



# BIHAR SCHOOL EXAMINATION BOARD, PATNA

Sinha Library Road, Patna-800017

## VERY SHORT- TERM TENDER NOTICE NO. : PR- 34 /2021

Bihar School Examination Board, Patna invites sealed **Very Short-Term Tender** under two bid systems from the reputed, experienced & sound Firms /Companies/Agencies/Societies having adequate infrastructure and experience of handling the works of **“Disposal of used Answer Books of D.EL.ED for the period of (Year 2014-2019) from different evaluation centres viz. State Council of Educational Research and Training, Mahendru Patna; Saheed Rajendra Prasad Singh Rajkiya Uchchh Mahavidyalaya, Gardanibagh, Patna; Devipad Chaudhary Saheed Smarak Uchchh Mahavidyalaya, Patna & Kamala Nehru Uchchh Madhyamik Balika Uchch Vidyalaya, Patna”**

SL No.	Scope of work	Cost of tender document (In Rupees)	Earnest Money (In Rupees)
1	2	3	4
i	Disposal of used Answer Books of D.EL.ED. for the period of (Year 2014-2019) from 04 (four) evaluation centres located in Patna.	1,000/- (One Thousand) Non-Refundable	Rs. 50,000/- (Fifty Thousand) Refundable

### Tender Schedule/ Programme:

Sl. No.	Activity	Date/Time: Duration
1.	Sale/Download date of Tender documents	From 15-02-2021 to 22-02-2021 (11:00 Hrs.) ( <a href="http://biharboardonline.bihar.gov.in">http://biharboardonline.bihar.gov.in</a> )
2.	Submission of form fee & EMD in Hard copy/Original	22-02-2021 up to 13.00 Hrs. (Bihar School Examination Board, Sinha Library Road, Patna-800017)
3.	Date & time for opening of Technical Bid	22-02-2021 up to 14:00 Hrs.
4.	Date & time for opening of Financial Bid	22-02-2021 up to 15:00 Hrs.

- Detailed descriptions of the items and instructions for submitting your offer can be downloaded from e-tender website (<http://biharboardonline.bihar.gov.in>)
- As per Bihar Financial Rules 131(O) Bid Security (EMD) – The Bid Security (EMD) may be accepted in the form of account payee Demand Draft, Fixed deposit Receipt or Bank Guarantee from any of the commercial banks in an acceptable form, safeguarding the purchaser’s interest in all respects. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.
- Cost of tender document and EMD to be submitted to the Secretary, Bihar School Examination Board, Patna-17 on or before **bid opening date/time as mentioned in** Tender Schedule/ Programme.
- Corrigendum / Addendum, if any, will be published on the e-Procurement Portal, Bihar <http://biharboardonline.bihar.gov.in> itself.
- Contact Details:** Sh. Jai Kishore Singh, Nodal officer - +91 6299923095, E-Mail ID – [eproc-bseb-bih@gov.in](mailto:eproc-bseb-bih@gov.in)
- Note:** - Bihar school Examination Board reserves the right to accept/reject/reschedule any or all tenders without assigning any reasons.

sd/-  
**Secretary,**  
Bihar School Examination Board

Memo No. ....ST-77.....

/ Patna, Dated .....13..... February, 2021

Copy to: Public relation officer for publication of tender notice in newspaper.

**sd/-**

**Secretary**

Bihar School Examination Board, Patna



# बिहार विद्यालय परीक्षा समिति

BIHAR SCHOOL EXAMINATION BOARD

**Disposal of used Answer Books of D.EL.ED. for the period of (Year 2014-2019) from different evaluation centres viz. State Council of Educational Research and Training, Mahendru Patna; Saheed Rajendra Prasad Singh Rajkiya Uchchh Mahavidyalaya, Gardanibagh, Patna; Devipad Chaudhary Saheed Smarak Uchchh Mahavidyalaya, Patna & Kamala Nehru Uchchh Madhyamik Balika Uchch Vidyalaya, Patna”**

(Very Short-Term Tender Notice No.: PR- 34/2021)

# BIHAR SCHOOL EXAMINATION BOARD, PATNA

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## SCOPE OF WORK

**Answer Books to be disposed at following Evaluation Centres: -**

<b>Sl No.</b>	<b>Name of Evaluation Center</b>	<b>No. of Used Answer Book (Tentative) (1 Answer Book: 24 Pages)</b>
<b>1</b>	State Council of Educational Research and Training, Mahendru, Patna	<b>5,55,484</b>
<b>2</b>	Saheed Rajendra Prasad Singh Rajkiya Uchchh Mahavidyalaya, Gardanibagh, Patna	<b>1,92,692</b>
<b>3</b>	Devipad Chaudhary Saheed Smarak Uchchh Mahavidyalaya, Patna	<b>1,63,660</b>
<b>4</b>	Kamala Nehru Uchchh Madhyamik Balika Uchch Vidyalaya, Patna	<b>83,710</b>
<b>Total</b>		<b>9,95,546</b>

## **INSTRUCTION TO BIDDERS**

1. It has been decided by the board that there will be an agency for “**Disposal of used Answer Books of D.EL.ED. for the period of (Year 2014-2019) and Other Scrap Papers**”

- a) **Bid Submission:** The bidder shall submit his bid/tender on by Hand and Registered Post. The Bids should be submitted in two parts i.e. Technical Bid and Financial Bid.
- **Technical Bid:** - The Technical Bid should be submitted in separate envelope.
  - **Financial Bid:** - The Financial Bid should be submitted in separate envelope.
- b) The bidder must have to submit Rs. 1000/- (Rupees One Thousand) (non-refundable) towards the cost of the Tender Document in the form of DD in favour of “Secretary, Bihar School Examination Board, Patna”.
- c) The bidder must have to submit Rs. 50,000/- (Rupees Fifty Thousand) (refundable) towards the cost of the EMD in the form of DD in favour of “Secretary, Bihar School Examination Board, Patna”.
- d) In absence of any one of the above, the offer will be treated as non-responsive and summarily rejected.
- e) Relevant documents in support of the above criteria must be enclosed along with Tender documents failing which the bid will liable to be rejected.

### 2. **Documents/ Certificates**

The Tendering firms/ agencies are required to submit the photocopies of following documents, failing which their bids will be summarily/out -rightly rejected and will not be considered any further:

- (i) Registration certificate as per existing norms (Indicating the legal status– company/partnership firm/proprietorship concern, etc.)
- (ii) Copy of GST Registration Certificates
- (iii) Copy of PAN Card
- (iv) The Bidder’s Average Annual Turnover (AAT) of Rs. 20 (Twenty) Lakhs during the last three financial years out of four financial year (2016-2017, 2017-2018, 2018-19 and 2019-20) along with self-attested copy of Profit and Loss A/c. IT returns for any last three financial years (2016-2017, 2017-2018, 2018-19 and 2019-20) are to be enclosed in the Technical Bid.
- (v) Proof of experience for disposal of raddi paper (used Answer Books/ OMR Sheets/Scraps Paper) for at least one Deptt./ Ministry of the Govt. of India/ State Govt./ Public Sector Undertaking (PSU)/Examination Boards/Autonomous Bodies/Universities. (a copy each of at least one order received during each of last 2 years has to be attached).

### **3. Bid Security (EMD)**

As per Bihar Financial Rules 131(O) Bid Security (EMD): -

The Bid Security (EMD) may be accepted in the form of account payee Demand Draft, Fixed deposit Receipt or Bank Guarantee from any of the commercial banks in an acceptable form, safeguarding the purchaser's interest in all respects. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period. Bid Security (EMD) of Rs 50,000/- in favour of "Secretary, Bihar School Examination Board, Patna"

### **4. Signing of the bids**

- (a) The bid shall be typed or printed. All pages of the bid document shall be numbered consecutively and shall be signed and stamped by the bidder as proof of having read the contents therein and in acceptance thereof.
- (b) All entries in the bid form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached.
- (c) The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be signed by the person/persons signing the bid.

### **5. Rejection of incomplete and conditional tenders**

- (a) The incomplete and conditional tenders will be rejected. Quoting unrealistic rates will also be treated as disqualification.

## ELIGIBILITY CRITERIA

Only such bidder who are reputed, experienced Firm /Company/Agency/Society meets the following conditions, can participate in the bid:

- (a) The invitation is open for competent Bidders.
- (b) The bidder must be a registered Sole Proprietorship/Partnership firm/company. Self-attested Documentary proof of registration of Sole Proprietorship/Partnership firm/company must be attached.
- (c) The bidders must have a valid PAN and must submit self-attested copy of the same.
- (d) The bidders must have a GST Registration Certificates and must submit self-attested copy of the same.
- (e) The Bidder's Average Annual Turnover (AAT) of Rs. 20 (Twenty) Lakhs during the last three financial years out of four financial year (2016-2017, 2017-2018, 2018-19 and 2019-20) along with self-attested copy of Profit and Loss A/c. IT returns for any last three financial years (2016-2017, 2017-2018, 2018-19 and 2019-20) are to be enclosed in the Technical Bid.
- (f) The tenderer should have at least 02 years' experience of disposal of raddi paper (Used Answer Books, OMR Sheets, and Scrap papers). Proof of experience for disposal of raddi paper (used Answer Books/ OMR Sheets/ Scrap Paper) for at least one Deptt. / Ministry of the Govt. of India/ State Govt./ Public Sector Undertaking (PSU) /Boards/ Autonomous Bodies/ Universities. **(a copy each of at least one order received during each of last 2 years has to be attached)**
- (g) List of organizations to which such work done by the firm should be enclosed.
- (h) All the relevant documents must be signed /attested by the Bidder.



## **TERMS & CONDITIONS**

1. Tender are invited for **Disposal of used Answer Books of D.EL.ED. for the period of (Year 2014-2019) and Other Scrap Papers.**
2. The bidders should quote their highest rates based upon the Terms and Conditions forming part of tender document. Order will be placed to the successful bidder (quoting highest rates of purchase) out of the eligible bidders.
3. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received / opened on the next working day.
4. The security deposit (EMD) of bidders, whose rates are not approved, will be returned within 30 days upon finalization of the tenders. No interest will be paid on the amount of the security deposit. However, the security deposit of the bidder, whose rates are accepted, will be returned on submission of performance security.
5. The right to accept a bid will rest with the Secretary, Bihar School Examination Board (BSEB) who reserves the right to reject any or all the bids without assigning any reason thereof.
6. In case, the vendor fails to comply the terms & conditions, the Board may terminate the contract without assigning any reason and is free to dispose of the Raddi items in such a manner as may be deemed appropriate.
7. The successful bidder will be liable to complete the job of lifting the material from the Evaluation Centres in Patna within a period of **15 days** of getting the order. If the successful bidder does not start work in time or stops the work midway or leaves the work altogether, his performance security will be forfeited and the Board shall have the right to cancel the order.
8. No bidders will be allowed to withdraw after submission of bids/ opening of the tender; otherwise the EMD submitted by the firm is liable to be forfeited.
9. The vendor is responsible for Disposal of all type of materials (used Answer Books, OMR Sheets, flying slips, OMR award sheet, Marks Foils and Scraps Paper) by his own labourers and the cost towards transportation, packing, loading, unloading etc. will also be borne by the vendor himself.
10. The waste paper being lifted from the Board will be used only for recycling in paper mill or in pulp industry or will be destroyed in an appropriate manner to ensure official secrecy.
11. Bidders may visit the Board premises and inspect the quantity, condition and type of material being sold.
12. The Bidder may inspect all type of materials stored at different Evaluation centres in Patna districts of Bihar from Date-15/02/2021 to 16/02/2021 time 10:30 AM to 04:00 PM (in working days).
13. The Bidder is fully responsible for analysis of actual quantity of Disposal materials (used Answer Books and Scrap Papers) by all means situated at 04 different Evaluation centres in Patna District.
14. Any kind of claim/obligations/objection of Bidder would not be entertained for quantity of Raddi materials after opening the tender. Be sure about the quantity of Disposal materials before participation in Tender.
15. **Rates/ Prices**
  - (i) The rates should be quoted in Indian Rupees only in words as well as in figures. The rate shall be quoted as mentioned in financial bid format. The bidder shall quote the rate with applicable taxes

separately. If these levies are included in the price quoted without giving the break up details, such bids will summarily be rejected.

#### **16. Performance Security**

As per Bihar Financial Rules 131 (P) Performance Security

Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank in an acceptable form safeguarding the purchase interest in all respects.

- (i) The successful bidder shall be required to deposit an amount equal to 5% of the tendered value of the assigned work within 07 days of conveying BOARD' for accepting the bid as Performance Security.
- (ii) If the contractor fails or neglects any of his obligations under the contract it shall be lawful for the BOARD to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

#### **17. Penalty**

- (i) It will be the responsibility of the Bidder to pick up disposable items in accordance with stipulated time frame, otherwise, the BIHAR SCHOOL EXAMINATION BOARD may impose penalty.
- (ii) If the Successful Bidder stops the pickup without completing it, the BIHAR SCHOOL EXAMINATION BOARD may get the work completed from another firm and the bidder will have to reimburse the expenditure incurred.
- (iii) If the material is not lifted within the stipulated period given in the work order, a penalty of Rs.1000/- per day will be imposed maximum for delay of **15 days** which will be recovered from the Performance guarantee and in case of delay by more than **15 days** the entire amount of Performance Security will stand automatically forfeited and work will be awarded to the second highest bidder or decision of the Competent Authority of the Board shall be final in this situation

18. All disputes, differences and questions arising out of or in any way touching or concerning this tender or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitrator appointed by the Secretary, Bihar School Examination Board, Patna.

#### **19. Rights of the BSEB**

- (iv) BSEB reserves the right to accept/reject any or all the bids in whole or in part and annul the bidding process without assigning any reason whatsoever and is not bound to accept the highest tender.
- (v) BSEB reserves the right to award the tender to more than one Bidder.
- (vi) BSEB reserves the right to relax/ withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.
- (vii) If a firm after award of the contract, violates any of the terms & conditions, it shall be liable to be blacklisted and its EMD shall be forfeited.

#### **20. Mode of Payment**

The Payment against disposal of Raddi papers shall be deposited through cross demand draft/ Electronic transfer in favour of Secretary, BIHAR SCHOOL EXAMINATION BOARD payable at Patna before lifting the waste materials from the office premises.

**21. General / others**

- (i) The bidders will be bound by the details furnished by him / her to the Board while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
- (ii) In no circumstances, the firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice and EMD will be forfeited.
- (iii) All taxes and levies will be paid by the bidder only. Other charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be borne by the tenderer only.
- (iv) It will be responsibility of the vendor to pack the required Disposal material by his own labours and the cost thereon will also be borne by the vendor himself.
- (v) If the successful Bidder fails to lift the material within **15 days** of receipt of intimation from the BSEB, the Board reserve the right to impose forfeiture of the EMD, without prejudice to any other right available to the BIHAR SCHOOL EXAMINATION BOARD, Patna.

**22. Jurisdiction**

Any legal action pertaining to this Tender shall be subject to the jurisdiction of Courts of Patna.

I/We have carefully read the above terms & conditions and undertake to abide by the same.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of the party with stamp)

Name: \_\_\_\_\_ Mobile

No. \_\_\_\_\_

Address \_\_\_\_\_

**TECHNICAL BID****Tender Notice No- PR-34/2021**

<b>Sl. No.</b>	<b>Particulars</b>	
1.	Name of the bidder	
2.	Address of the bidder	
3.	Contact Details of the bidder Mobile No. E-mail	
4.	Name of Proprietor/Partners/Directors of the firm/Agency	
5.	Registration and incorporation particulars of the bidder indicating legal status such as company, Partnership / Proprietorship concern, etc. (Pl. Attach copies of the relevant Documents/ Certificates)	
6.	GST registration details (Attach copies of the relevant Documents/ Certificates)	
7.	Copy of Permanent Account Number (PAN) of the bidder	
8.	Average Annual Turnover (AAT) of Rs. 20 (Twenty) Lakhs during the last three financial years out of four financial year (2016-2017, 2017-2018, 2018-19 and 2019-20). (Attached self-attested copy of Profit and Loss A/c)	
9.	IT returns for any last three financial years (2016-2017, 2017-2018, 2018-19 and 2019-20) (Attached self-attested copy of IT Returns.)	
10.	Declaration regarding blacklisting or otherwise by the Govt. Departments/Autonomous Body etc. private institutions as per <b>Annexure III</b>	
11.	The tender document (all pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed.	
12.	<b>Experience Certificate</b> of at least 02 years' experience of disposal of raddi paper (Used Answer Books/scrap papers). Proof of experience for disposal of raddi paper (used Answer Books/ OMR Sheets/ Scrap Papers) for at least one Deptt. / Ministry of the Govt. of India/ State Govt./ Public Sector Undertaking (PSU) /Boards/ Autonomous Bodies/ Universities. (a copy each of at least one order received during each of last 2 years has to be attached)	
13.	Bidders to ensure that all Pages have been signed and stamped by the authorized persons.	

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to me/us.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of the party with stamp)

Name: \_\_\_\_\_ Mobile

No. \_\_\_\_\_

**FINANCIAL BID**

**Tender Notice No- PR-34/2021**

I/we have gone through the tender document, understood it fully and declare that I/ we shall abide by the terms and conditions mentioned therein for supply of the items required. My / our rates are as under:

**Name of Bidder** .....

<b>Sl. No.</b>	<b>Name and Head</b>	<b>Stored at</b>	<b>Quoted Rate Amount in Rs. (Exclusive of all Taxes)</b>	<b>Applicable tax rate and its amount</b>	<b>Total Rate Amount in Rs. (Inclusive of all Taxes)</b>
i	Lifting and disposal of used D.EL.ED. answer books for the period of (Year 2014-2019) from 04 (four) evaluation centres located in Patna.	Evaluation Centres located in Patna			

Note: The Bidder may visit the Bihar School Examination Board Office and Different Evaluation Centre located in Patna) to see the Disposal materials, if they so desire, before quoting the rates.

\*TCS- 1% above applicable GST

I/ we certify that the information furnished above is true and correct. The terms and Conditions are acceptable to me/us.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of the party with stamp)

Name: \_\_\_\_\_ Mobile

No. \_\_\_\_\_

**DECLARATION OF NEVER BEEN BLACKLISTED**

UNDERTAKING (To be submitted with Technical Bid) It is certified that my firm/ agency/ company has never been black listed by any of the Departments/ Autonomous Institutions/ Boards/Universities/Public Sector Undertakings of the Government of India or any other State Government or reputed educational institutions and no criminal case is pending against the said firm/ agency as on tender opening date.

(Authorized Signature)

Name of the Authorized person: \_\_\_\_\_

Name of the Company: \_\_\_\_\_

Address of the company: \_\_\_\_\_

Contact No. : \_\_\_\_\_

Email Id: \_\_\_\_\_

Seal of the company:

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Declaration of the Vendor regarding Recycling of Papers**

(Please Strike out whichever is not applicable to you)

- I do hereby declare that the used & unused answer books and scrap paper purchased through this tender shall be recycled in full in paper mill / Pulp Industry and shall not be used for any other purposes. Board shall be free to take action against me/us if the same is not found to be true.
- The used answer books and scrap paper purchased by me/us through the previous tender notice has been fully recycled in paper mill ..... / Pulp Industry .....and that it has not been used otherwise.

Authorized Signature)

Name of the Authorized person: \_\_\_\_\_

Name of the Company: \_\_\_\_\_

Address of the company: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Email Id: \_\_\_\_\_

Seal of the company: \_\_\_\_\_