



3rd Floor, Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph: +91-612-250 4860; Fax: +91-612-250 4860, Website: www.brpls.in

JEEVIKA
Rural Development Department, Government of Bihar

Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar



INVITATION OF BID FOR PRINTING AND SUPPLY OF OFFICE STATIONERY ITEMS UNDER RATE CONTRACT

To

Dear Sirs,

Sub: PRINTING AND SUPPLY OF OFFICE STATIONERY ITEMS UNDER RATE CONTRACT.

1. You are invited to submit your most competitive rate for print & supply of the following
Items under rate contract:

Brief Description of the Goods	Specification	Estimated quantity in a year	Delivery Period	Place of Delivery
Note Pad	<ul style="list-style-type: none"> • Paper- 90 GSM color maplitho paper • Size- Legal • Printing- Printing of logo, Name of organization • address in single color on the both sides. (As per Sample) 	5000	Within 20 days from the date of issuance of each PO.	Vidyut Bhawan , Annexe II , Bailey road, Patna. / Punaich ak Godwon , Patna
JEEVIKA Conference Pad	<ul style="list-style-type: none"> • Size: 1/8 (14 cm * 21cm). • Cover and Back: 180 GSM Art Board. • Cover and Back Print: Multi color printing in one side and Back side of the Cover and Back page will be blank. • Inner Page: 20 Sheet. • Inner Page Quality: 70 GSM Maplitho Paper. • Inner Page Print: Single color Printing on both sides. 	5000		



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<p>JEEVIKA Envelope A3 (Size 16"x12")</p>	<ul style="list-style-type: none"> • Size-16.0" x 12.0". • Paper Quality- 100 GSM Maplitho paper (Yellow) inside laminated. • Printing- Printing of logo, Name of organization address in multi color on the front side. (As per Sample) 	500		
<p>JEEVIKA Envelope A4 (Size 12"x10")</p>	<ul style="list-style-type: none"> • Size-16.0" x 12.0". • Paper Quality- 100 GSM Maplitho paper (Yellow) inside laminated. • Printing- Printing of logo, Name of organization address in multi colors on the front side. (As per Sample) 	500		
<p>JEEVIKA Envelope (Size 11" x 5")</p>	<ul style="list-style-type: none"> • Size-11.0" x 5.0". • Paper Quality- 100 GSM Maplitho paper (white) inside laminated. • Printing- Printing of logo, Name of organization address in multi color on the front side. (As per Sample) 	500		
<p>JEEVIKA Spiral Note Book</p>	<ul style="list-style-type: none"> • Size: A4 • Cover and Back: 250 GSM Art Board. • Cover and Back Print: Multicolor printing in one side and Back side of the Cover and Back page will be blank. • Inner Page: 50 Pages (25 Sheet). • Inner Page Quality: 80 GSM Maplitho paper • Inner Page Print: Single color Printing on both sides. • Binding: Wiros Binding 	2000		



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JEEVIKA Paper Folder	<ul style="list-style-type: none"> • Size (Cover and Back) – 12.5 Inch * 9.5 Inch, 300 GSM brown hard Board • Paper Pocket – 02 side paper pocket pasted in the inner side of the folder (Size- 6 Inch * 9 Inch) • Color- Brown Printing :- Single Color Printing in both side (Cover & Back) 	2000		
JEEVIKA Letter Head (English)	<ul style="list-style-type: none"> • Paper- 100 GSM Executive Bond Paper • Size- A4 • Printing- Printing of logo, Name of organization address in multi color on the front side. (As per Sample) 	500		
JEEVIKA Letter Head (Hindi)	<ul style="list-style-type: none"> • Paper- 100 GSM Executive Bond Paper • Size- A4 Printing- Printing of logo, Name of organization address in multi color on the front side. (As per Sample) 	500		
JEEVIKA FLY Leaf	<ul style="list-style-type: none"> • Size (Cover and Back) - 13 Inch * 10 Inch, 250-ounce hard Board • Cover and Back Paper- 70 GSM Maplitho color Paper pasted on Both side of Cover and back page of Cover & Back page and back side of Back page • Printing- Printing of logo, Name of organization address and other prescribed design on Both side of Cover and back page 	1000		



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	<ul style="list-style-type: none"> of Cover & Back page and back side of Back page. (As per Sample) Center Corner- Cloth pasting should be done. (As per Sample) 			
LSBA Fly Leaf	<ul style="list-style-type: none"> Size (Cover and Back) - 13 Inch * 10 Inch, 250-ounce hard Board Cover and Back Paper- 70 GSM Maplitho color Paper pasted on Both side of Cover and back page and back side of Back page Printing- Printing of logo, Name of organization address and other prescribed design on Both side of Cover and back page of Cover & Back page and back side of Back page. (As per Sample) Center Corner- Cloth pasting should be done. (As per Sample) 	1000		
LSBA Paper Folder	<ul style="list-style-type: none"> Size (Cover and Back) – 12.5 Inch * 9.5 Inch, 300 GSM brown hard Board Paper Pocket – 02 side paper pocket pasted in the inner side of the folder (Size- 6 Inch * 9 Inch) Color- Brown Printing :- Single Color Printing in both side (Cover & Back) 	2000		
स्वच्छ भारत मिशन – ग्रामीण Letter Head	<ul style="list-style-type: none"> Paper- 100 GSM Maplitho Paper Size- A4 Printing- Printing of logo, Name of organization address in multi color on the front side. (As per Sample) 	500		



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LSBA Letter Head (Hindi)	<ul style="list-style-type: none"> • Paper- 100 gsm Executive Bond Paper • Size- A4 Printing- Printing of logo, Name of organization address in multi colour on the front side. (As per Sample)	1000		
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2. Government of Bihar has received financing under “NRLM” and BRLPS intends to apply part of the proceeds of this financing for eligible payments under the contract for which this invitation of bid is issued.
3. Important Dates and Times/Bid Document:
 Last Date & Time for Submission of Bids : 17.02.2025 till 03.00 PM
 Date & time of Opening of bids : 17.02.2025 at 03:30 PM.
Interested bidder may attend the opening of bid
4. **Qualification Criteria**
 - a) Having registration under GST. Signed & Stamped proof to be attached.
 - b) Average Annual Turnover of Rs.10.0 lakh during the last three completed financial years (2021-22, 2022-23 & 2023-24). (CA certificate should be submitted).
 - c) Having experience of supplying office stationery items in government offices/banks/local bodies. Signed and stamped photocopy of at least one purchase order.
5. **Bid Price**
 - a) **Bidder must quote unit rate for each item.**
 - b) Interlineations, corrections, erasures, and/or over-writings shall be valid only if initialed by the person or persons signing the bid.
 - c) All duties, taxes, freight, insurance, delivery charges and other levies payable by the supplier should be included in the quoted price.
 - d) **The rates finalized shall be fixed for one year from the date of Issuance of Confirmation Letter. Purchase orders will be issued time to time based on requirement of BRLPS. The period of rate contract may be extended subject to mutual consent.**
 - e) The Prices should be quoted in Indian Rupees only.
 - f) Statutory deduction will be made at source, if applicable.
 - g) **Evaluation will be done item-wise.**
6. **Submission of Bids:**
 - a) A bidder shall submit only one quotation in a sealed envelope.



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- b) The bidder must mention full detail 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. Validity of Quotation

Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.

8. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations item wise which are 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) **And have quoted rate for the entire item.**

10. Award of Contract

- a. 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.
- b. A rate agreement will be formed with all eligible vendors subject to acceptance of the lowest rate thus arrived through this bidding process. Order/s will be issued based on agreed L1 rate to such eligible vendors who have accepted the lowest rate. Agency quoting the lowest (L-1) rate will not have the right of entire order. BRLPS may at its discretion, distribute the supply among other agencies also who have accepted the lowest (L-1) rate thus arrived through this bidding.
- c. 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.
- d. **Successful bidder shall be required to furnish a performance security of Rs. 5,000.00 in the form of Bank DD in favor of Bihar Rural Livelihoods Promotion Society, payable at Patna.**
- e. The bidder whose bid is accepted will be notified of the award by the purchaser prior to expiration of the bid validity period. The terms of the accepted offer shall be incorporated in the award order.
- f. The purchaser will issue order/s for supply of items on as and when required basis. Supply is to be made within 20 days from the date of issuance of purchase order. Failure to supply within the prescribed time for 03 (three) consecutive purchase orders, BRLPS may decide to abort the award with forfeiture of the performance security.
- g. If the supplier fails to supply the item/s without any proper reason, the same will be purchased from the open market and the balance amount will be adjusted from the performance security.



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- h. Successful bidder/s will have to submit proof of each item for approval. After approval, two copies of each item are to be submitted to BRLPS for verification of quality. Post confirmation, the supplier will print and supply the item.
11. Supplier may submit bill for payment after completion of delivery against each purchase order. Payment shall be made within 21 days (excluding Sundays and Holidays) upon submission of bill (in duplicate) and quantity verification and comparison with samples of the supplied items. The supplier must provide E-Way bill as per GST Rules, if required.
12. We look forward to receiving your valuable quote and thank you for your interest in this project.

Encl.:

Annexure I- Bill of quantity and price format

(Dr. Santosh)
Procurement Specialist



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Annexure-I Price Format

S No	Name of items	Unit	Rate Per Item in Indian Rupees including duties, GST, insurance, freight, delivery charges and other levies.
1.	Note Pad	One	
2.	JEEVIKA Conference Pad	One	
3	JEEVIKA Envelope A3 (Size 16"x12")	One	
4.	JEEVIKA Envelope A4 (Size 12"x10")	One	
5.	JEEVIKA Envelope (Size 11" x 5")	One	
6.	JEEVIKA Spiral Note Book	One	
7.	JEEVIKA Paper Folder	One	
8.	JEEVIKA Letter Head (English)	One	
9.	JEEVIKA Letter Head (Hindi)	One	
10.	JEEVIKA FLY Leaf	One	
11.	LSBA Fly Leaf	One	
12.	LSBA Paper Folder	One	
13.	स्वच्छ भारत मिशन – Letter Head	One	
14.	LSBA Letter Head (Hindi)	One	

NOTE: The unit rate will be FOR to the destination.

The above quantity is tentative. Actual consumption may vary.

We agree to print and supply the above items in accordance with the specifications for agreed unit price/agreed price against each item for a period of one year.

Signature of Bidder.....
Name:
Business Address:.....
Place:
Date:
Seal: