

Department of Environment, Forest and Climate Change Govt., of Bihar

Bihar State Biodiversity Board

5th Floor, Bihar state building Construction Corporation Ltd. Campus, Shastri Nagar Patna-800023  
(email-bsbbbihar@gmail.com)

**NOTICE INVITING TENDER**

Tender Enquiry No. 2/2021.....

Dated:.....

The Bihar State Biodiversity Board (BSBB), Bihar (hereinafter referred to as the "Board"), an autonomous Board established under Department of Environment, Forest and Climate Change, Government of Bihar, hereby invites **Sealed Tenders** from reputed and highly professional agencies, who fulfills the eligibility criteria as enunciated herein after for "**Outsourcing of various Job Works/ Tasks on Work through deployment of manpower and supervision at work spot of the Board**" as per the scope of work and terms & conditions set out in the tender document.

2. Brief description of Job work and an illustrative list of manpower likely to be deployed is indicated in tender document. The list is illustrative not exhaustive. The number of persons and related criteria to be outsourced may vary depending on actual requirement.

Sl. No	Scope of work
1	Online data entry in Dashboard of National Biodiversity Authority, Chennai
2	Entries of Contents of People's Biodiversity Register- complete form.
3	To prepare list of BMC members, Name, Address, Mobile number, etc.
4	Preparation of GIS Base Map of each Local bodies showing important features, that include Gram Panchayat, Panchayat Samiti, Zila Parishad, Nagar nigam, Nagar Parishad, Nagar Panchayat.
5	(A) Design and Developing web software for easy retrieval of the information stored in desired format. (B) Creation of Database of all BMC and PBR for each Panchayat and Design of dashboard.

**Note: The job includes up gradation of data from time to time during contract period.**

3. All the further notifications/amendments, if any shall be posted on notice board & concerned website <https://state.bihar.gov.in/forest>. No separate communication shall be made with individual bidders.
4. A bidder shall submit only single tender. If more than one tender is submitted, all the bids of concerned bidder shall be summarily rejected.
5. Tender documents along with detailed descriptions of the items, terms and conditions of the tender can be purchased on payment of Rs. 1000 from the office of the Bihar State Biodiversity Board, 5th Floor, Bihar State Building Construction Corporation Ltd. Complex, Shastri Nagar, Patna-800023 or it can be downloaded from the website <https://state.bihar.gov.in/forest>.

**Tender Schedule/ Programme**

Sl.NO.	Activity	Date/Time
1.	Last Date and Time of Sale of Tender Documents	02.07.2021 at 12.00 noon.
2.	Pre Bid Discussion	21.06.2021 at 3.00 p.m.
3.	Closing Date & Time of Receipt of Tender	02.07.2021 till 1:00 p.m.
4.	Date of Opening of Tender and Technical Bid	02.07.2021 at 3.00 p.m.
5.	Contact Person/Nodal Officer of the Queries	Deputy Director, Bihar State Biodiversity Board, Patna. Mob: 9430963466 e-mail: <a href="mailto:bsbbbihar@gmail.com">bsbbbihar@gmail.com</a>

(Sanjay Kumar Sinha)

Secretary,

Bihar State Biodiversity Board, Patna.

**Department of Environment, Forest and Climate Change Govt., of Bihar**

**Outsourcing of various job works / Task on Work Contract Basis  
through Deployment of manpower and Supervision at work spot of  
the Bihar State Biodiversity Board**

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**Bihar State Biodiversity Board**

**Department of Environment, Forest and Climate Change Govt., of Bihar  
5th Floor, Bihar state building Construction Corporation ltd. Campus, Shastri Nagar  
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**CONTENTS OF TENDER DOCUMENT**

<b>Sr. No</b>	<b>DESCRIPTION OF CONTENT</b>	<b>PAGE NO.</b>
1.	NIT	
2.	SCOPE OF WORK	
3.	TECHNO-COMMERCIAL BID	
4.	PRICE BID	
5.	ANNEXURE-IV	
6.	ANNEXURE-V	
7.	ANNEXURE-VI	
8.	ANNEXURE-VII	
9.	ANNEXURE-VIII	
10.	ANNEXURE-IX	



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**A. Scope of Work:**

**(a). Work:**

Brief description of Job work and an illustrative list of manpower likely to be deployed is indicated in **Annexure -I**. The list is illustrative not exhaustive. The number of persons and related criteria to be outsourced is indicative and may vary depending on actual requirement.

Sl. No	Scope of work
1	Online data entry in Dashboard of National Biodiversity Authority, Chennai.
2	Entries of contents of People's Biodiversity Register- complete form.
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5	(A) Design and Developing web software for easy retrieval of the information stored in desired format. (B) Creation of Database of all BMCs and PBRs (People's Biodiversity Register) of all local bodies and Design of dashboard.

**Note: The job also Includes up gradation from time to time during contract period.**

(b). Manpower

**Minimum qualification and experience for the manpower to be deployed**

- For item no. 1 to 4, minimum 3 (three) full time Data entry operator, with minimum qualification of Intermediate/12<sup>th</sup> std., having knowledge in MS office and Excel, typing speed 35 words per minutes in English and 30 words per minutes in Hindi.
- For item no. 5 1 (one) part time software developer having minimum qualification B.tech /BE/MCA with 2 to 3 years of experience.

(c). Method:

Agency shall be responsible for all activities related to deployment of manpower, hardware, software etc. and supervision at the Board office through various.

**B. BIDDING PROCEDURE:**

The Bidders are required to give detailed tender in two Parts:

**Part - I: Technical Bid.**

**Part - II: Financial Bid.**

**I - Technical Bid:**

Technical Bid is to be submitted in a sealed cover, super scribing "Technical Bid for Outsourcing of various Job Works/ task on work contract basis through deployment of Manpower and Supervision at work spots of the Board" in the pro-forma prescribed at Annexure-II along with the following documents<sup>1\*</sup>:

- Attested copy of Certificate of Incorporation / Registration of agency;
- Work experience of similar work during last 3years;
- Attested copy of the IT return filed for the last three years
- Annual turnover certificate of Chartered Accountant
- Attested Copy of ISO Certificate (if available).
- Attested copy of ESI and EPF certificates;
- Attested copy of PAN card
- Attested copy of the GST registration certificate; and valid GSTIN Number
- Declaration as prescribed in Annexure-V;
- Undertaking as prescribed in Annexure-VI;
- Power of Attorney / Board Resolution in favor of signatory of the Tender on behalf of Tenderer.

**Note 1:** No brochures/ leaflets/ CDs etc. should be submitted in loose form.

**Note 2:** Please indicate page nos. on your tender document.

**Note 3:** The technical offer should not contain any price information.

An Earnest Money Deposit of Rs. 1,20,000/- (Rupees One Lakh twenty thousand only) in the form of Demand Draft / Pay Order drawn in favor of **Bihar State Biodiversity Board** payable at Patna shall be submitted along with the Technical/Commercial bid.

**Note 1:** EMD will not accrue any interest

**Note 2:** The bid security shall be returned to the unsuccessful bidders after the Notification of Award.

**Note 3:** The bids not accompanied with requisite earnest money shall be summarily rejected.

**II - Financial Bid:**

Financial Bid is to be submitted in another sealed cover, super scribing "Financial Bid for Outsourcing of various Job Works / Tasks on Work Contract Basis through Deployment of Manpower and Supervision at work spots of the Board" In the pro-forma prescribed at Annexure-III.

**Note 1:** In case of any discrepancy in the rates indicated in the Price bid either in figures or words, the rates in words will be considered for evaluation.

III -Both the sealed cover containing Technical Bid and Financial Bid shall be kept in third sealed cover, super scribing "Tender for Outsourcing of various Job Works / Tasks on Work Contract Basis through Deployment of Manpower and Supervision at work spots of the Board" and addressed as below:

**Bihar State Biodiversity Board**

**(Department of Environment, Forest and Climate Change Govt., of Bihar)**

**5th Floor, Bihar state building Construction Corporation Ltd. Campus, Shastri Nagar  
Patna-800023**

**Evaluation of Bid:**

- a. Bids will be evaluated on Technical and Financial criteria.
- b. Financial Bids of only those bidders would be opened who qualify Technical Bid in technical evaluation.
- c. Technical evaluation will be done by a Committee for the purpose.
- d. Opening of part-II (Financial Bid) will be intimated to technically qualified tenderers after scrutiny of Technical part.

**Note 1:** The Secretary of the Board reserves the right to annul all bids without assigning any reason

**Note 2:** Overwriting or erasing in the bid documents shall render the same invalid. If unavoidable, all cuttings/over writings should be attested by the authorized signatory.

**Note 3:** The bids must contain the information as required in the format prescribed. The bids which do not contain the information as desired and are not supported by necessary documents will not be considered for evaluation.



**C. INSTRUCTION TO TENDERES:**

**1. Term of Contract:**

Initially, the Agency / Service Provider will be entrusted the contract for a period of one year, which is extendable for maximum period of 6(six) months on satisfactory performance and compliance of terms of agreement.  
Subsequent extension will be sole discretion of the Board.

**2. Validity of Bids:**

The bids shall be valid for a period of not less than 180 days after the deadline for submission of bids.

**3. Performance Guarantee:**

The Successful Agency within 15 days from the date of Notification of Award shall be required to submit security deposit of **Rs. 2,00,000/-** (Rupees Two lakh only) in the form of Bank Guarantee as prescribed at **Annexure-IV**.  
The Bank Guarantee shall remain valid for 90 days (3 months) after the contract is over and shall not accrue any interest

**4. Signed Tender:**

The tender documents submitted by the tenderer (applicant agency) including Annexure / Addendums if any, shall be duly filled (financial offer) and signed on each page as token of having read the conditions and acceptance thereof.

**5. Language of Tender:**

The tender prepared by the tenderer and all correspondence and documents relating to the tender exchanged between the tenderer and the Employer shall be in the English/ or Hindi language.

**6. Contents of Tender Document:**

The Tenderer is expected to examine carefully all the contents of the tender document including without limiting to eligibility criteria, terms & conditions and take them fully into account before submitting their offer. Failure to comply with the requirements as detailed in these documents shall be at the tenderer's risk.

**D. QUALIFYING CRITERIA:**

1. Profile of the bidder: The Service Provider should be registered with the appropriate registering authority. The registration of the Agency must be at least 03 years old.
2. The Service Provider should have at least three (3) years of satisfactory experience of providing manpower(Professional Office Staff etc.) or work contract similar to as mentioned in scope of work. in Govt./Semi Govt./Govt. Undertaking/ Educational Boards/PSUs/others reputed establishment including private sector. Experience must be in the service providing agency or in the business of providing manpower or work contract computing, data entry and ancillary staff etc. **Bidder/Agencies not having the profile mentioned in the scope of work are not eligible.**
3. The minimum annual turnover of the Service Provider from the manpower providing business should be at least be Rs. 100.00 lakh (Rupees one Hundred Lakh Only) during the last three years.
4. The Service Provider shall not be having any civil suit/criminal case pending against its proprietor or any of its Directors (in the case of a Company) or having been earlier convicted on grounds of moral turpitude or for violation of laws in force.
5. The Service Provider should not have been blacklisted by any Govt. / Semi Govt. / Govt. Undertaking/ University/ other reputed establishment for any reason whatsoever.
6. The Service Provider should have been registered with Employee State Insurance ("ESI") and Employee Provident Fund ("EPF") Authorities for depositing ESI and PF contributions.
7. The Service Provider should have been registered with Service Tax Department and must be in possession of Permanent Account Number (PAN), GSTAN.
8. The Service Provider shall submit an undertaking in format as prescribed in **Annexure VI** for acceptance of all terms and conditions mentioned in tender document.
9. Bidders who meet the pre-qualifications/eligibility requirements would be considered as qualified to move to the next stage of Technical and Financial evaluations.
10. Bidders found to be unsatisfactory past performance, corrupt, fraudulent or any other unethical business practices shall not be eligible.





**E. GENERAL TERMS AND CONDITIONS:**

**1. JOB WORK ORDER:**

There shall be five categories of Job Works / Tasks-

- a) The Board shall raise the Job Work Order (“JWO”) as and when required by the Board.
- b) On receipt of JWO the Agency shall recommend and provide profile of qualified persons for respective job work and shall facilitate the Board to and select the best candidate.
- c) The Agency shall depute the selected candidate within 10 (ten) days to Board and execute the job work.
- d) The personnel provided will be required to perform duties as assigned to them by the Board from time to time.
- e) Any undue delay in providing/replacing the requisite manpower will be considered as breach of contract and will be dealt with accordingly. The delay by the Agency in providing a substitute beyond 2 (two) working days shall attract liquidated damages @Rs.100 per day(per such case) as per cadre on the service providing agency, beside deduction in payment on pro-rata basis.
- f) The personnel shall be available for work on all working days (Monday to Saturday) during office hours. However, depending upon the exigencies of work, the personnel may be required to work late beyond office hours or on holidays, for which manpower costs will be compensated as per rates approved by the Board.
- g) Depute a capable managerial level person to manage all day-to-day activities and liaison with Board officials for manpower deployed at the Board.
- h) The Companies / Firms/ Agencies will establish and operationalise the centre for Data Entry Job.
- i) Centre consists of following facilities to be provided by the agency for the contract period.

Sl.no	Particulars	Configuration
1	Computer (laptop/pc/all in one,) with UPS and Optical mouse as per requirement	Minimum i3 processor,4 GB ram, 500 GBHDD,
2	Internet connection (with unlimited uploading and Downloading facilities)	modem
3	Misc. (Pen drive, paper, CD, Travelling, Other)	
4	One Laser Printer with Scanner	

- The word "Data Entry" in these terms and conditions include entries of text, tables, graphs & drawings etc on computers in English/ Hindi as per requirement.

- The data entry is to be done on various applications different packages/Software/MS Office or similar packages in Hindi or English as per the requirement of the board.

- If Computer Operator is not found fit for the work, decision of administration/concerned competent authority shall be final and the contractor shall change/replace the person immediately i.e. same day.

- Data Entry work should be started and completed by concerned Company/Firm/Agency within specified time mention in the Work Order by competent authority. Data entered will be treated as satisfactory only after the verification by the concerned competent authority. Any correction needs to be done after the verification that also will be done by the contracting Company / Firm/ Agency with no any other extra charges for this task.



2. OBLIGATION OF AGENCY:

- a) In addition to all such obligations as specifically mentioned in the Contract / Work order Tender Documents, the Agency shall be under an obligation to fulfill all necessary obligations which may be incidental to or ancillary to the fulfillment of its obligations as per this Agreement, including but not limited to this Clause 2.
- b) Every personnel deployed under this Tender by the Agency shall be the employee of said Agency and the personnel shall not claim any benefit/compensation/absorption/regularization of services with the Board under any provisions of laws in force. Undertaking from the personnel to this effect will be required to be submitted through the Agency to the Board.
- c) The Agency shall ensure that the personnel deployed under this contract shall maintain proper office decorum. They shall not disclose any secret official information to any unauthorized person.
- d) The service provider has to provide the Photo Identity Cards to the persons employed by him/her for carrying out the work. These cards are to be constantly displayed, when on work & their loss to be reported immediately.
- e) Board shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the personnel of the service providers.
- f) It will be the responsibilities of the service providing agencies to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) and the Board will have no liabilities in this regard at any stage.
- g) The Agency shall be solely responsible for payment of remuneration/wages in compliance of all the statutory obligations as applicable including Minimum Wages Act, EPF Act, ESI etc., deduction and timely deposition of EPF, TDS (Income Tax), Professional Tax etc. on monthly remuneration payable to personnel.
- h) The service provider shall conduct necessary verifications of antecedents of the personnel to be deployed to Board and a certificate to this effect shall be submitted to the Board in the form of an Affidavit.
- i) The Agency shall be held responsible for any loss or damage to The Board property on account of negligence or misconduct of any task worker deployed by the agency.
- j) In case of any loss, theft, sabotage, etc. caused by or attributable to any of the personnel deployed by the Agency, the Board shall have the right to claim damages from the Agency.**
- k) The Agency will be required to furnish an Indemnity Bond as per Performa attached as Annexure - VII.
- l) Salary of a particular month will be disbursed by the Agency to its employees on 1st day of next month.
- m) Agency acknowledges and agrees that "Time is of Essence" in this Agreement and therefore, all timelines shall be strictly adhered to by the Agency. The Work shall proceed with due diligence until Final Completion.

**3. COMPLIANCE:**

The Agency / Tenders shall be responsible for compliance with the provisions of all the applicable Labor Laws including but not limited to:

- a) Contract Labor (Regulation Abolition) Act &, 1970;
- b) Minimum Wages Act, 1948;
- c) Workmen's Compensation Act, 1923;
- d) The Employee Provident Fund Act, 1952;
- e) Employee State Insurance Act, 1948; and
- e) Any other rules, regulations and / or statutes as may be applicable to them from time to time.

**4. SUB-CONTRACT:**

The Agency shall not assign transfer, pledge or sub contract the services/works.

**5. REMUNERATION TO TASK WORKERS:**

The remuneration/fee/salary/wages of persons deployed (task worker) shall fixed by the Agency:

**6. TAX LIABILITY:**

The Agency shall be liable to pay all taxes, duties, royalties, statutory minimum payments / contributions to be paid to and / or on behalf of the manpower by the tenderer, overheads etc.

**MODE OF PAYMENT:**

- a) All payments will be made on reimbursement basis and no advance shall be paid to the agency.
- b) Payment towards EPF/ESI etc. all other taxes will be done by the Agency.
- c) Payment will be released within a month after receipt of bill and certification by authorized officer of the board that the service provided during the month are satisfactory.
  - 1. Proof of Payment to the contract person.
  - 2. Receipt payment of EPF etc.
  - 3. Payment of all taxes and liabilities.
- d) The calculation of work will be done considering weight against each job.

**7. TERMINATION:**

The Board reserves the right to terminate the contract with a notice of 30 days to the Agency without assigning any reason. The Agency awarded the contract, if so desire, can terminate the contract by giving 2 (two) months' notice.

**CONSEQUENCES OF TERMINATION**

Upon termination, the Agency shall either immediately, or upon the date specified in the notice of termination:

- (a) cease to represent itself as a Tenderer of the Board;
- (b) cease execution of all further Works, except for such Works as Board may specify in the notice of termination, which is in progress;

**8. FORFEITURE OF DEPOSIT:**

**I- Earnest Money Deposit:**

- a. In case the bidder to whom contract is awarded backs out, the EMD of Rs. 1,00,000/- of the Agency shall be forfeited and suitable action will be taken against agency.

**II- Security Deposit:**

- b. In case of breach of any terms & conditions attached to this agreement, The Security Deposit of the Service Provider / Agency shall be liable to be forfeited besides annulment of this agreement.

**9. ARBITRATION:**

- a) Any dispute, difference arising out of or in connection with the formation, performance, interpretation, nullification, termination or invalidation of this Agreement, in any manner whatsoever, shall be referred to a binding arbitration in accordance with The Arbitration and Conciliation Act, 1996.
- b) The arbitration proceedings shall be conducted by a Sole Arbitrator to be appointed by the Director of the Board at the time of the dispute, whose award shall be reasoned and in writing and shall be final and binding on the Parties. The Arbitration proceedings shall be conducted in the English Language and the venue of arbitration shall invariably be at Patna.
- c) Provided however, nothing contained in this Clause shall be deemed to prevent a party from approaching a Court of competent jurisdiction at Patna (Bihar) for seeking interim relief prior to or pending arbitration.

**10. GOVERNING LAW:**

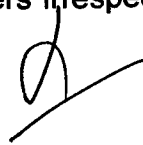
This Tender shall be governed by and construed in accordance with the laws of the India and the courts of Bihar shall have exclusive jurisdiction, since Agreement has been executed by the Parties Patna (Bihar).

**11. FORCE MAJEURE:**

If at any time, during the continuance of this contract, the performance in whole or in part by either party, of any obligation under this contract, shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restriction, act of God omissions or acts of public authorities including changes in law, regulations or policies of the Government, or other regulatory authority acts which are beyond the control of any Party (hereinafter referred to as the "events"), provided notice of happenings of any such eventuality is given by either party to the other within 7 days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of contract shall be resumed as soon as practicable after such event may come to an end or cease to exist and the decision of the Board as to whether the operation have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 90 days either party may at his option terminate the contract.

**F. INTERPRETATION:**

- a) Reference to the singular shall include reference to the plural and *vice-versa* and a reference to any gender shall include a reference to the other genders, except where the context otherwise requires.
- b) The Notes included in different parts of Tender shall form part of the Tender and shall be strictly adhered to by the Agency / Service Provider.
- c) The Schedules /Annexure to this Tender form part of this Tender and will be of full force and effect as though they were expressly set out in the body of this Tender. The provisions of this Tender and the Schedules and Annexures hereto shall be interpreted harmoniously and only if the provisions of this Tender cannot be interpreted harmoniously with the Schedules or Annexures or *vice-versa* on account of inconsistencies or ambiguities then the provisions of this Tender shall prevail over the Schedules.
- d) The Tender documents submitted by the Agency / Service Provider shall have binding force and shall be considered as a legally constituted agreement for all references.
- e) Reference to Agency / Service Provider shall mean Tenderers irrespective of the identity of the entity.



- 11
- f) Reference to any law or regulation having force of law includes a reference to that law or regulation, as from time to time, amended, modified, supplemented, extended or re-enacted.
  - g) The words "include" or "including" shall be deemed to be followed by "without limitation" or "but not limited to" whether or not they are followed by such phrases.
  - h) The preamble and the recitals shall form integral part of this Agreement.

## G. TECHNICAL BID EVALUATION

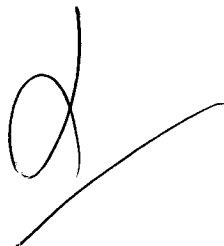
The Board shall follow two bid systems where the technical bid and financial bid shall be evaluated separately.

The technical bid evaluation shall be done based on the basis of supporting documents submitted by the bidder along with technical bid for all above mentioned criteria.

The bidder who qualified in the technical evaluation stage shall be intimated for opening of financial bids.

The Bidder shall be required to submit self-attested copies of the relevant documents in support, in addition to the documentary evidences of other parameters, for being considered during technical evaluation.

A substantially responsive bid shall be one that meets the requirements of the bidding document in totality i.e. by following the procedures as above. The technical bid not meeting the Essential criteria/minimum or any other requirements as per the tender documents shall be rejected and their financial proposals will be unopened.



Stamp and Signature of the Officer

#### 10. GOVERNING LAW:


This Tender shall be governed by and construed in accordance with the laws of the India and the courts of Bihar shall have exclusive jurisdiction, since Agreement has been executed by the Parties Patna (Bihar).

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- d) The Tender documents submitted by the Agency / Service Provider shall have binding force and shall be considered as a legally constituted agreement for all references.
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- f) Reference to any law or regulation having force of law includes a reference to that law or regulation, as from time to time, amended, modified, supplemented, extended or re-enacted.
- g) The words "include" or "including" shall be deemed to be followed by "without limitation" or "but not limited to" whether or not they are followed by such phrases.
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## **G. TECHNICAL BID EVALUATION**

The Board shall follow two bid systems where the technical bid and financial bid shall be evaluated separately.

The technical bid evaluation shall be done based on the basis of supporting documents submitted by the bidder along with technical bid for all above mentioned criteria.

The bidder who qualified in the technical evaluation stage shall be intimated for opening of financial bids.

The Bidder shall be required to submit self-attested copies of the relevant documents in support, in addition to the documentary evidences of other parameters, for being considered during technical evaluation.

A substantially responsive bid shall be one that meets the requirements of the bidding document in totality i.e. by following the procedures as above. The technical bid not meeting the Essential criteria/minimum or any other requirements as per the tender documents shall be rejected and their financial proposals will be unopened.



Stamp and Signature of the Officer

**SCOPE OF WORK**

**(Description of Job Work / Services Required)**

The details given here under are indicative only and the Board reserves the right to change all and any as per the requirement of the board. The tentative details of Job Work, as under:

Sl. No	Scope of work	Quantity	Remarks
1	Online data entry in Dashboard of National Biodiversity Authority (weight = 10%)	1 page 9101 Biodiversity Management Committee (BMC)	
2	People's Biodiversity Register- complete form (weight = 65%)	36 page each of total 9101 BMC	
3	To prepare list of BMC members, Name, Address, Mobile number, etc. (weight = 2%)	1 page each of total 9101 BMC	
4	Preparation of GIS Base Map of each Local bodies showing important features, that include Gram Panchayat, Panchayat Samiti, Zila Parishad, Nagar nigam, Nagar Parishad and Nagar Panchayat (weight = 8%)	For each Local bodies 9101	Map should be prepare in open source software and export in pdf and JPG format.
5	(A) Design and Developing web software for easy retrieval of the information stored in desired format. (B) creation of Database of all BMC and PBR for each Panchayat and Design of dashboard (for 9101 local bodies) (weight = 10%)		

**Note: 1. The requirement for computer & other equipments are given in E(I)  
2. The job includes up gradation from time to time during contract period.**

**TECHNICAL- BID**

(To be submitted in a separate sealed envelope)  
**For Providing of \_\_\_\_\_ to BSBB (Patna)**

1.	Name of the Firm.	
2.	Do you possess trade license issued by Competent Authorities in India? If so, please enclose attested copy.	
3.	Name of Proprietor / Director	
4.	Furnish following particulars of the Registered Office	
	a. Complete Postal Address	
	b. Telephone No.	
	c. Fax. No.	
	d. E-Mail Address	
5.	Type of Firm: Private Ltd./Public Ltd./Cooperative/NGO/PSU. (Please enclose copy of Memorandum/Articles of Association/ Certificate of incorporation)	
6.	Furnish following particulars of the Local Branch Office. (if any)	
	a. Complete Postal Address	
	b. Telephone No.	
	c. Fax. No.	
	d. E-Mail Address	
7.	PAN No. (Attach Attested Copy)	
8.	GST Tax No. (Attach Attested Copy)	
9.	GSTIN No. (Attach Attested Copy)	
10.	ESI Registration Certificate	

11.	EPF Registration Certificate			
12.	Name & Mobile Number of a Key person, who can be contacted at any time.			
13.	Financial turnover for the three financial Years.(Please attach copy of certificate by Chartered Accountant in original)			
	<b>Financial Year</b>	<b>Amount (In Lakhs)</b>	<b>Remarks, if any</b>	
	2017 -2018			
	2018 -2019			
	2019 -2020			
	(Attach separate sheet if space provided is insufficient)			
14.	Give details of the major clients – Educational Boards/Universities, Government Departments, Research Organizations, to whom same type of services have been provided by the bidder during the last five years in the following format.			
	<b>Sl. No</b>	<b>Name &amp; address of the client with details - Name of the contact person, telephone no. Fax no., e-mail id</b>	<b>Name &amp; quantity of Services.</b>	<b>Purchase of service Order/Indent No. &amp; Date</b>
	1			
	2			
	3			
	4			
	5			
	(If the space provided is insufficient, a separate sheet may be attached)			
15.	The agency should not have been black listed or banned by any Govt. Department, Government Organization, PSU, University, Autonomous Board etc. A notarized certificate to this fact should be enclosed with technical-commercial bid as per Annex. V			
16.	Are you an ISO 9001: 2008 certified company? If so, Please attach a copy of the certificate.			
17.	Annexure VI to IX should accompany the Technical bid.			

Date



Signature with stamp of the Tenderer

**PRICE BID**

(To be submitted in a separate sealed envelope)

**DESCRIPTION OF SERVICE: Outsourcing of various Job Works / Tasks on Work Contract Basis through Deployment of Manpower and Supervision at work spots of the Board.**

Items		Amount in INR Quoted including all taxes for the contract period.
1	Online data entry in Dashboard of National Biodiversity Authority	Words: .....
2	People's Biodiversity Register- complete form	.....
3	To prepare list of BMC members, Name, Address, Mobile number, etc.	.....
4	Preparation of GIS Base Map of each Local bodies showing important features, that include Gram Panchayat, Panchay at Samiti Zila Parishad, Nagar nigam, Nagar Parishad, Nagar Panchayat	Figure:.....
5	(A) Design and Developing web software for easy retrieval of the information stored in desired format. (B) creation of Database of all BMC and PVR for each Panchayat and Design of dashboard	.....
6.	Computers & all hardware as per schedule E i (5)	

Date

Place



**Signature of the Tenderer**

**Stamp**

**Annexure- IV**

**MODEL BANK GUARANTEE FORMAT FOR PERFORMANCE GUARANTEE**

To

**WHEREAS**

.....  
(name and address of the agency) (hereinafter called "the agency") has undertaken, in pursuance of contract no.....dated ..... to supply ..... (description of goods and services) (herein after called "the contract").

**AND WHEREAS** it has been stipulated by you in the said contract that the agency shall furnish you with a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

**AND WHEREAS** we have agreed to give the agency such a bank guarantee;  
**NOW THEREFORE** we hereby affirm that we are guarantors and responsible to you, on behalf of the agency, up to a total of ` .....

..... (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the agency to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the agency before presenting us with the demand.

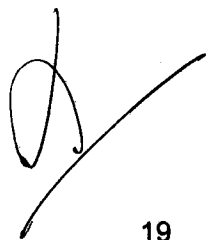
We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the agency shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the ..... day of ....., 20.....

.....  
(Signature of the authorized officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch



**CERTIFICATE & DECLARATION**

It has been certified that all information provided in tender form is true and correct to the best of my knowledge and belief. No forged / tampered document(s) are produced with tender form for gaining unlawful advantage. We understand that Bihar State Biodiversity Board (BSBB) Patna is authorized to make enquiry to establish the facts claimed and obtain confidential reports from clients.

In case it is established that any information provided by us is false / misleading or in the circumstances where it is found that we have made any wrong claims, we are liable for forfeiture of EMD/and/or any penal action and other damages including withdrawal of all work / purchase orders being executed by us. Further BSBB is also authorized to blacklist our firm/company/agency and debar us in participating in any tender/bid in future.

I / We assure the Board that neither I/We nor any of my/our workers will do any act/s which is improper / illegal during the execution in case the tender is awarded to us.

Neither I/We nor anybody on my/our behalf will indulge in any corrupt activities / practices in my/our dealing with the Board.

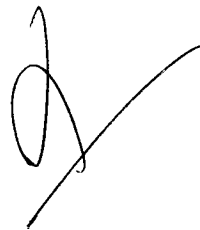
Our Firm/ Company/ Agency are not been blacklisted or banned by any Government Department, PSU, University, Autonomous Board or Any other Government Organization.

Date

Signature of the Tenderer

Place

Stamp



**Note: This certificate should be executed on duly notarized 1000/- NJ Stamp Paper.**

**Undertaking from the Bidder**

From:

M/s-----  
-----

(Tenderer)

To: The Secretary

Bihar State Biodiversity Board,  
Patna-800023

**SUB: "Bids Outsourcing of various Job Works / Tasks on Work Contract Basis through Deployment of Manpower and Supervision at work spots of the Board"**

I/We hereby undertake that

- 1) We Have carefully examined the Tender Document; we offer our services for the aforesaid work in conformity with all the terms and conditions stated therein.
- 2) We enclose herewith Earnest Money Deposit for a value of ` (Rupees) only, in the form of Demand Draft No.-----dated-----issued by-----, in favor of Secretary, Bihar State Biodiversity Board payable at Patna.
- 3) We certify that we have carefully read each and every condition and the scope of work given in the Bid document and having understood the same we confirm our acceptance without any condition or deviation.
- 4) We agree to keep the Bid valid for a period of 180 days from the date of opening of Bid and it shall remain binding on us and may be accepted at any time before the expiry of that period.
- 5) Should this Bid be accepted, we hereby agree to abide by and fulfill all terms and conditions of the Bid document and in default thereof, to forfeit the earnest money deposit absolutely.
- 6) Unless and until a formal contract is prepared and executed, this Tender Document together with written acceptance of tenderer thereof shall constitute a binding contract between Bihar State Biodiversity Board, Patna and us.

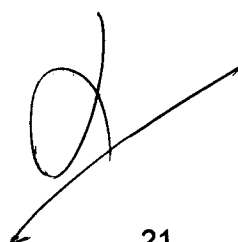
Witness:

(Name & Address, Aadhar Number)

**For and on behalf of Director**

**(Seal & signature of the company)**

Date:



Name:

Aadhar No:

Seal:



**Indemnity Bond**

We.....having a registered office at....., have entered into a contract with BIHAR STATE BIODIVERSITY BOARD, PATNA, vide contract dated ....., to provide manpower on outsourcing basis at BIHAR STATE BIODIVERSITY BOARD situated at Patna. We do hereby indemnify and keep harmless, BIHAR STATE BIODIVERSITY BOARD, PATNA, at all times, whether during the continuation of the aforesaid contract and at any time thereafter, in respect of any claim, demand, compensation, liability, penalty, fines, interests, suits etc. of whatsoever nature made, all actions and proceedings taken against the Board by any party, employee(s), or workman/woman provided by us, on account of any delay, default, lapse, error, or omission on our part, or of rules and regulations, as may be applicable under the said contract from time to time. We further undertake to indemnify and keep harmless, BIHAR STATE BIODIVERSITY BOARD, PATNA against any claim/compensation arising out of any non-payment or short payment of salaries, wages, overtime, or compensation by whatever name called and compensation and claims arising on account of any accident, injury, death, etc. during the course of their engagement by us for the purpose of this contract, or no fulfillment of any obligation under any of the labor laws as applicable to the class of workers/employees engaged by us for the purpose of this contract. We further declare and agree that this Indemnity Bond is an unconditional and irrevocable undertaking by us and is not restrictive in any manner.

**Signature of the authorized bidder with seal**

A handwritten signature in black ink, consisting of a stylized initial 'D' followed by a long, sweeping diagonal stroke.

CONTRACT FORM

This AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, 2013 between

Bihar State Biodiversity Board, Patna, (hereinafter called the Board) and M/s. \_\_\_\_\_ address \_\_\_\_\_ (herein after called the

Agency). WHEREAS the Board is desirous to engage the Agency for providing manpower on service outsourcing basis and the Board has accepted a bid by the Agency for the sum of \_\_\_\_\_ (Contract price in words and figures, hereinafter called the Contract Price)

Now this agreement witnesses as follows:

1. In this agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract (Tender document) referred to.
2. The following documents shall deem to form and be read and construed as part of this Agreement viz:
  - a. Complete Tender Document
  - b. The Agency's notification of award.
3. In consideration of the payments to be made by the Board to the Agency, the Agency hereby covenants with the Board to provide the services in conformity in all respects with the provisions of the Contract.
4. The Board covenants to pay the Agency in consideration of the services, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties above named have executed these presents in the presence of the Witnesses attesting hereunder on the dates and place mentioned herein below:

For and behalf of Agency  
Patna

For and on behalf of BSBB,

Signature of the authorized  
official

Name of the authorized official  
Stamp/Seal of the Contractor

Signature of the authorized  
official

Name of the official  
Stamp/Seal of the Contractor

WITNESSES:

1. (.....)

2. (.....)



**DETAILS OF THE PROJECTS UNDERTAKEN BY THE AGENCY FOR A PERIOD OF  
LAST THREE YEARS**

S.N	Name of the project	Client name and address	Project location	Project period as per contract	No. of team members positioned	Project value & No of technical and professional Manpower provided	Start and end date	Brief description of project with details of technical manpower deployed