

**Request for Bid (RFB)**  
**(Two Envelope System)**

**For**  
**Printing and Supply of Len Den Prapatra (Transaction Book) – Lot I**

**And**

**Printing and Supply of Saving cum Loan Ledger – Lot II**

**Tender No: BRLPS/Proc/176/16 Dated: 14-11-2023**

**Bihar Rural Livelihoods Promotion Society (BRLPS)**  
3<sup>rd</sup> Floor, Annexe-II, Vidyut Bhawan  
Nehru Path (Bailey Road), Patna-800021

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## **DISCLAIMER**

All information contained in this Request for Bid (RFB) 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 RFB 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 RFB document is complete in all respects and firms submitting their bids are satisfied that the RFB document is complete in all respects.

BRLPS, Patna reserves the right to reject any or all of the tenders submitted in response to this RFB 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 RFB. BRLPS reserves the right to change/modify/amend any or all the provisions of this RFB document without assigning any reason. Any such change would be published on BRLPS website – [www.brlps.in/Procurement/Tender](http://www.brlps.in/Procurement/Tender) and <https://eproc2.bihar.gov.in>. Neither BRLPS nor their employees and associates will have any liability to any prospective Respondent 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 RFB document, any matter deemed to form part of this RFB 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 RFB 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
<b>RFB</b>	Request for Bid
<b>BG</b>	Bank Guarantee
<b>EMD</b>	Earnest Money Deposit
<b>RTI</b>	Right To Information
<b>PAN</b>	Permanent Account Number
<b>TQ</b>	Technical Qualification
<b>BRLPS</b>	Bihar Rural Livelihoods Promotion Society
<b>PBG</b>	Performance Bank Guarantee

## Definition

#	Term	Definition
1.	Agreement/ Contract	The Agreement entered between the BRLPS and the Agency 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 RFB / Contract for an agreed price for each Lot. 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 RFB and includes all documents related to EPF, ESI, GST etc.
4.	Performance Security	Unconditional Bank Guarantee / Demand Draft provided by the Bidder from a Nationalized Bank in favor of Bihar Rural Livelihoods Promotion Society Payable at Patna for 5 % of the Contract value for each Lot. The Performance security will be released after one year from the date of signing of contract.
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 services / Goods that the BRLPS intends to buy and implement.
7.	Selected bidder	The bidder who is qualified & successful in the bidding process for each Lot.
8.	Successful Bidder	The successful bidder with whom contract for providing goods has been made for each Lot.

## **Section 1: INVITATION OF BID**

**Bidding for Printing and Supply of Len Den Praptra (Transaction Book) – Lot I and Printing and Supply of Saving Cum Loan Ledger – Lot II as per the following details:**

<b>Lot</b>	<b>Assignments</b>	<b>Quantity</b>
I	Len Den Praptra (Transaction Book)	02 lakhs
II	Saving Cum Loan Ledger	02 lakhs
Note:- Quantity may be increased as per requirement of BRLPS during the contract period.		

Bihar Rural Livelihoods Promotion Society (BRLPS) under Department of Rural Development, Bihar invites responses (“Tenders”) to this Request for Bid (“RFB”) for Selection of Agency (“Bidders”) for **Printing and Supply of Len Den Praptra (Transaction Book) – Lot I and Printing and Supply of Saving cum Loan Ledger – Lot II.**

1. Proposals 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 RFB documents. Failure to furnish all information required as mentioned in the RFB document or submission of a proposal not substantially responsive to the RFB documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

## A. Bid Details

#	Particulars	Details									
1	Bid Reference No.	<b>BRLPS/Proc/176/16 dated 14-11-2023.</b>									
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 <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a>									
3	Cost of Bid Document.	Rs 2000 to be paid through e-Payment mode (i.e., NEFT / RTGS, Net Banking, Credit / Debit Card) only at <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a> .									
4	Earnest Money Deposit (EMD).	<p>All Bids must be submitted with bid security as specified in the tender document and same to be paid in the form of <b>Bank Guarantee (BG)</b> in favour of "<b>Bihar Rural Livelihoods Promotion Society</b>", Patna. Bidder/s will have to upload a scanned copy of the BG on the e-Proc portal (<a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a>) and must submit the original copy of the same on or before the date of opening of the bid.</p> <p>However, firms registered with Central Purchase Organization/State Purchase Organisation/NSIC may seek exemption from submitting EMD. The firm seeking exemption from EMD will have to upload valid certificates issued from the above organization provided they are authorized to do the business of printing as per the certificate.</p> <p>If no bid security/exemption certificate is uploaded by the bidder, their bid will be treated as non-responsive.</p> <table border="1"> <thead> <tr> <th>Lot No</th> <th>Name of items</th> <th>Bid Security (IN INR)</th> </tr> </thead> <tbody> <tr> <td>I</td> <td>Len Den Prapatra (Transaction Book)</td> <td>3.0 lakh</td> </tr> <tr> <td>II</td> <td>Saving cum Loan Ledger</td> <td>3.0 lakh</td> </tr> </tbody> </table> <p>NOTE: Bidders may quote for one lot or both the lots. However, if a bidder quotes rates for both the lots, they must add bid security amount for both the lots.</p>	Lot No	Name of items	Bid Security (IN INR)	I	Len Den Prapatra (Transaction Book)	3.0 lakh	II	Saving cum Loan Ledger	3.0 lakh
Lot No	Name of items	Bid Security (IN INR)									
I	Len Den Prapatra (Transaction Book)	3.0 lakh									
II	Saving cum Loan Ledger	3.0 lakh									
5	EMD Validity Period.	180 days.									
6	EMD submission.	Offline at BRLPS for each Lot.									
7	Bid Validity Period.	180 days from the date of opening of bid.									
8	Value of Performance Security.	Bank Guarantee / Demand Draft issued from a Nationalized Bank in favor of Bihar Rural Livelihoods Promotion Society Payable at Patna for 5% of the Contract value for each Lot before signing of contract. The Performance security will be released after 12 months from the signing of contract. No Interest will be paid on performance security.									
9	All requisite 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	Award of Contract	<b>Award of contract shall be given to the technically qualified agency who has quoted the lowest evaluated rate for each Lot. In case Lowest responsive bidder (L 1) declines to do the assignments, the award of contract will be given to L2 agency on L1 rate for each lot.</b>									
12	Source of downloading Tender Document, Corrigendum, addendums etc.	<a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a> . Corrigendum and Addendum can also be seen at <a href="http://www.brllps.in/Procurement/Tender">www.brllps.in/Procurement/Tender</a> . Bidding document is also available on <a href="http://www.brllps.in/Procurement/Tender">www.brllps.in/Procurement/Tender</a> for reference purpose only.									



## B. Important Dates

#	Particulars	Date and time									
1	Start of issuance of Tender Document / RFB.	14-11-2023.									
2	Last date of submit Pre-bid queries to Email Id- <a href="mailto:proc.sp@brlps.in">proc.sp@brlps.in</a> and <a href="mailto:spm.cf@brlps.in">spm.cf@brlps.in</a>	27-11-2023									
3	Schedule of Pre-bid meeting at BRLPS Office.	28-11-2023 (04.00 PM)									
4	Closing date & time for uploading scanned document of Technical & Financial Bid.	18-12-2023 (04.00 PM)									
5	A. Payment of Tender Document Cost B. Payment Earnest Money Deposit (EMD)/ Bid Security.	Rs 2000 to be paid through e-Payment mode (i.e., NEFT / RTGS, Net Banking, Credit / Debit Card) only at <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a>  <b>Bank Guarantee (BG)</b> in favour of " <b>Bihar Rural Livelihoods Promotion Society</b> ", Patna. Bidder/s will have to upload a scanned copy of the BG on the e-Proc portal ( <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a> ) and have to submit the original copy of the same on or before the date of opening of the bid online. However, firms registered with Central Purchase Organization/State Purchase Organisation/NSIC are exempted from submitting EMD. The firm seeking exemption from EMD will have to upload valid certificates issued from the above organization provided they are authorized to do the business of printing as per the certificate. If no bid security/exemption certificate is uploaded by the bidder, their bid will be treated as non-responsive.									
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I	Len Den Prapatra (Transaction Book)	3.0 lakh									
II	Saving cum Loan Ledger	3.0 lakh									
6	Due date and time for online opening of Technical Bid.	18-12-2023 (04.30 PM)									
7	Due date and time for opening of Financial Bid (Only for those Bidders who will qualify the scrutiny of the Technical Bids).	To be notified later on Eproc 2.0 and BRLPS website <a href="http://www.brlps.in/Procurement/Tender">www.brlps.in/Procurement/Tender</a> .									
8	Contact Person / Nodal Officer for queries: Procurement Specialist, BRLPS, Email: <a href="mailto:proc.sp@brlps.in">proc.sp@brlps.in</a>										
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](https://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/RFB. The department/Tendering Authority doesn't 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](mailto:eproc2support@bihar.gov.in)

## **Section 2: BACKGROUND INFORMATION**

Bihar Rural Livelihoods Promotion Society, (BRLPS) an autonomous body 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**

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.

All information supplied by Bidders will be treated as contractually binding on the Bidders, on successful award of the assignment by the BRLPS based on this RFB.

No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the BRLPS. BRLPS may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the BRLPS.

This RFB supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

### **3.2 Compliant Proposal / Completeness of Response**

Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFB documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFB document with full understanding of its implications.

Failure to comply with the requirements of this paragraph may render the Proposal noncompliant and the Proposal may be rejected. Bidders must:

- Include all documentation specified in this RFB;
- Follow the format of this RFB and respond to each element in the order as set out in this RFB.
- Comply with all requirements as set out within this RFB.

### **3.3 Pre-Bid Conference & Clarification**

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](mailto:proc.sp@brlps.in) and [spm.cf@brlps.in](mailto:spm.cf@brlps.in) as per the date and time mentioned in the schedule of Important Dates only in editable excel format.

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.

For each bidder, maximum of two representatives are allowed. The representatives should be employees of the Bidding Company.

#	Section	Page Number(s)	Content of RFB requiring Clarification(s)	Points of clarification	Suggested Clause (if any)
1.					
2.					

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 endeavour 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.
- 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 Tender Document by a corrigendum.
- The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the [www.brlps.in](http://www.brlps.in) / Procurement/Tender and [eproc2.bihar.gov.in](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 shall be notified on BRLPS website and these amendments will be binding. 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](http://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 office of BRLPS selecting the Bidder to engage in further discussions and negotiations towards the execution of contract. The commencements of such negotiations do not, however, signify a commitment by BRLPS to execute a contract or to continue negotiations. BRLPS may terminate negotiations at any time without assigning any reason. If the negotiation with L1 agency fails, BRLPS may negotiate with L2, L3 bidder and so on L1 rate for each Lot.

**3.7 Bid security i.e. Earnest Money Deposit (EMD)-** All Bids accompanied by a bid security as specified in the tender document and paid in the form of Bank Guarantee (BG) in favour of "Bihar Rural Livelihoods Promotion Society", Patna. Bidder/s will have to upload a scanned copy of the BG on the e-Proc portal (<https://eproc2.bihar.gov.in>) and must submit the original copy of the same on or before the date of opening of the bid online. However, firms registered with Central Purchase Organization/State Purchase Organisation/NSIC may seek exemption from submitting EMD. The firm seeking exemption from EMD will have to upload valid certificates issued from the above organization provided they are authorized to do the business of printing as per the certificate. If no bid security/exemption certificate is uploaded by the bidder, their bid will be treated as non-responsive.

Lot No	Name of items	Bid Security (IN INR)
I	Len Den Prapatra (Transaction Book)	3.0 lakh
II	Saving cum Loan Ledger	3.0 lakh
NOTE: Bidders may quote for one lot or both the lots. However, if a bidder quotes rates for both the lots, they have to add the bid security amount for both the lots.		

**3.8 RFB Document Fees / Bid Cost** – Rs 2000 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% of contract value for each Lot** , 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 Bank, payable on demand, for the due performance and fulfilment of the contract 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. This performance bank guarantee will be for an amount equivalent to 5 % of contract value for each Lot. 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 for each Lot subject to the terms and condition in the Performance Bank Guarantee, six months after the contract completion, the performance Bank Guarantee will lapse automatically.
6. The Performance Bank Guarantee may be discharged/ returned by the BRLPS upon being satisfied that there has been due performance of the obligations of the Bidder under the contract. However, no interest shall be payable on the Performance Bank Guarantee.
7. In the event of the Bidder being unable to service the contract 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 contract in the matter, the proceeds of the PBG shall be payable to BRLPS as compensation for any loss resulting from the bidder's failure to complete its obligations under the Contract. BRLPS shall notify the bidder in writing of the exercise of its right to receive such compensation within 30 days, 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 security Deposit.

### **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 be governed.

### **3.12 Bid Validity**

The offer 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**

- 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 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 a contract or to continue negotiations. BRLPS may terminate negotiations at any time without assigning any reason.

Section 4:- Specification

SHG Register (BR) 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 colour 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.		
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).	Single	28
			General Information Paper/ 70 GSM maplitho white paper	2	Single colour printing and pasted with Glazed grey Hard Board(32 ounce).		
			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. <b>(Note: Numbers in the bracket suggests the number of sheets in each category for Assets, Liability, Income and Expenditure)</b>		
Note:- For all the above specification quality of paper should be best quality.							

## **Section 5: SELECTION OF BIDDER AND EVALUATION OF BID**

- The BRLPS shall open the bids online. Technical bids will be opened 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 two representatives 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 from their professional, external experts in the Bid evaluation process, if required.

### **5.1 Criteria for Evaluation**

#### **5.1.1 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 RFB.
- The technical evaluation of Bids will be carried out to ensure technical and functional compliance with requirements mentioned in the RFB. For all technically qualified bidders, the financial bids 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 Proposal and shall evaluate the same as per the evaluation criteria specified in this RFB.
- Following are the parameters that will be evaluated in a technical bid:
  - a) Bidder should have experience of printing (except flex printing) wherein one order should not be of less than Rs. 1.5 crore during the last 05 years. 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.**

**Note: If any bidder intends to quote for both the lots, bidder should submit one order having value not less than 03 crore or two orders having combined value of Rs. 3.0 crore.**
  - b) The bidder should have Minimum Average Annual Turnover of Rs 03 crores during three financial years in the last five financial years for each Lot. Audited financial statement or CA certificate should be attached.**

**Note: If bidder quotes for both the lots, they should have Minimum Average Annual Turnover of Rs. 6.0 crore during the financial years mentioned above.**
  - c) 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.**
  - d) Company/ Firm should be registered with GST. Signed & Stamped photo copy of valid GST registration certificate should be attached.**
  - e) The bidder should not have been blacklisted by any Central Government or State Government Public Sector Undertaking. A Notarized Undertaking to this effect should be uploaded.**



## 5.2 Financial Evaluation

- In the second stage, the financial evaluation of the bids qualified in technical evaluation will be carried out after determining whether the Financial Proposals are complete and unconditional.
- **Bidder may quote for one or both the lots. Evaluation will be made lot wise on the total cost quoted in a lot.**
- The Financial bid price will be inclusive of all charges and taxes and will include inter-alia incidentals like transportation, stationery, telephone expenses.
- The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of supply ('Bid Price') for each Lot. 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 upto 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 challan in original. All the delivery challans must be signed and stamped from the concerned Office of BRLPS. 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 interest for each lot. 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, to waive 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 solution shall not be construed as an award of contract, but as a commencement of contract negotiation, including but not limited to the contract price proposed.

### **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 proposals at any time prior to award of contract, 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**

Prior to the expiration of the validity period, BRLPS will notify the selected bidder in writing or email, that its proposal 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 extend their bid validity as requested by BRLPS; BRLPS may reject proposal for the bidders who do not provide the bid validity extension upon request

The notification of award will constitute the formation of the contract. Upon the selected bidder's furnishing of Performance Bank Guarantee, BRLPS will notify unselected bidders through BRLPS website.

### **7.4 Contract Finalization and Award**

BRLPS shall reserve the right to negotiate with the bidder(s) whose proposal has been most responsive. On this basis the draft contract agreement would be finalized for award & signing. BRLPS may also like to decrease or increase the quantity of items.

### **7.5 Signing of Contract**

After BRLPS notifies the selected bidder that its bid has been accepted and after receipt of PBG, BRLPS shall enter a contract, incorporating all clauses, pre-bid clarifications and the bid of the bidder between BRLPS and the selected bidder for each lot. In case, if a single bidder is successful in both the lots, one contract will be signed. The period of contract will be for a period of one year with validity of quoted unit rate for one year. If order is placed beyond 2.0 lakh quantity in each lot, separate supply orders will be issued with delivery period.

### **7.6 Failure to Agree with the Terms and Conditions of the RFB**

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

### **7.7 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.

#### **7.8 Quantity & Delivery Schedule**

Quantity and delivery details are attached as Annexure with this document.

#### **7.9 Quality Verification**

Quality verification of all the printed materials will be done at Bidder's site by the BRLPS or any 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 proportionate amount will be deducted from the invoice/s of the bidder.

#### **7.10 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. However, the total deduction shall be not exceeded 10% of the total contract value for each lot.

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.

#### **7.11 Extension of Services**

At the end of the contract period, BRLPS may exercise its option to extend the contract with the Bidder on the same terms and conditions.

#### **7.12 Dispute Resolution & Arbitration**

- 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 contract.
- Any dispute or difference whatsoever arising between the parties to this Contract out of or relating to the meaning, scope, operation or effect of this Contract or the validity of the breach thereof, which cannot be resolved through the above-mentioned method, shall be referred to a sole Arbitrator to be appointed by mutual consent of both the parties herein. If the parties cannot agree on the appointment of the Arbitrator within a period of one month from the notification by one-party to the other of existence of such dispute, then the Arbitrator shall be nominated by the Secretary, Rural Development Department, Government of Bihar. The provisions of the Arbitration and Conciliation Act, 1996 will be applicable and the award made there under shall be final and binding upon the parties hereto, subject to legal remedies available under the law. Such differences shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996, or of any modifications, Rules or re-enactments thereof. Any Arbitration proceedings will be held at Patna, Bihar. However, the courts in Patna shall have the sole jurisdiction for any legal solution.

#### **7.13 Right to Terminate the Process**

- BRLPS may terminate the RFB 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 RFB 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.

#### **7.14 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.

3. 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.
4. 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.
5. 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.
6. 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.
7. 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

## **7.15 Intellectual Property Rights**

1. All pre-existing intellectual property rights of the bidder for the work performed under this RFB 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, will handover it to the BRLPS.

## **7.16 Exit Management**

In the case of termination of the Agreement, the parties shall agree at that time whether, and if so during what period, the provisions of this clause shall apply. The Parties shall ensure that their respective associated entities carry out their respective obligations before the expiry of the exit management period which will be decided by both the parties and Bidder Name will deliver all the information and knowledge out of this assignment to BRLPS or to any team as may be mutually agreed between Parties.

## **7.17 Termination**

### **7.14.1 Termination for Default**

If the Bidder fails to carry out the award / work order in terms of this RFB within the stipulated period or any extension thereof, as may be allowed by the BRLPS without any valid reasons acceptable BRLPS. BRLPS may terminate the contract after giving one month 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 contract if the bidder becomes bankrupt and/or losses the desired state of insolvency with a notice of 15 days. BRLPS, in such cases of termination, will not be responsible for any loss or financial damage to the service provider 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 BRLPS.

In the event of the breach of any terms of the agreement by the selected bidder, BRLPS shall be entitled to terminate this Agreement forthwith. The decision of BRLPS as to any breach shall be final and binding on the selected bidder after giving a reasonable time for clarification to the bidder.

#### **7.14.3 Termination by parties**

Any party can terminate the contract by giving three-month's advance written notice.

Note: In case of termination, the bidder will be entitled to get paid for the scope of work delivered till the date of exit/termination, in this case its deployment of resources.

#### **7.18 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.
- 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 contract.

**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 Len Den Praptra (Transaction Book) – Lot I and/or Printing and Supply  
of Saving cum Loan Ledger – Lot II (*delete whichever is not applicable*)**

**Ref: RFB No: \_\_\_\_\_ Dated: DD/MM/YYYY**

**Dear Sir,**

Having examined the RFB, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the professional services as required and outlined in the RFB for Selection of Agency for **Printing and Supply of Transaction Book and/or Saving Cum Loan Ledger.** (*delete whichever is not applicable*)

We are here by enclosing our technical and financial bid as required in the RFB.

Dated this Day..... of 2023

(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 RFB)
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)	

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

Details	Authorized Signatory	Secondary Contact
<b>Name</b>		
<b>Title</b>		
<b>Company Address</b>		
<b>Mobile</b>		
<b>Fax</b>		
<b>Email Id</b>		

Yours Sincerely,

\_\_\_\_\_  
Signature of Authorized Signatory (with official seal)

Name :

Designation :

Address :

Telephone & Fax :

**Form 3: Financial Proposal – Standard Forms**

LOT	Description	Quantity	Unit Rate in INR	Transportation, insurance, local incidental costs, etc.	GST in INR	Quoted Unit rate in INR	Total Price in INR
		A	B	C	D	E= B+C + D	E x A
I	Len Den Prapatra	02 lakh	<b>Please do not fill rate here.</b> <b>A separate sheet in Excel format is available on <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a> for quoting rates</b>				
II	Saving Cum Loan Ledger	02 Lakh					



DELIVERY SCHEDULE							
S. No.	District	Lot-I			Lot-II		
		Transaction Book			Saving cum Loan Leder		
		1 <sup>st</sup> Delivery Quantity	2 <sup>nd</sup> Delivery Quantity	Delivery Instructions	1 <sup>st</sup> Delivery Quantity	2 <sup>nd</sup> Delivery Quantity	Delivery Instructions
within 90 days from the date of approval of final content from BRLPS	within 120 days from the date of approval of final content from BRLPS	within 90 days from the date of approval of final content from BRLPS	within 120 days from the date of approval of final content from BRLPS				
1	ARARIA	2875	2875	The delivery is to be made to respective office during office working hours i.e., 10.00 am to 5.00 PM.	2875	2875	The delivery is to be made to respective office during office working hours i.e., 10.00 am to 5.00 PM.  The successful bidder must share the delivery schedule with BRLPS in advance.
2	ARWAL	875	875		875	875	
3	AURANGABAD	2750	2750		2750	2750	
4	BANKA	2000	2000		2000	2000	
5	BEGUSARAI	2875	2875		2875	2875	
6	BHAGALPUR	3125	3125		3125	3125	
7	BHOJPUR	2375	2375		2375	2375	
8	BUXAR	875	875		875	875	
9	DARBHANGA	2688	2688		2688	2688	
10	GAYA	4000	4000		4000	4000	
11	GOPALGANJ	3125	3125	3125	3125		
12	JAMUI	2500	2500	2500	2500		
13	JEHANABAD	1375	1375	1375	1375		
14	KAIMUR (BHABUA)	875	875	875	875		
15	KATIHAR	3500	3500	3500	3500		
16	KHAGARIA	2125	2125	2125	2125		

17	KISHANGAN J	2250	2250		2250	2250
18	LAKHISARAI	875	875		875	875
19	MADHEPUR A	3500	3500		3500	3500
20	MADHUBAN I	2500	2500		2500	2500
21	MUNGER	625	625		625	625
22	MUZAFFAR PUR	1875	1875		1875	1875
23	NALANDA	3000	3000		3000	3000
24	NAWADA	2875	2875		2875	2875
25	PASHCHIM CHAMPARA N	3750	3750		3750	3750
26	PATNA	3875	3875		3875	3875
27	PURBI CHAMPARA N	6625	6625		6625	6625
28	PURNIA	3625	3625		3625	3625
29	ROHTAS	2625	2625		2625	2625
30	SAHARSA	2500	2500		2500	2500
31	SAMASTIPU R	4875	4875		4875	4875
32	SARAN	3250	3250		3250	3250
33	SHEIKHPUR A	687	687		687	687
34	SHEOHAR	1000	1000		1000	1000
35	SITAMARHI	2750	2750		2750	2750
36	SIWAN	2500	2500		2500	2500
37	SUPAUL	3750	3750		3750	3750
38	VAISHALI	2750	2750		2750	2750
<b>Total</b>		<b>100000</b>	<b>100000</b>		<b>100000</b>	<b>100000</b>