



Bihar School Examination Board

Sinha Library Road, Patna-800017

NOTICE INVITING TENDER

Tender Notice No- 81

Bihar School Examination Board, Patna invites sealed tenders under two bid systems from the reputed Agency/ Sound Firms/Companies/Societies having experience of doing such secrecy work for “**Pasting the barcode Stickers on Answerbooks, tearing off the flying slips from Answerbooks and OMR sheets, Packeting of Answerbooks, OMR sheets & Flying slips**”

SL No.	Scope of work	Cost of tender document(In Rupees)	Earnest Money (In Rupees)
1	2	3	4
01.	Pasting the barcode Stickers on Answerbooks, tearing off the flying slips from Answerbooks and OMR sheets, Packeting of Answerbooks, OMR sheets & Flying slips	Rs. 1000.00	Rs. 1,00,000.00

Tender Schedule/Programme:

Sl. No.	Activity	Date/Time: Duration
1.	Online Sale/Download date of Tender documents	From 19-12-2016 to 09-01-2017 (11:00Hrs.) at (www.biharboard.ac.in)
2.	Pre-Bid Meeting	23-12-2016 at 12:30 Hrs. (Bihar School Examination Board, Sinha Library Road, Patna-800017)
4.	Submission of form fee, offer Bid & EMD in Hard copy/Original	09-01-2017 up to 13:00 Hrs. (Bihar School Examination Board, Sinha Library Road, Patna-800017)
5.	Date & time for opening of techno-commercial	09-01-2017- at 2:00 PM Hrs.
6.	Financial Bid Opening Date and Time	Date to be announced later by competent authority.

Note - Bihar school Examination Board reserves the right to accept/reject/reschedule any or all tenders without assigning any reasons.

Secretary
Bihar School Examination Board

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SECTION-1

General Conditions:

1. Interested bidders can download the tender documents online from the official website – www.biharboard.ac.in
2. The tenderers will have to deposit **EMD Fee – Rs 100000/** which is to be paid in the form of Demand Draft in favour of Secretary, Bihar School Examination Board, Patna, Other modes of payment will not be considered.
3. **Tender Fee . 1000/- (Non Refundable)** shall be in the form of Demand Draft in favour of Secretary, Bihar School Examination Board, Patna.
4. Technical Bids and Financial Bids will be opened in the presence of the Bidders or their authorized representatives, who may wish to be present.
5. Any delay, in receipt of Bids would be considered as late submission of Bid and such Bids shall be summarily rejected.
6. Financial bids will be opened only of those firms who will qualify in Technical Bids.
7. The Financial Bid of only those tenderers shall be opened whose technical bid is found to be in order and in accordance with the prescribed terms and conditions and complete in all respects.
8. Corrigendum/ Addendum/ Corrections, if any will be published on the official website of the board at www.biharboard.ac.in
9. If the date of opening of tenders happens to be a holiday then the tenders will be opened on the next working day at the same time.
10. **Bihar school Examination Board** reserves the right to accept/reject/reschedule Bihar School Examination Board any or all tenders without assigning any reasons.

Contact Details:

- | | | |
|----------------------------|--------------------------|------------|
| 1. Sh. Arjun Kumar – | Deputy Director (IT) - | 8544429119 |
| 2. Sh. Swayambhu Prakash – | System Analyst – | 8544429120 |
| 3. Sh. Harendra Narayan – | Administrative Officer - | 8544429126 |

SECTION-II

INSTRUCTIONS TO BIDDERS:

This Tender is being floated for

**ANNUAL EXAMINATION 2017 FOR SECONDARY AND SENIOR SECONDARY
(Examination will be held in the month of February-March)
&
COMPARTMENTAL EXAMINATION 2017 FOR SECONDARY AND SENIOR SECONDARY**

1. Details of Work :

Details of work are given in Section V.

2. Eligible Bidders

The details of Eligibility criteria along with supporting documents has been given in Point No – 5 of this section.

3. Cost of Bidding :

The bidder shall bear all costs associated with the preparation and submission of the bid. BSEB will in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

4. Bid Document :

4.1 Bid document includes:

- (i) Notice Inviting Tender.
- (ii) Instructions to bidders.
- (iii) General condition (Commercial) of the contract.
- (iv) Special conditions of contract.
- (v) Detail of Work.
- (vi) Technical Bid.
- (vii) Financial Bid.
- (viii) Bid Form.
- (ix) Bid Security Form
- (x) Performance Security Bond Form
- (xi) Letter of Authorization to attend bid opening
- (xii) Declaration regarding near relationship with BSEB employees.

The bidder is requested to examine all Instructions, Forms, Terms and Specification in the Bid Documents. Failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the Bid.

A prospective bidder requiring any clarification on the Bid document shall notify the Board in writing. The Board shall respond in writing to any request for the clarification of bid document which it receives not later than three days prior to the date of opening of Tender.

5. The bidder should have following eligibility criteria to participate in the bid and attach a copy of valid document :-

- 5.1 The bidder should have average turnover of at least **Rs 50 Lakh** in last 3 financial years i.e. 2012-13, 2013-14, 2014-15. (Attach copy of IT return/balance sheet).
- 5.2 The bidder must have supplied manpower to Central/State Government/PSUs or any organization which is under Central/State Govt. during last 3 Years (2013-2016)
- 5.2 The bidder must have VAT/CST Registration Number (Registration Number of the Firm/Company/Agency) and PAN of Firm/Company/Agency/Society.
- 5.3 The bidder should not be blacklisted / debarred by any Board/University/Govt. Department, till the time of bid submission (Attach Self certified letter).
- 5.4 The bidder must submit the Non-refundable Tender Document fee of Rs. 1000/- in the form of Demand Draft in favour of – Secretary, Bihar School Examination Board, Patna. Similarly, the Bidder must deposit the required amount of EMD of Rs 100000/ in the form of Demand Draft in favour of – Secretary, Bihar School Examination Board, Patna, along with the bid document submission.
- 5.5 Relevant documents in support of the above criteria must be enclosed along with the tender call documents; failing which the bid will be liable to be rejected.

6. Amendment to bid document :

- (i) At any time prior to the deadline for submission of Bids, the Board may amend the Bidding Documents by issuing an addendum/ corrigendum.
- (ii) Bidders are advised to keep themselves updated with the information displayed on the official website of the Board – www.biharboard.ac.in and the Board shall not be responsible in case the Bidder has not received such addendum/corrigendum in the manner stated above.
- (iii) The Board may, at its discretion, extend the deadline for the submission of Bids

7. Documents comprising the bid :

The bid prepared by the bidder shall comprise the following components.

- (i) Documentary Evidence established in accordance with clause 2 and as detailed in clause 5, that the bidder is eligible to bid and is qualified to perform the contract.
- (ii) Bid Security furnished in accordance with clause 11.
- (iii) A clause by clause compliance as per clause 10.
- (iv) Affidavit for not blacklisted / debarred by any Board/University/Govt. Department.
- (v) Bid Form and price schedule completed in accordance with clause 8 and 9

8. Bid Form

The bidder shall complete the Bid Form and the appropriate price schedule furnished in the bid document covering the services to be rendered and price schedule as per Section-V.

9. Bid Price.

- (i) The bidder shall quote strictly as per Financial Bid given in financial bid form.
- (ii) The price quoted by the bidder shall remain fixed during entire period of contract & shall not be subject to variation on any account. A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

10. **Clause by clause compliance.**

A clause - by - clause compliance of services to be provided (Section VI), and special conditions (Section IV) shall be given. **In case of deviation, a statement of deviation shall be given.**

11. **Bid Security**

11.1 The Bidder shall furnish Bid Security of **1,00,000/- (One Lac)** as part of the Bid Security, as specified in the bidding schedule.

11.2 The Bid Security is required to protect the Board against the risk of Bidder's conduct which would warrant forfeiture of Bid Security.

11.3 Bid Security can be deposited in the form of Demand Draft in favour of Secretary, Bihar School Examination Board, Patna.

11.4 Any Bid from a Bidder, without Bid Security will be rejected by the Board.

11.5 The Bid Security of unsuccessful Bidders will be discharged or returned within 7 days after the award of contract to the successful Bidders. However, in disputed cases, the Board will not be bound to release the Bid Security in the stipulated period.

11.6 The Bid Security may be forfeited :

- (i) Once a Bid is submitted by the firm, it can't be altered or withdrawn. If a Bidder does not accept his quoted rates and refused to execute the job, then the Bid Security deposited with the Bid will be forfeited and firm will be **blacklisted**.
- (ii) In case of successful Bidders fail :
 - o To sign the contract.
- (iii) In case of fraudulent and corrupt practices.
- (iv) If a successful Bidder has been found incapable of executing the assigned job to the satisfaction of the Board, which may reflect adversely the image of the Board, the Bid Security, if not released can be forfeited and the Bihar School Examination Board may allot the work to some other eligible firm.

12. **Format and Signing of Bid.**

- (i) The Bidder shall submit only one Bid.
- (ii) The Bid shall be signed by the Bidder or a person(s) duly authorized to sign the Bid to the contract.
- (iii) Failure to a Bid by any of the instructions will make the Bid liable to be rejected.

13. **Submission of Bid.**

The Bid submitted by the Bidder shall be in two separate parts:-

Part 1: Technical Bid

With required documents for qualification criteria. To be opened on the date & time as specified in the Bidding Schedule.

Part 2: Financial Bid

The rate as per Answer Sheet / per OMR sheet for Pasting the barcode Stickers on Answerbooks, tearing off the flying slips from Answerbooks and OMR sheets, Packeting of Answerbooks, OMR sheets & Flying slips etc, both in figures and words, to be submitted in the Tender Performa.

14. Bid opening :

The Committee of the Board will open the Bids received in the presence of Bidders or their representatives, who may wish to be present as per time, date and place specified in the Bidding Schedule. In the event of the specified date for the submission of Bids being declared a holiday for the Board, the Bids will be opened at the appointed time and location on the next working day.

15. Evaluation :

- (i) The envelope containing the Technical Bid shall be opened first and then the inner envelope marked "Cost of Bidding Document downloaded from the internet" will be opened, and the cost of the Bidding Documents/ E-payment is not there, or incomplete, the remaining Bid Documents will not be opened, and the Bid will be rejected and the Bidder will be responsible for the same and shall have no right for further participation.
- (ii) In all cases, the amount of Bid Security and validity shall be announced. Thereafter, the Bidder's names and such other details as the Board may consider appropriate, will be announced by the Board.
- (iii) The Board will prepare minutes of the Bid Opening, including the information disclosed to those present in the meeting.
- (iv) The evaluation of Technical Bids will commence after its opening and evaluation will be made with respect of Bid Security, Qualification Criteria and other information furnished in Part 1 of the Bid. On the basis of such evaluation a list of the responsive Bids will be drawn up. The Financial Bids of only those Bidders, who qualify in the evaluation of the Technical Bids, will be considered.
- (v) Bidders or their duly authorized representative(s), whose Technical Bids are found responsive may attend the meeting of opening of Financial Bids.
- (vi) At the time of opening of 'Financial Bids', the names of the Bidders, whose Technical Bids were found responsive, will be announced and the financial bids of only those Bidders will be opened. The responsive Bidder's names, the Bid prices and such other details as the Board may consider appropriate will be announced by the Board at the time of opening of Financial Bid.
- (vii) Technical Bid will be evaluated by the Committee.
- (viii) Premises of technically qualified agencies shall be visited/inspected by the committee of Board's officers to ensure competency and capability of the agency without disclosing the date of visit.
- (ix) Financial Bids of only those bidders will be opened who are found suitable and eligible as per technical bids and inspection.

16. Award of Contract :

Bihar School Examination Board, Patna (BSEB), shall consider placement of letter of intent to those bidders whose offers have been found technically and financially acceptable. The bidder shall give his acceptance along with performance security (Section IX of the bid document) in conformity within **7 (Seven) days** of issue of letter of intent.

If the lowest Bidder (L1) is unable to provide required service as specified in Scope of work section for whole of Bihar State then BSEB may divide the work among other bidders (L2, L3 etc) at the lowest rate (of L1) in different commissioneraries /Districts of Bihar.

Choice of division of the work will be decision of the board.

17. Right to vary quantities :

Bihar School Examination Board, Patna (BSEB), will have the right to increase or decrease the required quantity of services specified in the schedule of requirement without any change in charges of the offered quantity and in other terms and conditions at the time of award of contract.

18. Signing of Contract and depositing of Performance Security :

- (i) Signing of Agreement shall constitute the award of hiring contract on the bidder.
- (ii) Upon the successful bidder furnishing the Performance Security the BSEB shall discharge its bid security in pursuant to clause 11.

19. Annulment of Award :

Failure of the successful bidder to comply with the requirement of clause 18 shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event BSEB may make the award to any other bidder at the discretion of BSEB or call for new bids.

20. Period of validity of bids :

- (i) The bid shall remain valid for 90 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by BSEB as non-responsive.
- (ii) A bidder accepting the request of BSEB for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.

21. Allotment Criteria :

- (i) Before allotment of work order, the Board will evaluate the Bids.
- (ii) The Board may in its discretion redistribute allotment to eligible Bidder/s keeping in view the capacity /prior performance of the Bidder/s, provided the Bidder/s are agreed to match the lowest evaluated substantial responsive Bid.

- (iii) If there are two or more lowest successful Bidders quoting equal rates, then the Board may award the work to any one or more of them, keeping in view the Performance certificate submitted or/ and as desired in the best interest of board to maintain secrecy through bar coding system of answer sheets.
- (iv) **If the lowest Bidder(L1) is unable to provide required service as specified in Scope of work section for whole of Bihar State then BSEB may divide the work among other bidders (L2, L3 etc) at the lowest rate (of L1) in different commissioneraries /Districts of Bihar.**
- (v) **Choice of division of the work will be decision of the board.**

22. Board's right to accept or reject any Bid or all the Bids :

The Board reserves the right to accept or reject any Bid and to annul the whole Bidding process and may reject all Bids at any time prior to allotment of work, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Board's action.

23. Corrupt or Fraudulent Practices :

- (i) The Board requires the Bidders to strictly observe the laws against fraud and corruption, as in force in India, namely, Prevention of Corruption Act, 1988.
- (ii) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in agreement execution.
- (iii) "Fraudulent practice" means misrepresentation of facts in order to influence a procurement process or the execution of a agreement which is detrimental to the Board and include collusion practice among Bidders (prior to or after Bid submission) designed to establish Bid price at artificial, non competitive levels and to deprive the Board of the benefits of free and fair competition.
- (iv) If at any stage, it is found that a particular firm has misrepresented/ concealed the facts or the contents of the documents and such documents submitted by the firm are found to be wrong or false, such conduct of the firm shall also be dealt with under fraudulent practices.
- (v) Any firm found involved in above cases may be blacklisted by the Board.

24. Any point not covered under the Terms & Conditions of the Tender :

For any point not covered under the provisions of the Tender, Secretary Bihar School Education Board shall be the final competent authority, whose orders in this regard shall be final and binding upon the Bidders.

25. Life of BID :

The allotment of work will be made for 2017 examinations only in the first instance which may be extended as per decision of the Board and subject to performance to be reviewed every year.

SECTION III

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT :

1. Application :

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or in Notice Inviting Tender unless otherwise agreed by BSEB.

2. Performance Security :

2.1 The successful bidder shall be required to deposit an amount equal to 10% of the tendered value of the assigned work within 7 days of conveying BSEB's intention for accepting the bid as Performance Security.

2.2 Performance Security shall be submitted in the form of Demand Draft/FDR issued by a scheduled Bank.

2.3 Performance Security will be discharged after completion of bidder's performance obligations under the contract.

2.4 If the bidder fails or neglects any of his obligations under the contract it shall be lawful for BSEB to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

3. Execution Time Limit :

The time period as stipulated in the contract or letter of intent shall be deemed to be essence of the contract.

4. Payment Terms :

(i) The charges will be paid on the actual number of answer books.

(ii) No advance payment will be made under any circumstances.

(iii) Performance security shall be released after completion of allotted project in all respects.

(iv) The payment would be made on submission of invoice by the Vendor to the Bihar School Examination Board, Patna.

(v) 70% Payment would be released within 7 days after the successful completion of the job. Any deductions / penalties if any shall be deducted from the bill.

(vi) 30% Payment would be released after examination result declaration.

5. Penalty Terms :

5.1

(i) In case of any mistake found, due to barcode subject mismatch, wrongly pasting of barcode, wrongly tearing off flying slips, wrongly packeting of answerbooks/flying slips the party will have to pay Rs 500/- per such mistakes/errors.

(ii) For any undue / unjustified delay during the course of implementation of project, the party shall have to pay Rs 10,000/- per day as delay charges.

6. Rates :

- (i) Rates inclusive of all duties, taxes and other levies in Rs per Answer Sheet for the work specified in scope of work section.
- (ii) The rates quoted shall remain firm throughout the period of contract and this contract will remain valid up to the date of completion of the job by the tenderer and shall not be subject to any upward modification whatsoever. Mutual amendments in the scope of work can be made.

7. Taxes and Duties :

The Income Tax, Sales Tax, all type of taxes etc will be deducted at source as per prevalent rates announced by the competent authority from time to time.

8. Insurance :

The Board's office will not pay for any insurance charges against loss or damage incidental to the work specified in scope of work section.

9. Termination of Contract :

BSEB may without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts.

- (i) If the bidder fails to execute the job within stipulated time frame or to the entire satisfaction of BSEB.
- (ii) If the bidder fails to perform any other obligation (s) under the contract.
- (iii) BSEB may without prejudice, to other rights under law or the contract provided get the services of other agencies at the risk and cost of the bidder, in above circumstances.

10. Termination for insolvency :

BSEB may also by giving written notice and without compensation to the bidder terminate the contract if the bidder becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

11. Force Majeure :

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of BSEB as to whether the supplies have been so resumed or not shall be final and

conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

12. Arbitration :

- 12.1** In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of the **Chairperson, Bihar School Examination Board, Patna**; In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the function of the Chairperson, **Bihar School Examination Board, Patna**, or by whatever designation such officers may be called (hereinafter referred to as the said officer) and if the Chairperson, Bihar School Examination Board, Patna, or the said officer is unable or unwilling to act as such, then to the sole arbitration of some other person appointed by the Bihar School Examination Board, Patna, or the said officer. The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996.
- 12.2** The arbitrator may from time to time with the consent of both the parties set the time frame for bar coding system for answer sheets. Subject to aforesaid arbitration and conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.
- 12.3** The venue of the arbitration proceeding shall be Office of the Bihar School Examination Board, Patna, or such other place as the arbitrator may decide.
- 12.4** Jurisdiction for all the matters related shall be district court Patna, Bihar.

SECTION IV

SPECIAL CONDITIONS OF CONTRACT :

1. The special conditions of contract shall supplement the Instruction to Bidders as contained in Section II and General (Commercial) Conditions of the contract as contained in Section III and wherever there is a conflict, the provisions herein shall prevail over those in Section II and Section III.
2. In case the date fixed for opening of bids is subsequently declared as holiday by the Government of Bihar, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
3. BSEB reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with BSEB.
4. BSEB reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient ground.
5. No Sub-Contracting is permissible by BSEB. The near relatives of all BSEB employees either directly recruited or on deputation are prohibited from participation in this tender. The near relatives for this purpose are defined as :
 - (a) Members of a Hindu Undivided Family,
 - (b) They are husband and wife,
 - (c) The one is related to the other in the manner as father, mother son(s),son's wife(daughter-in-law), Daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) & sister's husband(brother-in-law).
6. The tenderer(s) should give a certificate (in format as Section-XI) to the effect that none of his / her such relative is working in BSEB as defined above. In case of proprietorship firm the certificate will be given by the proprietor, for partnership firm certificate will be given by all the partners and in case of Limited company by all Directors of the Company. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and Bid Security/security deposit will be forfeited at any stage whenever it is noticed. The BSEB will not pay any damages to the company or firm or concerned person. The company or firm or the person will also be debarred for further participation in the concerned unit.
7. BSEB reserves right to counter offer price against price quoted by the bidder.
 - (a) BSEB reserves the right to divide the work among more than one bidder depending on the capability of bidder.
8. Agency will provide training to all the deployed personnel for the said work as specified in the scope of work or required by the Board.
9. **The time schedule may be required to be adjusted as per requirements of the BSEB from time to time as the work of processing of results is highly time bound.**
10. The bidder shall be required to undertake full responsibility of the safe custody and to maintain secrecy of documents supplied by the Board. Each document and data given by the Board shall be kept strictly confidential and no part of it shall be divulged to any person at any time without written authorization from the Board. In case of lapse, the computing agency will be fully responsible for the consequence.
11. The Manpower proposed to be deployed by the bidder shall be subject to screening by the board, to ascertain their suitability and skills.
- 12.

- (a) Answer books, OMR sheets, Barcode stickers, Envelops and Bags will be delivered by the board in phased manners as per schedule mutually decided.
 - (b) Output reports/Data will be delivered by the agency concerned as per the board's requirements.
13. The Data checking will be responsibility of the agency.
 14. The reports will have to be prepared as per instructions of the Board in the formats given/approved by the Board after getting clearance in writing from the Board and will have to ensure 100% accuracy. For a mistake agency will have to pay charges as defined in **the tender document**.
 15. The agency will have to supply up to two copies of each report whenever number of copies required is not mentioned.

SECTION-V
Scope of Work

1. **Volume of work :**
 - a) Secondary : Approx **1 Crore** answer books. (Figures may vary)
 - b) Senior Secondary : Approx **90 Lakhs** answer books (Figures may vary) &
Approx **25 Lakhs** OMR Sheet (Figures may vary)

2. The bidder needs to perform following works

Work -1(For Secondary and Senior Secondary)

- a) Pasting barcode stickers on Answer Scripts
- b) Tearing off the flying slips from the Answer books
- c) Packaging of Flying slips of Answer book in specified packets/bags
- d) Packaging of Answer Books in specified packets/bags

Work -2 (For Senior Secondary)

- e) Tearing off the flying slips from OMR sheet.
- f) Packaging of flying slips & OMR sheet in specified packets/bags.

4. The bidder has to provide manpower at 38 district headquarters of Bihar State for the said work as per following details (Numbers may vary).

4.1 It is expected that one person shall handle 800 Answer books that include - Pasting the barcode Stickers on Answerbooks, tearing off the flying slips from Answerbooks, Packeting of Answerbooks/OMR sheets & Flying slips in one day working hours.

4.2 District wise estimated manpower strength shall be required for the said work.

S.N	NAME OF DISTRICT	ESTIMATED MANPOWER REQUIRED(Nos may vary)
1	ARARIA	59
2	ARWAL	52
3	AURANGABAD	134
4	BANKA	64
5	BEGUSARAI	107
6	BETTIAH	97
7	BHABUA	60
8	BHAGALPUR	104
9	BHOJPUR	126
10	BUXAR	73
11	DARBHANGA	103
12	GAYA	188
13	GOPALGANJ	121
14	JAMUI	60
15	JEHANABAD	47
16	KATIHAR	72
17	KHAGARIA	74
18	KISHANGANJ	27
19	LAKHISARAI	53
20	MADHEPURA	72
21	MADHUBANI	140

22	MOTIHARI	152
23	MUNGER	63
24	MUZAFFARPUR	142
25	NALANDA	112
26	NAWADA	106
27	PATNA	162
28	PURNEA	66
29	ROHTAS	142
30	SAHARSA	57
31	SAMASTIPUR	153
32	SARAN	182
33	SHEIKHPURA	25
34	SHEOHAR	15
35	SITAMARHI	81
36	SIWAN	147
37	SUPAUL	68
38	VAISHALI	174
Total		3680

The numbers above are indicative and may be changed by the board.

5. The bidder has to arrange one supervisory staff on every 15 staffs or part thereof for the said work.
6. The manpower mentioned in column 4.2 should be at least 10th passed & the supervisory staff mentioned in point 5 should be at least intermediate passed.
7. Sealed bags of used answer book handed over to the Bidder are to be unsealed and then to be grouped subject-wise as of the count 200 except last bag.
8. Each answer book will have its first page as OMR sheet having student's particulars at which barcode stickers are to be pasted subject wise in specified columns.
9. After pasting of bar code stickers, the Bidder will have to tear off the flying slips (right side of OMR Answer book), and will prepare bundle of 200 flying slips in each separate envelop. Similarly prepare bags containing 200 answer books to be kept in each separate bag. Then the Bidder will seal the bags having unique bag numbers and other details.
10. After sealing, all such bags of barcoded answer books and Flying slips having bag number & count of answer books & range of Barcode sticker numbers, will be handed over to Board's officials.
11. The bidder has to handover all unused/wasted barcode stickers to Board officials along with complete report.
12. The bidder has to work as per the directives/instructions given by the board. Completion of the work within given period is the essence of this tender document. The said work has to be done in 24x7 mode and the given job has to be completed within given time frame.
13. The Bidder shall have to arrange sufficient tools and utensils viz, metal scale, sealing wax plastic cello tape, ribbon etc. at given premises for the purpose of pasting barcode stickers on Answer Scripts, tearing off the flying slips from the Answer books, Packeting of Flying slips in specified envelop, and Packeting of Answer books in specified bags at each barcoding center of 38 district headquarters of Bihar State.

14. The Bidder will supply a hard and soft copy of above reports after the work completion on daily basis.

Responsibilities of the Board :

- (i) To hand over sealed bags of used answer books to the bidder on daily basis.
- (ii) To handover pre-printed barcode stickers with count & other details to the bidder.
- (iii) To provide sufficient number of envelopes/bags required for packing of flying slips.
- (iv) To provide adequate secured working space.

3. Responsibilities of the Party :

- (i) One day before commencement of the scheduled work, the Agency will have to arrange sufficient tools and utensils viz, metal scale, sealing wax plastic cello tape, ribbon etc. at given premises for the purpose of pasting barcode stickers on Answer Scripts, tearing off the flying slips from the Answer books, Packeting of Flying slips in specified envelop, and Packeting of Answer books on the location decided by the Board.
- (ii) The Agency shall be responsible for safe custody of documents after handing over sealed bags.
- (iii) The Agency will submit daily status report to the authorized official of the Board.
- (iv) The Agency should meet out the daily target in view of scope of work.
- (v) To handover sealed bags after regrouping along with control sheet to designated officials of the Board. Not any single answer book be inserted in bags without sticker pasted on it.
- (vi) The agency must maintain 99.9% accuracy in the said work.
- (vii) The Agency shall have responsibility to match barcodes & answer books provided by board's officials with the no. of flying slip and to report immediately the difference before handing over to the resealed bags back to board official.
- (viii) The agency shall have to bear all the cost of deployment of manpower and execution of the said work i.e -Transportation, Fooding, Lodging, tools and utensils viz, metal scale, sealing wax plastic cello tape, ribbon etc.

SECTION-VI
Bihar School Examination Board, Patna
Technical Performa

Name of company/Firm				
Year of Establishment				
Address				
Phone with std code				
Mobile				
Email id				
PAN No				
Type of company prop. /partners/ private limited.				Attachment
Experience for supply of manpower to Central/State Government/PSUs or any organization which is under Central/State Govt. during last 3 Years (2013-2016)				(Copy of Work order) Attachment
Turn Over of last 3 year in Crores (2012-13,2013-14,2014-15)	2012-13	2013-14	2014-15	Attachment
Blacklisted / debarred ?				(Self certified letter) Attachment
Service tax registration No.				Attachment
BID Form (Section VIII)				Attachment
Declaration about relationship with BSEB Employee (Section X)				Attachment
About company premises (Owned/rented Area				Attachment

3. Details of Employee/Manpower:

Item Name	Nos.
Total No of Employees on Roll	
Total No of Supervisors	
Total No. of skill manpower for the said work	

Certified that all the terms and conditions of this TENDER, in view of scope of work , are accepted by us.

Dated

Signature of the Owner with rubber seal of the firm

SECTION-VII
Bihar School Examination Board, Patna.
Financial Performance Performa

Rates for Pasting the barcode Stickers on Answerbooks, tearing off the flying slips from Answerbooks and OMR sheets, Packeting of Answerbooks, OMR sheets & Flying slips” for Secondary and Senior Secondary Examination 2017

Certified that after going through the above terms & conditions with scope of work attached, I/We submit our rates inclusive of all taxes as applicable:

Name of Item	Weightage (Wi)	Job description		Rates in figures in Rupees	Rates in words
Answer Book (For Secondary and Senior Secondary)	W1 = 190	Pasting the barcode Stickers on Answerbooks, Tearing off the flying slips from Answerbooks, packaging of Answerbooks & Flying slips (As per scope of work) per Answer book.	N1		
OMR Sheet (For Senior Secondary)	W2=25	Tearing off the flying slips from OMR sheets, packaging of OMR sheets & Flying slips (As per scope of work) per OMR sheet.	N2		

For the purpose of selection, financial bid with lowest weighted average as per following formula shall be qualified for awarding the tender:-

$$\text{Weighted average (F)} = \frac{\sum(W_i \times N_i)}{\sum W_i} = \frac{W_1 \cdot N_1 + W_2 \cdot N_2}{W_1 + W_2}$$

The Bidder with lowest weighted Average (F) as calculated above shall be awarded the Bid.

Authorized Signatory
(with name and seal)

Firm: _____ Phone: _____

Address: _____

Fax _____ Email: _____

SECTION VIII

BID FORM

Tender No.....

Dated at.....

A: (Name & Address of the Purchaser)

Dear Sir,

1. Having read the conditions of contract and services to be provided No the receipt of which is hereby duly acknowledged, we undersigned, offer to provide bar-coding system for answer sheets with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake, to enter into agreement within **7 (Seven) days** of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the Contract.
4. We agree to abide by this Bid for a period of **90 days** from the date fixed for Bid opening and it shall remain binding upon us and may be accepted of any time before the expiration of that period.
5. Until an agreement is signed and executed, this Bid together with written acceptance there of in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent replacement.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.

Date

Signature of In capacity of Duly authorized
to sign the bid for and on behalf of Witness
Address.....

Signature

SECTION-IX

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

To

Secretary,
Bihar School Examination Board, Patna, Bihar

Subject-

Authorization for attending bid opening in the Tender for Pasting the barcode Stickers on Answerbooks, tearing off the flying slips from Answerbooks and OMR sheets, Packeting of Answerbooks, OMR sheets & Flying slips for Secondary and Senior Secondary Examination 2017

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of (Bidder) in order of preference given below :

Order of preference	Name	Specimen Signature
1		
2		

Alternate Representative

Signature of bidder

Or

Officer authorized to sign the bid Documents on behalf of the bidder

- Note: 1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

SECTION X
Declaration regarding near relationship with BSEB Employee

S/o

R/o

Hereby certify that none of my relative(s) as defined in the Tender/Bid document is are employed in Bihar School Examination Board, Patna (BSEB). In case at any stage, it is found that the information given by me is false/ Incorrect, BSEB shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature:

Name:

Signed in capacity of:

Date:

SECTION-XI

DECLARATION

I _____do hereby declare that our firm is not blacklist, debarred or prohibited by Govt, of India / Govt, of Bihar or any other state Govt / Union Territory / any other Board / Authority during last five years. I also declare that no cases, criminal or civil, or enquiries are pending against the firm

Signature of M.D.
(or)
Authorized person