



# Bihar School Examination Board

Sinha Library Road, Patna-800017

## NOTICE INVITIG e-TENDER

(Through e-procurement mode only over (<https://www.eproc.bihar.gov.in>))

Tender Notice No. **PR 86 /2017**

Bihar School Examination Board, Patna invites E-tenders under two bid systems from the reputed, experienced & technologically sound Firms /Companies/Agencies/Societies having adequate infrastructure and Experience of Supplying **Pre-Printed stationery for printing of various certificates with security features for Secondary and Intermediate Examination (Annual & Compartmental) of 2018 and other examinations as per decision of BSEB.**

SL No.	Scope of work	Cost of tender document (In Rupees)	Tender processing Fee (Non Refundable) (inclusive of service tax @18.00%) to be paid through e-payment mode (i.e. NEFT/RTGS/, Credit Card/Debit card) (in Rupees)	Earnest Money (In Rupees)
1	2	4	5	6
01.	<b>Pre-Printed stationery for printing of various certificates with security features for Secondary and Intermediate Examination (Annual &amp; Compartmental) of 2018 and other examinations as per decision of BSEB.</b>	Rs. 1,000/-	Rs. 1,150	Rs. 2,00,000/-

### Tender Schedule/Programme:

Sl. No.	Date and Time for Activity	Date/Time: Duration
1.	Online Sale/Download date of Tender documents	From :04/11/2017(10:00 Hrs.) to 24/11/2017 (15:00 Hrs.) ( <a href="https://www.eproc.bihar.gov.in">https://www.eproc.bihar.gov.in</a> )
2.	Pre-bid meeting	09/11/2017at10.30 Hrs. (Bihar School Examination Board, Sinha Library Road, Patna-800017)
3.	Last Date/Time for submission/ uploading of offer/Bid	24/11/2017upto 15:30 Hrs. ( <a href="https://www.eproc.bihar.gov.in">https://www.eproc.bihar.gov.in</a> )
4.	Submission of form fee & EMD in Hard copy/Original	24/11/2017upto 17:00 Hrs. (Bihar School Examination Board, Sinha Library Road, Patna-800017)
5.	Date & time for opening of Technical Bid	25/11/2017at11:00Hrs.( <a href="https://www.eproc.bihar.gov.in">https://www.eproc.bihar.gov.in</a> ) (Bihar School Examination Board, Sinha Library Road, Patna-800017)
6.	Financial Bid Opening Date and Time	Date to be announced later by competent authority.

- Detailed descriptions of the item and instructions for submitting your offer can be downloaded from e-tender website(<https://www.eproc.bihar.gov.in>).
- The bidder must have Class II Digital Signature Certificate (DSC) and e-Tendering User-id of the e-Procurement website(<https://www.eproc.bihar.gov.in>) for submission of e-Bid.
- Tender Processing Fee (TPF) amount to be paid through e-Payment mode (i.e. NEFT / RTGS, Credit / Debit Card) only.
- Bids along with necessary online payments (Tender Processing Fee) must be submitted through e-Procurement portal (<https://www.eproc.bihar.gov.in>) before the date and time specified in the NIT/RFP. The department/Tendering Authority doesn't take any responsibility for the delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic / Holidays or any other reason."
- The bidders shall submit their eligibility and qualification details, Certificates as mentioned in section etc., in the online standard formats given in e-Procurement web site (<https://www.eproc.bihar.gov.in>) at the respective stage only.
- The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement web site (<https://www.eproc.bihar.gov.in>).
- The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity. The bidder shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the tender notice and bid document.
- For support related to e-tendering process, bidders may contact at following address “e- Procurement HELP DESK First Floor, M/22, Bank of India Building, Road No-25, Sri Krishna Nagar, and Patna-800001 Ph. No:0612-2523006, Mob- 7542028164” or may visit the link “Vendor Info” at (<https://www.eproc.bihar.gov.in>).
- **Corrigendum/ Addendum**, if any, will be published on the departmental website [www.biharboard.ac.in](http://www.biharboard.ac.in), and e-Procurement, Bihar <https://www.eproc.bihar.gov.in> itself.

## **SECTION-I**

### **REQUEST FOR PROPOSAL**

Bihar School Examination Board, Patna, conducts Matriculations, Intermediate and other examinations as per decision of BSEB of various examinations in the entire state of Bihar. For this purpose, application through e-tendering under two bid systems with demonstration, are invited from reputed, experienced and technologically sound Firms/Companies/ Agencies/Societies having adequate infrastructure and experience of handling the various works like of **“Pre-Printed stationery for printing of various certificates with security features for Secondary and Intermediate Examination (Annual & Compartmental) of 2018 and other examinations as per decision of BSEB.”**

**Standing instructions for bidders for e-tendering submission on  
<https://www.eproc.bihar.gov>**

1. It has been decided by the board that there will be an agency for **Pre-Printed stationery for printing of various certificates with security features for Secondary and Intermediate Examination (Annual & Compartmental) of 2018 and other examinations as per decision of BSEB.**
2. The bidder shall submit his bid/tender on e-Procurement platform at [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)
3. All the required documents should be attached at the proper place as mentioned in the e-forms otherwise the tender of the bidder will be rejected.
4. Tender Processing Fee (TPF) amount of Rs 1150/- to be paid through e-Payment mode (i.e. NEFT / RTGS, Credit / Debit Card) only.
5. For participation in this tender, prospective bidders are required to register themselves on the portal. Bidders will require valid Class-III digital signature certificates for submitting their bids. Bidders may avail training for online tendering as per instructions available on the website.
6. Bidders shall submit their bids online through the portal.
7. Bids will not be accepted by any other mode (post/ by hand/ email/ fax etc) except otherwise explicitly specified. Documents uploaded on the portal will only be considered for evaluation.
8. Bidders must ensure that PDF files uploaded on the portal are not corrupted. Bidders must open all PDF documents and ascertain that these are not corrupted. Corrupted documents will be treated as documents not available.
9. For support related to e-tendering process, bidders may contact at following address “e- Procurement HELP DESK First Floor, M/22, Bank of India Building, Road No-25, Sri Krishna Nagar, and Patna-800001 Ph. No: 0612-2523006, Mob- 7542028164” or may visit the <https://www.eproc.bihar.gov.in>

**INSTRUCTION TO BIDDERS  
DATA SHEET**

1.	Name of Employer/Bid inviting Authority	Bihar School Examination Board (BSEB), Patna
2.	Name of Assignment / Job is :	Supply of Pre-Printed stationery for printing of various certificates with security features for Secondary and Intermediate Examination (Annual & Compartmental)

**1. Scope of work**

This Tender is being floated for

**Secondary and Intermediate Examination (Annual & Compartmental) of 2018 and other examinations as per decision of BSEB.**

**Pre-Printed stationery for printing of various certificates with security features for Secondary and Intermediate Examination (Annual & Compartmental) and other examinations as per decision of BSEB.**

S.n	Name of work	Specification	ApproxQuantity (May vary as decision of BSEB)
1.	Supply of Registration Card	100 Gsm Cream Wove A4 Size paper (2x1) along with security features UV seal, common seal, sookshmakshar, copy-N-check & background monogram printing	30 Lakhs
2.	Supply of Mark Sheet	100 Gsm Cream Wove A4 Size paper (1x1) along with security features specified in document.	30 Lakhs
3.	Supply of Provisional cum – Migration Certificate (Only for Sr Secondary)	100 Gsm Cream Wove, Size (15"x12") (2 in 1) in single part, single size along with security features UV seal, common seal, sookshmakshar, copy-N-check & background monogram printing	6 Lakhs
4.	Migration Certificate (Only for Secondary)	100 Gsm Cream Wove, Size (15"x12") (2 in 1) in single part, single size along with security features UV seal, common seal, sookshmakshar, copy-N-check & background monogram printing	20 Thousand
5.	Supply of Provisional Certificate	100 Gsm Cream Wove, Size (15"x12") (2 in 1) in single part, single size along with security features UV seal, common seal, sookshmakshar, copy-N-check & background monogram printing.	15 Lakhs
6.	Supply of Original Passing Certificate	105 Gsm A4 Size paper in cut sheet with features specified in bid document.	15 Lakhs

## **2. General Instruction**

- 2.1 One self-attested recent passport size photograph of the Bidders or the authorized person of the bidder, with name, with designation, address, email Id, fax no & telephone no etc. mentioned on a separate paper must be furnished while submitting the e-Tender online. If the bidder is a Partnership Firm, then the name, designation, address & office telephone no of Director/Partner is to be mentioned on a separate paper and must be furnished while submitting the e-Tender online.
- 2.2 Partnership deed in case of Partnership Firm, the bidder must have Articles of Association (In case of Company), by laws and Certificate of Registration (In case of Registered Co-operative Society).
- 2.3 The bidder must submit an undertaking on a stamp paper of Rs (as applicable)- as per the given format in bid document..
- 2.4 The bidder must have GST Registration Number (or should obtain GST number within 15 days of receiving of work order) and PAN of Firm/Company/Agency/Society.
- 2.5 The Firm/Company/Agency must have ISO 9001:2008 &27001.
- 2.6 Consortium Partners are not permitted. Number of bidder should be one.
- 2.7 The bidder is requested to examine all Instructions, Forms, Terms and Specification in the Bid Documents. Failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the Bid.
- 2.8 The allotment of works will be for the Academic Year 2017-2018 (Compartmental & Annual). In case of exceptionally good performance of the party as evaluated by the Board, the work may be further extended for further year/years.

## **3. Copy of Documents required to be submitted for establishing Bidders Eligibility and Qualifications.**

The sealed cover of technical bid should consist of the following Documents: -

- (i) Bid Security can be deposited in the form of Demand draft in the favour of Secretary, Bihar School Examination Board, Patna or e-payment mode through [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)
- (ii) Self-attested one recent passport size photograph (s) of the Bidder or the Authorized person or person (s) of the firm/Company/Agency with Name, Designation, Office/Residential address and office Telephone Number, whether the bidder is a sole proprietor/ Partnership Firm and if Partnership firm, Name, Addresses and Telephone Number of Directors/Partners must be furnished and enclosed.
- (iii) Partnership Deed in case of Partnership firm. The bidder must enclose the Articles of Association (In case of Company), by laws and Certificate of Registration (In case of Registered Co-operative Society).
- (iv) An under taking on as Stamp Paper of as applicable- As per the given format.
- (v) Self-Attested copy of PAN Card, GST Registration Number (or should obtain GST number within 15 days of receiving of work order)

- (vi) Self-Attested copy of ISO Certification.
- (vii) The bidder should have minimum average turnover of at least Rs. 5 Crores(Five crores ) in any last 3 financial years (of four financial year i.e., 2013-14, 2014-15,2015-16, 2016-17). (Attach copy of IT return/balance sheet).
- (viii) The Bidder must submit proof of Satisfactorily Performance execution of supply of certificate in any two Examination Board (Central/State) or Public Service Commission or University during last 4 years in any two firm.
- (ix) The Bidders should neither have been Debarred/blacklisted for the last 5 years by the Central/State/Govt. Department/ Universities/Educational Institutions/ Organization etc.
- (x) Apart from the above the related documents in support of the following required to be submitted:

#### **4. Cost of Bidding**

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

#### **5. Bid Price.**

The bidder shall quote financial bid strictly as per given respective stage under e-Tendering. 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.

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

6.1 The bidder must deposit bid security as prescribed for the various works. The Bid Security should be in the form of Demand Draft in favour of – Secretary, Bihar School Examination Board, Patna or e-payment mode through [www.eproc.bihar.gov.in](http://www.eproc.bihar.gov.in)

6.2 The successful bidder's security will be discharged upon the bidder's acceptance of the award of contract satisfactorily and furnishing the performance security along with agreement (non-judicial stamp paper of as applicable), within 7 days from the date of award.

#### **7. The Bid Security may be forfeited:**

- a) If bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form.
- b) If the successful bidder fails
  - i) To sign contract shall be rejected by the BOARD as non-responsive at the bid opening stage and returned to the bidder unopened.
  - ii) The bid security of unsuccessful bidder will be discharged / returned as early as possible as but not later than 30 days after the expiry of the period of bid validity.

#### **8. Format and Signing of Bid.**

The bidder shall prepare one complete set of Bid and **each page should be Stamped and signed.**

8.1 The original copy of the bid shall be typed or printed and all pages numbered Consecutively and

shall be signed by the bidder or by a person duly authorized to sign the contract.

- 8.2 The over writing / erasures in the bid made by the bidder shall be attested by the person signing the bid.

## **9. Submission of Bid.**

The bid should be submitted online mode through e-tendering (<https://www.eproc.bihar.gov.in>) only before due date and time.

## **10. Bid Opening**

Bihar School Examination Board, Patna shall open bids through online e-Tendering (<https://www.eproc.bihar.gov.in>) platform.

## **11. Evaluation**

- 11.1 Bihar School Examination Board, Patna shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.

### **11.2 Technical Bid :TECH – 1**

Technical bids will be evaluated by a committee. Financial bids of only those bidders will be opened who are found suitable and eligible as per technical bids and inspection and who participate in the demonstration of the capabilities.

### **11.3 Financial Bid : FIN -1**

Board shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price of the services offered as indicated in the Financial Bid format FIN - 1 of the bid document.

- 11.4 Premises of bidder/agencies may be visited/inspected by the Board officers to ensure competency and capability of the agency without disclosing the date of visit.

## **12. Award of Contract**

Bihar School Examination Board, Patna shall consider placement of letter of intent to those bidders whose offers have been found technically, commercially and financially acceptable. The bidder shall give his acceptance along with performance security in conformity within 15 (Fifteen) days of issue of letter of intent along with copy of agreement on non-judicial stamp paper of RS (as applicable). In case of **delay, Rs 50000/- per day** may be imposed as penalty which will be deducted from the first bill of the agency.

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 the lowest Bidder (L1) is unable to provide required service as specified in Scope of work section then BSEB may divide the work among other bidders (L2, L3 etc) at the lowest rate (of L1).

## **13. Right to vary quantities**

Bihar School Examination Board, Patna will have the right to increase or decrease the required volume of work 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.



## **14. Signing of Contract**

- 14.1 Signing of Agreement shall constitute the award of hiring contract on the bidder.
- 14.2 Upon the successful bidder furnishing the Performance Security the Board shall discharge its bid security.
- 14.3 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.

## **15. Period of validity of bids**

- 15.1 The bid (Technical & Financial) shall remain valid for 180 days after the date of opening of financial bids. A bid valid for a shorter period may be rejected by Board as non-responsive.
- 15.2 A bidder accepting the request of Board for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.
- 15.3 Validity of the bid (Financial bid) may extend by mutual consent of both the parties.

## **16 Performance Security**

- 16.1 The successful bidder shall be required to deposit an amount equal to 10% of the tendered value of the assigned work within 7 days of conveying BOARD' for accepting the bid as Performance Security.
- 16.2 Performance Security shall be submitted in the form of Demand Draft issued by a scheduled Bank.
- 16.3 Performance Security will be discharged after completion of bidder's performance obligations under the contract.
- 16.4 If the contractor fails or neglects any of his obligations under the contract it shall be lawful for BOARD to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

## **17 Payment terms**

- 17.1 No advance payment will be made under any circumstances.
- 17.2 80% payment of the bill for Pre-Printed stationery shall be released within 45 days of receiving of bill for supply of Pre-Printed stationery.
- 17.3 BOARD will send the Pre –Printed stationery for GSM Paper testing within 15 days of receiving of Pre –Printed stationery. Remaining 20% of bill for Pre –Printed stationery shall be released after ensuring GSM testing, security features and quality specification and other formalities any mistakes/penalty if any, as per terms & conditions on submission of bills in duplicate after submission of bill within 45 Day.

## **18 Termination of Contract**

- 18.1 BOARD may without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts.
  - i) If the contractor fails, to execute the job within stipulated time frame or to provide Data/reports accuracy as desired or to the entire satisfaction of BOARD.
  - ii) If the contractor fails to perform any other obligation (s) under the contract. BOARD 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 contractor, in above circumstances. And the contractor shall be liable for any loss or damages which the BOARD may sustain by reason of such failure on the part of the contractor.

## **19. Detailed Specification**

1. Grammage test (Lab test) of the stationery, supplied by the Agency to the Board or used for printing of various examination reports, will be got done by the Board on random sample drawn and cost of lab test shall be deducted from the bill of the agency. In case of under or over grammage (other than specified IS+- standard), agency will be penalized as reasonably decided by the Secretary in any case penalty will not be less than **Rs. 40,000.**

## **20. Printing & supply of certificates for Secondary &Intermediate Examination**

Printing of Individual certificates (all successful) in two color and supplying the same in water proof bags **Secondary &Intermediate Examination**

- i. **Registration Card** - 100 GSM Cream wove A4 Size paper (2x1)
- ii. **Marks Sheet** - 100 GSM Cream wove A4 Size paper (1x1) along with Security Feature as specified below in security features section.
- iii. **Provisional Cum Migration(Only for Intermediate)** - 100 GSM Cream wove A4 Size paper (2x1) in Single part single size.
- iv. **Migration(Only for Secondary)** - 100 GSM Cream wove A4 Size paper (2x1) in Single part single size.
- v. **Provisional Certificate** -100 GSM Cream Wove, Size (15"x12") (2 in 1) in single part, single size along with security features UV seal, common seal, sookshmakshar, copy-N-check & background monogram printing.
- vi. **Original Certificate**-105 GSM, A4 size paper in cut sheet with security features as specified below in security features section.

## **21. Security features for certificates:**

**Marks Sheet & Original Certificates must contain following security features:**

I.	High Resolution Boarder
II.	Sookshmakshar
III.	IndraDhanush
IV.	Number Aarpar
V.	Mask-A-Print
VI.	Copy-N-Check
VII.	U-verify
VIII.	Blind Embossing
IX.	Dandy Water Mark

## **22. Tentative period during which the work is to be done**

- The Pre printed Stationary need to supply within a month of given the Order.
- Agency have to supply the materials as directed by BSEB , any location in India.

## Bihar School Examination Board, Patna.

### TECHNICAL BID

#### TECH - 1

Technical Bid for Pre-Printed stationery for printing of various certificates with security features for Secondary and Intermediate Examination (Annual & Compartmental).

#### ABOUT THE FIRM

<b>1</b>	Year of Establishment																										
<b>2</b>	Type of firm (Proprietary/Private/Public/Govt.)																										
<b>3</b>	The Bidder's Minimum Average Annual Turnover during for any three financial years out of following four Financial years: 2013-2014 2014-2015 2015-2016 2016-2017 Should be at least <b>Rs.5 (five Crores)</b> . (Copies of IT returns are to be enclosed in the Technical Bid.)																										
<b>4</b>	Whether the firm is Income Tax payee (Attach proof)																										
<b>5</b>	Details of premises Owned/Rented Area in Sq. feet																										
<b>6</b>	The bidder must have facility for processing, printing under one roof and in a secured environment.																										
<b>7</b>	Quality Certification No, if any Details of Issuing Authority Validity of Certificate (Attach proof)																										
<b>8</b>	Experience in handling two assignments of similar nature in the last 4 (Four) years in any two Examination Board (Central/State) or Public Service Commission or University during last 4 years in any two firm. Assignments of similar nature must include the major activity such as Supply for Pre-Printed stationery for printing of various certificates with security features & printing of all type of certificate etc. (Proof of execution of similar works as specified in the eligibility criteria).																										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Year</th> <th style="text-align: center;">Name of the Board/ Institution</th> <th style="text-align: center;">Quantity</th> <th style="text-align: center;">Value of Contract</th> <th style="text-align: center;">Details of work executed (with proof)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2013-14</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2014-15</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2015-16</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2016-17</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Year	Name of the Board/ Institution	Quantity	Value of Contract	Details of work executed (with proof)	2013-14					2014-15					2015-16					2016-17					
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2013-14																											
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2015-16																											
2016-17																											
<b>9</b>	Name and contact number of officials to whom you provided the above services.																										
<b>10</b>	Mention PAN / TAN																										
<b>11</b>	The Bidders should neither have been Debarred/blacklisted for the last 5 years by the Central/State/Govt. Department/ Universities/Educational Institutions/ Organization etc.																										

Signature of the Bidder with seal

**Bihar School Examination Board, Patna**  
**FINANCIAL BID**

**FIN -1**

Financial Bid for entire processing of Pre-Printed stationery for printing of various certificates with security features for Secondary and Intermediate Examination (Annual & Compartmental)

**RATES FOR THE WORKS INDICATED IN THE BID DOCUMENTS**

Sr No	Work Description	Rate per stationary (in Rupees) (F <sub>i</sub> )		Weightage (W <sub>i</sub> )	
		Rate Pre Printed stationery supply at BOARD office			
<b>Printing &amp; Supply of All certificates as described in Scope of work Per stationary</b>					
i	Registration card	F1		W1	26.28
ii	Mark sheet	F2		W2	26.28
iii	Provisional-Cum-Migration	F3		W3	10.58
iv	Provisional Certificate (Secondary)	F4		W4	10.59
v	Migration Certificate	F5		W5	10.59
vi	Original Passing Certificate	F6		W6	21.17

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

$$W1 \cdot F1 + W2 \cdot F2 + W3 \cdot F3 + W4 \cdot F4 + W5 \cdot F5 + W6 \cdot F6$$

$$\text{Weighted average(F)} = \frac{\sum (W_i \times F_i)}{\sum W_i} = \frac{W1 \cdot F1 + W2 \cdot F2 + W3 \cdot F3 + W4 \cdot F4 + W5 \cdot F5 + W6 \cdot F6}{W1 + W2 + W3 + W4 + W5 + W6}$$

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

**NOTE:**

1. Rates must be exclusive of GST. **The Financial bid is to be submitted through e-Tender mode only.**
  2. Rate should include the considering the transportation and timeline.
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## **ANNEXURE -I**

### **BID SECURITY FORM**

Whereas ..... (Hereafter called “the bidder”) has submitted its bid dated..... For Tender No ..... dated. at .....**KNOW ALL MEN** by these presents that We.....of .....having our registered office at ..... (Hereafter called “the bank”) are bound unto Secretary, Bihar School Examination Board, Patna in the sum of Rs. ....For which payment will and truly to be made the bank binds itself, its successor and assign by these.

THE CONDITION of the obligation are: -

- 1 If the Bidder withdraws its bid during the period of bid validity specified by The Bidder on the Bid Form; or
- 2 If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of Bid Validity.
  - (a) Fails or refuses to execute the Contract, if required, or
  - (b) Fails or refuses to furnish performance security, in accordance with the instructions to Bidders.

We undertake to pay to the **Secretary, Bihar School Examination Board, Patna** up to the above amount upon receipt of its first written demand, without having to substantiate its demand, provided that in its demand, BOARD will note that the amount claimed by it is due to it owing to the occurrence of one or two or both conditions specifying the occurred condition or conditions.

This guarantee will remain in force as specified in clause-11 of section-II of the Bid Document up to and including thirty (30) days after the period of bid validity and any demand in respect thereof should reach the Bank not later than the specified date/ dates.

Signature of the Bank Name

Signed in Capacity of

Signature of Witness    Full Address of Branch

Name of Witness

Tel. No. of Branch

Address of Witness

Fax No. of Branch

## ANNEXURE -II

### PERFORMANCE SECURITY GUARANTEE BOND FORM

1. In consideration of Bihar School Examination Board, Patna (here in after called the BOARD) having agreed to exempt \_\_\_\_\_ (here in after called the said contractor(S) from the demand of security deposit/earnest money of Rs. \_\_\_\_\_ on production of Bank Guarantee for Rs. \_\_\_\_\_. For the due fulfillment by the said contractors of the terms & conditions to be contained in an Agreement in connection with the contract for supply of \_\_\_\_\_ we, \_\_\_\_\_ (name of the bank) \_\_\_\_\_ (here in after referred to as "the Bank") at the request of \_\_\_\_\_ Contractor's do hereby undertake to pay to the BOARD, \_\_\_\_\_ an amount of not exceeding \_\_\_\_\_, against any loss or damage caused to or suffered or would be caused to or suffered by the BOARD, \_\_\_\_\_ by reason of any breach by the said contractor's of any of the terms & conditions contained in the said agreement.
2. We (name of the bank) \_\_\_\_\_ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely  
  
on a demand from the BOARD, \_\_\_\_\_ stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the BOARD, \_\_\_\_\_ reason of breach by the said Bidder Terms & conditions contained in the said agreement or by reason of the contractor's failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the BOARD, \_\_\_\_\_ in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding RS. \_\_\_\_\_.
3. We undertake to pay to the BOARD, \_\_\_\_\_ any money so demanded not Withstanding any disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under the present being absolute and equivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/ supplier(s) shall have no claim against us for making such payment.

4. We (name of the bank) \_\_\_\_\_ further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of one year from date herein and further agrees to extend the same from time to time (one year after) so that it shall continue to be enforceable till all the dues of the BOARD,

\_\_\_\_\_ under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till BOARD, \_\_\_\_\_ certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said contractor(s) and accordingly discharges this guarantee.

5. We -----(name of the bank) further agree with the Secretary, Bihar School Examination Board, Patna that the Secretary, Bihar School Examination Board, Patna shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary and of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time to time any of the powers exercisable by the Secretary, Bihar School Examination Board, Patna against the said contractor(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, and or any omission on the part of the Secretary, Bihar School Examination Board, Patna or any indulgence by the Secretary, Bihar School Examination Board, Patna to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would , but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s) / supplier(s)

7. This guarantee shall be irrevocable and the obligations of the Bank herein shall not be conditional to any prior notice by BOARD.

Dated: \_\_\_\_\_

For

\_\_\_\_\_

(Indicating the name of the bank)

N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance



**ANNEXURE -III**

**Declaration regarding near Relationship with BOARD Employee**

I \_\_\_\_\_ S/o \_\_\_\_\_

R/o \_\_\_\_\_

\_\_\_\_\_

Hereby certify that none of my relative(s) as defined in the Tender / Bid document is / are employed in BOARD. In case at any stage, it is found that the information given by me is false/ Incorrect, BOARD 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:

## ANNEXURE –IV

**TENDER FORM FOR .....**

1. Cost of tender: **Rs .....**
2. Due date for submission of tender \_\_/\_\_/\_\_\_\_ up to \_\_:\_\_p.m.
3. Opening time and date of Technical Bid \_\_/\_\_/\_\_\_\_ at \_\_:\_\_ p.m.
4. Names, address of firm/Agency\_\_\_\_\_
- \_\_\_\_\_
- and Telephone numbers\_\_\_\_\_
5. Registration No. of the Firm/Agency. \_\_\_\_\_
6. Name, Designation, Address\_\_\_\_\_
- and Telephone No. of the Bidder or Authorized person of Firm/  
Agency to deal with\_\_\_\_\_
7. Please specify as to whether\_\_\_\_\_
- Tenderer is sole proprietor/\_\_\_\_\_
- Partnership firm. Name and\_\_\_\_\_
- Address and Telephone No\_\_\_\_\_
- of Directors/partners should\_\_\_\_\_
- specified.
8. Copy of PAN card issued by Income Tax and copy of previous three  
Financial Year's Income Tax Return\_\_\_\_\_
9. Provident Fund Account No. \_\_\_\_\_
10. ESI Number\_\_\_\_\_
11. License number under Contract Labour (R&A) Act, if any.

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12.Details of Bid Security deposited:

(a) Amount: Rs. \_\_\_\_\_

(Rupees in words also) \_\_\_\_\_

13.Details of Tender cost, if Down loaded from the website.

14.Details of ISO Certification: \_\_\_\_\_

15.Any other information, if any: \_\_\_\_\_

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16.Declaration by the bidder:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves abide by them.

**(Signature of the bidder)**

**Name and Address (with seal)**

**ANNEXURE –V**  
**(ON A STAMP PAPER OF Rs. ....(As applicable))UNDERTAKING**

Tender No. BSEB/ONLINE-...../2017-18

Dated:

To

The Secretary

Bihar School Examination Board,  
Patna-800017  
(Name of the Firm/Agency/Company) Name of  
the tender

Due Date of Tender

Dear Sir,

1. Having read the conditions of contract and services to be provided, the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide the required Services for the work with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake, to enter into agreement as early as possible of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the Contract.
4. We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted of any time before the expiration of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent Re-placement.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this ..... Day of .....2018

Signature of incapacity of Duly authorized to sign the bid for and on behalf of Witness

.....

Address .....

Signature of the Bidder with seal