



JEEViKA

Rural Development Department, Government of Bihar

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



3rd Floor, Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph.:+91-612-250 4980; Fax:+91-612-250 4960, Website:www.brlps.in

Request For Bid

**Hiring of an agency for developing Film on Women Empowerment,
Rural Entrepreneurs and Promotion in Social Media Platform and
collaboration with our Social Media Platform**

**Two Envelope Bidding system through e-Procurement under
Non-Consulting Services**

Ref. No. BRLPS/Proj-Comm/2506/25

Issued RFB on 05/08/2025

BIHAR RURAL LIVELIHOODS PROMOTION SOCIETY (BRLPS)

3rd Floor, Annexe-II, Vidyut Bhawan, Patna – 800021

NOTICE INVITING TENDERS

1. The Government of Bihar (GoB), through the Bihar Rural Livelihoods Promotion Society (BRLPS), an autonomous body under the Department of Rural Development locally known as JEEViKA is working with an objective of social & economic empowerment of the rural poor. The programme has promoted formation and strengthening of SHGs, producers' organizations, and community development entities to promote nano and micro-enterprises in both farm and non-farm sectors. The primary focus of the programme is to enhance social and economic empowerment of the rural poor in Bihar. The objective is accomplished through:
 1. Improving rural livelihoods and enhancing social and economic empowerment of the rural poor, particularly women.
 2. Developing organizations of the rural poor and producers to enable them to access and better negotiate services, credit and assets from public and private sector agencies and financial institutions.
 3. Investing in capacity building of public and private service providers.
 4. Playing a catalytic role in promoting development of microfinance and agribusiness sectors.
2. BRLPS invites Bids (the "Bids") for hiring of a firm/company (the "Agency") for Hiring of an agency for developing Film on Women Empowerment, Rural Entrepreneurs and Promotion in Social Media Platform and collaboration with our Social Media Platform - Bihar Rural Livelihoods Promotion Society (BRLPS) in accordance with the procedure set out herein.
3. To participate in the e-tendering process, the bidder is required to get themselves registered with Bihar Government Centralized e-Procurement portal, i.e., <https://eproc2.bihar.gov.in>. For support related to e-tendering process, bidders may contact at following address during working hours: 10.00 AM to 6 PM. (All days in week except Sunday and few selected state holidays on "eProc 2.0 Help Desk Address: m-junction services limited RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar. Tollfree No: 1800 572 6571" or may contact on Email Id: eproc2support@bihar.gov.in
4. The agreement shall be signed between the successful bidder & BRLPS. Enquiries and clarifications (if any), shall be addressed to: Procurement Specialist, Patna-800021 Email id: proc.sp@brlps.in

1. Schedule of Events:

Sn.	Schedule	Important dates
1	Bid Publishing date	05/08/2025
2	Pre bid meeting date	13/08/2025 at 03.00 PM (Offline) at BRLPS Office, Patna
3	Last Date of submission of bid	26/08/2025 up to 03.00 PM
4	a. Bid opening date & Time (Technical) b. Bid opening date & Time (Financial)	Technical bid: 26-08-2025 at 03:30 PM (online) Financial Bid: To be notified later.
5	Bid validity period	180 Days (One hundred and eighty days)
6	Contact Person	Ms. Mahua Roy Choudhary – PC-GKM Mobile - 7544000640
7	Website	https://eproc2.bihar.gov.in

NB: BRLPS reserves all the right to revise/change/cancel the Tender Process at any stage without assigning any reasons thereof.

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2. The tender shall be accompanied by Earnest Money Deposit (EMD) of Rs. 1,05,000/- (Rs. One Lakh five thousand rupees only) through <https://eproc2.bihar.gov.in> IPG (Internet Payment Gateway).
 3. The technical and financial bids must be submitted through <https://eproc2.bihar.gov.in> online platform addressed to “**Chief Executive Officer cum Mission Director, Bihar Rural Livelihoods Promotion Society (BRLPS), Patna - 800021**” before the date and time specified in the Notice Inviting Tender (NIT). BRLPS does not take any responsibility for the delay / Non- Submission of Tender / Non-Reconciliation of online Payment caused due to Non- availability of Internet Connection, Network Traffic/ Holidays or any other reason.
 4. The bidders shall submit their eligibility and qualification details, certificates as mentioned in the tender document in the format annexed in the Tender.
 5. The Bidding documents shall be submitted in the mode as mentioned below:

Earnest Money Deposit (EMD)	Online Mode
Technical Bid (Un-priced)	As per format mentioned in RFB
Financial Bid (Priced)	As per format available on eProc2 portal.

6. In the event of any of the above-mentioned dates being declared as a holiday/ closed day for BRLPS, Patna the tenders opened on the next working day at the scheduled time.
7. The technical and financial bids must be submitted through <https://eproc2.bihar.gov.in> before the date and time specified in the tender document. BRLPS does not take any responsibility for the delay/ Non-Submission of Tender / Non-Reconciliation of online Payment caused due to Non- availability of Internet Connection, Network Traffic/ Holidays, or any other reason.
8. The bidders shall submit their eligibility and qualification details, Certificates as mentioned in the tender document, in the online mode on <https://eproc2.bihar.gov.in> at the respective stage(s) only.
9. All prospective bidders may **attend the Pre-Bid meeting**. The venue, date and time are indicated in Schedule of Events as in above.
10. All further Notifications/Corrigendum/Addendum would be notified to the bidder through <https://eproc2.bihar.gov.in>

Chief Executive Officer cum State Mission Director, BRLPS

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Disclaimer

- The information contained in this Request for Bid document (RFB) or subsequently provided to bidders, whether verbally or in documentary or any other form by or on behalf of the Client or any of their employees or advisers, is provided to bidders on the terms and conditions set out in this RFB and such other terms and conditions subject to which such information is provided.
 - This RFB is not an agreement and is neither an offer nor invitation by the Bihar Rural Livelihoods Promotion Society (BRLPS) to the prospective bidders or any other person. The purpose of this RFB is to provide interested parties with information that may be useful to them in the formulation of their Bids pursuant to this RFB. This RFB includes statements, which reflect various assumptions and assessments arrived at by the Client in relation to the Programme. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This RFB may not be appropriate for all persons, and it is not possible for the Client, its employees, or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFB. The assumptions, assessments, statements, and information contained in this RFB, may not be complete, accurate, adequate, or correct. Each bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFB and obtain independent advice from appropriate sources.
 - Information provided in this RFB to the bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Client accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
 - The Client, its employees and advisers make no representation or warranty and shall have no liability to any person including any bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFB or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFB and any assessment, assumption, statement or information contained therein or deemed to form part of this RFB or arising in any way in this selection process.
 - The Client also accepts no liability of any nature whether resulting from negligence or otherwise, caused arising from reliance of any bidder upon the statements contained in this RFB. The Client may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFB.
 - The issue of this RFB does not imply that the Client is bound to select a bidder or to appoint the selected bidder, as the case may be, for the Project and the Client reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.
 - The bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Client, or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the bidder and the Client shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation of submission of the Bid, regardless of the conduct or outcome of the Selection Process.
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Abbreviations & Definitions

S. No.	Terms	Definition
1.	Authorized Signatory	The bidder's representative/ officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/Client having the Power of Attorney (PoA) from the the Board Resolution mentioning the "name of the Authorized Signatory" of the respective Bidding firm.
2.	Bid Document	Documents issued by the procuring entity, including any amendments there to, that set out the terms and conditions of the given procurement and includes the invitation to bid.
3.	Bid Security	A security provided to the procuring entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents.
4.	Bidder	Firm participating in the procurement/ bidding process with the procurement entity.
5.	Committee	Committee constituted by Bihar Rural Livelihoods Promotion Society.
6.	Competent Client	A Client or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement.
7.	Agreement Price	Price payable to the firm/company on the panel of Bihar Rural Livelihoods Promotion Society (BRLPS) under the Agreement for the complete and proper performance of its obligations under the agreement.
8.	Agreement	An agreement entered into between the procuring entity and a successful bidder concerning the subject matter of procurement.
9.	Day	A calendar day as per Bihar Rural Livelihoods Promotion Society
10.	Effective date of Agreement	The date on which the agreement comes into force and effect.
11.	EMD	Earnest Money Deposit
12.	GCC	General Conditions of Agreement
13.	GoB	Government of Bihar
15.	GST	Goods & Service Tax
16.	INR	Indian National Rupee
17.	Lol	Letter of Intent
18.	BRLPS	Bihar Rural Livelihoods Promotion Society.
19.	M&E	Monitoring & Evaluation
20.	PAN	Permanent Account Number

S. No.	Terms	Definition
21.	PBG	Performance Bank Guarantee
22.	Personnel/ Resources	Professional and Support staff provided by the firm/ company and assigned to perform service to execute an assignment and any part thereof.
23	Bidder	Firm submitting bid
24.	Bid	Bids submitted by bidders in response to the RFB issued by BRLPS for selection of firm/company.
25.	Client	Bihar Rural Livelihoods Promotion Society (BRLPS)
26.	LCS	Least Cost Selection
27.	RFB	Request for Bid
28.	Services	Work to be performed by the firm/ company pursuant to the selection by BRLPS and to the agreement to be signed by the parties in pursuance of any specific assignment awarded to them by Bihar Rural Livelihoods Promotion Society.
29.	TIN	Tax Identification Number
30.	Working Days	Working days is defined as working days of BRLPS.

Fact Sheet

Important Dates & Information

Department Name	Bihar Rural Livelihoods Promotion Society (BRLPS)
Address & Phone Number	Annexe-II, 3 rd Floor, Vidyut Bhawan, Bailey Road, Patna, Phone – 91-612-2504980
Name of Work	Hiring of an agency for developing Film on Women Empowerment, Rural Entrepreneurs and Promote in Social Media Platform and collaboration with our Social Media Platform
Project Duration	06 Months
Method of Selection	Least Cost Selection (LCS) method
Tender Currency	INR
Joint Venture/Consortium	No consortium / JVs / Associations shall be allowed to bid for this tender. Sub-contracting shall be allowed only for local level data collection or field work, if applicable in the assignment.
Bid Document Fee (Non-refundable)	INR 1000/- (INR One Thousand only) to be paid through https://eproc2.bihar.gov.in
Bid Security/EMD	INR 1,05,000/- (INR one Lakh five thousand thousand Only) to be paid online on https://eproc2.bihar.gov.in
Performance Bank Guarantee (PBG)	5 % of the total agreement value within 10 working days from date of issuance of Lol.
Portal for downloading tender documents and bid submission	The tender is available and downloadable on e-Tendering website: https://eproc2.bihar.gov.in . All subsequent changes to the bid document shall be published on the above website.

Date & place of Pre bid meeting	13/08/2025 at 03:00 P.M. Bihar Rural Livelihoods Promotion Society 3 rd Floor, Vidyut Bhawan, Annexe – II, Nehru Patna, Patna, 800021 Contact: 91-612-2504980
Last Date & Time for Receipt (Online Submission) of Bids	26/08/2025 (Till 03:00 P.M.)
Date and Time of online Opening Technical Bid	26/08/2025 (At 03:30 P.M.)
Date and Time of Technical Presentation	To be informed later
Date and Time of Opening Financial Bid	To be informed later
Bid Validity Period	180 days
Officer Inviting Bids	CEO cum Mission Director

1. Introduction

The Government of Bihar (GoB), through the Bihar Rural Livelihoods Promotion Society (BRLPS), an autonomous body under the Department of Rural Development, locally known as JEEViKA is working with an objective of social & economic empowerment of the rural poor. The programme has promoted formation and strengthening of SHGs, producers' organizations, and community development entities to promote nano and micro-enterprises in both farm and non-farm sectors. The primary focus of the programme is to enhance social and economic empowerment of the rural poor in Bihar.

1.1. Request For Bid

- 1.1.1. Invitation for Selection of Agency (BIDDER) under Bihar Rural Livelihoods Promotion Society (BRLPS).
- 1.1.2. Bihar Rural Livelihoods Promotion Society (BRLPS), JEEVIKA, Department of Rural Development, Government of Bihar, invites responses ("Tenders") to this Request for Bid ("RFB") from reputed firms ("Bidders") for the provision of services as described under, "Terms of Reference" of this RFB.
- 1.1.3. Any agreement that may result from this procurement competition will be issued for a period of 06 (Six) months.
- 1.1.4. The Client reserves the right to (may), with concurrence of the bidder, extend the Term for a period on the same terms and conditions.
- 1.1.5. The bidder shall not be permitted to subcontract the services under this RFB.
- 1.1.6. The date for the commencement of services will be within 15 calendar days of agreement signing. In case of delay in start of service beyond 15 days, a penalty of INR 10,000/- per day will be levied and will be recovered from the invoice of agency.
- 1.1.7. Bids must be received not later than time, date and venue mentioned in the Fact Sheet. Bids that are received in hard copy WILL NOT be considered in this procurement process.

1.2. Project Description

- The Government of Bihar (GoB), through the Bihar Rural Livelihoods Promotion Society (BRLPS), an autonomous body under the Department of Rural Development, locally known as JEEViKA with an objective of social & economic empowerment of the rural poor. The programme has promoted formation and strengthening of SHGs, producers' organizations, and community development entities to promote nano and micro-enterprises in both farm and non-farm sectors. The primary focus of the programme is to enhance social and economic empowerment of the rural poor in Bihar. The objective is accomplished through:
 1. Improving rural livelihoods and enhancing social and economic empowerment of the rural poor, particularly women.
 2. Developing organizations of the rural poor and producers to enable them to access and better negotiate services, credit and assets from public and private sector agencies and financial institutions.
 3. Investing in capacity building of public and private service providers.
 4. Playing a catalytic role in promoting development of microfinance and agribusiness sectors.

2.1. General Instructions

- 2.1.1. The Client named in the "Data Sheet" shall select a firm from amongst the bidders who have submitted a complete Technical Bid and Financial Bid in accordance with the method of selection indicated in the Data Sheet.
 - 2.1.2. The agency is invited to submit a Technical Bid and a Financial Bid, as specified in the Data Sheet (the Bid) for providing services required for the Assignment named in the Data Sheet. The Bid will be the basis for technical negotiations and ultimately for a signed agreement with the selected agency.
 - 2.1.3. The Assignment shall be implemented in accordance with the phasing indicated in the Data Sheet. When the Assignment includes several stages, the performance of the agency under each stage must be to the client's satisfaction before work begins on the next stage.
 - 2.1.4. The Agency must familiarize themselves with local conditions and take them into account in preparing their Bids. To obtain first-hand information on the Assignment,
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Bidders are encouraged to pay a visit to the Client as specified in the Data Sheet before submitting a Bid and to attend a pre-bid conference if one is specified in the Data Sheet. Attending the pre-bid conference is optional. The Consultant's representative should contact the officials named in the Data Sheet to obtain additional information on the pre-bid conference.

- 2.1.5. The Client will provide the inputs specified in the Data Sheet and all available relevant project data and reports.
- 2.1.6. Please note that (i) the costs of preparing the bid and of negotiating the agreement, including a visit to the Client, are not be paid/reimbursed in any case; and (ii) the Client is not bound to accept any of the Bids submitted.
- 2.1.7. All information supplied by Bidders may be treated as binding on the Bidders, on successful award of the assignment by the Client based on this RFB.
- 2.1.8. No commitment of any kind, award or otherwise shall exist unless and until a formal written agreement has been executed by or on behalf of the Client. Any notification of preferred bidder status by the Client shall not give rise to any enforceable rights by the Bidder. The Client may cancel this procurement process at any time prior to a formal written agreement being executed by or on behalf of the Client.

2.2. Conflict of Interest

- i. Client requires that agency provide professional, objective, and impartial advice and always hold the Client's interests paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work.
- ii. Agency will have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their client, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the standard forms of technical bid provided herewith. If the agency fails to disclose said situations and if the Client comes to know about any such situation at any time, it may lead to the disqualification of the Agency during bidding process or the termination of its Agreement during execution of assignment.
- iii. No autonomous agency under the control of the Government of Bihar or current employees of the Client shall work on behalf of the agency.

2.3. Corrupt and Fraudulent Practices

- 2.3.1. The Client will reject a bid for award if it determines that the bidder recommended for award, or any of its personnel, or its agents or, vendors and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for this assignment in question;
- 2.3.2. For the purposes of this provision, the terms are set forth as follows:
 - "Corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

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- “Fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - “Collusive Practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - “Coercive Practice” is impairing or harming, or threaten to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - “Obstructive Practices” is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to The Client in order to materially impede an investigation into allegations of a corrupt, fraudulent, collusive or coercive practice; and or threaten, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.

2.4. General Considerations

- 2.4.1. Agencies are advised to study all instructions, forms, requirements, appendices, and other information in the RFB document carefully. Submission of the Bid shall be deemed to have been done after careful study and examination of the RFB document with full understanding of its implications.
- 2.4.2. Failure to comply with the requirements of this RFB may render the Bid non-compliant and the Bid may be rejected, therefore, Agency must:
 - i. comply with all requirements as set out within this RFB;
 - ii. submit the forms as specified in this RFB and respond to each element in the order as set out in this RFB;
 - iii. include all supporting documentations specified in this RFB; and
 - iv. each bidder shall submit only one (1) bid.

2.5. Completeness of Response/ Compliant Proposals

- 2.5.1. Bidders are advised to study all instructions, forms, terms, requirements, and other information in the RFB documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFB document with full understanding of its implications.
- 2.5.2. Failure to comply with the requirements of this paragraph may render the Bid non-compliant and the Bid may be rejected. Bidders must:
 - Include all documentation specified in this RFB;
 - Follow the format of this RFB and respond to each element in the order as set out in this RFB
 - Comply with all requirements as set out within this RFB.

2.6. Bid Validity

- 2.6.1. The Bidder’s Bid must remain valid for at least 180 days after the Bid submission deadline. A bid valid for a shorter period shall be rejected by the Client as non-responsive bid.
 - 2.6.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Client
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may request bidders to extend the period of validity of their Bids. The EMD shall also be extended for a corresponding period. A bidder granting the request shall not be required or permitted to modify its bid. The request and the responses shall be made in writing.

2.7. Extension of Validity Period

- 2.7.1. The Client will make its best effort to complete the processing within the bid's validity period. However, should the need arise, The Client may request, in writing, all Bidders who submitted Bids prior to the submission deadline to extend the Bid's validity.
- 2.7.2. If the Bidder agrees to extend the validity of its Bid, it shall be done without any change in the original Bid and with the confirmation of the availability of the Experts.

2.8. Confidentiality

- 2.8.1. From the time the Bids are opened to the time the Agreement is made, the Bidder should not contact the Client on any matter related to its Technical and/or Financial Bid. Information relating to the evaluation of Bids and award recommendations shall not be disclosed to the Bidders who submitted the Bids or to any other party not officially concerned with the process, until the publication of the Agreement award information.
- 2.8.2. Any attempt by shortlisted Bidders or anyone on behalf of the Bidder to influence improperly the Client in the evaluation of the Bids or award decisions may result in the rejection of its Bid.
- 2.8.3. Notwithstanding the above provisions, from the time of the Bids, opening to the time of Award publication, if a Bidder wishes to contact The Client on any matter related to the selection process, it should do so only in writing.

2.9. Amendment to "RFB"

- 2.9.1. At any time prior to the deadline for submission of Bid, after the Prebid meet, the Client may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, modify the "RFB" document by the issuance of Addendum/ Amendment and posting it on the e-Procurement portal. To afford the Bidders a reasonable time for taking an amendment into account, or for any other reason, the Client may, in its sole discretion, extend the Bid Due Date.

2.10. Governing Law

- 2.10.1. The Agreement shall be governed by and interpreted in accordance with the laws of the Bihar State/ India and under the jurisdiction of Courts in Patna, Bihar.

2.11. Force Majeure

- 2.11.1. Definition of Force Majeure
"Force Majeure" shall mean any event beyond the reasonable control of the Client or of the Supplier, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected.
 - 2.11.2. Force Majeure events
A Force Majeure shall include, without limitation, the following:
war, hostilities, or warlike operations (whether a state of war be declared or not), invasion, act of foreign enemy, and civil war; strike, sabotage, lockout, embargo, import restriction, port congestion, lack of usual means of public transportation and
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communication, industrial dispute, shipwreck, shortage or restriction of power supply, epidemics, quarantine, and plague; earthquake, landslide, volcanic activity, fire, flood or inundation, tidal wave, typhoon or cyclone, hurricane, storm, lightning, or other inclement weather condition, nuclear and pressure waves, or other natural or physical disaster;

- If either party is prevented, hindered, or delayed from or in performing any of its obligations under the agreement by an event of Force Majeure, then it shall notify the other in writing of the occurrence of such event and the circumstances of the event of Force Majeure within fourteen (14) days after the occurrence of such event.

2.11.2.1. The party who has given such notice shall be excused from the performance or punctual performance of its obligations under the agreement for so long as the relevant event of Force Majeure continues and to the extent that such party's performance is prevented, hindered, or delayed. The time for achieving Final Acceptance shall be extended.

2.11.2.2. The party or parties affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect of the event of Force Majeure upon its or their performance of the agreement and to fulfil its or their obligations under the agreement, but without prejudice to either party's right to terminate the Agreement under this Clause.

2.11.2.3. No delay or non-performance by either party to this Agreement caused by the occurrence of any event of Force Majeure shall:

- constitute a default or breach of the Agreement;
 - give rise to any claim for damages or additional cost or expense occasioned by the delay or non-performance,
- if, and to the extent that, such delay or non-performance is caused by the occurrence of an event of Force Majeure.

2.11.2.4. If the performance of the Agreement is substantially prevented, hindered, or delayed for a single period of more than sixty (60) days on account of one or more events of Force Majeure during the time period covered by the Agreement, the parties will attempt to develop a mutually satisfactory solution, failing which, either party may terminate the Agreement by giving a notice to the other.

2.11.2.5. In the event of termination pursuant to Clause 2.13, the cessation of rights and obligations of the Client and the Consultant shall be as specified in the clause titled Termination.

2.11.2.6. Notwithstanding Clause 2.10.2.4., Force Majeure shall not apply to any obligation of the Client to make payments to the Consultant under this Agreement.

2.12. Termination Clause

2.12.1. Termination for Default

2.12.1.1. The Client may, without prejudice to any other remedy for breach of agreement, by a prior written notice of default of at least 30 days sent to the selected bidder, terminate the agreement in whole or in part provided a cure period of not less than 30 days is given to the selected bidder to rectify the breach.

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- 2.12.1.2. If the selected bidder fails to deliver any or all quantities of the service within the time period specified in the agreement, or any extension thereof granted by The Client; or;
- 2.12.1.3. If the selected bidder fails to perform any other obligation under the agreement within the specified period of delivery of service or any extension granted thereof; or;
- 2.12.1.4. If the selected bidder, in the judgment of the Client, is found to be engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the agreement, or;
- 2.12.1.5. If the selected bidder commits breach of any condition of the agreement; or;
- 2.12.1.6. If The Client terminates the agreement in whole or in part, amount of PBG may be forfeited. The decision of the Client will be final and conclusive in this regard.

2.12.2. Termination for Insolvency

- 2.12.2.1. The Client may at any time terminate the Agreement by giving a written notice of at least 30 days to the selected bidder if the selected bidder becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the selected bidder, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to The Client.

2.12.3. Termination for Convenience

- 2.12.3.1. The Client, by a prior written notice of at least 60 days sent to the selected bidder, may terminate the Agreement, in whole or in part, at any time.

The Notice of termination shall specify that termination is for The Client's convenience, the extent to which performance of the selected bidder under the Agreement is terminated, and the date upon which such termination becomes effective.

- 2.12.3.2. In such case, The Client will pay for all the pending invoices as well as the work done till that date by the Bidder.
- 2.12.3.3. Limitation of Liability- In no event shall either party be liable for consequential, incidental, in direct, or punitive loss, damage or expenses (including lost profits). The selected bidder shall not be liable to the other hereunder or in relation hereto (whether in agreement, tort, strict liability or otherwise) for more than the value of the amount to be paid (including any amounts invoiced but not yet paid) under this Agreement.

2.12.4. Termination by The Client

- 2.12.4.1. The Client may at any time terminate the Agreement by giving a written notice of at least thirty (30) days written notice of termination to the Bidder, such notice to be given after the occurrence of any of the events, terminate this Agreement if:
- The Selected Bidder fails to remedy any breach hereof or any failure in the performance of its obligations hereunder, as specified in a notice of suspension, within thirty (30) days of receipt of such notice of suspension
-

or within such further period as the Client may have subsequently granted in writing.

- The Selected Bidder becomes insolvent or bankrupt or enters into any agreement with its creditors for relief of debt or take advantage of any law for the benefit of debtors or goes into liquidation or receivership whether compulsory or voluntary.
- The Selected Bidder submits to the Client a statement which has a material effect on the rights, obligations, or interests of the Client and which the Selected Bidder knows to be false.
- Any document, information, data, or statement submitted by the Selected Bidder in its Bids, based on which the Selected Bidder was considered eligible or successful, is found to be false, incorrect, or misleading; or
- As the result of Force Majeure, the Selected Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- If the BRLPS would like to terminate the agreement for reasons not attributable to the Selected Bidder's performance, they will need to clear all invoices for the Selected Bidder services up to the date of their notice.
- If the BRLPS would like to terminate the agreement for reasons attributable related to the Selected Bidder, the BRLPS will give a rectification notice for 1 month to the Selected Bidder in writing with specific observations and instructions.

2.12.5. Termination by Selected Bidder

2.12.5.1. The Selected Bidder may, by not less than three (03) months prior written notice to the Client, such notice to be given after the occurrence of any of the events, terminate this Agreement if:

- The Client is in material breach of its obligations pursuant to this Agreement and has not remedied the same within thirty (30) days (or such longer period as the Selected Bidder may have subsequently agreed in writing) following the receipt by the Client of the Selected Bidder's notice specifying such breach.
- As the result of Force Majeure, the Selected Bidder is unable to perform a material portion of the Services for a period of not less than sixty (60) days;

2.12.6. Payment upon Termination

2.12.6.1. Upon termination of this Agreement vide para 2.12.3 as above, all pending payments due till the date of the termination of the agreement will be made by Client to the Selected Bidder.

2.13. Suspension

2.13.1. The Client may, by written notice of suspension to the Selected Bidder, without any obligation (financial or otherwise) suspend all the payments to the Selected Bidder here under if the Selected Bidder shall be in breach of this Agreement or shall fail to perform any of its obligations under this Agreement, including the carrying out of the Services; provided that such notice of suspension

- Shall specify the nature of the breach or failure, and
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- Shall provide an opportunity to the Selected Bidder to remedy such breach or failure within a period not exceeding thirty (30) days after receipt by the Selected Bidder of such notice of suspension.

2.14. Cessation of rights and obligations

- 2.14.1. Upon termination of this Agreement or upon expiration of this Agreement, all rights and obligations of the Parties hereunder shall cease, except
- Such rights and obligations as may have accrued on the date of termination or expiration,
 - The obligation of confidentiality set forth in RFB.

2.15. Cessation of Services

- 2.15.1. Upon termination of this Agreement by notice of either Party to the other, the Selected Bidder shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

2.16. Disputes Resolution

- 2.16.1. Amicable Settlement: The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof. In the event a dispute, differences or claim arises in connection with the interpretation or implementation of this agreement, the aggrieved party shall issue a written notice setting out the Dispute/differences or claim to the other party, parties shall first attempt to resolve such dispute through mutual consultation.
- 2.16.2. If any of the disputes arising out of the agreement signed is not settled amicably, the courts in Patna, Bihar shall have the sole jurisdiction to settle the disputes.

3. Terms of Reference (ToR)

Hiring of an agency for developing Film on Women Empowerment, Rural Entrepreneurs and Promotion in Social Media Platform and collaboration with our Social Media Platform.

Background

Bihar Rural Livelihoods Promotion Society, popularly known as JEEVIKA, a registered society under the aegis of Rural Development Department, Government of Bihar marks a key chapter in rural development in Bihar. JEEVIKA's journey of the over two decade has coincided with the changing face of Bihar. Bihar Rural Livelihoods Promotion Society (BRLPS) was constituted by Govt. of Bihar as a special purpose vehicle to expedite the poverty alleviation interventions in the state. Over the last 20 years, JEEVIKA has mobilized women from 1.40 crore HHs into strong, sustainable, and self-managed 11 Lakh Self-Help Groups (SHGs).

JEEVIKA (Bihar Rural Livelihoods Promotion Society), has undertaken significant efforts to promote women-led entrepreneurship and various community-based enterprises in rural Bihar. Through flagship schemes such as Mukhyamantri Udyami Yojana, Start-up Bihar, and other livelihood interventions, JEEVIKA aims to foster economic self-reliance and create sustainable income sources for rural households.

Despite notable achievements under these initiatives, there remains a need to systematically document and publicize the inspiring real stories of emerging rural women entrepreneurs. Such documentations shall be intensively popularised and used as training cases among aspiring entrepreneurs and contribute in positioning Bihar as a progressive and dynamic state fostering inclusive growth and innovation. JEEVIKA invites proposals from experienced and eligible agencies to conceptualize, design, and implement a comprehensive framework to document, curate, and disseminate real life entrepreneurial endeavours across multiple platforms.

Objectives of the Assignment

The overarching objectives of this assignment are as follows:

1. Create thematic contents for digital dissemination of package of practices to community-based organisations and their members for entrepreneurship development.
2. Create contents for entrepreneurship training and development using life case studies/examples or real-life stories.
3. To identify, document, and showcase the journeys and achievements of entrepreneurs and beneficiaries under JEEVIKA's initiatives for wider adoption.
4. To increase public awareness about JEEVIKA's programs and interventions aimed at promoting rural entrepreneurship and MSMEs.
5. To inspire and motivate CBO members, particularly the rural youth, to engage in industrial and entrepreneurial ecosystem by educating them on various promotional schemes of Government.
6. To position Bihar as a progressive and forward-looking state, encouraging innovation, investment, and growth.
7. To contribute to the development and promotion of a unified and inspiring Brand Bihar Story at both national and international levels.
8. Collaboration with various Social Media Platforms and channels.

Broad Scope of Work:

The selected agency will be responsible for undertaking the following broad activities:

Design a digital enterprise development capacity building frame work including negotiation skills, market assessment, branding, packaging through real life entrepreneurial stories.

Identification of Real-Life Entrepreneurs:

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- In coordination with JEEVIKA, the agency shall identify 20 individuals, CBOs, from across 38 districts whose journeys exemplify the spirit of entrepreneurship promoted under JEEVIKA's initiatives. This will involve desk research, field visits, and consultations with JEEVIKA's district and block teams.
 - Dialogue with emerging rural entrepreneurs.

Content Creation:

The agency shall produce comprehensive multimedia content for each identified story. This will include:

- Conducted interviews and panel discussion on major aspects of Entrepreneurship Development and Enterprise Promotion.
- Panel discussion with Secretaries, senior Officials and Experts of related Government Department, Corporate houses and Academia promoting entrepreneurs and enterprises.
- Collaboration with Social Media Influencers to broadcast and telecast the entrepreneurial/success stories.
- Two short reels (30–60 seconds) per story highlighting key inspirational moments, to be optimized for platforms such as Instagram, Facebook, and Shorts.
- Written narratives in both English and Hindi, designed for web and print publication, elaborating on the entrepreneur's journey and impact.

Publication and Dissemination:

The agency will publish all content on JEEVIKA's official website, social media handles, and a dedicated portal to be created as part of this project. Additionally, content shall be amplified using the agency's own media platforms and through digital advertising strategies, including placement on platforms such as Google, YouTube, Facebook, and Instagram.

Leadership and Anchored Interviews:

The agency shall conduct and produce at least 10 leadership interviews with key officials and stakeholders associated with JEEVIKA.

Advertising and Promotion:

A comprehensive digital advertising plan will be developed and the approved plan shall be implemented to ensure maximum visibility and reach for the content produced. This includes paid campaigns on Google Ads, Facebook, Instagram, and other relevant platforms.

Expected Outcomes:

- Create a interactive digital learning environment for entrepreneurship development.
 - Create a strong, positive perception of the Government's efforts among Women Empowerment, highlighting their commitment to progress and innovation.
 - Enhance Bihar's visibility on a national and international level, generating increased recognition and interest in its achievements and initiatives.
 - Stimulate greater interest in collaboration and partnership opportunities between Bihar and stakeholders from other states and countries.
 - Enhanced public and CBOs awareness on entrepreneurship and economic growth.
 - Increased participation of government schemes by local entrepreneurs and businesses.
 - Strengthened brand image of the Rural Development Department as a key driver of economic development in Rural Bihar, as narrated through the project.
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Sl. No.	Activity	Responsibility	Quantity
1	Identifying individual women entrepreneurs and CBO based micro enterprises.	Agency in collaboration with JEEVIKA	10
2	Development of inspiring videos of the identified entrepreneurs and micro enterprises covering ideation, capital access, product diversification, skill upgradation, marketing, branding, negotiation, and expansion.	Agency	10
3	Panel discussion with stakeholders by Senior Anchor	Agency	10
4	Number of Stories	Agency	20
5	Number of Reels (30 to 60 seconds)	Agency	40
6	Digital Advertising: Ads featured on YouTube, Facebook/Twitter, and other website/Media Platform and collaboration with our Social Media Platform.	Agency	1

Project Timelines:

The bidder shall strictly adhere to the project timelines as stipulated in the below table. The total duration of the assignment shall be Six (6) months. It is completely at the discretion of BRLPS (JEEVIKA) to grant such any extension to the Timeline indicated.

The Project Timeline are as follows: -

Milestones	Description	Timeline
Milestone 1 (T1)	Development of enterprise development, capacity building framework using case videos and panel discussion. Development of Advertising and Promotion Plan.	End of Month 1
Milestone 2 (T2)	Development of 10 videos on identified entrepreneurs and micro enterprise.	End of Month 3
Milestone 3 (T3)	Panel Discussion videos on various components of enterprise development.	End of Month 5
Milestone 4	Analytical report on viewership and engagement.	Month 6

The reference date for purpose of counting all timelines as mentioned above shall be the date of commence of service as mentioned above.

BRLPS (JEEVIKA), Rural Development Department, Bihar. will consider the inability of the Bidder to deliver the Services within the specified time limit, as a breach of Agreement.

Payment Terms

The terms of Payment are given below:

Sl. No.	Category	Payment Terms
1	Milestone 1	30% of the agreement value against invoice
2	Milestone 2	30% of the agreement value against invoice
3	Milestone 3	30% of the agreement value against invoice
4	Milestone 4	10% of the agreement value against invoice

- All payments will be made in INR only.
- No advance payment will be made.
- The TDS amount, penalty if any, will be deducted from the payment.

Penalty:

In case of delay in completion of work as per milestone, a penalty @ 0.07% per day will be imposed and shall be deducted from the invoice of the agency. A Committee appointed by CEO, BRLPS will be the final authority to take all decisions related to penalty.

Duration:

The duration of the assignment shall be Six Months.

Commencement and Termination of Agreement:

- Effectiveness of Agreement: This Agreement shall come into force and effect on the date of acceptance of LoA or signing of the Agreement or any future date as specifically stated in the Agreement.
- Unless otherwise terminated under the provisions of any other relevant clauses, this agreement shall be deemed to have been completed on completion of the scope of work, deliverables, and submission of all the reports and release of final payments.

MISCELLANIOUS TERMS & CONDITIONS:

- All content, including raw footage, source files, and database assets, must be handed over to JEEVIKA upon project completion.
- Any changes required by JEEVIKA, excluding those outside the scope of work, must be incorporated by the agency at no additional cost.
- All expenses related to travel, accommodation, and team deployment shall be borne by the agency and included in the project cost.
- The agency shall ensure compliance with all applicable legal and statutory requirements during the execution of the project.
- If any changes are required by BRLPS (JEEVIKA), Rural Development Department, Bihar except of scope of work, bidder will do at no cost till stabilization period.
- BRLPS (JEEVIKA), Rural Development Department, Bihar reserve the right to accept or reject the Bid without assigning any reasons.
- The bidder shall carryout all the work in consultation with BRLPS (JEEVIKA), Rural Development Department, Bihar.
- The bidders shall have to handover all system supports provided by the department, if any, after completion of the tenure of the project in satisfactory functional condition.
- All statutory compliance related to agreement should be duly taken care by the bidder and necessary documentation should be made available, whenever required.

Review Committee to Monitor the Agency's Services:

- A Review Committee may be constituted by BRLPS to monitor the quality of assignment/task completed. The committee may also seek comments and inputs on the agency's work if required in case of any service delay or other discrepancies.
- The BRLPS may also terminate the agreement either in case of non-compliance of the service declaration or on the fulfillment of the assigned objective.

1. Facilities and services to be provided by BRLPS

- a) BRLPS will designate key- official as nodal officer for this agreement to monitor that the deliverables are implemented as per Agreement.
- b) Make available all information required for performance of the assignment.

4. Payment Terms

- The payment will be made as per the following schedule-

Sl. No.	Category	Payment Terms
1	Milestone 1	30% of the agreement value against invoice
2	Milestone 2	30% of the agreement value against invoice
3	Milestone 3	30% of the agreement value against invoice
4	Milestone 4	10% of the agreement value against invoice

- Statutory deductions, if any, shall be made at source from the invoice/s.
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- All the payments shall be made in Indian National Rupee (INR) and shall be subject to applicable statutory deductions, if any.

5. Preparation & Submission of the Bid

- Bidders should submit their responses as per the formats given in this RFB which is to be uploaded on the website <https://eproc2.bihar.gov.in>.
- Please note that prices should not be indicated in the technical bid but should only be indicated in the financial bid (provided in EXCEL format on <https://eproc2.bihar.gov.in>)
- The submission of bid is to be made through <https://eproc2.bihar.gov.in>.
- All the pages of the Bid must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bidder's Bid.
- The Bid shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidder itself. Any such corrections must be initialed by the authorized signatory of the Bidder.

5.1. Pre-bid Conference

- Client shall hold a pre-bid meeting with the prospective Bidders as per information given in the Fact Sheet above.
- The Bidders will have to ensure that their queries for pre-bid meeting should reach the point of contact (Nodal Officer) through email only as mentioned in the fact sheet above.
- The e-mail should necessarily have subject as per the following nomenclature:
"Pre-bid Query – Hiring of an agency for developing Film on Women Empowerment, Rural Entrepreneurs and Promote in Social Media Platform and collaboration with our Social Media Platform **{Company's Name}"
- The queries should necessarily be submitted in the following format in both PDF and Editable MS-Word/ Excel File Format:

S. No.	RFB document reference(s) (Section & page number)	Content of RFB requiring clarification(s)	Points of clarification
1.			
2.			
3.			

- Client shall not be responsible for ensuring that the Bidders' queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the Client.

5.1.1. Pre-bid Queries and Corrigendum

- The BRLPS will endeavor to provide timely response to all queries. However, Client makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does Client undertake to answer all the queries that have been posed by the Bidders.
- At any time prior to the last date for receipt of bids, Client may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFB Document by a corrigendum to be published

on <https://eproc2.bihar.gov.in>.

- c. The corrigendum (if any) & clarifications to the queries from all Bidders will be posted on the <https://eproc2.bihar.gov.in> and emailed to all participants of the pre-bid conference.
- d. Any such corrigendum shall be deemed to be incorporated into this RFB.
- e. To provide prospective Bidders reasonable time for taking the corrigendum into account, the Client may, at its discretion, extend the last date for the receipt of Bids.

5.2. Right to Terminate the Process

- 5.2.1. Client may terminate the RFB process at any time and without assigning any reason. Client makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- 5.2.2. This RFB does not constitute an offer by the Client. The Bidder's participation in this process may result Client selecting the Bidder to engage towards execution of the subsequent agreement.

5.3. RFB document fees

- 5.3.1. The Bidder will download the RFB document(s) and price format from the website <https://eproc2.bihar.gov.in>. The bid fee of INR 1000/- (INR One thousand only) should be submitted online.

5.4. Tender Processing document fees

- 5.4.1. The bidder will have to pay a one-time Tender Processing Fee at <https://eproc2.bihar.gov.in> for submitting the bid online. The RFB document fee must be submitted with bid. Bids received without or with inadequate RFB document fees shall be rejected.
- 5.4.2. This fee is mandatory to be paid through online mode i.e., Internet payment gateway (Credit/ Debit Card), Net banking, NEFT/RTGS.

5.5. Earnest Money Deposit (EMD)

- 5.5.1. Bidders shall submit an EMD of INR 1,05,000/- (INR One Lakh Five Thousand) only to be paid online on <https://eproc2.bihar.gov.in>.
 - 5.5.2. **Bidders seeking exemption from submitting EMD under MSME registration will have to furnish MSME certificate with their technical bids as per Bihar Financial Rules. Such agencies/vendors seeking exemption from EMD should submit an Undertaking on their letter head, that if they withdraw their bid during bid validity period or does not submit performance security or sign the agreement, shall be liable for legal action.**
 - 5.5.3. EMD of all unsuccessful Bidders would be refunded by the Client within 2 months of the signing of agreement with the successful bidder. The EMD, for the amount mentioned above, of successful Bidder would be returned upon submission of Performance Bank Guarantee.
 - 5.5.4. The EMD amount is interest free and will be refundable to the unsuccessful Bidders as well as successful bidder without any accrued interest on it.
 - 5.5.5. Bids not accompanying the EMD or containing EMD with infirmity (ies) (relating to the amount or validity period etc.), mentioned above, shall be summarily rejected.
 - 5.5.6. The EMD may be forfeited in the event of:
 - A Bidder withdrawing its bid during the period of bid validity
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- A successful Bidder fails to sign the subsequent agreement in accordance with this RFB
 - The Bidder being found to have indulged in any suppression of facts, furnishing of fraudulent statement, misconduct, or other dishonest or other ethically improper activity, in relation to this RFB
 - A Bid contains deviations (except when provided in conformity with the RFB) conditional offers and partial offers.

5.6. Performance Bank Guarantee

- 5.6.1. Within 07 working days from the date of Letter of Invitation (LOI) from the client, the successful Bidder shall furnish the Performance Bank Guarantee (PBG) of an amount equal to 5% of its Financial Bid by way of DD/ Performance Bank Guarantee issued by one of the Nationalized/ Scheduled Banks in India for the due performance of the Assignment.
- 5.6.2. The PBG submitted will be for 12 months. However, in case of extension of project, above performance guarantee will have to be renewed for the extended period of the project.
- 5.6.3. Refund of PBG: The PBG shall be refunded within six months from the date of successful completion of the assignment.
- 5.6.4. Forfeiture of PBG: PBG shall be forfeited in the following cases:
 - When any terms and condition of the agreement is breached.
 - When the selected Bidder fails to commence the services or fails to provide deliverables after partially executing the deliverables under agreement.
 - The Resources must follow the working hours, working days and Holidays of BRLPS. However, resources shall be available on a holiday if so, required by the BRLPS. No extra payments will be made for working on extended hours/Saturdays/Sundays/Holidays to meet the committed/required time schedules.
- 5.6.5. Format of Performance Bank Guarantee (PBG) and Agreement: These will be shared at the time of issuance of LoI.

5.7. Bid Preparation

- 5.7.1. The Bidder shall be responsible for all costs incurred in connection with participation in the RFB process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of bid, in providing any additional information required by Client to facilitate the evaluation process, and in negotiating a definitive agreement or all such activities related to the bid process.
- 5.7.2. Client will in no event be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 5.7.3. Bid should be accompanied by an appropriate board resolution or power of attorney in the name of an authorized signatory of the Bidder stating that he is authorized to execute documents and to undertake any activity associated with the Bidder's Bid.
- 5.7.4. The Bid should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English/Hindi, translation of the same in English language is to be submitted duly attested by the Bidder. For purposes of Bid evaluation, the English translation shall govern.

6.1. Technical Bid

- 6.1.1. The Technical Bid shall not include any financial information. A Technical Bid containing financial bid information shall be declared non-responsive.
- 6.1.2. Depending on the nature of the assignment, the Bidder is required to submit a Full Technical Bid (FTP).

6.2. Financial Bid

- 6.2.1. The Financial Bid shall be prepared using the Prescribed Forms available on eProcurement portal (in EXCEL format). It shall list all costs associated with the assignment, including (a) remuneration for Experts with administrative cost.

a. Taxes

- 6.2.2. The Bidder will be responsible for meeting all tax liabilities arising out of the assignment unless stated otherwise.

c. Currency of Bid

- 6.2.3. The Consultant may express the price for its Services in the INR.

d. Currency of Payment

- 6.2.4. Payment under the Agreement shall be made in INR.

6.3. Venue & Deadline for Submission of Bid

- 6.3.1. Bids, in its complete form in all respects as specified in the RFB, must be submitted online before the end time.
- 6.3.2. Bids received in hard copy shall not be entertained.
- 6.3.3. The bids submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- 6.3.4. The Client reserves the right to modify and amend any of the above-stipulated conditions/criteria depending upon project priorities vis-à-vis urgent commitments.

6.4. Visibility, Format and Numbering of the uploaded document

- 6.4.1. The bidder shall ensure that the document uploaded on the e-procurement portal is clearly visible and downloadable.
 - 6.4.2. The bidder shall ensure that the documents uploaded are correctly numbered so that any specific document can be easily and quickly found using the appropriate serial/page no. All documents shall only be uploaded in the formats mentioned here: PDF Format. The unsuccessful opening or downloadability of documents which are uploaded in any format/PDF format shall not be entitled for any claim whatsoever.
 - 6.4.3. No claims shall be entertained owing to issues of internet connectivity. The bidders are advised to upload the bid online well in advance of the deadline to avoid difficulties.
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7. Evaluation and Qualification Criteria

7.1. Evaluation

7.1.1. Evaluation Process

- a. **Bihar Financial Rule and amendments published time to time will be considered for evaluation of bid by the BRLPS.**
- b. The committee will evaluate the responses of the Bidders (Bid Evaluation Committee).
- c. The Committee shall evaluate the responses to the RFB and all supporting documents / documentary evidence. Inability of a Bidder to submit requisite supporting documents / documentary evidence may lead to the Bidder's Bid being declared non-responsive.
- d. The decision of the Bid Evaluation Committee in the evaluation of responses to the RFB shall be final. No correspondence will be entertained outside the process of negotiation/discussion with the Bid Evaluation Committee.
- e. The Bid Evaluation Committee may ask for meetings/enquires through email with the Bidders to seek clarifications on their bids.
- f. The Bid Evaluation Committee reserves the right to reject any or all Bids based on any deviations contained in them.
- g. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFB.
- h. The evaluation would consist of following phases:
 - **Phase I:** Evaluation of Pre-qualification Criteria.
 - **Phase II:** Evaluation of Technical Bid (of only those bidders who qualify as per the pre-qualification criteria).
 - **Phase III:** Evaluation of Financial Bid (of only those bidders who score at least **70% in the technical qualification criteria**)
 - **Phase IV:** Bidder quoting lowest quote (L1) will be consider as successful bidder.

7.1.2. Bid Opening

- a. The Bids submitted up to the last date and time mentioned above will be opened online on the mentioned time and date by the BRLPS, in the presence of the Bidder's representatives who choose to be present at the time of opening.
- b. The representatives of the Bidders are advised to carry an identity card or a letter of Client from the Bidding entity for attending the opening of the Bid.

7.1.3. Bid validity

- a. The offer submitted by the Bidders should be valid for minimum period of 180 days from the last date of submission of the Bid.

7.1.4. Award criteria

- a. **Bihar Financial Rule and amendments published time to time will be considered for award of agreement by the BRLPS.**
 - b. The Client may award the Assignment to the successful bidder whose bid has been determined to be substantially responsive and has **quoted lowest rate (L-1 rate)** as per the LCS process.
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7.1.5. Right to Accept Any Bid and To Reject Any or All Bid(s)

- a. The Client reserves the right to accept or reject any bid, and to annul the tendering process and reject all bids at any time prior to award of assignment, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for The Client action.

7.1.6. Notification of Award

- a. Prior to the expiration of the validity period, The Client will notify the successful bidder in writing by email, that its bid has been accepted. In case the tendering process has not been completed within the stipulated period, The Client, may like to request the bidders to extend the validity period of the bid.
- b. The notification of award will constitute the formation of the agreement. Upon the successful bidder's furnishing of Performance Bank Guarantee, The Client will return the EMD of unsuccessful bidders.

7.1.7. Signing of Agreement

- a. After the Client notifies the successful bidder that its bid has been accepted, the Client shall enter into an agreement, incorporating all clauses, pre-bid clarifications and the bid of the bidder between the client and the successful bidder and upon submission of performance security.

7.1.8 Failure to agree with terms and condition of RFB

- a. Failure of the successful bidder to agree with the Draft Legal Agreement and Terms & Conditions of the RFB shall constitute sufficient grounds for the annulment of the award, in which event the Client may award the assignment to the next highest bidder on the lowest amount received in the selection process.

7.1.9 Bid Evaluation

- a. Initial Bid scrutiny will be held and to confirm that Bids do not suffer from the infirmities detailed below. The bid will be treated as non-responsive, if a Bid is found to have been:
 - Submitted in manner not conforming with the manner specified in the RFB document
 - Submitted without appropriate EMD as prescribed herein
 - Received without the appropriate power of attorney
 - Containing subjective/incomplete information
 - Submitted without the documents requested in the checklist
 - Non-compliant with any of the clauses stipulated in the RFB
 - Having lesser than the prescribed validity period.
 - The EMD of all non-responsive bids shall be returned to the bidders.
 - b. All responsive Bids will be considered for further processing as below.
 - The Client will prepare a list of responsive Bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a committee according to the Evaluation process define in this RFB document. The decision of the Committee will be final in this regard.
-

8. Criteria for Evaluation

8.1.1. Pre-qualification (PQ) criteria

#	Qualifying Parameter	Eligibility Criteria
1	Registration	<p>The Bidder should be a registered entity Partnership firm (LLP) / Private limited Company/ Public Limited Company) and have been in operation for a minimum duration of 05 Years.</p> <p>Documentary Evidence: Certificate of Incorporation / Registration</p>
2	Annual turnover	<p>The Bidder should have an Annual Average Turnover of Rs. 05 (Five) crores in three financial years; 2021-22, 2022-23 & 2023-24 from consulting services in India.</p> <p>Documentary Evidence:</p> <ul style="list-style-type: none">CA certificate should be submitted with UDIN no / Audited financial statements should be submitted in support of Turnover .
3.	Net worth	<p>The bidder should have positive net worth in three financial years (FY:2021-22, 2022-23, 2023-24). as per their audited balance sheet</p> <p>Documentary Evidence:</p> <ul style="list-style-type: none">The Bidder should Provide copies of the audited Balance Sheet of the company and certificate from the Chartered Accountant (mentioning UDIN) stating the net worth.
4	Firm's Specific Work Experience	<p>The bidder must have executed and provided services with minimum contract value of order valuing Rs. 1 Crore (cumulative order value in case to services to more than one organization) to any Governments/ PSU in India in the last 5 financial years (FY 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24)</p> <p>Documentary Evidence:</p> <ul style="list-style-type: none">Copy of Work Order/Agreement/ /SO/ Completion Certificate in support of completion of work.
5	Income tax return	<p>Bidder should have valid Income tax returns for the last three financial years (FY:2021-22, 2022-23, 2023-24), issued by Income Tax Department and should have PAN Card</p> <p>Documentary evidence:</p> <p>The Bidder should provide Acknowledgement of Income Tax Return (ITR) filled for three Assessment years (AY: FY: 2023-24, 2024-25 & 2025-26).</p>
6	GST return	<p>The Bidder should have valid GST returns.</p> <p>Documentary evidence</p> <p>Provide Copy of GSTR-9 for FY: 2023-24.</p>

7	Blacklisting/debarment	<p>The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices and should not be blacklisted by any State Govt./ Central Govt./ PSU for any reason in last 5 years across India.</p> <p>Documentary evidence The Bidder should provide affidavit (on a stamp paper with appropriate value) sworn before Executive Magistrate/notary of not being engaged in any fraudulent or corrupt practices and not being blacklisted by any agency / authority / or any society of the State Govt./ Central Govt. /PSU during last five financial years</p>
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8.1.2. Technical Qualification (TQ) criteria (Technical Score = ST)

The evaluation committee appointed by the Client will carry out the evaluation of technical bids (of only those bids who will qualify in pre-qualification) based on the following evaluation criteria and points system. If required, specific clarifications may be asked from any or all bidder(s) at any stage. However, after the submission of the bid by the bidder, any supplementary/ clarificatory document of a date later than the date of submission of bid shall not be accepted.

#	Criteria, sub-criteria, and point system for the evaluation of Technical Bids.	Maximum Marks
1.	Average annual turnover	
	<p>The bidder should have an annual average turnover of at least 5 Crores for FY 2021- 22, 2022- 23 and 2023-24).</p> <ul style="list-style-type: none">➤ 5 crores to less than 10 Crores -10 Marks➤ 10 crores to less than 20 Crores – 15 Marks➤ 20 crores or more - 20 Marks <p>Audited financial statements for the relevant financial years Or Certificate from the Chartered Accountant or Statutory Auditor clearly stating the turnover</p>	20
2.	Prior Experience	
	<p>The bidder must have executed and provided services with minimum contract value of order valuing Rs. 1 Crore (cumulative order value in case to services to more than one organization) to any Governments/ PSU in India in the last 5 financial years (FY 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24).</p> <p>1 crores to less than 02 crores – 10 marks More than 02 crores – 20 marks.</p> <p>Copy of Work Order/Agreement/ /SO/ Completion Certificate in support of completion of work.</p>	20
3	<p>The bidder must have executed and provided two (02) services each having value of minimum 50 Lakh Projects for Enterprise, MNC, Media Agency in India in the last 5 financial years (FY 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24)</p> <p>02 orders each having value of 50 lakhs – 05 marks. 03 orders each having value 75 lakhs- 7.5 marks 04 orders each having value 50 lakhs- 10 marks</p> <p>Copy of Work Order/Agreement/ /SO/ Completion Certificate submitted in support of experience of work</p>	10
4	<p>Amplified Reach and Engagement - The Key Anchor to have at least 2 million followers on at least one social platform (e.g., LinkedIn, Facebook, Instagram, Twitter, YouTube).</p> <p>Less than 02 million followers – 10 marks. 02 million followers to less than 03 million followers – 15 marks More than 03 million followers – 20 marks</p>	20

	Downloaded followers numbers/list from social media platforms	
5.	Overall understanding about the requirements covering all aspects.(Detailed Approach & Methodology and Implementation Plan)	15
	Adequacy and quality of the proposed methodology, work plan and knowledge transfer in responding to the Terms of Reference (ToR).	
	3.1 Technical Approach & Methodology for this assignment	
	3.1.1 Approach & Methodology including the organization structure to be deployed in order to facilitate the progress for the engagement – 10 marks	
	3.1.2 Work Plan – 5 marks	
6	Presentation on Customized Execution and Delivery Plan for Rural Development Department, Bihar.	15
	Grand Total	100

Financial Bid Evaluation

- A fixed price fee to be quoted for the entire scope of work as “Hiring of an Agency for developing Film on Women Empowerment, Rural Entrepreneurs and Promotion in Social Media Platform and collaboration with our Social Media Platform..” **Total Prices quoted should be inclusive of all fees towards complete scope of work, all taxes, duties, levies, license fees, and shall also include all expenses incurred for the execution of the agreement such as travel expenses, transportation expenses, other expenses, office expenses, out of pocket expenses etc. along with margin.** Conditional Financial Bid shall be out-rightly rejected.
- The Total Cost as quoted in price format shall be considered as the quoted value for evaluation of financial bid.
- No adjustment of the agreement price shall be made on account of any variations in cost of inflation, labour and materials or any other costs components affecting the total cost in fulfilling the obligations under the agreement. **The prices, once offered, must remain fixed during the period of agreement.**
- In this phase, the Financial Bids of only those Bidder, who are technically qualified under Technical Evaluation as above shall be opened online. LCS method is applicable for awarding of work to successful bidder.

ANNEXURES

Annexure 1: Form –1 (Bid Submission Letter)

(Should Be Scanned and Uploaded)

BID SUBMISSION LETTER

(On the letter head)

{Location, Date}

To:

The Chief Executive Officer

Bihar Rural Livelihoods Promotion Society,

Annexe-II, 3rd floor, Vidyut Bhawan,

Bailey Road, Patna-800021

Dear Sir,

We, the undersigned, offer to provide the services under {RFB Name} to Bihar Rural Livelihoods Promotion Society (BRLPS), in accordance with your Request for Bids vide no.

(RFB No) _____ (dated).

We are hereby accordingly submitting our Bid as per terms of this RFB. We

hereby declare that:

- All the information and statements made in this Bid are true and we accept that any misrepresentation contained in this Bid may lead to our disqualification.
- Our Bid shall be valid and remain binding upon us till the bid validity period.
- We meet the eligibility requirements as stated in RFB
- In competing for (and, if the award is made to us, in executing) the Agreement, we undertake to observe the laws against fraud and corruption, including bribery as per RFB.
- Except as stated in the RFB, we undertake to negotiate an agreement on the basis of the proposed Experts. We accept that the substitution of Experts for reasons other than those stated in RFB may lead to the termination of agreement negotiations.
- Our Bid is binding upon us and subject to any modifications resulting from the Agreement negotiations.

We undertake, if our Bid is accepted and the Agreement is signed, to initiate the Services related to the assignment no later than the period mentioned in the RFB.

We understand that Bihar Rural Livelihoods Promotion Society is not bound to accept any Bid that it receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

Annexure 2: Technical Bid – Standard Forms

(Should Be Scanned and Uploaded)

Checklist of Required Forms

Required for Bid (√)	Form	Description
√	TECH-1	Bidder's Organization and Experience.
√	TECH-2	Description of the Approach, Methodology, and Work Plan for Performing the Assignment

Annexure 3: Form Tech – 1 (Organization Details)

Project Management Unit's Organization and Experience

Form TECH-1: A brief description of the Technical Support Agency (BIDDER) Unit's organization and an outline of the recent experience of the BIDDER that is most relevant to the assignment. The outline should indicate the names of the BIDDER.

Experts who participated, the duration of the assignment, the agreement amount, and the Project Management Unit's role/involvement

A. BIDDER's Organization

- Provide here a brief description of the background and organization of your company/firm.
- Include organizational chart, a list of Board of Directors, and beneficial ownership.

B. BIDDER's Experience

List only previous similar assignments successfully completed/ on-going in the last 5 years as specified under Technical Evaluation criterion broadly in following categories:

Format for Experience is as follows: -

Duration	Assignment name/& Brief description of main deliverables / outputs	Name of Client & Address	Approx. Contract value (in Rs equivalent) / Amount paid to your firm	Role on the Assignment
e.g., Apr 2019 to Mar 2020}	{e.g., "Improvement quality of " designed masterplan for rationalization of ;}	{e.g., Ministry of , country}	Amount in Crore.	{e.g., Lead Partner in a JV A&B&C}
e.g., Apr 2019 to Mar 2020}	{e.g., "Improvement quality of " designed masterplan for	{e.g., Ministry of , country}	Amount in Crore.	{e.g., Lead Partner in a JV A&B&C}

Duration	Assignment name/& Brief description of main deliverables / outputs	Name of Client & Address	Approx. Contract value (in Rs equivalent) / Amount paid to your firm	Role on the Assignment
	rationalization of ;}			
e.g., Apr 2019 to Mar 2020}	{e.g., "Improvement quality of..... " designed masterplan for rationalization of ;}	{e.g., Ministry of..... , country}	Amount in Crore.	{e.g., Lead Partner in a JV A&B&C}

Annexure 4: Form Tech –2 (A&M)

Description of Approach, Methodology and Work Plan

Form TECH-2: a description of the approach, methodology, and work plan for performing the assignment.

Suggested structure of your Technical Bid: -

- **Technical Approach and Methodology:** Please explain your understanding of the objectives of the assignment, the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s) and the degree of detail of such output, the approach for mobilizing the proposed experts named in the bid, the approach for engaging as Technical Support Agency.
 - **Work Plan:** Please outline the plan for the implementation of the main activities/tasks of the assignment, including mobilizing of proposed experts named in the bid, the content and duration of each activity, phasing and interrelations (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s). The work plan should be consistent with the Work Schedule.
 - **Organization:** Please describe the structure and composition of your team, including the list of the Experts –Clearly reflecting the experts committed right from the start date.
-

Annexure 5: Form (Financial Bid Format)

#	Detailed Wok	Cost Per Month (INR)	Total cost for 19 months in INR
1	Hiring of an agency for developing Film on Women Empowerment, Rural Entrepreneurs and Promotion in Social Media Platform and collaboration with our Social Media Platform as per ToR/RFP.	Please do not quote rates here, A separate price format (in Excel format) is available on https://eproc2.bihar.gov.in to quote the price.	
Sub-Total (INR)			
GST as applicable			
Grand-Total (Including GST) (INR)			

Annexure 6: Form (Information and Dates)**Important Information and Details**

#	Particulars	Details
1	Name of the Firm	
2	Name and Designation of the Contact Person	
3	Address and Contact Details (E-Mail and Mobile No.) of the Contact Person	
4	Corporate website URL.	
5	Legal Status	
6	Address of Head Office:	
7	Incorporation/Registration status of the Bidder	Submit Incorporation Certificate <i>PageNo.at which enclosed:_____</i>
8	Date of Incorporation/Registration	
9	Power of Attorney/Board Resolution in the name of the Authorized signatory	<i>PageNo.at which enclosed:_____</i>
10	Turnover in the last 5 Financial Years from consultancy services in India:	FY2019-20:_____-/- FY2020-21:_____-/- FY2021-22:_____-/- FY2022-23:_____-/- FY2023-24:_____-/- Submit a CA Certificate stating the above figures <i>Page No. in which CA Certificate has been enclosed: _____</i>
11	Net worth as on 31-March-2025	INR _____/- Submit a CA Certificate stating the above figures <i>Page No. in which CA Certificate has been enclosed: _____</i>
13	PAN Number	<i>Page No.at which enclosed:_____</i>
14	GSTIN Number	<i>Page No.at which enclosed:_____</i>
15	An undertaking stating that the firm has not been blacklisted by any Central/ State Government/Public Sector as on the date of RFB	<i>Page No. at which Affidavit has been enclosed:_____</i>

#	Particulars	Details
16	Copy of the whole of the RFB document (With Corrigendum, if any) with each page signed and stamped.	<i>Page No.at which enclosed:_____</i>

Annexure 7: Form (Power of Attorney)

(Power of Attorney or Board Resolution in favour of Authorized Representative)

(Note: To be executed on a non-judicial stamp paper of appropriate value)

Know all men by the present that We.....(name of the enterprise and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/Ms (name)son/daughter/wife of.....And presently residing at..... who is presently employed with us and holding the position of as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things including to enter into negotiation, as are necessary or required in connection with or incidental to submission of our Bid for the RFB Reference No. Dated.....

The attorney is fully authorized for providing information/ responses to the tendering Client, representing us in all matters before the tendering Client including negotiations with the tendering Client, signing and execution of all affidavits, undertakings and agreements consequent to acceptance of our bid, and generally dealing with the tendering Client in all matters in connection with or relating to or arising out of our bid for the said tender.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS.....DAYOF

For ;

{Signature, name, designation and address}

Accepted

.....

(Signature)

(Name, Title and Address of the Attorney)

Witnesses: 1. _____

2. _____
