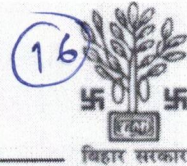


**JEEVIKA**

Rural Development Department, Government of Bihar

**Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar**3rd Floor, Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph.:+91-612-250 4980; Fax:+91-612-250 4960, Website:www.brllps.in

Ref No: BRLPS/PROJ-MIS/2777/26/4795

Date: 09.09.2026

**INVITATION OF BID FOR HIRING AN AGENCY FOR DATA MANAGEMENT,
PREPARATION AND PUBLICATION OF DIGITAL CONTENT WITH PROMOTION
VOLUNTEERS DURING BIHAR SARAS MELA AT GYAN BHAWAN TO BE HELD FROM
20th September to 29th September 2026**

To

Dear Sirs,

**Sub: INVITATION OF BID FOR HIRING AN AGENCY FOR DATA MANAGEMENT,
PREPARATION AND PUBLICATION OF DIGITAL CONTENT WITH PROMOTION
VOLUNTEERS DURING BIHAR SARAS MELA AT GYAN BHAWAN TO BE HELD
FROM 20th September to 29th September 2026****1. You are invited to submit your most competitive rate for the work as per Terms of Reference attached as Annexure-A****2. Important Dates and Times.**

2.1	Issuance of document	09-09-2026
2.2	Last Date & Time for Submission of bid	14-09-2026 till 03.00 PM
2.3	Date & Time of Opening of Bid	14-09-2026 at 03.30 PM at BRLPS Office, Vidyut Bhawan, Patna

NOTE: Bidders may attend the bid opening.

3. Eligibility Criteria

- The bidder should have a valid PAN & GST. Signed and stamped photocopy of PAN and GST certificate should be submitted.
- The bidder should have at-least one work experience in ecommerce portal/event management in govt. offices/PSUs/Local bodies in the last years ending March 2026. Attach signed and stamped photocopy of at-least one work order.
- The bidder must not be blacklisted/debarred by any Govt. Office/PSUs/Local bodies. Notarized undertaking to this effect should be submitted.
- The bidder should have minimum Annual Average Turnover of Rs. 50.0 lakh during the last three financial years i.e., 2024-25, 2023-24 & 2022-23 and should have positive net worth. CA certificate should be submitted.

4. Submission of Bid

- Bidder has to submit Technical Bid and Financial Bid in one sealed envelope The envelope should contain the name of assignment, bidder complete address with marking as "Technical" and "Financial" Bid.

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बिहार सरकार

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5. Bid Price

- The bidder has to quote rate for entire work as per Terms of Reference attached as Annexure-A with this bid document.
- The Prices should be quoted in Indian Rupees only.
- Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- All duties, taxes and other levies payable by the supplier shall be included in the total price.
- The Prices should be quoted in Indian Rupees only.
- Statutory deductions will be made at source, if applicable
- GST in connection with the sale shall be shown separately
- Each bidder shall submit only one bid.

6. **Bid Security**--An amount of Rs. 24,000.00 (Rupees twenty-four thousand only) is to be deposited as bid security in the form of Demand Draft in favor of Bihar Rural Livelihoods Promotion Society, Patna. Bidders may also submit EMD in the form of Bank Guarantee (BG) payable to Bihar Rural Livelihoods Promotion Society payable at Patna Valid for 03 months from the last date of submission of bid. In case of BG, the BG should be issued from any Nationalized/Scheduled Indian Bank.

Bid/s received without bid security shall be treated as non-responsive and will not be evaluated. If the successful bidders fail to accept work order/refuse the sign the agreement, the bid security may be forfeited.

7. **Validity of Bid** – Bid shall remain valid for a period not less than 60 days after the deadline date specified for submission. In case, the bid is not finalized within bid validity period, BRLPS may ask bidders for extension of bid validity.

8. Evaluation of Bid-

- Evaluation of bid will made as under-
Technical Evaluation will be made first based on the eligibility criteria mentioned above.
- Financial evaluation will be made based on total quoted cost for the entire assignment as per attached Terms of Reference as Annexure-A.
- Bihar Purchase Preference Policy, 2024. as amended time to time will be followed for evaluation of bids.
- Conditional bids will not be considered and thus will not be evaluated.
- Bidder has to quote rates as per Terms of Reference attached with this document as Annexure-A.

9. Award of Assignment:

- BRLPS will award the assignment to the bidder whose bid has qualified in the eligibility criteria and has offered the lowest evaluated price for the entire assignment as per Annexure-A.
- Bihar Purchase Preference Policy, 2024. as amended time to time will be followed for award of assignment.
- Negotiation may be held on L-1 rate.**

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d. The bidder whose bid is accepted will be notified of the award by the BRLPS prior to expiration of the validity period. The terms of the accepted offer shall be incorporated in the work order/agreement.

- In case, if L1 agency fails to do the job, BRLPS may take the services of L2 agency on L1 rate.

10. Notwithstanding the above, BRLPS reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time prior to the award.

11. Performance security-

1. The successful bidder will have to submit performance security in the form of Bank Guarantee/Demand Draft @ 5% of awarded value before issuance of work order. The Bank Guarantee should be issued from a Nationalized/Scheduled Indian Bank in favor of Bihar Rural Livelihoods Promotion Society. The Bank guarantee shall be valid for a period of 06 months.
2. Performance security will be released after completion of the entire assignment as per Annexure-A without any interest.
3. Performance security may be forfeited, in case the successful bidder fails to complete the assignment as per attached Terms of Reference – Annexure-A.

12. **Period of Assignment** – The entire assignment is to be completed within 20 days from the date of award.

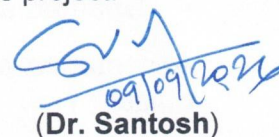
13. **Liquidated Damages--** An amount equivalent to 0.07% per day will be deducted from the invoice for delay in completion of assignment beyond the deadline for the assignment period.

14. **Dispute Resolution:** -The 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 issued purchase order/ Agreement. If the parties fail to resolve their dispute or difference by such mutual consultation, the courts in Patna, Bihar shall have the sole jurisdiction to settle the dispute.

15. Payment will be made after successful completion of the entire assignment as per Annexure-A and submission of invoice. No advance payment will be made.

You are requested to provide your best competitive rates.

We look forward to receiving your bid and thank you for your interest in this project.


(Dr. Santosh)

Procurement Specialist

Enclosures: -

Annexure- A (Terms of Reference)

Annexure- B (Price Bid)



Annexure-A

TERMS OF REFERENCE

Data Management, Digital Content and Promotion Volunteers

1. Background

Bihar Saras Mela provides a market-access platform for women's self-help groups (SHGs), artisans and rural entrepreneurs. BRLPS / JEEViKA is looking forward to **Data Management, Preparation and publication of Digital Content with Promotion Volunteers** for the Gyan Bhawan edition of the Saras Mela.

2. Objective

To implement the specified scope (**Data Management, Preparation and publication of Digital Content with Promotion Volunteers**) in a timely, practical and bidder-friendly manner during the Mela period.

3. Scope of Work

- Create social-media posts, photographs, reels and short videos and upload on the official handles once approved by BRLPS.
- Deploy 10 trained promotion volunteers at Gyan Bhawan for 10 days, with an approved deployment roaster.
- Paid-media expenditure on advertising platforms shall be borne by BRLPS / JEEViKA. The agency will provide campaign creative and execution support only, subject to BRLPS / JEEViKA approval.
- Data entry related work to be conducted on the specified portal from the BRLPS.

4. Roles and Responsibilities

BRLPS / JEEViKA will nominate a nodal officer, provide/approve required information and review deliverables. The selected agency will deploy the required team and complete the agreed scope. The agency will conduct the activities with proper approvals as required.

5. Deliverables and Acceptance

- Approved digital-content archive.
- Deployment of 10 volunteers for 10 days and a short activity summary.
- Updated approved data records on the required portals.

Acceptance will be through a short completion review by the BRLPS / JEEViKA nodal officer.

6. Governance and Review

The BRLPS / JEEViKA will assign a nodal officer will coordinate during implementation. Scope changes require written approval from BRLPS / JEEViKA.

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Price Format				Annexure-B
SN	Description	Lump Sum Rate in INR	GST in INR	Total quote including all in Words
1	DATA MANAGEMENT, PREPARATION AND PUBLICATION OF DIGITAL CONTENT WITH PROMOTION VOLUNTEERS DURING BIHAR SARAS MELE AT GYAN BHAWAN TO BE HELD FROM 20th September to 29th September 2026 as per attached Terms of Reference (Annexure-A)			

Note: In case of discrepancy between price in word and figures, the price in words shall prevail.
We agree to provide the services in accordance with the Terms of Reference (Annexure-A) for a total price mentioned above in Annexure-B.

Signature of Bidder.....
Name
Business Address:
Mobile number and Email ID:-
Place:
Date.....