

Bihar Rural Livelihoods Promotion Society (BRLPS)  
Government of Bihar  
Department of Rural Development

Tender Reference No- BRLPS/Proj-Comm/2539/25

**Request for Proposal for Empanelment of Printing Firms for  
Bihar Rural Livelihoods Promotion Society (BRLPS)**

**Offline Mode**

**Date: 06/02/2026**

## **DISCLAIMER**

This Request for Proposal (RFP) for Empanelment of Printing Firms for BRLPS (hereinafter referred to as the “RFP”) contains brief information about the scope of work and qualification process for the Empanelment of Firms. The purpose of the document is to provide the Bidders (hereinafter referred to as “Bidder/s”) with information to assist the formulation of their proposals (hereinafter referred to as the “Proposal/s”).

This RFP is not an agreement and is neither an offer by the Bihar Rural Livelihoods Promotion Society (BRLPS) to the prospective Bidder/s or any other person. While all efforts have been made to ensure the accuracy of information contained in this RFP Document. This document does not support to contain all the information required by the Bidders. The Bidders should conduct their own independent assessment, investigations and analysis and should check the reliability, accuracy, and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their Proposal. BRLPS or any of its employees or existing advisors shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the RFP Document. BRLPS reserves the right to change any or all conditions/ information set in this RFP Document by way of revision, deletion, updating or annulment through issuance of appropriate addendum as the BRLPS may deem fit without assigning any reason thereof.

BRLPS reserves the right to accept or reject any or all proposals without giving any reasons thereof. BRLPS will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the proposals to be submitted in response to this RFP Document.

Information provided in this RFP to the Bidder (s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. BRLPS accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

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**JEEViKA**  
An Initiative of Government of Bihar for Poverty Alleviation

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



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

### **Invitation Notice for Empanelment of Printing Firms**

Bihar Rural Livelihoods Promotion Society (BRLPS), Department of Rural Development, Government of Bihar invites proposal from Printing Firms for printing of various items like A4 Size Booklet, JEEViKA Coffee Table Book, QPR Booklet, Annual Action Plan and Budget Printing, Training Flipchart, Note Pad Printing, Conference Pad Printing, Brochure Printing, Leaflet Printing, Multi Colour and Single Colour Printing, Multi Colour and Single Colour Printing with lamination, JEEViKA Magazine, JEEViKA News letter, Printing & Binding Books, Printing of JEEViKA Letter Head, file, folder, Printing on cloth and bags, ID Card Printing with Lanyard, Visiting Card Printing, Certificate Printing, Photo Book Printing etc. Detailed Request for Proposal (RFP can be downloaded at [www.brlps.in/tender](http://www.brlps.in/tender) from 06.02.2026. Last date for submission of proposals is 27.02.2026 upto 03:00 PM.

Sd/-

**Chief Executive Officer cum Mission Director**  
Bihar Rural Livelihoods Promotion Society

**Important dates & information**

Authority	Bihar Rural Livelihoods Promotion Society, Department of Rural Development, Government of Bihar
Official Address	Bihar Rural Livelihoods Promotion Society (BRLPS), 3 <sup>rd</sup> Floor, Annexe-II, Vidyut Bhawan, Bailey Road, Patna - 800021. Phone No : +(91) - 612 - 2504980. Mail Id : <a href="mailto:proc.sp@brlps.in">proc.sp@brlps.in</a>
Name of document	RFP for Empanelment of Printing Firms for Bihar Rural Livelihoods Promotion Society (BRLPS)
Website for downloading RFP documents	<a href="http://www.brlps.in/tender">www.brlps.in/tender</a>
RFP Availability on website	06.02.2026
Pre Proposal Meeting	13.02.2026 at 11:00 AM at BRLPS Office, Patna.
Proposal Submission Address	3 <sup>rd</sup> Floor, Annexe-II, Vidyut Bhawan, Bailey Road, Patna-800021
Last Date of Submission of Sealed Proposal	27.02.2026 at 03:00 PM at BRLPS office, Patna
Opening of Proposal	27.02.2026 at 03:30 PM. at BRLPS Office, Patna.
Contact Person Details	Dr. Santosh, Procurement Specialist Email - <a href="mailto:proc.sp@brlps.in">proc.sp@brlps.in</a>
Officer Inviting Proposal	Chief Executive Officer cum Mission Director Bihar Rural Livelihoods Promotion Society, 3 <sup>rd</sup> Floor, Annexe-II, Vidyut Bhawan, Bailey Road, Patna - 800021
Proposal Validity Period	180 days from the date of opening of proposal.

## 1 Indicative Scope:

The broad scope of services required under through this RFP, shall be inter alia as briefed below:

Printing and Supply of various Mono & Multicolor items as mentioned below required by the Bihar Rural Livelihoods Promotion Society (BRLPS).

### 1.1 Empanelment category:

**The Printing agency will be categorized as per mentioned below:**

Category I	The Printing materials whose estimated cost is below of Rs.5 Lakh
Category II	The Printing materials whose estimated cost is between Rs.5 Lakh to 50 Lakhs.
Category III	The Printing materials whose estimated cost is above 50.0 lakh upto Rs. 100.0 Lakh
<b>NOTE:</b>	<ul style="list-style-type: none"> <li>Bidders may submit their proposal for one category or more than one category.</li> <li>However, bidder submitting proposal for more than one category, have to fulfill the eligibility criteria of respective category. Bidder has to submit only one proposal irrespective of number of categories they have applied.</li> <li>All bidders should submit with their proposal, “ An undertaking on their letter head that for which category they are interested”.</li> </ul>

**1.2 Empanelment of Printing agencies will be for a period of One Year from the date of issuance of Empanelment order which may be extended up to 02 Years upon satisfactory performance of bidder and mutual consent of the both parties and on same terms & conditions.**

**1.3 As and when required, there shall be competition among the empaneled agencies (Separately for separate value projects) to submit their financial quote based on the final specification / Scope of work will be provided at the time of asking rates. Agency quoting least cost shall be considered as successfully agency.**

**1.4** The agency should have their own printing set up. Bihar Financial Rule and its amendments issued time to time will be considered for evaluation of Proposal and empanelment of bidders by the BRLPS.

### 1.5 Performance Security-

As per para 1.3 above, successful agency will have to submit a performance security @ 5% of the total award value for the works having value beyond 5.0 lakh.

### 1.6 Instructions:

- The detailed Request for Proposal document can be downloaded from 06.02.2026 through [www.brpls.in/tender](http://www.brpls.in/tender)
- Duly completed proposal along with other prerequisites/ documents in support of eligibility criteria etc. and information as per formats given in RFP must be submitted at BRLPS office in sealed envelope duly subscribed **“Proposal for Empanelment of Printing Firms” up to 27.02.2026 till 03:00 hrs.**
- Bidders shall not tamper/modify this RFP. In case if the same is found to be tempered/modified in any manner, proposal will be rejected and bidder would be liable to be banned from doing business with BRLPS.
- Intending tenderers are advised to visit BRLPS website regularly till closing date of submission of RFP for any corrigendum/addendum/amendment.

## 2 Scope of Work

The empanelled printing agencies shall be required to undertake the following Printing Requirements as follows and details specifications are mentioned in Annexure A.

- A. A4 Size Booklet
  - B. JEEViKA Coffee table Book
  - C. QPR Booklet Printing
  - D. Annual Action Plan and Budget Printing
  - E. Training Flipchart
  - F. Note Pad Printing
  - G. Conference Pad Printing
  - H. Brochure Printing
  - I. Leaflet Printing
  - J. Multi Colour and Single Colour Printing
  - K. Multi Colour and Single Colour Printing with Lamination
  - L. JEEViKA Magazine
  - M. JEEViKA News letter
  - N. Printing and Binding Books
  - O. Printing of JEEViKA Letter Head, File, Folder
  - P. Printing on cloth and bags
  - Q. ID Card printing with lanyard
  - R. Visiting Card Printing
  - S. Certificate Printing
  - T. Photo Book Printing
- Ensuring quality of printing, finishing, binding, lamination, packaging and delivery as per specifications provided.
  - Providing proofs (soft and hard copy) for approval prior to final printing.
  - Ensuring delivery of printed materials at designated locations within Bihar or outside, as specified by JEEViKA.
  - Maintaining confidentiality and adhering to ethical practices in handling JEEViKA's content, designs and materials.

The bidder will be directly responsible for ensuring operational service levels and that the performance is met as per terms and conditions defined in this document. Bidder will be directly reporting to the officer authorized by BRLPS.

### **2.1.1 Detailed scope of services**

Detailed scope of work for Bidder is mentioned below.

1. Serve as an Empaneled Printing Agency for Bihar Rural Livelihoods Promotion Society,

Department of Rural Development, Government of Bihar for printing of various items as specified in (but not limited to) Clause 2.

2. Design and printing of event specific folders/brochures/envelopes/stationary post approvals from the BRLPS.
3. Design Preparation and Printing of various materials.
4. Designing and printing of offset and digital branding materials.
5. Printing agency must obtain approval on final draft from the concerned theme before start of final printing.
6. Quality verification will be done of the printed materials either at the site of printer by a team of employees of BRLPS or by a Third Party Agency as per the discretion of BRLPS.

**Note: Above list is indicative only. Selected empaneled Agency must undertake to print and deliver at any BRLPS Locations across Bihar.**

## **2.2 Project Considerations**

**2.2.1** BRLPS shall nominate a point of contact from its management team to liaise and coordinate with the agency.

**2.2.2** The Agency shall consider all environmental compliance requirements prior to the printing. The Agency shall be responsible for the removal and disposal of all waste material produced.

## **2.3 Payment schedule, deliverables and timelines**

- Submission of draft proof (hard/soft) within 02 working days of receiving design (If applicable).
- Completion of printing and delivery within the time frame specified in each work order.
- Packaging and safe transportation of materials to specified locations.
- The empanelled Firms will be required to raise an invoice after successful completion of printing and supply against each purchase order. BRLPS will release the payment within 60 days after acceptance of invoice.
- **Payment Terms: -**
  - i. The payment will be subject to quality verification and quantity verification of items delivered at site.
  - ii. The payment shall be made subject to statutory deductions at source.
  - iii. Invoices should be submitted within 20 days of successful delivery of items at site along with delivery challans duly signed and stamped from the official of concerned BRLPS Office.
  - iv. BRLPS shall make such payment within 60 days of receipt of invoice with delivery challans duly signed with date and stamped from the delivery locations and supplied quantity verification from the delivered site.
  - v. 100 % payment would be released upon successful completion of all activities.
  - vi. No advance payment will be made unless specifically approved.
  - vii. All invoices must contain details of bank account to which payments are to be made.
  - viii. The cost of transportation of materials and logistics shall be borne by the agency. BRLPS shall not be liable to reimburse the agency on anything additional other than the rates quoted for the Items in the Published BoQ time to time.

### 3 Eligibility and Evaluation Criteria

The bidders shall be evaluated based on fulfilling eligibility criteria. BRLPS reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and BRLPS's decision shall be final in this regard. BRLPS may, in its absolute discretion, waive any of the conditions and/or requirements in the RFP in respect of any or all of the bidders. **The Bidders must carefully examine the below mentioned eligibility criteria. The Bidder must meet all the Eligibility criteria set out in this Clause to be eligible for evaluation.**

**3.1 To be eligible for evaluation of its Proposal, the Bidder shall fulfil the following:**

#### **For Printings having value up to Rs. 05.0 lakh (Category – I)**

Sl.	Parameter	Maximum Marks
1	Experience (number of years) in printing services with any state or central level government/PSUs/Govt. Undertakings/ Local Bodies in India as on last date of submission. <b>Attach work order / completion certificates.</b>	
	(a) 3 years - up to 5 years -12 Marks (b) More than 5 years - up to 8 years -16 Marks (c) More than 08 years -20 Marks	20
2	Minimum Average Annual Turnover of three consecutive financial year out of past five financial years i.e F.Y.-2021-22, 2022-23, 2023-24, 2024-25 & 2025-26. <b>Turnover Certificate issued by the CA firm or P/L and balance sheet should be submitted</b>	
	(a) 0 – up to 05 Lakh -18 Marks (b) 05 – up to 10 Lakh -24 Marks (c) Above 10 Lakh -30 Marks	30
3.	Experience in color printing for any state or central level government /PSUs/ Govt. Undertakings/ Local bodies of India during the last 5 years i.e. F.Y.- 2021-22, 2022-23, 2023-24, 2024-25 & 2025-26. <b>Attach work order/s / completion certificate/s.</b> (a) 1 work order -05 Marks (b) 2 work orders -10 Marks (c) 3 work orders -15 Marks (d) 4 work orders - 20 Marks (e) 5 work orders - 25 Marks (f) 6 and above work orders- 30 Marks <b>Minimum value of one work order should not be less than INR 03.0 Lakh.</b>	30
4.	Experience in Mono printing for any state or central level government/ PSUs/ Govt. Undertakings/ Local bodies of India during last 5 years i.e. F.Y.-2021-22, 2022-23, 2023-24, 2024-25 & 2025-26. <b>Attach work order/s / completion certificate/s.</b> (a) 1 work order -05 Marks (b) 2 work orders -10 Marks (c) 3 work orders -15 Marks (d) 4 work orders - 20 Marks <b>Minimum value of one work order should not be less than INR 02.0 Lakh.</b>	20
	<b>Maximum Marks</b>	<b>100</b>
Note	1. The agency should have their own printing set up in Bihar. A Notarized Undertaking to this effect or other legal document to establish printing setup in Bihar should be submitted. Otherwise bidder will not be consider in evaluation for Category I.	
	2. Notarized Undertaking should be submitted that the firms has not been	

	blacklisted/debarred/or have any litigation with any State Government /Central Government / PSUs/Govt. Undertakings. Without Notarized Undertaking as above, the proposal will not be evaluated further.	
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### For Printings having value more than Rs. 05 lakh to Rs. 50.0 lakh (Category – II)

#### Technical Evaluation

Sl.	Parameter	Maximum Marks
1	Experience (number of years) in printing services with any state or central level government/PSUs/Govt. Undertakings/ Local Bodies in India as on last date of submission. <b>Attach work order / completion certificates.</b>	
	(d) 3 years – up to 5 years -12 Marks (e) More than 5 - up to 8 years -16 Marks (f) More than 08 years -20 Marks	20
2	Minimum Average Annual Turnover of three consecutive financial year out of past five financial years i.e F.Y.-2021-22, 2022-23, 2023-24, 2024-25 & 2025-26. <b>Turnover Certificate issued by the CA.</b>	
	(d) 10 lakhs – up to 20 Lakh -18 Marks (e) More than 20 –up to 30 Lakh -24 Marks (f) Above 30 Lakh -30 Marks	30
3.	Experience in color printing for any state or central level government /PSUs /Govt. Undertakings / Local bodies in India during the last 5 years i.e. F.Y.- 2021-22, 2022-23, 2023-24, 2024-25 & 2025-26. <b>Attach work order/s / completion certificate/s.</b> (g) 1 work order -05 Marks (h) 2 work orders -10 Marks (i) 3 work orders -15 Marks (j) 4 work orders - 20 Marks (k) 5 work orders - 25 Marks (l) 6 and above work orders- 30 Marks <b>Minimum value of one work order should not be less than INR 30.0 Lakh.</b>	30
4.	Experience in Mono printing for any state or central level government /PSUs/ Govt. Undertakings/ Local bodies in India during last 5 years i.e. F.Y.-2021-22, 2022-23, 2023-24, 2024-25 & 2025-26. <b>Attach work order/s / completion certificate/s.</b> (e) 1 work order -05 Marks (f) 2 work orders -10 Marks (g) 3 work orders -15 Marks (h) 4 work orders - 20 Marks <b>Minimum value of one work order should not be less than INR 20.0 Lakh.</b>	20
	<b>Maximum Marks</b>	<b>100</b>
Note :-	<b>1.</b> The agency should have their own printing set. A Notarized Undertaking to this effect or other legal document to establish printing setup in Bihar should be submitted. Otherwise bidder will not be consider in evaluation for Category II. <b>2.</b> Notarized Undertaking should be submitted that the firms has not been blacklisted/ debarred/ or have any litigation with any State Government/Central Government/ PSUs/ Govt. Undertakings. Without Notarized Undertaking as above, the proposal will not be evaluated further.	

**For Printing having value of more than Rs. 50.0 lakh to 100 lakh (Category – III)****Technical Evaluation**

#	Parameter	Score
1	Experience (number of years) in printing services with any state or central level government/PSUs/Govt. Undertakings/ Local Bodies in India as on last date of submission. <b>Attach work order / completion certificates.</b>	
	(g) 3 years – up to 5 years -12 Marks (h) More than 5 – up to 8 years -16 Marks (i) 8 years and above -20 Marks	20
2	Minimum Average Annual Turnover of three consecutive financial year out of past five financial years i.e F.Y.-2021-22, 2022-23, 2023-24, 2024-25 & 2025-26. <b>Turnover Certificate issued by the CA.</b>	
	(g) 30 Lakh- up to 50 lakhs -18 Marks (h) More than 50 lakhs - up to 70 lakhs -24 Marks (i) More than 70 lakhs -30 Marks	30
3.	Experience in color printing for any state or central level government /PSUs/ Govt. Undertakings / Local bodies in India during the last 5 years i.e. F.Y.- 2021-22, 2022-23, 2023-24, 2024-25 & 2025-26. <b>Attach work order/s / completion certificate/s.</b> (a) 1 work order -05 Marks (b) 2 work orders -10 Marks (c) 3 work orders -15 Marks (d) 4 work orders - 20 Marks (e) 5 work orders - 25 Marks (f) 6 and above work orders- 30 Marks <b>Minimum value of one work order should not be less than INR 75.0 Lakh.</b>	30
4.	Experience in Mono printing for any state or central level government /PSUs /Govt. Undertakings / Local bodies in India during last 5 years i.e. F.Y.-2021-22, 2022-23, 2023-24, 2024-25 & 2025-26. <b>Attach work order/s / completion certificate/s.</b> (a) 1 work order -05 Marks (b) 2 work orders -10 Marks (c) 3 work orders -15 Marks (d) 4 work orders - 20 Marks <b>Minimum value of one work order should not be less than INR 50.0 Lakh.</b>	20
	<b>Maximum Marks</b>	<b>100</b>
Note :-	<b>1.</b> The agency should have their own printing set. A Notarized Undertaking to this effect or other legal document to establish printing setup in Bihar should be submitted. Otherwise bidder will not be consider in evaluation for Category III. <b>2.</b> Notarized Undertaking should be submitted that the firms has not been blacklisted/ debarred/ or have any litigation with any State Government/Central Government/ PSUs/ Govt. Undertakings. Without Notarized Undertaking as above, the proposal will not be evaluated further.	

Marks will be awarded out of 100 marks. The minimum qualifying marks in the technical bid evaluation based on scoring model will be 70 marks out of 100 marks for all categories. The proposal of Bidder who have not obtained the minimum qualifying marks will be rejected.

**Bidder whose GST is not active/ suspended, their proposal will not be consider in evaluation.**

**Note:- All bidders should submit with their proposal, “ An undertaking on their letter head that for which category they are interested”.**

## **4 Instructions to Bidders**

### **4.1 General instructions**

#### **4.1.1. Number of Proposals and respondents**

- i. No Bidder shall submit more than one (1) Proposal, in response to this RFP.

#### **4.1.2 Proposal preparation cost**

The Bidders shall bear all costs associated with the preparation and submission of the Proposal. BRLPS will not be responsible and liable for any costs, regardless of the conduct or outcome of the Proposal/process.

#### **4.1.3 Right to accept and reject any or all the Proposals**

Notwithstanding anything contained in this RFP, BRLPS reserves the right to accept or reject any Proposal and to annul the empanelment process and reject all the Proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, without assigning any reason. BRLPS reserves the right to reject any Proposal if:

- i. At any time, a material misrepresentation is made or discovered,  
or
- ii. The Bidder/s do/does not respond promptly and diligently to requests for supplemental information required for the evaluation of Proposals,  
or
- iii. The Bidder does not adhere to the formats provided in the Annexure VI: Technical Proposal to the RFP while furnishing the required information/details.

#### **4.1.4 Amendment of the RFP**

At any time prior to the Proposal Due Date (PDD), BRLPS, for any reason, whether at its own initiative or in response to a clarification requested by eligible Bidder/s, may modify the RFP by issuance of an addendum. Such amendments shall be uploaded on [www.brllps.in/procurement](http://www.brllps.in/procurement) through a corrigendum and this shall form an integral part of the RFP. The relevant clauses of the RFP document shall be treated as amended accordingly. It shall be the sole responsibility of the prospective Bidder to check the above-mentioned websites from time to time for any amendment in the RFP document/s. BRLPS shall not be responsible for failure to get/download the amendments. In order to provide the Bidders a reasonable time to examine the addendum, or for anyother reason, BRLPS may, at its own discretion, extend the proposal submission date.

#### **4.1.5 Data identification and collection**

4.1.5.1 It is desirable that the Bidders submit their Proposal/s after verifying the availability of the data, information and/or any other matter considered relevant.

4.1.5.2 It would be deemed that by submitting the Proposal, the Bidder has:

- i. Made a complete and careful examination and accepted the RFP in totality.
- ii. Received all relevant information requested from BRLPS and:
- iii. Made a complete and careful examination of the various aspects of the Scope of Work.

4.1.5.3 BRLPS shall not be liable for any mistake or error on the part of the Bidder in respect of the above.

## **4.2 Preparation and submission of Proposals**

### **4.2.1 Language and currency**

4.2.1.1 The Proposal and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by the Bidders with the Proposal may be in any other language if they are accompanied by appropriate translations of the pertinent passages in the English language. No need to translate the documents in Hindi Language. Supporting materials, which are not translated into English, may not be considered for evaluation. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.

4.2.1.2 The currency for the purpose of the Proposal shall be the Indian National Rupee (INR).

### **4.2.2 Format and signing of Proposal**

4.2.2.1 Bidders should provide all the information as per the RFP and in the specified formats.

BRLPS reserves the right to reject any Proposal that is not in the specified formats.

4.2.2.2 BRLPS reserves the right to cancel any or all Proposals without assigning any reason.

### **4.2.3 Proposal opening**

4.2.3.1 BRLPS will open all RFPs, in the presence of Bidder's representatives who choose to attend on the prescribed date of opening at BRLPS office.

4.2.3.2 BRLPS will prepare attendance of RFP opening.

### **4.2.4 Confidentiality**

4.2.4.1 Information relating to the examination, clarification, evaluation and recommendation for the short-listed Bidder/s shall not be disclosed to any person not officially concerned with the process.

4.2.4.2 After opening of the Proposals, no information relating to the examination, clarification, evaluation and comparison of Proposals and recommendations concerning the award of empanelment shall be disclosed to Bidders or their representatives, if any. Any effort by a Bidder to exert undue or unfair influence in the process of examination, clarification, evaluation and comparison of Proposal/s shall result in outright rejection of the offer, made by the said Bidder.

### **4.2.5 Tests of responsiveness**

4.2.5.1 Prior to evaluation of the Proposals, BRLPS will determine whether each Proposal is responsive to the requirements of the RFP. The Proposals shall be considered responsive if:

- i. It is received or deemed to be received by the due date and time including any extension there of pursuant.
- ii. It contains all information as desired in this RFP.
- iii. Information is provided as per the formats specified in the RFP.

4.2.5.2 BRLPS reserves the right to reject any proposal which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by the BRLPS in respect of such proposal.

#### **4.2.6 Clarifications sought by BRLPS**

- 4.2.6.1 To assist in the process of evaluation of Proposals, BRLPS may, at its sole discretion, ask any Bidder for clarification on its Proposal. The request for clarification and the response shall be in writing. No change in the substance of the Proposal would be permitted by way of such clarifications.
- 4.2.6.2 BRLPS may at its discretion visit any firm for ascertaining their technical capability.

#### **4.2.7 Proposal evaluation**

- 4.2.7.1 Proposals for the work valuing upto Rs. 05.0 lakh, works valuing Rs. 05 Lakhs to Rs. 50 Lakhs and works valuing above Rs. 50.0 lakh up to 100 Lakhs will be evaluated separately.**
- 4.2.7.2 Submissions from Bidders would first be checked for responsiveness as set out in Clause 3.1
- 4.2.7.3 All Proposals found to be substantially responsive shall be evaluated as per the Technical Evaluation Criteria set out in Clause 3.1 of this RFP.
- 4.2.7.4 The Proposal containing the Technical Details in Clause 3.1 of the Bidder/s who do not meet the Technical Criteria shall not be considered for further process.

#### **4.2.8 Award**

- 4.2.8.1 Separate Empanelment will be made for the works valuing up to Rs. 05.0 lakh, separate for the works having value Rs. 05 Lakhs to 50 Lakhs and separate for the works having value above Rs. 50.0 Lakh to 100 Lakhs.
- 4.2.8.2 As and when required, there shall be competition among the empaneled firms (separately for separate value projects) to submit their quotation as per ToR. Agency quoting least cost shall be awarded the work.

#### **4.3 Power of Attorney**

The Bidder should submit a Power of Attorney in the format specified. Power of Attorney for authorized representative authorizing Bidder's representative as signatory of the proposal to commit the Bidder.

#### **4.4 Conflict of Interest**

4.4.1 Bidders, and any of their affiliates, shall be considered to have a conflict of interest and shall not be eligible for selection as Bidder under any of the circumstances set forth below:

- i) **Conflicting Assignment/job:** A bidder or any of its affiliates shall not be hired for any Assignment/job that, by its nature, may be in conflict with this Assignment/job of the bidder to be executed for the same Employer.
- ii) **Conflicting Relationships:** A bidder that has a business or family relationship with a member of the BRLPS staff who is directly or indirectly involved in any part of
  - the preparation of the Specification / Terms of Reference of the Assignment/job,
  - the selection process for such Assignment/job, or

- Supervision of the Empanelment may not be awarded an Empanelment, until and unless the conflict stemming from this relationship has been resolved in a manner acceptable to BRLPS.

4.4.2 Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of BRLPS, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the bidder or the termination of its Empanelment.

## **5 General Conditions of Empanelment**

### **5.1 General Provision**

#### **5.1.1 Law Governing Empanelment**

This Empanelment, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.

#### **5.1.2 Language**

This Empanelment has been executed in English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Empanelment.

#### **5.1.3 Notices**

Any notice, request or consent required or permitted to be given or made pursuant to this Empanelment shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an Authorized Representative of the Party to whom the communication is addressed.

A Party may change its address for notice hereunder by giving the other Party a notice in writing of such change to the address.

#### **5.1.4 Authorized Representatives**

Any action required or permitted to be taken, and any document required or permitted to be executed under this Empanelment by the BRLPS or the Selected Bidder may be taken or executed by the officials specified in the Empanelment.

#### **5.1.5 Taxes and Duties**

- a) GST and any other applicable taxes shall be inclusive of fee quoted by the Selected Bidder.
- b) The Selected Bidder shall provide a valid GST registration number issued by the concerned Statutory Authority. Bidder whose GST is suspended / inactive, their proposal will not be consider in evaluation.
- c) The financial liability on account of any other applicable taxes, as may be applicable on the amounts received by the empaneled Bidder from BRLPS or any procurement done by the Selected bidder shall be solely borne by the empaneled Bidder. The Selected Bidder alone shall be responsible in all respects for the payment of all taxes including Income Tax etc. in a timely manner and filing the returns in respect thereof as per the applicable laws.
- d) However, towards compliance with the applicable Tax laws, BRLPS shall deduct applicable taxes from the payments to be made by BRLPS to empaneled Bidder and Selected Bidder shall not object to the same.

### **5.1.6 Fraud and Corruption**

For the purpose of this Empanelment, the terms set forth below as defined as follows:

- a. “corrupt practice” means offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in empanelment execution;
- b. “fraudulent practice” means misrepresentation or omission of facts in order to influence the selection process or the execution of a empanelment;
- c. “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Client, designed to establish prices at artificial, non-competitive levels;
- d. “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or affect the execution of the empanelment.

### **5.1.7 Measures to be taken**

BRLPS will cancel the Empanelment if representatives if the Selected Bidders are engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of the empanelment. BRLPS will sanction the Bidder, including declaring the Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a empanelment if it at any time determines that the Bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, the said empanelment.

### **5.1.8 Liquidated Damages**

- 5.1.8.1 An amount at rate of 0.07% per day penalty for delay quantity will be imposed in the case of delay in supply of materials against the issued work order.
- 5.1.8.2 In case, if the quality of printed material/s is not up to the mark/other than specification, BRLPS may reject the materials or appropriate deductions will be made from the invoice of the supplier based on the percentage of defects in quality/deviation from prescribed specification.
- 5.1.8.3 If the Selected Bidder delays the works or the work is not satisfactory, BRLPS may execute the work at the risk and at the cost of the Selected Bidder from any other selected agency.

## **5.2 Commencement, Completion, Modification and Termination of empanelment**

### **5.2.1 Effectiveness of Empanelment**

This empanelment shall come into effect from the date of issuance of empanelment order.

### **5.2.2 Expiration of empanelment**

Unless terminated earlier pursuant to Clause 5.4 of General Conditions of empanelment, this empanelment shall expire at the end of such time period after the Effective Date as specified in the RFP.

### **5.2.3 Modifications or Variations**

Any modification or variation of the terms and conditions of this empanelment, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties.

### **5.3 Force Majeure**

For the purposes of this Empanelment, “Force Majeure” means an event which is beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations here under impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government Firms

Force Majeure shall not include

- Any event which is caused by the negligence or intentional action of a Party or such Party’s Sub- Agency or agents or employees, nor
- Any event which a diligent Party could reasonably have been expected to both
- Take into account at the time of the conclusion of this Empanelment, and
- Avoid or overcome in the carrying out of its obligations hereunder.

Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

### **5.3.1 No Breach of Empanelment**

The failure of a Party to fulfil any of its obligations under the Empanelment shall not be considered to be a breach of, or default, under this Empanelment in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Empanelment, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

### **5.3.2 Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Agency shall be entitled to continue to be paid under the terms of this Empanelment, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

### **5.4 Termination**

Either Party may terminate the Empanelment with immediate effect by serving prior written notice to the other party if services are not possible to be rendered as per applicable laws or professional obligations.

BRLPS may terminate this Empanelment in case of the occurrence of any of the events specified in paragraphs (a) through (f) of Clause 5.4 of General Conditions of Empanelment. In such an occurrence, BRLPS shall give a not less than thirty (30) days’ written notice of termination to the Agency.

- a) If the Agency does not remedy a failure in the performance of their obligations under the Empanelment, within thirty (30) days after being notified or within any further period as the BRLPS may have subsequently approved in writing.

- b) If the Agency becomes insolvent or bankrupt.
- c) If the Agency, in the judgment of the BRLPS has engaged in corrupt or fraudulent practices incompetently for or in executing the Empanelment.
- d) If, as the result of Force Majeure, the Agency are unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- e) If the BRLPS, in its sole discretion and for any reason whatsoever, decides to terminate this Empanelment.

## **5.5 Obligations of the Selected Bidder**

### **5.5.1 Standard of Performance**

The Selected Bidder shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology safe and effective equipment, machinery, materials and methods. The Selected Bidder shall always act, in respect of any matter relating to this Empanelment or to the Services, as faithful advisers to the DIT, and shall at all times support and safeguard BRLPS's legitimate interests in any dealings with third Parties.

### **5.5.2 Confidentiality**

Except with the prior written consent, the Selected Bidder and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Selected Bidder and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services. Except as otherwise permitted by the Empanelment, neither of the parties may disclose to third parties the contents of the Empanelment or any information/report/advice provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Parties may, however, disclose such confidential information to the extent that it: (a) is or becomes public other than through a breach of the Empanelment, (b) is subsequently received by the receiving party from a third party who, to the receiving party's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (c) was known to the receiving party at the time of disclosure or is thereafter created independently, (d) is disclosed as necessary to enforce the receiving party's rights under the Empanelment, or (e) must be disclosed under Applicable Law, legal process or professional regulations. These obligations shall be valid for a period of 3 months from the date of termination of the Empanelment.

### **5.5.3 Documents prepared by the Selected Bidder -**

- a. All deliverables in the form of data, software, designs, utilities, models, systems and other methodologies and know-how submitted by the Bidder under this Empanelment shall, not later than upon termination or expiration of this Empanelment, be delivered to the BRLPS, together with a detailed inventory thereof.
- b. Except as otherwise permitted by the Empanelment, neither of the parties may disclose to third parties the contents of the Empanelment or any information/report/advice provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Parties

may, however, disclose such confidential information to the extent that it: (a) is or becomes public other than through a breach of the Empanelment, (b) is subsequently received by the receiving party from a third party who, to the receiving party's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (c) was known to the receiving party at the time of disclosure or is thereafter created independently, (d) is disclosed as necessary to enforce the receiving party's rights under the Empanelment, or (e) must be disclosed under Applicable Law, legal process or professional regulations.

#### **5.5.4 Accounting**

The Selected Bidder shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with nationally accepted accounting principles and in such form and detail as will clearly identify all relevant time changes and costs, and the bases thereof.

#### **5.6 Penalty**

Warning may be issued to the Selected Bidder for deficiencies on its part. In the case of significant deficiencies in goods/works causing adverse effect on the Project or on the reputation of the Client, other penal action including debarring for a specified period may also be initiated as per policy of the Client. In case any goods/works is not found as per the prescribed specification or is not carried out in time, BRLPS may impose penalty in addition to the liquidated damages.

- In case the goods provided by the selected bidder are found to be unsatisfactory, then the BRLPS may impose a penalty up to INR 5000/- per such case.
- In case the goods provided by the selected bidder is not provided in adequate time (upon reminder from BRLPS), then the BRLPS may impose a penalty up to INR 5000/- per such reminder.
- In the event of failure of the selected bidder to recoup the quality in the mutually agreed time frame, BRLPS shall be entitled to terminate the empanelment and forfeit performance security. BRLPS may impose additional penalty depending upon the quantum of breach for such cases.

#### **5.7 Resolution of Disputes**

Any dispute or difference or claim arising out of or in relation to this Agreement, will be settled by reaching a mutual understanding between the parties. If any further dispute arises between the parties thereupon, the same will be settled as per the extant law of land through the competent court of law under the territorial jurisdiction of Patna, Bihar only

#### **5.8 Interpretation of Documents:**

BRLPS will have the sole discretion in relation to:

- i. The interpretation of this RFP document, the Proposals and any documents provided in support of the Proposals; and
- ii. All decisions in relation to the evaluation of Proposals.

BRLPS will have no obligation to explain or justify its interpretation of this RFP document, the Proposal(s) or their supporting/related documents/information or to justify the evaluation process or selection of the Selected Bidder.

Sd/-

**Chief Executive Officer cum Mission Director**  
Bihar Rural Livelihoods Promotion Society

## **Annexure VI: Technical Proposal**

### **Letter of Application**

*(Note: On the letterhead paper of the Bidder including full postal address, telephone no., fax no., telex no. and address.)*

[Location,

Date]

To,

Sub: Empanelment of Printing Firms for Bihar Rural Livelihoods Promotion Society (BRLPS)  
for Category ( *Insert no of category applying for*)

Dear Sir,

We, the undersigned, offer to provide the services for *[Insert title of assignment]* in accordance with your Request for Proposal dated *[Insert Date]* and our Proposal. We are hereby submitting our proposal, which includes a Technical Proposal.

We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the Proposal Validity Period, we undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from negotiations.

We undertake, if our proposal is accepted, to initiate the consulting services related to the assignment at a date mutually agreed between us. We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized Signature *[In full and initials]*:\_\_\_\_\_

Name and Title of Authorized Representative:

Name of the Firm:

Address:

### **Bidder's organization**

*[Provide here a brief (two pages) description of the background and organization of your firm/entity including but not limited to the following]*

1. Name of the firm:
2. Country of incorporation:
3. Registered address:
4. Year and date of Incorporation:
5. Year of commencement of business
6. Principal place of business:
7. GST Registration Number:
8. PAN Number:
9. Number of years of operation
10. Geographical spread across the country and its offices
11. Details of authorized representative of the Bidder:
  - a) Name:
  - b) Designation:
  - c) Company:
  - d) Address:
  - e) Phone No:
  - f) Fax No:
  - g) E-mail address:
12. *Details of individual (s) who will serve as the point of contact/communication for DIT within the Company.*
  - a) Name:
  - b) Designation:
  - c) Address:
  - d) Telephone No:
  - e) E-mail address:
  - f) Fax No:
13. Copy of Labour License.
14. Any other documents/information to prove eligibility and experience

### Financial capacity certificate of the bidder

*Bidder is required to get the information required in this form, duly certified by Statutory Auditor or Chartered Accountant. The information supplied shall be the annual turnover of the Bidder, in terms of the amounts billed to clients for each year for work in progress or completed along with net worth of Bidder in respective financial year.*

#	Financial Year	Turnover	Net worth
1.			
2.			
3.			
4			
5			
Certificate from the Statutory Auditor / Chartered Accountant			
This is to certify that (name of the Bidder) has received the payments shown in column 'Turnover' above against the respective years on account of providing printing services etc. and has net worth as shown in column 'Net worth' above.			

**Note:** *In case the Bidder does not have a statutory auditor, it shall provide the certificate from its Chartered Accountant that ordinarily audits the annual accounts of the Bidder.*

## Power of Attorney for Authorized representative

(on a stamp paper of relevant value)

### POWER OF ATTORNEY FOR AUTHORIZED REPRESENTATIVE

Know all men by these presents, we (name and address of the registered office) do hereby constitute, appoint and authorize Mr. /Ms. \_\_\_\_\_ (name and address of residence) who is presently employed with us and holding the position of \_\_\_\_\_ as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for **Empanelment of Printing Agencies for Bihar Rural Livelihoods Promotion Society, Department of Rural Development, Government of Bihar**

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Executant

Signature of Attorney

(Name, Title and Address of the Attorney)

Attested Executant

*Notes:*

1. *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
2. *Also, where required, the executants(s) should submit for verification the extract of the charter documents and documents such as a resolution power of attorney in favour of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
3. *In case the Proposal is signed by an authorised Director of the Bidder, a certified copy of the appropriate resolution/document conveying such DIT may be enclosed in lieu of the Power of Attorney.*



**Notarized Undertaking**

We hereby undertake that:

We are not blacklisted/debarred/or have any litigation with any State Government/Central Government/PSUs/Govt. Undertakings/ local bodies in india

We are not under any declaration of ineligibility by any Organization,

We will comply with and assist during the disaster management protocol,

We accept all terms and conditions of the RFP (*insert RFP reference number*).

Yours sincerely,

Authorized Signature [in full and initials]: \_\_\_\_\_

Name and Title of Authorized Representative:

Name of Firm:

Address:

## Declaration

Declaration that, during the last five years, the Bidder has neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Bidder.

### Declaration Letter for “<insert name of the RFP>”

(To be printed on Letter Head)

Sir/Madam,

This is to notify you that our Company / LLP / Partnership / Society / Proprietorship <Please delete whichever is not applicable> intends to submit a proposal in response to <insert name of the RFP>, we also declare that our Company / LLP / Partnership / Society / Proprietorship <Please delete whichever is not applicable> has during the last five years, neither failed to perform on any agreement, nor has been evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or agreement nor have had any agreement terminated for breach by us.

Sincerely,

---

(Signature of the Authorized

Person)

Name:

Designation

## **Terms of Reference (ToR) for Empanelment of Printing Agencies for Printing of IEC Materials under JEEViKA (BRLPS)**

### **1. Background**

Bihar Rural Livelihoods Promotion Society (BRLPS), popularly known as JEEViKA, is an initiative of the Government of Bihar for poverty alleviation through community institution building, capacity development and livelihood promotion. To disseminate information, educate rural communities, and create awareness about government programs, JEEViKA regularly develops and distributes Information, Education and Communication (IEC) materials such as pamphlets, booklets, leaflets, posters, banners, wall calendars, newsletters, training modules and other publications.

For timely, high-quality and cost-effective production of these materials, JEEViKA intends to empanel reputed printing agencies having requisite technical and financial capacity. The empanelment will ensure a transparent and efficient mechanism for procurement of printing services.

The objective of this empanelment is to create a panel of professional and technically sound printing agencies who can provide high-quality printing services for JEEViKA's IEC requirements on need basis, within stipulated timelines and at competitive prices.

### **2. Scope of work**

The empanelled printing agencies shall be required to undertake the following Printing Requirements as follows and details specifications are mentioned in Annexure A.

- A. A4 Size Booklet
- B. JEEViKA Coffee table Book
- C. QPR Booklet Printing
- D. Annual Action Plan and Budget Printing
- E. Training Flipchart
- F. Note Pad Printing
- G. Conference Pad Printing
- H. Brochure Printing
- I. Leaflet Printing
- J. Multi Colour and Single Colour Printing
- K. Multi Colour and Single Colour Printing with Lamination
- L. JEEViKA Magazine
- M. JEEViKA Newsletter

N. Printing and Binding Books

O. Printing of JEEViKA Letter Head, File, Folder

P. Printing on cloth and bags

Q. ID card printing with lanyard

R. Visiting Card Printing

S. Certificate Printing

T. Photo Book Printing

- Ensuring quality of printing, finishing, binding, lamination, packaging and delivery as per specifications provided.
- Providing proofs (soft and hard copy) for approval prior to final printing.
- Ensuring delivery of materials at designated locations within Bihar or outside as specified by JEEViKA.
- Maintaining confidentiality and adhering to ethical practices in handling JEEViKA's content, designs and materials.

### **3. Empanelment category**

The Printing agency will be categorized as per mentioned below;

#### **➤ Category I**

The Printing materials whose estimated cost is below of Rs. 5 lakhs.

#### **➤ Category II**

The Printing materials whose estimated cost is range between Rs. 05 lakhs to 50 lakhs.

#### **➤ Category III**

The Printing materials whose estimated cost is range between Rs. 50 lakhs to 100 lakhs.

### **4. Empanelment Process**

- Invitation of Proposal from interested printing agencies.
- Evaluation of applications based on eligibility, past experience and financial strength.
- Shortlisting of agencies and empanelment for a period of 1yr which may be extended up to 02yrs with mutual consent of the both parties.

### **5. Deliverables and Timelines**

- Submission of draft proof (hard/soft) within 2 working days of receiving design.
- Completion of printing and delivery within the time frame specified in

each work order.

- Packaging and safe transportation of materials to specified locations.

## **6. Quality Standards**

- Printing must conform to the specifications provided (paper quality, GSM, size, Colors, lamination, binding etc.)
- JEEViKA reserves the right to reject printed material if quality is not as per approved proof.

## **7. Payment Terms**

- Payments will be made against submission of invoice, along with delivery challans and acceptance certificate from concerned JEEViKA authority.
- Taxes will be deducted as per government rules.
- No advance payment will be made unless specifically approved.

## **8. Performance Monitoring**

- Empanelled agencies will be evaluated on parameters such as quality, timeliness, adherence to specification and cost competitiveness.
- Poor performance may lead to removal from the empanelled list.

## **9. Rights of JEEViKA**

- JEEViKA reserves the right to add/remove any agency from the empanelled list.
- JEEViKA is not bound to award work to any empanelled agency; allocation of work will depend on performance and competitive quotations.
- JEEViKA reserves the right to cancel the empanelment process at any stage without assigning reasons.

**Annexure A****General Draft Printing Specifications****A. A4 Size Booklet**

- Size: A4 (8.27” x 11.69”)
- Paper: 300 GSM art card for cover, 100–130 GSM art paper for inside pages
- Binding: Center stapled or perfect binding (as per page count)
- Printing: Multi-colour (CMYK, offset printing)

**B. JEEVIKA Coffee Table Book**

- Size: 9” x 12” (custom large size)
- Paper: 350 GSM laminated art card for cover, 170–200 GSM art paper for inside pages
- Binding: Hardbound / perfect binding with section sewing
- Printing: Multi-colour, high-resolution offset printing with gloss/matte lamination

**C. QPR Booklet Printing**

- Size: A4
- Paper: 250 GSM art card cover, 100 GSM art paper inside
- Binding: Center stapled
- Printing: Multi-colour

**D. Annual Action Plan and Budget Printing**

- Size: A4
- Paper: 250 GSM cover, 90–100 GSM maplitho/white paper inside
- Binding: Perfect binding or spiral binding
- Printing: Single or multi-colour (as required)

**E. Training Flipchart**

- Size: A3 or A2 (as per requirement)
- Paper: 250–300 GSM art card
- Binding: Spiral bound at top with hardboard backing
- Printing: Multi-colour

**F. Note Pad Printing**

- Size: A5 or A4
- Paper: 70–80 GSM white maplitho
- Cover: 250 GSM art card (optional)
- Binding: Gum/spiral binding on top
- Printing: Single colour (usually with logo)

**G. Conference Pad Printing**

- Size: A4
- Paper: 80–90 GSM white maplitho
- Cover: 250 GSM laminated art card
- Binding: Gum/spiral binding
- Printing: Single or multi-colour logo/header

**H. Brochure Printing**

- Size: A4 (bi-fold or tri-fold)
- Paper: 130–170 GSM art paper
- Printing: Multi-colour both sides
- Finish: Gloss/matte lamination (optional)

**I. Leaflet Printing**

- Size: A4 or A5 (single sheet)
- Paper: 100–130 GSM art paper
- Printing: Multi-colour one or both sides
- Finish: Gloss finish (optional)

**J. Multi Colour and Single Colour Printing**

- Printing: High-quality offset (CMYK or single colour as required)
- Paper: As per item specification (maplitho/art paper/art card)
- Finish: As per requirement (matte/gloss)

**K. Multi Colour and Single Colour Printing with Lamination**

- Same as above, with gloss or matte lamination for durability
- Paper: Minimum 170 GSM (lamination not suitable for thin paper)

**L. JEEVIKA Magazine**

- Size: A4
- Paper: 250–300 GSM art card cover, 130–170 GSM art paper inside
- Binding: Center stapled/perfect bound (depending on pages)
- Printing: Multi-colour offset

**M. JEEVIKA Newsletter**

- Size: A4 (bi-fold)
- Paper: 90–130 GSM maplitho/art paper
- Printing: Multi-colour

**N. Printing and Binding Books**

- Size: A4 (or custom as required)
- Paper: 250 GSM art card cover, 80–100 GSM inside pages
- Binding: Perfect binding/hardbound (depending on thickness)

- Printing: Multi-colour or single colour

#### **O. Printing of JEEVIKA Letter Head, File, Folder**

- Letterhead: A4, 100 GSM bond paper, single colour/multi-colour
- File: 350 GSM art card, laminated, multi-colour printing
- Folder: A4+ size, 300–350 GSM art card, laminated, multi-colour

#### **P. Printing on Cloth and Bags**

- Material: Cotton/Canvas/Non-woven fabric bags
- Printing: Screen printing or digital transfer
- Size: As per requirement (commonly 14” x 16”)

#### **Q. ID Card Printing with Lanyard**

- Size: Standard 85mm x 55mm
- Material: PVC card, 0.76mm thick
- Printing: Digital sublimation, multi-colour, double sided
- Lanyard: Polyester ribbon with single/multi-colour printing

#### **R. Visiting Card Printing**

- Size: 3.5” x 2”
- Paper: 300–350 GSM art card
- Printing: Multi-colour, single/double sided
- Finish: Matte/gloss lamination (optional)

#### **S. Certificate Printing**

- Size: A4 or custom (8.5” x 11”)
- Paper: 200–250 GSM ivory/art card
- Printing: Multi-colour with security features (if required)

#### **T. Photo Book Printing**

- Size: 8” x 10” or A4
- Paper: 170–200 GSM gloss/matte art paper
- Cover: 300 GSM laminated art card or hardbound
- Binding: Perfect binding / case binding
- Printing: Multi-colour, high-resolution