



INVITATION FOR QUOTATIONS FOR PRINTING, SUPPLY & DISTRIBUTION OF NOTE PAD
AND CONFERENCE PAD UNDER LOCAL SHOPPING PROCEDURE

To

Dear Sirs,

Sub: INVITATION FOR QUOTATIONS FOR PRINTING, SUPPLY & DISTRIBUTION OF
NOTE PAD AND CONFERENCE PAD .

1. You are invited to submit your most competitive quotation for Printing, Supply & Distribution of the following item :

Brief Description of the Goods	Specification	Estimated quantity	Delivery Period	Place of Delivery
Note Pad	<ul style="list-style-type: none"> • Size: A4 • Cover and Back: 250 GSM Art Board. • Cover and Back Print: Multicolour printing in one side and Back side of the Cover and Back page will be blank. • Inner Page: 50 Pages (25 Sheet). • Inner Page Quality: 80 GSM Maplitho paper • Inner Page Print: Single colour Printing on both sides. • Binding: Wiro Binding 	5000	Within 20 days from the date of issuance of each PO.	Vidyut Bhawan , Annexe II , Bailey road, Patna. / Punaich ak Godwon , Patna
Conference Pad	<ul style="list-style-type: none"> • Size: 1/8 (14 cm * 21cm). • Cover and Back: 180 GSM Art Board. • Cover and Back Print: Multi colour printing in one side and Back side of the Cover and Back page will be blank. • Inner Page: 20 Sheet. • Inner Page Quality: 70 GSM Maplitho Paper. • Inner Page Print: Single colour Printing on both sides. • Binding: Staple and Glue Binding on the top. 	5000		

2. Bihar Rural Livelihoods Promotion Society (BRLPS) has received a grant from the Government of Bihar (GOB) towards the cost of the NRLM & intends to apply part of the proceeds of this grant to eligible payments under the contract for which this invitation of quotations is issued.



3. Important Dates and Times/Bid Document

- | | | |
|-----|---|----------------------------|
| 3.1 | Issuance of bid document | : 16/11/2022 |
| 3.2 | Last Date & Time for Submission of Bids | : 01/12/2022 till 03.30 PM |
| 3.3 | Opening of Bids | : 01/12/2022 at 04.00 PM |

Note: Interested bidder may attend the opening of bids.

4. Qualification criteria

- Having registration under GST. Signed photocopy of certificate to be attached.
- Experience in color printing. Signed photocopy of **purchase order with completion certificate** should be attached.

5. 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.

6. Submission of Bids:

- A bidder shall submit only one quotation 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.
7. Bidder should have registered under GST Act 2017. GST amount will be deducted at source.

8. Liquidated Damages

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

9. Validity of Quotation

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

10. Evaluation of Quotations

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

- Are properly signed; and



- (b) Conform to the terms and conditions, technical specifications and qualification criteria.
- (c) Who has quoted the lowest price of all estimated quantity of NOTE PAD and Conference PAD.

11. Award of Contract

The Purchaser will award the contract to the bidder whose quotation 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 of all estimated quantity of Note Pad and Conference Pad.

- 11.1 **Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject part/all quotations at any time prior to the award of contract.**
- 11.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- 11.3 In case if L1 agency fails to do the job, BRLPS may take the services of L2 agency at L 1 rate.

12. Quality Verification

Quality of printed/supplied items may be verified either by BRLPS officials or by a third party agency as per the decision of BRLPS. The quality 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.

- 13. The supplier has to provide proof (in hard copy in prescribed paper size) for approval before final printing.
- 14. **The unit rate (including transportation etc) is valid for one year from the date of issuance of order (Rate Contract) and the Purchase order will be given to agency time to time during Rate contract period.**
- 15. Payment shall be made within 21 days (excluding Sundays and Holidays) after satisfactory delivery, quality and quantity verification of the items against each purchase order. The supplier has to provide separate challans for each delivery.
- 16. We look forward to receiving your quotations and thank you for your interest in this project.

Encl.:

Annexure I- Format of Quotation.

Annexure II- Sample Design of printing of Note Pad and conference pad

(Dr Santosh)
Procurement Specialist



Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Format for quotation for printing, supply & distribution of Note Pad and Conference Pad

Annexure-II

Sl. No (1)	Description of the goods (2)	Specifications of the goods / Offered (3)	Estimated quantity during one years. (4)	Price for each unit (Rs.)				Total Price (Rs.)	
				Unit rate including excise, customs duty 5(a)	Transportation, insurance, local incidental costs, etc. 5(b)	GST 5(c)	Quoted Unit rate 5(a+b+c)=5(d)	(in figures)	(in words)
								(6)=5(d) X (4)	(7)
1	Note Pad		5000						
2	Conference Pad		5000						
Total:--									

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 quoted against each item within the period specified in the Invitation for Quotations.

Signature of Bidder.....

Name

Business Address:

Place:

JEEVIKA

Conference Pad





Bihar Rural Livelihoods Promotion Society

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JEEViKA NotePad





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