



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



1th Floor, Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph.:+91-612-250 4980; Fax:+91-612-250 4960; Website:www.brlp.in

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

То			
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 Descripti on of the Goods		Specification	Deliver y Period	Place of Deliver y	
	Sl	<u>Particulars</u> No	ımber		•
	i i	Item A – QPR			
	1	Number of QPRs (quarterly, January 2022 to March 2024)	9		
	2	Number of copies of QPRs per Quarter	45		
	3	Number of pages in one QPR	64		
Quaterely Progress Report (QPR)	4	Total number of estimated pages in 45 copies of QPRs	Within	Vidyut Bhawa	
	5	Total number of estimated pages in 9 quarters (QPR)	30 days		
	6	Specifications:	from		
		Size of paper: 8.5 x 11 inches		the	n,
		Colour of pages: All pages multi-coloured	date of handin	Annexe II,	
		Thickness of Cover & back pages: 170 GSM, Glo			
		paper	g of	Bailey	
		Thickness of inner page:130 GSM, Glossy art pa	the final conten	road, Patna	
		Pinning: Centre pinning			
		<b>Printing:</b> Laser printing/digital printing			
	Ite	m B – Annual Report	t.		
Annual		Number of copies of Annual Reports for one	100		
Report for	1	Financial Year			
financial	2	Number of pages per Annual Report			
year 2021-		Total number of estimated pages for 100 Annual			
22,2022-23 and 2023-	3	Reports =100 x 120			
24.					
۷٦.	5	Total number of estimated pages of Annual Report for three years			
	Э	report for tillee years			







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Specifications:	
Size of paper: 8.5 x 11 inches	
Colour of pages:	
i. Annual report including Statutory audit report,	All
pages multi-coloured	
Thickness of Cover & back pages: 250 GSM, Glossy	art
paper	
Thickness of inner page:130 GSM, Glossy art paper	
Pinning/ stitching: Stitching with thread and hard bo	ard
binding	
6 <b>Printing:</b> Laser printing/digital printing	

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 : 21/06/2022

3.2 Last Date & Time for Submission of Bids : 06/07/2022 till 03.00 PM 3.3 Opening of Bids : 06/07/2022 at 03.30 PM

Note: Interested bidder may attend the opening of bids.

#### 4. Qualification criteria

- a. Having registration under GST. Signed photocopy of certificate to be attached.
- b. Experience in color printing. Signed photocopy of at least single purchase order of value of at least of Rs 10.00 lakh with completion certificate should be attached.
- c. Sample of paper (duly signed and stamped) should be enclosed.
- d. Minimum Average Annual Turnover should be Rs 30 lakh during financial year 2018-19, 2019-20 and 2020-21 Photocopy of audited balance sheet & P/L account should be attached.

#### 5. Bid Price

- a) Interlineations, corrections, erasures and/or over-writings shall be valid only if initialed by the person or persons signing the bid.
- b) 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.
- c) 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.
- d) The Prices should be quoted in Indian Rupees only.
- e) Tax will be deducted at source, if applicable.
- f) 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"/"compliable" 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.
- <u>8.2</u> 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 60 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.

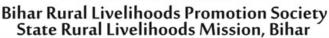
#### 11. Award of Contract

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.



# JEEVIKA An Initiative of Government of Bihar for Poverty Alleviation





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11.3 In case if L1 agency fails to do the job, BRLPS may take the services of L2 agency.

#### 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 year 2022-23 & 2023-24 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.:

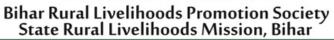
Annexure I- Experience of color printing.

Annexure II- Format of Quotation

Dr Santosh Procurement Specialist









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An	nexure: - I - Experier	nce of Color	Printing.					
Sul	bject: Bid for the supp	ly of						
De	tail information regard	-	n. Use extra sheet if t	the space below is ins	ufficient.			
			purchase order in ch	_				
SI.	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** 





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	Format for quotation for printing, supply & distribution of Quarterly Progress report/ Annual Report Annexure-II									
Sl.	Description of the	Specifications	Estimated	Price for each unit (Rs.)			Total Price (Rs.)			
No (1)	goods	of the goods / Offered	pages during 02 financial	Unit rate	Transportati	GST	Quoted Unit			
	(2)	(3)	years (4)	including excise, customs duty 5(a)	on, insurance, local incidental costs, etc. 5(b)	5(c)	rate per page 5(a+b+c)=5(d)	(in figures) (6)=5(d) X (4)	(in words) (7)	
1	Quarterly Progress Report		25,920 pages							
2	Annual Report		36,000 pages							
	Total:									
Note: In case of discrepancy between unit price and total price, the unit price shall prevail.  Total bid price (in figures) Rs										