central Government, State Government, their undertakings, or any local self-government body, or any public sector undertaking in India for participation in future bids, for unsatisfactory performance, corrupt, fraudulent, or any other unethical business practices, or for any other reasons, as on the date of submission of the online bidding document.

And we hereby declare all ongoing litigations in which our organization, or any of our Promoter(s), Director(s), Partner(s), Proprietor, or Officials of the Trust/Society, are involved with any Government Agency, State/Central Department, or Public Sector Undertaking (PSU), as detailed below:

- 1.
- 2.
- 3.
- 4.

We further confirm that we are aware that our application for the captioned project shall be liable for rejection if any material misrepresentation is made or discovered at any stage of the bidding process or thereafter during the contract period. In such an event, any amounts paid up to that date shall stand forfeited or be recovered without further intimation.

Dated this.....Day of. , 2026

Name of the Bidder/agency:

Signature of the Authorized Person:

Name of the Authorized Person:

Designation of the Authorized Person:

ANNEXURE – 'H'

Consent Letter from the Associated CTP Unit (To be provided on Associated CTP/CTCP Units Company Lettered) This Annexure is Compulsory only for Associated CTP/CTCP unit

To,

M/s(Name of the Bidder)

Address.....

Subject: Consent letter for allowing usage of CTP/CTCP Unit for Plate making facilities owned by M/s
(Associated CTP/CTCP Unit Firm Name)

Dear Sir,

I the undersigned provide my consent for utilizing the CTP/CTCP unit at my premises situated at
.....(Address of the Associated CTP/CTCP Unit)
for the purpose of Plate making being done under the BSTBPC / E-Tender/ Work Books and Unit Test
Note Books / dt. /08/2026.

We have also provided details of the original software's required for CTP/CTCP Plate making.
We hereby commit that we will prioritize the work of Plate making with required accuracy for M/s
.....(Name of the Bidder).

We also assured that the software's to be used for plate making are original & legally owned by
us. We would further like to state that all the information provided below is true and we shall provide the
required access to the BSTBPCL officials for any inspection purpose at any time during the period of
contact validity.

A. CTP Unit Details:

Sr No	Particulars	Response
1	Name of the CTP/CTCP Unit (Company Name)	
2	Name of Proprietor/Partner/ Director	
3	Address of the CTP/CTCP Unit	
4	Contact details of the CTP/CTCP Unit	
5	Distance of CTP/CTCP Unit from Printing Location (In meters)	
6	Experience in CTP/CTCP Plate making	

B Details of CTP Machine

Sr No	Type of Machine (Thermal/ Violet/Other)	Make	Size
1			
2			

**Place
Date**

**Signature of Company Representative
Name and Designation**

ANNEXURE – 'I'

DECLARATION FOR PRINTING FACILITY

(Affidavit on Non – judicial stamp paper of Rs.1000/- attested by notary public)

(Please refer Clause-B10 of Eligibility Criteria, Section-IV)

I, M/s (the name and addresses of the registered office) hereby certify and confirm that we have the required facilities available in our Printing press located at, (address of the Printing press of all units) with the facility of Pre-Press, Press and Post-Press related modern printing provisions:

ESSENTIAL CRITERIA

Sl. No.	Machines/equipment	Number of Machines		Company name	Year of make
		As per RFP	Available with Printer		
1.	One Desktop processor along with A-4 size colour ink jet/ laser printer with latest version of licensed software used in designing.	1			
2.	One Computer-to-Plate (CTP) or Computer-to-Conventional-Plate (CTCP) machine with processor (Owned or 3rd party)	1			
3.	a) One-unit, four-colour sheet-fed offset printing machine of 19" × 25" size, or bigger size. and b) One-unit, two-colour or four-colour web offset printing machine of 578 or larger size.	1&1			
5	Cutting Machine	1			
6	Flowline Stitching machine or Stitching Machine	1			
7	Strapping Machine.	1			
8	Perfect Binding Machine	1			

We further confirm that we are aware that, our application for the captioned project would be liable for rejection in case it is found not having the aforementioned specification during the time of physical inspection of the Printing Press by the technical evaluation committee of Bihar State Textbook Publishing Corporation Limited, Patna (BSTBPC Ltd). Further, we understand that during the currency of the contract, the BSTBPC Ltd shall have the right to undertake random inspection of the facility and if found ineligible then contract stands cancelled and amount paid till date shall be forfeited without further intimation.

Name of the Bidder/agency:

Signature of the Authorized Person:

Name of the Authorized Person:

Designation of the Authorized Person: