



# JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

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



बिहार सरकार  
www.brlp.in

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.brlp.in

Ref:- BRLPS/Proj/105/08/vol-VI/409394/3044

Date: 31.12.2024

### INVITATION FOR QUOTATIONS FOR PRINTING, SUPPLY & DISTRIBUTION OF QUATERELY PROGRESS REPORT(QPR)/ANNUAL REPORT

To

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Dear Sirs,

**Sub: INVITATION FOR QUOTATIONS FOR PRINTING, SUPPLY & DISTRIBUTION OF QUATERELY PROGRESS REPORT (QPR) / ANNUAL REPORT**

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

Brief Description of the Goods	Specification		Delivery Period	Place of Delivery	
Quaterely Progress Report (QPR)	Sl.	Particulars	Within 30 days from the date of handing of the final content.	Vidyut Bhawan , Annexe II , Bailey road, Patna	
	Item A – QPR				
	1	Number of QPRs (quarterly, July'2024 to March 2026)			7
	2	Number of copies of QPRs per Quarter			45
	3	Number of pages in one QPR			80
	4	Total number of estimated pages in 45 copies of QPRs=45X80=3600			3600
	5	Total number of estimated pages in 7 quarters (QPR)			25200
6	<u>Specifications:</u> Size of paper: 8.5 x 11 inches Cover & back pages: 250GSM, Glossy art paper/Mat Art Paper Inner page:130 GSM, Glossy art paper / Mat Art Paper Printing: Multicolor Printed (back to back) Binding: Centre Pinning / Hard Binding Printing Type: Laser Printing / Digital Printing				
Annual Report for financial year 2024-25 and 2025-26	Item B – Annual Report				
	1	Number of copies of Annual Reports for one Financial Year			100
	2	Number of pages per Annual Report			150
	3	Total number of estimated pages for 100 copies Annual Reports =100 x 150			15000
	4	Number of Financial Year to be covered			2
5	Total number of estimated pages of Annual Report for two years	30000			

copy



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	<p><u>Specifications:</u> Size of paper : 8.5 x 11 inches Number of Pages : Approx. 150 Pages Cover &amp; back pages: 250 GSM, Glossy Art paper / Mat Art Paper Inner Page: 130 GSM Glossy Art Paper / Mat Art Paper Printing: Multicolor Printed (back to back) including Statutory Audit Report. Binding: Hard Binding Printing Type: Laser printing / digital printing</p>		
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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 : 31/12/2024  
3.2 Last Date & Time for Submission of Bids : 16/01/2025 till 03:00 PM  
3.3 Opening of Bids : 16/01/2025 at 03:30 PM

Note: Interested bidder may attend the opening of bids.

Note: Any addendum/clarification if any, will be uploaded on BRLPS website.

4. Qualification criteria

- Having registration under GST. Signed photocopy of certificate to be attached.
- Experience in color printing. Signed photocopy of at least single purchase order of value of at least of Rs 05 lakh should be attached.
- Sample of paper (duly signed and stamped) should be enclosed.
- Minimum Average Annual Turnover should be Rs 10 lakh during financial year 2021-22, 2022-23 and 2023-24. Photocopy of audited balance sheet & P/L account 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 must 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.

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6. Submission of Bids:

- a) A bidder shall submit only one quotation in a sealed envelope.
- b) 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.
- 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.

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 contract price. 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 quality 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 90 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

- (a) 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 pages of QPR's & Annual Report.

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 pages of QPR's & Annual Report.

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 on L1 rate.

11.4 BRLPS may increase or decrease the quantity as per requirement.

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## 12. Quality Verification:

Quality of printed/supplied books of records may be verified either by a team of BRLPS officials constituted by the CEO or certify by concern theme 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 rate is valid for two financial years 2024-25 & 2025-26 and the order for required quantity will be given to agency time to time during this period.

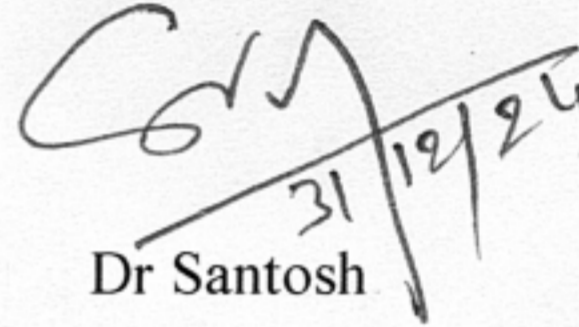
15. Payment shall be made within 21 days (excluding Sundays and Holidays) after satisfactory delivery, quality and quantity verification of the items. Agency may submit bill edition wise or quarter wise. The supplier has to provide separate challans for each delivery (edition wise) which should be duly signed and stamped from the concerned office.

16. We look forward to receiving your quotations and thank you for your interest in this project.

Encl.:

Annexure I- Experience of colour printing.

Annexure II- Format of Quotation

  
31/12/24

Dr Santosh  
Procurement Specialist



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Annexure: - I - Experience of Colour Printing.

Subject: Bid for the supply of \_\_\_\_\_

Detail information regarding orders

- Bidder should fill each column. Use extra sheet if the space below is insufficient.
- Enclose certified copies of the purchase order in chronology.

Sl. No.	Reference to order no. and date for completion and delivery as per order	Amount of order	Name of the office/authority by which the order was placed	Date of completion of delivery of the order	Reason for the exemption of order or delay in supplies of order, if any

Authorized Signature of suppliers with stamp.

Date :-

Place:

Format for quotation for printing, supply & distribution of Quarterly Progress report/ Annual Report

Annexure-II

Sl. No (1)	Description of the goods (2)	Specifications of the goods / Offered (3)	Estimated pages during 02 financial 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 per page 5(a+b+c)=5(d)	(in figures) (6)=5(d) X (4)	(in words) (7)
1	Quarterly Progress Report		25200 pages						
2	Annual Report		30,000 pages						
<b>Total:--</b>									

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:.....