



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

## Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



बिहार सरकार

1<sup>st</sup> Floor, Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph.:+91-612-250 4980; Fax:+91-612-250 4960; Website:www.brpl.in

Ref NO: - BRLPS/Proj Comm/466/13/6338

Date - 15.02.2023

INVITATION FOR QUOTATIONS FOR HIRING AN AGENCY FOR ONE YEAR FOR DESIGNING,

PRINTING (MULTICOLOR) & SUPPLY OF MONTHLY NEWSLETTER, MONTHLY SJY NEWSLETTER, QUATERLY MAGAZINE AND THEMATIC BOOKLET.

To

Dear Sirs,

Sub: INVITATION FOR QUOTATIONS FOR HIRING AN AGENCY FOR ONE YEAR FOR DESIGNING, PRINTING (MULTICOLOR) & SUPPLY OF MONTHLY NEWSLETTER, MONTHLY SJY NEWSLETTER, QUATERLY MAGAZINE AND THEMATIC BOOKLET

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

Descripti on	Specification	Quantity (Tentative)	Delivery Period	Place of Delivery
Printing of Quarterly magazine	Cover Page : 250 GSM Mat art paper with lamination of branded company. Inner Page : 32 page per volume Paper : 130 GSM art mat art paper. Size : A4 Module : Staple, Perfect Binding. Color : Multicolor.	Approx 100 copies per quarter i.e 400 copies in a year	Within 20 days from the date of handing of the final content of concerned edition.	3 <sup>rd</sup> Floor, Vidyut Bhawan-II, Bailey Road, Patna . OR Punaichak , Patna
Printing of thematic Booklet	Cover Page : 250 GSM Mat art paper with lamination of branded company. Inner Page : 70-80 page per volume Paper : 130 GSM art mat art paper. Size : A4 Module : Hard bond Binding (glue binding) Color : Multicolor.	Approx 500 copies per quarter i.e 2000 copies in a year		
Printing of monthly newsletter	Paper : 180 GSM Mat art paper with lamination of branded company. No. of Pages : 08 Size : A4 Module :Staple Binding Colour : Multicolour.	Approx 100 copies per month i.e 1200 copies in a year		
Printing of Monthly SJY Newslette r	Paper : 180 GSM Mat art paper with lamination of branded company. No. of Pages : 08 Size : A4 Module : Centre Fold	Approx 100 copies per month i.e 1200 copies in a year.		

Copy



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	Colour	: Multicolour.			
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## 2. Important Dates and Times/Bid Document

- 3.1 Issuance of bid document : 15/02/2023  
3.2 Last Date & Time for Submission of Bids : 01/03/2023 till 04.00 PM  
3.3 Opening of Bids : 01/03/2023 at 04.30 PM

**Note: Interested bidder may attend the opening of bids.**

## 3. Qualification criteria

- Having registration under GST. Signed photocopy of certificate to be attached.
- The agency should have minimum 2 years of relevant work experience. Order / contract agreement with support of completion of work should be submitted.
- The agency should have experience in print & Visual (Artistic) communication and execution of the same. Supporting document or undertaking should be submitted.
- The agency should have multicolor printing machine. Undertaking or photocopy of invoice of machine should be attached.

## 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 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.
6. Bidder should have registered under GST Act 2017. GST would be applicable as per applicable norms.

## 7. Validity of Quotation

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

8. **Evaluation of Quotations** The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

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

## 9. 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 by adding the price of all items of a year.

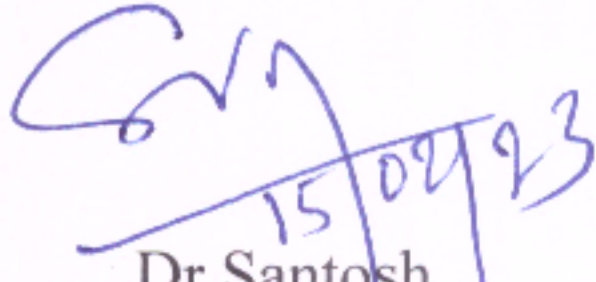
- **Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject part/all quotations at any time prior to the award of contract.**
- The bidder whose bid is accepted will be notified of the award of contract by the purchaser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

- 11 **The rate is valid for one year's which may be further extended upon satisfactory performance of the agency and mutual consent.**
- 12 **The order for required quantity will be given time to time in one years. The content of each edition is different.**
- 13 **Quality Verification:** Quality of printed/supplied books of records may be verified either by a team of BRLPS officials constituted by the CEO or BRLPS official 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.
- 14 **The supplier has to provide proof (in hard copy in prescribed paper size) for approval before final printing of each edition.**
- 15 Payment shall be made within 21 days (excluding Sundays and Holidays) after satisfactory delivery, quality and quantity verification of the items. **Agency may submit bill edition wise or month wise.** The supplier has to provide separate challans for each delivery (edition wise) which should be duly signed and stamped from the BRLPS office.
- 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- Terms of reference.

  
15/02/23  
Dr Santosh  
Procurement Specialist



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Format for quotation for hiring an agency for One year (Rate contract)

Annexure-I

Sl. No.	Description of the goods	Specifications of the goods / Offered	Quantity (Tentative)	Price for each unit (Rs.)			Total Price (Rs.)		
				Unit rate including excise, customs duty	Transportation, insurance, local incidental costs, packaging 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	Printing of Quarterly magazine		400 copies in a year						
2	Printing of thematic Booklet		2000 copies in a year						
3	Printing of monthly newsletter		1200 copies in a year						



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4	Printing of Monthly SJY Newsletter	1200 copies in a year					
<b>Total :</b>							

**Note:** In case of discrepancy between unit price and Total bid price (in figures) Rs. ....  
total price, the unit price shall prevail

(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: .....



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## Annexure II

### Terms of Reference (TOR) to hire a print agency for the printing of a Monthly Newsletter, Quarterly Magazine and thematic booklet.

#### Background and Context

The monthly Newsletter and Quarterly Magazine are means for propagation information & Achievement of JEEViKA. It shows cases the project Implementation strategies and achievement to other departments and stakeholders. The Monthly Newsletter and Quarterly Magazine aims to strengthen regional and national level branding of JEEViKA.

At this stage the role of communication becomes very important to get the project interventions progress and process documented for dissemination of information to other stakeholders and community. It would further help the project in its expansion and achievement as well as help in branding of the project along with rapport building with other stakeholders.

To print such books, an agency will be hired, who will be for FY 2023-24 and it may be extended for three years after mutual consent of both parties. **The contents of the Monthly Newsletter and Quarterly Magazine will be given to the agency on periodic basis so that it can be published within the time frame.** The number of pages of the Monthly Newsletter and Quarterly Magazine is mentioned on specification. The rates they must be quoted on per mentioned specification. The final content and work order will be given to agency from time to time as per requirement.

For the purpose, the agency will be engaged to print the Monthly Newsletter and Quarterly Magazine to be published. This will include:

1. Printing of the 12 nos. Monthly Newsletter (SJY & N JEEViKA) and 4 nos. Quarterly Magazine and thematic booklet.
2. Agency will provide the Monthly Newsletter, Quarterly Magazine and thematic booklet in a bundle as per direction of JEEViKA.

#### Key Function:

**JEEViKA will provide content for the Monthly Newsletter, Quarterly Magazine and thematic booklet which the contracted agency will be required to format and layout as per the requirement.** It is only on approval by the Editorial team of the Magazine and competent authority that the Monthly Newsletter, Quarterly Magazine and thematic booklet will be printed. The agency will provide a draft print version for input from Editorial Team.

#### Specification:

##### 1. Printing of Multicolour Monthly Newsletter:

Paper : 180 GSM Mat art paper with lamination of Branded Company.  
No. of Pages : 08  
Size : A4  
Module : Staple Binding.  
Colour : Multicolour

##### 2. Printing of Multicolour Quarterly Magazine:

Cover Page : 250 GSM Mat art paper with lamination of Branded Company.  
Inner Page : 32 page per volume  
Paper : 130 GSM art mat art paper  
Size : A4

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Module : Staple, Perfect Binding  
Color : Multicolor

### 3. Printing of Monthly SJY Newsletter:

Cover Page : 180 GSM Mat art paper with lamination of Branded Company.  
No. of Page : 08  
Size : A4  
Module : Centre Fold  
Color : Multicolor

### 4. Printing of Multicolour Thematic Booklet:

Cover Page : 250 GSM Mat art paper with lamination of Branded Company.  
Inner Page : 70-80 page per volume  
Paper : 130 GSM art mat art paper  
Size : A4  
Module : Hard Bond Binding (Glue Binding)  
Color : Multicolor

#### **Deliverable and Timeline:**

1. 100 copies per month of Monthly Newsletter and SJY Newsletter to be printed. 100 Quarterly Magazine and 500 copies of thematic Booklets per quarter to be printed.
2. Final Print-ready file to be shared with JEEViKA and after approval it may be given for final printing.

#### **Period of contract**

The period of rate contract will be for one year from the date of issuing work order which may be further extended upon satisfactory performance of the agency and mutual consent of the parties.

#### **Requisite technical qualification and financial proposal:**

1. The agency should have minimum 2 years of relevant work experience in required activities i.e. Printing.
2. Have experience in print and visual (Artistic) communication and execution of the same.
3. The technical and financial proposal must be submitted separately (In sealed envelopes) providing the following cost component under a separate head (Printing of Monthly Newsletter , Quarterly Magazine and thematic booklet and packaging) GST components should be mentioned separately. Consolidated budgets for the assignment without a break up as per deliverable and GST components will be accepted.

#### **Payment Norms:**

1. 100% of the payment will be made upon satisfactory completion of the task, submission of printed copies of the Monthly Newsletter , Quarterly Magazine and thematic booklet and submission of original invoice edition or month wise.
2. Payment shall be made within 21 days (Excluding Sunday and Holiday) after submission of original invoice.