



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



बिहार सरकार

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 NO: - BRLPS/Proj-Comm/1567/19/27/2753

Date - 26.07.2023

**INVITATION OF BID FOR HIRING AN ILLUSTRATOR FOR DEVELOPING THE PICTORIAL
COLOR ILLUSTRATION / COMIC SERIES FOR ONE YEAR (RATE CONTRACT).**

To

Dear Sirs,

Sub: **INVITATION OF BID FOR HIRING AN ILLUSTRATOR FOR DEVELOPING THE
PICTORIAL COLOR ILLUSTRATION / COMIC SERIES FOR ONE YEAR**

1. You are invited to submit your most competitive quotation for Hiring an illustrator for one year as per details below :

Description	Scope of work	Quantity (Tentative)	Delivery Period	Place of Delivery
Hiring an Illustrator for one year (Rate Contract)	As per TOR at Annexure II	Approx 250 nos of Pictorial Color illustration / comic series	Within 30 days from Conceptualization of illustration with BRLPS team.	3 rd Floor, Vidyut Bhawan- II, Bailey Road, Patna .

2. Important Dates and Times/Bid Document

- 3.1 Issuance of bid document : 26/07/2023
3.2 Last Date & Time for Submission of Bids : 10/08/2023 till 04.00 PM
3.3 Opening of Bids : 10/08/2023 at 04.30 PM

Note: Interested bidder/individual may attend the opening of bids.

3. Qualification criteria

- a. Having PAN/GST No. Signed photocopy of document to be attached.
b. Educational qualification-Bachelor of Fine arts from recognized university (For individual) / Bachelor of fine arts from recognized university of a candidate whose CV would be submitted by bidder (For Agency).
c. Experience: At least 07 years of experience in the field of illustrations with the nationally acclaimed / worked with Govt. Institutions.

4. Bid Price

- a) Interlineations, corrections, erasures and/or over-writings shall be valid only if initialed by the person or persons signing the bid.

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- b) All duties, taxes, freight, insurance, delivery charges and other levies payable under the work shall be included in the quoted price.
- c) The rates quoted by the bidder/individual shall be fixed for 12 months and shall not be subject to adjustment on any account.
- d) The Prices should be quoted in Indian Rupees only.
- e) Any statutory deduction will be deducted at source, if applicable.

5. Submission of Bids:

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

6. Bidder/individual should have registered under GST or having PAN No.

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

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

9. Award of Contract

The Purchaser will award the contract to the bidder/individual 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 Rate contract and has quoted the lowest price.

- 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/individual 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 bidder/individual fails to do the job, BRLPS may take the services of L2 bidder/ individual at L1 rate.
- BRLPS may increase or decrease the pictorial color illustrations/ comic series as per requirement.

10 The rate is valid for 12 months and the order for required quantity will be given to bidder / individuals time to time in 12 months.

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- 11 **Quality Verification** : Quality of pictorial color illustration / comic series may be verified either by a team/officials of BRLPS.
- 12 The bidder/individual has to provide proof for approval before finalization.
- 13 Payment shall be made within 21 days (excluding Sundays and Holidays) after satisfactory completion of work , quality and quantity verification of the color illustrations /comic series. **Bidder/Individual may submit bill per pictorial color illustration / comic series or month wise.**
- 14 We look forward to receiving your bid and thank you for your interest in this project.

Encl.:

Annexure I- Format of Quotation.

Annexure II- Terms of reference.

Santosh
26/07/23
(Dr Santosh)
Procurement Specialist



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INVITATION FOR BID FOR HIRING AN ILLUSTRATOR FOR DEVELOPING PICTORIAL COLOR ILLUSTRATION AND COMIC SERIES FOR 12 MONTHS (Rate contract)

Annexure-I

Sl. No.	Description	Offer	Quantity and Unit	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	Hiring an Illustrator for one year (Rate Contract)		Approx 250 nos of pictorial color illustration / comic series						

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 develop pictorial color illustration /Comic series in accordance with the terms of reference, for a contract price quoted within the period specified , in the Invitation for bid.

Signature of Bidder/individual.....

Name

Address:

Place:

Annexure II
TERMS OF REFERENCE

Hiring of an Illustrator for developing the pictorial color illustration / Comic Series.

Background

Bihar Rural Livelihoods Promotion Society, popularly known as JEEViKA, a registered society under the aegis of Rural Development Department, Government of Bihar marks a key chapter in rural development in Bihar. JEEViKA's journey of the last decade has coincided with the changing face of Bihar. Bihar Rural Livelihoods Promotion Society (BRLPS) was constituted by Govt. of Bihar as a special purpose vehicle to expedite the poverty alleviation interventions in the state. To sustain the project delivery mechanisms, Government of Bihar supported the initiative by leveraging financial resources from various multilateral agencies like World Bank and other national & state agencies. Over the last 16 years, JEEViKA has mobilized women from 1.30 crore HHs into strong, sustainable, and self-managed 10.42 Lakh Self-Help Groups (SHGs).

Knowledge Management in JEEViKA intends at creating, capturing, sharing, distributing, leveraging, and archiving knowledge for the organizations internal use to improve and enhance its implementation capabilities and service delivery mechanisms. The knowledge management practices also intend to reach out to a wider external domain for effective policy advocacy.

Communication is perceived as a viscous force for binding the organization and providing it direction and impetus. Balancing among the various components, facilitating and assessing progress and administering the flow of information tailored in form and hierarchy that would best fulfill the aspirations of the project is the key.

Objective of the assignment

1. Development of IEC materials with approx. 250 nos. of pictorial colour illustrations / comic series and their description.
2. Development of IEC materials in printable form. (JPG / PSD Format)
3. IEC materials in form of Flip chart, Flex, Pamphlets, Booklets, Cards to be developed.

Major Activities and expected deliverables:

Sl. No.	Activities	Expected Deliverables
1	Regular interaction with technical team	Comprehension of the concept of illustration.
2	Sharing of draft materials for feedback and suggestions.	Incorporation of necessary changes as per the feedback.
3	Submission of illustrations with description within stipulated time frame.	Illustration in printing form submitted.
4	Development of approx . 250 nos. of illustrations.	Illustrations developed on assigned themes and approved by KMC team.
5	Preparation of description of each illustration	Description of each illustration prepared and approved by KMC team.
6	Thematic illustrations in printable form (Soft copy)	Illustration in printable form submitted.(JPG / PSD Format)

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7	As per the need and requirement BRLPS may give exposure to the consultant at field for developing better contextual understanding	Enhanced understanding of theme would help in better illustration & its description.
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Deployment & time frames for each assignment:

Sl. No.	Activities to be undertaken	Timeline
1	Conceptualization of illustration with BRLPS team.	Within 1 st week from the date of the assignment.
2	Submission of draft illustration with description.	Within 2 nd week from the date of the assignment
3	Consolidating thematic illustrations in printable form.	Within 3 rd week from the date of the assignment
4	Submission of final training materials within stipulated time-frame by incorporating the feedback	Within 4 th week from the date of the assignment

- The illustrator may take references from project documents i.e. COM, Other developed Flipcharts, Comic Series, PCR Reports, Coffee table book and corporate brochure and other thematic modules.

Eligibility Criteria:

- A. Educational qualification: - Bachelor of Fine Arts from recognized University.
 B. Experience: At least 7-10 years of experience in the field of illustrations with the nationally acclaimed/ worked with Govt. Institutions will be given preference.

Budget: -

The Illustrator may claim the amount as per the nos. of illustration / comic series developed. The total amount of the assignment will be calculated on the basis of nos. of illustration/ comic series developed and approved rate.

Payment Terms:

The illustrator would serve invoice based upon the no. of illustrations / comic series prepared and approved on a monthly basis.

Duration of Consultancy

The total duration of the consultancy is for a period of 12 month from the date of signature of contract / issue of rate contract order. Extension of the contract may be considered to extend on the basis requirement or an assessment of the work.

Reporting:

The consultant will report to PC-GKM for giving necessary input in the illustration as and when required and at the same time s/he will also report to concern thematic head for quality and technical support as far as subject matter concerned.

Monitoring mechanism:

The PC-GKM & Concerned Thematic Heads will monitor the quality of assignment/task completed. If the deliverables are not found up to the requirement, then the consultant shall modify the work and submit the same to BRLPS.

The BRLPS may also terminate the agreement either in case of non compliance of the service declaration or on fulfillment of the assigned objective.

