

पत्रांक-बि0क0च0आ0-प्र0-02 / लेखा (निविदा)-09 / 2018


बिहार कर्मचारी चयन आयोग,  
पो-भेटनरी कॉलेज, पटना-14.

ज्ञापांक सं०- 2265/311.

पटना,दिनांक- 24.8.2018

निविदा आमंत्रण सूचना  
निविदा संख्या-bssc/04/18-19

वित्तीय वर्ष-2018-19 में बिहार कर्मचारी चयन आयोग कार्यालय, पटना में भाड़े पर विडियोग्राफर उपलब्ध कराने की आवश्यकता है। उपलब्ध कराने की अवधि चयनित निविदाकर्ता को निर्गत आदेश की तिथि से 31.03.2019 तक के लिए प्रभावी होगी। इसके लिए प्रतिष्ठित फर्म/आपूर्तिकर्ताओं से सीलबंद लिफाफे में दिनांक-31.08.2018 से 11.09.2018 तक प्रत्येक कार्य दिवस को 03:00 बजे अपराह्न तक निविदा आमंत्रित की जाती हैं। निविदा दिनांक-11.09.2018 को अपराह्न 04:00 बजे खोली जाएगी। निविदा से संबंधित सभी प्रपत्र एवं शर्तें आयोग के Website पर प्रदर्शित हैं। इच्छुक निविदादाता आयोग के Website :- bssc.bih.nic.in से Download कर विस्तृत ब्यौरा प्राप्त कर निविदा सचिव, बिहार कर्मचारी चयन आयोग, पटना को भेज सकते हैं।

  
सचिव, 24/8/18

बिहार कर्मचारी चयन आयोग, पटना।

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# BIHAR STAFF SELECTION COMMISSION, PATNA

## NOTICE INVITING TENDERS FOR

### “HIRING OF VIDEOGRAPHER FOR EXAMINATION RELATED WORKS FOR THE FINANCIAL YEAR 2018-19.

#### 1. EVENT BAKGROUND

BSSC invites tenders from established agencies/firms(single entity) for “HIRING OF VIDEOGRAPHER FOR EXAMINATION RELATED ACTIVITIES”.

**Amendment in Tender Document:** At any time till 7 days before the deadline for submission of bids, BSSC may, for any reason, whether at own initiative or in response to a clarificatin requested by a prospective bidder, modify the bid document by amendment. Such modifications shall be uploaded in the BSSC websites. All such amendments shall be binding on all the bidders. BSSC also reserves the right to amend the dates mentioned in the tender.

#### 2. SPECIFICATION OF TASKS REQUIRED TO BE CARRIED OUT

1. To cover the entire event with respect to videography.
2. To cover the loading and unloading of boxes, opening and sealing of strong rooms, opening and sealing of important papers, other examination and legal related matters etc.
3. To provide Professional Videographer shooting video as required.
4. The soft copy of all the Videographer in high resolution would be provided in a DVD to the office within two working days after the conclusion of work.
5. The agency would provide 2 DVDs for the work completed.

#### PROCEDURE FOR SUBMISSION OF BIDS

The agency qualifying the eligibility criteria shall submit the tender in two separate covers, as follows:-

**Cover (A)-** Superscribed as Technical Bid, as given in Annexure A- which should consist of the following documents:-

1. Documentary evidence in support of Eligibility Criteria, namely:
  - Copies of the work orders evidencing that the agency has experience of at least 3 years of having successfully completed similar work of official VIDEOGRAPHER in other offices.
2. Demand Draft for Rs. 10,000/- towards EMD in favour of “**Secretary, B.S.S.C. Patna. Bihar**”.
3. Photocopies of License/ Registration Certificate of the firm.
4. Signature of the bidder or his/her authorized signatory on each page.
5. Copy of PAN Card
6. Copy of GST Registration

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**Cover (B)** – Superscripted as **Financial Bid** consisting of the bid amount separately indicating statutory taxes, charges and levies etc. The format for submission of Financial Bid is given in Annexure ‘B’.

### GENERAL CONDITIONS/INSTRUCTIONS FOR SUBMISSION OF BIDS

1. Sealed Tenders are invited directly from established agencies/ firms (single entity) for OFFICIAL VIDEOGRAPHER during examination related works.
2. BSSC Will not pay any fare and hotel stay.
3. Tender Document can be downloaded from the website of BSSC- <http://bssc.bih.nic.in>.
4. The bid should be in two separate sealed envelopes clearly mentioned as “Technical Bid” and “Financial Bid” and both the sealed envelopes to be put into another envelope and it should be superscribed as “ TENDER FOR “OFFICIAL VIDEOGRAPHER DURING EXAMINATION RELATED WORKS FOR THE YEAR 2018-19.
5. The last date of receipt of bid in a sealed envelope is on or before 11.09.2018 upto 3.00 P.M. addressed to The Secretary, BSSC, Patna, Bihar. Alternatively, the sealed envelope may be sent through Registered post/ Courier/ by hand and should reach to us on or before the last date & time. The Bidder will ensure that it is received in BSSC before the last date & time. The offers received after the due date and time will not be entertained. The tender received through e-mail etc. would not be considered.
6. The Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousands Only) in the form of Demand Draft/ Bankers Cheque drawn in favour of “BSSC, Patna, Bihar” payable at Patna, Bihar is to be submitted along with the Technical bid only. It may be noted that the EMD/DD should not be placed along with Financial bid. Technical bids will be opened for evaluation at 4.00 P.M. on 11.09.2018.
7. Only shortlisted bidders whose bids are technically appropriate shall be eligible for opening of financial bids. The decision of the BSSC in this regard will be final.
8. BSSC will award the contract to the successful bidder where bid has been determined to be techno commercially acceptable and financial bid is the lowest, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.
9. The EMDs of the unsuccessful bidders will be refunded by way of handing over the original Demand Draft/Banker’s Cheque duly endorsed by the Competent Authority of the BSSC without any interest. The EMD of the successful tenderer would be replaced by performance guarantee equivalent of the 10% of the total contract value by way of Bank Guarantee/DD/Pay Order in favour of “BSSC, Patna, Bihar.”
10. All the pages/documents of the bid should bear the dated signature of the tenderer with the stamp of the Firm. All the entries by the tenderer should be in one ink & legibly written. Any over-writing corrections & cuttings should bear dated initials of the tenderer. Corrections should be made by writing again instead of shaping or over-writing.
11. Rates should be quoted in Indian Rupees (Rs) both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words will be taken as final. Please ensure to specify about the applicable taxes, in any.

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12. Conditional tenders are liable to be rejected.
13. BSSC reserves the right to reject or accept any or all application(s) without assigning any reason(s).
14. BSSC reserves the right to increase or decrease services in Tender document.
15. The terms of payment is as follows:-

The payment would be made after completion of the fair subject to submission of Bill/Invoice with all supporting documents. TDS will be deducted as per the provision of Income Tax act, as amended from time to time.

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### (a) Eligibility criteria:

1. The agency should have experience of at least 3 years of having successfully completed similar work of OFFICIAL VIDEOGRAPHER.

### (b) Terms and conditions:

2. The details of inputs/information required to be submitted by the agency should as per the information mentioned in tender document.
3. The successful agency should provide the Copy of Registration with PF/ESI before award of Contract.
4. Quoted rates should be free from any pre-conditions regarding payments etc. or otherwise offers are liable to be rejected.
5. The selected agency should not sublet the work in part or full to another agency.
6. The agency should provide two DVDS having copies of all videography in high resolution.
7. The agency should have latest technology equipped cameras and video cameras.
8. The agency should have trained professional photographer and videographer
9. There will be no escalation in the price during entire contract period.
10. **The contract shall be terminated in respect of followings:-**
  - I. If, the service of the agency is not found satisfactory or the agency changes the rate of contract during the contract period.
  - II. In case the agency fails to execute the job as per the terms and conditions of the agreement, the balance/ total work will be got executed through other agencies at the agency's risk and cost.
  - III. The decision of the BSSC will be final and binding on the agency and no request will be entertained in any manner.
11. The losses to the BSSC which are directly attributable to the agency shall be deducted from the bills/adjusted from the performance guarantee.
12. The EMD of the successful bidder will be released after the conclusion of the Tender.
13. Penalty Clause:
  - (a) For non- performance and on mid-way unilateral withdrawal from the assignment by the agency, the performance security deposit will be forfeited.
  - (b) The proportionate penalty as decided by the BSSC will be imposed and deducted from the final bill.
14. The EMD shall be forfeited by The BSSC in case:
  - (i) The tenderer withdraws him/her during the period of tender validity.
  - (ii) After opening of Financial Bids, the tenderer fails to honour the contract or refuses to comply with any or all terms and conditions of the tender.
15. If the services of the Agency is not found satisfactory as per the terms & conditions of the tender.
16. In case of any dispute or difference arising in relation to meaning or interpretation of the agreement, Chairman, BSSC, Patna, Bihar would be the final arbitrator. The decision of the arbitrator shall be final and binding on both the parties.

# BIHAR STAFF SELECTION COMMISSION, PATNA

Annexure-A

## FORMAT FOR SUBMISSION OF TECHNICAL BID

Company/Firm	
1. Name of the Company/ Firm and Complete registered address. (a) Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation) (b) Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof? (c) Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reasons for not completing the contract.	
2. Name & Designation of Contact Person -Mobile No (s) of the Contact Person -Fax No(S) -e-mail address	
3. Year of commencement of Business	
4. Statutory Details (photocopy to be attached) -Registration No. of the Firm -PAN no. -GST Registration No. -Registration no. ESI & PF (photocopy of registration to be attached)/ In case, not applicable, then an Undertaking on Rs. 50/- stamp paper duly notarized be submitted.	
5. Profile of dedicated team with their qualification	
6. The agency should provide two DVDS having copies of all photographs in high resolution.	Yes/No
7. The agency has latest technology equipped cameras and video cameras, MOST MENTIONED THERE NO's	Yes/No
8. Demand draft of Rs. 10,000/-	

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Annexure-B

## FORMAT FOR SUBMISSION OF FINANCIAL BID

S.No.	Requirements	Rates
1.	To provide Videographer shooting video for examination related works.	(i) Rs.....Per 1 hour. (ii) Rs.....Per 8 hrs. (iii) Rs.....Per 12 hrs. (iv) Rs.....Per 24 hrs.

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