



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



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BIHAR RURAL LIVELIHOODS PROMOTION SOCIETY (BRLPS)
GOVERNMENT OF BIHAR
DEPARTMENT OF RURAL DEVELOPMENT

e-tender(NIT) Reference No.- BRLPS/Proc/125/14/142046

**Notice Inviting Tender
Invitation for Bid (IFB)
For
Printing and supply of SHG Books of Records
(BoR)(Two Envelope)**

e-Procurement Mode Only
Two Envelope System

(<https://eproc2.bihar.gov.in>)

Date: 28-07-2025

DISCLAIMER

All information contained in this Invitation for Bid (IFB) is provided/clarified in good interest and faith. This is not an agreement, and this is not an offer or invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the presentation of this IFB document. The interested bidders shall satisfy themselves that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested Bidders are required to make their own enquire and assumptions wherever required.

Intimation of discrepancy, if any, should be given to the specified office immediately. If no intimation is received by this office by the date mentioned in the document, it shall be deemed that the IFB document is complete in all respects and firms submitting their bids are satisfied that the IFB document is complete in all respects.

BRLPS, Patna reserves the right to reject any or all of the tenders submitted in response to this IFB document at any stage without assigning any reasons whatsoever. BRLPS also reserves right to withhold or withdraw the process at any stage with intimation to all who have submitted their bids in response to this IFB. BRLPS reserves the right to change/modify/amend any or all the provisions of this IFB document without assigning any reason. Any such change would be published on <https://eproc2.bihar.gov.in> as well as BRLPS website – www.brlps.in/Procurement/Tender. Neither BRLPS nor their employees and associates will have any liability to any prospective bidders interested to apply or any other person under the law of contract to the principles or resolution or unjust enrichment or otherwise for any loss, expense or damage which may raise from or be incurred or suffered in connection with anything contained in this IFB document, any matter deemed to form part of this IFB document, the award of the Assignment, the information and any other information supplied by or on behalf of BRLPS or their employees and Prime Bidder/Consortium or otherwise arising in any way from the selection process for the Assignment.

Information provided in this document or imparted to any respondent as part of IFB process belongs to BRLPS shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

Abbreviation

Particulars	Details
RFB	Request for Bid
BG	Bank Guarantee
EMD	Earnest Money Deposit
PAN	Permanent Account Number
TQ	Technical Qualification
BRLPS	Bihar Rural Livelihoods Promotion Society
PBG	Performance Bank Guarantee

Definition

#	Term	Definition
1.	Agreement/ Contract	The Agreement entered between the BRLPS and the successful bidder including all attachments, schedules, annexure thereto and all documents incorporated by reference therein and all amendments, corrigendum /corrigenda, changes thereto.
2.	Bid/Proposal	Offer by the Bidder to fulfill the requirement of the Client under the IFB / Agreement for an agreed price for the entire items. It shall be a comprehensive technical and financial response to the Tender.
3.	Deliverable	Goods agreed to be delivered by the Bidder in pursuance of the agreement as defined more elaborately in the IFB and includes all documents related to EPF, ESI, GST etc.
4.	Performance Security	<p>Unconditional Bank Guarantee / Demand Draft provided by the Bidder from a Nationalized Bank/Scheduled Indian Bank in favor of Bihar Rural Livelihoods Promotion Society Payable at Patna for an amount equal to 5.0 % (Five percent) of the Agreement value.</p> <p>The Performance security will be released without any interest within 60 days after completion of entire obligation by the successful bidder as per the signed agreement.</p>
5.	Project Implementation	Project Implementation as per the criteria prescribed by BRLPS;
6.	Request for Bid/ Tender Document	Written solicitation that conveys to the Bidder, requirements for Goods that the BRLPS intends to buy and implement.
7.	Successful Bidder	The successful bidder with whom agreement for providing BoR has been made.

Section 1: INVITATION OF BID

Bidding for Printing and Supply of SHG Books of Records (BoR) as per the following details:

Lot No.	Name of BoR	Quantity in Numbers
1.	Transaction Book	500000 (05 lakhs)
2.	Saving Cum Loan Ledger	500000 (05 lakhs)
3.	Pass Book	6500000 (65 lakhs)
Note: - Quantity may be increased or decreased by 20% (twenty percent) as per requirement of BRLPS during the agreement period.		

Bihar Rural Livelihoods Promotion Society (BRLPS) under Department of Rural Development, Bihar invites responses ("Tenders") to this Invitation for Bid ("IFB") for Selection of Agency ("Bidders") for **Printing and Supply of SHG Books of Records**.

1. Bids must be received not later than time, date and venue mentioned in the Fact Sheet. <https://eproc2.bihar.gov.in> will not allow submission of bid after deadline specified in the bidding document.
2. This document should be downloaded and submitted online via e-Procurement portal only at (<https://eproc2.bihar.gov.in>.)
3. In the event of the date specified for receipt and opening of bid being declared as a holiday for BRLPS office, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
4. The bidders are expected to examine all instructions, forms, terms, project requirements and other information in the IFB documents. Failure to furnish all information required as mentioned in the IFB document or submission of a proposal not substantially responsive to the IFB documents in every respect will be at the Bidder's risk and may result in rejection of the bid.

A. Bid Details

#	Particulars	Details												
1	Bid Reference No.	BRLPS/Proc/125/14/142046 dated 28-07-2025.												
2	Tender Processing Fee.	INR 590/-(non-refundable) inclusive of GST @18% through e-payment mode i.e. NEFT/ RTGS/ Credit Card / Debit Card on https://eproc2.bihar.gov.in												
3	Cost of Bid Document.	Rs 5000 to be paid through e-Payment mode (i.e., NEFT / RTGS, Net Banking, Credit / Debit Card) only at https://eproc2.bihar.gov.in .												
4	Earnest Money Deposit (EMD).	<table border="1"> <thead> <tr> <th>Lot No.</th><th>Name of BoR</th><th>Earnest Money Deposit (EMD)</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Pass Book</td><td>Rs. 14,95,000</td></tr> <tr> <td>2.</td><td>Transaction Book</td><td>Rs. 18,70,000</td></tr> <tr> <td>3.</td><td>Saving cum Loan Ledger</td><td>Rs. 18,70,000</td></tr> </tbody> </table> <p>Bidder may quote for one Lot or more than one Lot. Bidder quoting for more than one lot, must add the EMD amount and submit the same as per following provision-</p> <p>EMD is to be submitted offline at BRLPS office, Annexure-II building, 3rd floor, Vidyut Bhawan, Nehru Path (Bailey road) , Near GST (Income Tax) golamber , Patna (Bihar) Pin code- 800021 in the form of Bank Guarantee (BG)/ Demand draft . The BG / DD should be in favor of "Bihar Rural Livelihoods Promotion Society", Patna. Bidder/s will have to upload a scanned copy of the BG / DD on the e-Proc portal (https://eproc2.bihar.gov.in) with their Technical Bid and must submit the original copy of the same on or before the last date and time for submission of bid. Postal delay will be the responsibility of bidder. BG not received within the due date will lead to rejection of bid.</p> <p>However, firms seeking exemption from submitting EMD should be registered with MSME under code 1811. The firm seeking exemption from EMD will have to submit updated valid and complete MSME certificate.</p> <p>If no bid security/exemption certificate is submitted/uploaded by the bidder, their bid will be treated as non-responsive and will not be evaluated.</p>	Lot No.	Name of BoR	Earnest Money Deposit (EMD)	1.	Pass Book	Rs. 14,95,000	2.	Transaction Book	Rs. 18,70,000	3.	Saving cum Loan Ledger	Rs. 18,70,000
Lot No.	Name of BoR	Earnest Money Deposit (EMD)												
1.	Pass Book	Rs. 14,95,000												
2.	Transaction Book	Rs. 18,70,000												
3.	Saving cum Loan Ledger	Rs. 18,70,000												
5	EMD Validity Period.	180 days. (in case of BG)												
6	EMD submission.	Online through https://eproc2.bihar.gov.in												
7	Bid Validity Period.	180 days from the date of opening of bid.												
8	Value of Performance Security.	<p>Bank Guarantee / Demand Draft issued from a Nationalized Bank/Schedule Indian Bank in favor of Bihar Rural Livelihoods Promotion Society Payable at Patna for 5.0 % (Five percent) of the Agreement value for each lot.</p> <p>The Performance security will be released after 12 months from the signing of agreement. No Interest will be paid on performance security.</p>												
9	PBG Payable at Patna in favour of	Bihar Rural Livelihoods Promotion Society.												
10	Performance Bank Guarantee validity.	15 Months from the signing of contract.												
11	Evaluation of Bid and Award of Work	<p>Purchase Preference Policy 2024 of Government of Bihar will be followed.</p> <p>Agreement will be signed with successful bidder who has quoted the lowest total evaluated price in each lot.</p> <p>In case Lowest responsive bidder (L 1) in a lot declines/ fails to do the</p>												

		assignment timely as a whole or partially , supply may be taken from L2- L3 bidder on L1 rate with the consent of L1 bidder for each Lot
12	Source of downloading Tender Document, Corrigendum, addendums etc.	https://eproc2.bihar.gov.in . Corrigendum and Addendum will be uploaded on https://eproc2.bihar.gov.in and can also be seen at www.brps.in/Procurement/Tender . Bidding document is also available on www.brps.in/Procurement/Tender for reference purpose only.

B. Important Dates

#	Particulars	Date and time
1	Start of issuance of Tender Document / IFB.	28-07-2025.
2	Last date of submit Pre-bid queries to Email Id- proc.sp@brlps.in and spm.cf@brlps.in	04-08-2025
3	Schedule of Pre-bid meeting at BRLPS Office.	05-08-2025 (11.00 AM)
4	Closing date & time for uploading scanned document of Technical & Financial Bid.	20-08-2025 (03.00 PM)
6	Due date and time for online opening of Technical Bid.	20-08-2025 (03.30 PM)
7	Due date and time for opening of Financial Bid (Only for those Bidders who will qualify in the Technical Evaluation of Bid.	To be notified later on Eproc 2.0 and BRLPS website www.brlps.in/Procurement/Tender .
8	Contact Person / Nodal Officer for queries: Procurement Specialist, BRLPS, Email: proc.sp@brlps.in	
9	Tender Inviting Authority	Chief Executive Officer cum Mission Director

C. E-tendering process related instruction

The bidder shall submit his response through Bid submission to the tender on e-Procurement portal at eproc2.bihar.gov.in by the procedure given below:

1. The bidder shall submit his bid/tender on e-Procurement 2.0 platform at <https://eproc2.bihar.gov.in>.
2. The bidder must have the Class II/III Digital Signature Certificate (DSC) and e-Tendering User-id of the e- Procurement website before participating in the e-tendering process. The bidder may use their DSC if they already have the DSC. They can also take DSC from any of the authorized agencies. For user-id they have to get registered themselves on e-procurement website <https://eproc2.bihar.gov.in> and submit their bids online on the same. Offline bids shall not be entertained by the Tender Inviting Authority for the tenders published in e-procurement platform.
3. The bidders shall submit their eligibility and qualification details, technical bid, financial bid etc., in the online standard formats given in <https://eproc2.bihar.gov.in> at the respective stage only. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the <https://eproc2.bihar.gov.in>. The bidder shall sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
4. All the required documents should be attached at the proper place as mentioned in the e-form otherwise the tender of the bidder may be rejected.
5. Tender Processing Fee (TPF) to be paid through **e-Payment** mode (i.e., NEFT / RTGS, Net Banking, Credit / Debit Card) only at <https://eproc2.bihar.gov.in>

Note: "Bids along with necessary online payments must be submitted through e-Procurement portal <https://eproc2.bihar.gov.in> before the date and time specified in the NIT/IFB. 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."

6. The tender opening will be done online only.
7. Any corrigendum or date extension notice will be given on the e-Procurement website and BRLPS Website only.
8. For support related to e-tendering process, bidders may contact at the mentioned below:

Toll Free Number: 1800 572 6571

Email Id: eproc2support@bihar.gov.in

Section 2: BACKGROUND INFORMATION

Bihar Rural Livelihoods Promotion Society, (BRLPS) is a registered society under the Department of Rural Development, Govt. of Bihar has been designated as State Rural Livelihoods Mission under overall Framework of National Rural Livelihoods Mission to scale up the JEEViKA model of poverty alleviation through-out the state of Bihar in a phased manner. SRLM has been mandated to enable rural poor and poorest of the poor families of Bihar to come out of poverty with enhanced quality of life through mobilizing poor families into self-reliant institutions and promoting sustainable livelihoods as well as strengthening service delivery mechanism.

Section 3: INSTRUCTION TO BIDDERS

3.1 General

- i. While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements.
- ii. All information supplied by Bidders will be treated as legally binding on the Bidders in response to this IFB.
- iii. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written agreement has been executed by or on behalf of the BRLPS. BRLPS may cancel this public procurement at any time prior to a formal written agreement executed by or on behalf of the BRLPS.
- iv. This IFB supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

3.2 Compliant Proposal / Completeness of Response

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

3.3 Pre-Bid Conference & Clarification

- i. A pre-bid meeting will be held with the prospective bidders on the mentioned date at office of BRLPS. Bidder will have to ensure that their queries for Pre-Bid meeting should reach in the format mentioned below to email id: proc.sp@brlps.in and spm.cf@brlps.in as per the date and time mentioned in the schedule of Important Dates only in editable word/excel format.
- ii. The responses will be transmitted to the prospective bidders through <https://eproc2.bihar.gov.in> and [www.brlps.in /Procurement/Tender](http://www.brlps.in/Procurement/Tender). However, it will be bidder's responsibility that they collect all responses. Non-attendance at the Pre-Bid meeting will not be a cause for disqualification of a Bidder. The queries should necessarily be submitted in the following format in editable excels.
- iii. For each bidder, maximum of one representative will be allowed. The representative should be employees of the Bidding Firm.

Section	Page Number(s)	Content of IFB requiring Clarification(s)	Points of clarification	Suggested Clause (if any)

- iv. BRLPS shall not be responsible for ensuring that the bidders' queries have been received and / or addressed by them. Any requests for clarifications after the indicated date and time may not be entertained by the BRLPS.

3.4 Response to Pre-bid Queries and Issue of Corrigendum / Addendum.

- BRLPS will endeavor to provide timely response to all queries. BRLPS does not undertake to answer all the queries that have been posed by the bidders. The responses to the queries from bidders will be known to all bidders without identifying the source.
- At any time prior to the last date for receipt of bids, BRLPS may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the Request for Document through a Corrigendum published on <https://eproc2.bihar.gov.in>

- The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the www.brlps.in / Procurement/Tender and <https://eproc2.bihar.gov.in>.
- Any such corrigendum shall be deemed to be incorporated into this Tender Document.
- In order to provide prospective Bidders reasonable time for taking the corrigendum into account, BRLPS may, at its discretion, extend the last date for the receipt of Bid.

3.5 Amendment of Bid Documents

At any time, prior to the date of online submission of Bids, BRLPS may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify bid documents by amendments.

- The amendments will be notified on <https://eproc2.bihar.gov.in> as well as BRLPS website and these amendments will be binding upon bidders. The bidder is not supposed to change any clause in tender document downloaded from website. However, the printed version of Tender Document available along with amendments (if any) available at eproc2.bihar.gov.in and BRLPS website will be applicable to all bidders in case of any discrepancy.
- In order to allow prospective bidders reasonable time to take the amendment into account in preparing their bids, BRLPS may, at his discretion, extend the deadline for the submission of bids suitably.

3.6 Right to Terminate the Tender Process

- BRLPS may terminate the bid process at any time and without assigning any reason. BRLPS makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- This bid does not constitute an offer by BRLPS. The Bidder's participation in this process may result in selecting the Bidder to engage in further discussions and negotiations towards the execution of the agreement. The commencements of such negotiations do not, however, signify a commitment by BRLPS to execute an agreement or to continue negotiations. BRLPS may terminate negotiations at any time without assigning any reason. If the negotiation with L1 agency fails, BRLPS may negotiation with L2, L3 bidder and so on L1 rate.

3.7 Bid security i.e. Earnest Money Deposit (EMD)

All Bids must be submitted with EMD offline at BRLPS office, Annexure-II building, 3rd floor, Vidyut Bhawan, Nehru Path (Bailey road) , Near GST (Income Tax) golamber , Patna (Bihar) Pin code- 800021 in the form of Bank Guarantee (BG)/ Demand draft . The BG / DD should be in favor of "Bihar Rural Livelihoods Promotion Society", Patna. Bidder/s will have to upload a scanned copy of the BG / DD on the e-Proc portal (<https://eproc2.bihar.gov.in>) with their Technical Bid and must submit the original copy of the same on or before the last date and time for submission of bid

Bidder quoting for more than one lot, must add the EMD amount.

Postal delay will be the responsibility of bidder. Original copy of BG not received within the due date and time will lead to rejection of bid. However, firms seeking exemption from submitted EMD should be registered with **MSME under code 1811**. The firm seeking exemption from EMD will have to submit updated valid complete MSME certificate. If no bid security/exemption certificate is uploaded by the bidder, their bid will be treated as non-responsive and will not be evaluated.

3.8 IFB Document Fees / Bid Cost – **Rs 5000** to be paid through e-Payment mode (i.e., NEFT / RTGS, Net Banking, Credit / Debit Card) only at <https://eproc2.bihar.gov.in>

3.9 Performance Security

1. The successful bidders must deposit Performance Security – **@ 5.0 % (Five percent) of agreement value** within ten (10) working days from the date of receipt of Letter of Acceptance / Notification of Award.
2. Performance Bank Guarantee (PBG) must be unconditional and irrevocable from a Nationalized /Scheduled Indian Bank, payable on demand, for the due performance and fulfilment of the work by the bidder.
3. The performance guarantee will be denominated in the currency of the contract and shall be in the form of bank guarantee and shall be in the favour of "Bihar Rural Livelihoods Promotion Society, Patna, Bihar".

4. The performance bank guarantee will be for an amount equivalent to 5.0 % (Five percent) of agreement. All charges whatsoever such as premium; commission etc. with respect to the Performance Bank Guarantee will be borne by the bidder.
5. The performance Bank Guarantee will be valid 15 months from the signing of contract with successful bidder.
6. The Performance Bank Guarantee may be discharged/ returned by the BRLPS upon being satisfied that there has been no due performance or the obligations of the Bidder under the agreement. No interest shall be payable on the Performance Bank Guarantee.
7. In the event of the Bidder being unable to fulfil the requirement of agreement for whatever reason except Force Majeure conditions as mentioned below, BRLPS would invoke the PBG. Notwithstanding and without prejudice to any rights whatsoever of BRLPS under the agreement in the matter, the proceeds of the PBG shall be payable to BRLPS as compensation resulting from the bidder's failure to complete its obligations under the Agreement. BRLPS shall notify the bidder in writing of the exercise of its right to receive such compensation, indicating the contractual obligation(s) for which the Bidder is in default.
8. BRLPS shall also be entitled to make recoveries from the bidder's bills, performance bank guarantee, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction, or misstatement.
9. No Interest will be paid to successful bidder on the EMD/Performance Security.

3.10 Authentication of Bids

The Proposal should be accompanied by a Power-of-Attorney in the name of the signatory of the Bid.

3.11 Language

The Bid should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English (except Hindi), translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall prevail.

3.12 Bid Validity

The bid submitted by the Bidders should be valid for minimum period of 180 days from the date of submission of Tender.

3.13 Consortium & Sub-Contracting Conditions

Consortium & Sub-Contracting is not allowed in this bid.

3.14 Rights to Terminate the Process

- a. BRLPS may terminate the bid process at any time and without assigning any reason. BRLPS makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. This bid does not constitute an offer by BRLPS. The Bidder's participation in this process may result in BRLPS selecting the Bidder to engage in further discussions and negotiations towards the execution of contract. The commencement of such negotiations does not, however, signify commitment by BRLPS to execute an agreement or to continue negotiations. BRLPS may terminate negotiations at any time without assigning any reason.

Section 4:-- Specification

SHG Register (BOR) Printing Specifications							
Sl.No.	Items	Size	Sub-Component	No. of pages in each sub-component	Printing Particulars	Colour	No. of row in Each page.
1	Transaction Book	A2 Size (31 cm X 38 cm)	Book Cover	Front and Back	Glazed Grey Hard Board (32 Ounce) Register Binding Cover with Printing. Spring Book Binding(with thread sewing) and cloth pasting(side & corner).	Single	N.A.
			General Information Paper/ 70 GSM maplitho white paper	2	Single coulour printing and pasted with Glazed grey Hard Board(32 ounce).		
			Transaction Sheets	72 Main Sheets (70 GSM White maplitho) and 72 Perforated Sheets (70 GSM Ledger) . Sheets need to be numbered.	70 GSM white maplitho paper and 70 GSM ledger paper perforated. 10 carbon sheets of 31cm x 38cm size kept in a polynet envelope(14 inchx10 inch size in bottle green or any other colour generally available in market) with each Transaction Book. Both side printing, Transaction sheet at one side and Receipts & Payment Account at other side.		
2	Savings Cum Loan Ledger	A2 Size (31 cm X 38 cm)	Book Cover	Front and Back	Glazed Grey Hard Board (32 Ounce) Register Binding Cover with Printing. Spring Book Binding (with thread sewing) and cloth pasting (side & corner).		
			General Information	2	Single coulour printing		

			Paper/ 70 GSM maplitho white paper		and pasted with Glazed grey Hard Board(32 ounce).	Single	28
			Index Paper/ 70 GSM coloured	2 (1 for loan and 1 for savings)	Single colour printing.		
			Seperator Sheets/ 120 GSM coloured	2 (1 for loan and 1 for ledger)	Single colour printing.		
			Inner Sheets/ 70 GSM white maplitho	30 sheets for Savings Ledger and 70 Sheets for Loan Ledger and 30 sheets extra {to capture Assets (8), Liability (10), Income (6) and Expenditure (6)}. Thus total 130 Sheets	One side Printing. (Note: Numbers in the bracket suggests the number of sheets in each category for Assets, Liability, Income and Expenditure.)		
3	Pass-Book	21.00 cm X 14.50 cm	Book Cover Page (165 GSM Pulp Board with one side lamination).	Front and Back	Coloured Pulp Board with one colour Printing .SHG Information printed in Back Cover and Inside Back Cover.	Single	15
			Separator Sheets (120 GSM coloured).	1	Printed for loan section		
			Inner Sheets(70 GSM white maplitho)	20 Pages,i.e, 10 Sheets for Saving & 60 pages i.e. 30 Sheets for Loan.	20 Pages for Saving and 60 pages for Loan. Back-to-Back printing		
Note:- For all the above specification quality of paper should be JK , Ballarpur Industries or equivalent.							

Section 5: SELECTION OF BIDDER AND EVALUATION OF BID

- The BRLPS shall open the bids online. Technical bids will be opened online first in the presence of bidders or their authorized representatives who choose to attend. The bidder's representative, who is present, shall sign an attendance sheet. A maximum of one representative for any bidder shall be authorized and permitted to attend the bid opening.
- BRLPS reserves the rights to postpone or cancel a scheduled bid opening.
- The Bid Evaluation Committee may seek inputs in writing from the bidder during Bid evaluation process, if required.

5.1 Criteria for Evaluation

5.2 Bihar Financial Rule and amendments published time to time will be considered for evaluation of bid by the BRLPS.

5.2.1 Technical Evaluation Parameters

- Procurement Committee will carry out a detailed evaluation of the Technical Bids received by it in order to determine whether they are substantially responsive to the requirements set forth in the Request for Bid. In order to reach such a determination, Tender Evaluation Committee will examine the information supplied by the Bidders and shall evaluate the same as per the evaluation criteria specified in this IFB.
- The technical evaluation of Bids will be carried out to ensure technical and functional compliance with requirements mentioned in the IFB. Financial bids of technical qualified bidders will be opened for further evaluation.
- During evaluation of technical bid, the procurement committee may ask some clarifications from the bidder/s through email.
- The Financial evaluation will take into account the information supplied by the Bidders in the Financial Bid and shall evaluate the same as per the evaluation criteria specified in this IFB.
- Following are the parameters that will be evaluated in a technical bid:

S. No.	Eligibility Criteria	Required Document to be uploaded
1.	Bidder Should have experience of printing (except flex printing) worth Rs. 5.0 (Five) crore (cumulative order value in case of supply to more than one organization) in any of the last four financial years (i.e., 2023-24, 2022-23, 2021-22 & 2020-21) to any government department/government organization/ government body/ PSU across India.	Work order/s should be from any State/ Central Government Offices / Undertaking or Public Sector undertaking. Bidder should submit work order with completion certificate / acceptable supporting document in support of completion of work.
2.	The bidder should have Minimum Average Annual Turnover of Rs 03 crores during three consecutive financial years in the last five financial years	Audited financial statement or CA certificate should be attached.
3.	Bidder should have their own Printing Press.	Signed and stamped photocopy of invoice of printing press on the name of bidder or registration certificate under MSME where the details of machinery with the bidder should be mentioned.
4.	Bidder should be registered with GST. However, successful bidder will have to obtain GST registration in Bihar and same should be submitted to BRLPS before start of delivery	Signed & Stamped photo copy of valid GST registration certificate should be attached.
5.	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	Notarized Undertaking to this effect should be uploaded.

	years across India	
6	The bidder should have positive net worth in three financial years (FY:2021-22, 2022-23, 2023-24). as per their audited balance sheet	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
7	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	The Bidder should provide Acknowledgement of Income Tax Return (ITR) filled for three Assessment years (AY: 2022-23, 2023-24 and 2024-25).
8	The Bidder should have valid GST returns	Provide Copy of GSTR-9 for FY: 2023-24

5.2.2 Financial Evaluation

- In the second stage, the financial evaluation of the bids which will qualify in technical evaluation will be carried out after determining that the Financial Proposals are complete and unconditional.
- **Evaluation will be made separately for each Lot.**
- The Financial bid price will be inclusive of all charges and taxes and will include inter-alia incidentals like transportation, stationery, telephone expenses etc.
- The cost indicated in the Financial Bid shall be deemed as final and reflecting the total cost of supply ('Bid Price'). Omissions, if any, in costing any item shall not entitle the agency to be compensated and the liability to fulfil its obligations as per the Scope of Work / Specification within the total quoted price shall be that of the bidder.
- Any conditionality included in the financial bid will lead to summary disqualification of the entire bid.
- In case of tie in the quoted rate, lottery system will be adopted among bidders quoting the same rate for finalization of the award of contract.
- The amount quoted by the bidder in the price format shall be considered up to 02 digits after decimal.

Section 6: Payment Terms

- 6.1 Payment Term:** Payment will be done within 30 working days after submission of invoice with E-Way bill and delivery challans in original. All the delivery challans must be signed and stamped from the concerned office of BRLPS (where delivery is made). All delivery challans must have the details of books with its quantity. In case, submitted delivery challans are not properly signed and stamped, the same will be verified from the concerned office and accordingly, there will be delay in payment without any interest. No advance payment will be made.

Section 7: Special Terms and Conditions of the Tender

7.1 Right of Selection/Rejection Any/All Bids

BRLPS reserves all rights to reject any or all bids without assigning any reason thereof, to waive off any minor in-formalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the BRLPS. Selection of a Bidder shall not be construed as an award of agreement, but as a commencement of negotiation, including but not limited to the price quoted.

7.2 Right to Accept Any Bid and To Reject Any or All Bids

BRLPS reserves the right to accept or reject any bid, and to annul the tendering process / Public procurement process and reject all bids at any time prior to award, 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 BRLPS action.

7.3 Notification of Award

- i. Prior to the expiration of the validity period, BRLPS will notify the selected bidder in writing, that its bid has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, BRLPS may request the bidders to extend the validity period of the bid. Bidders shall not be allowed to change their bid during extended period. If any. Bidder does not extend their bid validity as requested by BRLPS; their bid will not be evaluated further.
- ii. The notification of award will constitute the formation of agreement. Upon the selected bidder's furnishing of Performance Bank Guarantee, BRLPS will notify unselected bidders through BRLPS website.

7.4 Signing of Agreement

After BRLPS notifies the selected bidder that its bid has been accepted and receipt of PBG, BRLPS shall enter into an agreement, incorporating all clauses, pre-bid clarifications and the bid of the bidder, points of negotiation (if any) between BRLPS and the selected bidder. The agreement will be for a period of one year from the date of signing.

7.5 Failure to Agree with the Terms and Conditions of the IFB

If selected bidder does not agree with the Draft Legal Agreement and Terms & Conditions of the IFB shall constitute sufficient grounds for the annulment of the award, in which event BRLPS may award the work to the next bidder and so on L1 rate or call for new bids from the interested bidders.

7.6 Taxes and Duties

All payments will be subjected to statutory deductions at source as applicable/required at the prevailing tax rates.

The decision of BRLPS in this regard will be final and binding and no disputes in this regard will be entertained. Any change in taxation structure by Government will be applicable bi-directional to both the parties.

7.7 Quantity & Delivery Schedule

Delivery Schedule				
S. No.	District (DPCU)	No. of Transaction Book	No. of Saving Cum Loan Ledger	No. of Pass Books
1	ARARIA	13000	13000	169000
2	ARWAL	3600	3600	46800
3	AURANGABAD	11000	11000	143000
4	BANKA	13500	13500	175500
5	BEGUSARAI	13500	13500	175500
6	BHAGALPUR	13500	13500	175500
7	BHOJPUR	9500	9500	123500
8	BUXAR	6500	6500	84500
9	DARBHANGA	21500	21500	279500
10	GAYA	22500	22500	292500
11	GOPALGANJ	10000	10000	130000
12	JAMUI	8500	8500	110500
13	JEHANABAD	6000	6000	78000
14	KAIMUR (BHABUA)	8500	8500	110500
15	KATIHAR	16500	16500	214500
16	KHAGARIA	8500	8500	110500
17	KISHANGANJ	8500	8500	110500
18	LAKHISARAI	4000	4000	52000
19	MADHEPURA	12000	12000	156000
20	MADHUBANI	26000	26000	338000
21	MUNGER	6500	6500	84500
22	MUZAFFARPUR	26500	26500	344500
23	NALANDA	14500	14500	188500
24	NAWADA	11000	11000	143000
25	PASHCHIM CHAMPARAN	20000	20000	260000
26	PATNA	18000	18000	234000
27	PURBI CHAMPARAN	22000	22000	286000
28	PURNIA	18000	18000	234000
29	ROHTAS	11000	11000	143000
30	SAHARSA	8500	8500	110500
31	SAMASTIPUR	23000	23000	299000
32	SARAN	15500	15500	201500
33	SHEIKHPURA	3300	3300	42900
34	SHEOHAR	3600	3600	46800
35	SITAMARHI	18500	18500	240500
36	SIWAN	15000	15000	195000
37	SUPAUL	12500	12500	162500

38	VAISHALI	16000	16000	208000
Total		500000	500000	6500000

NOTE:

1. 50% OF THE QUANTITY IS TO BE DELIVERED WITHIN 45 DAYS FROM THE DATE OF AGREEMENT
2. REMAINING 50% OF THE QUANTITY TO BE DLIVERED WITHIN 90 DAYS FROM THE DATE OF AGREEMENT.
3. DELVIERY IS TO BE MADE DURING OFFICE HOURS FROM 10.00 AM TO 05.00 PM
4. Successful bidder has to provide two samples of each of the items for verification at our end before start of final printing. The sample copies should be duly signed and stamped with date by the supplier.
5. Successful bidder has to inform Nodal Officer, BRLPS of its delivery schedule through email at least 02 days before the start of delivery.

7.8 Quality Verification

Quality verification of all the printed materials will be done at bidder's site by a Third-Party Agency assigned by the BRLPS. Bidder must inform in writing to BRLPS of its readiness for quality verification. If any deviation is observed during the quality verification, bidder may be asked to rectify the same, if possible, or the amount equivalent to deviation percentage will be deducted from the invoice/s of the bidder for that particular BoR.

7.9 Liquidated damage due to delay in supply

An amount equivalent to 0.07 % per day will be deducted from the bill of bidder due to delay in supply for the delayed quantity.

However, the period between confirmation from bidder for quality verification and final go ahead from BRLPS to bidder to start the supply shall not be considered as delay.

7.10 Dispute Resolution

- BRLPS and the successful bidder shall make every effort to resolve amicably by direct informal negotiation, of any disagreement or dispute, arising between them under or in connection with the agreement.
- Any dispute or difference whatsoever arising between the parties out of or relating to the Agreement, which cannot be resolved through amicable direct informal negotiation, will be settled only by the competent courts in the territorial jurisdiction of Patna, Bihar.

7.11 Right to Terminate the Process

- BRLPS may terminate the IFB process at any time and without assigning any reason. BRLPS makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- This IFB does not constitute an offer by BRLPS. The bidder's participation in this process may result into BRLPS selecting the bidder to engage towards execution of the contract.

7.12 Force Majeure

1. Force Majeure would include natural and unavoidable catastrophe that interrupts the expected course of events.
2. The bidder shall not be liable for liquidated damages or termination for default, if and to the extent that, his delay in performance or other failure to perform his obligations under the contract is the result of an event of Force Majeure. For purposes of this clause, "Force Majeure" means an event beyond the control of the bidder and not involving the bidder and not involving the bidder's fault or negligence and not foreseeable. Such events may include, but are not restricted to, instances of, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes which would have an impact on BRLPS.
3. If a Force Majeure situation arises, the bidder shall promptly notify BRLPS in writing of such conditions and the cause thereof. Unless otherwise directed by BRLPS, the bidder shall seek all reasonable alternative means for

performance not prevented by the Force Majeure event.

4. The Force Majeure circumstances and events shall include the following events to the extent that such events or their consequences (it being understood that if a causing event is within the reasonable control of the affected party, the direct consequences shall also be deemed to be within such party's reasonable control) satisfy the appropriate definition as per this agreement. Without limitation to the generality of the foregoing, Force Majeure Event shall include the following: classes of events and circumstances and their effects.
5. Natural events ("Natural Events") to the extent they satisfy the foregoing requirements including:
 - Any material effect on the natural elements, including lightning, fire, earthquake, cyclone, flood, storm, tornado, or typhoon.
 - Explosion or chemical contamination (other than resulting from an act of war);
 - Epidemic such as plague.
 - Any event or circumstance of a nature analogous to any of the foregoing.
6. Other Events (Political Events) to the extent that they satisfy the foregoing requirements including:
 - Act of war (whether declared or undeclared), invasion, armed conflict or act of foreign enemy,
 - Blockade, embargo, revolution, riot, insurrection, civil commotion, act of terrorism or sabotage.
 - Strikes, work to rules, go-slows which are widespread, nation-wide, or state-wide and are of political nature.
 - Any event or circumstance of a nature analogous to any of the foregoing

7.13 Intellectual Property Rights

1. All pre-existing intellectual property rights of the bidder for the work performed under this IFB shall remain with bidder with all data and reports/films/videos/photographs/audio-visual clips etc. prepared during the engagement period will lie with successful bidder. Bidder may keep the data for project execution and future reference within the BRLPS and after completion of assignment period, BRLPS may ask the bidder to handover it to the BRLPS.

7.14 Termination

7.14.1 Termination for Default

If the Bidder fails to carry out the work in terms of agreement within the stipulated period or any extension thereof, (as may be allowed by the BRLPS) without any valid reasons acceptable to BRLPS, BRLPS may terminate the agreement after giving one-month prior notice, and the decision of BRLPS in this regard shall be final and binding on the Bidder.

7.14.2 Bankruptcy and Insolvency

BRLPS can terminate the agreement, if the bidder becomes bankrupt and/or losses the desired state of insolvency with a prior notice of 15 days. In such cases of termination, BRLPS will not be responsible for any loss or financial damage to the supplier resulted due to the termination. BRLPS will also, in such cases have the right to recover any pending dues by invoking the performance bank guarantee or any such instrument available with the BRLPS. In the event of the breach of any terms of the agreement by the supplier, BRLPS shall be entitled to terminate this Agreement forthwith. The decision of BRLPS in this regard shall be final and binding on the supplier after giving a reasonable time for clarification to the bidder.

7.14.3 Termination by parties

Any party can terminate the agreement by giving three-month's prior written notice.

Note: In case of termination under clause 7.14.3 above, the bidder will be entitled to get paid for the scope of work delivered till the date of exit/termination.

7.15 Forfeiture of EMD / Debarment of firm.

The EMD shall stand forfeited if:

- Submission of eligibility requirements containing false information or falsified documents.
- The bidder withdraws its offer before bid validity period.
- The selected bidder, who's e-tender is accepted, fails, or refuses to furnish the performance bank guarantee, or fails or refuses to execute the agreement.

Section 8: ANNEXURE

Form 1: Bid Cover Letter

To:

**The Chief Executive Officer cum Mission Director,
Bihar Rural Livelihoods Promotion Society, Annexe-II,
Vidyut Bhawan,
Nehru Path (Bailey Road), Patna – 800021.**

Sub: Printing and Supply of SHG Books of Records

Ref: IFB No: _____ Dated: DD/MM/YYYY

Dear Sir,

Having examined the IFB, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to printing and delivery as required and outlined in the IFB for Selection of Firm for **Printing and Supply of SHG Books of Records**.

We are here by enclosing our technical and financial bid as required in the IFB for Lot-1 / Lot-2 / Lot-3. (~~**Bidder has to specify the number of Lot they are participating**~~)

Dated this Day..... of 2025

(Signature)

(In the capacity of)

(Name)

Duly authorized to sign the tender response for and on behalf of:

(Name and Address of Company)

Seal/Stamp of Bidder

Form 2: Bidder's Information

Tender Ref.

Date: dd/mm/yyyy

To,

**The Chief Executive Officer cum Mission Director,
Bihar Rural Livelihoods Promotion Society, Annexe-II,
Vidyut Bhawan,
Bailey Road, Patna – 800021.**

#	Description	Details (to be filled by the responder to the IFB)
1.	Name of the company	
2.	Official address	
3.	Phone No. and Fax No.	
4.	Corporate Headquarters Address	
5.	Phone No. and Fax No.	
6.	Details of Company's Registration (Please enclose copy of the company registration document)	
7.	Permanent Account Number (PAN)	
8.	Bank Account Number with name of Bank and IFSC Code	

Contact Details of officials for future correspondence regarding the bid process:

Details	Authorized Signatory	Secondary Contact
Name		
Title		
Company Address		
Mobile		
Fax		
Email Id		

Yours Sincerely,

Signature of Authorized Signatory (with official seal)

Name :
Designation :
Address :
Telephone& Fax :

Form 3: Financial Bid – Standard Form

LOT	Description	Quantity	Unit	Transportation, insurance, local incidental costs, etc.	GST in INR	Quoted Unit	Total Price
			Rate in INR			rate in INR	in INR
		A	B	C	D	E= B+C + D	F= E x A
1	Transaction Book	5.0 lakhs	Please do not fill rate here. A separate sheet in Excel format is available on https://eproc2.bihar.gov.in for quoting rates				
2	Saving Cum Loan Ledger	5.0 lakhs					
3	Passbooks	65 lakhs					

Form 4: 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 IFB 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.....

DAY OF

For..... ;

{Signature, name, designation and address} Accepted

.....

(Signature)

(Name, Title and Address of the Attorney)

Witnesses:1. _____

2. _____

Form 5: EMD

Form of Bid Security - Bank Guarantee

[Guarantor letterhead or SWIFT identifier code]

Bank Guarantee No.....*[insert guarantee reference number]* Date.....*[insert date of issue of the guarantee]*

WHEREAS, _____ *[name of Bidder]* (hereinafter called "the bidder") has submitted his Bid dated _____ *[date]* or will submit his Bid for the work of _____ *[name of Contract]* (hereinafter called "the Bid") under Request for Bid No.....*[insert number]* (hereinafter called "the IFB")

KNOW ALL PEOPLE by these presents that We _____ *[name of bank]* of _____ *[name of country]* having our registered office at _____ (hereinafter called "the Bank") are bound unto _____ *[name of Purchaser]* (hereinafter called "the Purchaser ") in the sum of _____ for which payment well and truly to be made to the said Purchaser the Bank binds itself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this _____ day of _____ 20____.

THE CONDITIONS of this obligation are:

1. If after Bid opening the Applicant (a) withdraws his bid during the period of Bid validity specified in the Letter of Bid; or (b) does not accept the correction of the Bid Price;

Or

2. If the Applicant having been notified of the acceptance of his bid by the Purchaser during the period of Bid validity:

(a) fails or refuses to execute the Agreement in accordance with the Instructions to Bidders, if required; or

(b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders.

we undertake to pay to the Purchaser up to the above amount upon receipt of his first written demand, without the Purchaser having to substantiate his demand, provided that in his demand the Purchaser will note that the amount claimed by him is due to him owing to the occurrence of one or any of the four conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date _____ days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Purchaser, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this guarantee should reach the Bank not later than the above date.

DATE _____ SIGNATURE OF THE BANK _____

WITNESS _____ SEAL _____

[signature, name, and address]