

**Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar**1st Floor, Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph.:+91-612-250 4980; Fax:+91-612-250 4960; Website:www.brllp.in**INVITATION FOR BIDS (TWO ENVELOPES- OFFLINE) FOR PRINTING, SUPPLY &
DISTRIBUTION OF DIARY 2024**

To

Dear Sirs,

**Sub: INVITATION FOR BIDS (TWO ENVELOPES- OFFLINE) FOR PRINTING, SUPPLY &
DISTRIBUTION OF DIARY 2024**

1. You are invited to submit your most competitive bid for Printing, Supply & Distribution of Diary 2024 :

Description	Specification	Quantity	Delivery Period	Place of Delivery
Diary 2024	<p>Description of Diary with Specification: -</p> <ol style="list-style-type: none">1. Inner Size: 145 mm (W) x 205 mm (H)- A5.2. Inside Pages: 92 sheets on the basis of double day in a page.3. Paper Quality: 90 GSM Natural shed Paper.4. Printing: Single colour offset on all (92 sheets).5. Information Pages: 16 pages (8 sheets).6. Printing: Multi Special color offset on all 16 pages.7. Information Paper Quality: 80 GSM Bond Paper (Bright white, A grade mill).8. Separator Pages: 24 pages (12 sheets).9. Paper Quality: 130 GSM glossy art paper.10. Printing: Multi Colour (Four Colour) offset on all 8 pages. <p>Cover and back</p> <ol style="list-style-type: none">11. Size- 155mm (W) x 215mm (H).12. Cover Material: Thermal PU leather.13. Colour: Blue/Brown/Black.14. Printing: - Single colour (Golden) embossing on cover.15. Back Page of Back and Front cover or end paper (For Back and front cover)- 08 pages- Sunshine blank (120 GSM).16. Binding :Hard Case with Elastic, Pen Loop & Colour Matching Edges.17. Packing : -Each Diary is to be wrapped in thin cellophane.	15,500	Within 30 days from the date of handing of the final content.	As per Annexure III



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2. Important Dates and Times/Bid Document

- | | | |
|-----|---|---|
| 2.1 | Issuance of bid document | : 29/09/2023 |
| 2.2 | Last Date & Time for Submission of Bids | : 18/10/2023 till 04.00 PM |
| 2.3 | Opening of Technical bids | : 18/10/2023 at 04.30 PM |
| 2.4 | Opening of Financial Bids | : To be announcing later on the BRLPS website |

Note: Interested bidder may attend the opening of bids.

Note : Any addendum /clarification if any, will be uploaded on BRLPS website.

3. Qualification criteria

- Having registration under GST. Signed photocopy of certificate to be attached.
- Experience in Multicolor printing of Diary or similar items like coffee table book , color book ; having single order of value not less than 50 Lakhs in last 05 completed financial years. Work order with completion certificate/support of completion of work should be attached.
- The bidder should not have been blacklisted by any Central Government or State Government or Public Sector Undertaking. Undertaking should be submitted.
- The bidding agency shall be a single entity & consortium bidding is not permitted.
- The bidder should have Minimum Average Annual turnover of Rs 100 Lakhs for the last three financial years (2021-22, 2020-21 & 2019-20). Audited balance sheet and P/L a/c or CA firm's certificate should be attached.
- Bidder should submit undertaking that all equipment/machines and allied process is under one roof and is owned by the bidder.

4. Bid Price

- Interlineations, corrections, erasures and/or over-writings shall be valid only if initialed by the person or persons signing the bid.
- Applicable GST should be clearly stated. All duties, taxes, freight, insurance, delivery charges and other levies payable by the contractor under the contract shall be included in the quoted price.
- The rates quoted by the bidder shall be fixed for the duration of the supply and shall not be subject to adjustment on any account.
- The Prices should be quoted in Indian Rupees only.
- Tax will be deducted at source, if applicable.
- GST in connection with the sale shall be shown separately.

5. Submission of Bids:

- A bidder shall submit only one bid in a sealed envelope.
- The bidder must mention full detailed specification of the items quoted. Mere copying of the specifications mentioned by the purchaser or mentioning words like "complying"/"compliant" is not sufficient.
- Envelope containing bids must bear on the cover itself, name of item bidding for, name and full address with phone numbers of the bidder.



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d) **Bid Security:-** An amount of Rs. 5,000.00 (Rupees Five thousand only) has to be deposited as bid security in the form of Demand Draft or Bank Guarantee in favor of Bihar Rural Livelihoods Promotion Society, Patna. The Bank Guarantee should be valid for 6 months from the date of opening of bid. The Bank Guarantee should be issued from any schedule bank. Bid/s received without bid security shall be treated as non-responsive. Withdrawal of bids after opening of bid shall not be allowed. If any bidder withdraws his bid after opening, bid security may be forfeited. No interest will be payable against the bid security.

6. Bidder should have registered under GST Act 2017.

7. Liquidated Damages

- For delays: The applicable rate is 0.5 % per week and the maximum deduction is 5 % of the Contract price / Purchase order value. On further delays, purchase order may be cancelled.
- For the period between confirmation received from supplier about completion of work and date of quality inspection/confirmation from BRLPS to start the delivery will not be considered as delay in supply.

8. Validity of Bid

Bid shall remain valid for a period not less than 90 days after the deadline date specified for submission.

9. Evaluation of Bids

The Purchaser will evaluate and compare the bids determined to be substantially responsive i.e. which

- (a) Are properly signed; and
- (b) Conform to the terms and conditions, technical specifications and qualification criteria.

10. Award of Contract:-The Purchaser will award the contract to the bidder whose bid has been determined to be substantially responsive and who in the assessment / judgment and sole discretion of the BRLPs, has technical capability to execute the contract and has quoted the lowest price.

10.1. Notwithstanding the above, the Purchaser reserves the right to accept or reject any bids and to cancel the bidding process and reject part/all bids at any time prior to the award of contract.

10.2. The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the bid validity period. The terms of the accepted offer shall be incorporated in the purchase order.

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

10.4. BRLPS may increase or decrease the quantity as per requirement.

11. Quality Verification

Quality of printed/supplied Diary 2024 may be verified either by a team of BRLPS officials or by a third party agency or satisfactory certification by BRLPS official. The quality



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verification may be done at printer site or at the site of place of delivery. Supplier has to inform in writing about the completion of printing, so that quality may be verified.

12. The supplier has to provide proof (in hard copy in prescribed paper size) for approval before final printing.
13. Successful bidder has to furnish a performance security amounting to **10% of the contract value** in the form of Demand Draft / BG valid till 06 months issued from a schedule bank favoring Bihar Rural Livelihoods Promotion Society, payable at Patna. The performance will be released after final payment.
In case the agency fails/refuses to complete the entire job, the performance security will be forfeited on account of breach of contract.
14. Payment shall be made within 21 days (excluding Sundays and Holidays) after satisfactory delivery, quality and quantity verification. The supplier has to provide separate challans for each delivery which should be duly signed and stamped from the concerned office.
15. We look forward to receiving your bids and thank you for your interest in this project.

Encl.:

Annexure I- Price Format.

Annexure II- Delivery Schedule

(Dr Santosh)
Procurement Specialist



JEEVIKA
An Initiative of Government of Bihar for Poverty Alleviation

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Price Format for printing, supply & distribution of Diary 2024

Annexure-I

Sl. No.	Description of the goods	Specifications of the goods / Offered	Quantity	Price for each unit (Rs.)				Total Price (Rs.)	
				Unit rate including excise, customs duty	Transportation, insurance, local incidental costs, etc.	GST	Quoted Unit rate	(in figures)	(in words)
(1)	(2)	(3)	(4)	5(a)	5(b)	5(c)	5(a+b+c)= 5(d)	(6)=5(d) X (4)	(7)
1	Diary 2024		15,500						

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

Total bid price (in figures) Rs.

(In words) Rupees.....

We agree to supply & demonstrate the quality of the above goods in accordance with the technical specifications for a contract price / Order value quoted against each item within the period specified in the Invitation for Bids.

Signature of Bidder.....

Name

Business Address:

Place:

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Sl.No.	Name of Unit	Total Quantity
1	SPMU	2200
1	Araria	262
2	Arwal	193
3	Aurangabad	206
4	Banka	257
5	Begusarai	485
6	Bhagalpur	425
7	Bhojpur	376
8	Buxar	313
9	Darbhanga	446
10	E. Champaran	627
11	Gaya	589
12	Gopalganj	350
13	Jamui	216
14	Jehanabad	210
15	Kaimur	300
16	Katihar	390
17	Khagaria	221
18	Kishanganj	157
19	Lakhisarai	206
20	Madhepura	301
21	Madhubani	483
22	Munger	234
23	Muzaffarpur	572
24	Nalanda	381
25	Nawada	366
26	Patna	657
27	Purnia	241
28	Rohtas	482
29	Saharsa	247
30	Samastipur	524
31	Saran	552
32	Sheikhpura	155
33	Sheohar	121
34	Sitamadhi	243
35	Siwan	252
36	Supaul	281
37	Vaishali	531
38	W. Champaran	448
GRAND TOTAL		15500