



जीविका
ग्रामीण विकास मिशन, बिहार सरकार

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



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

Tender (NIT) Reference No.- BRLPS/Proj-NF/2140/23

Short Tender Notice

Inviting Bid For

SUPPLY OF ACCESSORIES FOR SCHOOL UNIFORM (TWO ENVELOPE)

Offline Mode

Date: 20-09-2025

ACRONYMS

AY	Assessment Year
BG	Bank Guarantee
CEO	Chief Executive Officer
EMD	Earnest Money Deposit
FY	Financial Year
GST	Goods and Services Tax
ITB	Instructions to Bidders
LoI	Letter of Intent
NIT	Notice Inviting Tenders
PAN	Permanent Account Number
PoA	Power of Attorney
RoC	Registrar of Companies
TDS	Tax Deducted at Source
TIA	Tender Inviting Authority
PC	Producer Company

NOTICE INVITING TENDERS (NIT)-Two Envelope

1. The Bihar Rural Livelihoods Promotion Society (BRLPS), Patna on behalf of Producer Company invite bids to select a supplier for supply of accessories for School Uniform. **The agreement will be signed for a period of ONE YEAR which may be extended for next 02 years upon mutual consent of the parties.**
2. BRLPS on behalf of Producer Company invites bids from interested suppliers for providing materials for school uniform to our Producer Company.
3. To participate in the bidding process, bidder has to submit sealed bids. Technical Bid is to be submitted a separate sealed envelope. Financial bid in another sealed envelope. Both the envelopes should be marked "TECHNICAL BID" & "FINANCIAL BID". Both the envelopes should be marked as "Bid for Supply of Accessories for School Uniform". Both the sealed bids (Technical and Financial) should then be kept in a big envelope duly signed. The big envelope should be duly subscribed as "Bid for Supply of Accessories for School Uniform".

4. Schedule of Events

S.No	Event Description	28/03
4.1	Start Date & time of downloading the BIDDING DOCUMENT	20/09/2025 through website www.brlps.in/procurement
4.2	Last date & time for submission sealed bid	29/09/2025 till 03:00 PM at BRLPS Office at 3 rd Floor, Annexe-II, Vidyut Bhawan, Bailey Road, Patna-800021
4.3	Time, Date of opening of Technical Bid	29/09/2025 at 03:30 PM at BRLPS Office at 3 rd Floor, Annexe-II, Vidyut Bhawan, Bailey Road, Patna-800021
4.4	Time, Date of opening of Financial Bid	To be announced later on at www.brlps.in/Procurement/Tender .
4.5	Pre-bid meeting (Date & time)	25/09/2025 at 03:00 PM at BRLPS Office at 3 rd Floor, Annexe-II, Vidyut Bhawan, Bailey Road, Patna-800021
4.6	Pre- bid meeting venue	Conference Hall, Bihar Rural Livelihoods Promotion Society, Annexe-II, Vidyut Bhawan, Bailey Road, Patna-800021
4.7	Tender Document Cost	INR 10,000 /- (Non-refundable) to be deposited in the form of Demand Draft payable to Bihar Rural Livelihoods Promotion Society, payable at Patna.
4.8	Earnest Money Deposit	INR 41.0 Lakh/- (Rupees Forty-One Lakh only) to be deposited through Demand Draft or Bank Guarantee.

Note – i) Interested bidders may obtain further information about this Notice Inviting Tender (NIT) from the office of the Bihar Rural Livelihoods Promotion Society (BRLPS).

5. Bidders may download tender document from BRLPS website www.brlps.in/procurement/Tender for reference purpose.
6. The tender shall be accompanied by Earnest Money Deposit (EMD) of Rs. 41.0 Lakh (Rupees Forty-One Lakh only) to be deposited in the form of Demand Draft/Bank Guarantee.
- 1.1. Bidder registered under MSME claiming exemption from submitting EMD, should submit the entire MSME certificate registered under National Industrial Classification Code – 14101. They have also to submit a **notarized affidavit that if they withdraw their bid during the evaluation of bid and does not accept award of agreement, legal action may be taken on them.** The sealed technical and financial bids must be submitted at BRLPS Office on

or before the date and time specified above.

7. BRLPS doesn't take any responsibility for the delay in submission of bid. Postal delay will be the responsibility of the bidder. Bid must reach BRLPS Office on or before the time mentioned above.
8. The bidders shall submit their eligibility and qualification details, Certificates as mentioned in the tender document.
9. The bidder shall submit the signed photo copies of all the relevant certificates, documents etc., as required in support of their eligibility criteria/ technical bids and other certificate /documents.
10. L1 bidder may be asked to show sample of each type school uniform accessories before issuance of Notification of Award.
11. The Bidding documents shall be submitted in the mode as mentioned below:

(1) Earnest Money Deposit (EMD)	To be submitted through Demand Draft/Bank Guarantee. The Demand Draft/Bank Guarantee should be on the name of Bihar Rural Livelihoods Promotion Society, payable at Patna.
(2) Technical Bid	(Cover-Technical Stage)
(3) Financial Bid	(Cover-Financial Bid Stage)

12. The technical bids will be opened first on the date **29/09/2025** at 03:30 AM at BRLPS Office. In the event of any of the above-mentioned day being declared a holiday/closed day for the BRLPS, the bids will be opened in the next working day at the scheduled time
13. All prospective bidders may attend the Pre-Bid meeting. The venue, date and time are indicated in Schedule of Events above
14. All Tenders must be accompanied by EMD as mentioned above. No bidder (except MSME registered organization seeking exemption) is exempted from submission of EMD as mentioned in the tender document. Tenders without EMD shall be summarily rejected
15. BRLPS reserves the right to accept or reject any or all tender or change the terms and condition of NIT or cancel the NIT without assigning any reasons at any stage and time.
16. For further enquiry and information, please contact during office hours 10:00 AM to 6:00 PM – Dr. Santosh, Procurement Specialist - BRLPS – 9771478314; Shri Samir Kumar, State Project Manager (Non-Farm) – BRLPS - 9771478622.
17. All further Notifications/ Corrigendum/ Addendum, if any shall be posted on **BRLPS website at www.brlps.in/procurement**.

**Chief Executive Officer cum Mission Director,
Bihar Rural Livelihoods Promotion Society**

INSTRUCTIONS TO BIDDER (ITB)

1. General Instructions

- 1.1. The bidder should prepare and submit its offer as per instructions given in this section.
 - 1.1.1. The tenders which are for only a few items shall not be accepted. (The tenders /bids should be for all items mentioned in the bidding document).
 - 1.1.2. **The unit prices quoted shall be valid for a period of ONE YEAR from the date of award of supply and inclusive of all the factors mentioned in this document, all applicable taxes and duties, Goods & Services Tax (GST) in the provided price format.**
 - 1.1.3. The technical bid (technical and financial details of the bidder/agency) shall be submitted (with a forwarding letter as per Appendix 'C') on or before the last date of submission. Tenders submitted after the stipulated date & time (closing date and time for submitting the tender as mentioned in Clause 4, Notice Inviting Tender (NIT) shall not be considered, and would summarily be rejected.

2. Tendering Expense

The bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and subsequently processing the same. Bihar Rural Livelihoods Promotion Society (BRLPS) will, in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the tendering process.

3. Language of the tender

The tender submitted by the bidder and documents relating to the tender shall be written in the English language. However, the language of any printed literature furnished by the bidder in connection with its tender may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the tender, the English translation shall prevail.

However, if the language of any of the printed document(s) submitted by the bidder is/are in "Hindi" language, then there is no need for providing an English translation of the same document, for interpretation.

4. Amendments to Tender Document

- 4.1. At any time prior to the deadline for submission of tenders, the BRLPS may, for any reason deemed fit by it, modify the Tender Documents by issuing suitable amendment(s) to it.
- 4.2. Such an amendment will be notified on BRLPS official website at www.brlps.in and the same shall be binding to all prospective Bidders.
- 4.3. Any bidder who has downloaded the tender document should watch for amendment, if any, issued on BRLPS official website at www.brlps.in and the BRLPS will not issue separate communication to them. The BRLPS shall not be responsible in any manner if prospective Bidders miss any notifications placed on www.brlps.in.

5. Pre-Bid Meeting

- 5.1 In order to provide response to any doubt regarding terms and conditions, Specification and any other matter given in the tender document, a pre-bid meeting has been scheduled to be held in the office of BRLPS as per details given hereunder:

Date & Time	25/09/2025 at 03:00 PM at BRLPS Office at Vidyut Bhawan, Bailey Road,
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	Patna-800021
Venue	Conference Hall, Bihar Rural Livelihoods Promotion Society, Patna
Contact persons	Dr. Santosh, Procurement Specialist, Mobile - 9771478314

5.1. During the pre-bid meeting, the clarification sought by the prospective bidders shall be responded appropriately. However, clarification shall be given and prospective bidder may be asked to submit their written request by close of office same day. Bihar Rural Livelihoods Promotion Society (BRLPS) shall submit written response on BRLPS Official website at www.brlps.in to such requests for clarifications, without identifying its source. In case required, amendments, in terms of Para 4, Section I above shall be issued, which shall be binding on all prospective bidders.

6. Clarifications to Tender Documents

- 6.1. A prospective bidder requiring any clarification regarding terms & conditions, technical specifications etc. given in the Tender Documents may also submit written request for clarifications to Dr. Santosh, Procurement Specialist by email ID: proc.sp@brlps.in latest by **01 (one)** day prior to of pre- bid meeting.
- 6.2. In the event, of the above-mentioned day being declared as a holiday/closed day for the Bihar Rural Livelihoods Promotion Society (BRLPS), the prospective bidders can submit written request for clarifications, by 12:00 PM. on the same day.
- 6.3. All the prospective bidders will be notified of response to clarifications only through www.brlps.in. Any bidder who has downloaded the tender document should watch for clarifications, if any, issued on the above-mentioned website and BRLPS will not issue separate communication to them.
- 6.4. The BRLPS shall not be responsible in any manner if a prospective bidder fails to notice any notifications with regards to the present NIT placed on www.brlps.in.

7. Earnest Money Deposit (EMD)/Bid Security

- 7.1. The tender shall be accompanied by Earnest Money Deposit (EMD) of Rs. 41,00,000/- (Forty-One Lakh only) to be deposited in the form of Demand Draft/Bank Guarantee. The Demand Draft/Bank Guarantee should be issued from any Nationalized Bank/Scheduled Indian Bank payable in favour of Bihar Rural Livelihoods Promotion Society, Patna. The original Demand Draft/Bank Guarantee should be submitted with Technical Bid. The Bank Guarantee should be valid for 120 days.
- 7.2. It may be noted that no bidder is exempt from deposit of EMD. Tenders submitted without EMD shall be summarily rejected.
- 7.3. Bidder claiming exemption from EMD under MSME, should submit the entire MSME certificate registered under **National Industrial Classification Code – 14101**. They have also to submit a notarized affidavit, that if they withdraw their bid during the evaluation of bid and does not accept award, legal action may be taken against them.
- 7.4. The EMD of unsuccessful bidder will be returned to them without any interest, after conclusion of the resultant agreement. The EMD of the successful bidder will be returned without any interest, after receipt of performance security as per the terms of agreement.
- 7.5. Earnest money is required to protect the BRLPS against the risk of the Bidder's conduct, which would warrant the forfeiture of the EMD.
- 7.6. The EMD/ Bid Security shall be forfeited by the BRLPS hereunder or otherwise, under the

following conditions:

- a) If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice
- b) If a Bidder withdraws its Bid during the period of bid validity i.e 120 days or extended by the BRLPS from time to time;
- c) In the case of Selected Bidder, if it fails within the specified time limit:
 - i. to sign the agreement and/or
 - ii. to furnish the Performance Security (PS) before signing the agreement within the period prescribed in the Letter of Intent (LoI).

8. Preparation of Tender

8.1 The Bidding documents shall be submitted in the mode as mentioned below: -

1. Earnest Money Deposit (EMD)	The tender shall be accompanied by Earnest Money Deposit (EMD) of Rs. 41.0 lakh (Forty-One Lakh Rupees only) to be deposited in the form Demand Draft/Bank Guarantee.
2. Technical Bid	(Technical Bid Stage)
3. Financial Bid	(Financial Bid Stage)

8.2 Bidders are requested not to submit financial bid with technical bid, otherwise their will be treated as non-responsive and will not be evaluated.

8.3 The tender shall be duly signed, by the authorized person duly approved by the appropriate authority in terms of '**Power of Attorney**' at the appropriate places as indicated in the tender documents and all other pages of the tender including printed literature, if any shall be initialed by the same person(s) signing the tender. The tender shall not contain any erasure or overwriting, except as necessary to correct any error made by the bidder and, if there is any such correction; the same shall be initialed by the person(s) signing the tender. The entire document being part of tender document should be page numbered. The Authorization Letter shall also be furnished along with the tender, as per the **Appendix D**.

8.4 A person signing (manually or digitally) the tender form or any documents forming part of the agreement on behalf of another shall be deemed to warranty that he has authority to bind such other persons and if, on enquiry, it appears that the persons so signing had no authority to do so, the BRLPS may, without prejudice to other civil and criminal remedies, cancel the agreement and hold the signatory liable for all cost and damages.

8.5 Prices are to be quoted in the financial Bid format available with the bid only. The financial bid submitted in any other format will be treated as non-responsive. The bidder shall fill all the columns of the price format. The bidder(s) shall not rename the financial bid files downloaded.

8.6 Required documents must be submitted with the technical bid to assess eligibility status (as per the criteria defined in Section III) and to evaluate the technical proposal.

1. Tender Submission

- 1.1. Bihar Rural Livelihoods Promotion Society (BRLPS) will open the tenders at the date and time as indicated in point no. 4 of the Notice Inviting Tender (NIT). In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for the BRLPS, the tenders will be opened in offline mode, on the next working day.
- 1.2. Technical evaluation of the Bid will be done based on technical qualification criteria and documents mentioned Eligibility Criteria as mentioned in section-III failing which the bid will not be considered for technical evaluation.
- 1.3. The technical evaluation shall be done only based on documents/papers submitted by the bidder with their technical bid.

- 1.4. The financial bids of bidders whose technical bids are found technically responsive and comply with the bid documents will only be considered for financial evaluation. The date of opening of financial bids shall be communicated to such bidders through www.brlps.in as above, who are technically qualified.
- 1.5. No bidder can place more than one bid in any form for this NIT.
- 1.6. **The Bidder may quote rate for one item or more than one items. Evaluation will be made item-wise.**
- 1.7. If the date fixed for opening of financial bids is declared as holiday by the BRLPS, the revised date of schedule will be notified on at www.brlps.in/procurement/tender.
- 1.8. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.

EVALUATION OF TENDERS

Scrutiny of Tenders

The tenders will be scrutinized by the procurement committee to determine whether they are complete and meet the essential and important requirements, conditions and whether the bidder is eligible as per criteria laid down in the Section III of this tender document. The bids, which do not meet the aforesaid requirements are liable to be treated as non-responsive and may be ignored. The decision of the BRLPS as to whether the bidder is eligible or not and whether the bid is responsive or not shall be final and binding on the bidders. Only the bids found eligible as per the criteria defined in Section III will be considered for technical evaluation. Financial bids of only these bidders will qualify in technical evaluation will be considered for financial bid opening and further evaluation. Bihar Financial Rule and amendments published time to time will be followed in this procurement.

1. Infirmary/non-conformity

The BRLPS may waive minor infirmity and/or non-conformity in a tender, provided it does not constitute any material deviation. The decision of the BRLPS as to whether the deviation is material or not, shall be final and binding on the bidders.

2. Discrepancies in Prices

- 2.1. If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail.
- 2.2. If as per the judgment of the BRLPS, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the bidder by e-mail/speed post. If the bidder does not agree to the observation of the BRLPS, the tender is liable to be ignored.

3. Bidder's capability to perform the agreement

The BRLPS, through the above process of tender scrutiny and evaluation will determine to its satisfaction whether the bidder, whose tender has been determined as responsive bid, technically eligible and has quoted the lowest evaluated price for each item, is qualified and capable in all respects to perform the agreement satisfactorily. In such conditions, decision of the BRLPS shall be final and binding on the bidders.

4. Contacting the Bihar Rural Livelihoods Promotion Society (BRLPS)

- 4.1. From the time of submission of tender to the time of award, if a bidder needs to contact the BRLPS for any reason relating to its tender, it should do so only in writing.
- 4.2. In case a bidder attempts to influence the BRLPS, on the BRLPS's decision on scrutiny, comparison & evaluation of tenders and awarding the supply, the tender of the bidder shall be liable for rejection and it may also lead to forfeiture of EMD in addition to appropriate administrative action being taken against that bidder, as deemed fit by the BRLPS.

5. Bid Clarification

- 5.1. To facilitate evaluation of bids, the BRLPS may, at its sole discretion, seek clarifications in writing from any Bidder regarding their bid. Notwithstanding anything contained in the NIT, the BRLPS reserves the right not to take into consideration any such clarifications sought for evaluation of the Bid.

- 5.2. At any point in time during the bidding process, if required by the BRLPS, it is the Bidders' responsibility to provide required evidence of their eligibility as per the terms of the NIT, to the satisfaction of the BRLPS. If no response is received by due date, the BRLPS shall evaluate the offer as per available information/documents. The procurement committee in the BRLPS can verify the facts and figures mentioned in the bid. The BRLPS reserves the right to conduct detailed due diligence of the information provided by the Bidders for qualification and financial evaluation.

6. Fraud and Corrupt Practices

- 6.1 The Agency and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained herein, the BRLPS may reject a bid without being liable in any manner whatsoever to the bidder if it determines that the bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice in the Selection Process.
- 6.2 Without prejudice to the rights of the BRLPS here-in-above, if a bidder is found by the BRLPS to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process and failure to complete the assignment under the agreement, such bidder shall not be eligible to participate in any tender or RFP issued by the BRLPS during a period of 3 (Three) years from the date such bidder is found by the BRLPS to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- 6.3 For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:
- 6.3.1 **"Corrupt practice"** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Selection Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly, or indirectly, any official of the BRLPS who is or has been associated in any manner, directly or indirectly, with the Selection Process.
 - 6.3.2 **"Fraudulent practice"** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Selection Process.
 - 6.3.3 **"Coercive practice"** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Selection Process.
 - 6.3.4 **"Undesirable practice"** means (i) establishing contact with any person connected with or employed or engaged by the BRLPS with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest, and
 - 6.3.5 **"Restrictive practice"** means forming a cartel or arriving at any understanding or arrangement among bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

7. Selection Process

- a. Technical bids of all bidders which meet the basic requirements (i.e., tender fee, deposit of Earnest Money Deposit etc.) would be taken up for their eligibility evaluation as per the eligibility criteria defined in Section III.
- b. **Bihar Financial Rule and amendments published time to time will be considered for evaluation of bid and award by the BRLPS.**
- c. Technical proposals of only those bidders who are found eligible, as per the criteria defined in Section III, will only be considered for opening of their financial bid.
- d. **Bidder may quote rate for one item or more than one items.**
- e. **Lowest quote against each item should be valid for two (02) years as per price format and same will be considered as L1 price for the concerned item.**
- f. **Negotiations may be held with other bidders on L1 rate.**

8.1 Technical Bid

- a. In this part, the bid shall be reviewed for determining the compliance of the general conditions of the Agreement and Eligibility Criteria as mentioned in the bidding document. Any deviation for general conditions of the Agreement and eligibility criteria shall lead to rejection of the bid.
- b. During evaluation of the technical bids, bidders are expected to meet all the conditions of the bidding document and the eligibility criteria as mentioned in Section-III. Bidders failing to meet these criteria or not submitting requisite supporting documents / documentary evidence for supporting eligibility criteria are liable to be rejected summarily.
- c. The bidder must possess the requisite experience, strength, and capabilities in supplying the material necessary to meet the requirements, as described in the bidding document. The bids must be complete in all respects and should cover the entire item with its specification as stipulated in this document.

8.2 Financial Bid

Financial bids of all the eligible bidders (as per the criteria defined in Section III) will be evaluated.

- a) BRLPS will open 'Financial Bid' of only those Bidders, who are found eligible as per the criteria defined in Section III.
 - b) The Financial Bid should be furnished clearly indicating the bid amount in the format given on e-portal. In the event of any difference between figure and word, the amount indicating in words shall be considered.
 - c) The Financial Bid should be inclusive of all applicable taxes and duties, including GST presently in force.
 - d) The Bidder who has quoted the lowest evaluated price for each item will be considered as successful bidder and will be issued Letter of Intent (LoI).
 - e) Negotiation may be held with other bidders on L1 price.
- 8.3** The BRLPS reserves the right to accept in part or in full any tender or reject any tender(s) without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award, without incurring any liability, whatsoever to the affected bidder(s).
- 8.4** The bidder shall within 7 days of issue of the Letter of Intent (LoI), give his acceptance.
- 8.5** The quantity may be increased or decreased by 20% without any change in unit price or

other terms and conditions.

- 8.6** The BRLPS will notify the successful bidder(s) in writing by issuing a Letter of Intent (LoI), that its tender has been accepted, briefly indicating there in the essential details like description of materials and corresponding prices accepted, subject to the agreement to be signed between the parties "*floated from this NIT*" having the terms and conditions etc., therein.
- 8.7** The successful bidder must furnish the required Performance Security (PS), before executing the signing of the agreement document, positively, failing which the EMD will be forfeited and the award will be cancelled and bidder may be debarred reasonably. Relevant details about the performance security have been provided under Section IV Clause 8.
- 8.8** The agreement will be signed between the Producer Company (PC) and the successful bidder and will be required to be signed within 10 working days of the issue of the Letter of Intent (LoI) and submission of Performance Security. The stamp duty and registration charges, if any, payable on the Agreement will be borne by the successful bidder.
- 8.9** During the period of one-year, multiple supply orders may be issued by the Producer Company time to time on the quoted unit rate.
- 8.10** The successful bidder has to supply the materials as per the delivery timeline mentioned in each order given by Producer company (PC).

TECHNICAL EVALUATION CRITERIA**Bidder must meet the following technical evaluation criteria**

Sl. No.	Eligibility Requirement	Required supporting document
1.	Bidder should be registered entity under the Company's Act 1956/2013, or Partnership Act 1932, or Limited Liability Partnership Act 2008 or Proprietorship.	Bidder has to submit -Copies of the certificate of Incorporation, issued by the Registrar of Companies (Roc) under the Companies 1956/2013 or Under Limited Liability Partnership. For Partnership Firm – Copy of Partnership deed under the partnership Act 1932. For Proprietorship Firm – Registration under Shops & Establishment or any supporting government document.
2.	Bidder should have experience of supplying stitching/tailoring items to Government departments/universities/ government educational institutions/ autonomous bodies/MNC.	Bidder should submit at least one purchase order. Submitted order may be verified.
3.	Bidder should have minimum annual average turnover of Rs. 50.0 lakh (Rs. Fifty Lakh) during in the following consecutive three financial years (2020-21, 2021-22, 2022-23 & 2023-24).	Audited Financial Statements (Balance Sheet and P&L Audited by a Certified Chartered Accountant) for the following 3 (three) consecutive financial years 2020-21, 2021-22, 2022-23 & 2023-24 of the Bidder or Turnover Certificate issued by CA having UDIN Number.
4.	Undertaking that the bidder has not been blacklisted by a Central / State Government / PSUs and there has been no litigation history with any government department.	Notarized undertaking should be submitted as per Appendix-F
5.	Bidder should have a valid GST Number.	GST certificate should be submitted.

TERMS AND CONDITIONS

1. Payments

1.1. The prices quoted in the financial bid shall include all applicable taxes and duties, including Goods & Services Tax (GST).

1.2. **It is mandatory for the bidder to quote each column in in their price format.**

- a. No advance payment shall be made.
- b. Payment will be made against completion of 100% delivery against each purchase order.
- c. The payment will be subject to statutory deductions as per applicable laws.

2. Performance Review and Penalty provisions

BRLPS will be reviewing the performance of the supply to assess the quality of supplied materials. The Chief Executive Officer, BRLPS may designate a person to supervise the assignment and carry out necessary interaction and exchange of information about the status of the project between the agency and Producer company (PC). The Chief Executive Officer, BRLPS may also constitute a review committee to monitor the progress and access the supply.

3. Signing of the agreement

The agreement will be signed with the successful bidder and the Producer Company (PC). The agreement between Producer Company and the successful bidder should be executed within 10 days of the issue of the Letter of Intent and submission of performance security. The selected successful bidder will have to submit the Performance Security (PS), as applicable before signing of the agreement. Non-fulfilment of this condition will result in cancellation of the award and forfeiture of the EMD with consequential legal action.

4. Sub Contracts

Sub-letting/ Sub-contracting of the agreement would not be allowed under any circumstances and agreement may be terminated in case the supplier sublets or sub-contracts its liabilities/responsibilities/obligation to other. Penal action shall also be taken against the supplier.

5. Liquidated damage (for delays)

An amount equivalent to 0.07% per day will be deducted from the invoice of supplier for delay in supply of delayed quantity of materials beyond the stipulated delivery period mentioned in the issued purchase order.

6. Quality Verification

Quality verification of supplied materials may be done by a third-party agency as decided by the Producer Company. **Representative of bidders may be present at the time of quality verification.**

7. Modification to Agreement

The agreement when executed between the parties shall constitute the entire agreement between the parties in connection with the supply which also includes increase in the scope of supply and shall be binding upon the parties. However, modification, if any, to the agreement shall be in writing and with the consent of the parties.

8. Performance Security

- 8.1. The successful bidder shall have to furnish a performance security @ 5% of the award value in the shape of a Bank Guarantee issued by a Nationalized /Scheduled Indian Bank in favor of Bihar Rural Livelihoods Promotion Society (BRLPS) for an amount equivalent to 5% of the award value. The Bank guarantee shall be as per proforma at “**Appendix: E**” and remain valid for a period, which is six months beyond the date of expiry of the agreement. The performance security should be submitted before signing the agreement.
- 8.2. If the supplier violates any of the terms and conditions of agreement, the Performance Security shall be liable for forfeiture, wholly or partly, as decided by the PC and the agreement may also be cancelled.
- 8.3. The Performance Security will be released without any interest to the supplier on successful completion of obligations under the resultant agreement.

9. Termination of Agreement

- 9.1. Any bidder found to be involved in fraudulent practices (misrepresentation or omission of facts or suppression/hiding of facts or disclosure of incomplete facts), to secure eligibility to the bidding process during the submission of bid or after release of Letter of Intent (LoI) or agreement formalization, shall be liable for punitive action amounting to debarment of the bidder and forfeiture of concerned EMD (Bid Security) or Performance Security (as applicable).
- 9.2. The Producer Company (PC), without prejudice to any other contractual rights and remedies available to it, may, by written notice of default sent to the supplier, terminate the agreement in whole or in part, if the supplier fails to perform the supply as specified in the agreement read with the terms of the agreement or any other contractual obligations within the time period specified in the agreement or for any breach of the agreement, the performance security may be forfeited and other legal action may also be taken against the supplier.
- 9.3. Unless otherwise instructed by the PC, the supplier shall continue to perform the agreement/supply to the extent not terminated.

10. Termination for Insolvency

If the supplier becomes bankrupt or otherwise insolvent, it will inform to the PC in writing within 30 days' prior written notice to terminate the agreement. The PC reserves the right to terminate, without any compensation, whatsoever, to the supplier, and PC may forfeit the performance security.

11. Termination by Mutual Consent

In the event, the PC and the supplier mutually agrees to terminate the agreement, either party shall give 30 days' prior written notice to the other party and after the consent of both party's agreement may be terminated without any Legal or Financial Obligation on any Party to the agreement.

12. Force Majeure

- 12.1. Notwithstanding the provisions contained in the bidding document, the supplier shall not be liable for imposition of any such sanction so long the delay and/or failure of the Service Provider in fulfilling its obligations under the agreement is the result of an event of Force Majeure.
- 12.2. For purposes of this clause, Force Majeure means an event beyond the control of the supplier and not involving the supplier's fault or negligence and which is not foreseeable and not brought about at the instance of, the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include and will not be limited to wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.

- 12.3. If a Force Majeure situation arises, the supplier shall promptly notify the PC in writing of such conditions and the cause thereof within twenty-one days of occurrence of such event. Unless otherwise directed by the PC in writing, the supplier shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 12.4. In case due to a Force Majeure event, the PC is unable to fulfil its commitment and responsibility, the PC will notify the supplier accordingly and subsequent actions taken on similar lines described in above sub-paragraphs

13. Notices

Notice, if any, relating to the agreement given by one party to the other, shall be sent in writing or by e-mail or facsimile or post. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the agreement.

14. Resolution of disputes

- 14.1. Any dispute or difference or claim arising out of or in relation to this Agreement, will be settled by reaching a mutual understanding between the parties.
- 14.2. If the parties fail to resolve the issue with mutual understanding, the same will be settled as per the existing law of land through the competent court of law under the territorial jurisdiction of Patna, Bihar Courts only.

15. Applicable Law

The agreement shall be governed by and interpreted in accordance with the laws of India for the time being in force.

16. Specification and quantity of items to be procured

The specification of items/raw materials to be procured with quantity is attached as **Appendix-A** of this bidding document.

17. Delivery Schedule

The delivery schedule is attached as **Appendix-B** of this bid document.

- 17.1. The supplier shall maintain confidentiality of all the data collected during the process, and shall make adequate arrangements for security on their own cost.

Chief Executive Officer cum Mission Director
Bihar Rural Livelihoods Promotion Society

Specification of Materials with Quantity

#	Type of Trims	Specification	Usages with Remarks	Unit	Estimated Total Quantity
1	Shirt Buttons	Plastic/polyester, 4-hole, 18 Ligne	Transparent color	Pieces	9,39,73,110
2	Pant Button	Plastic/polyester, 4-hole, 24 Ligne	Transparent color	Pieces	69,630
3	Shirt Collar	Size 11-14, readymade collar	11-14 Paper - Non-woven 70-80 GSM)	Pieces	10750000
4.	Shirt Collar	Size 14-18 inches fusing-woven 210-220 GSM)	14-18 inches fusing-woven 210-220 GSM)	Pieces	140000
5	Shirt Fashion Patti Pasting (in meter)	1 inch wide	Paper - Non woven 70-80 GSM	Meter	5500000
6.	Shirt Fashion Patti Pasting (in meter)	1 inch wide	fusing-woven 220-230 GSM	Meter	75000
7	Shirt Cuff Pasting (in meter) (in Full Size Set)	2 inch wide	Paper - Non woven 70-80 GSM	Meter	2321000
8	Shirt Cuff Pasting (in meter) (in Full Size Set)	2 inch wide	fusing-woven 220-230 GSM	Meter	40000
9	Pant Pasting	1.5 inch wide	Fusing woven 220-230 GSM	Meter	31700
10	Kurti Paper Pasting	24inch wide	Fusing woven 220-230 GSM	Meter	4200
11	Salwar Mohri pasting (in meter)	1 inch wide	Fusing woven 220-230 GSM	Meter	31300
12	Logo	Printed, customized school logo (DTF) (2.25*3 inches)	At front Pocket	Pieces	1,17,75,082
13	Company Label with Size	Woven, standard sizes (S, M, L) or numeric with company logo (1.25*4 inches)	Neck or Waistband Durable, Colorfast	Pieces	1,17,75,082
14	Thread (in meter)	Polyester core spun The brands would be VARDHMAN, COATS INDIA or Equivalent	2 ply – Maroon colour	Meter	581035000
15	Thread (in meter)	Polyester core spun	3 ply – Maroon colour	Meter	581035000

		The brands would be VARDHMAN, COATS INDIA or Equivalent			
16	Thread (in meter)	Polyester core spun The brands would be VARDHMAN, COATS INDIA or Equivalent	2 ply - Sky Blue colour	Meter	7823000
17	Thread (in meter)	Polyester core spun The brands would be VARDHMAN, COATS INDIA or Equivalent	3 ply – Navy Blue colour	Meter	7823000
18	Thread (in meter)	Polyester core spun The brands would be VARDHMAN, COATS INDIA or Equivalent	2 ply – Grey colour	Meter	2352000
19	Thread (in meter)	Polyester core spun The brands would be VARDHMAN, COATS INDIA or Equivalent	3 ply – White colour	Meter	2352000
20	Zipper – 8 inches	Nylon coil zipper, auto-lock	Skirts, trousers, pinafores Matching color, sturdy, smooth pull	Pieces	1,12,671
21	Hook & Eye	Steel, rust-proof	Trousers, skirts Small size for waistbands	Pieces	43,041
22	Elastic (in meter)	Soft woven of 1.25 inches width	Waistbands in skirts, trousers, shorts Good Stretch & Recovery	Meter	58,38,513
23	Size Labels	Woven, standard sizes (S, M, L) or numeric	Woven having 0.5 inches width	pieces	1,17,75,082
24	Carry Bag – Eco Friendly)	Transparent LDPE/PP bag, 14 x 18 inches 51 microns	Packaging biodegradable or recyclable polybags	pieces	3,00,000
25	Biodegradable Bags	Thick paper bags (60 GSM) having 12 x 16 inches dimension.	-	Pieces	1,10,00.000

Delivery Schedule

Delivery is to be made in all 38 Districts of Bihar. The quantity with delivery timeline and address for delivery will be mentioned in the issued purchase order/s.

APPENDIX-C

FORWARDING LETTER FOR TECHNICAL BID

(To be submitted by all bidders in their letter head)

To,

The Chief Executive Officer cum Mission Director

Bihar Rural Livelihoods Promotion Society,

Patna Bihar.

Sub: Bid for supply of accessories for School Uniform

Sir,

We are submitting, herewith our bid for supply of accessories for School Uniform as per the terms defined in the bid document.

We agree to accept all the terms and condition stipulated in your bid document and further queries & clarifications.

Enclosures:

- 1.
- 2.
- 3.

Signature of the Bidder/agency.....

Seal of the Bidder/agency

AUTHORIZATION LETTER FOR SIGNING OF BID

(On Non – judicial stamp paper of appropriate value)

POWER OF ATTORNEY

Know all men by these present, we _____ (*name and address of the registered office of the Single Entity*) do hereby constitute, appoint and authorize Mr. / Ms. ___R/o___ (*name and address of residence*) who is presently employed with us and holding the position of _____ as our authorized representative, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to the bid of the firm/ organization, _____ for “**Supply of Accessories for School Uniforms**” (the “**Project**”), including signing and submission of all documents and providing information / responses to the Bihar Rural Livelihoods Promotion Society (BRLPS), representing us in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us. Dated this theday of 2024.

For
(Name, Designation and address)

Accepted
.....(Signature)
(Name , title and address of the Attorney)

Date:

Note:

- (i) The mode of execution of the Power of Attorney (PoA) should be in accordance with the procedure, if any, laid down, by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- (ii) In case, an authorized director of the bidder/ agency signs the bid, a certified copy of the appropriate resolution/document conveying such authority may be enclosed in lieu of the Power of Attorney (PoA).

**PROFORMA FOR BANK GUARANTEE FOR
PERFORMANCE SECURITY**

(To be stamped in accordance with Stamp Act)

Ref: Bank Guarantee No.:

Date:

To,
The Chief Executive Officer cum Mission
Director, Bihar Rural Livelihoods Promotion
Society,
Patna.

Dear Sir,

WHEREAS.....(Name and address of the supplier)
(Here-in-after called "the Supplier" has undertaken, in pursuance of Lol vide Letter No ...date
.....(Herein after "the agreement") for supply of accessories for school uniforms.

AND WHEREAS it has been stipulated in the said agreement that the service provider shall furnish a Bank Guarantee ("the Guarantee") from a scheduled bank for the project/ performance of the agreement "supply of materials for school uniforms accessories", as per the agreement. WHEREAS we ("the bank", which expression shall be deemed to include its successors and permitted assigns) have agreed to give *[Name of Producer Company]* the Guarantee:

THEREFORE, the Bank hereby agrees and affirms as follows:

1. The Bank hereby irrevocably and unconditionally guarantees the payment of Rs.....(as applicable), to *[Name of Producer Company]*, under the terms of the agreement, on account of full or partial non-performance /non-implementation and/or delayed or defective performance/ implementation. Provided, however, that the maximum liability of the Bank towards *[Name of Producer Company]*, under this Guarantee shall not, under any circumstances, exceed the aggregate.
2. In pursuance of the Guarantee, the Bank shall, immediately upon the receipt of a written notice from *[Name of Producer Company]*, stating full or partial non-implementation and/or delayed and/or defective implementation, which shall not be called in question, in that behalf and without delay/demur or set off, pay to *[Name of Producer Company]* all sums demanded by *[Name of Producer Company]* under the said demand notice, subject to the maximum limits specified in BG. A notice from *[Name of Producer Company]* to the Bank shall be sent by Registered Post at the following address: Attention Mr.....(Mention the official address of the bidder).
3. The Guarantee shall come into effect immediately upon execution and shall remain in force for a period
4. The liability of the Bank under the terms of this Guarantee shall not, in any manner whatsoever, be modified, discharged or otherwise affected by:
 - a. Any change or amendment to the terms and conditions of the agreement or the execution of any further Agreements
 - b. Any breach or non-compliance by the bidder with any of the terms and conditions of any contracts/credit arrangement, present or future, between the bidder and the bank.
5. The Bank also agrees that the *[Name of Producer Company]* at its option, shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against agency and not withstanding any security or other guarantee that *[Name of Producer Company]* may have in relation to the bidder's liabilities.

6. The Bank shall not be released of its obligations under these presents by reasons of any act of omission or commission on the part of the BRLPS or any other indulgence shown by *[Name of Producer Company]* or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.
7. This guarantee shall be governed by the laws of India and only the courts of Patna, shall have exclusive jurisdiction in the adjudication of any dispute which may arise hereunder.

Date this the Day of..... 2025.

Witness 1:

Name:

(Signature)

Witness

2: Name:

(Signatur

e)

DECLARATION BY BIDDER

Format for Affidavit certifying that Entity/Promoter(s) / Director(s)/Members of Entity are not Blacklisted (On a Stamp Paper of Appropriate Value)

Affidavit

I, M/s. , (the names and addresses of the registered office) hereby certify and confirm that-

we or any of our promoter(s) / director(s) are not blacklisted/barred/convicted by any court of law for any criminal or civil offences/blacklisted/declared ineligible by the Bihar Rural Livelihoods Promotion Society or any other entity of GoB or any entity of state government or Govt. of India, or any local self-government body or public undertaking in India for participating in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reasons, as on the date of submission of the bid documents.

And that we are hereby, declaring that there is no litigation history with any government department or have ongoing litigations where our promoter(s)/director(s) are involved in with any government agency/state/central department/PSU, and as mentioned below:

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

We further confirm that we are aware that, our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period and the amounts paid till date shall stand forfeited without further intimation.

Dated this..... Day of , 2025

Name of the Bidder/ Agency.....

Signature of the Authorized Person:

Name of the Authorized Person:

Designation of the Authorized Person:

PARTICULARS OF THE BIDDER'S ORGANISATION

(To be submitted by all bidders)

1. Name :
2. Registered Address
3. Phone/Fax/Mail id
4. Company Registration Details :
5. Address of the office of Services Provider in the State, if any:

Year	Client Name& Project Overview	Project Duration & activities	No. of supplies made	No. of contract successfully completed	Contact Point (Name and Contact number)	Page No

6. Brief write-up about the firm / company. (use extra sheet if necessary)

Signature of Bidders

Date:

Place:

Name

Office Seal

Forms of Bid Security

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 Applicant") has submitted his Bid dated _____ [date] or will submit his Bid for the supply of _____ [name of Assignment] (hereinafter called "the Bid") under Request for Bids No.....[insert number] (hereinafter called "the RFB")

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 (in whole or part thereof) 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]

PRICE FORMAT - ACCESSORIES (TRIMS)									
Sl. No.	Items	Offered Specification / Make and Model	Quantity	Unit rate including Excise, custom duty etc. in INR	Unit Transportation cost for delivery to any location in Bihar, India in INR	GST in INR	Quoted Unit price in INR	Total Unit Price in INR	
			[A]	[B]	[C]	[D]	[E]	[F = ExA]	
								in figures	in words
1	Shirt Buttons - 18 and Transparent colour		1 gross (12 dozen)						
2	Pant Button - 24 and Transparent colon		1 gross (12 dozen)						
3	Shirt Collar - 11-14 Paper - Non woven 70-80 GSM)		1 piece						
4	Shirt Collar 14-18 inches fusing-woven 210-220 GSM)		1 piece						

5	Shirt Fashion Patti -Paper - Non woven 70-80 GSM		1 meter						
6	Shirt Fashion Patti Pasting (in meter) - fusing-woven 220-230 GSM		1 meter						
7	Shirt Cuff Pasting (in meter) (in Full Size Set) - Paper - Non woven 70-80 GSM		1 meter						
8	Shirt Cuff Pasting (in meter) (in Full Size Set) - fusing-woven 220-230 GSM		1 meter						
9	Pant Pasting - Fusing woven 220-230 GSM		1 meter						

10	Kurti Paper Pasting - Fusing woven 220-230 GSM		1 meter						
11	Salwar Mohri pasting (in meter) - Fusing woven 220-230 GSM		1 meter						
12	Logo		1 piece						
13	Size Label - woven having 0.5 inches width.		1 piece						
14	Thread (in meter) - 2 ply in Maroon colour		1 cone (800 meters)						
15	Thread (in meter) - 3 ply in Maroon colour		1 cone (800 meters)						
16	Thread (in meter) - 2 ply - Sky Blue colour		1 cone (800 meters)						
17	Thread (in meter) -3 ply - Navy Blue		1 cone (800 meters)						

18	Thread (in meter) -2 ply – Grey Colour		1 cone (800 meters)						
19	Thread (in meter) -3 ply – White Colour		1 cone (800 meters)						
20	Zipper - 8 inches		1 piece						
21	Hook & Eye		1 dozen						
22	Elastic (in meter) - soft woven of 1.25 inches width.		1 meter						
23	Company Label with Size		1 piece						
24	Carry Bag – Plastic Bag - 51 - microns 14 x 18 inches dimension.		1 piece						
25	Biodegradable thick paper bags (60 GSM) dimension. - 12 x 16 inches dimension		1 piece						

NOTE:	1. Bidder should quote rate for the item considering the entire Scope of Work as mentioned in the Bid Document.
	2. In case of discrepancy between amount in figure and words, amount mentioned in words shall prevail.
We agree to supply the quality of the above goods in accordance with the technical specifications for agreed price quoted against each item within the period specified in the Invitation for proposal.	
Signature of Bidder	
Name	
Mobile No.	
Email Id:	
Business Address:	
Date & Place:	