



REQUEST FOR BID (RFB)

FOR

PRINTING & SUPPLY of JOB CARD BOOKLET for BRDS

DISCLAIMER

The information contained in the Request for Bid (RFB) document on behalf of the Bihar Rural Development Society (BRDS), Rural Development Department, provided to Applicants (Bidders) on the terms and conditions set out in the RFB and such other terms and conditions subject to which such information is provided.

The RFB is neither an agreement nor an offer by the BRDS to the prospective applicants or any other person. The purpose of this RFB is to provide concerned parties with information that may be useful to them in the formulation of their Bids pursuant to this RFB.

The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authorities accept no responsibility for the accuracy or otherwise for any interpretation or opinion in the law, expressed herein.

BRDS also accepts no liability of any nature whether resulting from negligence or otherwise, however caused, arising from reliance of any applicant upon the statements contained in this RFB. BRDS may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFB.

The issue of the RFB does not imply that BRDS is bound to select any Applicant or to appoint the Selected Applicant and BRDS reserves the right to reject/amend all or any of the bids without assigning any reasons whatsoever.

The applicant shall bear all its costs associated with or relating to the preparation and submission of its Bid including, but not limited, to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by BRDS, or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Applicant and BRDS shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an applicant in preparation or submission of the bid, regardless of the conduct or outcome of the selection process.

Table of Contents

| | |
|---|-------|
| SECTION I: INVITATION FOR BID | 3 |
| SECTION II: BID DATASHEET | 4 |
| SECTION III: SCOPE OF WORK | 5-7 |
| SECTION IV: ELIGIBILITY CRITERIA OF BIDDERS | 8-9 |
| SECTION V: SELECTION PROCEDURE - OPENING AND EVALUATION OF BIDS | 10-13 |
| SECTION VI: GENERAL CONDITIONS OF WORK | 14-17 |
| <i>Technical Bid Format</i> | 18-24 |
| <i>Financial Bid Format</i> | 25-27 |

2

SECTION - I: INVITATION TO BIDDERS

1. The Bihar Rural Development Society, Government of Bihar, Patna, is established under the aegis of Rural Development Department (RDD) and is registered under Societies Registration Act 1860.
2. The BRDS invites bids (the "Bids") for conformity with the Terms of Reference. The BRDS intends to select the agency from the identified firm/company, in accordance with the procedure set out herein for **Printing & Supply of JOB CARD BOOKLET (98,00,000 copies) for BRDS.**
3. To participate in the e-tendering process, the bidder is required to get themselves registered with Bihar Government Centralized e-Procurement portal, i.e., <https://eproc2.bihar.gov.in>. For support related to e-tendering process, bidders may contact at following address during working hours: 10.00 AM to 6 PM. (All days in week except Sunday and few selected state holidays on "eProc 2.0 Help Desk Address: m-junction services limited RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar. Tollfree No: 1800 572 6571" or may contact on Email Id: eproc2support@bihar.gov.in
4. The agreement shall be signed between the successful bidder & Bihar Rural Development Society (BRDS), Patna. Enquiries and clarifications (if any), shall be addressed to: Chief Executive Officer, Bihar Rural Development Society, Fifth Floor, BISCOMAUN Bhawan, Patna-800001 Email id: – ceo-brds@bihar.gov.in.
5. Schedule of Events:

| Sn. | Schedule | Important dates |
|-----|--|--|
| 1 | Name of the Assignment | "REQUEST FOR BID FOR PRINTING & SUPPLY OF JOB CARD BOOKLET FOR BIHAR RURAL DEVELOPMENT SOCIETY (BRDS)" |
| 2 | Bid Publishing date | 29/08/2025 |
| 3 | Pre bid meeting date and Venue | 18/09/2025 at 11.00 AM (Offline) Meeting Hall, Fifth Floor, BISCOMAUN Bhawan |
| 4 | Last Date of submission of bid | 03/10/2025 up to 12.00 PM |
| 5 | a. Bid opening date & Time (Technical) b. Bid opening date & Time (Financial) | Technical bid: 03-10-2025 at 12:30 PM (online) Financial Bid: To be notified later on |
| 6 | Bid validity period | 180 Days (One hundred and eighty days) |
| 7 | Contact Person | Chief Executive Officer, Bihar Rural Development Society, Fifth Floor, BISCOMAUN Bhawan, Patna-800001 Email id: – ceo-brds@bihar.gov.in |
| 8 | Website | https://brds.bihar.gov.in/ |

Note: Bihar Rural Development Society, Patna reserves all the right to revise/change/ cancel the RFB at any stage without assigning any reasons and liability thereof.

6. The RFB shall be accompanied by Earnest Money Deposit (EMD) of Rs. 20,00,000/- (Rs Twenty Lakh only) to be paid through e-proc2 portal IPG (Internet Payment Gateway)/ Bank Guarantee from Nationalized/Scheduled Indian Bank in favour of Bihar Rural Development Society, Patna.
7. The technical and financial bids must be submitted through eproc-2 online platform addressed to "Chief Executive Officer, Bihar Rural Development Society, Fifth Floor, BISCOMAUN Bhawan, Patna-800001" before/on the date and time specified in the RFB. Bihar Rural Development Society, Patna doesn't take any responsibility for the delay / Non- Submission of Bid / Non-Reconciliation of online Payment caused due to Non-availability of Internet Connection, Network Traffic/ Holidays or any other reason.
8. The bidders shall submit their eligibility and qualification details, certificates as mentioned in the RFB document in the format annexed in the RFB.
9. The Bidding documents shall be submitted in the mode as mentioned below:

| | |
|-----------------------------|---|
| Earnest Money Deposit (EMD) | Online Mode |
| Technical Bid (Un-priced) | As per format mentioned in RFB (Annexure-I to V) |
| Financial Bid (Priced) | As per format mentioned in RFB (Annexure-VI) |

10. In the event of any of the above-mentioned dates being declared as a holiday/ closed day for BRDS, Patna the bids will be opened on the next working day at the scheduled time.
11. The bidders shall submit their eligibility and qualification details, Certificates as mentioned in the RFB document, in the online standard formats given in eproc2.bihar.gov.in at the respective stage(s) only.
12. All prospective bidders may attend the Pre-Bid meeting. The venue, date and time are indicated in Schedule of Events as above.
13. In case of bidder submitting EMD through Bank Guarantee, scanned copy of same should be submitted online along with Technical Bid and hard copy of same should be sent to Chief Executive Officer, Bihar Rural Development Society, 5th floor, Biscomaun Bhawan, Patna-800001 to reach office of BRDS within a week from the last date of submission of online bid, failing which the bid will not be considered for evaluation. BRDS will not be responsible for any postal delay.
14. All further Notifications/Corrigendum/Addendum would be notified to the bidder through <https://eproc2.bihar.gov.in>.

Confidentiality

This document contains privileged and confidential information pertaining to this bid and BRDS.


Chief Executive Officer, BRDS

SECTION II: INSTRUCTION TO BIDDERS

1. Bid Submission

- a. The bidder shall submit his bid on eproc2.bihar.gov.in.
- b. The bidder may use their Digital Signature Certificate (DSC) if they already have. They can also take Digital Signature Certificate (DSC) from any of the authorized agencies.
- c. For user-id they must get registered themselves on eproc2.bihar.gov.in and submit their bids online. Offline bids shall not be entertained by BRDS.
- d. Bids not submitted, as per the above Performa / Instructions mentioned in this RFB document will be summarily rejected.
- e. The bidders shall submit their eligibility and qualification details, technical bid, financial bid, etc., in the online standard formats given on eproc2.bihar.gov.in.
- f. The bidders shall upload the scanned copies of all the relevant certificates, documents etc. with indexing and paging, in support of their eligibility criteria / technical bids and other Certificates / Documents on the eproc2.bihar.gov.in.
- g. The bidder shall sign the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific RFB after uploading the same during the bid submission as per the RFB notice and bid document.
- h. The rate quoted by the bidder shall remain same throughout the agreement period including any extension thereon. No increment in rates would be permitted under any circumstances.
- i. The agency would indemnify the BRDS/RDD against any claim of copyright violation/plagiarism, etc.
- j. The Financial bids (as per Annexure-VI) submitted by all bidders shall also be valid for 180 days from the date of submission of Bid.
- k. In the event if the successful bidder withdraws his bid during the evaluation, the EMD/Bid security of such bidder shall be forfeited.

2. Bid Submission Expense

The bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its RFB including preparation and submission of its RFB and subsequently processing the same. The Bihar Rural Development Society, Patna shall in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of this Bid.

3. Language of the RFB

The RFB submitted by the bidder and documents relating to the RFB shall be written in the English language only.

4. Amendments to RFB Documents

At any time prior to the deadline for submission of RFB, the Bihar Rural Development Society, Patna may, for any reason deemed fit by it, modify the RFB document/s by issuing suitable amendment(s) to it. Such amendment/s will be notified on eproc2.bihar.gov.in as well as website (<https://brds.bihar.gov.in/>) of the Bihar Rural Development Society (BRDS) and the same shall be binding on all prospective bidders. Bihar Rural Development Society, Patna will not issue any separate communication in this regard.

5. Pre-Bid Meeting

To provide response to any doubt regarding terms and conditions, scope of work and any other matter given in the RFB document, a pre-bid meeting will be scheduled in the **Meeting Hall, Bihar Rural Development Society, Fifth Floor, BISCO MAUN Bhawan, Patna-800001** on the date mentioned above. The clarification sought by representative of prospective bidders shall be responded appropriately. Bidders will also have to submit their queries in writing at the time of pre-bid meeting. However, interested bidders may also send their queries through e-mail at mail id ceo-brds@bihar.gov.in one day prior to pre-bid meeting. Queries received after pre-bid meeting will not be entertained. The Bihar Rural Development Society, Patna shall upload written response on eproc2.bihar.gov.in and website (<https://brds.bihar.gov.in/>) of the Bihar Rural Development Society (BRDS) to such requests for clarifications, without identifying its source. In case required, amendments issued, shall be binding on all prospective bidders. Further, the issue raised having been clarified shall be final. Bidders are advised to visit the website eproc2.bihar.gov.in and website of Bihar Rural Development Society (<https://brds.bihar.gov.in>) regularly for any updates/ corrigendum/ amendments etc.

6. Earnest Money Deposit (EMD)

- a) The RFB shall be accompanied by Earnest Money Deposit (EMD) of Rs 20,00,000/- (Rs Twenty Lakhs only) through **Internet Payment Gateway (IPG)/Bank Guarantee (BG)**. In case, if a bidder submits Bank Guarantee against EMD, scanned copy of same should be uploaded with Technical Bid and hard copy of same should reach the office of BRDS within one week from the last date of submission. The Bank Guarantee should be issued in favour of Bihar Rural Development Society, payable at Patna. The Bank Guarantee should be issued from any Nationalized/Scheduled Indian Bank and should be valid for at least 06 months from the last date of submission of online bid. The Bidder will be solely responsible for any postal delay in receiving of hard copy of BG to BRDS.
- b) EMD should not have been issued on a date later than the last date for submission of bid document i.e., **03/10/2025**.
- c) The EMD of unsuccessful bidder will be returned to them without any interest, after execution of the agreement. The EMD of the successful bidder will be returned without any interest, after receipt of performance security as per the terms of agreement.
- d) The EMD shall be forfeited by Bihar Rural Development Society, Patna hereunder or otherwise, under the following conditions:
 - If a bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.
 - If a bidder withdraws its bid during the period of bid validity as specified in this RFB and as extended by the Bihar Rural Development Society, Patna from time to time.
 - In the case of selected bidder, if it fails within the specified time limit:
 - i. to sign the agreement and/or
 - ii. to furnish the Performance Security (PS), before signing the agreement, within the period prescribed in the Letter of Intent (LoI).

7. Bid Validity

The submitted bids shall remain valid for a period of 180 days from the last date of submission.

8. Signing of the Agreement

The selected bidder will have to submit the Performance Security (PS), as applicable before signing of the agreement. Non-fulfilment of this condition will result in cancellation of the award and forfeiture of the EMD with consequential action, if deemed fit.

9. Sub-Contracting

Sub-contracting of the work/part of work would not be allowed under any circumstances and agreement may be terminated in case the bidder sub-contracts its liabilities/ responsibilities/ obligation to others. Penal action may also be taken against the bidder.

10. Modification to Agreement

The agreement when executed by the parties (Bihar Rural Development Society, Patna, and the successful bidder) shall constitute the entire work between the parties (Bihar Rural Development Society, Patna, and the bidder) in connection with the printing & supply of Job Cards and shall be binding upon the parties (Bihar Rural Development Society, Patna, and the bidder). Modification, if any, to the agreement shall be in writing and with mutual consent of both the parties (Bihar Rural Development Society, Patna, and the bidder) and not otherwise.

11. Performance Security

- a. The successful bidder shall have to furnish a performance security equivalent to 5% of the agreement value in the shape of a Bank Guarantee issued by a Scheduled Indian Bank / Nationalised Bank in favour of Bihar Rural Development Society, Patna. The Bank guarantee shall be as per proforma at "Annexure-III" and remain valid for one year from the date of Letter of Intent (LoI). The Performance Security will be returned to the bidder, upon completion of all obligations as per the agreement.
- b. The performance security should be submitted before executing the agreement positively.
- c. If the bidder violates any of the terms and conditions of agreement in any manner, the Performance Security shall be liable for forfeiture, wholly or partly, as decided by the Bihar Rural Development Society, Patna and the agreement may also be cancelled/terminated. Further, the bidder may be debarred for a reasonable period as decided by the Rural Development Department Patna.

SECTION – III: SCOPE OF WORK

3. Work Details

Printing and Supplying of JOB CARD BOOKLET

| S.N | Brief Description of Work | Specifications | Place of Delivery |
|-----|---|---|---|
| 1 | Multi-colour JOB CARD BOOKLET (Composition of text, Designing, Printing & supply with all materials to specified locations) | <p>Size: 5.5" X 8.5"</p> <p>Text Pages: 100 GSM maplitho paper with brightness not less than 87%</p> <p>Cover page: 300 GSM Glossy Paper, lamination matt finish, Center stitching with 2 SS (Stainless Steel) pins to complete the booklet.</p> <p>All text pages & cover page will be multi-colour printing (JOB CARD contains 36 pages including cover page)</p> | District Office of DRDA in all Districts of Bihar |

3.1 Printing Paper

The bidders would ensure that the paper of specified quality and quantity will be procured in due time.

3.2 Paper Specification:

For Inner Pages – 100 GSM Natural Shade Maplitho Paper.

For Cover Pages – 300 GSM Glossy Paper with matt finish lamination.

Notes:

- Paper shall be from reputed mills made out of primary fibre pulp, made in paper mill having integrated pulping facility.
- Samples of papers of printed may be drawn and sent to Central Pulp and Paper Research Institute, Saharanpur, UP, Indian Institute of Technology Roorkee, or any other Govt. paper testing laboratory, NABL approved for carrying out the tests to confirm its adherence to the laid down specification. In case, if any deviation is observed in the specification of paper based on the test report as above, BRDS may refuse to accept the Job cards. **Laboratory testing charge will be borne by the Bidders.**

3.3 Printing & Quality Check:

- Manuscript will be provided by BRDS. The original manuscripts along with their materials such as photographs, graphs, illustrations, etc. are to be returned to Bihar Rural Development Society. Before printing Proofs will be produced by the printer and get it approved from BRDS.

2. Before final printing of Job Cards, bidder will submit 10 samples of Job Cards in specified Specification to BRDS for quality check and proof reading.
3. Only after confirmation from BRDS, successful bidder will start the final printing and supply.
4. Further, the sample of Job Card Booklet may be randomly collected, if the supply is completed for a Package and again there may be quality check from the randomly selected samples. The samples will be lifted in the presence of printer or his authorized representative (if the printer desires).
5. If BRDS considered necessary, samples of printed/delivered Job Card Booklet will be sent for Laboratory testing as per specifications.
6. In case, if the quality of supplied Job Cards in package is not as per the specification, the bidder(printer) will be asked to take back the supplied Job Cards and to supply new Job Cards as per specification on their own cost

3.4 Packing of Job Card Booklet:

Number of Job Cards will be kept in bundle of 50 or 100. Bundles of Job Cards must be packed in safe carton boxes and on every box 'Total no. of Job Cards = xx' will be superscripted.

3.5 Delivery:

1. The detail delivery Schedule is as follows :-

50% requirement of each district must be delivered within 3 months from the date of assigning of LOI and balance of 50% must be delivered in next 3 months.

2. District wise Quantity and delivery Timeline of Job Cards:

Job Cards will be printed in two categories (Normal & Special). All the specifications are same for both the categories, only paper colours are different. Manuscript with photographs etc. will be provided after signing of the agreement. District wise details are as under: -

जिलावार जॉबकार्ड की आवश्यकता प्रतिवेदन

| S.No | Districts | No. Of Job Card | | |
|------|-------------|-----------------|------------|---------|
| | | 3(Normal) | 4(Special) | Total |
| 1 | 2 | | | |
| 1 | ARARIA | 315,787 | 2,600 | 318,387 |
| 2 | ARWAL | 97,855 | 2,440 | 100,295 |
| 3 | AURANAGABAD | 290,562 | 2,332 | 292,894 |
| 4 | BANKA | 189,631 | 1,520 | 191,151 |

| | | | | |
|----|-----------------|---------|-------|---------|
| 5 | BEGUSARAI | 189,215 | 1,126 | 190,341 |
| 6 | BHAGALPUR | 212,343 | 7,100 | 219,443 |
| 7 | BHOJPUR | 202,060 | 4,723 | 206,783 |
| 8 | BUXAR | 167,737 | 2,322 | 170,059 |
| 9 | DARBHANGA | 360,919 | 5,364 | 366,283 |
| 10 | GAYA | 513,904 | 2,849 | 516,753 |
| 11 | GOPALGANJ | 142,058 | 1,823 | 143,881 |
| 12 | JAMUI | 291,044 | 4,845 | 295,889 |
| 13 | JEHANABAD | 116,703 | 3,022 | 119,725 |
| 14 | KAIMUR (BHABUA) | 178,655 | - | 178,655 |
| 15 | KATIHAR | 364,624 | 7,000 | 371,624 |
| 16 | KHAGARIA | 110,939 | 538 | 111,477 |
| 17 | KISHANGANJ | 233,560 | 1,083 | 234,643 |
| 18 | LAKHISARAI | 134,126 | 463 | 134,589 |
| 19 | MADHEPURA | 205,869 | 272 | 206,141 |
| 20 | MADHUBANI | 315,232 | 2,540 | 317,772 |
| 21 | MUNGER | 156,499 | 859 | 157,358 |
| 22 | MUZAFFARPUR | 360,387 | 9,390 | 369,777 |
| 23 | NALANDA | 322,463 | 1,735 | 324,198 |

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| | | | | |
|----|--------------------|-----------|---------|-----------|
| 24 | NAWADA | 354,731 | 4,696 | 359,427 |
| 25 | PASHCHIM CHAMPARAN | 316,383 | 1,300 | 317,683 |
| 26 | PATNA | 190,460 | 6,249 | 196,709 |
| 27 | PURBI CHAMPARAN | 519,483 | 5,352 | 524,835 |
| 28 | PURNIA | 295,408 | 1,700 | 297,108 |
| 29 | ROHTAS | 236,421 | 1,166 | 237,587 |
| 30 | SAHARSA | 334,140 | 3,500 | 337,640 |
| 31 | SAMASTIPUR | 472,067 | 4,649 | 476,716 |
| 32 | SARAN | 326,047 | 4,108 | 330,155 |
| 33 | Sheikhpura | 70,546 | 647 | 71,193 |
| 34 | SHEOHAR | 71,894 | 6,262 | 78,156 |
| 35 | SITAMARHI | 308,472 | 5,815 | 314,287 |
| 36 | SIWAN | 195,780 | 4,849 | 200,629 |
| 37 | SUPAUL | 204,395 | 5,317 | 209,712 |
| 38 | VAISHALI | 307,512 | 2,528 | 310,040 |
| | Total | 9,675,916 | 124,084 | 9,800,000 |

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SECTION IV: ELIGIBILITY CRITERIA OF BIDDERS

4. Qualification criteria

• Pre-qualification criteria

| S.no. | Requirement | Criteria | Documents required |
|-------|-------------------------|--|--|
| 1 | Legal Entity | The bidder shall be a Public Sector Undertaking, Private Limited or Limited Company registered under the Indian Companies Act 1956 or 2013 of GOI or a Proprietorship Firm duly registered under Indian law and should be into existence in India for last 5 years as on day of bidding. Consortium / Joint venture bid not allowed. | <ul style="list-style-type: none"> • Copy of relevant Certificates along with Certificate of Incorporation. • Shop & Establishment Registration. |
| 2 | Statutory registration | Bidder Should be have a valid registration of the following: <ul style="list-style-type: none"> • Pan • GST Certificate. | <ul style="list-style-type: none"> • Copy of Pan card • Copy of GST registration of Bihar |
| 3. | Average Annual Turnover | The Bidder Must have average annual turnover of Rs. 50 Crore in the last three financial years (Fy 2021-22, 2022-23 & 2023-2024). The bidder must have Net Worth of Rs. 10 Cr. in the FY 2023-24. | <ul style="list-style-type: none"> • Audited Balance Sheet and Profit & Loss account for Fy 2021-22, 2022-23 & 2023-24 and a turnover certificate issued by CA with UDIN No and Date. |
| 3 | Net worth | The bidder must have positive net worth in the last 3 (three) years, (FY 2021-22, 2022-23 and 2023-24) | CA certificate with valid UDIN number confirming the same. |
| 4 | Experience | The bidder must have done printing work to any government organization in the last three FY ending 2023-24. | <ul style="list-style-type: none"> • Work Completion Certificate. |
| 5 | Experience | The bidder should have executed minimum Two assignments of printing of textbooks / workbooks / booklet of total Value more than Rs 50 Crore during the last Fy 2021-22, 2022-23 and 2023-24. | <ul style="list-style-type: none"> • Work Order/Completion Certificate. |
| 6 | PF & Certifications | The Bidder must be registered under EPFO and ESIC. | <ul style="list-style-type: none"> • Registration certificate. |
| 7 | Quality Certifications | The Bidder must have below Quality Certifications: <ul style="list-style-type: none"> • ISO 9001:2015 | Proof of Relevant Standards valid Certifications |

| | | | |
|---|----------------|---|---|
| | | • ISO 27001:2013 | |
| 8 | Local Presence | Bidder must have office in Bihar state. | <ul style="list-style-type: none"> • Rent Agreement • MSME Udyam Registration |
| 9 | Blacklisting | The bidder must not be blacklisted by any Central State Govt/ or Central State PSU. | <ul style="list-style-type: none"> • Self-certification by authorized signatory |

SECTION V: SELECTION PROCEDURE - OPENING AND EVALUATION OF BIDS

5.1 Bihar Financial Rule and amendments published time to time will be considered for evaluation of bid by the BRDS.

5.2 Basic Principle

Bids will be evaluated on the basis of the terms & conditions already incorporated in the Bidding document, based on which Bids have been received. No new condition will be brought in while scrutinizing and evaluating the Bids.

5.3 Preliminary Scrutiny of Bids

- a) Bids will first be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the Bidding document. The Bids, which do not meet the basic requirements are liable to be treated as unresponsive and omitted.
- b) The following are some of the important aspects, for which a Bid may be declared unresponsive and omitted:
 - (i) Bid is unsigned.
 - (ii) Bidder is not eligible.
 - (iii) Bid validity is shorter than the required period.
 - (iv) Required BID SECURITY has not been provided in "Technical Bid".
 - (v) Bidder has not agreed to give the required Performance Guarantee.
 - (vi) Against a schedule in the List of Requirement (incorporated in the Bidding), the Bidder has not quoted for the entire requirement as specified in that schedule.
 - (vii) Bidder has not agreed to essential condition(s) specially incorporated in the Bidding.

5.4 Bid Evaluation

- a) BRDS will form a Selection Committee for evaluation and ranking of Bids received. This committee will undertake evaluation & opening of bids, final selection of the company, negotiations (if any) on various terms and conditions, etc.
- b) All the Bids received will be scrutinized to assess the eligibility based on the qualifying criteria. Those Bids which do not meet the qualifying criteria will be rejected at any stage of detection.

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5.4 Opening & Evaluation of Technical Bid.

- a) Technical bid will be opened first for evaluation. Financial bid of only those bidders, who will qualify in technical evaluation, will be opened.
- b) At the opening of Technical Bids, Bidder representatives who choose to attend will sign an Attendance Sheet.
- c) The eligibility criteria will be first evaluated as per Request for Bid for each bidder. Scrutiny of the bid will be done by the Evaluation Committee to determine whether the documents have been properly submitted, signed, Bid Security Deposited. Bids not conforming to such requirements will be prima facie rejected. All the bid bids will be evaluated based on the Eligibility Criteria. The Evaluation Committee will shortlist those bidders who are fulfilling the eligibility criteria in all respect and declare the bidders who are qualified for further Financial/ Commercial Evaluation.

6. Opening of Financial Bids

Financial bids (as per Annexure-VI format) shall be opened online only for the vendors whose bids are found to be Technically fit/ substantially responsive and complying with minimum qualifying criteria.

- i) Bihar Rural Development Society, Patna will open the financial bids of only Technically Qualified bidders, in presence of the Nodal Officer / designated representatives of the bidder who choose to attend, at the time, date and place, as decided and communicated by Bihar Rural Development Society, Patna.
- ii) Discrepancy in the financial bid, it will be dealt as per the following:
 - a. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected.
 - b. If there is a discrepancy between words and figures, the amount in words shall prevail.
- iii) Of all the Financial Bids opened, the bidder whose financial bid is lowest (hereby referred to as L1 bidder) will be considered eligible for award.

7. Evaluation of Financial Bids

- 7.1 BRDS Selection Committee will review the detailed content of each Financial Bid. During the review of Financial Bids, BRDS will not seek clarification or additional information from any Bidder, who has submitted a Financial Bid. The detailed contents of each Financial Bid will be subsequently reviewed by the Selection Committee. The award shall be made to the bidder whose bid has been determined to be the lowest responsive bid, taking into account the factors mentioned in the preceding paragraphs. The successful bidder shall not be allowed to modify his bid.

8. AWARD OF WORK

- i. The evaluation of the Bids will be done by a committee constituted by the BRDS for this purpose.
- ii. The work will be awarded to the Successful bidder, whose bid has been determined as the lowest commercially acceptable bid.
- iii. In case more than one bidder has quoted same Price, the bidder with higher Average Annual Turnover shall be awarded the work.

9. Interpretation of the clauses in the Bid Document / Contract Document

In case of any ambiguity in the interpretation of any of the clauses in Bid Document or the Agreement Document, interpretation of the BRDS shall be final and binding on all parties.

10. Decision Taken

The decision taken by the Society in the process of Bid evaluation will be final and binding on all the bidders.

11. Penalty Clause

If the Supplier fails to execute the work/agreement to the satisfaction of the Society, then the Society may invoke any or all of the following clauses:

- i. Forfeit the Security Deposit / Performance Security
- ii. Terminate the agreement without giving any notice.

12. Termination for Default

The Society may, without prejudice to any other remedy for breach of agreement, by prior written notice of default sent to the supplier, terminate the agreement in whole or part:

- i. If the Supplier fails to deliver JOB CARDS within the period(s) specified in the RFB.
- ii. If the Supplier fails to perform as per the performance standards.
- iii. If the Supplier, in the judgment of the BRDS has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

13. Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Patna courts only.

15. Taxes and Duties

The rates quoted shall be in Indian Rupees and shall be inclusive of all taxes, duties and levies as applicable. Any increase in the rates will not be allowed.

16. Binding Clause

All decisions taken by the BRDS Selection Committee regarding the processing of this Bid and award of contract shall be final and binding on all parties concerned.

17. The BRDS, reserves the right -

To verify, modify, revise, amend or change any of the terms and conditions mentioned above or to reject any or all the Bid/s without assigning any reason whatsoever thereof or may terminate the Bid process mid-way without assigning any reason and liability.

18. **Variation of Quantities at the Time of Award**
The quantity may be increased/decreased by 20% without any change in the unit price and other terms & conditions quoted by the Bidder.
19. **The Decision regarding acceptance of Bid by the Society will be final.**

SECTION VI: GENERAL CONDITIONS OF WORK

1. **Liquidated Damages & Penalties**
For delays:
The applicable rate shall be 0.07% per day for the delayed quantity. On further delays agreement may be terminated.
For inferior quality:
Inferior quality goods will not be accepted.
Any deviation from quality specification mentioned in RFB will not be tolerated. In case of any deviation, whole lot will be rejected and no payment will be made for that lot.
Quality and certification checks will be done by a committee formed by the department or can be checked from third party quality verification agency, if required.
2. **Award of Agreement**
 - a) The Purchaser will award the work to the bidder whose bid has been determined to be fully responsive and who in the assessment / judgment and sole discretion of the BRDS, has technical and financial capability to execute the agreement. The CEO, BRDS reserves the right to award the work to one firm or more than one firm on L1 rate by splitting the order under special circumstances.
 - b) Notwithstanding the above, the BRDS reserves the right to accept or reject any bids and to cancel the bidding process and reject part/all bids at any time prior to the award.
 - c) The bidder whose bid is accepted will be notified of the award of work by the BRDS prior to expiration of the bid validity period. The terms of the accepted offer shall be incorporated in the Agreement.
3. **Disputes**
Any dispute arising out of the Agreement, which cannot be amicably settled between the parties, shall be settled through the Courts in Patna, Bihar only.
4. **Payments**
 - (i) The payment shall be made in Indian Rupees only. The supplier shall send its claim (with relevant documents, as required) to the BRDS as specified in the Schedule of

Requirements and the agreement. Before claiming any payment, the supplier shall ensure that all the obligations for claiming that payment have been duly fulfilled.

- (ii) The payment shall be made after satisfactory delivery of the goods (50% of quantity as per delivery schedule) and quality and quantity verification. The supplier shall not dispatch the goods after expiry of the delivery period. The supplier is required to apply to the purchaser for extension of delivery period and obtain the same before dispatch. In case the supplier dispatches the goods without obtaining any extension, it would be doing so at its own risk and no claim for payment for such supply and / or any other expense related to such supply shall lie against the purchaser.
- (iii) Delivery Challan must be duly attested by Authorized Person concerned of BRDS & the DDC/authorized person of the District concerned.
- (iv) Supplier has to submit E-way bill along with invoice and delivery challans
- (v) Statutory deduction will be made at source, if any.

5. **Force Majeure:**

- i) Notwithstanding the provisions contained in Clauses above, the Agency shall not be liable for imposition of any such sanction so long the delay and/or failure of the Agency in fulfilling its obligations under the agreement is the result of an event of Force Majeure.
- ii) For purposes of this clause, Force Majeure means an event beyond the control of the Agency and not involving the Agency's fault or negligence and which is not foreseeable and not brought about at the instance of, the party claiming to be affected by such event and which has caused the non-performance or delay in performance. Such events may include and will not be limited to wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.
- iii) If a Force Majeure situation arises, the Agency shall promptly notify the BRDS in writing of such conditions and the cause thereof within seven days of occurrence of such event. Unless otherwise directed by the BRDs in writing, the Agency shall continue to perform its obligations under the contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- iv) In case due to a Force Majeure event, if BRDS is unable to fulfil its contractual commitment and responsibility, BRDS will notify the Agency accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.



Chief Executive Officer
Bihar Rural Development Society

COVERING LETTER

(On Organizations Letter Head)

CEO,
Bihar Rural Development Society
5th Floor, Biscomaun Bhawan
West of Gandhi Maidan
Patna-800001, Bihar (India)

[Location, Date]

**Subject: Printing & Supply of JOB CARD BOOKLET for Bihar Rural Development Society (BRDS),
Patna. [TECHNICAL BID]**

Dear Sir,

I, the undersigned, offer to provide the supply of JOB CARDS for the proposed assignment in respect to your RFB. I hereby submit the RFB which includes this technical bid sealed under a separate envelope. Our Bid will be valid for acceptance up to 180 days and I confirm that this Bid will remain binding upon us and may be accepted by you at any time before this expiry date.

All the information and statements made in this tender document are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. I have examined all the information as provided in your Request for Bid (RFB) and offer to undertake the service described in accordance with the conditions and requirements of the selection process. I agree to bear all costs incurred by us in connection with the preparation and submission of this Bid and to bear any further pre-contract costs. Certain information included in this Bid would if disclosed prejudice our commercial interests.

I confirm that I have the authority to submit the Bid and to clarify any details on its behalf. I understand that you are not bound to accept any Bid you receive.

Yours faithfully,

Authorized Signatory with Date and Seal: Name and Designation:
Address of Organization:

ORGANIZATION'S PROFILE

(Brief Profile)

[Provide here a brief description regarding professional background of the organization]

Authorized Signatory (In full and initials):

Name and Designation with Date and Seal: _____

[Note: Organization needs to restrict the above information within 3-5 pages only]

Annexure-I

Format for Statutory Auditor's Certificate for Financial Capability of the bidder

We have verified the Annual Accounts and other relevant records of M/s

..... (Name of the bidder) and certify the following: -

| Sl.No | Particulars | 2021-22 | 2022-23 | 2023-24 | Total (In Rs.) |
|-------|---|---------|---------|---------|----------------|
| 1. | Annual Turnover exclusively related to printing works only. | | | | |
| 2. | Net Worth | | | | |

Signature and Seal of Statutory AuditorName

Membership No

Address

UDIN No. & Date

Instructions:

For the purpose of this Certification:

1. The financial year would be the same as one normally followed by the bidder for its Annual Report. .
2. For the purpose of this Tender document, Net Worth shall mean: Net Worth = Assets – Liabilities.
3. Experience (Financial Capability and Experience) of only the Bidder shall be considered. Experience of associate company/ parent company/ subsidiary company shall not be considered for qualification purposes.
4. Turnover and net worth of the bidder shall be certified by his statutory auditor who should mention his name, address and membership number. Turnover certificate shall be based on the audited accounts of the bidders, or based on the returns filed with the tax authority.

2

Annexure-II

ASSIGNMENTS OF SIMILAR NATURE SUCCESSFULLY COMPLETED

1. Brief Description of the Firm/Organization including Turnover, facilities and address:
2. Outline of recent experience on assignments of similar nature:

Detail information regarding orders executed

1. It is mandatory to appropriately fill each column. Use extra sheet if the space below is insufficient.
2. Enclose self - certified copies of the purchase orders along with completion certificate.

| Sl. | Reference to order no. with date | Amount of order | Name of the office/authority by which the order was placed | Date of completion of supply of the order | Reason for the exemption of order or delay in supplies of order, if any | Page number where supporting document/s is/are attached. |
|-----|----------------------------------|-----------------|--|---|---|--|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| - | | | | | | |
| - | | | | | | |
| n | | | | | | |

**Authorized Signature
of Agency with stamp**

Note: Organizations are requested to furnish the information up to 5 best projects only from each category. Self-attested copies of work Order(s) and work completion(s)/ Tax invoice(s) needs to be furnished along with the tender document. Failure to do so would result in the Bid being considered as non-responsive.

ANNEXURE-III

FORMAT FOR PERFORMANCE BANK GUARANTEE

(To be stamped in accordance with Stamp Act)

Ref: Bank Guarantee No.:

Date:

To

.....

.....

Dear Sir,

WHEREAS.....(*Name of Bidder*) hereinafter called "the Bidder" has been identified and selected for, and has undertaken, in pursuance of Contract dated 2024 (hereinafter referred to as "the Contract") to implement the [Name of the project: **Printing & Supply of JOB CARD BOOKLET (72,90,970 copies) for BRDS.**

AND WHEREAS it has been stipulated in the said Contract that the bidder shall furnish a Bank Guarantee ("the Guarantee") from a Scheduled Bank for the project/performance of the [Name of the Project] as per the contract. WHEREAS we ("the Bank", which expression shall be deemed to include its successors and permitted assigns) have agreed to give **Chief Executive Officer, Bihar Rural Development Society, Patna** the Guarantee.

THEREFORE, the Bank hereby agrees and affirms as follows:

1. The Bank hereby irrevocably and unconditionally guarantees the payment of Rs /- (*... rupees only*) to Bihar Rural Development Society, Patna under the terms of the contract dated on account of full or partial non-performance / non- implementation and/ or delayed and/ or defective performance / implementation. Provided, however, that the maximum liability of the Bank towards Bihar Rural Development Society, Patna under this Guarantee shall not, under any circumstances, exceed in aggregate.
2. In pursuance of this Guarantee, the Bank shall, immediately upon the receipt of a written notice from Bihar Rural Development Society, Patna stating full or partial non- implementation and/ or delayed and or defective implementation, which shall not be called in question, in that behalf and without delay/demur or set off, pay to Bihar Rural Development Society, Patna any and all sums demanded by Bihar Rural Development Society, Patna under the said demand notice, subject to the maximum limits specified in Clause 1 above. A notice from Bihar Rural Development Society, Patna to the Bank shall be sent by Registered Post (Acknowledgement Due) at the following address: Attention Mr. (*Mention the official address of the Bank*)
3. This Guarantee shall come into effect immediately upon execution and shall remain in force for a period of months from the date of its execution.
4. The liability of the Bank under the terms of this Guarantee shall not, in any manner whatsoever, be modified, discharged, or otherwise affected by:
 - a. any change or amendment to the terms and conditions of the Contract or the execution of any further contracts/Agreements.
 - b. any breach or non-compliance by the bidder with any of the terms and

2

conditions of any contracts/credit arrangement, present or future, between bidder and the Bank.

5. The Bank also agrees that Bihar Rural Development Society, Patna at its option shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against bidder and notwithstanding any security or other guarantee that Bihar Rural Development Society, Patna may have in relation to the bidder's liabilities.
6. The Bank shall not be released of its obligations under these presents by reason of any act of omission or commission on the part of Bihar Rural Development Society, Patna or any other indulgence shown Bihar Rural Development Society, Patna or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.
7. This guarantee shall be governed by the laws of India and only the courts of Patna only, shall have exclusive jurisdiction in the adjudication of any dispute which may arise hereunder.

Dated this the Day of 2025

Witness 1:

Name:

(Signature)

Witness 2:

Name:

(Signature)

Annexure-IV

DECLARATION BY BIDDER

Format for Notarized Affidavit certifying that Entity/Promoter(s) / Director(s)/Partner(s)/Members of Entity are not Blacklisted

Affidavit

I, M/s....., (the names and addresses of the registered office) hereby certify and confirm that our organization or any of our promoter(s) / director(s)/partners/ proprietor/ Officials of Trust/Society are not blacklisted/debarred/convicted by any court of law for any criminal or civil offences/declared ineligible by BRDS or by any other entity of Central or State government or their undertakings or any local self-government body for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reasons, as on date of submission of online bidding document.

And that we are hereby, declaring all ongoing litigations where our organization or any of our promoter(s) / director(s)/ partners/ proprietor/ Officials of Trust/ Society are involved in with any government agency/state/central department/PSU, and as mentioned below:

- 1.
- 2.
- 3.
- 4.

We further confirm that we are aware that, our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the contract period and the amounts paid till date shall stand forfeited or will be recovered without further intimation.

Dated this Day of. , 2025

Name of the Bidder/agency:

Signature of the Authorized Person:

Name of the Authorized Person:

Designation of the Authorized Person:

2

FIN-1

COVERING LETTER

(In Organization's Letter Head)

To,
The CEO,
Bihar Rural Development Society
5th Floor, Bismaun Bhawan
West of Gandhi Maidan
Patna-800001, Bihar (India)

*[Please don't fill here. A separate
sheet in Excel Format is available on
e-proc2 to fill the rates: FIN-1]*

Location:

Date:

Subject: Printing & Supply of JOB CARD BOOKLET for Bihar Rural Development Society (BRDS),
Patna & DRDAs of the Districts of Bihar concerned.

[FINANCIAL BID]

Dear Sir,

I, the undersigned, offer to supply of JOB CARDS [Insert title of assignment] in accordance with your
Request of Bid No. _ Dated:

Our attached Financial Bid is @ Rs..... per JOB CARD [Insert amount(s) in words and figures*]. This
amount is inclusive of the GST and other taxes as applicable. I do hereby undertake that, in the event of
acceptance of our bid, the supply shall be provided in respect to the terms and conditions as stipulated
in the Bid document. I have carefully read and understood the terms and conditions of the RFB and do
hereby undertake to provide the service accordingly. I understand that you are not bound to accept any
Bid you receive.

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal: Address of the Organization:

*Amount must coincide with the one indicated in Form-2 (Table-I)

| Sl | Items | Specification | No. of Copies | Rate of Printing (INR) per JOB CARD BOOKLET including all materials as per specification | | | |
|----|--|---|------------------|--|-----|--|-------------|
| | | | | Basic Unit Price per JOB CARD | GST | Transportation, Insurance & Other charges (If any) | Total Price |
| 1 | JOB CARDBOOKLET (Composition of text, Designing, Printing & supply with all materials to specified locations) | Size: 5.5" X 8.5" Text Pages: 100 GSM maplitho paper with brightness not less than 87% Cover page: 300 GSM Glossy Paper, lamination matt finish, Center stitching with 2 SS (Stainless Steel) pinsto complete the booklet. All text pages & cover page will be multi-colour printing (JOB CARD contains 36 pages including cover page) | 98,00,000 copies | | | | |

[Please don't fill rates here. A separate sheet in Excel Format is available on e-proc2 Portal]

Note : Bidders are advised to fill all the columns

Annexure-VI

Format for Rate – Financial Quotation

Description of Supply of JOB CARD BOOKLET

Signature _____

Name of the
Person signing _____

Name of the Bidder _____

Date _____

9