



**JEEVIKA**  
Rural Development Department, Government of Bihar

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



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Ref:- BRLPS/Proc/182/16/3806

Date:-07/01/2026.

**INVITATION OF BID FOR SUPPLY AND INSTALLATION OF DESKTOPS  
AND MULTIFUNCTION MONOCHROME PRINTER (TWO ENVELOPE).**

To

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Dear Sirs,

**Sub: Invitation of Bid for supply & installation of Desktops and Printers.**

1. You are invited to submit your most competitive rate for the following items:

Lot No	Name of Items	Specification	Quantity	Delivery locations and Delivery Period
1	Desktops (HP, Dell or equivalent)	<b>Specification for Desktop PC</b>	18	Within 15 days from the date of purchase order at BRLPS Office, III <sup>rd</sup> Floor, Vidyut Bhawan, Annexe-II, Patna (Bihar).
		<b>Component</b>		
		Monitor		
		CPU		
		RAM		
		HDD		
		Networking		
		Optical Media		
		Graphics		
		Operating System		
		Keyboard		
		Mouse		

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			(OEM)		
		Accessories	All Power Cords, Connecting cable, Patch Cord etc.		
		Cabinet	MINI Tower		
		Ports	4 x USB ports, 1x microphone and headphone in front panel, 6 x USB V 3.0, 2 x Display port VGA and HDMI port, Audio ports in rear panel, 1xC Type		
		MS-Office	2016 or above MS-Office Home & Business (Digital License)		
		Warranty	3-years Onsite OEM Comprehensive Warranty		
		UPS	1 KVA with 02 years warranty		
		Antivirus	Internet Total Security with 1 User 1 Year Subscription		
2.	Multifunction Monochrome Printers (HP, Canon, Brother or equivalent)	Technology	Multi-Functional Monochrome LaserJet Printer	6	
		Function	Print , Scan , Photocopy (Multipurpose)		
		Paper Size	A4 and Legal		
		Minimum Print Speed	25 to 35		
		Auto Duplexing Printing/Coping (2-sided Feature)	Yes/Automatic		
		Original Document Feeder Type	ADF		
		Connectivity	USB Port, Ethernet Port, Wi-Fi		
		Warranty	2 - Year onsite OEM Comprehensive Warranty		

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2. Bihar Rural Livelihoods Promotion Society (BRLPS) is a registered society under the Department of Rural Development, Govt. of Bihar.

3. **Important Dates and Times/Bid Document**

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|-----|--|---|
| 3.1 | Issuance of bid documents                    | : 07/01/2026  |
| 3.2 | Pre bid meeting                              | : 15/01/2026 at 03:00 PM at<br>BRLPS office, Vidyut Bhawan<br>Patna, Bihar. |
| 3.3 | Last Date & Time for submission<br>of bids.  | : 28/01/2026 till 03:00 PM  |
| 3.4 | Date & Time for Opening of<br>Technical Bid. | : 28/01/2026 till 03:30 PM  |
| 3.5 | Date of opening for Financial Bid            | :- To be notified later on to all<br>Technically qualified bidder.          |

**Note: Bidders may attend bid opening.**

**Any corrigendum/ clarification if any will be uploaded on BRLPS Website at [www.brlps.in/procurement](http://www.brlps.in/procurement).**

4. **Eligibility Criteria**

- 4.1 Bidder should have Experience of Supply of Desktops to any Government/PSUs/ Local bodies in India. Signed Photocopy of at least one purchase order issued by any Government/PSUs/Local bodies in India should be submitted.
- 4.2 Bidder should be registered with GST. Signed photocopy of GST Certificate should be attached.
- 4.3 Bidder should have Annual Minimum Average Turnover of Rs. **20.0 lakh** in the last three F.Y. 2022-23, 2023-24 & 2024-25. CA certificate/ Audited Profit & Loss and Balance Sheet having UDIN number should be attached.
- 4.4 Bidder must submit Catalogue / Brochure of Desktops and Printers.
- 4.5 Bidder should not be blacklisted by any government/PSUs/Local Bodies. Undertaking on letter head of the bidder should be submitted.
- 4.6 Bidder should submit undertaking on their letter head regarding warranty of desktops & Printers as per the requirement.
- 4.7 Bidder should be authorized Dealer / Retailer. Authorization certificate issued by OEM should be submitted for Desktops.

5. **Bid Price**

- a) The bidders have to quote rate for desktops and printers for full quantity.
- b) The Prices should be quoted in Indian Rupees only.
- c) Interlineations, corrections, erasures and/or over writings shall be valid only if initialed by the persons or persons signing the bid.
- d) Applicable GST must be clearly stated. All duties, taxes, freight, insurance, delivery charges and other levies payable by the bidder shall be included in the quoted price.

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- e) The rates quoted by the bidder shall be fixed for the duration of the supply and shall not be subject to adjustment on any account.
- f) Each bidder shall submit only one bid.
- g) Discount offered, if any, and conditions thereof must be clearly stated in the bid itself.
- h) Statutory deductions will be made at source, if applicable.

6. **Bid Security**

An amount of Rs.37,000/- (Rupees Thirty-Seven Thousand only) is to be deposited as bid security in the form of Demand Draft in favor of Bihar Rural Livelihoods Promotion Society, Payable at Patna.

Bidders seeking exemption from submitting EMD under MSME registration will have to furnish MSME certificate having NIC code - Group 4741.

Bid Security / Earnest Money Deposit (EMD) of unsuccessful bidder as well as successful bidder would be returned after issuance of supply order to successful bidder without any interest.

Bid submitted without bid security/proper MSME exemption shall be treated as non-responsive. If the successful bidders fail to accept supply order, the bid security may be forfeited.

7. **Performance Security**

Within 07 working days from the date of Letter of Intent (LOI) from the BRLPS, the successful bidder will have to furnish performance security @ 5% of the total awarded value in the form of DD/ Performance Bank Guarantee (PBG). The Performance Bank Guarantee should be issued by any Nationalized/ Scheduled Indian Banks for the due performance of the assignment. The PBG will be returned after successful completion of the supply and final payment thereof. No Interest will be paid on performance security.

8. **Delivery and Installation of Items**

- 8.1 Bidder has to supply and install the items at BRLPS Office at Vidyut Bhawan, Bailey Road, Patna.
- 8.2 Successful bidder has to provide support to BRLPS during the warranty period for getting services from the OEM.

9. **Submission of Bids:**


- 9.1 Bidder should keep technical proposal in one sealed envelope and financial proposal in second sealed envelope. Both the technical and financial envelopes should then be kept in another big envelope duly sealed. All the envelope should be super scribed having Technical & Financial Proposal with **"BID FOR SUPPLY AND INSTALLATION OF DESKTOPS AND MULTIFUNCTION MONOCHROME PRINTERS"**.
- 9.2 A bidder shall submit bid in sealed envelope using their own stationery. A bidder shall not submit more than one bid.

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- 9.3 The bidder should mention full detailed specifications (make and model) of the items quoted along with catalogue. **Bidder should not quote the series number of offered desktop.**
- 9.4 For bids submitted by post or courier, it is bidder's responsibility that bids reach BRLPS office before the scheduled time of closure of submission of bids.
10. **Validity Period of Bid**
- Bid shall remain valid for a period not less than 120 days after the deadline date specified for submission.
11. **Evaluation of Bids.**
- 11.1 The Purchaser will evaluate and compare the bid determined to be substantially responsive i.e., which
- (a) Are properly signed;
  - (b) Conform to the terms and conditions, technical specifications, and Eligibility criteria along with requisite Bid Security.
  - (c) Evaluation will be made for the whole items.
- 11.2 GST in connection with services shall be taken into account in evaluation. It is mandatory to mention the GST amount in the attached price format.
- 11.3 Technical Evaluation of the Bid will be done based on technical qualification criteria and documents mention in eligibility criteria as mentioned in Para-4.
- 11.4 Financial bids of only those bidders will be opened who will fulfill the eligibility criteria. Date of financial bid opening will be communicated to all the bidders who will fulfill the eligibility criteria as mentioned in Para-4 above.
12. **Award of work**
- 12.1 Prior to expiration of the quotation-validity-period, BRLPS will issue the LoI to the successful (L-1) bidder who has quoted the lowest total price of Desktops & Printers (FoR). The terms of the accepted offer/offers shall be incorporated in the issued purchase order.
13. **Liquidated damage for delay in supply**
- An amount equivalent to 0.07% per day will be imposed as penalty due to delay in supply and installation of above items beyond the stipulated deadline for supply and installation and same will be deducted from the invoice of supplier. In case of exceptionally long delay, purchase order may be cancelled and performance security may be forfeited.
14. **Dispute Resolution**
- The Purchaser 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 issued purchase order. If, the parties have failed to resolve their dispute or difference by such mutual consultation, the courts in Patna, Bihar shall have the sole jurisdiction to settle the dispute.
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15. If the bidder fails to do the job satisfactorily or is unable to complete the job, BRLPS reserves the right to cancel the supply order.
16. If the lowest responsive bidder declines to do the supply, then award of supply will be given to second lowest responsive bidder on L-1 rate.
17. The bidding agency shall be a single entity, subletting is not permitted.
18. Bihar Financial Rule and its amendments issued time to time will be considered for evaluation of bid and selection of bidders by the BRLPS.
19. Bidder whose GST number is suspended / cancelled as per GST website should not submit their bid.
20. BRLPS reserves the right to accept or reject any bid for some or all items and to cancel the bidding process at any time prior to the award.
21. **Payment:**  
Payment shall be made after successful supply and installation of all the items. The bidder must obtain installation report from MIS theme of BRLPS. Bidder must submit E-Way bill (in duplicate) along with installation report. Payment will be made within 60 days (except Holiday & weekly off) after receipt of E-Way bill and installation report from MIS theme of BRLPS.

We look forward to receive your bid.

  
07/01/2026  
Procurement Specialist



## PRICE FORMAT

### Description of Goods/Work: SUPPLY AND INSTALLATION OF DESKTOPS & PRINTERS

Item No. (1)	Description of the Equipment (2)	Specifications of the equipment offered for service, Make and Model (3)	Quantity and Unit (4)	Price for each unit (Rs.)				Total Price (Rs.)	
				Unit rate including excise, customs duty & excluding GST (a)	GST (b)	Transportation, insurance, local incidental costs, etc. (c)	Quoted Unit rate [a+b+c] (5)	(in figures) (6)	(in words) (7)
1	Desktops		18						
2	Multifunction Monochrome Printers		06						
<b>Total</b>									

Note: In case of discrepancy between unit price and total price, the unit price shall prevail

We agree to supply and install all the above items in accordance with the requirement for an agreed price for the period mentioned in the invitation of bid.

Signature of Bidder.....

Name .....

Business Address: .....

Mob. No. & Email ID.....

Place & Date.....