

पत्रांक-बि0क0च0आ0-प्र0-02 / (लेखा)-49 / 2018(अंश).....

बिहार कर्मचारी चयन आयोग,  
पो0-वेटनरी कॉलेज, पटना-14  
निविदा आमंत्रण सूचना

ज्ञापांक सं0-.....1343/आ.

पटना दिनांक-.....26.6.2021

वित्तीय वर्ष-2021-22 में बिहार कर्मचारी चयन आयोग, पटना द्वारा आयोजित किये जाने वाले विभिन्न परीक्षाओं हेतु Biometric की सुविधा उपलब्ध कराने की आवश्यकता है। इसके लिए प्रतिष्ठित फर्म/आपूर्तिकर्ताओं से सीलबंद लिफाफे में दिनांक-26.06.2021 से 05.07.2021 तक प्रत्येक कार्य दिवस को पूर्वाहन्-10:30 बजे से अपराहन् 5:00 बजे तक निविदा आमंत्रित की जाती है। उक्त निर्धारित तिथि तक प्राप्त निविदाएँ दिनांक-06.07.2021 को अपराहन् 1:00 बजे खोली जाएगी। निविदा से संबंधित सभी प्रपत्र एवं शर्त आयोग के Website-<http://bssc.bihar.gov.in> पर प्रदर्शित हैं। इच्छुक फर्म/एजेंसी आयोग के Website:-<http://bssc.bihar.gov.in>से Download कर निविदा स्पीड पोस्ट/निबंधित डाक के माध्यम से इस प्रकार भेजें कि यह दिनांक-05.07.2021 के अपराहन् 5:00 बजे तक सचिव, बिहार कर्मचारी चयन आयोग, पटना को प्राप्त हो जाय। सीलबंद निविदा के लिफाफा के ऊपर निविदादाता का नाम, पता एवं दूरभाष संख्या निश्चित रूप से अंकित रहना चाहिए।

  
24/6/21  
सचिव

बिहार कर्मचारी चयन आयोग, पटना।

Date: 26 /06 /2021

## **Bihar Staff Selection Commission**

**Veterinary College, Samanpura,  
Sheikhpura, Patna-800014 (Bihar)**

**Phone: 0612 222 7728**

**Website: [bssc.bih.nic.in](http://bssc.bih.nic.in)**

**Email: [secybssc@gmail.com](mailto:secybssc@gmail.com)**



**Tender response invited from experienced agencies for  
Empanelment to provide Security Ancillary services  
during multiple examination being conducted by  
BSSC, Patna throughout the State**

## **DISCLAIMER**

The information contained in this Request for Proposal document ("RFP") or subsequently provided to BIDDERS, whether verbally or in documentary or any other form by or on behalf of the Bihar Staff Selection Commission (BSSC) or any of its employees or advisers, is provided to BIDDERS on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by BSSC to the prospective BIDDERS or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Bids pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by BSSC in relation to the services. Such assumptions, assessments and statements do not support to contain all the information that each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for BSSC, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the BIDDERS is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. BSSC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

BSSC, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

BSSC also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP.

BSSC 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 RFP.

The issue of this RFP does not imply that the BSSC is bound to select an Bidder or to appoint the Selected Bidder, as the case may be, for the desired services and BSSC reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

Time and Quality is of essence. BSSC reserves the right to go ahead with the bid process in case of single bidder. It is also not bound to accept the lowest financial offer and may negotiate with the most technically qualified bidder.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by BSSC or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will be borne by the Bidder and BSSC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder

in preparation or in submission of the Proposal, regardless of the conduct or outcome of the selection process. No contractual obligation whatsoever shall arise from the tender process unless and until a formal contract is signed and executed by duly authorized officers of the Bihar Staff Selection Commission (BSSC) with the vendors/bidders.

## **NOTICE INVITING TENDER**

### **1. ABOUT BIHAR STAFF SELECTION COMMISSION**

The Bihar Staff Selection Commission (BSSC) is a body created by the Constitution of India to select applicants for civil service jobs in the Indian state of Bihar according to the merits of the applicants.

Recruitment is made by two methods:

- i. Direct Recruitment: Direct recruitment is made mainly by way of conducting competitive examination in which the selection is done on the basis of either of the following procedures.
  - a) Main (Written) Examination and Interview of the successful candidates of the Preliminary Test prescribed under rules
  - b) Written Examination and Interview
  - c) Interview
- ii. Promotion: Promotion is granted to civil servants through the Departmental Promotion Committee (under the chairmanship of the Commission) constituted for the same and in accordance with the rules framed by the State Government.

### **2. ABOUT TENDER**

Tender response invited from experienced agencies for Empanelment to provide below service during multiple examination being conducted by BSSC, Patna throughout the State.

- A. Biometric Authentication and Attendance Marking service

### **3. IMPORTANT SCHEDULE AND DETAILS**

1	NIT No.	
2	Mode of Submission	Offline only
3	Bid Securing Declaration (BSD)	<ul style="list-style-type: none"><li>• Bidders shall physically submit Bid Securing Declaration (BSD) in a sealed envelope tiled "Tender response invited from experienced agencies for Empanelment to provide Security Ancillary services during multiple examination being conducted by BSSC, Patna throughout the</li></ul>

		<p>State” to the BSSC before the bid submission end date.</p> <ul style="list-style-type: none"> <li>• Scanned copy of BSD also needs to be submitted along with hard copy of Technical bid.</li> <li>• Bidder has to submit BSD to the BSSC official in Hard copy, at least a day or 24 hours before the closing of Last date/time of Bid Submission.</li> <li>• Receipt of successful submission of BSD has to be submitted along with the Technical bid. If not complied, bid will not be considered for opening and rejected out-rightly.</li> </ul>
4	Tender Fee	INR 5,000 only
5	Last date & time of Bid Submission	05 /07 /2021 upto 05:00 PM
6	Technical Bid Opening Date& Time	06 /07 /2021 at 01:00 PM
7	Financial Bid Opening Date <i>(Only for those Bidders who will be able to qualify the scrutiny of the Technical Bids)</i>	It will be informed after Technical Bid.
8	Address for Communication	Bihar Staff Selection Commission Veterinary College, Near airport, Samanpura, Sheikhpura, Patna– 800 014 (Bihar)

#### **4. CONTRACT PERIOD**

The Empanelment contract shall be for a period of three years, extendable for another two years on satisfactory performance, from the date of award of work.

**Sd/-  
Secretary  
BSSC, Patna**

## 5. DETAILED SCOPE OF WORK

### **SOW–IMPERSONATION CONTROL THROUGH BIOMETRIC AUTHENTICATION AND ATTENDANCE MARKING SERVICE**

BSSC Patna is keen to implement Biometric authentication system to make the examination process robust by implementing one of the mechanism from below such as

5.A.1 Touchless IRIS capturing and Facial recognition of candidate by verifying Candidate's identity on real-time basis **OR,**

5.A.2 Digital Finger-print capturing and Facial recognition of candidate by verifying Candidate's identity on real-time basis

to monitor various activities of the candidates at the sub-centres spread all over the India. Examination date and list of examination centres will be provided to the successful Bidder by the BSSC Patna at least 2 weeks before the date of commencement of examination.

- i. BSSC will provide centre-wise data (Roll numbers, Photos, Name, Exam date/shift etc.) of all registered candidates to the Bidder. Bidder will then use this data for Face recognition device & IRIS/ Finger-print capturing, and shall enable respective mechanism and candidate verification during the subsequent stages of the process.
- ii. Bidder will have to install QR code scanner integrated hand-held device of Touchless IRIS / Fingerprint scanner & Face recognition, along with manpower at each & every Examination centre at the time of examination.
- iii. Solution should have provision of real-time attendance monitoring system through secured web server.
- iv. Bidder has to maintain the entire database and application server at two different seismic zones within India, making one site as DC (Data centre) and other site as DR (Disaster recovery).
- v. QR code / Bar code containing roll number on the Admit card of the candidate should be scanned/read to auto-fetch the candidate details from Application Database (provided by BSSC) and in case, QR/Bar code is missing on admit card, then manual entry of roll number with candidate information has to be made. Thereafter, Fingerprint/IRIS capturing of candidate's and Face recognition by the Hand-held device shall be done at the Security gate before the beginning of examination. All activities should be completed before conclusion of examination.
- vi. Bidder should deploy de-duplication algorithm across the database to avoid the duplicity of enrollment records.
- vii. Bidder should deploy IRIS scanners having functionality of On-Device encryption of data.
- viii. The facial recognition should be performed in a completely stateless transaction of two images (one image provided during the online registration and the other capture on the day of the exam).
- ix. CPU configuration for running facial recognition: SkyLake generation or later.
- x. Image requirements for facial recognition
  - a. GIF, PNG, JPEG, TIFF RGB24 bpp
  - b. Face size: at least 60 pixels between eyes and a sharp image.
- xi. The Bidder has to perform physical verification of Candidate photo with application database (provided by BSSC) at the time of security gate entry.
- xii. Biometric activity shall not be stopped on any ground and data capturing / identification work must be completed during the stipulated time period of the examination.
- xiii. After the completion of activity as per scope, the Bidder will hand-over the entire captured data in HDD in a sealed manner with super scribing Exam Name along with report and forwarding letter duly signed by the Bidder to the BSSC, on the day of examination.
- xiv. The Bidder shall not be allowed to take away any data either in hard copy or soft copy and the work is to be carried out in the designated exam centres.

- xv. The Bidder must verify identity of the candidates from the captured data taken during the examination at the time of verification process as scheduled by BSSC.
- xvi. The Bidder will depute atleast One Hand-held Fingerprint scanner / touchless IRIS / Face recognition device per manpower on every 100 candidates during different Examination stages as & when scheduled by BSSC. Additional Hand-held devices should be made available as per normal practice in case of emergency.
- xvii. The Bidder will have to ensure that the all the devices must be functional and has captured Fingerprint/IRIS & Photographs of each and every candidate who have appeared in the examination at each centre.
- xviii. If the examination is conducted in two or more shifts in a day at a centre, the activity should be performed separately in all the shifts during the duration of examination.
- xix. After completion of work, the Bidder has to submit self-attested centre-wise work completion certificate to the BSSC.
- xx. Solution should not be Laptop/PC based. It should be Hand-held device integrated with STQC approved Handheld touchless scanner only. Weight of the machine should not be more than 1 kg.

## **6. INSTRUCTIONS TO BIDDERS**

### **6.1 Sale of Tender documents:**

The bidder has to submit Tender fees of INR 5,000/- (Five Thousand Only) in form of Demand Draft only drawn in favour of the "Secretary, BSSC" payable at "Patna" towards the cost of Tender document along with the Technical Bid, failing which the Tender will be summarily rejected.

### **6.2 Submission of Tender:**

Bidders shall submit the bid through Offline mode only, on or before the closing date. Department will not be responsible for any delay in receipt of bids. Any bid received after the closing date and time shall not be entertained. In case, closing date of submission of bid happens to be a holiday due to some unforeseen circumstances, the bids will be received on the next working day at the same time. Technical bid and Financial bid should be submitted separately.

### **6.3 Period of Contract:**

6.3.1 The contract shall be done for a period of three years, from the date of award of work. However, the contract may be renewed for another two years on the basis of performance of work provided that both parties agree on mutual terms and conditions as specified in the contract.

6.3.2 In case the performance is not found to be satisfactory or not in conformity with the terms and conditions of the Tender document, the contract shall be terminated even before the scheduled time after following due procedure of law.

6.3.3 In the event of premature closure of contract for reasons mentioned herein above, the Security Deposit shall be absolutely forfeited along with penalty as decided by the Tendering Authority.

### **6.4 Bid Securing Declaration:**

6.4.1 Bidders shall submit Bid Securing Declaration (BSD) as per Annexure-VI in a sealed envelope tiled "Tender response invited from experienced agencies for Empanelment to provide Security Ancillary services during multiple examination being conducted by BSSC, Patna throughout the State" to the BSSC authorities.

Scanned copy of BSD also needs to be uploaded on e-portal. If the BSD is not received by the prescribed date and time, the proposal submitted by the bidder will be liable to be summarily rejected.

6.4.2 Bidder has to submit BSD to the **Secretary, BSSC, Patna** in Hard copy, at least a day or 24 hours before the closing of Last date/time of Bid Submission. Receipt of successful submission of BSD has to be submitted along with the Technical bid. If not complied, bid will not be considered for opening and rejected out-rightly.

### **6.5 Validity of Bids:**

The Bidder shall keep the "Financial Bid" valid for acceptance for a minimum period of 120 days after the last date of receipt of the Bids.

### **6.6 Security Deposit cum Performance Guarantee:**

Security Deposit for proper and timely fulfillment of the contract has to be furnished by the successful Bidder within 07 working days from the date of Agreement cum receipt of work order and also required to furnish a guarantee on a stamp paper of 100/- duly attested by a Notary Public to the effect that he shall maintain Secrecy and Confidentiality of the documents.

No exemption will be made.

The Security Deposit cum Performance Guarantee of INR 5 Lac only by furnishing a Bank guarantee or Demand Draft or Fixed Deposit Receipt issued by a Nationalized/ Scheduled Bank approved by RBI drawn in **favour of the "Secretary, BSSC" payable at "Patna"** for a period of One year initially and has to be renewed every year till the completion of contract period. The Security Deposit can also be made in the shape of Guarantee Bond executed by a Nationalized/ Scheduled Bank.

Security Deposit will be retained by the Department till satisfactory completion of the work. It should be clearly understood that in the event of the Contract not being executed and completed as per the quality and time schedule laid down, the same is liable to be forfeited. This will be in addition to the penalty, if any, which may be imposed as specified in the delivery schedule.

BSSC authority will return the PBG within 30 days of completion of contract period.

### **6.7 Delivery Schedule:**

The bidder whose bid is accepted shall arrange to start the services after receipt of Letter of Acceptance / Work Order in a time bound manner as indicated by Department for each job/ project/ examination.

It may be kept in mind that time is the essence of this contract, Bidders may note that award of work will be on a project to project basis – one project being one examination. There may be overlapping of projects in which case the Bidder will have to ensure that there is no shortage of required infrastructure and related accessories or delay in respect of multiple examinations.

### **6.8 Payment Terms:**



- i. No advance payment shall be made under any circumstances to the successful bidder.
- ii. Rate quoted by the bidder shall be inclusive of all incidental cost of Bidder including transportation, handling, and installation etc.
- iii. No extra costs shall be paid by Department on any additional account to the successful bidder.
- iv. The payment shall be in Indian Rupees and shall be paid only as per following terms of payment.
  - a. Payment will be made within 30 days of receipt of work completion certificate, along with Invoice complete in all respects.
  - b. Candidates will be applicable as per Admit card generated/issued.
  - c. Formula for Invoice derivation would be:  
(Number of candidates as per Admit card generated x Per candidate rate).
- v. The successful bidder has to sign a detailed agreement within 7 days of receipt of Letter of Agreement on non-judicial stamp paper which shall contain all clauses including those related to liquidated damages on account of delays, errors, cost and time over-run etc.
- vi. Performance bank guarantee needs to be submitted by successful bidder before signing of agreement between Department and successful bidder.
- vii. In case the bidder fails to execute the Agreement within 15 days from issue of Letter of Agreement, Department shall have liberty to withdraw the bid.
- viii. All payments shall be subject to deduction of applicable TDS.
- ix. The rate quoted should be firm.

#### **6.9 Penalty Term:**

- i. In case of any candidate being leftover, intentionally or unintentionally, during Biometric capturing or authentication stage at the time of Examination, Bidder would be penalized by Department as per below
  - amount of leftover candidates would not be paid
  - 100% amount would be penalized as of leftover (number of candidates\*per candidate rate)

#### **6.10 Other Terms & Conditions:**

- i. Consortium and Joint venture bid won't be allowed and, would be liable for rejection out rightly.
- ii. Hypothetical and conditional Tenders will not be entertained and will be rejected summarily.
- iii. Department reserves the right to accept or reject all or any of the Tenders without assigning any reason.
- iv. There shall be no commitment of minimum quantity which can be ordered during currency of the contract. Supply orders shall be placed on the Bidder against the Contract for such quantities as may be decided by the Department.
- v. All disputes concerning in any way with this tender are subject to Patna High Court's Jurisdiction only.
- vi. Bidder has to bid for all the required services as per the Scope of work of this tender. Partial bid will be rejected.

#### **6.11 Arbitration:**

In the event of any dispute or differences, the matter will be referred to the Chairman, BSSC, Patna.

#### **6.12 Selection Process:**

- i. Bihar SSC has adopted a two stage selection process (collectively the “Selection Process”) in evaluating the bids comprising prequalification (technical) and financial bids. In the first stage, a prequalification evaluation will be carried out as specified in this RFP Clause 7. Only prequalified bids will be eligible for financial evaluation. Based on the technical evaluation, a list of short-listed BIDDERS shall be prepared.
- ii. In the second stage, a financial evaluation will be carried out as specified in this RFP. The Financial Proposal of the eligible and technically qualified bids will only be opened for consideration under LCBS evaluation.
- iii. Bids will finally be ranked according to LCBS scheme.
- iv. Bidder(s) who would be ready to match L1 rates will be given opportunity to give their consent on their Letter head in a day’s time of opening of Financial bid and thereby, would be empanelled under this RFP process at L1 rates.

## 7. QUALIFICATION CRITERIA(Documentary evidence to be submitted)

Following will be the minimum qualification/eligibility criteria. Each eligible bidder should possess all the following qualification criteria. **All the documents submitted with Technical bid should contain the name & designation of authorized signatory with company seal.** Responses not meeting the minimum qualification criteria will be rejected and will not be evaluated.

S. No.	Pre-qualification Criteria	Supporting Compliance document
1.	The bidder shall be a firm/ company/ proprietorship firm registered under the Indian Companies Act or any other statutory Act of GOI and should be into existence in India for last 5 years. Consortium / Joint venture bid not allowed.	Copy of relevant Certificates along with <ul style="list-style-type: none"> <li>• Name(s) and addresses of the Director(s) and Registration Number may be stated</li> <li>• GST Registration certificate</li> <li>• PAN card</li> </ul>
2.	The Bidder has to be profitable with average annual turnover of INR 25Crores during the last three financial years i.e. 2017-18, 2018-19, 2019-20.	Audited balance sheets and Profit and loss statements certified by Chartered Accountant (CA) of the bidder’s organization
3.	Bidder should have valid ESI and EPF Number valid as on 1st January 2021	ESI and EPF registration certificate along with last 3 month(s) Challan slip
4.	Bidder must have a valid certification of ISO 9001:2015 and ISO 27001:2013 for at least last one year as on day of bidding.	Copy of valid certificates must be enclosed
5.	Bidder should have working experience of 2 different states in India along with 1 work experience of at least 1 Lac candidates or more in single assignment for the provision of Impersonation control and candidate authentication into Examination based projects for Government department directly during any one of the last 3 years as on day of bidding.	Copies of Govt. Work Orders directly on the name of bidder need to be enclosed for the provision of Impersonation control and candidate authentication into Examination based projects

6.	Bidder should have working experience for any Govt. department in India for at least. 3,00,000 candidates in single shift for the provision of Touch less IRIS capture-verification and Facial recognition in examination projects during last 3 years on day of bidding.	Copies of Govt. Work Orders directly on the name of bidder need to be enclosed
7.	The bidder should not have been debarred/blacklisted by any Organization/ Board/ Council/ University/Commission and any other Government/PSU/ Government undertaking organization in the last five years.	Undertaking to be submitted on Notary affidavit on INR 100 as per Annexure-II
8.	Bidder should have its own/rental site of Tier-3 Data centre and Disaster recovery at 2 different seismic zones within India for storage of sensitive data of examination.	Documentary proof should be submitted including but not limited to 'Agreement for rental' or 'Ownership Govt. document' and 'Site address with details of seismic zone'.
9.	The Facial recognition software should be owned by the OEM of the software and the IP should not be from China.	Self-Declaration and country of registration of OEM
10.	The OEM of the facial recognition software should also have ownership or Intellectual Property rights for the Iris and Fingerprint algorithms that are evaluated by NIST	Self-Declaration on OEM letter head along with MAF issued on the name of bidder for this bid
11.	The Facial Recognition algorithm should have been implemented for at least one project in the past with a minimum of 10 Cr population anywhere in the world.	Letter of reference from customer
12.	The facial recognition algorithm must have mandatorily participated in NIST FRVT 1:1 evaluation at least once in 2019 or beyond with an accuracy of not more than 1% of FRR @ FAR of 10-6 on Visa dataset.	NIST reports to be submitted
13.	IRIS scanners should have provision of On-Device encryption of real-time data for highest security standards.	Self-Declaration on OEM letter head along with MAF issued on the name of bidder for this bid
14.	To make the examination process transparent, the bidder would not be allowed to engage them self for Exam conduction activities with BSSC through their own-self or any of their consortium partner during the validity of this contract. Bidder should neither be enrolled with BSSC for exam conduction activities currently nor will engage with BSSC in future for the same. This would be limited to exam conduction (both Offline/Online) only, except services as part of	Undertaking to be submitted on Notary affidavit on INR 100 and shall remain valid for next 3 years

	SOW asked in this tender.	
15.	Bidder has to bid for all the required services as part of Scope of work of this tender. Conditional / Partial bid will be rejected out rightly.	Undertaking on Bidder's Letter head

## 8. PROFORMA FOR FINANCIAL BID

To

The Secretary  
Bihar Staff Selection Commission  
Patna

Sir,

SUBJECT: Financial proposal for Empanelment to provide below service during multiple examination being conducted by BSSC, Patna throughout the State

CATEGORY - A				
Service Description	Sbu Group	Quantity (No. of Candidates as Per Admit Card issued)	Rate in Rs. Exclusive of All taxes (in Figure)	Rate in Rs. Exclusive of All taxes (in words) EMD
Impersonation control through Touchless IRIS capturing and Facial recognition of candidate by verifying Candidate's identity on real-time basis	1((a))	1-10,000		
	1((b))	10,001-50,000		
	1((c))	50,001-100,000		
	1((d))	1,00,001-2,00,000		
	1((e))	2,00,001-5,00,000		
	1((f))	Above-5,00,001		

### NOTE:

- Rate should be quoted as exclusive of all taxes.
- Services Tax will be applicable as per central/State Govt. /regulations.
- Rate should be inclusive of expense likely to be incurred on lodging, food, travels and transportation of equipments'
- No separate bills will be acceptable on above mentioned charge.

Yours faithfully,

*Name of the Bidder:*

*Name & Designation of Authorized Signatory:*

*Signature of Authorized Signatory:*

*Seal of the Organization:*

*Date & Place:*

## 9. PROFORMA FOR TECHNICAL BID

(To be put inside the cover for Technical Bid)

i)	Name and Address of the Bidder	
ii)	Contact Person Name, Phone No., Mobile No., Email Id.	
iii)	Month & Year of establishment	
iv)	Type of firm / organization (Proprietary / Private / Public / Govt.)	
v)	Copy of Registration, if applicable	
vi)	Total Annual Financial Turnover (Attach photocopies of Audited Balance Sheet & Profit & Loss Account)	FY 2017-18
		FY 2018-19
		FY 2019-20
vii)	PAN No. / TIN No. / TAN No.	
	GST Registration No.	
	(attach photocopies of Income Tax clearance certificate)	
viii)	Quality Certification No / License if any	
	Details of Issuing Authority	
	Validity of Certificate	
ix)	Activities of the organization	
x)	Since when engaged in providing related services	
xi)	Details of Earnest Money Deposit (EMD) (DD No., Date, Bank, Amount etc.)	
xii)	Details of Tender Fee (DD No., Date, Bank, Amount etc.)	
xii)	The Bidder have to submit the document regarding income tax return of last three financial year, GST registration certificate similar job, under taken in govt. examination during last years, Declaration for non-black listing by any govt. office, details of skilled/Semi skilled man power experience certificate, Registration cert. Under Indian company Act./ Proprietorship.	

Signature: .....

Date: .....

Name of Bidder:.....

10. Annexure-I

Letter of undertaking

(ON THE LETTER HEAD OF THE BIDDER)

To

The Secretary  
Bihar Staff Selection Commission  
Patna

Sir,

This bears reference to \_\_\_\_\_ dated \_\_\_/\_\_\_/2021. We, hereby, accept all the terms and conditions for submitting bid as mentioned in this Bid document.

We hereby certify that no terms and conditions have been restricted by us in the Financial Bid.

We warrant that the services do not violate or infringe upon any patent, copyright, trade secret or other property right of any other person or other entity. We agree that we shall not prevent Department from any claim or demand, action or proceeding, directly or indirectly resulting from or arising out of any breach or alleged breach of any of the terms & conditions of bid document and contract.

The above document is executed on \_\_\_/\_\_\_/2021 at (*place*) \_\_\_\_\_ and we accept that if anything out of the information provided by us is found wrong, our bid/ work order shall be liable for rejection.

Yours faithfully,

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Date:

Place:

**11. Annexure-II**

SELF-DECLARATION – NON BLACKLISTING

(On Non-Judicial Stamp Paper of INR 100/- duly attested by the Notary Public)

To

The Secretary  
Bihar Staff Selection Commission  
Patna

Sir,

In response to the Bid \_\_\_\_\_ dated \_\_\_\_\_ 2021, I/we hereby declare that presently our Company/Firm\_\_\_\_\_ is having unblemished record and is not declared ineligible or blacklisted for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central Govt. /State Govt. / Semi-Govt. / PSU/ University/ Educational Institutions/ Organization/ or Court of Law or by CVC as on date of bid submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our EMD may be forfeited in full and the bid if any, to the extent accepted may be cancelled.

Yours faithfully,

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Date:

Place:



## 12. Annexure-III

### FINANCIAL INFORMATION

Financial Analysis: Details to be furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last three years i.e. 2016-17, 2017-18 & 2018-19 and certified by the Chartered Accountant, as submitted by the Bidder to the Income-Tax Department (copies to be attached).

S. No.	Details	(1) 2017-18	(2) 2018-19	(3) 2019-20
i)	Gross annual turnover			
ii)	Profit/Loss			
iii)	Net Worth			

Please attach - Up to date Income Tax Clearance Certificate

- Audited Balance Sheet.

- Profit / Loss statement

Note: Attach additional sheets, if necessary.

(Signature of Bidder)

Name:

Date of sign:

Stamp:

**13. Annexure-IV**

TENDER ACCEPTANCE LETTER

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

To

The \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sir / Madam,

Subject: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: \_\_\_\_\_

I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely \_\_\_\_\_ as per your advertisement, given in the above mentioned website(s).

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**14. Annexure-V**

PROFORMA FOR PERFORMANCE BANK GUARANTEE OR SECURITY DEPOSIT

To

The \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I. Against Price Agreement concluded by the advice acceptance of the Tender No. .... Dated .... /.... /20.... Covering supply of..... (Hereinafter called the said contract), entered between the Secretary, BSSC

And

..... (Hereinafter called the "Agency"), this is to certify that at the request of the Agency, We ..... (Bank) are holding in trust in favour of the Secretary, BSSC the amount of Rs. .... only (write the sum in words.....) to indemnify and keep indemnified the secretary, KPSC against any loss or damage that may be caused to or suffered by the Secretary, BSSC by reason of any breach by the Agency or any of the terms and conditions of the said contract and/or the performance thereof. We agree that the decision of the Secretary, BSSC whether any breach of any of the terms and conditions of the said contract and / or in the performance thereof has been committed by the Agency and the amount of loss or damage that has been caused or suffered by the Secretary, BSSC shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith on demand and without demur to the Secretary, BSSC.

II. We,..... (Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfillment in all respects of the said contract by the Agency, i.e., till ..... (for a period of one year from date of Price agreement) hereinafter called the "said date" and that if any claim accrues or arises against us .....(Bank) by virtue of this guarantee before the said date, the same shall be enforceable against us ..... (Bank) notwithstanding the fact that the same is enforced within six months after the said date, provided that notice of any such claim has been given to us..... (Bank) by the Secretary, BSSC before the said date. Payment under this letter of guarantee shall be made promptly upon receipt of notice of that effect from Secretary, BSSC.

III. It is fully understood that this guarantee is effective from the date of the said contract and that we..... (Bank) under take not to revoke this guarantee during its currency without the consent in writing of the Secretary, BSSC.

IV. We undertake to pay to the Government any money so demanded notwithstanding any dispute raised by the Agency in any suit or proceedings pending before any court of tribunal thereto, our liability under this present being absolute and unequivocal.

V. We .....(Bank) further agree that the Secretary, BSSC shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the Agency from time to time or to postpone for any time or from time to time any of the powers exercisable by the Secretary, BSSC against the said contract and to forbear or enforce any of the terms and conditions relating to the said contract and we ..... (Bank) shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Agency or for any forbearance and / or omission on the part of the Secretary, BSSC or any indulgence by the Secretary, BSSC to the said Agency or by any other matter or thin what-so-ever, which under the law relating us from our liability in the constitution of the bank or Agency.

Date: .....

Signature .....

Place: .....

Printed Name .....

(Designation)

(Bank's Common Seal)

**15. Annexure-VI**

BID SECURING DECLARATION FORM

Bid No.: \_\_\_\_\_ Dated \_\_\_\_\_

To,

The \_\_\_\_\_

Patna

Respected Sir,

We, the undersigned, declare that:

We, M/s..... (Herein referred as vendor) understand that, according to bid Clause No. \_\_\_\_\_, bids may be supported with a Bid Securing Declaration, Vendor render the declaration that:-

Vendor will automatically be suspended from being eligible for bidding in any contract with the DEPARTMENT\_NAME (herein referred as Purchaser) for the period of 3 years, starting on bid submission closing date, if Vendor are in breach of any of the following obligation(s) under the bid conditions: -

- a) If a Bidder withdraws the proposal or increases the quoted prices after opening of the Proposal and during the period of Bid validity period or its extended period, if any.
- b) In case of a successful Bidder, if the Bidder fails to sign the Agreement in accordance with the terms and conditions (including timelines for execution of the Agreement) of this RFP or fails to furnish the Performance Bank Guarantee in accordance with the terms and conditions (including timelines for furnishing PBG) of this RFP.
- c) During the Bid process, if a Bidder indulges in any act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.

Vendor understands that this declaration shall expire if Vendor is not the successful Bidder and on receipt of purchaser's notification of the award to another Bidder; or thirty days after the validity of the Bid; whichever is earlier.

(Signature)

Authorized Signatory

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

Designation: \_\_\_\_\_

Office Seal: \_\_\_\_\_

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

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

**16. Annexure-VIII**

**CONTRACT AGREEMENT FOR EMPANELMENT TO PROVIDE SECURITY ANCILLARY SERVICES  
DURING MULTIPLE EXAMINATION BEING CONDUCTED BY  
BSSC, PATNA THROUGHOUT THE STATE**

This agreement is made on the ..... Between ..... (Hereafter referred to as 'Department') and M/s ..... (here in after referred to as the 'Contractor') for providing Security Ancillary services during multiple examination being conducted by BSSC, Patna throughout the State.

The terms and conditions of Tender Notice and minutes of pre bid meeting shall also form part of this contract.

Scope of Work, Responsibilities and Terms & Conditions would be as per RFP No. \_\_\_\_\_.

Signed today on the ..... Day of ..... at .....

**For CONTRACTOR**

Designation:

Contractor Address:

Witness:

**For DEPARTMENT**

Designation:

Address:

Bihar Staff Selection Commission  
Veterinary College, Near airport, Samanpura,  
Sheikhpura, Patna– 800 014 (Bihar)

Witness: