



**JEEVIKA**  
Rural Development Department, Government of Bihar

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



3<sup>rd</sup> Floor, Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph.:+91-612-250 4980; Fax:+91-612-250 4960, Website:www.brlps.in

## **INVITATION OF BID FOR SUPPLY AND INSTALLATION OF VARIOUS IT ITEMS**

To

---



---



---

Dear Sirs,

**Sub: Invitation of Bid for supply & installation of various IT related as per the following details-**

1. You are invited to submit your most competitive rate for the following items:

Sl. No.	Name of Items	Quantity	Specifications	Delivery locations and Delivery Period
1	All in One Computers	02	As per Annexure-A	Within 05 days from the date of purchase order
2.	Multifunction Mono Printers	03		
3.	Laptop	01		
4.	Pen Drive - 64 GB Storage Capacity	01		
5.	USB Type External Hard Disk Drive - 3 TB Storage Capacity	01		
6.	Desktop	04		

2. Bihar Rural Livelihoods Promotion Society (BRLPS) is a registered government society under Department of Rural Development, Govt. of Bihar.

### **3. Important Dates and Times/Bid Document**

- 3.1 Last Date & Time for Submission of Bids : Till 12.00 PM on 03.04.2025  
3.2 Date of opening of Bid : At 12.30 PM on 03.04.2025

**Note: Bidders may attend bid opening.**

### **4. Eligibility Criteria**

- 4.1 GST registration number along with photocopy of certificate of registration.  
4.2 Experience of supply of related items. Signed photocopy of purchase order.  
4.3 Should have PAN number. Signed photocopy of same should be attached.

- 4.4 Bidder should not be blacklisted by any government/PSUs/Local Bodies. Undertaking on letter head of the bidder should be submitted.

## 5. Bid Price

- a) **The bidder has to quote rate for all the items.**
- b) The price shall be quoted for all the items strictly as described in Annexure-I and for full quantity.
- c) Interlineations, corrections, erasures and/or over writings shall be valid only if initialed by the persons or persons signing the bid.
- d) Applicable GST must be clearly stated. All duties, taxes, freight, insurance, delivery charges and other levies payable by the contractor under the agreement shall be included in the quoted price.
- d) The rates quoted by the bidder shall be fixed for the duration of the agreement and shall not be subject to adjustment on any account.
- f) The Prices should be quoted in Indian Rupees only.
- g) Discount offered, if any, and conditions thereof must be clearly stated in the bid itself.
- h) Statutory deductions will be made at source, if applicable.

## 6. Bid Security

An amount of Rs. 14,000.00 (Rupees Fourteen thousand only) is to be deposited as bid security in the form of Demand Draft in favor of Bihar Rural Livelihoods Promotion Society, Patna. Bid/s received without bid security shall be treated as non-responsive. If the successful bidders fail to accept work order/refuse the sign the agreement, the bid security may be forfeited.

## 7. Delivery and Installation of Items

- 7.1 Bidder has to supply and install the items at BRLPS Office at Vidut Bhawan, Bailey Road, Patna.
- 7.2 Successful bidder has to provide support to BRLPS during the warranty period for getting services from the OEM.

## 8. Submission of Bids:

- 8.1 A bidder shall submit bid in **sealed envelope using their own stationery**. A bidder **shall not submit more than one bid**.
- 8.2 **The bidder should mention full detailed specifications of the items quoted along with catalogue.** [Mere copying of the specifications mentioned by the purchaser or mentioning words like “complying”/”compliant” is not sufficient.] The bidder shall furnish, along with the offer, technical brochure supporting specifications of the offered item.
- 8.3 Envelope containing bids must bear, on the cover itself, name and full address of the bidder. Bid number and date & time of bid opening shall also be super-scribed on the cover.
- 8.4 **For bids submitted by post or courier, it is bidder’s responsibility that bids reach the purchaser’s office before the scheduled time of closure of submission of bids.**

## 9. Validity Period of Bid

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

## 10. Evaluation of Quotations

- 10.1 The Purchaser will evaluate and compare the bid determined to be substantially responsive i.e., which
  - (a) Are properly signed;
  - (b) Conform to the terms and conditions, technical specifications, and Eligibility criteria along with requisite Bid Security.
- 10.2 Evaluation of bid shall be made for whole items. For this purpose, all sub-items and accessories, if any, of an item will be taken together and considered as one item.
- 10.3 GST in connection with services shall be taken into account in evaluation. It is mandatory to mention the GST amount in the attached price format.

**11. Award of Order**

- 11.1 Negotiation may be held with L1 bidder.
- 11.2 The Purchaser will award the work to the bidder
- (i) whose quotation has been determined to be substantially responsive; and
  - (ii) who, in the assessment / judgment and sole discretion of the BRLPS, has experience to execute the order; and
  - (iii) who has quoted the lowest evaluated price for the whole items subject to satisfaction of BRLPS.
- 11.2 **Notwithstanding the above, the Purchaser reserves the right to accept or reject any bid, to reject quotations for some or all items and to cancel the bidding process at any time prior to the award.**
- 11.3 Prior to expiration of the quotation-validity-period, the award by the Purchaser will be notified to the bidder, whose offer has been accepted. The terms of the accepted offer/offers shall be incorporated in the agreement.
- 11.4 The bidder must have all licenses/certifications, if any, from concerned authorities for carrying out normal trading/execution of similar projects.

**12. Liquidated damage for delay in supply**

An amount equivalent to 0.07% per day will be imposed due to delay in supply and installation of above items beyond the stipulated deadline for supply and same will be deducted from the invoice of supplier. In case of exceptionally long delay, purchase order may be cancelled and performance security may be forfeited.

**13. Performance Security**

Successful bidder will have to deposit a performance security amounting to 5% of the awarded cost prior to issuance of purchase order. The performance security should be submitted in the form of Bank Guarantee issued from any Nationalized/Scheduled India Bank in favor of Bihar Rural Livelihoods Promotion Society, Patna. The performance bank guarantee will be returned to the successful bidder after successful completion of entire and supply and payment thereof. No Interest will be paid on performance security.

**14. Dispute Resolution**

The Purchaser and the successful bidder shall make every effort to resolve amicably by direct informal negotiation of any disagreement or dispute arising between them under or in connection with the issued purchase order. If, the parties have failed to resolve their dispute or difference by such mutual consultation, the courts in Patna, Bihar shall have the sole jurisdiction to settle the dispute.

**15. Payment:**

Payment shall be made after successful supply and installation of all the items. The bidder must obtain installation report from MIS theme of BRLPS. Bidder must submit E-Way bill (in duplicate) along with installation report. Payment will be made within 60 days except Holiday & weekly off) after receipt of E-Way bill

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

Procurement Specialist

Encl.: Format of Quotation

PRICE FORMAT

Description of Goods/Work: SUPPLY AND INSTALLATION OF IT ITEMS

Item No. (1)	Description of the Equipment (2)	Specifications of the equipment offered for service (3)	Quantity and Unit (4)	Price for each unit (Rs.)				Total Price (Rs.)	
				Unit rate including excise, customs duty & excluding GST (a)	GST (b)	Transport -ation, insurance, local incidental costs, etc. (c)	Quoted Unit rate [a+b+c] (5)		
								(in figures) (6)	(in words) (7)
1	All in One Computers		02						
2	Multifunction Mono Printers		03						
3.	Laptop		01						
4.	Pen Drive - 64 GB Storage Capacity		01						
5.	USB Type External Hard Disk Drive - 3 TB Storage Capacity		01						
6.	Desktop		04						
Total Price									

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 and install all the above items in accordance with the requirement for a agreed price for the period mentioned in the invitation of bid.

Signature of Bidder.....  
Name .....

Business Address: .....

Place & Date.....

**ANNEXURE-A****SPECIFICATIONS**

Sl. No.	Name of Items	Specification	
1.	All in One Desktop	Display	Min 23.8" (1080P, FHD)
		CPU	13th Generation Intel Core™ i5 Processors up to 4.5 GHz
		RAM	16 GB DDR4 3200 MHz or higher upgradable up to 64 GB with 2- DIMM Slots
		HDD	1 TB SSD
		Wi-Fi	Integrated Dual Band Ethernet with Wi-Fi 802 Wi-Fi 802.11ac a/b/g/n.
		Bluetooth	Yes, 5.3 Ver
		Ethernet Port	10/100/1000 Integrated Gigabit Port
		Expansion Slots	(M Dot 2) – 2 Slots
		Operating System	(Factory Pre-Loaded) Windows 11Pro
		Keyboard	USB US-English Keyboard (OEM)
		Mouse	USB Optical scroll mouse (OEM)
		Webcam Integrated	Resolution of Webcam – FHD
		Speaker	Speakers integrated with Display
		No. of Speaker	02
		Ports	2 x USB Port 2.0, 2x USB 3.0, 1x USB C-Type with Microphone-in and Headphone out
		MS -Office	2016 or above Home & Business (Digital License)
		UPS	1KVA
		Warranty	3 - Year onsite OEM Comprehensive Warranty
2.	Laptop		Intel Core i7 -13 Gen, 14 inch Laptop with Win 11 Professional O.S
		RAM	16 GB
		SSD	512 GB
		Display	1920 *1080 FHD
		Port etc.	Wi-Fi , Bluetooth ,Ethernet Port , USB 3.0 - port , HDMI ,Webcam HD , Headphone , Microphone
		MS-Office	2019 or Higher (Paper digital License)
3.	Multifunction Mono Printers	Technology	Laser, Monochrome (Black)
		Paper Size	A4 and Legal
		Minimum Print Speed	31 to 35
		Auto Duplexing Printing/Coping (2-sided Feature)	Yes
		Original Document Feeder Type	ADF
		Connectivity	USB Port, Ethernet Port, Wi-Fi
4.	Pen Drive		64 GB Storage Capacity
5.	USB Type External Hard Disk Drive		3 TB Storage Capacity
6.	Desktop	Monitor	Min 24" (1080P, 4k)

		CPU	11 <sup>th</sup> Generation Intel® Core™ i7 Processors 3.9 GHz or higher
		RAM	16 GB DDR4 2400 MHz or higher upgradable to 32 GB with 2 extra slots (if available)
		HDD	1 TB SSD with 3.5-inch IDE HDD Slot
		Ethernet Card	Integrated Dual Band Ethernet with Wi-Fi 802, a/b/g/n
		Optical Media	DVD Reader/Writer (if available)
		Ethernet Port	10/100/1000 Giga
		MS-Office	2016 or above Home & Business (Digital License)
		Operating System	Windows 11 Pro/Ent. (OEM 64 bit)
		Keyboard	USB US-English Keyboard (OEM)
		Mouse	USB Optical Scroll Mouse (OEM)
		UPS	1 KVA
		Antivirus	Internet Total Security
		Cabinet	MINI Tower
		Ports	4 x USB ports, 1x microphone and headphone in front panel, 6 x USB V 3.0, 2 x Display port VGA and HDMI port, Audio ports in rear panel, 1xC Type
		Warranty	3-years onsite OEM Comprehensive Warranty