

**BID DOCUMENT**

**CONSULTANCY SERVICES IN RECRUITMENT**

**PART - A**  
**TECHNICAL BID**

## **Disclaimer**

The information contained in this Bid document or subsequently provided to Bidder, whether verbally or in documentary or any other form by or on behalf of the Bihar State Cooperative Bank or any of its employees or advisers, is provided to Bidder on the terms and conditions set out in this Bid document and such other terms and conditions subject to which such information is provided. This information is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The BIHAR STATE COOPERATIVE BANK accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

This Bid document is not an agreement. The purpose of this Bid document is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this Bid document. This Bid document includes statements, which reflect various assumptions and assessments arrived at by the BIHAR STATE COOPERATIVE BANK in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This Bid document may not be appropriate for all persons, and it is not possible for the BIHAR STATE COOPERATIVE BANK, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this Bid document. The assumptions, assessments, statements and information contained in this Bid document, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this Bid document and obtain independent advice from appropriate sources.

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

THE BIHAR STATE COOPERATIVE BANK LTD also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this Bid document.

THE BIHAR STATE COOPERATIVE BANK LTD may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this Bid document.

The issue of this Bid document does not imply that the THE BIHAR STATE COOPERATIVE BANK LTD is bound to select any Bidder or to appoint the Selected Bidder, as the case may be, for the assignment and the THE BIHAR STATE COOPERATIVE BANK LTD reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Bidder shall bear all its cost associated with or relating to preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the BIHAR STATE COOPERATIVE BANK , or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the BIHAR STATE COOPERATIVE BANK shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

**Managing Director**

**FORWARDING LETTER**

From

(Full Name of the bidder Organization) -----

Address .....

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Phone No.: \_\_\_\_\_

Fax: \_\_\_\_\_

Email id: \_\_\_\_\_

Website: \_\_\_\_\_

To

The Managing Director  
Bihar State Cooperative  
Bank Ltd  
Headquarter: Ashok Raj  
Path, Patna-800004  
Dear Sir,

1. With reference to your Bid No7330 dated 11.02.2021. I/we submit the bids under two-bid system for appointment as Recruitment Agency for providing consultancy services in Recruitment of Personnel in THE BIHAR STATE COOPERATIVE BANK LTD.
2. I/We have thoroughly examined and understood all the terms & conditions as contained in the complete set of Bid document and agree to abide by them.
3. I/We agree to keep the offer open for acceptance up to and inclusive of sixty days from the date of opening of the Bid and to the extension of the said date by another 30 days in case it is so decided by THE BIHAR STATE COOPERATIVE BANK LTD at its sole discretion. I/We shall be bound by communication of acceptance of the offer dispatched by BIHAR STATE COOPERATIVE BANK within the time. I/we also agree that if the date up to which the offer would remain open is declared a holiday for BIHAR STATE COOPERATIVE BANK LTD , the offer will remain open for acceptance till the next working day.
4. I/We hereby Submit along with the Technical Bid the Demand Draft of INR 5000/- (Rupees Five Thousands only), inclusive of taxes, towards bid processing fee (non-refundable) in the favor of Managing Director THE BIHAR STATE COOPERATIVE BANK LTD Payable at Patna. Earnest money deposited @5% of what the agency quotes, to be refunded after completion of work.

5. I/We do hereby declare that the entries made in the bid document are true and also that I/We shall be bound by the acts of my/our duly constituted Attorney.
6. I/We do hereby declare that the bidder Company/ has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking. (\*)

OR

I/We hereby declare that the bidder entity was blacklisted/ debarred by \_\_\_\_\_(here give the name of the Department/ Private Party) for a period of \_\_\_\_\_, which period has expired on \_\_\_\_\_. (Full details of the reasons for blacklisting/debarring, and the communication in this regard, should be given)(\*)

(\*) (Strike out whatever is not applicable)

7. I/We hereby declare that the contract entered into by the bidder entity with THE BIHAR STATE COOPERATIVE BANK LTD or any Govt. Department/Public Sector Undertaking or any other client has not been terminated before the expiry of the contract period at any point of time during the last five years for breach of any terms and conditions.
8. I/We hereby declare that the Earnest Money Deposit and/or Security Deposit of the bidder Firm / Company have not been forfeited or adjusted by THE BIHAR STATE COOPERATIVE BANK LTD or Central/State Govt. or any Central/ State PSU /Statutory Banks during the last five years, for breach of any terms and conditions.
9. I/We hereby declare that the Bidder entity, any of the partners/ any of the Directors has not been, at any time, convicted by any court for any offence and sentenced to imprisonment for a period of three years or more.
10. I/We certify that all information furnished by the bidder entity is true & correct and in the event that the information is found to be incorrect/untrue, the THE BIHAR STATE COOPERATIVE BANK LTD shall have the right to disqualify the entity without giving any notice or reason therefore or summarily terminate the contract, without prejudice to any other rights that the THE BIHAR STATE COOPERATIVE BANK LTD may have under the Contract and Law.

(Signature of Bidder)  
(Authorized Signatory)  
(Seal of Bidder entity)

**NOTICE INVITING BID FOR SELECTION OF A RECRUITMENT AGENCY FOR  
CONSULTANCY SERVICES IN RECRUITMENT**

(7330 dated 11.02.2021)

From:

The Managing Director  
Bihar State Cooperative  
Bank Headquarters: Patna  
Tel. No 0612-2675722  
email: bscb.co.in

Dear Sir(s),

For and on behalf of the THE BIHAR STATE COOPERATIVE BANK LTD online bids in the prescribed Bid Document under two bid system are invited from interested, eligible bidders for providing consultancy services in Recruitment of Personnel in THE BIHAR STATE COOPERATIVE BANK LTD. The assignment will be for a period of three years mutually extendable by another six months on same terms and conditions of THE BIHAR STATE COOPERATIVE BANK LTD.

The Bid Document and other detailed terms & conditions are available in the THE BIHAR STATE COOPERATIVE BANK LTD website bscb.co.in (for reference only) .

Bidders are advised to follow the instructions provided in the Instructions to the Bidders

**Critical Dates Section:**

Bid Publish Date	15/02/2021
Bid Submission Start Date & Time (IST).	15/02/2021 from 10.30
Bid due date (last day for submission of bid.)	26/02/2021. up to 5.30
Technical Bid opening date & Time	5/03/2021.at 3.30 P.M
Financial Bid opening date & Time	12/03/2021 at 3.30 P.M

The last date and time for submission of the online Bids is ..... up to .....and Technical Bids will be opened at ..... at .....on the same day in the presence of the intending bidders/their authorized representatives who may wish to be present.

Bids to remain open for acceptance up to and inclusive of sixty days from the date of opening of the Bid. The Bihar State Cooperative Bank, may, at its discretion, extend this date by 30 days and such extension shall be binding on the Bidders. If the date up to which the Bid is open for acceptance is declared to be a closed holiday/Sunday, the Bid shall be deemed to remain open for acceptance till next following working day.

11. The bidders shall deposit along with the Technical Bid Demand Draft of INR 5000/- (Rupees Five Thousands only), inclusive of taxes, towards bid processing fee (non-refundable) in the favor of Managing Director THE BIHAR STATE COOPERATIVE BANK Payable at Patna.

Bihar State Cooperative Bank reserves the right to cancel the Bid enquiry at any stage without assigning any reason and Bihar State Cooperative Bank shall not be responsible for any consequence thereof to any bidders.

**Managing Director**



## **INSTRUCTION TO BIDDERS**

### **1. INTRODUCTION:**

THE BIHAR STATE COOPERATIVE BANK LTD was established in Patna way back in 1914 and was registered under Co-operative Act 11 of 1912 with the following objectives.

- To serve as the Apex bank in the state of Bihar for societies.
- To guide and promote co-operative activities in the state.
- To organize the provision of credit for co-operative societies.
- To serve as a balancing centre in the Co-operative Credit structure of the State.
- To function as a financing back in terms of the Act and the Rule and to carry on general business.

### **2. OBJECTIVE:**

The Bank intends to recruit personnel in head office for which the Recruitment Agency is to provide professional services as per the terms and conditions of the Contract.

### **3. PERIOD OF ASSIGNMENT**

The assignment will be for a period of three years mutually extendable by another six months on same terms and conditions.

### **4. INFORMATION ON THE ASSIGNMENT:**

The recruitment work has to be performed at all Bihar level or District level of THE BIHAR STATE COOPERATIVE BANK LTD depending upon the requirements of THE BIHAR STATE COOPERATIVE BANK LTD.

The work of the Recruitment Agency will be reviewed and monitored by Bank from time to time.

The Recruitment Agency shall abide by the time schedule assigned to it by the Bank.

The designated officers of the Bank, at all times shall have access to the work being done by the Recruitment Agency in pursuance of the contract.

The procedure to be followed for OMR based tests, viz. setting of questions papers, selection of venue, logistics, evaluation of answers to OMR based tests etc. shall be got pre-approved by THE BIHAR STATE COOPERATIVE BANK LTD .

The Recruitment Agency shall submit an interim report of the work done on the monthly basis for the project assigned to them.

The Recruitment Agency shall during the entire period of the contract position a Core Team for the consultancy, consisting of at least three key personnel to handle the recruitment Process and continuously liaise with THE BIHAR STATE COOPERATIVE BANK LTD HQs. The Recruitment Agency shall within fifteen working days of acceptance of the Bid furnish the details of the Core Team engaged for the assignment failing which the contract is liable to be terminated at the risk & cost of the Recruitment Agency. The Core Team so assigned shall remain unchanged throughout the tenure of the contract except with previous written permission of the Bank in exceptional circumstances. The decision of the Bank in this regard shall be final.

The assignment once awarded shall be completed within the stipulated time schedule conveyed to the Recruitment Agency by the Bank. The maximum time to complete a single recruitment process up to the stage of announcement of result will ordinarily be six months.

The Recruitment Agency shall conduct the recruitment process in accordance with the Rules of recruitments, recruitment advertisement etc. and other guidelines /instructions issued by THE BIHAR STATE COOPERATIVE BANK LTD from time to time. For this purpose the Recruitment Agency shall obtain all Rules and relevant instructions from the Bank well in advance and shall be conversant with such instructions. If the Recruitment Agency fails to adhere to/deviates from the above said Rules / Policy, guidelines at any time during the recruitment process, the Recruitment Agency shall be liable for liquidated damages as stipulated in the bid document without prejudice to the right of the Bank to terminate the contract at the risk & cost of the Recruitment Agency and cancel recruitments conducted contrary to the Rules & Policy of the Bank.

**5. VALIDITY PERIOD OF BID:**

Bids shall be submitted in English only. Bids shall remain valid for acceptance up to sixty days from the date of opening of Bid. However, the bid validity period can be extended by another 30 days at the discretion of BIHAR STATE COOPERATIVE BANK . Such extension shall be binding on the bidder. Any bidder not keeping the offers open for the prescribed period shall be summarily rejected.

**6. CLARIFICATIONS & AMENDMENTS TO BID DOCUMENTS**

Bank may, at any time prior to the due date of the bid and for any reason, whether at its own initiative. Any corrigendum / addendum thus issued will be posted on the website of the Bank (<http://bscb.co.in/Tender.html>) and such modification will be binding on all. In order to afford the prospective Recruitment

Agency to take into account the modification or for any other reasons, THE BIHAR STATE COOPERATIVE BANK LTD may, at its discretion extend the due date for the proposal.

Bank may, at its discretion, seek from any or all bidders, clarification(s) in respect of any particulars furnished in their offer. The request for such clarifications and the response will be in writing to be submitted within the stipulated time.

Bank at its sole discretion may ignore minor omission in the submission of Technical Bid such as omitting to give number on a page etc. in the interest of the Bank.

Bank at its sole discretion may require any bidder to rectify any discrepancies noticed in the Technical Bids submitted by them such as serial numbers, missing seal, self-Attestation etc. It is further clarified that no new document shall be accepted.

**7. ADMINISTRATIVE CONTACT & ADDRESS FOR COMMUNICATION:**

All communications concerning the various issues pertaining to the bid/assignment shall be directed on the address listed below. Unauthorized contact with other THE BIHAR STATE COOPERATIVE BANK LTD officials may result in disqualification. Any oral communications will be considered unofficial and is not binding on BIHAR STATE COOPERATIVE BANK. Bidder shall rely only on written instructions issued by the authorized Officer of THE BIHAR STATE COOPERATIVE BANK LTD .

<b>Authorized BIHAR STATE COOPERATIVE BANK Officer</b>	<b>Managing Director</b>
<b>Address</b>	THE BIHAR STATE COOPERATIVE BANK LTD , Ashok Raj Path,Patna-04
<b>Phone</b>	0612-2675722
<b>Email</b>	bscb.co.in
<b>Recruitment Agency</b>	
<b>Address</b>	

<b>Phone</b>	
<b>FAX</b>	
<b>Email</b>	

Any action required or permitted to be taken, and any document required or permitted to be executed, under this contract by the BIHAR STATE COOPERATIVE BANK or the bidder/Recruitment agency, may be taken or executed by the respective Authorized coordinators which shall be binding on the parties.

**8. MINIMUM ELIGIBILITY CRITERIA:**

The bidders who fulfil the minimum eligibility criteria alone shall apply. The bids submitted by the bidders who do not fulfil the minimum eligibility criteria will be summarily rejected.

<b>Sr. No.</b>	<b>Qualification Criteria</b>	<b>Documents to be submitted</b>
<b>A. Criteria related to Incorporation of the Firm, Legal entity:</b>		
1	The Bidder must be a registered company under Indian Companies Act 1956 and should be in existence for a minimum of 05 years as a registered company.	Copy of Certificate of Registration / Incorporation by Registrar of Firms
<b>B. Government Regulation</b>		
2	Bidder should have valid PAN, GST registration number	The Bidder should have valid documentary proof of PAN, GST, Number and should be attached along with the bid
<b>C. Criteria related to financial viability</b>		
3	The Bidder should have a valid, ISO Certificate 9001:2015, The company should have office in Patna since 5 years.	Copy of valid certificate
4	Bidder should have positive Net worth of over INR 2 Crores in the last 3 FYs 2017-18,2018-19,2019-2020	Copy of the audited Balance Sheet and Profit & Loss Statement of the company and Certificate from the Chartered Accountant
<b>D. Technical criteria</b>		

6	The Bidder should have successfully executed at least 6 End to End OMR based Examinations for multiple posts in single advertisement or notification in last 3 years 2016-2017,2017-2018, 2018-2019 culminating in successful declaration of results for direct recruitment in different Advertisements / Notifications for any 'Govt., PSU, COOPERATIVE within last 3 years	Work order / Client Performance certificate to be attached
7	Experience of successfully conducting at least 2 End to End OMR based Examinations in Bihar, with a capacity of handling 15,000 candidates in a single sitting examination for any 'COOPERATIVE organisation.	Work order /Client Performance Certificate to be attached with name of organization
8	The Bidder shall have successfully executed at least 6 end to end OMR based Examinations for multiple posts in single advertisement or notification culminating in successful declaration of results for direct recruitment against different Advertisements/Notifications for any "Govt., PSU, COOPERATIVE in the 3 years, out of which at least 2 examinations of Bank in Bihar should be in FY 2016-2017, 2017-2018,2018-2019.	Work order / Client Performance Certificate to be attached with name of organization
15	All work related experience will be considered only of self Bidder (company which is submitting the bid), and not of sister concern/ subsidiaries for eligibility of bidder.	An affidavit in response to this shall be submitted. In absence of affidavit, this will be treated as disqualification criteria
<b>E. General Criteria</b>		
16	JV/Consortium/subletting of work is not allowed	
17	The Bidder should have at least 50 persons working on pay roll of the company	EPF / ESI Proof attached
20	The contract shall be on "End to End outsource basis" and the Bidder should have all relevant facilities and logistics required to execute the work	

**TECHNICAL SCORING CRITERIA**

	<b>Technical Parameters</b>	<b>Maximum Score</b>
1	Bidder's experience of successfully conducting 6 End to End OMR based Examinations for multiple posts in single advertisement or notification in last 3 years 2016-2017,2017-2018,2018-2019 of any Government/PSU/Cooperative organisation of Bihar with a minimum 2 OMR based Examinations in each Year.	20
2	Successful implementation of at least 2 end to end OMR based Examinations out of which one should be for multiple posts in single advertisement or notification in last 3 years 2016-2017,2017-2018,2018-2019 of Bank of Bihar projects including design, setting & printing of Question paper for Bank in Bihar. in last three year 2016-2017,2017-2018,2018-2019	40
3	Methodology and Process for overall execution of projects. A presentation of all the bidders that qualify for the technical evaluation round shall be called. The bidders shall be evaluated on the following aspects: i. Understanding of Scope of Work ii. Approach & Methodology iii. Solution design & architecture iv. Execution / Implementation Strategy v. Project Plan / Timelines	40
	TOTAL SCORE	100

❖ Evaluation criteria to be adopted will be **Quality cum Cost Based System (QCBS)** where Technical Bid Score will get a weightage of 80% and Commercial Bid Score a weightage of 20%

❖ Bidder would be technically evaluated out of 100 marks. Bidder's who secure overall minimum of 80% (80 Marks out of 100 across all the components together) will be considered as technically qualified. Final score of all bidders will be calculated on the basis of the following formula:

$$F_s = (0.80 * (T_s/100) + 0.20 * (C_{min}/C_b)) * 100$$

Where

F<sub>s</sub>= Overall score of bidder under consideration

T<sub>s</sub>=Technical Score for the bidder under consideration out of 100

C<sub>b</sub>= (T<sub>1</sub> + T<sub>2</sub>) Financial Bid Value for the bidder under consideration

C<sub>min</sub>= Lowest financial bid value (C<sub>b</sub>) among the financial proposals under consideration

The Bidder with highest F<sub>s</sub> (overall score), will be awarded work

In support of these criteria bidders shall furnish self-attested copies of the work order/ copy of the Certificate issued by client/ contract/agreement issued by the organizations for which the bidder have conducted the Recruitment and a duly notarized declaration in support of having successfully completed the assignments as per **Annexure- II & III**.

**Note:** A recruitment process initiated and covered under a single recruitment advertisement will be treated as one recruitment.

The bidder shall have its registered office located in Patna.

**9. DISQUALIFICATION CONDITIONS:**

Bidder who have been blacklisted or otherwise debarred by BIHAR STATE COOPERATIVE BANK or central/state Govt. or any central/ State PSU /Statutory Banks will be ineligible during the period of such blacklisting.

Any bidder whose contract with BIHAR STATE COOPERATIVE BANK or central/State Govt. or any Central/ State PSU/ Statutory Banks, has been terminated before the expiry of the contract period for breach of any terms and conditions at any point of time during the last five years, will be ineligible.

Bidder whose Security Deposit have been forfeited by the BIHAR STATE COOPERATIVE BANK or Central/ State Govt. or any Central/ State PSU/ Statutory Banks, during the last five years, for breach of any terms and conditions will be ineligible.

If the any of the Directors of the bidder company have been at any time, convicted by a Court for an offence involving moral turpitude, such bidder will be ineligible.

While considering ineligibility arising out of any of the above clauses, incurring of any such disqualification in any capacity whatsoever (even as a director of a company ) will render the Bid disqualified.

**10. BID PROCESSING FEE:**

1. Bidder shall remit the Bid processing fee of Demand Draft of INR 5000/- (Rupees Five Thousands only) (non-refundable), inclusive of taxes in the favour of Managing Director BIHAR STATE COOPERATIVE BANK Payable at Patna. along with the Technical Bid. The Technical bids not accompanied by the requisite Bid processing fee shall be summarily rejected.

**11. SIGNING OF BIDS.**

Person(s) signing the bids shall state in what legal capacity he / she is, or they are signing the bids, e.g.,as a Manager/ Director etc., of a Company .

In case of Companies, the names of all Directors shall be mentioned and a self-attested copy of the Resolution passed by the Company/ authorizing the person signing the Bid to do so on behalf of the

company shall be attached to the Bid along with self-attested copy of the Memorandum and Articles of Association of the Company and certificate of Registration/ in Bank . Such resolution should in clear and unambiguous terms provide the details & identity of the Authorised Person.

The person signing the Bid or any other documents forming part of the Bid, on behalf of any other person or a Firm shall be responsible to produce a proper

Power of Attorney duly executed on a non – judicial stamp paper of appropriate value, duly attested by a Notary Public in his favor along with resolution authorizing the person to execute the Power of Attorney, stating that he has authority to bind such other person(s), or the firm, as the case may be, in all matters, pertaining to the Contract If at any stage it is found that the person concerned had no such authority, BIHAR STATE COOPERATIVE BANK may without prejudice to other civil/criminal remedies, terminate the Contract and hold the signatory & the Firm liable for all costs and damages.

If the person so signing the bids fails to produce necessary documentary proof of his Authority as indicated above, his Bid shall be summarily rejected without prejudice to any other rights of the Bank under the law.

The entire bid document and all its annexure and copies of the supporting documents shall be signed on each page by the authorized signatory.

## **12. SUBMISSION OF BIDS**

Before the last date & time as notified in critical date sheet, the bids shall be submitted in two parts, viz., Technical bid and Price bid. The Bids complete in all respect along with duly filled and signed Attachments including Appendices, Annexures, and Supporting Documents etc. are to be submitted in separate envelope by the Authorized Signatory as stipulated in the Bid Document. BIHAR STATE COOPERATIVE BANK may extend the deadline for submission of Bids by issuing a Notice in the website in which case all rights and obligations of BIHAR STATE COOPERATIVE BANK and the Bidders previously subject to the original deadline will then be subject to the new deadline.

The onus of ensuring fulfillment of the eligibility condition would be on the Bidder and any Bid, if subsequently found ineligible would be summarily rejected.

If any of the documents are found to be forged / fabricated at any stage or any concealment on the part of the bidder is found at any stage, the BIHAR STATE COOPERATIVE BANK shall have the right to take action for banning the bidder from participation in any tenders of BIHAR STATE COOPERATIVE BANK apart from initiating legal action under the applicable law for causing any loss/damage and to disqualify/summarily terminate the Contract without prejudice to any other rights or remedies that the Bank may have under the Contract and Law.

Price Bid as submitted by the bidder in separate envelope of only those bidder who qualify in the Technical bid would be opened.

The list of documents to be submitted along with Bid is at **Annexure – IV**.

Bids which do not comply with these instructions shall be summarily rejected. Price bid shall be prepared using the price bid template provided along with this Bid/bid in the websites. The bid document shall be filled in by the bidder without any overwriting/ inter-lineation clearly, neatly and accurately. Any erasures or corrections would render the proposal invalid unless the same is carried out neatly and attested by the authorized signatory with full signature.



The bidders shall not incorporate any condition in the bids as conditional Bids and Bids which are not submitted strictly in accordance with the Bid terms are liable to be rejected.

It should be clearly understood by the bidder that no opportunity shall be given to them to withdraw any offer at any stage after submission of the bids.

While preparing the Technical and Price Bid, bidders are expected to provide correct and relevant information. If at any stage it is found that the information supplied by the bidder is incorrect THE BIHAR STATE COOPERATIVE BANK LTD reserves the right to initiate appropriate legal proceedings.

The Technical Bid shall not include any information sought in the Price Bid. All other Bid documents, except Price Bid, shall be enclosed with the Technical Bid.

Price Bid shall be submitted quoting the rates as stipulated in the price bid template provided along with this bid online.

If any of the attached documents are found to be forged/ fabricated/ false, the reserves the right to initiate appropriate legal proceedings.

Bids along with Annexures/ supporting documents etc. must be serially numbered and signed by the bidder. The bidders shall submit the self-attested copies of the supporting documents along with the Technical bid document to enable the Bank to verify & evaluate the bids. After evaluation of the bids those bidders who are meeting the criteria for technical qualification may be advised by THE BIHAR STATE COOPERATIVE BANK LTD to produce the original copies of documents furnished with the Technical Bids for verification on the date & time to be stipulated. Bids of bidders who fail to furnish the Original Documents for verification on the date & time fixed for verification will be summarily rejected.

Bidder must examine all terms and instructions included in the Bid Documents. Failure to provide complete and accurate information with supporting documents may result in rejection of Bids.

The costs and expenses incurred by the bidder in connection with submission of these documents etc. are not reimbursable. The bidder shall bear all costs associated with the preparation and submission of its Bid, and the BIHAR STATE COOPERATIVE BANK will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process.

The Bidder shall submit the financial proposal in the price bid template provided along with this Bid (PART-B), clearly indicating the total cost of the Bid in both figures and words, in Indian Rupees (INR), and signed by the Bidders Authorized Representative.

The BIHAR STATE COOPERATIVE BANK shall not be liable for any omission, mistake or error on the part of the bidder while submitting the Bid.

While submitting the bid, wherever the Power of Attorney is to be submitted by the bidder such Power of Attorney shall be duly notarized by a Notary Public

executed on Stamp paper of appropriate value.

**13. OPENING OF BIDS**

The Technical Bids will be opened at Bihar State Cooperative Bank , Headquarters, Patna at the fixed time and date indicated in the Bid document/Notice Inviting Tender or any amendments thereof. The bidders will be at liberty to be present either in person or through an authorized representative at the time of opening of the Technical Bid. They can view the Bid opening also. Price Bids of only technically qualified bidders will be opened at the time and place for which separate notice will be given. Technically qualified bidders will be at liberty to be present either in person or through an authorized representative at the time of opening of the Price Bids .

**18 BID EVALUATION:**

Bid evaluation will be carried out through “Bid Evaluation Committee”.

A two-stage procedure shall be adopted in evaluating the proposals. Technical evaluation shall be carried out first, followed by the Price Bid evaluation. During the Scrutiny of the Technical bid by the designated Bid Evaluation Committee appointed by the competent authority, necessary clarification, if any, required by the Bank shall be furnished by the bidder within time given by the Bank for the same. The Bank is at liberty to verify any or all the documents submitted by the bidders even by referring to third parties. After the technical evaluation is completed, opening of the Price bids will be done. Date and time of opening of the Price Bids will be intimated to the technically qualified bidders.

**19. BID EVALUATION CRITERIA**

The Bid Evaluation Committee, in the first stage, will evaluate the Technical Proposal on the basis of various criteria stipulated in the Bid document and thereafter the price bids of the bidders who are successful in technical evaluation will carried out. After determining whether the Price Bids are complete and without errors shall determine the lowest Price Bid for award of contract. Selections of bidders are entirely at the discretion of the THE BIHAR STATE COOPERATIVE BANK LTD and BIHAR STATE COOPERATIVE BANK shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection.

20. Bidder would be technically evaluated out of 100 marks. Bidder’s who secure overall minimum of 80% (80 Marks out of 100 across all the components together) will be considered as technically qualified. Final score of all bidders will be calculated on the basis of the following formula:

$$Fs = (0.80 * (Ts/100) + 0.20 * (Cmin/Cb)) * 100$$

Where

Fs= Overall score of bidder under consideration

Ts=Technical Score for the bidder under consideration out of 100

Cb= (T1 + T2) Financial Bid Value for the bidder under consideration

Cmin= Lowest financial bid value (Cb) among the financial proposals under consideration

The Bidder with highest Fs (overall score), will be awarded work

**21. AWARD OF CONTRACT:**

The contract will be awarded to the successful lowest bidder by way of issuance of acceptance letter by THE BIHAR STATE COOPERATIVE BANK LTD by post/e-mail/hand delivery under acknowledgment and the bidder shall immediately act upon such acceptance letter. Acceptance conveyed by THE BIHAR STATE COOPERATIVE BANK LTD will constitute the contract between the bidder and THE BIHAR STATE COOPERATIVE BANK LTD and the contract shall be effective from the date of issue of acceptance letter or such later date as may be specified in the acceptance letter.

THE BIHAR STATE COOPERATIVE BANK LTD reserves the right to accept or reject any or all the Bids without assigning any reason/notice whatsoever and does not bind itself to accept the Lowest Bid or any Bid and reserves the right to scrap the Bid enquiry at any stage without assigning any reasons and Bank will not be liable for any costs and consequences thereof.

**22. EFFECTIVENESS OF CONTRACT**

This Contract shall come into effect from the date of acceptance conveyed by the Bank.

**23. COMMENCEMENT OF SERVICES**

The successful bidder/Recruitment Agency shall commence the Services thirty (30) days after the date the contract becomes effective, or such other date as may be specified by the Bank.

The selected Recruitment Agency is expected to commence the Assignment on the date and at the location to be specified in the work order to be issued by the Bank as per requirement at its Headquarters.

**24. EXPIRATION OF CONTRACT**

Unless terminated earlier, this Contract shall expire at the end of such time period specified in the contract.

**25. FEES & OTHER CHARGES:**

The selected Recruitment Agency shall be paid all inclusive consolidated consultancy fee that consists of Minimum guarantee fee for 15000 application in per advertisement basis in case application received are less than 15000, otherwise as per actual number of application at the accepted rates subject to the terms and conditions of the contract. The consultancy Fee will be inclusive of all staff costs, printing, communications, travel, accommodation, all taxes (except Goods and Service Tax), fees, levies, octroi, cess, etc. under various State / Central enactments, and all other costs & expenses incurred by the Recruitment Agency in carrying out the Services described in Bid document

unless provided for to the contrary in the contract. Any increase/ change in the statutory taxes except Goods and Service Tax), levies, fees etc. will also be borne by the Recruitment Agency and the Bank will not be responsible for the same.

TDS under Income Tax Act shall be deducted at applicable rate from the bills of the Recruitment Agency.

Payments will be made to the account of the selected Recruitment Agency and according to the payment schedule stated in the Bid document. All payment shall be made after the conditions listed for each such payment have been met, and the Recruitment Agency has submitted an invoice to the THE BIHAR STATE COOPERATIVE BANK LTD specifying the amount due.

Where the selected bidder have to incur expenditure on travel and stay at a place away from the normal place of residence, for which they have to make their own Arrangements, which is not reimbursable.

The selected bidder shall bear all costs associated with the preparation and submission of its Bid, and the BIHAR STATE COOPERATIVE BANK will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Biding process.

The Recruitment Agency having valid Goods and Service tax registration number may claim Goods and Service tax from THE BIHAR STATE COOPERATIVE BANK LTD as applicable from time to time on the fee payable to him under the contract.

## **26. PAYMENT SCHEDULE:**

### **Terms of Payments**

No Advance payment will be made by the Bank.

Payment will be released phase-wise upon satisfactory completion of each phase and on receipt of the final report in respect thereof, subject to the conditions of the contract.

Payment shall ordinarily be made within 15 days following submission by the Recruitment Agency of invoices/bills in duplicate and other documents complete in all respect to the Coordinator, and within 15 days in the case of the final payment.

<b>Activity</b>	<b>Stage</b>	<b>Percentage of payment to be released after each stage</b>
<b><u>Phase I:</u></b>	<b>Pre-Exam Phase</b>	30% of admissible amount for this phase.
<b><u>Phase II:</u></b>	<b>During Exam Phase</b>	50% of admissible amount for this phase.
<b><u>Phase III:</u></b>	<b>Post Exam Phase:</b>	Balance admissible amount.

The tenderer/bidder/recruitment agency, registered under GST (if applicable) shall ensure that the invoice raised with THE BIHAR STATE COOPERATIVE BANK LTD is compliant with the provisions of the GST Law and contains the requisite details in an accurate manner for claiming of tax credits by BIHAR STATE COOPERATIVE BANK .

**27. CORRUPT PRACTICES:**

Any bribe, commission, or advantage offered or promised by or on behalf of the Bidder to any officer or official of THE BIHAR STATE COOPERATIVE BANK LTD shall (in addition to any criminal liability which the bidder may incur) debar his Bid from being considered. Canvassing on the part of, or on behalf of the bidder in any manner will also make his bid liable to rejection.

In case of any clear indication of cartelization, the Bank shall reject the Bid(s).

If the information given by the bidder/Recruitment Agency in the Bid Document is found to be false/ incorrect at any stage, Bank shall have the right to disqualify/summarily terminate the contract, without prejudice to any other rights that the Bank may have under the Contract and Law.

**28. BOOK EXAMINATION**

The Recruitment Agency shall, whenever required, produce or cause to be produced for examination by the Managing Director, BIHAR STATE COOPERATIVE BANK or any other officer authorized by him in this behalf, any cost or other accounts books, account vouchers, receipts, letters, memoranda or writing, or any copy of, or extract from, any such document, and also furnish information and returns, verified in such manner as may be required, relating to the execution of this Contract. The decision of the Managing Director, THE BIHAR STATE COOPERATIVE BANK LTD on the question of relevancy of any document, information or return shall be final and binding on the Recruitment Agency. The Recruitment Agency shall produce the required documents, information and returns at such time and place as may be directed by the Managing Director, THE BIHAR STATE COOPERATIVE BANK LTD .

**29. NO NEGOTIATION:**

THE BIHAR STATE COOPERATIVE BANK LTD will not enter into any negotiation even with the Lowest Bidder.

The Bidder shall not use these documents for purposes unrelated to this Contract without the prior written approval of the Bank.

**30. SUBLETTING THE ASSIGNMENT:**

The Recruitment Agency shall not sublet, transfer or assign the contract or any part

thereof.

**31. LIABILITY FOR PERSONNEL**

The Recruitment Agency shall be solely responsible for complying with all statutory responsibilities and liabilities in respect of the personnel engaged by him and liable for obtaining all mandatory registrations and deposit of contributions under various enactments. If, on account of default of the Recruitment Agency THE BIHAR STATE COOPERATIVE BANK LTD is compelled to make any payments/contributions or discharge any responsibility/liability of the Recruitment Agency, THE BIHAR STATE COOPERATIVE BANK LTD shall be entitled to recover and/or set off such amounts/expenses incurred from the amounts due to the Recruitment Agency under this or any other contract with THE BIHAR STATE COOPERATIVE BANK LTD without prejudice to the right of THE BIHAR STATE COOPERATIVE BANK LTD to initiate appropriate legal proceedings for recovery of such amounts. The Recruitment Agency shall indemnify the THE BIHAR STATE COOPERATIVE BANK LTD against all claims whatsoever arising out of his default in respect of the personnel engaged by him under any Statute/Law in force.

The Recruitment Agency shall maintain and submit all Records & Returns prescribed under all the applicable enactments to the designated Authorities within the prescribed time limit and also to the Managing Director, Bank or any Officer acting on its behalf.

The contract as entered into between THE BIHAR STATE COOPERATIVE BANK and the Recruitment Agency shall in no way nullify, reduce, mitigate or absolve the parties of any responsibility, obligation or liability that may devolve upon them under any statutory/mandatory provisions prevailing in India. Liabilities of the Recruitment Agency in respect of obligatory laws remain unaffected and Recruitment Agency shall remain responsible for settlement of claims, if any, of third parties who may suffer damages either due to the fault of the Recruitment Agency or its employees and Associates.

**32. OBLIGATIONS OF THE RECRUITMENT AGENCY**

**General**

The Recruitment Agency shall perform the Services and carry out their obligations with all due diligence, efficiency, and economy in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Recruitment Agency shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Bank, and shall at all times support and safeguard the Banks legitimate interests in any dealings with the third parties.

**33. CERTIFICATE OF COMPLETION**

The work under the contract shall be deemed to have been completed in all respects only when so certified by BIHAR STATE COOPERATIVE BANK . The decision of BIHAR STATE COOPERATIVE BANK in this regard shall be final and binding on the Recruitment Agency.

**34. INCIDENTAL SERVICES**

The Recruitment Agency shall be responsible for performing all the services detailed in and arising out of and incidental/auxiliary to this contract whenever required by the Managing Director or an Officer acting on his behalf without any additional remuneration/Fee.

**35. RECRUITMENT AGENCY NOT TO BENEFIT FROM COMMISSIONS, DISCOUNTS, ETC.**

The consultancy Fee of the Recruitment Agency shall constitute his/their sole remuneration in connection with this Contract or the Services, and the Recruitment Agency or their Personnel or agents shall not accept for their own benefit any trade commission, discount, or similar payment or any other benefits in connection with activities under the Contract.

**36. PROHIBITION OF CONFLICTING ACTIVITIES**

Neither the Recruitment Agency nor their Personnel shall engage, either directly or indirectly, in any such activities which conflicts with their role under the assignment.

**37. RELATIONSHIP WITH THIRD PARTIES**

All transactions between the Recruitment Agency and third parties shall be carried out as between two principals without reference in any event to the Bank. The Recruitment Agency shall also undertake to make the third parties fully aware of the position aforesaid.

**38. DAMAGES**

The Recruitment Agency shall be liable to pay damages to BIHAR STATE COOPERATIVE BANK for any losses, costs and expenses incurred by the Bank due to breach of any of the terms and conditions of this contract and failure to perform any of the obligations under the contract.

**39. INDEMNITY**

The Recruitment Agency shall indemnify defend and hold harmless the THE BIHAR STATE COOPERATIVE BANK LTD during and after the term of this contract from and against all liabilities, damages, loses, expenses, demands, actions, proceedings, costs and claims of any nature whatsoever arising out of the acts, omissions, negligence and breach of this contract.

40. **ADDITIONAL INFORMATION:**

In case if any additional clarification of the assigned consultancy is required, the Recruitment Agency should be in a position to give such clarification /refinements at no additional cost.

41. **PERFORMANCE STANDARDS:**

The Recruitment Agency shall perform the Services under the contract with the highest standards of professional and ethical competence, integrity and transparency. He/They shall promptly replace any employees assigned under this Contract that the Bank considers unsatisfactory.

42. **DELAY IN THE ASSIGNMENT AND LIQUIDATED DAMAGES:**

The Recruitment Agency shall be liable for all costs, damages, compensation, fees, charges, levies, and expenses suffered or incurred by THE BIHAR STATE COOPERATIVE BANK LTD due to the him/their or his/their employees negligence and/or un-workman like performance of any services under this Contract, or breach of any terms of the Contract, or failure to carry out any of the obligations under the Contract. The decision of the THE BIHAR STATE COOPERATIVE BANK LTD regarding such failure of the Recruitment Agency and their liability for the losses, etc. suffered by THE BIHAR STATE COOPERATIVE BANK LTD , and quantum of such losses, shall be final and binding on the Recruitment Agency and THE BIHAR STATE COOPERATIVE BANK LTD is entitled to recover all such losses from them.

Without prejudice to generality of the foregoing and subject to force majeure , the parties to this contract treat time as the essence of this contract and it is an additional condition of the Contract that in the event of failure of the Recruitment Agency to complete any assignment within the stipulated time or if the work remains un-commenced/or incomplete at any stage with reference to time prescribed and reason for delay cannot be satisfactorily substantiated, without prejudice to the other remedies available to the THE BIHAR STATE COOPERATIVE BANK LTD under this contract and in Law, the Recruitment Agency shall be liable to pay THE BIHAR STATE COOPERATIVE BANK LTD Liquidated Damages @ Rs. 5000/- (Rupees Five thousand only) per day subject to upper ceiling of ten percent (10%) of the value of the contract which the parties to the contract having agreed to as reasonable pre-estimate of the losses to THE BIHAR STATE COOPERATIVE BANK LTD arising on account of such failure.

**NOTE:-** For reckoning of the value of the contract for calculation of the liquidated damages and 10% ceiling thereof, work done against each recruitment advertisement shall be considered separately .

If in the opinion of THE BIHAR STATE COOPERATIVE BANK LTD the delay in completion of assignment is delayed unduly it shall be lawful for THE BIHAR



STATE COOPERATIVE BANK LTD to terminate the contract at the risk and cost of such Recruitment Agency

If the Recruitment Agency is unavoidably hindered in carrying out the function on account of delayed decision or the approval by the Bank/ Departments, which are necessary to carry out further work, he shall be allowed suitable extension of time by MD THE BIHAR STATE COOPERATIVE BANK LTD, not exceeding the prescribed tenure of the contract, whose decision shall be final and binding on the Recruitment Agency.

The Recruitment Agency if at any time of the recruitment process fails to strictly adhere to or deviates from any of the modalities/guidelines of recruitment process as stipulated in the bid document or issued to him from time to time, without prejudice to the other remedies available to the THE BIHAR STATE COOPERATIVE BANK LTD under this contract and in law the Recruitment Agency shall be liable to pay THE BIHAR STATE COOPERATIVE BANK LTD liquidated damages at the rate twice the rate quoted by the Recruitment Agency for such number of applicants in respect of whom the deviations were committed, subject to upper ceiling of ten percent (10%) of the value of the contract which according the parties to this contract is a reasonable pre-estimate of the losses to THE BIHAR STATE COOPERATIVE BANK LTD arising on account of such failure.

43. **TERMINATION OF CONTRACT:**

**By Bank**

- (i) In the event of the Recruitment Agency having been adjudged as insolvent or going into liquidation or winding up their business or making arrangement with their creditors, the THE BIHAR STATE COOPERATIVE BANK LTD shall be at liberty to terminate the contract forthwith and to realize from the Recruitment Agency all resultant losses, damages, costs incurred without prejudice to any other rights or remedies under the contract and law and to get the work done for the unexpired period of the contract at the risk and cost of the Recruitment Agency.
- (ii) The BIHAR STATE COOPERATIVE BANK shall also have, without prejudice to other rights and remedies, the right in the event of breach by the Recruitment Agency of any of the terms and conditions of the contract, or failing to observe any of the provisions, obligations governing the contract, to terminate the contract forthwith and to get the work done for the unexpired period of the contract at the risk and cost of the Recruitment Agency. THE BIHAR STATE COOPERATIVE BANK LTD may also effect recovery from any other sums then due to the Recruitment Agency or which at any time thereafter may become due under this or any other contract with THE BIHAR STATE COOPERATIVE BANK LTD.
- (iii) THE BIHAR STATE COOPERATIVE BANK LTD may at any time without assigning any reason terminate the contract without any liability by giving 90

days notice to the Recruitment Agency.

**By Recruitment Agency**

The Recruitment Agency may terminate this Contract, by not less than sixty (90) days written notice to the Bank if the Bank fails to pay any undisputed amount due to the Recruitment Agency under the Contract, provided that if the Bank pays such amount within the notice period such termination notice shall become infructuous.

**44. PAYMENT UPON TERMINATION**

The Bank shall pay remuneration for Services satisfactorily performed prior to the effective date of termination provided such termination is not on account of any breach of contract by the Recruitment Agency.

**45. FORCE MAJEURE**

A Force Majeure means –any event or circumstance or a combination of events which are beyond the reasonable control of the affected Party, which such Party could not have prevented or reasonably overcome with the exercise of reasonable skill and care in relation to the implementation of this Agreement, which do not result from the negligence of such Party or the failure of such Party to perform its obligations hereunder which are of an incapacitating nature and of a severe magnitude and have a Material Adverse Effect on the affected Party’s obligations under this Agreement. A Party shall be entitled to suspend or excuse performance of its respective obligations under this Agreement to the extent such performance is impeded by a Force Majeure event.

**Procedure for Force Majeure**

If a Recruitment Agency claims relief on account of a Force Majeure, then the Recruitment Agency claiming to be affected by the such event shall, as soon as reasonably practicable and in any event within seven days of becoming aware of the Force Majeure, give notice of and describe in reasonable detail the effect of such Force Majeure to the THE BIHAR STATE COOPERATIVE BANK LTD in writing, including the dates of commencement and estimated cessation of such Force Majeure and its effects on the Recruitment Agency’s obligations under this Agreement. Upon cessation of the situation which led to a Recruitment Agency claiming Force Majeure under this section the Recruitment Agency shall within seven days thereof notify the Bank in writing of the cessation and the Recruitment Agency shall as soon as practicable thereafter continue performance of all obligations under this Agreement but without prejudice to the excuse of performance of all obligations during the continuance of the Force Majeure.

**46. NOTICES**

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered by post/e-mail/hand delivery under acknowledgment to an authorized representative of the respective Parties.

**47. LOCATION**

The Services shall be performed at such locations in Bihar to be specified by the Bank from time to time.

**48. GOVERNING LAWS AND JURISDICTION**

This Contract shall be governed by the Laws of India for the time being in force. The courts at Patna shall have exclusive jurisdiction for settlement of any dispute arising out of execution of this contract.

**49. CONFIDENTIALITY & NON DISCLOSURE**

Any information pertaining to the Government or any other agency involved in the project, matter concerning Government or the agency that comes to the knowledge of the consulting firm/organization in connection with this contract shall be deemed to be confidential and the consulting firm/organization will be fully responsible for the same being kept confidential and held in trust, as also for all consequences of its concerned personnel failing to do so. The consulting firm/organization shall ensure due secrecy of information and data not intended for circulation in public.

**50. Set-Off**

Any sum of money due and payable to the Bidder/Recruitment agency under this Contract may be appropriated by the Bank and set off against any claim of the Bank for the payment of any sum of money arising out of, or under this contract or any other Contract made by the Bidder/Recruitment agency with the Bank.

THE BIHAR STATE COOPERATIVE BANK LTD reserves the right to claim from the tenderer/bidder/recruitment agency any amount of tax, interest, penalty and litigation cost, if any, that may be incurred in future due to GST reporting/compliance mistake(s) on part of the service provider.

51. The bidder shall furnish a declaration as per **Annexure V** by way of an Affidavit undertaking therein to abide by all the terms & conditions as stipulated in the prescribed Bid document, its Annexures, Appendices.

**Procedure For Tender:**

i) The offer should be submitted under two Bid System

(I) A-Technical Bid (II) B-Price Bid

ii) The detailed Tender document along with Instructions to the Bidders submission of the bids can be viewed and downloaded from THE BIHAR STATE COOPERATIVE BANK LTD website: bscb.co.in Tender must be submitted in Hard copy by registered post within the prescribed date and time as mentioned in the Critical date Sheet.

iii) After downloading / getting the tender document/schedules, the Bidder should go through it carefully and then submit the documents along with DD of Rs. 5000/- (Five Thousand only) as Tender Fee as stipulated, otherwise bid will be rejected.

iv) If there are any clarifications, this may be obtained online through the Bank site, or through the contact details. Bidder should take into account the corrigendum published before submitting the bids online.

v) It is construed that the Bidder has read, understood and accepted all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and submit the documents as asked; otherwise, the bid will be rejected.

vi) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally.

vii) Bidder should take into account any corrigendum/addendum published from time to time and such modifications will be binding on the bidder.

viii) The Bidders can Submit well in advance, the documents such as certificates; experience certificate etc., these can be as per tender requirements and then send along with bid documents during bid submission.

ix) Bidder should submit the Tender Fee in form of Demand Draft drawn in favour. of The BIHAR STATE COOPERATIVE BANK LTD ,Patna While submitting the bids, the Bidder should read the terms & conditions.

x) The Bidder has to sign and submit the required bid documents one by one as indicated. Bidders to note that the very act of signing and submitting their offers shall be deemed to be a confirmation that they have read and accepted all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements as specified in the tender document.

xi) The Bidder has to submit the stipulated documents as indicated in the minimum eligibility criteria, failing which the bid will be summarily rejected.

xii) The price bid format is provided in a spread sheet file like Bill of Quantity

(BOQ.xls), the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Price Bid template shall not be modified/ replaced by the Bidder; else the bid submitted is liable to be rejected for this tender.

xiii) The Bidders are requested to submit the bids through registered post to the Tender Inviting Authority (TIA) well before the bid submission end date & time . The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids by the Bidders at the eleventh hour.

xiv) The TECHNICAL BIDS will be opened at prescribed time and date as mentioned in the critical date sheet.

xv) The BIHAR STATE COOPERATIVE BANK LTD may at any time prior to the opening of the Tender and for any reason, whether at its own initiative or in response to any on-line query sought by a Bidder modify the Tender document by way of an addendum/corrigendum to the original Tender and such modification will be binding on all Bidders.

xvi) The addendum/ corrigendum would be uploaded on Bank Website In order to afford the prospective Bidder to take into account the modification or for any other reasons, THE BIHAR STATE COOPERATIVE BANK LTD may, at its discretion extend the due date for submitting the Tender.

xvii) In acceptance of all the terms & conditions stipulated in the bid document, a declaration in the format prescribed at **Annexure-II** shall be submitted by the bidder.

**PRO-FORMA OF DECLARATION BY WAY OF AFFIDAVIT IN SUPPORT OF  
ELIGIBILITY CRITERIA**

(AFFIDAVIT SHALL BE ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)

**AFFIDAVIT**

I , .....(Name of the authorized signatory of the Bid document), aged..... ,  
(Designation)....., M/S.....(Full Address) do solemnly affirm and state as  
under:

1. I am authorized and competent to sign the attached Bid documents and this Declaration by way of Affidavit.
2. I hereby declare that the bidder Firm have turnover not less than Rs. 20 crore in at least each of the three financial years out of the immediate preceding five financial years (2012-13, 2013-14, 2014-15, 2015-16 and 2016-17).
3. I hereby declare that the bidder Firm have satisfactorily completed not less than Six OMR Based recruitments examination during the financial years 2016-2017,2017-2018,2018-2019 for  
..... any Government/PSU/Cooperative organization of Bihar.
4. I hereby declare that the Bidder Firm have processed 2 end to end OMR based Examinations out of which one should be for multiple posts in single advertisement or notification in last 3 years 2016-2017,2017-2018 and 2018-2019 of Bank of Bihar projects including design, setting & printing of Question paper for Bank in Bihar. in last three year 2016-2017,2017-2018,2018-2019
5. I hereby declare that the bidder firm has its registered office located in Patna since 5 years.

The facts stated above are true and correct

Dated this the ..... day of..... 2021

(Deponent)

(Attested by Notary)

**Annexure- III**

**PARTICULARS OF EXAMINATION CONDUCTED BY THE BIDDER**

SL NO	NAME OF THE CUSTOMER WITH STATUS (GOVT./ PSU/PSB ETC. ) & EXAMINATION (*)	Year of Work Order	DETAIL OF EXAMINATION HELD I.E.ALL INDIA OR REGIONAL OR ZONAL	Page No.(At which Document referred is placed shall be provided)

\* BIDDERS MAY ATTACH SEPARATE SHEETS, IF REQUIRED.

\*Provide documentary evidence from the Client i.e. copy of work order/ contract/agreement for each of above mentioned assignment/ copy of the Certificate issued by client etc., duly self-attested by an authorized representative who is authorized to sign the Bid Document. The details so provided will not be counted for evaluation unless supported by sufficient documentary evidence.

(Signature of Authorized Signatory)

**Annexure- IV**

**Particulars of Bidder**

1.	Name of the Bidder	
2.	Corporate Office Address	
3.	Head Office Address	
4.	Telephone Number	
5.	Fax No.	
6.	Mobile Number	
7.	Email Id	
8.	Website	
9	Nature of the Firm whether Government/ PSU/ Private/others	
10*	Date & Year of Establishment of firm.	
11*	Number of years of experience in Consultancy Services	
12	Any other important information about the firm.	



13	A brief description of the background of the firm/entity. The brief description should include constitution of the firm, its objectives, some of the main clients of the firm etc.		
14*	Composition of Bidder State whether the Bidder is a proprietorship concern, or registered partnership firm, LLP or a company.		
16*	The name of the the Directors of the company as applicable.		
17	a) Name of authorized persons authorized to sign Bid documents		
	b) Telephone No.		
	c) Mobile No.		
	d) Email ID		
	e) Photo ID Card No.		
19*	PAN No. of Bidder( <i>enclose a photo copy of PAN Card of the firm</i> )		
20*	Goods and Service Tax Registration No. (enclose a photo copy of proof of Goods and Service Tax registration number of the recruitment agency)		
22	Details of Bidders Bank Account	Account Name	
		Bank Name & Branch	
		Account Number	
		IFSC	
23*	Turn-over during the	Year	Turn-over (Rs. Crores)

immediate preceding 3 years. (Enclose scanned copies of Audited Profit & Loss account & Balance Sheets) etc.		

(Signature of Authorized Signatory)

**NOTE:** \* Furnish self-attested scanned copies of documents (in support of the above information.)

**Annexure - V**

**List of Documents to be uploaded in Technical bid folder/cover:**

<b>Serial no.</b>	<b>List of documents</b>	<b>(Page no.)</b>
<b>1</b>	Photo copy of the entire prescribed Bid document comprising of Part- A complete in all respect along with all Attachments including Annexures, and Supporting Documents etc. duly filled and signed on each page by the authorized signatory of the Bidder.	
<b>2</b>	Self- attested Photo copy of documents in support of the Minimum eligibility criteria stipulated in the Bid Document.	
<b>3</b>	DD of proof of payment of Tender Processing Fee	
<b>4</b>	Declaration by way of Affidavit - <b>Annexure -III</b>	
<b>5.</b>	Particulars of examination conducted by Bidder- <b>Annexure- IV</b>	
<b>6.</b>	Particulars of Bidder- <b>Annexure-V</b>	
<b>7.</b>	Self- attested copy Memorandum & Articles of Association and certificate of incorporation of company, as applicable.	
<b>8.</b>	Self- attested copy of Power of Attorney and resolution in respect of Authorized signatory for signing the bids, if applicable.	
<b>9.</b>	Self -attested scanned copy of the Resolution passed by the Company authorizing the person signing the Bid to do so on behalf of the company if applicable P	
<b>10</b>	Self -attested scanned copy of PAN card of the firm.	
<b>11</b>	Self -attested scanned copy of proof of Goods and Service Tax registration number of recruitment agency.	
<b>12.</b>	Self- attested Scanned copy of duly audited P&L Account and Balance Sheet of immediately preceding 3 financial years i.e. 2017-18,2018-19,2019-2020	

**List of document(s) to be uploaded with financial bid:**

<b>Serial no.</b>	<b>List of documents</b>	Index giving page wise information of all documents. <b>(Page no.)</b>
<b>1</b>	Entire Bid document PART – B, Forwarding letter of Price Bid cum Price bid undertaking.	

**Note:** All documents are needs to be self-attested by authorized signatory. The above list of documents are only indicative, the bidders are advised to refer to the respective Bid document clause in respect of various documents to be submitted.

(Signature of Authorized Signatory)

**DECLARATION**

(On non-judicial stamp paper of appropriate value, attested by Notary Public)

1. I \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ am the authorized representative of the bidder firm and I am competent to sign this declaration and execute this Bid document.
2. I have carefully read and understood all the terms and conditions of the Bid No. \_\_\_\_\_ dated \_\_\_\_\_ and I agree, confirm and undertake to abide by all the terms & conditions as stipulated in the prescribed Bid document, its Annexures, Appendices and also to furnish signed hard copy of bid document upon award of contract.
3. The information/documents furnished along with the above Bid are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false or incorrect information/fabricated document would lead to rejection of my Bid/termination of contract at any stage without prejudice to any other rights that the Bank may have under the Contract and Law.
4. I further undertake that the person(s)/team deployed for consultancy services will complete the work and they will not be changed from the assigned work throughout the tenure of the contract.
5. I further undertake that the entire responsibility for the personnel deployed under the contract will be that of the Bidder.

Yours faithfully,

( \_\_\_\_\_ )  
Signature of Bidder  
(Capacity in which signing)  
Seal

**PART - B**

**Price Bid**

## Forwarding Letter

To

The Managing Director  
Bihar State Cooperative  
Bank, Headquarters:  
Patna

**Ref.**Bid No.7330 dated 11.02.2021

Dear Sir,

I/We, submit the online price bid for appointment as a Recruitment Agency for recruitment of Personnel in BIHAR STATE COOPERATIVE BANK and related activities as envisaged in the Bid document.

2. I/We have thoroughly examined and understood all the terms & conditions as contained in the Bid document and agree to abide by them.

3. I offer to work at the rates as indicated in the price Bid, inclusive of all applicable taxes, fees, levies etc. as amended from time to time except Goods and Service Tax.

Yours faithfully,

(\_\_\_\_\_)

Signature of Bidder  
(Capacity in which signing)  
Stamp of Firm

### **Schedule Of Price Bid**

The below mentioned Price bid format is provided along with this Bid document Bidders are advised to quote their offer/rates in the permitted column and submit the same in the Price bid.

Activities	Amount in Indian Rupees	
	In Words	In Figures
Phase I  (per valid application basis)		

1. The Bidder shall quote for all the End to End Process.
2. The rates quoted shall be on per application basis.
3. In case the rates are not quoted for all the End to End Process the proposal will be rejected.
4. The rates shall be quoted in Indian Rupee only.
5. The rates will be inclusive of all taxes (except Goods & Services Tax), fees, levies, etc. and any revision in the statutory taxes, fees, etc. will be responsibility of the Bidder.
6. In case of any discrepancy/difference in the amounts indicated in figures and words the financial bid will be rejected.
7. The Bidders having valid Goods and Services tax registration number may claim Goods and Services tax from BIHAR STATE COOPERATIVE BANK as applicable from time to time on the fee payable to him under the contract.
8. The bidder shall perform all such other additional ancillary, incidental and auxiliary duties, services and operations as may be instructed by the Bank or an officer acting on its behalf and not inconsistent with terms and conditions of this contract, at no extra cost.

Authorized Signatory  
(Signature of the Authorized Person)

(Seal)