

TENDER NOTICE No. 54/86-129/24-2314 Dated- 02-10-24

**E-BIDDING DOCUMENT**  
**FOR**  
**SELECTION OF AN AGENCY**  
**FOR**  
**PROVIDING MANPOWER**  
**IN**  
**BIHAR STATE POLLUTION CONTROL BOARD,**  
**PATNA**



**BIHAR STATE POLLUTION CONTROL BOARD**

Parivesh Bhawan, Plot No.- NS-B2, P.O- Sadakat Asharam,  
Patlipuira Industrial Area, Patna-800 010

EPABX-0612-2261250/2282265, Fax-0612-2261050

Website: <https://bspcb.bihar.gov.in/>

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# BIHAR STATE POLLUTION CONTROL BOARD

Parivesh Bhawan, Patliputra Industrial Area, P.O.-Sadakat Ashram, Patna-800010

EPABX-0612-2261250/2262265, Fax-0612-2261050

e-Tender Notice No. प/सब-129/24-2314

Patna, dated: 08-10-24

## NOTICE INVITING e-TENDER

### **For selection of an agency for providing manpower in Bihar State Pollution Control Board, Patna.**

1. Bihar State Pollution Control Board, Patna invites e-tender from a reputed organization/service provider having qualifying criteria as mentioned in the e-Bidding document/Request For Proposal (RFP) for providing manpower in Bihar State Pollution Control Board, Patna initially for one (01) year, which can be extended up to three (03) years or more as per requirement, satisfactory performance and mutual consent. Manual Bids shall not be accepted. Bids from joint ventures are not acceptable.
2. Prospective bidders may visit websites: <https://www.eproc2.bihar.gov.in> or <http://bspcb.bihar.gov.in/tenders-notice.html> for detailed terms and conditions of e-tender.
3. Prospective bidders may download a complete set of tender documents from the website: <https://www.eproc2.bihar.gov.in> with the help of e-token.
4. Tender processing fee, bid document fee, earnest money deposit shall be submitted through e-Payment mode (i.e. NEFT/RTGS, Credit/Debit Card & Net Banking) only through <https://www.eproc2.bihar.gov.in>
5. The schedule of bidding are hereunder:-

Date of Publishing of Tender	15.10.2024; 17:00 hrs
Pre Bid Meeting	21.10.2024; 15:00 hrs
Reply of Pre-bid Queries	24.10.2024; 17:00 hrs
Date of Start of Bid Submission	25.10.2024 ; 18:00 hrs
Last Date of Bid Submission	18.11.2024; 15:00 hrs
Date of Opening Technical Bid	19.11.2024; 15:00 hrs

  
Member Secretary



## Bihar State Pollution Control Board

Parivesh Bhawan, Plot No.- NS-B2, P.O- Sadakat Asharam,  
Patliputra Industrial Area, Patna-800010



### NOTICE INVITING e-TENDER

(Through e-Procurement mode only)  
(<https://www.eproc2.bihar.gov.in>)

Tender Notice No: प/त 6-129/24-2314

Dated: 08-10-24

Bihar State Pollution Control Board, Patna invites e-tender from a reputed organization /service provider having qualifying criteria as mentioned in the e-Bidding document /Request For Proposal (RFP) for providing manpower in Bihar State Pollution Control Board, Patna initially for one (01) year, which can be extended up to three (03) years or more as per requirement, satisfactory performance and mutual consent.

SL No.	Scope of work	Cost of tender document (In Rupees) (to be paid through e-payment mode (i.e. NEFT/RTGS/,Credit Card/Debit card)(in Rupees)	Tender processing Fee (Non Refundable) (inclusive of GST @18.00%) to be paid through e-payment mode (i.e. NEFT/RTGS/ Credit Card/Debit card) (in Rupees)	Earnest Money Deposit (In Rupees) e-Payment mode (i.e. NEFT/RTGS, Credit/Debit Card & Net Banking) only through <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a>	Time of Completion of work
1	2	4	5	6	7
01.	For Selection of an Agency for Providing Manpower in Bihar State Pollution Control Board, Patna.	Rs. 10,000.00 (Rs. Ten thousand) only	Rs. 590.00 (Rs. Five hundred ninety) only	Rs.2,40,000/- (Rs. Two lakh forty thousand) only	6 months

### Tender Schedule/Programme:

Sl. No.	Activity	Date/Time : Duration
1.	Online Sale/Download date of Tender document	From 15.10.2024; 17:00 Hrs to 18.11.2024; 15:00 Hrs. ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
2.	Pre-Bid Meeting	On 21.10.2024 at 15:00 Hrs. at Bihar Pollution Control Board, Parivesh Bhawan, Plot No.- NS-B2, P.O-Sadakat Asharam, Patliputra Industrial Area, Patna-800010.
3.	Date of start of bid submission	25.10.2024; 18:00 Hrs.
4.	Last date of bid submission	18.11.2024; 15:00 Hrs.
5.	Date & time for opening of Technical Bids	19.11.2024 at 15:00 Hrs. ( <a href="https://www.eproc2.bihar.gov.in">https://www.eproc2.bihar.gov.in</a> )
6.	Contact person/Nodal Officer	The Member Secretary (9771423957) at Bihar State Pollution

	for queries	Control Board, Parivesh Bhawan, Plot No.- NS-B2, P.O-Sadakat Asharam, Patliputra Industrial Area, Patna-800013, Bihar.
7.	Financial Bid Opening Date and Time	Date to be announced later by the competent authority.

- Detailed descriptions of the items and instructions for submitting bid offer can be downloaded from e-Procurement Portal (<https://www.eproc2.bihar.gov.in>).
- Bidders shall submit a **non refundable Bid Document Fee** of Rs. 10,000/- (Ten thousand) through e-Payment mode (i.e. NEFT/RTGS, Credit/Debit Card & Net Banking) only through e- procurement portal (<https://www.eproc2.bihar.gov.in>).
- Bidders shall submit **Tender Processing Fee** (TPF) of Rs. 590/- (Five hundred ninety) only to be paid through e-Payment mode (i.e. NEFT/RTGS, Credit/Debit Card & Net Banking) on e-Procurement Portal (<https://www.eproc2.bihar.gov.in>).
- Bidders shall submit "**Earnest Money Deposit**" (EMD) of Rs. 2,40,000/- (Rs. Two lakh forty thousand) through e-Payment mode (i.e. NEFT/RTGS, Credit/Debit Card & Net Banking) only through e-procurement portal (<https://www.eproc2.bihar.gov.in>).

**Note:-**"The 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 the e-tender document, in the online standard formats given in e-Procurement Portal (<https://www.eproc2.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 Portal (<https://www.eproc2.bihar.gov.in>).
- The bidder shall digitally sign on the supporting statements, documents, certificates, uploaded by him, owning responsibility for their correctness/ authenticity. 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.
- For support related to e-tendering process, bidders may contact at following address "e Proc 2.0 Help Desk Address: M Junction Services Limited RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S.-Shastri Nagar, Patna 800014, Bihar. Toll Free Number: **1800 572 6571**, Email Id: [eproc2support@bihar.gov.in](mailto:eproc2support@bihar.gov.in)" or may visit "Vendor Info" at (<https://www.eproc2.bihar.gov.in>).
- **Corrigendum/ Addendum**, if any, will be published only on the website <https://www.eproc2.bihar.gov.in> itself.

  
**Member Secretary**  
**Bihar State Pollution Control Board**

### **e-Procurement Standing Instruction**

1. Bihar State Pollution Control Board, Patna invites e-tender from a reputed organization /service provider having qualifying criteria as mentioned in the e-Bidding document /Request For Proposal (RFP) for providing manpower in Bihar State Pollution Control Board, Patna initially for one (01) year, which can be extended up to three (03) years or more as per requirement, satisfactory performance and mutual consent.
2. 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.
3. Tender Processing Fee (TPF), Tender document fee and Earnest Money Deposit (EMD) shall be paid through e-Payment mode only.
4. Bidders shall submit "**Earnest Money Deposit**" (EMD) of Rs. 2,40,000/- (Rs. Two lakh forty thousand through e-Payment mode (i.e. NEFT/RTGS, Credit/Debit Card & Net Banking) only through e-procurement portal (<https://www.eproc2.bihar.gov.in>).
5. The 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.
6. 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 Portal (<https://www.eproc2.bihar.gov.in>) only.
7. The bidder shall digitally sign the supporting documents / certificates, uploaded by him, owning responsibility for their correctness / authenticity. 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.
8. The Financial Bid of the successful bidders shall be opened on a suitable date, which will be duly informed later on. The Technical Bid and Financial Bid needs to be filled, uploaded and submitted through e-Procurement Portal [www.eproc2.bihar.gov.in](http://www.eproc2.bihar.gov.in) on or before **18.11.2024 by 15:00 hrs.**
9. The authority reserves the right to reject or cancel the tender or any part thereof without assigning any reasons thereof.
10. Corrigendum/Addendum, if any, will be published only on the website <https://www.eproc2.bihar.gov.in> itself.
11. Bidders are advised to keep updated their e-Procurement profile with correct / valid email id, as all important activity / events shall be emailed to their registered email id as per e-Procurement Portal.

  
**Member Secretary**  
**Bihar State Pollution Control Board**

# BIHAR STATE POLLUTION CONTROL BOARD

No. 4/36-129/24-2314

Dated: 08-10-24

## NOTICE INVITING TENDER (NIT) THROUGH E-PROCUREMENT

<https://www.eproc2.bihar.gov.in>

**Project:- For Selection of an Agency for Providing manpower in Bihar State Pollution Control Board, Patna.**

### E-TENDER NOTICE

1. Bihar State Pollution Control Board, Patna invites e-tender from a reputed organization/service provider having qualifying criteria as mentioned in the e-Bidding document/ Request For Proposal (RFP) for providing manpower in Bihar State Pollution Control Board, Patna initially for one (01) year, which can be extended up to three (03) years or more as per requirement, satisfactory performance and mutual consent. Manual Bids shall not be accepted. Bids from joint ventures are not acceptable.
2. Prospective bidders may visit websites: <https://www.eproc2.bihar.gov.in> or <http://bspcb.bihar.gov.in/tenders-notice.html> for detailed terms and conditions of e-tender. Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt. of India viz. NIC. DSC is given as USB e-token. After obtaining DSC from the approved CA they are required to register themselves on e-Procurement portal <https://www.eproc2.bihar.gov.in> to obtain user ID & Password and then submit their bids online through the same.
3. Prospective bidders may download a complete set of tender documents from the website: <https://www.eproc2.bihar.gov.in> with the help of e-token. This is the only mode of collection of tender document. Any incomplete bid shall be rejected out rightly.
4. Bidder shall submit **Tender Processing Fee** (TPF) of Rs 590/- (Five hundred and ninety) only to be paid through e-Payment mode (i.e. NEFT/RTGS, Credit/Debit Card & Net Banking).
5. Bidders shall submit a non-refundable **Bid Document Fee** of Rs. 10,000/- (Ten thousand) through e-Payment mode (i.e. NEFT/RTGS, Credit/Debit Card & Net Banking) only through <https://www.eproc2.bihar.gov.in>.

6. Bidders shall submit "**Earnest Money Deposit**" (EMD) of Rs. 2,40,000/- (Rs. Two lakh forty thousand) through e-Payment mode (i.e. NEFT/RTGS, Credit /Debit Card & Net Banking) only through **https://www.eproc2.bihar.gov.in**.

**Note:-**"The Tendering Authority does not 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."

7. The bidders shall submit their eligibility and qualification details, technical bid, financial bid, etc., in the online standard formats given in e-Procurement web site 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 through the e-Procurement web site. The bidder shall sign on all the supporting statements, documents and certificates uploaded, owning responsibility for their correctness/authenticity.
8. 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 without any further correspondence.
9. For support related to e-tendering process, bidders may contact the following address: "e Proc 2.0 Help Desk Address: M Junction Services Limited RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S - Shastri Nagar, Patna 800014, Bihar. Toll Free Number: 1800 572 6571, Email Id: eproc2support@bihar.gov.in".
10. This bidding involves bidding procedure in two parts (Folder) bidding system viz. Part-1: Technical Bid and Part-2: Financial Bid. All the eligible and interested bidders are required to submit the Technical Bid and Financial Bid simultaneously through online e-tender system. Technical offer will be opened and analyzed first. Only the bidders, whose Technical offer is found responsive will be notified by the Board and uploaded on e-tender system. Those who have been found not technically qualified can submit their comment or query if any within three (03) days from the date of uploading of results of technical bids. Financial Bids (to be submitted in the Template provided with the Tender document) will be opened only for technically qualified bidders. The date and place will be intimated to the bidder to participate in the



public opening of the financial bid.

For amendment in bidding, in documents or extension of bid submission date, if any, bidders are requested to visit website <https://www.eproc2.bihar.gov.in> and the Board will not publish any further notice in newspapers for such amendment/extension.

11. Bidders must submit their bids online **For Selection of an Agency for Providing Manpower in Bihar State Pollution Control Board, Patna.**
12. The BSPCB reserves the right to reject any or all the tenders, in part or whole without assigning any reason whatsoever.
13. In the event of date being declared as a closed holiday for BSPCB's Office, the date for opening of bids will be the following working day at the appointed time.
14. The bidder or his official representative may attend a **pre-bid meeting**, which will take place **at 15:00 Hrs on 21st October, 2024** at the Board's office or online through Video Conferencing (VC). The link shall be provided on the same day or before the pre-bid meeting.

Prospective bidders are requested to send their queries, if any, in the prescribed format in **Annexure-1** through the e-mail ID: [msbspcb-bih@gov.in](mailto:msbspcb-bih@gov.in) / [bspccb@yahoo.com](mailto:bspccb@yahoo.com) preferably at least 3 days prior to the scheduled date of pre-bid meeting positively to prepare for discussion at the pre-bid meeting. The related queries may be accepted up-to pre-bid meeting. No queries will be accepted after the pre-bid meeting.

15. Bidder should have adequate financial and technical capability to execute the contract. **Bidder should have minimum average annual turnover of Rs. 100 lakh** during last three financial years (2020-21, 2021-22 & 2022-23) in the books of account certified by chartered accountant with Unique Document Identification Number (UDIN). The turnover document without UDIN will be rejected without any show-cause notice. They should also submit PAN, GST number in the name of bidder's organization and annual turnover of last 03 (three) financial years related documents along with technical bid.
16. No subletting shall be allowed to the bidder.
17. For any Tender related assistance/tender questionnaire please contact:-  
Bihar State Pollution Control Board, Parivesh Bhawan, Patilputra industrial Area, P.O-Sadakat Ashram, Patna-800 010. EPABX: 0612-2261250/2262265, Fax: 0612-2261050; e-mail: [msbspcb-bih@gov.in](mailto:msbspcb-bih@gov.in)

### CRITICAL DATE SHEET

Date of Publishing of Tender	15.10.2024; 17:00 hrs
Pre Bid Meeting	21.10.2024; 15:00 hrs
Reply of Pre-bid Queries	24.10.2024; 17:00 hrs
Date of Start of Bid Submission	25.10.2024 ; 18:00 hrs
Last Date of Bid Submission	18.11.2024; 15:00 hrs
Date of Opening Technical Bid	19.11.2024; 15:00 hrs

  
**Member Secretary**  
**Bihar State Pollution Control Board**

## INSTRUCTION TO BIDDERS

### 1.0 INTRODUCTION

1.1 Bihar State Pollution Control Board, Patna invites e-tender from a reputed organization/service provider having qualifying criteria as mentioned in the e-Bidding document/Request For Proposal (RFP) for providing manpower in Bihar State Pollution Control Board, Patna initially for one (01) year, which can be extended up to three (03) years or more as per requirement, satisfactory performance and mutual consent. Manual Bids shall not be accepted. Bids from joint ventures are not acceptable.

### 2.0 General Terms & Conditions

- 2.1 Prospective bidders may visit websites: <https://www.eproc2.bihar.gov.in> or <http://bspcb.bihar.gov.in/tenders-notice.html> for detailed terms and conditions of e-tender. Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) from any authorized Certifying Authority (CA) under CCA, Govt. of India viz. NIC. DSC is given as USB e-token. After obtaining DSC from the approved CA they are required to register themselves on e-Procurement portal <https://www.eproc2.bihar.gov.in> to obtain user ID & Password and then submit their bids online through the same.
- 2.2 Prospective bidders may download a complete set of bidding documents from the website: <https://www.eproc2.bihar.gov.in> with the help of e-token. This is the only mode of collection of tender document. Eligible bidders must submit their bids for complete scope of work. Any incomplete bid shall be rejected out rightly.
- 2.3 Bidder shall submit **Tender Processing Fee** (TPF) of Rs 590/- (Five hundred and ninety only) to be paid through e-Payment mode (i.e. NEFT/RTGS, Credit/Debit Card & Net Banking).
- 2.4 Bidders shall submit a non-refundable **Bid Document Fee** of Rs. 10,000/- (Ten thousand) through e-Payment mode (i.e. NEFT/RTGS, Credit/Debit Card & Net Banking) only through <https://www.eproc2.bihar.gov.in>.
- 2.5 Bidders shall submit "**Earnest Money Deposit**" (EMD) of Rs. 2,40,000/- (Rs. Two lakh forty thousand) through e-Payment mode (i.e. NEFT/RTGS, Credit/Debit Card & Net Banking) only through <https://www.eproc2.bihar.gov.in>.

**Note:-**"The Tendering Authority does not 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."

- 2.6 The bidders shall submit their eligibility and qualification details, Technical bid, Financial bid, etc., in the online standard formats given in e-Procurement web site 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 through the e-Procurement web site. The bidder shall sign on all the supporting statements, documents and certificates uploaded, owning responsibility for their correctness/authenticity.
- 2.7 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 without any further correspondence.
- 2.8 This bidding involves bidding procedure in two parts (Folder) bidding system viz. Part-1: Technical Bid and Part-2: Financial Bid. All the eligible and interested bidders are required to submit the Technical Bid and Financial Bid simultaneously through online e-tender system. Technical offer will be opened and analyzed first. Only the bidders, whose Technical offer is found responsive will be notified by the Board and uploaded on e-tender system. Those who have been found not technically qualified can submit their comment or query if any within three (03) days from the date of uploading of results of technical bids. Financial Bids (to be submitted in the Template provided with the Tender document) will be opened only for technically qualified bidders. The date and place will be intimated to participate in the public opening of the financial bid.

For amendment in bidding, in documents or extension of bid submission date, if any, bidders are requested to visit website <https://www.eproc2.bihar.gov.in> and the Board will not publish any further notice in newspapers for such amendment/extension.

- 2.9 Bidders must submit their bids online **For Selection of an Agency for Providing Manpower In Bihar State Pollution Control Board, Patna.**
- 2.10 The BSPCB reserves the right to reject any or all the tenders, in part or whole without assigning any reason whatsoever.

2.11 In the event of date being declared as a closed holiday for BSPCB's Office, the date for opening of bids will be the following working day at the appointed time.

2.12 The bidder or his official representative may attend a **pre-bid meeting**, which will take place **at 15:00 Hrs on 21<sup>st</sup> October, 2024** at the Board's office or online through Video Conferencing (VC). The link shall be provided on the same day or before the pre-bid meeting.

Prospective bidders are requested to send their queries, if any, in the prescribed format in **Annexure-1** through the e-mail ID: [msbspcb-bih@gov.in](mailto:msbspcb-bih@gov.in)/[bspcb@yahoo.com](mailto:bspcb@yahoo.com) preferably at least 3 days prior to the scheduled date of pre-bid meeting positively to prepare for discussion at the pre-bid meeting. The related queries may be accepted up-to pre-bid meeting. No queries will be accepted after the pre-bid meeting.

2.13. Bidder should have adequate financial and technical capability to execute the contract. **Bidder should have minimum average annual turnover of Rs. 100 lakh** during last three financial years (2020-21, 2021-22 & 2022-23) in the books of account certified by chartered accountant with Unique Document Identification Number (UDIN). The turnover document without UDIN will be rejected without any show-cause notice. They should also submit PAN, GST number in the name of bidder's organization and annual turnover of last 03 (three) financial years related documents along with technical bid.

2.14 No subletting shall be allowed to the bidder.

2.15 For any Tender related assistance/ tender questionnaire please contact:-

Bihar State Pollution Control Board,  
Parivesh Bhawan, Patliputra Industrial Area, P.O-Sadakat Ashram, Patna-  
800 010.

EPABX: 0612-2261250/2262265, Fax: 0612-2261050;

e-mail: [msbspcb-bih@gov.in](mailto:msbspcb-bih@gov.in)

### 3.0 **Qualifying Criteria of Bidders and documents required for technical evaluation.**

3.1 **Legal Entity:** Bidder should be a reputed registered company in India under the Companies Act, 1956/2013 or proprietorship firm or partnership firm registered with any Govt. entity. They should also have permanent registration under Labour, Provident Fund and ESI Acts. The bidder must have valid license under the Bihar Private Security Agencies Rules, 2011

notified under the Private Security Agencies (Regulation) Act, 2005.

*The bidder shall submit the registration document as a company/ partnership firm or proprietorship firm or any legal entity with (a) PAN Card of the registered legal entity, (b) GST certificate of the registered legal entity, (c) Registration certificate from Labour, Provident fund and ESI, (d) valid license from the competent authority under the Bihar Private Security Agencies Rules, 2011, (e) Any other supporting document, as may be required.*

- 3.2 **Existence of the firm:** The Bidder(s) should be in existence and engaged in the business as service provider for providing **manpower** in the last 05 (five) completed Financial Years (i.e. 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24) and must be in existence at the time of proposal submission i.e., on proposal due date.

*The bidder shall submit (a) registration document showing incorporation of the Bidder and (b) an undertaking on the letterhead of the Bidder (as per **Annexure-2**) stating that the Bidder has been in existence and engaged in the business as service provider for providing **manpower** in the last 05 (five) completed Financial Years (i.e., 2019-20, 2020-21, 2021-22, 2022-23 & 2023-24) and must be in existence at the time of Proposal submission i.e., on proposal due date.*

- 3.3 **Work Experience:** The bidder(s) must have an experience as service provider for providing **manpower** to at least three organizations (Govt./ Public Sector organization) in the last three (03) completed Financial Years (i.e. 2020-21, 2021-22 & 2022-23) (**Annexure-3**).

- 3.4 **Average Annual Turnover:** Bidder should have minimum average annual turnover of Rs. 100 lakh during last three financial years (2020-21, 2021-22 & 2022-23) in the books of account certified by a chartered accountant with Unique Document Identification Number (UDIN). The turnover document without UDIN will be rejected without any show-cause notice.

*The bidder shall submit annual financial turnover of last three (03) years i.e. 2020-21, 2021-22 & 2022-23 (as per **Annexure-4**) certified by chartered accountant with Unique Document Identification Number (UDIN).*

- 3.5 **Blacklisting:** The bidder(s) shall not have been debarred/ blacklisted by any Central Govt. /State Govt./ Public Sector Undertaking/Central Pollution Control Board (CPCB)/ State Pollution Control Board (SPCB) or any other local Body or body established under or in the control of the

Central or state Government .

The bidder shall declare through an affidavit/undertaking (as per **Annexure-5**) that they have neither been blacklisted nor debarred by the Central Govt. or any State Govt. or CPCB or any SPCB or any other Central or State or Local Govt. organization and no criminal case is pending against the bidder.

The bidder who have not declared through an affidavit/undertaking (as per **Annexure-5**) that they have neither been blacklisted nor debarred by the Central Govt. or any State Govt. or CPCB or any SPCB or any other Central or State or Local Govt. organization and no criminal case is pending against him, **shall not be considered for technical evaluation and his bid shall be summarily rejected.**

#### 4.0 BIDDING DOCUMENTS

4.1 The Bidding Documents will be available only at Website: <https://www.eproc2.bihar.gov.in> and can be downloaded as a complete set of bidding documents, attachments & financial template file.

4.2 **Checking of bidding document:** The Bidder shall check the number of pages and notify the Board of any missing or duplicate pages or of any figures or words, which may be indistinct or ambiguous. No claim will be admitted as result of the Bidder's failure to comply with the foregoing.

4.3 **Clarification of Bidding Documents:** If a prospective Bidder has any doubt as to the meaning of any part of the Bidding Documents he may notify the Board for supplementary information and explanation in writing/email or facsimile in compliance with Form of Questionnaire of **Annexure-1** at the following address at least three (3) days prior to the date set for pre-bid conference.

The Member Secretary  
Bihar State Pollution Control Board,  
Parivesh Bhawan,  
Patliputra Industrial Area, P.O.-Sadakat Ashram,  
Patna-800 010, Bihar.

#### 4.4 Pre-Bid Conference/Meeting

The bidder or his authorized representative may attend the pre-bid conference to be held at the office of the Board on the date and time mentioned above. If required, the Pre-bid conference will continue on next working day, as well.

- a) The purpose of the conference will be, to clarify issues regarding the Bidding Document.
- b) Prospective bidders are requested to send their queries, if any, in the prescribed format in **Annexure-1** through the e-mail ID: [msbspccb-bih@gov.in](mailto:msbspccb-bih@gov.in) preferably at least 3 days prior to the scheduled date of pre-bid meeting positively to prepare for discussion at the pre-bid meeting. The related queries may be accepted up-to pre-bid meeting. No queries will be accepted after the pre-bid meeting.
- c) Record notes of conference including the text of the questions raised and responses given will be transmitted without delay to prospective bidders who have purchased the Bidding Documents through e-procurement website. Any modification of the Bidding Document which may become necessary as a result of the pre-bid conference shall be made by the Board exclusively through an addendum/ corrigendum to the bidding documents through designated website only and not through the record notes of the pre-bid conference.
- d) Non-attendance of the pre-bid conference will not be a cause for disqualification of a bidder.
- e) The bidder shall depute maximum two authorized persons to take part in pre-bid conference.
- f) The bidder is not expected to raise any additional query after pre-bid conference and the Board is not obliged to reply any such query.
- g) The pre-bid conference shall be open to any prospective bidders.

#### 4.5 Amendment of Bidding Documents

- (1) At any time prior to the deadline for submission of the Bid, the Board, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the Bidding Documents by amendment. For amendment in bidding documents or extension of bid submission date, if any, bidders are requested to visit website <https://bspccb.bihar.gov.in> and [https:// www.eproc2.bihar.gov.in](https://www.eproc2.bihar.gov.in) before bid submission closing date. **Board will not publish any further notice in the newspapers for such addendum/ corrigendum.**
- (2) The Board will not be responsible or take any liability arising out of non- receipt of the same on time or otherwise.
- (3) In order to allow prospective Bidders reasonable time in which to



take amendment into account in preparing their Bids, the Board at its own discretion may extend the deadline for submission of the Bid, without any liability on the Board.

#### 5.0 Bid Security/Earnest Money

5.1 Bidders shall submit "**Earnest Money Deposit**" (EMD) of Rs. 2,40,000/- (Rs. Two lakh forty thousand) through e-Payment mode (i.e. NEFT/RTGS, Credit/Debit Card & Net Banking) only through <https://www.eproc2.bihar.gov.in>.

**Note:**-"The Tendering Authority does not 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."

5.2 Any Bid not secured by the Bid Security/EMD shall be rejected as non-responsive.

5.3 The bidder registered with the Central Purchase Organization/State Purchase Organization, National Small Industries Corporation (NSIC) or the concerned Department shall be exempted from submission of EMD as per Bihar Finance (Amendment) Rules, 2005.

BSPCB shall accept bids without EMD from those bidders who are Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME), Govt. of India.

#### 5.4 Return of EMD:

(a) Unsuccessful bidder's earnest money shall be refunded/ returned without any interest after the finalization/ signing of the agreement with the successful bidder/ service provider.

(b) The successful Bidder's Bid Security shall be discharged upon the Bidder signing the Contract and furnishing the Performance Security.

5.5 No interest shall be payable by the Board on the above Bid Security.

5.6 The Bid Security may be forfeited:

a. If a Bidder withdraws its bid during the period of bid validity specified hereunder;

b. If a bidder refuses to accept the arithmetical corrections;

c. In case of a successful Bidder, if the Bidder fails to sign the

contract and furnish Performance Security within the stipulated period of 30 days from the date of issue of the work order/selection letter.

#### **5.7 Validity of Bid**

The validity of tender would be for a minimum period of 180 days from the date of opening of tenders. A Bid valid for a shorter period may be rejected by the Board as non-responsive. In case the validity is to be extended; the Board may solicit the Bidder's consent to an extension on the period of validity and the bid shall remain valid for the extended period as mutually agreed upon.

#### **5.8 Rejection of Bid**

Failure by the Bidder to comply with the provisions of these Instructions to Bidders or any part of the Bidding Document may result in rejection of the Bid and forfeiture of the Bid Security.

The Board reserves the right to accept or reject any or all Bids or to amend the Bidding document at any time prior to finalization of agreement with successful bidder without thereby incurring any liability to the affected Bidder or Bidders.

The Board also reserves to itself the right of accepting the whole or any part of the Bid and the Bidder shall be bound to perform the same at the rate quoted.

#### **6.0 SCOPE OF WORK:**

##### **6.1 TERMS OF REFERENCE (ToR)/SCOPE OF WORK & PROPOSED CONTRACT TERMS**

1. Bihar State Pollution Control Board is a regulatory body constituted under the section 4 of the Water (Prevention and Control of Pollution) Act, 1974. At present, it has multi-dimensional responsibility of implementing various environmental legislation in the State of Bihar for pollution control and environmental conservation. The State Board has its Head Quarter in Parivesh Bhawan located at Patliputra Industrial Area, Sadakat Ashram, Patna-800 010.
2. The successful bidder shall provide manpower initially for one (01) year, which can be extended up to three (03) years or more as per requirement, satisfactory performance and mutual consent. Details of the manpower requirement are hereunder:-

Sl. N.	Man Power required	Essential Qualification	Desirable Qualification & Minimum Experience	Consolidated amount to be paid
1.	Contractual Assistant Environmental Engineer	B.E/ B.Tech in chemical/Civil/ Environmental Engineering.	Candidates with outstanding academic career with experience shall be preferred.	As per BSPCB norms.
2.	Contractual Assistant Environmental Scientist	M.Sc. in chemistry / Life Sciences/ Environmental Science	-Do-	-Do-
3.	Contractual IT Engineer	B.E/ B.Tech in IT Engineering or Computer Science Engineering.	-Do-	-Do-
4.	Contractual Assistant Scientific Officer	B.Sc. in chemistry / Life Sciences/ Environmental Science	-Do-	-Do-
5.	Contractual Assistant Public Relations Officer	Graduation with Journalism/Mass communication	-Do-	-Do-
6.	Contractual Manager Human Resources	MBA with specialization in HR	-Do-	-Do-
7.	Contractual Lab Assistant	B.Sc. in Science	-Do-	-Do-
8.	Contractual Assistant Legal Officer	LLB	-Do-	-Do-
9.	Contractual Assistant	Graduation	-Do-	-Do-
10.	Contractual Accountant	Graduation with Commerce (B.com)	-Do-	-Do-
11.	Contractual Stenographer	Graduation with Stenography	-Do-	-Do-
12.	Contractual GIS Analyst	M. Tech (Remote Sensing/Geo-informatics) or M.Sc. (Geo-informatics).	-Do-	-Do-
13.	Contractual Assistant Librarian	Bachelor library Science	-Do-	-Do-
14.	Contractual Data Entry Operator	Graduation with Diploma in computer application or		-Do-

		equivalent		
15.	Contractual Multi-Task Staff (MTS)	B.Sc. with computer Science/BCA/B.Sc. IT.		-Do-
16.	Contractual Driver	Matriculation with valid driving license		-Do-
17.	Contractual Sample Taker/ Field Assistant	Intermediate in Science		-Do-
18.	Contractual Lab Attendant	Matriculation		-Do-
19.	Contractual Security Supervisor	Highly Skilled Category		Minimum wages as per the Labour Department, Govt. of Bihar
20.	Contractual Security Guard	Skilled Category		-Do-
21.	Contractual Electrician	ITI Electrician, Skilled Category		-Do-
22.	Contractual Lift Operator	Matriculation, Semi Skilled Category		-Do-
23.	Contractual Canteen Staff	Semi Skilled Category		-Do-
24.	Contractual Cook	Semi Skilled Category		-Do-
25.	Contractual Part-time Engineer (Civil)	B.Tech (Civil)	Candidates with outstanding academic career with minimum 20 years experience including procurement/ tendering shall be preferred.	As per BSPCB norms.

3. The salary of hired/outsourced staffs for manpower services will be paid by the agency as per mentioned above emoluments.
4. The number of required manpower may increase or decrease and shall be disclosed to the successful bidder.
5. Board will pay the employer contribution for EPF, ESI & Service charge (quoted by bidder) and GST as per Govt. norms in compliance with Finance Department, Govt. of Bihar circular no. 2988, dated-23.03.2023 and further clarification in this regard vide ref. no. 8149, dated-14.09.2023 regarding supply of manpower through outsourcing and their minimum wages.

Bidders are required to quote the Service charge (minimum 3.85%

and maximum 7.0%) in line with the aforesaid circulars. It is to be noted that in compliance with the aforesaid circulars of Finance Department, Govt. of Bihar, service charge shall be calculated on sum of minimum wages, employer contribution for EPF and ESI and other charges if any. GST shall be calculated on sum of minimum wage, employer contribution for EPF, ESI and service charge.

6. **Presently, bidders are required to only quote the rate of service charge in percentage (in%) in financial/price bid format (Annexure-7).**
7. Board will not be responsible for providing accommodation to the manpower provided by the successful bidder for the services.
8. The Board shall evaluate the candidates nominated by the selected agency and then accept the joining of only selected candidate/manpower.

#### **7. INFORMATION TO BIDDERS REGARDING PROCEDURE FOR SUBMISSION OF PROPOSAL**

1. The Bidding will be in two parts, **Part-1: Technical Bid** and **Part-2: Financial Bid** through [https://www. Eproc2. Bihar.gov.in](https://www.Eproc2.Bihar.gov.in)
2. Both parts of the Bid shall be submitted online simultaneously **through <https://www. Eproc2. Bihar.gov.in>** by specified date.
3. All the required documents should be attached at their proper places as mentioned in the e-forms, otherwise the tender of the bidder will be rejected, without any notice.
4. Technical bid will be opened and analyzed first. Only the bidders, whose technical bid is found responsive and qualified will be notified by the Board and uploaded on <https://www. Eproc2. Bihar.gov.in>. Financial Bids will be opened only for technically qualified bidders.
5. The Board may call for any details, explanation, clarification regarding technical & financial aspect of the bids submitted from the concerned bidder (s).
6. The Bidding Documents will be available only <https://www. Eproc2. Bihar.gov.in> and can be downloaded as a complete set of bidding documents, attachments & financial template file.
7. The Bidder shall check the number of pages and notify the Board of any missing or duplicate pages or of an figures or words, which may be indistinct or ambiguous. No claim will be admitted as result of the Bidder's

failure to comply with the foregoing.

8. Failure by the Bidder to comply with the provisions of these Instructions to Bidders or any part of the Bidding Document may result in rejection of the Bid and forfeiture of the Bid Security.
9. The Board reserves the right to accept or reject any or all Bids or in part or whole to amend the Bidding document at any time prior to finalization of agreement with successful bidder without thereby incurring any liability to the affected Bidder or Bidders.
10. The Board also reserves to itself the right of accepting the whole or any part of the Bid and the Bidder shall be bound to perform the same at the rate quoted.

#### **8. BID EVALUATION CRITERIA AND SELECTION PROCEDURE**

1. Technical bid will be opened and analyzed first. Only the bidders, whose technical bid is found responsive and qualified will be notified by the Board and uploaded on [https://www. Eproc2. Bihar.gov.in](https://www.Eproc2.Bihar.gov.in). Financial Bids will be opened only for technically qualified bidders.
2. Evaluation of technical bid shall be carried out with reference to eligibility and qualification criteria of bidders as mentioned in the Sl. No.-3.0 of this document (**Annexure-6**). Minimum qualifying marks for quality of technical proposal are prescribed as benchmark (80% out of maximum 100 marks) as indicated in **Annexure-6** with a scheme for allotting for various technical criteria/attributes.
3. *The bidder who has not declared through an affidavit/undertaking (as per **Annexure-3**) that they have neither been blacklisted nor debarred by the Central Govt. or any State Govt. or CPCB or any SPCB or any other Central or State or Local Govt. organization and no criminal case is pending against him, shall not be considered for technical evaluation and his bid shall be summarily rejected.*
4. The bidder who has not submitted valid license under the Bihar Private Security Agencies Rules, 2011 notified under the Private Security Agencies (Regulation) Act, 2005, shall not be considered for technical evaluation and his/her bid shall be summarily rejected.
5. **The bidder who has not submitted the desired documents in the prescribed format/annexure, shall not be considered for technical evaluation and his/her bid shall be summarily rejected.**

6. Evaluation of financial bid shall be done based on Price Based System with reference to the price bid format (**Annexure-7**).
9. **Settlement of Dispute, Arbitration:** All disputes or difference arising out of or in connection with the contract under the same shall be settled by the Chairman, Bihar State Pollution Control Board in accordance with the Arbitration and Conciliation Act, 1996. The Chairman, Bihar State Pollution Control Board, Patna shall appoint a sole arbitrator. The decision of the sole arbitrator shall be final and binding on both the parties. It will not be an objection to any such appointment that the arbitrator is the Government servant and has any interest in the Board or the contract entered into directly or indirectly or otherwise. In all cases, the arbitrator shall state his decision in writing. Arbitration proceedings shall be held at Patna, Bihar (India) only and the language of arbitration proceeding and that all documents and communications between the parties shall be in English.
10. **Laws and Regulations:** The formation, validity and performance of this Contract shall be governed as to all matters by and under the laws and regulations of India and courts of Patna shall have exclusive jurisdiction in all matters arising under this Contract.
- The successful bidder shall respect and abide by all laws and regulations of India & Bihar shall make its best effort to ensure that the personnel and their dependents, while staying in the State, shall respect and abide by all laws and regulation of India.
- The successful bidder shall protect, absolve and indemnify the Board and their representatives from any claim, loss or damage arising from any non compliance alleged or proved, without claiming them for payment. All legal disputes subject to Patna jurisdiction only.
11. **Force Majeure:** Contractor/agency/bidder shall not be considered in default if delay in compliance occurs due to causes beyond his control such as acts of God, natural calamities, civil, wars, strikes, fire, frost, floods, riots, pandemic and acts of usurped power. Only those above causes which have a duration of more than seven calendar days shall be considered cause of force majeure.
12. **Performance Security Deposit:**
1. Within thirty (30) days of notification of award from the Board, the successful Bidder shall furnish the Performance Security deposit in the

form of bank guarantee issued by any nationalized bank which have branch located at Patna having license to do business in India, for an amount equivalent to 10% of the contract value.

2. No interest will be paid by the State Board on the performance security deposit.
3. The performance security deposit shall be refunded after 60 days beyond the date of completion of all contractual obligations of the agreement with the Bihar State Pollution Control Board.
13. **Forfeiture of Performance Security Deposit:** Performance Security Deposit amount in full or part may be forfeited in the following cases:-
  - (a) When any terms and conditions of the agreement is breached.
  - (b) When the bidder fails to execute the work satisfactorily. Prior Notice will be given in case of forfeiture of performance security deposit.
14. **Award of Contract to Successful Bidder:** The Board will award the Contract to successful Bidder in all respects as per the bid document after all clearances from the competent authority of the Board.
15. **Typographical and clerical errors are subject to correction.**

  
Member Secretary  
BSPCB, Patna



<Letterhead of the Bidder>

**FORM OF QUESTIONNAIRE**

**(To be submitted before Pre-Bid Meeting)**

BIDDING DOCUMENTS

**For selection of an agency for providing manpower in Bihar State Pollution Control Board, Patna.**

Date:

To,

**The Member Secretary,  
Bihar State Pollution Control Board,  
Parivesh Bhawan, Patliputra Industrial Area,  
P.O.-Sadakat Ashram,  
Patna-800 010, Bihar, India.**

From: Name of Bidder  
Address  
Fax No.  
Email id.

<b>Questionnaire Format</b>			
<b>Tender Page No.</b>	<b>Clause No.</b>	<b>Tender Clause</b>	<b>Question</b>

Signature of the Authorized Representative  
Name of the person:

Designation:

**DECLARATION FOR EXISTENCE OF THE FIRM**

(To be submitted on the letterhead of the Bidder)

To,  
Member Secretary  
Bihar State Pollution Control Board, Bihar  
Parivesh Bhawan, Patliputra Industrial Area,  
PO: Sadaqat Ashram, Patna, PIN : 800010, Bihar.

SUB: Bid Ref. No. S. No. .... dated ..... **"For selection of an agency for providing manpower in Bihar State Pollution Control Board, Patna"**.

I / We \_(Full name in capital letters), Holder of Power of Attorney of\_ (insert name of Bidder) as the Partner /Managing Director certify and confirm that (insert name of the Bidder) has been in operation for at least 03 (three) completed Financial Years (i.e., 2020-21, 2021-22 & 2022-23) in the field of providing \_ ( areas of services to be mentioned).

Yours sincerely,

Authorized Signature (PoA holder of the Bidder)

[In full and initials with Seal]:

Name and Title of Signatory:

Name of Bidder (Firm/ Organization's name):

Address:

Telephone:

Fax:

Email:

(Name and seal of the Sole Bidder)

[Location, Date]

**PROFORMA FOR PREVIOUS WORK EXPERIENCE OF THE BIDDER**

Bid No. -----, Dated-----

Name of the Bidder & address

.....

For selection of an agency for providing manpower in Bihar State Pollution Control Board, Patna	Order No. & Date	Description of work conducted	Value of order	Enclose copy of work order/ performance certificate if any
1	2	3	4	5

Signature of the Authorized Representative

Name of the Person:

Designation:

**Annexure-4**

**PROFORMA FOR FINANCIAL CAPABILITY OF BIDDER  
(for a period of last three years)**

Bid No. -----, Dated-----

Name of the Bidder & address

.....

<b>Financial Year</b>	<b>Currency</b>	<b>Turnover</b>
2020-2021		
2021-2022		
2022-2023		
<b>Average</b>		

**Note:**

100 The annual turnover amount is to be certified by chartered accountant with Unique Document Identification Number (UDIN).

Signature of the Authorized Representative

Name of the Person:

Designation:

**BLACKLISTING AND PENDING SUIT DECLARATION**

(To be submitted by Bidder on Non-Judicial Stamp paper of INR 200/-duly notarized by Notary Public / First Class Magistrate)

**AFFIDAVIT**

I / We.....(Insert name of PoA Holder).....(Full name in capital letters starting with surname), the Proprietor/ Partner /Managing Director/ Holder of power of attorney of.....(Insert name of Bidder) ..... the business, establishment/ firm/ registered company do hereby, in continuation of the terms and conditions underlying the bid document Ref. No. .... dated ..... For selection of an agency for providing manpower in Bihar State Pollution Control Board, Patna and agreed to by me/us, give following undertaking.

1. It is declared that the firm .....(Insert name of Bidder) ..... is not declared insolvent any time in the past. Not debarred/ blacklisted by either BSPCB/ Central Govt. / State Govt. / Public Sector Undertaking/ any other local body till completion of the Selection Process under this BID document nor convicted under the provision of Indian Penal Code,1860 or Prevention of Corruption (Amendment) Act, 2018, nor any criminal case is pending against me/us in any court of law.
2. It is further declared that the firm.....(Insert name of Bidder)..... Shall inform BSPCB of any such pending suits/ enquiry/ investigation against the Bidder in any court of law, legal authority, paralegal authority which may hamper the execution of works under this BID .
3. The firm.....(Insert name of Bidder) ..... do hereby agree that if in future, it comes to the notice of BSPCB/ if it is brought to the notice of BSPCB that any disciplinary/ penal action due to violation of terms and conditions of the BID document/ Agreement which amounts to cheating /depicting of

mala fide intention during the completion of the contract anywhere in BSPCB or either by any of Central Govt. / State Govt. / Public sector undertaking/any other local body; BSPCB will be at discretion to take appropriate action as it finds fit.

(Full name and complete address with Signature of Authorized Signatory

**WITNESS:**

101 Full Name .....

Address .....

Signature .....

2) Full Name .....

Address .....

Signature .....

Authorized Signature (PoA holder of the Bidder)

[In full and initials with Seal]:

Name and Title of Signatory:

Name of Bidder (Firm/ Organization's name):

Address:

Telephone:

Fax:

Email:

(Name and seal of the Bidder)

[Location, Date]

## TECHNICAL BID FORM/EVALUATION SHEET

Bid No. -----, Dated-----

1.	Name and full address of the Bidder including Telegraphic, Address/Telex No. and Fax No.	
2.	Name and Designation of the Head of the organization /agency and his contact number.	
3.	Nature of Bidder (whether individual, partnership firm or Company registered under the Companies Act).	
4.	(i) In case the organization/agency is located out of Bihar; specify the Address.	
	(ii) Name, Designation, Address, Telephone & Fax Numbers of the Authorised Person who may be contacted during the process /execution of the work concerned under this document (Applicable for all the operators).	
	<b>Allotted marks for evaluation of technical bids.</b>	<b>Full marks: 100</b>
5.	<p><b>Legal Entity:</b> Bidder should be a reputed registered company in India under the Companies Act, 1956/2013 or proprietorship firm or partnership firm registered with any Govt. entity. They should also have permanent registration under Labour, Provident fund and ESI Acts. The bidder must have valid license under the Bihar Private Security Agencies Rules, 2011 notified under the Private Security Agencies (Regulation) Act, 2005.</p> <p><i>The bidder shall submit the registration document as a company/ partnership firm or proprietorship firm or any legal entity with (a) PAN Card of the registered legal entity, (b) GST certificate of the registered legal entity, (c) Registration certificate from Labour, Provident fund and ESI, (d) valid license from the competent authority under the Bihar Private Security Agencies Rules, 2011, (e) Any other supporting document, as may be required. (Mandatory)</i></p> <p>The bidder who has not submitted valid license under the Bihar Private Security Agencies Rules, 2011 notified under the Private Security Agencies (Regulation) Act, 2005, shall not be considered for</p>	<p>20</p> <p>(Regd. Doc: 04; PAN: 04; GST: 04; Labour Regd.: 04; Provident fund: 02; ESI: 02).</p>

	technical evaluation and his/her bid shall be summarily rejected.	
6.	<p><b>Existence of the firm:</b> The Bidder(s) should be in existence and engaged in the business as service provider for providing <b>manpower</b> in the last 05 (five) completed Financial Years (i.e. 2019-20, 2020-21, 2021-22, 2022-23 &amp; 2023-24) and must be in existence at the time of proposal submission i.e., on proposal due date.</p> <p><i>The bidder shall submit (a) registration document showing incorporation of the Bidder and (b) an undertaking on the letterhead of the Bidder (as per <b>Annexure-2</b>) stating that the Bidder has been in existence and engaged in the business as service provider for providing <b>manpower</b> in the last 05 (five) completed Financial Years (i.e., 2019-20, 2020-21, 2021-22, 2022-23 &amp; 2023-24) and must be in existence at the time of Proposal submission i.e., on proposal due date.</i></p>	<p>20</p> <p>(Existence of Firm: From 01 yr: 04; Existence of Firm: From 02 yrs: 08; Existence of Firm: From 03 yrs: 12; Existence of Firm: From 04 yrs: 16; Existence of Firm: From 05 yrs: 20).</p>
7.	<p><b>Work Experience:</b> The bidder(s) must have an experience as service provider for providing <b>manpower</b> to at least three organizations (Govt./ Public Sector organization) in the last three (03) completed Financial Years (i.e. 2020-21, 2021-22 &amp; 2022-23) (<b>Annexure-3</b>).</p>	<p>30</p> <p>(Experience from 01 Org: 10; Experience from 02 Orgs: 20; Experience from 03 Orgs: 30;</p>
8.	<p><b>Average Annual Turnover:</b> Bidder should have minimum average annual turnover of Rs. 100 lakh during last three financial years (2020-21, 2021-22 &amp; 2022-23) in the books of account certified by a chartered accountant with Unique Document Identification Number (UDIN). The turnover document without UDIN will be rejected without any show-cause notice.</p> <p><i>The bidder shall submit annual financial turnover of last three (03) years i.e. 2020-21, 2021-22 &amp; 2022-23 (as per <b>Annexure-4</b>) certified by chartered accountant with Unique Document Identification Number (UDIN).</i></p>	<p>30</p> <p>(&lt;100 lakh: 10; 100 lakh &amp; above: 30)</p>
<p><b>Notes:</b></p> <p>1. Minimum qualifying marks for quality of technical proposal are prescribed as benchmark (80% out of maximum 100 marks) as indicated in <b>Annexure-6</b> with a scheme for allotting for various technical criteria/attributes.</p> <p>2. The bidder who has not submitted the desired documents in the prescribed format/annexure, shall not be</p>		



<p>considered for technical evaluation and his/her bid shall be summarily rejected.</p> <p>3. The bidder who has not declared through an affidavit/undertaking (as per <b>Annexure-3</b>) that they have neither been blacklisted nor debarred by the Central Govt. or any State Govt. or CPCB or any SPCB or any other Central or State or Local Govt. organization and no criminal case is pending against him, shall not be considered for technical evaluation and his bid shall be summarily rejected.</p> <p>4. The bidder who has not submitted valid license under the Bihar Private Security Agencies Rules, 2011 notified under the Private Security Agencies (Regulation) Act, 2005, shall not be considered for technical evaluation and his/her bid shall be summarily rejected.</p>	
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Place:

Date:

Legally Binding Signature with stamp

## PRICE BID

Bidder should quote as per the following format

Name and Mailing address of the Bidder:			
Sl. No.	Manpower supply	Emoluments to be paid per person per month	Service charge as per Govt. Norms (In%)
1	2	3	4
1.	Contractual Assistant Environmental Engineer	As per BSPCB norms.	
2.	Contractual Assistant Environmental Scientist	-Do-	
3.	Contractual IT Engineer	-Do-	
4.	Contractual Assistant Scientific Officer	-Do-	
5.	Contractual Assistant Public Relations Officer	-Do-	
6.	Contractual Manager Human Resources	-Do-	
7.	Contractual Lab Assistant	-Do-	
8.	Contractual Assistant Legal Officer	-Do-	
9.	Contractual Assistant	-Do-	
10.	Contractual Accountant	-Do-	
11.	Contractual Stenographer	-Do-	
12.	Contractual GIS Analyst	-Do-	
13.	Contractual Assistant Librarian	-Do-	
14.	Contractual Data Entry Operator	-Do-	
15.	Contractual Multi-Task Staff (MTS)	-Do-	
16.	Contractual Driver	-Do-	
17.	Contractual Sample Taker/Field Assistant	-Do-	
18.	Contractual Lab Attendant	-Do-	
19.	Contractual Security Supervisor	Minimum wages as per the Labour Department, Govt. of Bihar.	
20.	Contractual Security Guard	-Do-	
21.	Contractual Electrician	-Do-	
22.	Contractual Lift Operator	-Do-	
23.	Contractual Canteen Staff	-Do-	
24.	Contractual Cook	-Do-	
25.	Contractual Part-time Engineer (Civil)	As per BSPCB norms.	

**Note:** Presently, bidders are required to only quote the rate of service charge in percentage (%) in column 4.

**SIGNATURE OF TENDERER ALONG WITH  
SEAL OF THE COMPANY WITH DATE**

- (a) If the Contractor (unless relieved from the performance by any clause of the Contract or by statute or by the decision of a tribunal of competent jurisdiction) shall in any respect fail to execute the Contract or commit any breach of his obligations there under then the Guarantor will indemnify and pay the Board the aggregate sum of Rs. ...., sum being payable in the types and amount of currencies in which the Contract Price is payable, provided that the Board or his Authorized Representative has notified the Guarantor to that effect and has made a claim against the Guarantor before the validity of bank guarantee.
- (b) The guarantor shall not be discharged or released from his guarantee by an arrangement between the Contractor and the Board, with or without the consent of the Guarantor, or by any alteration in the obligations undertaken by the Contractor, or by any forbearance on the part of the Contractor, whether as to payment, time, performance, or otherwise, any notice to the Guarantor of any such arrangement, alteration, or forbearance is hereby expressly waived.

This guarantee shall be valid for one year from the date of acceptance letter from the contractor.

Given under our hand on the date first mentioned above.

SIGNED BY -----  
for and on behalf of the  
Guarantor  
(Seal of Guarantor)

in the presence of

-----  
(Witness)

**Form of Bank Guarantee for Performance Security**

(To be stamped in accordance with Stamp Act by the issuing Bank)

Bank Guarantee No. -----

Date : -----

Ref. No.:-----

To,  
**The Member Secretary,  
Bihar State Pollution Control Board,  
Parivesh Bhawan, Patilputra Industrial Area,  
P.O. Sadakat Ashram,  
Patna-800 010, Bihar, India.**

Dear Sir,

THIS AGREEMENT is made on the -----days of-----  
2024 ----- Between [Name of the Bank] of ----- [address  
of the bank] (hereinafter called "the Guarantor") of the one part  
and Bihar State Pollution Control Board (hereinafter called "the  
Board") of the other part.

**WHEREAS**

(1) This agreement is supplemental to a contract number -----  
(insert Contract Number) (hereinafter called "the Contract") made  
between ..... [name of Contractor] of -----  
[address of Contractor] (hereinafter called "the Contractor) of the  
one part and the Board of the other part whereby the  
Contractor agreed and undertook to provide the manpower in Bihar  
State Pollution Control Board for one year.

(2) The Guarantor has agreed to guarantee the due performance  
of the Contract in the manner hereinafter appearing.

NOW, THEREFORE, the Guarantor hereby agrees with the Board as  
follows;