

पत्रांक-बि0क0च0आ0-प्र0-02 / लेखा-47 / 2018.....

बिहार कर्मचारी चयन आयोग,
पो0-भेटनरी कॉलेज, पटना-14

आवश्यक सूचना

ज्ञापांक:- 815/3110

दिनांक:- 19.03.2021

आयोग कार्यालय द्वारा आगामी वर्षों में आयोजित की जानेवाली विभिन्न प्रतियोगिता परीक्षाओं के लिए OMR के Scanning एवं Result Processing का कार्य निविदा के माध्यम से बाह्य एजेंसी द्वारा कराये जाने के संबंध में।

आयोग कार्यालय के द्वारा आयोजित होने वाली विभिन्न प्रतियोगिता परीक्षाओं के लिए OMR Scanning and Result processing के कार्य हेतु निविदा से संबंधित विस्तृत जानकारी आयोग के वेबसाईट-www.bssc.bih.nic.in पर उपलब्ध है। इच्छुक व्यक्ति/फर्म निविदा सूचना का अवलोकन कर भरा गया निविदा आवेदन पत्र (अनुसूची-i, ii एवं iii) सचिव, बिहार कर्मचारी चयन आयोग, पटना को सीलड लिफाफा में निबंधित डाक/स्पीड पोस्ट के माध्यम से निविदा प्राप्ति की तिथि-19.03.2021 से निविदा प्राप्ति की अंतिम तिथि-05.04.2021 के अपराहन 5:00 बजे तक जमा कर सकते हैं। निर्धारित तिथि तक प्राप्त निविदा आवेदन को दिनांक-06.04.2021 को अद्योहस्ताक्षरी के कार्यालय प्रकोष्ठ में पूर्वाहन 11:30 बजे खोला जाएगा, जिसमें निविदा कर्ता भाग ले सकते हैं।


19/3/21
सचिव,

बिहार कर्मचारी चयन आयोग, पटना।

BIHAR STAFF SELECTION COMMISSION

VETERINARY COLLEGE CAMPUS, PATNA

P.O. B.V. COLLEGE, PATNA, BIHAR

Website: <http://bssc.bih.nic.in>

e-Mail: secybssc@gmail.com

TENDER NO:-BSSC/03/2020/OMR SCANNING

DETAIL NOTICE INVITING TENDER

1. About BSSC

Bihar Staff Selection Commission here in-after referred as Commission or BSSC has been constituted under the Bihar Staff Selection Commission Act, 2002. The Commission after receiving requisitions from appointing authorities conducts examinations every year for appointment to various non-gazetted posts in different departments of the Govt. of Bihar.

Sealed Tenders (One Bid Packet) in two parts, i.e., Part I - Technical Bid and Part II - Financial Bid are invited by the Secretary, Bihar Staff Selection Commission, Patna from eligible Bidders. who have adequate experience and credentials in the concerned fields of work for all the items mentioned below for entering into a contract, to meet the requirements as specified in this tender document for a period of one year, extendable for another one year on satisfactory performance, from the date of award of work: -

Item	Scope of Work
A	Imaging of OMR Sheet and Result processing - Double Scanning of OMR Sheets of Candidate's multiple choice Response Part, Single Scanning of OMR Sheets of Candidate's related data part, preparation of 100% error free Database and Result. Service allotment if required.

Alternatively Bidder may download the tender documents from Commission's website <http://bssc.bih.nic.in>. The Bidders, who submit their Tender on documents downloaded from Commission's website <http://bssc.bih.nic.in> will have to submit a Demand Draft of 10,000/- (Rupees Ten Thousand) Only in favour of the "**Secretary, Bihar Staff Selection Commission, Patna**" payable at "**Patna**" towards the cost of tender documents, failing which the Tender will be summarily rejected.

Bidders may submit their bids in prescribed manner as mentioned in this Notice inviting Tender for all of the above noted items on all working days before the closing date and time to the Office of the **Bihar Staff Selection Commission**, at the following address through Registered/Speed Post only. The closing date and time is 5:00 p.m. on **05.04.2021** Submission by hand and courier or any other means is not acceptable.

To,

Secretary

Bihar Staff Selection Commission

Veterinary College Campus

P.O-B.V. COLLEGE

PATNA, BIHAR.

PIN-800014

Ph-0612-2227727

I. IMPORTANT SCHEDULE:

A.	Closing Date & Time of Submission of both Technical Bid & Financial Bid	5.00 p.m. on 05.04.2021
B.	Due Date & Time for opening of Technical Bid	11.30 a.m. on 06.04.2021
C.	Due Date & Time for opening of Financial Bid (only for those Bidders who will be able to qualify the scrutiny of the Technical Bids).	To be notified Later.

II. DETAIL SCOPE OF WORKS

A. Scanning of OMR Sheet Answer Sheets and Result Processing: -

SCOPE OF WORKS

- (i) The Bidder will carry out Double Scanning / processing of OMR Answer Sheets in the office premises of the Bihar Staff Selection Commission for which the Bidder shall set up a Team(s) in the said premises and bring adequate number of OMR Scanners, each having a scanning capacity of processing not less than 10,000 (Ten Thousand) OMR Answer Sheets (Double Scanning) per hour. Further, the Scanners should:
 - (A) Capture mark sense (bubbles)
 - (B) Discriminate between smudges/ erasures and valid marks.
 - (C) Editing of Variable Master Data such as Roll Number.
- (ii) Each OMR Answer Sheets must be scanned twice on two different Scanners at different light intensity levels and the data so prepared should be processed separately in two set or sets of Computers.
- (iii) Resolving mismatches between the two OMR scanned data and finalize database.
- (iv) The data for both Scanners must be 100% error free. Bidder shall take adequate measures to ensure 100% accuracy.
- (v) Tagging OMR Data with Pre-examination master database;
- (vi) Capturing Absentee data from Attendance Sheets through "Barcode reader values".

- (vii) Resolving mismatches between Attendance Sheets, Roll Numbers and Question Booklet Nos/ Series, as marked on OMR Sheets;
- (viii) Image scanning of OMR Answer Sheets.
- (ix) Storing the Images as per Roll Numbers.
- (x) The machine should be heavy duty capable of working continuously for at least 8 hour per day.
- (xi) Depending upon the volume of OMR Answer Sheets to be scanned and the schedule given by the Secretary, Bihar Staff Selection Commission, the number of machines to be deployed may need to be increased/ varied from examination to examination, as per Secretary, Bihar Staff Selection Commission instructions;
- (xii) The whole scanning activity in respect of each assignment shall be completed within the period stipulated by the Secretary, Bihar Staff Selection Commission.
- (xiii) The captured data will be stored in two separate databases; a complete image of the forms will also be stored;
- (xiv) Any kind of data discrepancy shall be sorted out by the Bidder using the scanned image in the presence of Bihar Staff Selection Commission representative(s).
- (xv) The Bidder shall provide back-up data on CD/DVD or in such form as may be specified by the Secretary, Bihar Staff Selection Commission, immediately after completion of Scanning/ Scoring of Answer Sheets.
- (xvi) The Bidder shall extract such data and in such form, as may be desired by the Chairman, Bihar Staff Selection Commission, from the captured data for different purposes including item analysis.
- (xvii) In some examination, service allotment is also to be done as required by the commission.

INSTRUCTIONS TO BIDDERS, PRE-QUALIFICATION CRITERIA (PQ), SCOPE OF SUPPLY WITH SPECIFICATION, EVALUATION CRITERIA AND TERMS & CONDITIONS OF PRICE AGREEMENT

1. Tender documents:

They may Download the Tender Documents from the Commission's website <http://bssc.bih.nic.in>. The Bidders, who submit their Tender on documents downloaded from Commission's website <http://bssc.bih.nic.in>, will have to submit Demand Draft of ₹10,000/- (Rupees Ten Thousand) in favour of the "Secretary, Bihar Staff Selection Commission, Patna" payable at "Patna". Towards the cost of Tender documents along with the Technical Bid, failing which the Tender will be summarily rejected.

2. Submission of Tenders:

The Bidders shall submit the sealed bid containing two separate sealed envelopes to the above mentioned prescribed address so that the same is received latest by 5.00 PM on 05.04.2021. The Bihar Staff Selection Commission 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. Only one Tender should be sent by a bidder in only one envelope. The envelope shall contain two sealed envelopes Superscripted “**Technical Bid**” and “**Financial Bid**” should be kept separately inside the main sealed envelope of the Tender.

Part-I: Technical Bid: Pre-Qualification Eligibility Criteria and Mandatory Requirements:

The first sealed envelope should contain Technical Bid of the Tender along with Earnest Money Deposit by way of Demand Draft only. The envelope should be superscripted as “**Technical Bid for scanning of OMR Answer Sheets with Barcode & Perforation / Scanning of used OMR Answer Sheets**”.

The Bidder should satisfy the following criteria:

- (i) Form of organisation, whether partnership or proprietary or Limited Company must be clearly mentioned in the tender. In case of partnership firm, the names & addresses of the partners and, in case of, Limited Company, the names and addresses of the Directors and Registration Number may be expressly stated.
- (ii) The Bidder’s average turnover of the last 3 Financial Years should be as per the table of annexure-II (*Supported by Financial statements, Balance Sheet duly certified by the Chartered Accountant*), etc i.e (2017-18, 2018-19 and 2019-20). The bids with average annual turnover less than prescribed limit will not be considered for evaluation process and shall be rejected without assigning any reason.
- (iii) The Bidders should have experience in the OMR Answer Sheets Scanning and result processing for recruitment / entrance examination process for minimum 5,00,000 candidates per year during last 3 financial years. Copy of orders must be submitted in support of experience.
- (iv) The Bidder must have adequate employees on its Pay role and must be registered with ESIC and EPFO as per Government regulations. Proof of Registration must be enclosed. Contractual labour deployment will not be permitted as job involves confidentiality and integrity.

- (v) Copies of Income Tax returns along with audited accounts of last three assessment years i.e. 2017-18, 2018-19, 2019-20 & 2020-21 and Copies of Current Return of Service Tax/ Registration Certificate of GST and Payment of Tax must be enclosed. Copies of Registration certificate of GST / Service Tax / PAN Card must also be enclosed. Tax at source will be deducted at the rate applicable at the time of payment. The bidders failing to submit above documents will not be considered for evaluation process and would be rejected without assigning any reason.
- (vi) A list of similar work undertaken in the past 3 (Three) years for scanning of OMR Answer Sheets executed by the Bidder for UPSC, State Public Service Commissions, Universities, CBSE, State Educational Boards, Government Departments, IITs, IIMs, Institute of Banking Personnel Selection, Railway Recruitment Boards and SSC, Any State Selection Commission, Central/State Public Sector Undertakings and Copies of Work Completion Certificate from at least 1 client/ clients must be enclosed during past 3 years i.e. 2017-18, 2018-19 & 2019-20.
- (vii) The bidder must have been registered under the Indian Companies Act, 2013/ The Partnership Act 1932 and must possess valid Trade License & Registration Certificate of Professional Tax. Documentary evidence regarding this must be enclosed.
- (viii) The bidder should not have been debarred/ blacklisted by any Organization/ Board/ Council/ University/ Commission and any other Government/ Government undertaking organization in the last five years. Affidavit to this effect on stamp paper of ₹1000/- must be enclosed.
- (ix) The Bidding Company must have adequate project resources with minimum of 3 own OMR machines with Image Scanners. Proof of purchase with Model No. must be enclosed.
- (x) **The Bidders shall submit the Technical Bid in the format provided at Annexure-I.**

Part-II: Financial Bid: -

The second sealed envelope should contain:

The “Financial Bid” and Demand Draft as Earnest Money deposit must be deposited with the Technical Bid. The envelope should be superscribed as **"Financial Bid for Scanning of used OMR Answer Sheets"**. Refer to format at Annexure-II

3. Opening of Tender: -

Tenders will be opened in two stages. The “Technical Bid” shall be opened on the due date and time in the presence of Bidders or their representative/s who desire to attend the Tender opening.

The “Financial Bid” shall be opened on a date and time to be decided after the corresponding Technical Bid of the Tenders are scrutinized and possible clarifications obtained from such Bidders as may be required so as to bring the Tenders at par technically.

4. Earnest Money Deposit (EMD): -

Earnest Money as per the table of annexure-II for Scanning of used OMR Answer shall be deposited in the form of a Demand Draft drawn in favour of the “**Secretary, Bihar Staff Selection Commission, Patna**”, payable at “**Patna**” with the Technical Bid.

Any request to adjust Earnest Money Deposit out of the Bidders running bills or pending payments with Bihar Staff Selection Commission will not be considered and the Tender will be treated as without Earnest Money Deposit and shall be rejected.

Any Tender without Earnest Money Deposit in a manner other than what is mentioned above is liable to be rejected at the discretion of Chairman, Bihar Staff Selection Commission.

However, Companies having SSI (Small Scale Industry)/ NSIC registration in Bihar on similar/ relevant services shall be allowed EMD exemption upon enclosure of relevant Documents as per MSME Act.

The EMD shall be kept valid for a period of 60 days beyond Financial Bid validity period.

If, for any reason, whatsoever, any Bidder withdraws or amends the Bid in any respect within the validity period or fails to enter into a contract for award of work, the entire amount of EMD will be forfeited.

5. Refund of Earnest Money Deposit: -

Earnest Money Deposit will not carry any interest. Earnest Money so deposited by unsuccessful Bidders will be refunded as soon as possible. Earnest Money Deposit of successful Bidder will be refunded after the successful Bidder furnishes the Security Deposit cum Performance Guarantee.

6. Validity of Bids: -

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

7. Security Deposit cum Performance Guarantee: -

Security Deposit for proper and timely fulfilment 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. Bidder is also required to furnish a guarantee on a stamp paper of ₹1000/- duly attested by a Notary Public/Executive Magistrate to the effect that he shall maintain Secrecy and Confidentiality of the documents.

No exemption will be made in this regard.

The Security Deposit cum Performance Guarantee @ 10% of the value of Price Agreement by furnishing a Demand Draft or Fixed Deposit Receipt issued by a Nationalized Bank approved by RBI drawn in favour of the “**Secretary, Bihar Staff Selection Commission,**

Patna”, payable at “**Patna**”. The Security Deposit can also be made in the shape of Guarantee Bond executed by a Nationalized Bank as per Annexure-IV.

Security Deposit will be retained by the Secretary, Bihar Staff Selection Commission 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.

7.1. **Scope of work with specification: -**

<u>Item No.</u>	<u>Description & Specification</u>
A.	Imaging of OMR Sheet ,error free Double Scanning of answer response, Single Scanning of Candidate detail Part, preparation of 100% error free Database and Preparation of Result in the premises of the BSSC for which purpose the Bidder shall set up Team (s) and bring adequate number of OMR Scanners as specified by the BSSC & each set having a capacity of processing not less than 10,000 (Ten thousand) OMR Answer Sheets (Double Scanning) per hour. Supply of data/ images in the manner prescribed by the Chairman, Bihar Staff Selection Commission and delivery of reports/analysis within such time as prescribed by the Chairman, Bihar Staff Selection Commission.

Note : The quantities may vary from examination to examination.

7.2. **Evaluation of Bids: -**

The Bidder shall quote rates which should be exclusive of GST charges of each item as mentioned separately in Price Schedule as per Annexure –II. The Price Schedule shall be kept in second sealed envelope, superscribed with words “**Financial Bid**”.

The Bidder shall quote rate for scanning and result processing work as per quantity mentioned in **Annexure-II**.

Bids will be evaluated by an evaluation committee to be formed by the Chairman, Bihar Staff Selection Commission. The evaluation committee will determine the substantial responsiveness of each bid to the bidding documents conforming to all the stipulated terms and conditions. If a bid is not substantially responsive, it will be rejected by the Evaluation Committee and may not subsequently be made responsive by the bidder by correction of non- conformity. The Evaluation Committee may waive any minor non-conformity or omission in the bid that does not constitute a material deviation.

The Evaluation Committee shall examine the Technical offer to confirm whether all documents and technical documentation have been submitted properly Signed. The Technical documents namely Income-tax return for the last 03 years, G.S.T. Registration and Registration with ESIC and EPFO are mandatory for enclosure. If these documents are not Submitted/ enclosed, the bid shall be rejected. Likewise, the evaluation committee shall

examine whether all the documents requested have been provided properly signed to determine the completeness of each documents submitted.

7.3. Method of Selection: -

First of all technical bids will be opened and evaluated. and after the clearance of the minimum technical bench mark of the technical bids. The financial bids will be opened and after evaluation and scrutiny, response L-1 bidder for each sub Group will be selected.

Delivery Schedule: -

- (1) Schedule of delivery will be indicated by the Chairman, Bihar Staff Selection Commission 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 mix up of material or delay in respect of multiple examinations.

- (2) **Penalty:** The following monetary Penalties will be imposed by the Chairman, BSSC and an appropriate legal action including black listing will be initiated against the bidder in the event of the failures/Errors/Mistakes by the latter.

(A) Scanning:

- (i) For each day of delay beyond three days of the scheduled date of completion –5% of the bill be deducted per day.
- (ii) For mistakes RS. 100/- (Rupees one hundred) will be deducted per sheet.
- (C) If the bidder reneges on the agreement and fails to provide services, BSSC will have the right to procure services from other agencies and the amount of difference if so incurred, will be recovered from the bidder through PDR act.

Note: The term “Scanning” in this clause will also mean and include reports, results data and images as prescribed by the Chairman, Bihar Staff Selection Commission as per defined scope of work.

7.4. Payment Terms:

Payment for Scanning would be made by the Chairman, Bihar Staff Selection Commission in the following manner: -

For Scanning of OMR Answer Sheets and Result Processing: -

The Chairman, Bihar Staff Selection Commission may at his discretion release payment of the amount of the bill for Scanning and processing of the OMR Answer Sheets, after completion of the of the entire work to the satisfaction of the Commission.

7.5. Other Terms & Conditions:

- (i) Hypothetical and conditional Tenders will not be entertained and will be rejected summarily.

- (ii) The Bihar Staff Selection Commission reserves the right to accept or reject all or any of the Tenders without assigning any reason.
- (iii) There shall be no commitment of minimum quantity which can be ordered during valid period of the contract. Supply orders shall be placed on the Bidder against the Contract for such quantities as may be decided by the Chairman, Bihar Staff Selection Commission.
- (iv) Scanning of OMR Answer Sheets in such quantities as may be indicated by the Chairman, Bihar Staff Selection Commission from time to time shall be completed within such time as may be stipulated by the Chairman, Bihar Staff Selection Commission.
- (v) The contract shall be for a period of one year which may be extended for a further period of one year on the same terms & conditions at the option of Chairman, Bihar Staff Selection Commission on satisfactory performance.
- (vi) Chairman, Bihar Staff Selection Commission reserves the right to terminate the contract at any time if he/she is satisfied that the Bidder has failed to fulfil the obligations as per the terms & conditions contained in the Price Agreement. The decision of Chairman, Bihar Staff Selection Commission in this regard shall be final and binding.
- (vii) The Commission will neither provide lodging, food and travel expenses nor bear separate expenses on transportation of equipment. Agency will have to bear itself all such expenses.

INFORMATION IN A NUTSHELL

- ✓ Item No. of Tender : A
- ✓ Earnest Money Deposit : **As per the table of annexure-II**
To be submitted with the Technical Bid
- ✓ Security Deposit cum Performance Guarantee : **10% of the value of the work awarded**
- ✓ Undertaking by the Bidder : Refer Annexure – III of this Notice.
- ✓ Proforma for Security Deposit cum Performance Guarantee : Refer Annexure – IV of this Notice.

9. Arbitration: -

- (i) In the event of any dispute or differences, the matter will be referred to the BSSC Patna.
- (ii) All unresolved disputes concerning in any way with this tender will be subject to patna High Court's jurisdiction only.

Annexure – I
PROFORMA FOR TECHNICAL BID

(To be put inside the cover for Technical Bid)

1. Name and Address of the Firm: - -----

2. Details of Earnest Money Deposit (EMD) enclosed: -
DD No. and Date:- -----
Name of Bank and Branch: - -----
Amount: - -----

3. Enclose relevant documentary proofs in support of the items at serial numbers 6, to 16 mentioned below.

4. Details of the major Scanning work done.

Sl. No.	Name of the University/Educational Institution/Organisation	Scanning Order No. (attach copy of orders)	Quantity of work done with dates	Time taken for completing the Order

6. Income Tax returns for the last 3 (three) Financial years: -
7. Service Tax/GST Registration Certificate: -
8. Validity of Offer: -
9. ECIC/EPFO Registration Certificate: -
10. Self-Attested Photocopy of Registration Certificate under Indian company act-2013: -
11. The details of OMR Scanners and other allied machinery required for the purpose and detailed specification of all equipments in this regard:
12. Affidavit regarding Security Management and Secrecy Management During working time as well as off time: -
13. Affidavit regarding Non-Black listing by any govt. Offices: -
14. Details of Skilled/Semi-skilled manpower made available exclusively for such job:
15. Details of the list of clients being handled by the firm along with work load/turnover of the similar job done during the last 3 (three) years.
16. Annual turn over for last 3 (three) Financial years.

Date: Signature:
Name of Tenderer:

Signature of the Bidder with Company Seal

Annexure – II

PROFORMA FOR FINANCIAL BID

(To be put inside the cover for Financial Bid)

- (A) DOUBLE SCANNING OF OMR ANSWER SHEETS AND RESULT PROCESSING IN THE OFFICE PREMISES OF THE BSSC FOR WHICH PURPOSE THE BIDDER SHALL SET UP A BUREAU IN THE SAID PREMISES AND BRING ADEQUATE NUMBER OF OMR SCANNERS, EACH HAVING A SPEED CAPACITY OF PROCESSING NOT LESS THAN 10,000 (TEN THOUSAND) ANSWER SHEETS (DOUBLE SCANNING) PER HOUR:

Detail of the rate Quoted: -

Sl. No.	Components	Sub Group	Quantity	Earnest Money (in)	Average annual turn over (in)	Rate in Exclusive of all taxes (in figures)	Rate in Exclusive of all taxes (in words)
1.	Scanning of OMR Answer Sheets and Result Processing	2 (a)	1-10,000	5,000	1,00,000		
		2 (b)	10,001 -1,00,000	10,000	10,00,000		
		2 (c)	1,00,001 -5,00,000	50,000	50,00,000		
		2 (d)	5,00,001 -10,00,000	1,00,000	1,00,00,000		
		2 (e)	10,00,001 -25,00,000 & Above	2,00,000	2,00,00,000		

- Note:**
- (i) Rate should be quoted as exclusive of all charges/taxes.
 - (ii) Rate Should be in figures as well as words. In case of difference, the rate written in words will be acceptable.
 - (iii) Taxes will be applicable as per Central/State Government rules/regulations.
 - (iv) Rate should be inclusive of expenses likely to be incurred on lodging, food, travels and transportation of equipment.
 - (iv) No separate bills will be acceptable on above mentioned charge.

**Signature of the Bidder
with Seal**

Annexure – III

Letter of undertaking

(ON THE LETTER HEAD OF THE BIDDER)

To,

Secretary
Bihar Staff Selection Commission
Veterinary College, Campus,
Patna, BIHAR
P.O.-B.V. College,
PIN- 800014.

Sir,

Subject: For Scanning OMR Answer Sheets and Result Processing.

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 stipulated 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 BSSC 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.

Thanking you,

Yours faithfully,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

Signature of the Bidder with Company Seal

Annexure – IV

PROFORMA OF BANK GUARANTÉE FOR SECURITY DEPOSIT CUM

PERFORMANCE GUARANTEE

To,

Secretary
Bihar Staff Selection Commission
Veterinary college Campus,
P.O- B.V. College,
Patna, BIHAR,
PIN- 800014.

1. Against Price Agreement concluded by the advice acceptance of the Tender No. dated/...../20..... covering supply of (here in after called the said contract), entered between the Secretary, Bihar Staff Selection Commission Patna.

And

..... (here in after called the “Bidder”), this is to certify that at the request of the Bidder, We (Bank) are holding in trust in favour of the Secretary Bihar Staff Selection Commission, Patna, the amount of Rs..... only (write the sum in words) to indemnify and keep indemnified the Secretary, Bihar Staff Selection Commission, Patna. against any loss or damage that may be caused to or suffered by the Secretary Bihar Staff Selection Commission Patna. by reason of any breach by the Bidder or any of the terms and conditions of the said contract and/or the performance there of. We agree that the decision of the Chairman, Bihar Staff Selection Commission Patna. whether any breach of any of the terms and conditions of the said contract and /or in the performance there of has been committed by the Bidder and the amount of loss or damage that has been caused or suffered by the Chairman, Bihar Staff Selection Commission, Patna. 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, Bihar Staff Selection Commission, Patna.

2. We, (Bank) further agree that the guarantee here in contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfilment in all respects of the said contract by the Bidder, i.e., till (for a period of one year from date of Price agreement) here in after 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) not with standing

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, Bihar Staff Selection Commission, Patna. before the said date. Payment under this letter of guarantee shall be made promptly upon receipt of notice of that effect from the Secretary, Bihar Staff Selection Commission, Patna.

3. It is fully understood that this guarantee is effective from the date of the said contract and that we..... (Bank) undertake not to revoke this guarantee during its currency without the consent in writing of the Secretary, Bihar Staff Selection Commission, Patna.
4. We undertake to pay to the Government any money so demanded notwithstanding any dispute raised by the Bidder in any suit or proceedings pending before any court of tribunal thereto, our liability under this present being absolute and unequivocal.
5. We(Bank) further agree that the Chairman, Bihar Staff Selection Commission 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 Bidder from time to time or to postpone for any time or from time to time any of the powers exercisable by the Chairman, Bihar Staff Selection Commission 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 Bidder or for any forbearance and/or omission on the part of the Secretary, Bihar Staff Selection Commission or any indulgence by the Secretary, Bihar Staff Selection Commission to the said Bidder or by any other matter or thing what-so-ever, which under the law relating us from our liability in the constitution of the bank or Bidder.

Date:

Signature

Place:

Printed Name

(Designation)

(Bank's Common Seal)

Signature of the Bidder with Company Seal

Annexure-V

SELF-DECLARATION - NON-BLACKLISTING

(On Non-Judicial Stamp Paper of Rs. 1000/- duly attested by the Notary Public)

To,

Secretary
Bihar Staff Selection Commission
Veterinary College Campus,
P.O.-B.V. College,
Patna, BIHAR,
PIN- 800014

Sir,

In response to the Bid _____ dated _____ 2021 for Hiring of Agency for imaging of OMR Sheets, Double Scanning on OMR Scanners of part-B, Single scanning Part-A, preparation of 100% error free Database and preparation of result. I/We hereby declare that presently our Company/service provider I/We hereby declare that presently our Company/service Provider _____ is having unblemished record and is not declared ineligible or black listed for corrupt & fraudulent practices either indefinitely or for a particular period of time by any **Central Govt/State Govt Department/Semi-Govt/PSU/Universities/Educational Institutions/Organization/ or initiated by any of these Department or Court of Law or by CVC** on the 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.

Thanking you,

Yours faithfully,

Name of the Bidder : -
Authorized Signatory : -
Seal of the Organization : -

Date:
Place:

Signature of the Bidder with Company Seal