



# JEEVIKA

Rural Development Department, Government of Bihar

## Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph.:+91-612-250 4980; Fax:+91-612-250 4960, Website:www.brpls.in

**BRLPS/Proj-SJY/1552/19/3703**

**Dated: 2.03.2021**

### Office Order

An office order was issued vide letter no. **BRLPS/Proj-M&E/1551/19/5067**, dated **06.03.2020** regarding procurement of SJY office establishment materials and other automation items for SJY blocks. Now, since all blocks have to be covered under Satat Jeevikoparjan Yojana (SJY) intervention, it has been decided to ensure procurement of SJY establishment materials and other office automation items in all blocks of BRLPS.

The concerned Procurement Managers/Incharge Procurement Managers in the district will ensure the procurement of the required items, for the purpose for which the approved procurement norms of BRLPS will have to be followed. Besides, the process of completing such procurement has been extended till 30<sup>th</sup> April 2021.

Rest terms and conditions and budget provisions would remain as shared earlier in this regard.

By the order of CEO

**(Braj Kishore Pathak)**  
Officer on Special Duty

### **Copy To:**

1. DPMs/FMs/SJY Nodals
2. Director/OSD/AO/CFO/PS/PCs/SPMs/SFMs/AFMs/PMs/PO
3. IT section and concerned file



# जीविका

गरीबी निवारण हेतु बिहार सरकार की पहल

## बिहार ग्रामीण जीविकोपार्जन प्रोत्साहन समिति राज्य ग्रामीण आजीविका मिशन, बिहार



प्रथम तल, विद्युत भवन -2, बेली रोड, पटना - 800 021, दूरभाष : +91-612-250-4980, फ़ैक्स : +91-612-250 4960, ईमेल :: info@brlp.in, वेबसाईट : www.brlp.in

पत्रांक: BRLPS/Project-SJY/1552/19/3522

दिनांक: 26/02/2021

### कार्यालय आदेश

सतत जीविकोपार्जन योजना अंतर्गत कार्यालय स्थापना विषयक वस्तुओं की सूची एवं निर्धारित बजट कार्यालय आदेश पत्रांक संख्या BRLPS/Project-SJY/1552/19/899, दिनांक 26.06.2020 के माध्यम से निर्गत किया गया था। इसके अंतर्गत वस्तुओं के प्रति इकाई निर्धारित मूल्य एवं प्रखंड तथा जिला स्तर हेतु कुल बजट का निर्धारण किया गया था। सुलभ सन्दर्भ हेतु कार्यालय आदेश की प्रति संलग्न की जाती है।

विभिन्न जिलों से प्राप्त आवेदनों के आधार पर यह निर्णय लिया गया है की प्रोक्योरमेंट प्रक्रिया की नीतियों का पालन करते हुए प्राप्त निविदाओं के आकलन के उपरांत इकाईवार बजट के स्थान पर समग्र बजट के आधार पर ही चयनित आपूर्तिकर्ता को कायदेश निर्गत किया जाय। इसका अनुपालन सुनिश्चित किया जाय।

मुख्य कार्यपालक पदाधिकारी के आदेशानुसार

(ब्रज किशोर पाठक)  
विशेष कार्य पदाधिकारी

अनुलग्नक: यथोक्त

### प्रतिलिपि:

1. सभी डी०पी०एम०/एफ०एम०/एस०जे०वाई०नोडल
2. राज्य स्तरीय पदाधिकारी
3. आइ०टी० सेक्शन एवं सम्बंधित फाइल



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

## Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



1<sup>st</sup> Floor, Vidyut Bhawan-II Bailey Road, Patna - 800 021; Ph. : +91-612-250 4980; Fax : +91-612-250 4960, e-mail : info@brlp.in, Website : www.brlp.in

Ref. No. - BRLPS/Proj-SJY/1552/19/899

Date - 26/06/2020

### Office Order

#### **Budgetary provision for Procurement of Establishment Material under Satat Jeevikoparjan Yojana**

An office order had been issued vide letter no. BRLPS/Proj-M&E/1551/19/5067 date- 06/03/2020 regarding procurement of SJY establishment material. In this respect, Budget for Procurement of Establishment Material under Satat Jeevikoparjan Yojana as approved by competent authority is as below: -

SI .No	DPCUs/ BPIUs	Items	Unit	Unit Cost	Total Approved Budget
1	For DPCUs	<ul style="list-style-type: none"><li>Almirah (Big)</li><li>Laser Jet Printer</li><li>Table (Small)</li><li>Office Chair</li></ul>	1 1 2 4	₹ 19864.00 ₹ 15803.00 ₹ 6240.00 ₹ 2250.00	₹ 58,000/- Plus taxes
2	For BPIUs	<ul style="list-style-type: none"><li>Almirah (Small)</li><li>Laser Jet Printer</li><li>Table (Small)</li><li>Office Chair</li></ul>	1 1 1 2	₹ 16665.00 ₹ 15,803.00 ₹ 6240.00 ₹ 2250.00	₹ 44,000/- Plus taxes

All DPCUs would ensure procurement of SJY establishment materials for DPCU and BPIU within approved limit.

By the order of CEO,

(B.K Pathak)

Officer On Special Duty

#### Copy to:

- All DPMs/ FMs/ SJY District Nodals
- SPMU officials
- Concerned File



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Rural Development Department, Government of Bihar

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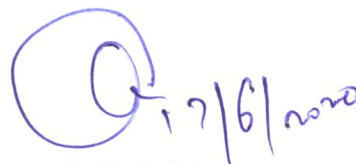
Ref. NO: BRLPS/Proj-M&E-SJY/1552/19/720

Date: 17.06.2020

### Corrigendum

An office order had been issued vide letter no. BRLPS/Proj-M&E/1551/19/5067 date- 06/03/2020 regarding procurement of SJY establishment material. In respect of above, it has been clarified that specification for the item mentioned on sl. No-4 Table (small) had been revised as under

<u>Item</u>	Specification ( mentioned in Office order no- BRLPS/Proj-M&E/1551/19/5067 date- 06/03/2020 )	Revised Specification
Table (small )	<p>Size-120 cm x 75 cm x 75cm (Approx.) Fires, termites &amp; fungal resistance table top shall be made of 25 mm MDF board/compressed laminated board. The table shall be Mahoney finished with PU coated durable and maintenance free police.</p> <p>Two set of storage unit: 1. Three drawer units. 2. One box and one file drawer unit</p> <p>Round table understructure, footrest for comfort during long working hours. On steel base (Godrej, Usha-Lexus, Zuari or similar brand of good quality)</p>	<p>Specification of Table (small) as issued vide office order no – BRLPS/SRLM/96/12/4849 dated- 30/12/2013, regarding Procurement of Office establishment materials should be followed while procurement of Establishment material under SJY.</p>

  
(B.K. Pathak.)

Officer on Special Duty

#### Copy to:

All DPMs/ FMs/ SJY District Nodals  
Procurement section  
Concerned File



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Ref: BRUPS/Proj-M&E/ISSI/19/5067

Date: 06-03-2020

### Satat Jeevikoparjan Yojana

### Procurement of SJY Establishment Material

Keeping in view the need for a differential, intensive strategy for developing sustainable livelihoods for Ultra-poor and highly vulnerable households, Govt. of Bihar has approved the Satat Jeevikoparjan Yojana that targets to cover 100,000 ultra-poor households through a customized ultra-poor graduation approach. The programme combines complementary approaches—the transfers of productive assets, training, livelihood gap assistance and regular handholding—into one comprehensive package that may help spur a sustainable transition to employment/income generating activities. The idea is to give a big push, over a limited period, with the objective of unlocking the poverty trap.

Under Satat Jeevikoparjan Yojana, proper up keeping of files and records is required. For the proper establishment and smooth functioning of the SJY, the project has decided to procure all the related office establishment materials and other office automation items mentioned below:-

### Procurement of Establishment materials

SI No	Particular	Unit	Remarks / Specification as per the office order BRLPS/SRLM/96/12/4849 dtd:30.12.13	
1	Almirah ( Big )	1 (For DPCU )	Almirah in 20 gauge steel with two medium size lockers . Size: 6.5' X 3' x 1.5' ( Approx ) No. of selves: 4 adjustable with three way bolting device. Strongly welded. Anticorrosion treatment compound, heat paint . (Godrej , Usha-Lexus , Zuari or similar brand of good quality )	
2	Almirah ( Small )	1 ( for each SJY BPIU )	Almirah in 20 gauge steel with two medium size lockers . Size: 4' X 3' x 1.5' ( Approx ) No. of selves: 2 adjustable with three way bolting device . Strongly welded . Anticorrosion treatment compound , heat paint . (Godrej , Usha-Lexus , Zuari or similar brand of good quality )	
SI No	Particular	Unit	Remarks / Specification	
3	LaserJet Printer	2 ( 1 for DPCU & 1 for each SJY BPIU )	<b>Required Specification:</b>	
			Speed	20 ppm
			Duplex	Automatic
			Technology	Laser
			Interface	USB2.0
			Print quality	600*600 dpi
			Warranty	On site one year standard and optional two year extended.

SI No	Particular	Unit	Remarks / Specification
4	Table ( Small )	3 ( 2 for DPCU & 1 for each SJY BPIU )	Size- 120 cm x 75 cm x 75 cm ( Approx ) Fires, termite & fungal resistance, table top shall be made of 25 mm MDF board/ compressed laminated board. The table shall be Mahoney finished with PU coated durable and maintenance free police. Two set of storage unit : 1. Three drawer units. 2. One box and one file drawer unit. Round table understructure, footrest for comfort during long working hours. On steel base ( <b>Godrej , Usha-Lexus , Zuari or similar brand of good quality</b> )
5	Office Chair	6 ( 4 for DPCU & 2 for each SJY BPIU )	"S" type chair of good quality with handle in mild steel chrome plated . Seat : 46cm x 40 cm ( Approx. ) Tube diameter: 2.54cm ( "1" )x 14GB thick M.S.E.R.W and power coated. ( <b>Godrej , Usha-Lexus , Zuari or similar brand of good quality</b> )

Note : The letter no- **BRLPS / SRLM / 96 /12 /4849 dated – 30/12/2013** attached as Annexure A for reference .

The Procurement Manager / Incharge Procurement Manager will ensure the procurement of the above mentioned items, following the approved procurement norms of the society and take all necessary approvals and process the file accordingly, The process of procurement to be completed before 30<sup>th</sup> April,2020. The expenditure to be booked under BTD/ NRLM/ NRETP.

(Balamurugan D.)

Chief Executive Officer Cum State Mission Director  
Bihar Rural Livelihoods Promotion Society

**Copy to:**

All DPMs/ FMs/ SJY District Nodals  
Procurement Section  
SPMU Officials  
IT Section.  
Concerned File

Annexure 'A'

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**Bihar Rural Livelihoods Promotion Society**  
**State Rural Livelihoods Mission, Bihar**



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Ref:- BRLPS/SRLM/96/12/4849

30/12/13

To  
All DPMs/Incharge DPMs,  
Araria, Arwal, Aurangabad, Banka, Begusarai,  
Bhojpur, Buxer, Jehanabad, Kaimur, Kishanganj,  
Lakhisarai, Munger, Saran, Sheikhpura,  
Sheohar, Siwan & Vaishali (**New SRLM Districts**)

Bhagalpur, Darbhanga, Gopalganj, Jamui,  
Katihar, Nawada, W.Champaran, E.Champaran,  
Rohtas, Samastipur, Sitamarhi, Patna  
(**Existing district with SRLM & NRLP**)

Dear All,

Sub: **Procurement of Office Establishment Materials**

Project has now entered and is working in 17 new districts with 58 blocks under SRLM and 84 blocks in existing 12 districts of second phase consisting of SRLM and NRLP Blocks.

Project has decided to procure all the required office establishment materials and other office automation items like furniture, desktop computer with UPS, laserjet printer, photocopier, fax, scanner, LCD projector, digital camera etc. for DPCUs and BPIUs. The procurement of above item is to be done at the district level office. All the above items will be procured as per the procurement guidelines of SRLM/NRLM, which has already been circulated in the induction programme. However, a copy of the same with threshold is being forwarded herewith.

The following documents are being attached related to requirement of furniture, desktop and printer etc. with their specification at each DPCU and BPIU. You will find this useful to understand the steps and requirement for all procurement functions.

- Annexure – A** - List of furniture with numbers for each DPCU and BPIUs with its specification.
- Annexure – B** - List of Desktop Computer with UPS etc. with required number in each DPCU and BPIUs with its specification.
- Annexure – C** - List of items of other office automation materials i.e., photocopier, fax, scanner with number and specification.
- Annexure – D** - List of approved items for each DPCU and BPIUs other than above materials.

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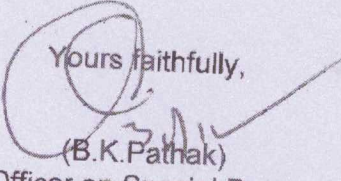

- Annexure – E** - Sample bidding document for procurement under SRLM for goods) – Limited Tendering/Local Shopping
- Annexure – F** - A 'short quick reference document' that explain the key and stages of procurement with method, threshold and different stages.

All the above procurement will be made as per the procurement manual of SRLM/NRLM as available on our website [www.brpl.in/procurement](http://www.brpl.in/procurement) or [www.ajeevika.org](http://www.ajeevika.org)

During procurement, it is to be ensured that all the goods are procured efficiently, effectively with transparency and at the most competitive rates with best quality available in the market besides providing safeguard for maintaining a procurement system of quality and integrity.

If you need any assistance during procurement, you may contact procurement section of SPMU or any other DPM/DFM of nearby older DPCUs.

Encl: As above  
Copy to: CFO/FO/SFM/  
All SPMs/PMs

Yours faithfully,  
  
(B.K.Pathak)  
Officer on Special Duty  




**Annexure-A (Furniture)**

Sl.No.	Description of Item	Quantity in each DPCU	Quantity in each BPIU
	<p><b>Table Big</b>            Size-150 cm x 75 cm x 75 cm (Approx.)            Fires, Termite &amp; Fungal Resistance, Table top shall be made of 25 mm MDF board/compressed laminated board.            The table shall be Mahoney finished with PU coated durable and maintenance free police.            Two set of storage units:            1. Three drawer units.            2. One box and one file drawer unit.            Round table understructure, footrest for comfort during long working hours.On steel base (Godrej, Usha-Lexus, Zuari or similar brand of good quality)</p>	01	0
	<p><b>Table Small</b>            Size-120 cm x 75 cm x 75 cm (Approx.)            Fire, Termite &amp; Fungal Resistance, Table top shall be made of 25 mm MDF board/compressed laminated board.            The table shall be Mahoney finished with PU coated durable and maintenance free police.            One set of storage units:            1. three drawer units            Round table understructure, and footrest for comfort during long working hours.On steel base (Godrej, Usha-Lexus, Zuari or similar brand of good quality)</p>	20	09
	<p><b>Executive Revolving Chair</b>            High back and adjustable arms, gas lift, chrome base, fabric tapestry with synchronic knee tilt. (Godrej, Usha-Lexus,Zuari or similar brand of good quality)</p>	01	0
	<p><b>Office Chair</b>            "S" type chair of good quality with handle in mild steel chrome plated.            Seat: 46 cm x 40 cm (Approx.)            Tube Diameter: 2.54cm (1") x</p>	39	13

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<p>14BG Thick M.S.E.R.W and power coated. <b>(Godrej, Usha-Lexus, Zuari or similar brand of good quality)</b></p>		
<p><b>Computer Table</b> Size-120 cm x 60 cm x 75 cm (Approx.) With facility of Key board tray, Space for UPS, Printer &amp; Scanner along with place for small stationery. The table shall be Mahoney finished with PU coated durable and maintenance free police. Made of compressed wood or laminated board of good quality, steel base, Fires, Termite &amp; Fungal Resistance. <b>(Godrej, Usha-Lexus, Zuari or similar brand of good quality)</b></p>	<p>02</p>	<p>01</p>
<p><b>Almirah Big</b> Almirah in 20 gauge steel with two medium size lockers. Size: 6.5' x 3' x 1.5' (Approx.) No. of selves: 4 Adjustable with three way bolting device. Strongly welded. Anticorrosion treatment compounds, heat paint. <b>(Godrej, Usha-Lexus, Zuari or similar brand of good quality)</b></p>	<p>09</p>	<p>02</p>
<p><b>Almirah Small</b> Almirah in 20 gauge steel with lockers. Size: 4' x 3' x 1.5' (Approx.) No. of selves: 2 Adjustable with three way bolting device. Strongly welded. Anticorrosion treatment compounds, heat paint. <b>(Godrej, Usha-Lexus, Zuari or similar brand of good quality)</b></p>	<p>16</p>	<p>05</p>
<p><b>Book shelf</b> 20 gauge steel with separate locks in each shelf. Size: 160 cm x 92 cm x 31 cm (Approx.) No. of selves: 4 Strongly welded. Anticorrosion treatment compounds, heat paint. <b>(Godrej, Usha-Lexus, Zuari or similar brand of good quality)</b></p>	<p>02</p>	<p>01</p>

Note :- Above quantity is maximum limit. DPCU will procure as per need and requirement & availability of office space.

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**Annexure-B (Desktop Computer (hp/lenovo/dell or equivalent) with Laserjet Printer (hp, canon or equivalent))**

<u>Component</u>	<u>Required Specification</u>	Quantity in DPCU	Quantity in BPIU
Processor	Intel Corei3 2.4 GHz or higher	09	05
RAM	4 GB DDR3 with one free slots		
Hard Disk	500 GB SATA		
USB 2.0	Min. 2 front and 4 rear		
Optical Drive	DVD Writer		
Monitor	15"-19" LCD/TFT		
Keyboard and Optical Mouse	USB 2.0		
Ethernet interface	Multifunction Gigabit Ethernet 10/100/1000		
Software	Windows 7 Professional 64 bit or Windows 8/8.1 Pro 64 bit		
MS Office	MS Office 2013 (Home and Business edition) with Media		
Warranty	On site one year standard and optional two years extended.		
UPS Type	Sine Wave		
Input Voltage	150 - 280 VAC		
Storage Capacity	600VA		
Battery Backup Time	15-20 minutes		
Warranty	On site one year standard and optional two years extended.		

**Laserjet Priner (hp, Canon or equivalent)**

<u>Component</u>	<u>Required Specification</u>	Quantity in DPCU	Quantity in BPIU
Speed	20 ppm	06	02
Duplex	Automatic		
Technology	Laser		
Interface	USB 2.0		
Print Quality	600*600 dpi		
Warranty	On site one year standard and optional two years extended.		

**Annexure-C (Office Automation)**

Sl.No.	Name of Item	Prescribed specification	Quantity in DPCU	Quantity in BPIU
1.	FAX	Thermal Paper Fax machine with ADF – sharp, Panasonic, Canon or equivalent.	01	01
2.	SCANNER	Flat Bed – color depth 48 bits Resolution – 4800 * 9600 dpi Scanner interface type : Hi speed USB Speed less than 30 sec. for single image scan	01	01

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		<i>hp, sharp, canon or equivalent.</i>		
3.	DIGITAL CAMERA	<p>12 Mega Pixel with carlezeiss or equivalent lens or better quality lens</p> <p>2 GB expandable memory</p> <p>4x optical and safety zoom</p> <p>Optical image stabilizer</p> <p>Face and multi face detection technology</p> <p>Red Eye Correction</p> <p>Lower power consumption</p> <p>Focusing range – 45 cm to infinity with lithium ion battery.</p> <p>Screen size – 2 inch (approx).</p> <p><i>Sony, Nikon, Samsung or equivalent.</i></p>	03	01
4.	Data Storage Device	<p>Data Storage Device for backup (Portable Hard Disk) 320 GB – <i>Seagate or equivalent.</i></p>	03	01
5.	LCD Projector	<p>Brightness: 3000:1 ANSL Lumens</p> <p>Easy Network Connection</p> <p>TYPE: XGA</p> <p>Resolution: 1024*768</p> <p>24 bit color</p> <p>Speaker inbuilt, portability</p> <p>Lamp life 2 years or 4000 hrs or more</p> <p><i>Warranty of lamp 90 days or more</i></p> <p><i>Warranty on equipment : 3 years or more</i></p>	01	01

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## Annexure-D (Office Automation &amp; other items)

Sl.No.	Name of Items	DPCU	BPIU
1	Curtain with Rod	YES	YES
2	Madhubani Painting with frame	Up to a maximum of Rs.2000/-	Up to a maximum of Rs.2000/-
3	Name Plate	only for DPM	Only for BPM
4	Ceiling /Pedestal Fans/Cooler	Ceiling fan in all rooms, one pedestal for general meeting purpose & 2 Coolers.	Ceiling fan in all the rooms. 1 pedestal for meeting purpose & 2 Coolers.
5	White Board	YES	YES
6	Tea Set	YES	YES
7	Dinner Set	1 set	1 set
9	Wall Clock	2 Nos.	2 Nos.
10	Emergency Light	Up to a maximum of Rs.1200/-	Allowed Up to a maximum of Rs.1200/-
11	Fire Extinguisher	YES – 01 of 4 Kg.	YES – 01 of 4 Kg.
12	Notice Board	YES	YES
13	Wi-Fi Lan	01 Wi-Fi/Broadband allowed	01 Wi-Fi/Broadband allowed
14	Cycle for Office Boy	YES	NO
15	Refrigerator	165 Ltrs. (only one (01))	NO
16	Water Purifier/RO system	Water purifier allowed	Water Purifier allowed
17	External Hard Disk	500 GB (for office purpose)	One -500 GB for general office purpose
18	USB Modem (3G)	01 unit up to a maximum monthly rental of Rs.750.00	01 unit up to a maximum monthly rental of Rs.750.
19	LCD Screen for Projector Stand	Up to maximum of Rs.5000.00	Up to maximum of Rs.5000.00
20	Photocopy Machine	01 up to a maximum of Rs.50,000/-	01 up to a maximum of Rs.50,000/-
21	Stabilizer	5 KVA (1 Nos.)	5 KVA (1 Nos.)

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