

**Short Tender for Selection of vendor for supplying  
Snacks at BCECE Board, Patna**

( नास्ता हेतु अल्पकालीन निविदा )

B.C.E.C.E.B. Tender No: - 2023/08 Dated: 28.09.2023



**Bihar Combined Entrance Competitive Examination Board  
(BCECE Board, Govt. Of Bihar)**

I.A.S Association Building, Near Patna Airport,  
P.O- B.V College, Patna – 800014.

# Short Tender- Selection of vendor for supplying snacks at BCECE Board

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### **DISCLAIMER**

All information contained in this tender provided/clarified in good interest and faith. This is not an agreement, and this is not an offer or invitation to enter into an agreement of any kind with any party.

Though adequate care has been taken in the presentation of this Tender document, the interested bidders shall satisfy themselves that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested Bidders are required to make their own enquiries and assumptions wherever required.

BCECE Board, Patna reserves the right to reject any or all of the tenders submitted in response to this tender document at any stage without assigning any reasons whatsoever. BCECE Board also reserves right to withhold or withdraw the process at any stage with intimation to all who have submitted their bids in response to this Tender. BCECE Board reserves the right to change/modify/amend any or all the provisions of this tender document, before last date of tender submission, without assigning any reason. Any such change would be communicated to the bidders by email or on Department website - <http://bceceboard.bihar.gov.in/> Neither BCECE Board nor their employees and associates will have any liability to any prospective Respondent interested to apply or any other person under the law of contract to the principles or resolution or unjust enrichment or otherwise for any loss, expense or damage which may raise from or be incurred or suffered in connection with anything contained in this tender document, any matter deemed to form part of this tender document, the award of the Assignment, the information and any other information supplied by or on behalf of BCECE Board or their employees and Bidder or otherwise arising in any way from the selection process for the Assignment.

Information provided in this document or imparted to any respondent as part of tender process belongs to BCECE Board and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.

The tender document is intended solely for the information of the party to whom it is issued ("the Recipient" or "the Respondent") i.e. limited Company, partnership firm.

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### Abbreviation

Particulars	Details
<b>BEC</b>	Bid Evaluation Committee
<b>PQ</b>	Pre-Qualification
<b>PAN</b>	Permanent Account Number
<b>TQ</b>	Technical Qualification
<b>BCECE BOARD</b>	Bihar Combined Entrance Competitive Examination Board

## **Short Tender- Selection of vendor for supplying snacks at BCECE Board**

### **1. Invitation of Bid**

Bihar Combined Entrance Competitive Examination Board (BCECEB), Government of Bihar invites this short tender to select a vendor for supplying snacks to BCECE Board, Patna

1. The contract that may result from this short tender process will be issued provisionally for an initial term of two years.
2. BCECE Board reserves the right to extend the term for a period of up to one year. Such extension or extensions shall be on the same terms and conditions.
3. Proposals must be received not later than the time, date and venue mentioned in the Fact Sheet section. Proposals that are received late will not be considered in this tender process.
4. Financial bids of only those bidders who qualify on the basis of evaluation of technical bids will be opened.
5. The bidders are expected to examine all instructions, forms, terms and other information in the tender documents. Failure to furnish all information required as mentioned in the tender documents or submission of a proposal not substantially responsive to the tender documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.
6. Bidder submitting the bids against the short tender shall be deemed to have read and fully understood all the terms and conditions including forms/annexure, if any.

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### 2. FactSheet

#	Particulars	Details
1.	Bid Reference No	B.C.E.C.E.B. Tender No. - 2023/08 Date: 28.09.2023
2.	Security Deposit	Rs. 50000 /- (Fifty Thousand only)
3.	Security Deposit submission	To be paid through Demand Draft in favor of Controller of Examination BCECE Board Patna
4.	Bid and Security Deposit Validity Period	180 days from the date of Bid Submission.
5.	Bid Evaluation Methodology	<b>Technical Bid:</b> Bidder should provide all the supporting documents as mentioned in Technical Evaluation Criteria, failing to which the bidder will get disqualified in the technical bid. <b>Financial Proposal:</b> Financial proposal will be opened for those bidders who will qualify technically. Identification of L <sub>1</sub> (Least One) bidder would be based on rate quoted by the bidder i.e. Least Cost Selection.
6.	Source of downloading Tender Document, Corrigendum, addendums etc.	<a href="https://bceceboard.bihar.gov.in/">https://bceceboard.bihar.gov.in/</a>
7.	Start of download date of Tender Document.	30.09.2023 (02.00 P.M.)
8.	Closing date for download Tender Document	26.10.2023 (05.00 P.M.)
9.	Closing date & time for Submission of documents of Technical & Financial Bid in separate envelop.	27.10.2023 (Up-to 02.00 P.M.)
10.	Due date and time for opening of Technical Bid.	27.10.2023 (At 04.00 P.M.)
11.	Due date and time for opening of Financial Bid (Only for those Bidders who will qualify the scrutiny of the Technical Bids).	31.10.2023 (At 04.00 P.M.)
12.	Contact Details	BCECE Board, IAS Bhawan, Near Patna Airport, PO-B.V. College, Patna-800014
13.	Tender Inviting Authority.	The Controller of Examination.

## **Short Tender- Selection of vendor for supplying snacks at BCECE Board**

### **3. Background Information**

Bihar Combined Entrance Competitive Examination Board conducts the Entrance examination and counselling for admission to different courses / Institutes on the basis of merit-cum-choice and reservation policies followed by Govt. of Bihar.

**Bihar Combined Entrance Competitive Examination Board (BCECEB), Government of Bihar invites short tender to select a vendor to supply the snacks at BCECE Board.**

## Short Tender- Selection of vendor for supplying snacks at BCECE Board

### 4. Scope of Work

- a) Selected vendor will supply the packet containing Sweets & Salty (Namkin) snacks at BCECE Board on time after getting order from BCECE Board.
- b) BCECE Board will inform the list of items for Sweets and Salty (Namkin) snacks one day prior to supply. Selected vendor will be responsible to supply the snacks packet to BCECE Board office at the given time period.
- c) Snacks should contain **2 Dry Sweets and 2 Salty (Namkin) Snacks** to be fulfilled from the combinations from below mentioned items.

**Dry Sweets : Kaju Barfi, Gulab Jamun, Kalakand, Sonpapdi, Bundi Ladoo, Cake, Pastry.**

**Salty (Namkin) Snacks: Samosa, Paneer-Pakoda, Paneer-Cutlet, Sandwich, Kachauri, Veg-Cutlet, Bread-Pakoda**

- d) All snacks items should be aluminium/parchment/butter paper rapped, No plastic should be used for rapping.
- e) The quality of the raw materials to be used for preparation of food should be of highest standard & fresh & of reputed brand.
- f) The number of snacks packets required during Examination/Evaluation/Counselling period will be approx 200 packets per day which may vary as per requirement.



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### 5. Instruction to Bidders

#### **5.1. General Term and Condition**

The bidders are requested to go through the following terms and conditions before submitting their tender documents:

- a) The Vendor / Service Provider shall ensure that the **Sweets & Salty (Namkin)** snacks shall be good and of high quality.
- b) The ingredients to be used in **Sweets & Salty (Namkin)** snacks such as cooking oil, spices and other ingredients etc. should also be of highest standard.
- c) Raw materials and other ingredients for cooking, the Vendor / Service Provider shall ensure their quality and freshness.
- d) The snacks items to be supplied must be of standard size and quantity as per market standards.
- e) The snacks item box should be plastic coated from inside to prevent spillage in any form and maintain hygiene.
- f) The Vendor/Service Provider should be in possession of a food safety license (FSSAI License) as per the foods safety standards (Licensing and Registration of Food Businesses) Regulations mandatory for Food Processors with an aim to reduce the problems associated with poor quality food being served to the Board and ensure health and safety.
- g) The selected bidder/Vendor shall ensure that only hot and fresh snacks are served to the BCECE Board. Complaint, if any, in this regard shall be dealt with severely.
- h) If the Bidder fails to carry out the Jobs as per the terms and conditions agreed upon, they will be liable for forfeiture of Security Deposit in additions to penalty.
- i) Any deficiency in service and quality as well as quantity of snacks (Stale, Old, Unhygienic) etc., will not be accepted. A penalty will be levied for any such violation after giving due notice and opportunity to the Contractor to explain his/her position.
- j) There shall be no compromise on the quality of food supplied by the bidder & if any such incidence or food adulteration is found, action deemed fit, including termination of the contract/ black listing of the firm/forfeiting of the security money shall be taken by the competent authority.
- k) The Bidder must have permanent sweets shop in Patna registered with a competent authority. Failing which Tender will be awarded to the next lowest bidder.
- l) **The rate per plate/packet for the snacks will be clearly marked separately.**
- m) Bidder should not provide any alternate items for the snacks, for instance 'paneer should not be replaced from soya paneer'.
- n) All items for snacks should be made/prepared by their own services under their supervision.
- o) **Bidder should submit their financial bid packet wise rate.** Rates quoted shall be exclusive of taxes.

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- p) **The supply of the said items for snacks will be arranged by the selected bidder whose quality will be checked by representative/committee of BCECE Board.**
- q) **The successful bidder has to sign the contract within seven (7) working days from the date of receipt of work order. If not, his tender may be cancelled or awarded to the next lowest bidder.**
- r) A 10% penalty will be levied in case of any delay in supply of the snacks. In case the selected bidder defaults for more than 3 occasions, BCECE Board reserves the right to forfeit the performance security Deposit and initiate termination of the contract.
- s) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the BCECE Board. BCECE Board may cancel this tender at any time prior to a formal written contract being executed by or on behalf of the BCECE Board.
- t) This Tender supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications
- u) All information supplied by Bidders will be treated as contractually binding on the Bidders, on successful award of the assignment by the BCECE Board on the basis of this Tender
- v) **The bidder will Speed Post/Courier/Registered Post the tender in sealed envelope super-scribed "Tender for Selection of Vendor for supplying snacks at BCECE Board for Advertisement Number..... Dated ....." should be addressed to the BCECE Board, IAS Bhawan, Near Patna Airport, PO-B.V. College, Patna-800014. No bid submission by hand will be entertained/accepted.**
- w) Tenders received after the specified date and time due to any reasons, shall not be considered for evaluation.
- x) BCECE Board shall not be responsible for any kinds of delay in submission of tender document due to any delay of Speed Post/Courier/Registered Post.
- y) The tender shall be ignored, if complete information is not given there-in, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
- z) Any conditional offers made by the vendor or any alterations/ corrections made in the tender form shall not be considered. Similarly incomplete and unsigned tender shall also not be considered.
- aa) BCECE Board reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.
- bb) Consortium & Sub-Contracting is not allowed in this bid.
- cc) In case required services are not provided by the selected bidder on time, BCECE Board will be free to get the work done from any other lower bidder and the expenses on this account will be debited to the selected bidder which will be recovered from the dues / pending bills, etc.
- dd) No Vendor/Service Provider shall submit more than one proposal. If a bidder submits more than one proposal, their all proposal shall be rejected.
- ee) The bidder should have been in the **similar business continuously for minimum 3 years. Necessary documentary proof** should be submitted for the same along with the

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tender document. The bidder should also give complete details of the authority concerned such as name with designation, valid address, telephone with STD Code / mobile number, etc. The completed works shall be open to inspection and in case the works are not up to the standard, the tender will be summarily rejected, and no queries will be entertained in this regard.

- ff) The bidder should not have been blacklisted during last 3 years by any Central/State Government/Public Sector undertaking, Govt. Of India.
- gg) At the end of the services period, BCECE Board may exercise its option to renew the contract with the Bidder or may invite fresh bid to select a new service provider

### 5.2. Security Deposit

- a) Bidders shall submit, along with their Bids, Security Deposit of INR 50,000/- (Fifty Thousand only), paid through DD in favour of "Controller of Examination, BCECE Board Patna". No interest shall be payable on Bid Security under any circumstance.
- b) Security Deposit of all unselected bidders would be refunded by The Controller of Examination, BCECE Board within sixty (60) days of the bidder being notified as being unsuccessful.
- c) The selected bidder's Bid Security Deposit shall be treated as Performance Guarantee and will be kept by the BCECE Board throughout the contract period.
- d) The Security Deposit amount is interest free and will be refundable to the unselected bidders without any accrued interest on it.
- e) The bid / proposal submitted without Security Deposit, mentioned above, will be summarily rejected.
- f) The Security Deposit may be forfeited:
  - i. If a bidder withdraws its bid during the period of bid validity.
  - ii. In case of a selected bidder, if the bidder fails to sign the contract in accordance with this tender.

### 5.3. Sealing and Submission of Bid

The bidder should submit the tender document via Speed Post/ Registered Post/Courier on and before the due date of tender submission as below,

- a) **First Cover** - Shall be super-scribed as "Envelope 1 - Pre-Qualification cum Technical Bids" along with the address of the bidder and should contain the following documents:  
Demand Draft (DD) of Security Deposit, Documents mentioned in Pre-Qualification cum Technical criteria and All Annexures mentioned in this tender document, duly signed by authorized person on every page with the company seal.
- b) **Second Cover** - Should contain the financial rate/quote and shall be super-scribed as "Envelope 2 – Financial Bids" along with the address of the bidder
- c) **Main Cover** - Should contain the sealed Envelope 1 and Envelope 2 Cover and shall be super-scribed as "**Tender for Selection of Vendor for supplying snacks at BCECE Board** for Advertisement Number..... Dated ....." and couriered through **Speed Post/Courier/Registered Post** to BCECE Board, IAS Bhawan, Near Patna Airport, PO-B.V. College, Patna-800014 along with the address of the bidder.

**All the above envelopes should be properly covered, closed and sealed.**

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### 6. Opening and Evaluation Of Bid

- BCECE Board shall open the bids in the presence of bidders or their authorized representatives who choose to attend.
- BCECE Board will evaluate the bids by forming an internal committee, if required.
- The Controller of Examination, BCECE Board reserves the rights to postpone or cancel a scheduled Bid opening.
- The Bid Evaluation Committee may seek inputs from their professional, external experts in the Bid evaluation process.
- Once Pre-Qualification cum Technical Evaluation is opened and evaluated, financial bids of technically qualified bidders will be opened
- Bidder whose financial bid is lowest will be declared as L1 bidder. If there is a discrepancy between words and figures, the amount in words shall prevail. For any other calculation/ summation error etc. the bid may be rejected.
- Any type of other allowances will not be paid to the vendor other than the rate quoted in the financial bid
- If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.
- The bid price will include all taxes and levies and shall be in Indian Rupees.
- **Bidder shall not include any technical information regarding the services proposed in the financial proposal. Rates shall be quoted entirely in Indian Rupees. The financial bid must be summarized in the financial bid format in the format specified in Annexure, Form 2 of this tender.**
- Any conditional bid would be rejected.
- Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".
- BCECE Board shall reserve the right to negotiate with the L1 bidder. On the basis of which the draft contract agreement would be finalized for award & signing

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### 7. Pre-Qualification-cum-Technical Criteria

The bidder shall meet the following criteria to eligible to qualify for next stage.

#	Pre-Qualification Criteria	Supporting Document to be Submitted.
1.	The bidder can be either of the following Company/ Firm / Proprietorship.  The Company or firm must be in similar business during the last 3 years ending 31 March, 2023.	1. Company/Firm registration documents. 2. This clause may be incorporated in General terms and conditions (Para 5.1)(a)  3. Work Order or Experience letter
2.	Registration under 'Bihar Shops & Establishment Act 1953'	Copy of 'Bihar Shops & Establishment Act 1953' Registration Certificate.
3.	Food Safety and Standards Act registration under 2006	Copy of FSSAI food licence certificate.
4.	The bidder's turnover for any 3 years out of 4(four) financial year from 18-19 to 21-22 should be 500000.00 (Fifty Lakh Only) for each year i.e. in any three financial Year from (2018-2019, 2019-2020, 2020-2021 and 2021-2022). The turnover of parent or sister concern firm will not be considered.	Copy of Audited Balance Sheet & Profit & Loss A/c of any 3 years amongst financial years 2018-2019, 2019-2020, 2020-2021 and 2021-2022 and certificate from CA clearly stating the turnover for each financial.
5.	The bidder shall not have been blacklisted / debarred/banned/ declared ineligible / declared having dissatisfactory performance by any State / Central Government or PSU Organisation or quasi-government for breach of ethical conducted or fraudulent practices as on date of submission of the proposal.	Self – Declaration of non-blacklisting on Non-Judicial stamp paper of Rs. 100/- duly attested by the Notary Public as per Annexure, Form 1.
6.	GST & PAN Registration.	Copy of GST Registration certificate and Pan Card
7.	Security Deposit	Security Deposit of INR 50,000/- (Fifty Thousand only), paid through DD in favour of "Controller of Examination, BCECE Board, Patna".

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### **8. Payment terms**

- a) No advance payment will be made to the selected bidder.
- b) Payment shall be made on the basis of purchase order issued by BCECE Board, The invoice submitted by the bidder is subject to further verification prior to release of payment.

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### 9. Annexure

#### **Annexure I: Pre-Qualification cum Technical Bid Templates**

The Bidders are expected to respond to the Tender using the forms given in this section and all documents supporting Pre-Qualification cum Technical Bid Evaluation Criteria to be couriered through **Speed Post/Courier/Registered Post** at BCECE Board with company seal and signature.

Pre-Qualification cum Technical Proposal shall comprise of following Forms:

**Form 1:** Self-Declaration of bidder for not blacklisted by any Government Agency

**Form 2:** Cost Bid format

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**Form 1: Self-Declaration of bidder for not blacklisted by any Government Agency**

*(On Non-Judicial Stamp Paper of Rs. 100/- duly attested by the Notary Public)*

Tender Ref.

Date:dd/mm/yyyy

**To:**

**The Controller of Examination,  
Bihar Combined Entrance Competitive Examination Board,  
I.A.S Association Building, Near Patna Airport,  
P. O- B.V. College, Patna – 800014.**

**Sub: Self Declaration of not been blacklisted in response to the TENDER<<\*\*\*\*>>**

**Dear Sir,**

We confirm that our company/Firm, \_\_\_\_\_, is not blacklisted in any manner whatsoever by any of the State/UT and/or central government/PSUs/Boards in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as on date \_\_/\_\_/\_\_.

Place:

Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:



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**Form 2: Cost Bid format**

**To,**

The Controller of Examination,  
Bihar Combined Entrance Competitive Examination Board,  
I.A.S Association Building, Near Patna Airport,  
P. O- B.V. College, Patna – 800014.

Dear Sir,

After having gone through the terms and conditions as enlisted in the tender document for Supplying snacks to BCECE Board, Patna, we accept all the terms and conditions and quote our rates for the same as given below:

<b>Sl.No.</b>	<b>Particular</b>	<b>Rate per plate/packet (exclusive of taxes)</b>
1.	<b>Packet containing 2 Dry Sweets and 2 Salty (Namkin) Snacks from the items mentioned in <u>Para 4 i.e. Scope of Work under sub para c of this tender document</u></b>	

**Note:**

(i) GST will be charged extra as per Central / State Govt. Rules & Regulation.