



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- BRLPS/Proj-comm/2214/23/1995

Dated - 22/08/25

INVITATION FOR PROPOSAL FOR EMPANELMENT OF VENDORS FOR PROVIDING IEC MATERIALS FOR ANY EVENT /WORKSHOP FOR TWO YEARS.

To

Dear Sirs,

Sub: **INVITATION FOR PROPOSAL FOR EMPANELMENT OF VENDORS FOR PROVIDING IEC MATERIALS DURING ANY EVENT /WORKSHOP FOR A PERIOD OF TWO YEARS.**

1. You are invited to submit your proposal for empanelment of vendor/s for two year :

Type of Category	Specification	Unit	Delivery Period	Place of Delivery
Category I	Blackout media Flex with Iron frame per Sq. ft.	Per Sq. ft	Within 05 days from the date Purchase order.	Patna districts of Bihar
Category II	Standee- Size- 6ft*3ft (Blackout Flex with Iron Frame)	1 pc.		
Category III	Blackout Media Flex	Per Sq. ft		
Category IV	Roll-Up Standee- Size - 6ft*3ft	1 pc.		
Category V	Roll-Up Standee- Size - 6ft*2.5ft	1 pc.		
Category VI	I-Card with Lanyard (1 Inch approx.) - Size- B4 with Digital Printing Lanyard	1 pc.		
Category VII	Fresh Flower Decoration on Stage (Full Garden) - per Sq.ft. (Roses and another natural flower)	1 pc.		
Category VIII	Fresh Flower Decoration on Stage (Bouquet Garden) - per Sq.ft. (Roses and another natural flower)	1 pc.		
Category IX	Fresh Flower Table Bouquet. (Roses and another natural flower)	1 pc.		
Category X	Fresh Flower Bouquet (10 Roses or another natural flower)	1 pc.		
Category XI	Fresh Flower Bouquet (20 Roses or another natural flower)	1 pc.		
Category XII	Fresh Flower Bouquet (10 Roses and orchid or another natural flower)	1 pc.		
Category XIII	Fresh Plant with Ceramic Pot for Guest	1 pc.		
Category XIV	Fresh Plant Pot with Copper Pot for Guest	1 pc.		

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Category XV	Vinyl Printing	Per Sq. ft		
Category XVI	Vinyl printing with Sun Board	Per Sq. ft		
Category XVII	Wooden Stall (Size- 10ft*10ft with decorative items, 3 wooden walls of 10ft*10ft, Wooden Table, 3 Chair, Lighting, Multicolor wall painting and other decoration)	1 No.		
Category XVIII	Octanorm Stall (Size- 10ft*10ft, Wooden Table, 3 Chair, Lighting and other decoration)	Per day		
Category XIX	Fresh White Chair Towel on Rent	Per day		
Category XX	Fresh White Hand Towel on Rent	Per day		
Category XXI	Name Plate Per Piece	1		
Category XXII	Projector with Screen	1		
Category XXIII	One Sound System with mixture along with 1 podium & 4 cordless mike on Rent	Per day		
Category XXIV	Carpet (New/Fresh) on Rent	Per sq. ft		
Category XXV	Back Projector with Screen (Black Masking or color printing of size 10'*10')	1		
Category XXVI	Splitter and Cable for Screen mirroring	1		
Category XXVII	Tv (42 Inch) on Rent Per Piece	Per day		
Category XXVIII	Metal Light on Rent Per Piece	Per day		
Category XXIX	LED Wall Size- 12ft*8ft on Rent	Per day		
Category XXX	LED Wall Size- 16ft*8ft on Rent	Per day		
Category XXXI	Water Proof Pandal for Event	Per sq. ft		
Category XXXII	Platform Raising/ Stage (1.5 feet Hight)	Per sq.ft		
Category XXXIII	Silent Generator on Rent (5KV) with fuel	Per day		
Category XXXIV	Silent Generator on Rent (32 KV) with fuel	Per day		
Category XXXV	Jute Folder	1		
Category XXXVI	Madhubani Painting Folder	1		

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Category XXXVII	Premium Quality Sofa (Single Sheeter) on Rent	Per day		
Category XXXVIII	Premium Quality Sofa (Double Sheeter) on Rent	Per day		
Category XXXIX	Table on Rent	Per day		
Category XL	Executive Chair with Cover on Rent	Per day		
Category XLI	Coverage of the Event Full Day (Videography)	Per day		
Category XLII	Coverage of the Event Full Day (Photography)	Per day		

2. Important Dates and Times/Bid Document

2.1	Issuance of bid document	23/08/2025.	
2.2	Pre-Bid meeting	27/08/2025 at BRLPS office, Annexure II, 3 rd floor, Vidyut Bhawan, Bailey Road, Patna (Bihar)	
2.3	Last Date & Time for Submission of proposal at BRLPS office , Annexure II building , 3 rd floor, Vidyut Bhawan, Bailey Road , Patna-800021 (Bihar)	08/09/2025 till 03.00 PM	
2.4	Date for opening of Bid	08/09/2025 at 03.30 PM	
Note:	Interested vendor may attend the opening of bids. Any addendum /clarification if any, will be uploaded on BRLPS website.		

3. Eligibility Criteria

- Having registration under GST. Signed photocopy of certificate to be attached.
- Vendor should have at least 05 years old business entity. ROC or GST registration or any supporting Government document should be submitted in support of 05 years old existence.
- Vendor Should have work order for organizing similar events/ workshop during any financial years 2022-23, 2023-24 and 2024-25. Work order should be from any State Government/ Central Government /Public Sector undertaking/ Local Bodies in India.
- The vendor should not have been blacklisted/ debarred by any Central Government or State Government or Public Sector Undertaking or local bodies of India. Undertaking on letter head to this effect should be submitted.
- Vendor should have their own set up in Patna. Notarized undertaking / Rent agreement should be submitted.
- The vendor should have Minimum Average Annual turnover of Rs 10 Lakhs during the last three financial years (2023-24, 2022-23 & 2021-22). CA Certificate with UDIN number should be attached.

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4. Validity of Bid

Bid shall remain valid for a period not less than 120 days after the deadline date specified for submission.

5. 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.

7. Empanelment of vendors for two years:

- **Phase I – Unit Financial rate of only those vendors will be evaluated who will qualify in the eligibility criteria as mentioned above.**
- **Phase II- In second stage all vendors (who have quoted lowest rate in each category) will be empaneled for two years as per specification mentioned above.**
- **Negotiation may be held on L1 rate.**

8 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 empanelment.

9. Empanelment may be extended for another year with mutual consent of both the parties and satisfactory performance of vendor on same terms and conditions.

10. Quality Verification: -

Quality of items may be verified either by a team of BRLPS officials. The quality of materials may be verified at the site of place of delivery.

If any deviation is observed in quality of items, vendor may be asked to replace/rectify the same. In case of replacement, the cost towards taking back the defective item and supply of replacement items will be the sole responsibility of the vendor.

11. Joint Venture/Consortium is not allowed. Successful vendor will also not be allowed to sublet the assignment.

12. Bihar Financial Rule and its amendments issued time to time will be considered for evaluation of proposal and empanelment of vendors by the BRLPS.

13. Vendor whose GST number is suspended / cancelled as per GST website will not be considered for evaluation.

14. In case of any disputes, the courts located in the territorial jurisdiction of Patna district, Bihar will settle the disputes.

15. After empanelment, various work orders may be issued time to time as per the requirement of BRLPS during the entire period of empanelment. Time period and delivery location will be mentioned in the issued work order/s.

16. Penalty –In case of sub-standard work and materials causing adverse effect on the reputation of the BRLPS and of the work is not carried on time, BRLPS may impose penalty as per the following details-

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- In case the services provided by the Selected vendor are found to be unsatisfactory or if any incidence of misbehavior by the staff of the vendor is reported or service is not provided in time, then the BRLPS may impose a penalty up to INR 1000/- per such case.
 - In case, the quality of the materials is not as per requirement, BRLPS may impose a penalty up to INR 500/- per such case.
 - In case the work is not completed by the vendor on time, BRLPS may impose a penalty depending upon the quantum of breach for such cases.
 - In the event of failure of the vendor to complete the work on agreed time frame, BRLPS shall be entitled to terminate the empanelment with imposition of additional penalty amounting to 10% of the total value of the work order.
17. Payment will be done within 45 days upon successful completion of the work and after submission of invoice (e-way bill if required). Statutory deductions, if any, shall be deducted at source.
18. We look forward to receiving your bids and thank you for your interest in this project.

Encl.:

Annexure I- Price Format.

Annexure II – Terms of Reference.


(Dr Santosh)
Procurement Specialist



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Price Format (for Empanelment of Two Years)

Annexure-I

Type of Category	Specifications of the items / Offered	Price for each unit in INR				Total Amount in words
		Unit rate including excise, customs duty etc	Transportation	GST	Quoted Unit rate	
		1	2	3	4= 1 +2 +3	
Category I	Blackout media Flax with Iron frame per Sq. ft.					
Category II	Standee- Size- 6ft*3ft (Blackout Flax with Iron Frame)					
Category III	Blackout Media Flax					
Category IV	Roll-Up Standee- Size - 6ft*3ft					
Category V	Roll-Up Standee- Size - 6ft*2.5ft					
Category VI	I-Card with Lanyard (1 Inch approx.) - Size- B4 with Digital Printing Lanyard					
Category VII	Fresh Flower Decoration on Stage (Full Garden) - per Sq.ft. (Roses and another natural flower)					
Category VIII	Fresh Flower Decoration on Stage (Bouquet Garden) - per Sq.ft. (Roses and another natural flower)					
Category IX	Fresh Flower Table Bouquet. (Roses and another natural flower)					
Category X	Fresh Flower Bouquet (10 Roses or another natural flower)					
Category XI	Fresh Flower Bouquet (20 Roses or another natural flower)					



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Category XII	Fresh Flower Bouquet (10 Roses and orchid or another natural flower)					
Category XIII	Fresh Plant with Ceramic Pot for Guest					
Category XIV	Fresh Plant Pot with Copper Pot for Guest					
Category XV	Vinyl Printing					
Category XVI	Vinyl printing with Sun Board					
Category XVII	Wooden Stall (Size- 10ft*10ft with decorative items, 3 wooden walls of 10ft*10ft, Wooden Table, 3 Chair, Lighting, Multicolor wall painting and other decoration)					
Category XVIII	Octanorm Stall (Size- 10ft*10ft, Wooden Table, 3 Chair, Lighting and other decoration)					
Category XIX	Fresh White Chair Towel on Rent					
Category XX	Fresh White Hand Towel on Rent					
Category XXI	Name Plate Per Piece					
Category XXII	Projector with Screen					
Category XXIII	One Sound System with mixture along with 1 podium & 4 cordless mike on Rent					
Category XXIV	Carpet (New/Fresh) on Rent					
Category XXV	Back Projector with Screen (Black Masking or color printing of size 10'*10')					
Category XXVI	Splitter and Cable for Screen mirroring					



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Category XXVII	Tv (42 Inch) on Rent Per Piece					
Category XXVIII	Metal Light on Rent Per Piece					
Category XXIX	LED Wall Size- 12ft*8ft on Rent					
Category XXX	LED Wall Size- 16ft*8ft on Rent					
Category XXXI	Water Proof Pandal for Event					
Category XXXII	Platform Raising/ Stage (1.5 feet Hight)					
Category XXXIII	Silent Generator on Rent (5KV)					
Category XXXIV	Silent Generator on Rent (32 KV)					
Category XXXV	Jute Folder					
Category XXXVI	Madhubani Painting Folder					
Category XXXVII	Premium Quality Sofa (Single Sheeter) on Rent					
Category XXXVIII	Premium Quality Sofa (Double Sheeter) on Rent					
Category XXXIX	Table on Rent					
Category XL	Executive Chair with Cover on Rent					
Category XLI	Coverage of the Event Full Day (Videography)					



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Category XLII	Coverage of the Event Full Day (Photography)					
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Note:- In case of discrepancy between amount in figure and words, amount in words shall prevail.

We agree to supply the quality of the above items in accordance with the technical specifications for agreed price quoted against within the period specified in the Invitation for proposal.

Signature of Vendor.....

Name

Mobile No.....

Email Id

Business Address:

Place:

Terms of Reference for empanelment of Event Management Agency for providing IEC materials (Annexure-II)

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 20 years, JEEVIKA has mobilized women from 1.40 crore HHs into strong, sustainable, and self-managed 11 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 vertical of JEEVIKA caters the process of dissemination of knowledge in various online and offline platforms. Apart from these, Event Management plays a crucial role is building JEEVIKA as a brand which amplifies the visibility of the organization's interventions among the target audience and stakeholders. JEEVIKA under the communication vertical demonstrates its products, services, achievements, activities, and innovations during the events.

Communication is also 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

The agency will provide the flax, flax with iron frame, flower decoration, viny printing with sun board and other IEC materials during any Workshop or event.

Scope of Work

- **Provide the IEC materials during any Event and workshop as per the requirement of BRLPS.**

Sl. No.	Description	Unit
1	Blackout media Flax with Iron frame per Sq. ft.	Per Sq. ft
2	Standee- Size- 6ft*3ft (Blackout Flax with Iron Frame)	1
3	Blackout Media Flax	Per Sq. ft
4	Roll-Up Standee- Size - 6ft*3ft	1
5	Roll-Up Standee- Size - 6ft*2.5ft	
6	I-Card with Lanyard (1 Inch approx.) - Size- B4 with Digital Printing Lanyard	1

7	Fresh Flower Decoration on Stage (Full Garden) - per Sq.ft. (Roses and another natural flower)	1
8	Fresh Flower Decoration on Stage (Bouquet Garden) - per Sq.ft. (Roses and another natural flower)	1
9	Fresh Flower Table Bouquet. (Roses and another natural flower)	1
10	Fresh Flower Bouquet (10 Roses or another natural flower)	1
11	Fresh Flower Bouquet (20 Roses or another natural flower)	1
12	Fresh Flower Bouquet (10 Roses and orchid or another natural flower)	1
13	Fresh Plant with Ceramic Pot for Guest	1
14	Fresh Plant Pot with Copper Pot for Guest	1
15	Vinyl Printing	Per Sq. Ft
16	Vinyl printing with Sun Board	Per Sq. Ft
17	Wooden Stall (Size- 10ft*10ft with decorative items, 3 wooden walls of 10ft*10ft, Wooden Table, 3 Chair, Lighting, Multicolor wall painting and other decoration)	1
18	Octanorm Stall (Size- 10ft*10ft, Wooden Table, 3 Chair, Lighting and other decoration)	Per day
19	Fresh White Chair Towel on Rent	Per day
20	Fresh White Hand Towel on Rent	Per day
21	Name Plate Per Piece	1
22	Projector with Screen	1
23	One Sound System with mixture along with 1 podium & 4 cordless mike on Rent	Per day
24	Carpet (New/Fresh) on Rent	Per Sq. ft.
25	Back Projector with Screen (Black Masking or color printing of size 10'*10')	1
26	Splitter and Cable for Screen mirroring	1
27	Tv (42 Inch) on Rent Per Piece	Per Day
28	Metal Light on Rent Per Piece	Per Day
29	LED Wall Size- 12ft*8ft on Rent	Per Day
30	LED Wall Size- 16ft*8ft on Rent	Per Day
31	Water Proof Pandal for Event	Per Sq.ft
32	Platform Raising/ Stage (1.5 feet Hight)	Per Sq.ft
33	Silent Generator on Rent (5KV) with fuel	Per Day
34	Silent Generator on Rent (32 KV) with fuel	Per Day
35	Jute Folder	1

36	Madhubani Painting Folder	1
37	Premium Quality Sofa (Single Sheeter) on Rent	Per Day
38	Premium Quality Sofa (Double Sheeter) on Rent	Per Day
39	Table on Rent	Per Day
40	Executive Chair with Cover on Rent	Per Day
41	Coverage of the Event Full Day (Videography)	Per Day
42	Coverage of the Event Full Day (Photography)	Per Day

Agency should be handover the materials/Stall one day before of the event

Payment Terms:

The firm would serve invoice after successful completion of each event.

Duration of Empanelment

The total duration of the rate will be for a period of 2 years from the date of signature of agreement/Issuance of Empanelment Letter. Extension of the empanelment may be considered to extend on the basis requirement or an assessment of the work and mutual consent.

Monitoring Mechanism:

The Director/OSD/PC-GKM/SPM-Communication will monitor the quality of assignment/task completed. If the deliverables are not found up to the requirement, then the vendor shall modify the work and submit the same to BRLPS.

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