



Bihar School Examination Board

Sinha Library Road, Patna-800017

NOTICE INVITIG SHORT TENDER

Short Tender Notice No. PR -287 /2020

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 and “Providing Logistic Services for Execution of Secondary & Senior Secondary Examination-2021 (Annual & Compartmental) and Other Examinations at Barcode Centres, Evaluation Centres at All Regional Offices and BSEB Main Building at Patna as per Decision of BSEB”.

SL No.	Scope of work	Cost of tender document (In Rupees)	Earnest Money (In Rupees)
1	2	4	6
i	Providing Logistic Services for Execution of Secondary & Senior Secondary Examination-2021 (Annual & Compartmental) and Other Examinations at Barcode Centres, Evaluation Centres at All Regional Offices and BSEB Main Building at Patna As Per Decision of BSEB	Rs. 1000/- (One Thousand) (Non-Refundable)	Rs. 2,00,000/- (Two Lakh only (Refundable))

Tender Schedule/ Programme:

Sl. No.	Activity	Date/Time: Duration
1.	Sale/ Download Date of Tender documents	From 17-11-2020 to 01-12-2020 (11:00 Hrs.) (http://biharboardonline.bihar.gov.in)
2.	Pre-bid Meeting	23-11-2020 up to 12.30 Hrs. (Bihar School Examination Board, Sinha Library Road, Patna-800017)
3.	Submission of Form Fee & EMD in Hard copy/Original	01-12-2020 up to 13.00 Hrs. (Bihar School Examination Board, Sinha Library Road, Patna-800017)
4.	Date & Time for Opening of Technical Bid	01-12-2020 up to 14:00 Hrs.
5.	Date & Time for Opening of Financial Bid	01-12-2020 up to 15:00 Hrs.

- Detailed descriptions of the items and instructions for submitting your offer can be downloaded from BSEB website (<https://www.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, Banker’s Cheque 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.

- Contact Details: Sh. Jai Kishore Singh, Nodal Officer (Tender) – +91 62999 23095
- Note: - Bihar school Examination Board reserves the right to accept/reject/reschedule any or alter tenders without assigning any reasons.

**Secretary,
Bihar School Examination Board, Patna**

SECTION -I

REQUEST FOR PROPOSAL

Bihar School Examination Board, Patna is responsible for the conduct of various examinations at school level in the entire state. For this purpose, applications through two bid open tender process is invited from reputed, experienced and technologically sound Firms/ Companies/ Agencies/ Societies having adequate infrastructure and experience of handling the work of **“Providing Logistic Services for Execution of Secondary & Senior Secondary Examinations (Annual & Compartmental 2021) and Other Examinations at Barcode Centres, Evaluation Centres at All Regional Offices and BSEB Main Building at Patna As Per Decision of BSEB”**.

INSTRUCTION TO BIDDERS

Tender is being floated for Providing Logistic Services for Execution of Secondary & Senior Secondary Examinations (Annual & Compartmental 2021) and Other Examinations at Barcode Centres, Evaluation Centres at All Regional Offices and BSEB Main Building at Patna As Per Decision of BSEB

1. **Scope of Work:** The bidder needs to perform following works for Secondary and Senior Secondary (Annual & Compartmental) Transportation of examination material will be taken care by BSEB at each location. Agency need to plan the packaging, logistic reporting, coordinating full order cycle with officials, materials handling and tracking of each material online.

A. **At Barcoding Center**

- a) Agency is expected to deploy 3 supervisors at each barcoding center for 13 days for intermediate and 8 days for Matric barcoding center. (Number of days may change)
- b) Supervising the packing of Used Answer book before and after barcoding at barcoding center.
- c) There will 38 barcoding center at each district headquarter.
- d) Agency has to supervise packing and prepare the report of each examination material i.e Used barcoded Answer book, barcoded Flying slip at each barcoding center.
- e) Agency needs to work under guidance of the chief secrecy officer at barcoding center.
- f) Agency has to used technology to track each examination material packet wise and cartoon wise, agency has to paste the label on each material bag to track it online.
- g) Need to accompany the team for handing over the barcoded flying slip and report for same to BSEB strong room officials at Patna.

B. **At Evaluation Center**

- a) Agency is expected to deploy 2 Supervisor at each evaluation center for 20 days for intermediate and 20 days for Matric evaluation center, but number of days may change for which pro rata addition/deduction of payment will be made in case of extra/ less number of number of days respectively.
- b) Supervising the handling of barcoded Answer at evaluation center.
- c) There may be 101 evaluation center for secondary and 80 Evaluation center for Intermediate all over Bihar, but this number may change.
- d) Agency has to supervise the properly packing and prepare the report of each examination material i.e evaluated OMR Award sheet, OMR Marks foils at each evaluation center.
- e) Agency needs to work under guidance of the Evaluation Director at evaluation center.
- f) Agency has to used technology to track each examination material packet wise and cartoon wise, agency has to paste the label on each material bag to track it online.
- g) Need to accompany the team for handing over the evaluated OMR Award sheet, OMR Marks foils and report for same to BSEB strong room officials at Patna.
- h) Supervise the barcoded Answer book packing and hand over the report and answerbook at Evaluation center.

C. **At BSEB Office/ All Regional Office**

- a) Handling of all exam materials to BSEB strong room officials with reporting at Patna.
- b) Monitoring of Scanning work and give daily status report to Examination controller each day.

- c) Provide the manpower as per annexure 3 and annexure 4 for each activity and no of days of activity at BSEB headquarter, Patna.
2. If work extends beyond this period, then above manpower have to stay for the extended period, manpower will be paid accordingly on pro-rata basis. BSEB may increase or decrease the number of days for editing work, if days increases payment will made on pro-rata basis, in case of decrease the no of days, payment will be deducted accordingly.
3. The above manpower (Project manager, supervisor, supporting staff) will have to be competent to handle such type of logistic work. If that manpower is not found competed or capable, then he/she will not be allowed by BSEB to work for the same and agency will require to replace such manpower immediately, in case of delay in substitution of such manpower penalty will imposed on agency for shortage of manpower as per penalty clause.

4. **Man power eligibility:**

Post	Qualification
Project manager	5 years Exp in managing project
Supervisor	Graduation + 3 years Exp of handling examination related data
Supporting staff	Matric Pass

5. **Number of Man days per human resources: Tentative (Number may change)**

Post	Total Man Days (approximate – figure may vary)
Project Manager	1000
Supervisor	4000
Supporting staff	20000

6. **Eligible Bidders:** The details of Eligibility criteria along with supporting documents has been given below:
- a) The bidder should have minimum average turnover of at least Rs. 02 Crore (Two Crore) in last 3 (three) consecutive financial years i.e. 2016-17, 2017-18, 2018-19 and 2019-20. (Attach certified copy of IT return/audited balance sheet).
- b) Proof of Satisfactorily Performance execution of similar works as specified in the eligibility criteria.
- c) The bidder must have handled at least two assignment of supplying manpower in the last 5 (Five) years in any Government department of (Central/ State) or in any private sector.
- d) The bidder must have GST Registration Number (Registration Number of the Firm/ Company/ Agency) and PAN of Firm/ Company/ Agency/ Society.
- e) The bidder should not be blacklisted / debarred by any Board/University/Govt. Department, till the time of bid submission (Attach Self certified letter).
- f) 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.
- g) Must possess ISO 9001 and ISO 27001

7. **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. Required amount of Tender Document fee and Earnest Money Deposit (EMD) for the amount in the form of Demand Draft should be submitted in favour of – Secretary, Bihar School Examination Board, Patna.

8. **Amendment to bid document:**

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

9. **Bid Price.**

- a) The bidder shall quote strictly as per Financial Bid given in financial bid form.
- b) 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 outlined in the tender document along with special conditions should be followed.

11. **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, Banker's Cheque 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. And

Bid Security (EMD) of Rs 2,00,000/- (Two Lakh) in favour of "Secretary, Bihar School Examination Board, Patna" must reach to BSEB office on or before the due date.

Performance Security with respect to defined scope of work may be adjusted against deposited (EMD).

EMD will be refunded after completion of work without interest.

12. **The Bid Security may be forfeited:**

- a) Once the firm submits a Bid, it cannot 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.
- b) In case of successful Bidders fail to sign the contract.
- c) In case of fraudulent and corrupt practices.

- d) 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.
13. **Submission of Bid.** The Bid submitted by the Bidder shall be in two separate parts: -
- Part 1: Technical Bid**
- Part 2: Financial Bid**
12. **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.
14. **Evaluation:**
- a) The Technical Bid shall be opened and evaluated first and then the marked “Financial Bid of those bidder who qualify in Technical bid evaluation will be opened. If the cost of the Bidding Documents 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.
- b) 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.
- c) The Board will prepare minutes of the Bid Opening, including the information disclosed to those present in the meeting.
- d) 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.
- e) Bidders or their duly authorized representative(s), whose Technical Bids are found responsive may attend the meeting of opening of Financial Bids.
- f) 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.
- g) Technical Bid will be evaluated by the Committee.
- h) Premises of technically qualified agencies may be visited/ inspected by the committee of Board's officers to ensure competency and capability of the agency without disclosing the date of visit.
- i) Financial Bids of only those bidders will be opened who are found suitable and eligible as per technical bids and inspection.

15. **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 within 7 (Seven) days of issue of letter of work order.

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 (As per decision of BSEB)

If in the opinion of BSEB, the lowest Bidder (L1) is unable to provide required service as specified in Scope of work section for whole / part of the defined scope of work, BSEB may divide the work among other bidders (L2, L3 etc) at the lowest rate (of L1) to rendered Logistic Services for Execution of Secondary & Senior Secondary Examinations (Annual & Compartmental 2021) and Other Examinations at Barcode Centres, Evaluation Centres at All Regional Offices and BSEB Main Building at Patna As Per Decision of BSEB

16. **Execution Time Limit:**

- a) The time period as stipulated in the contract or letter of intent shall be deemed essence of the contract.
- a. Manpower requirement will be given by Board in 15 days a.
- b. For some cases for official works BSEB may ask for manpower on short notice.

17. **Payment Terms:**

- a) The charges will be paid on the actual number of manpower employed for BSEB.
- a. No advance payment will be made under any circumstances.
- b. The payment would be made on submission of invoice upto 3 weeks by the Vendor to the Bihar School Examination Board, Patna.
- c. 80% Payment would be released within one month of the successful completion of the job. Any deductions / penalties if any shall be deducted from the bill.
- d. 20% Payment would be released after examination result declaration, within one month.

18. **Penalty Terms:**

- a) Agency needs to provide the manpower as requirement and as work order to be given to them. In case if the agency will unable to provide exact number of required manpower in any District or any location, then penalty will be charged at the rate of 4 times cost on differences of the figures. For example, if only 60 supporting staff executives deployed instead of 100 as per order then and supporting staff cost is Rs 500/- per day, then penalty will be of $3 * 40 * 500 = \text{Rs } 60,000$.
- b) In case of any mistake found in packaging, loss of bag/envelop the party will have to pay Rs 50,000/- per such mistakes/errors.
- c) Agency need to give all tracking reports, daily monitoring reports any alarming situation to board on daily basis. If report will be delivered to BSEB, then 50,000/- per wrong reporting penalty will be charged.

19. **Rates:**

- a) Rates must be Exclusive of GST.
- b) 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 bidder and shall not be subject to any upward modification whatsoever. Mutual amendments in the scope of work can be made.

20. **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.
21. **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.
22. **Termination of Contract:** BSEB may without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts.
- a) If the bidder fails to execute the job within stipulated time frame or to the entire satisfaction of BSEB.
 - b) If the bidder fails to perform any other obligation (s) under the contract.
 - c) 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.
23. **Termination for insolvency:** BSEB may also by giving written notice of 7 days 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.
24. **Right to vary quantities:** Bihar School Examination Board, Patna (BSEB), reserves 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.
25. **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.
26. **Period of validity of bids :**
- a) 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.
 - b) 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.
27. **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.
28. **Corrupt or Fraudulent Practices:**
- a) 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.
 - b) "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.
 - c) "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.

- d) 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.
- e) Any firm found involved in above cases may be blacklisted by the Board.
29. **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.
30. **Extension of Work:** The allotment of work will be made for 2021 examinations only in the first instance, which may be further extended for further 3 years as per mutual decision of the Board and the agency and subject to performance to be reviewed every year.
31. 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.
32. 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.
33. 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.
34. The Manpower proposed to be deployed by the bidder shall be subject to screening by the board, to ascertain their suitability and skills.
35. Output reports/Data will be delivered by the agency concerned as per the board's requirements.
36. The Data checking will be responsibility of the agency.
37. 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.
38. The agency will have to supply up to two copies of each report whenever number of copies required is not mentioned.
39. **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.
40. **Arbitration:**
- a) 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.

- b) 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.
- c) 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.
- d) Jurisdiction for all the matters related shall be district court Patna, Bihar.

Bihar School Examination Board, Patna

Short Tender Notice No. - 287/2020

Part – I: Technical Bid

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 Logistic services to Central/State Government/PSUs or any organization which is under Central/State Govt. during last 5 Years (2015-2020)		(Copy of work order) Attachment
Turn Over of last 3 consecutive year out of following FY: (in Crores)		Attachment
2016-17		
2017-18		
2018-19		
2019-20		
Blacklisted / debarred?		(Self-certified letter) Attachment
Service tax registration No.		Attachment
Declaration about relationship with BSEB Employee		Attachment
About company premises (Owned/rented Area		Attachment
Details of Employee/Manpower: a) Total No of Employees on Roll b) Total No of Supervisors c) 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

Bihar School Examination Board, Patna

Short Tender Notice No.- 287/2020

Part – II : Financial Bid

Rates for Providing Logistic Services for Execution of Secondary & Senior Secondary Examinations (Annual & Compartmental 2021) and Other Examinations at Barcode Centres, Evaluation Centres at All Regional Offices and BSEB Main Building at Patna As Per Decision of BSEB.

Certified that after going through the above terms & conditions with scope of work attached, I/We submit our rates exclusive of GST:

S.n	Manpower	Rate for Manpower Per day Rs (in figure) (Exclusive of GST)		Rate for Manpower Per day Rs (In words) (Exclusive of GST)
1	Project Manager	F1		
2	Supervisor	F2		
3	Supporting Staff	F3		
	Total	Ft		

For the purpose of selection, financial bid with lowest total financial value as per following formula shall be qualified for awarding the tender: - Total Financial value (Ft) = F1+F2+F3

Authorized Signatory
(with name and seal)

Firm: _____

Address: _____

Mob: _____

E-mail : _____

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:

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

Authorized person