



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

**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

Ref- BRLLPS/Proj-com/2321/24/2089 dated-20/10/2024.

**INVITATION FOR BIDS (TWO ENVELOPES- OFFLINE) FOR PRINTING & SUPPLY OF DIARY
2025**

To

Dear Sirs,

**Sub: INVITATION FOR BIDS (TWO ENVELOPES- OFFLINE) FOR PRINTING & SUPPLY
OF DIARY 2025**

1. You are invited to submit your most competitive bid for Printing & Supply of Diary 2025 :

Item	Specification	Quantity	Delivery Period	Place of Delivery
Diary 2025	Description of Diary with specification: 1. Size: A5 (210 mm X 148 mm) 2. Inside Pages: 184 Pages (92 sheets) on the basis of double day in a page 3. Paper Quality: 130 GSM Natural shed Paper. 4. Printing: Single colour Dot Grid Printed on all pages. 5. Information Pages: 16 pages (8 sheets) 6. Printing: Multi colour printing on all 16 pages. 7. Information Paper Quality: 130 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 24 pages. 11. Cutting : Round corner for cover and All pages Cover and back 12. Cover and Back Material: Italian PU Leather Hard Bound Cover with Elastic Band Closure & bookmark ribbon. 13. Colour: Dark Blue/ Light Brown	8,000	Bidder has to ensure delivery of Diary to the Districts of Bihar and SPMU as per delivery schedule by 31st December'2024	As per Annexure II

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	<p>14. Printing: - Single colour (Golden) embossing on cover.</p> <p>15. Back Page of Back and Front cover or end paper (For Back and front cover)- 08 pages- Sunshine with Single colour print (130 GSM)</p> <p>16. Leaf Pocket : Size (190 mm x 100 mm) Back pocket with fabric gusset.</p> <p>17. 3 Name Sticker pasted on bottom side of the cover. (Each Sticker Size- 140 mm X 15 mm)</p> <p>Binding</p> <p>18. Hard Case binding.</p> <p>Packing:-</p> <p>19. Each Diary is to be wrapped in thin cellophane.</p>			
Note:- Bidder will submit sample of paper with the Bid document.				

2. Important Dates and Times/Bid Document

- 2.1 Issuance of bid document : 20/10/2024
- 2.2 Last Date & Time for Submission of Bids : 04/11/2024 till 03.00 PM
- 2.3 Opening of Technical bids : 04/11/2024 at 03.30 PM
- 2.4 Opening of Financial Bids : To be notified later to all technically qualified bidders through email.

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; having single order of value not less than 25 Lakhs in last 05 completed financial years i.e 2023-24, 2022-23, 2021-22, 2020-21 & 2019-20 in India. Work order should be submitted.
- The bidder should not have been blacklisted by any Central Government or State Government or Public Sector Undertaking or local bodies. Undertaking should be submitted.
- The bidder should have Minimum Average Annual turnover of Rs 50 Lakhs for the last three financial years (2023-24, 2022-23 & 2021-22). Audited balance sheet and P/L a/c or CA firm's certificate should be attached.
- Bidder should have their own printing press. Notarized undertaking or invoice of machine should be submitted

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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.
- Bidder should kept technical bid with sample of paper in one envelope and financial bid in second envelope. Sealed both technical and financial envelope. Kept both technical and financial sealed bid in other envelope and sealed it, otherwise bid will be consider as Non Responsive.**
- The bidder should mention detailed specification of the items quoted.
- Envelope containing bids must bear on the cover itself, name of item bidding for, name and full address with phone numbers of the bidder.
- Bid Security:-** An amount of Rs. 32,000.00 (Rupees Thirty two thousand only) has to be deposited as bid security in the form of Demand Draft.
Bidder seeking exemption from EMD as per Bihar Financial Rules, shall have to furnish MSME certificate with their technical bid. Such bidder seeking exemption from EMD should also submit an Undertaking on their letter head that if they withdraw their bid during bid validity period or does not submit performance security or sign the agreement, shall be liable for legal action.
EMD of the unsuccessful bidders will be returned after the award of the agreement. No Interest will be paid on the EMD. The EMD will be forfeited if the bidder withdraws amends, impairs, or derogates from the tender in any respect within the validity period of the tender.

6. Bidder should have registered under GST Act 2017.

7. Liquidated Damages

- For delays: The applicable rate is 0.07 % per day. 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.

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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 (FOR) .

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:-The bidder should provide two sample of Diary (in prescribed paper size) for approval at our end before printing the all copies of Diary. The sample copies should be duly signed and stamped by the supplier with dates.

Quality of Diary may be verified either by a team of BRLPS officials or by a third-party agency as per the discretion of BRLPS. The quality verification may be done either at printer's site or at the site of place of delivery. Supplier must inform in writing about the completion of printing, so that quality may be verified.

If any deviation is observed in overall quality of printed items, bidder may be asked to rectify the same, if possible, or proportionate amount will be deducted from the invoice/s of the bidder.

CEO, BRLPS may also constitute a Review Committee for overall quality for Diary and if any observation is found, BRLPS decision in this regard will be acceptable to the supplier

12. The bidding agency shall be a single entity & consortium bidding is not permitted.

13. Bihar Financial Rule and other guidelines of Government of Bihar published time to time will be considered for evaluation of bid and award of agreement by the BRLPS.

14. 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.

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15. Payment will be done within 45 days after submission of invoice (e-way bill) with separate challan for each delivery (excluding Sundays and Holidays) after satisfactory delivery, quality and quantity verification. The challan should be duly signed and stamped from the concerned office.

16. 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


25/10/24
(Dr Santosh)
Procurement Specialist



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Price Format for printing & supply of Diary 2025

Annexure-I

Sl. No.	Description of the goods	Specifications of the goods / Offered	Quantity	Price for each unit in INR			Total Price (Rs.)	
				Unit rate including transportation, excise, customs duty etc	GST	Quoted Unit rate	(in figures)	(in words)
1	2	3	4	5	6	7= 5 + 6	8= 7 x 4	9
1	Diary 2025		8,000					

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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बिहार सरकार

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Annexure II- Delivery Schedule

Sl.No.	Name of Unit	Total Quantity
1	SPMU	1152
2	Araria	116
3	Arwal	81
4	Aurangabad	157
5	Banka	122
6	Begusarai	253
7	Bhagalpur	201
8	Bhojpur	201
9	Buxar	156
10	Darbhanga	214
11	E. Champaran	266
12	Gaya	322
13	Gopalganj	145
14	Jamui	151
15	Jehanabad	119
16	Kaimur	169
17	Katihar	175
18	Khagaria	117
19	Kishanganj	79
20	Lakhisarai	103
21	Madhepura	168
22	Madhubani	215
23	Munger	133
24	Muzaffarpur	225
25	Nalanda	301
26	Nawada	205
27	Patna	349
28	Purnia	161
29	Rohtas	270
30	Saharsa	146
31	Samastipur	242
32	Saran	250
33	Sheikhpura	98
34	Sheohar	53
35	Sitamadhi	165
36	Siwan	188
37	Supaul	150
38	Vaishali	215
39	W. Champaran	167
Total:-		8000