



BIHAR STATE TEXT BOOK PUBLISHING CORPORATION LTD.

E-TENDER

NIT Ref: BSTBPC/ E-Tender/ Manpower and Security Services/. 835 Dt.. 10/09/2026

REQUEST FOR PROPOSAL (RFP) For Hiring of Manpower and Security Services at BSTBPCL Office, Budh Marg, Patna.

E-Procurement Portal: <https://eproc2.bihar.gov.in/EPKV2Web/>

Website: <https://www.bstbpc.bihar.gov.in>

Issued by: -

Managing Director

Bihar State Text Book Publishing Corporation Ltd

Pathya Pustak Bhawan, Budh Marg, Patna – 800 001

Phone: 2221975

Email: textbookmd@gmail.com

INDEX

<u>Sl.No.</u>	<u>Section</u>	<u>Topic</u>	<u>Page No.</u>
1	I	Invitation for Bids (IFB) & Information	3
2	II	Instructions to Bidders (ITB)	4-5
3	III	Introduction	6-8
4	IV	Eligibility and Technical Qualification Criteria	9-11
5	V	General Conditions of Contract (GCC)	12-15
6	VI	Special Conditions of Contract (SCC)	16-18
7	VII	Scope of the Contract	19-23
8	VIII	Technical Bid Information - Form "A"	24-25
9	IX	Bid Form	26
10	X	Performance Security Form	27
11	XI	Contract Agreement Form	28-29
12	XII	Financial Bid Form "B"	30

ANNEXURES TO SECTION – IV

13	Annex- A	Format for Statutory auditor's Certificate for Financial capability - Turnover Certificate	31
14	Annex- B	Affidavit sworn before Public Notary / Executive Magistrate regarding GST	32
15	Annex- C	Authority Letter	33
16	Annex- D	Declaration by Bidder for non-blacklisting	34

INVITATION FOR BIDS (IFB)**E-Procurement Notice**

Bihar State Text Book Publishing Corporation Ltd. (BSTBPCL) invites e-tenders from reputed Companies/Agencies fulfilling the eligibility criteria specified in this Bid Document for the work: **"Hiring of Manpower and Security Services at BSTBPCL Office, Budh Marg, Patna."**

The bidding process shall be conducted in accordance with the terms and conditions laid down in this Bid Document. The provisions of the Bihar Financial Rules, 1950 as amended from time to time and the Bihar Purchase Preference Policy, 2024, as amended from time to time, shall apply.

The relevant dates pertaining to this Invitation for Bids are provided below:

1	Name of the work	Hiring of Manpower and Security Services at BSTBPC, Budh Marg, Patna, Bihar.
2	Tender Notice No	BSTBPC/E-Tender/Manpower and Security Services/ <u>835</u> Dt. <u>10</u> / 09/2026
3	Tender Fee/EMD	1) Tender Document Fee (Non-Refundable): Rs 11,800/- (Rupees Eleven Thousand Eight Hundred only) to be paid online 2) Tender Processing Fee (Non-Refundable) Rs 1,180/- (One Thousand One Hundred Eighty only) to be paid online. 3) EMD (Refundable): Rs. 4,00,000/- (Rupees Four Lakhs only) in the form of digital payment viz; RTGS/NEFT/DD/BG issued by a Scheduled/Nationalized Bank in favour of Bihar State Text Book Publishing Corporation Ltd., Payable at Patna.
4	Online publication of bid document	10/09/2026, 18:00 Hrs
5	Date, Time and venue for Pre bid Meeting	17/09/2026, 11:00 Hrs in the Conference Hall of BSTBPCL, Budh Marg, Patna. Please note that all pre-bid queries must be submitted in writing via e-mail to textbookmd@gmail.com or by hand no later than 16:00 hrs on 17/09/2026 .
6	Tentative Date of uploading pre-bid clarifications	22/09/2026, 18:00 Hrs
7	Last Date and time for Submission of bid.	05/10/2026, 13:00 Hrs in online mode.
8	Last Date and time for Submission of Hard Copies.	05/10/2026, 15:00 Hrs Note: Only DD/Bank Guarantee, Power of Attorney or any other paper specifically mentioned in the RFP should be submitted in hard copy. No other documents will be accepted in hard copy under any circumstances.
8	Opening of Technical Bids	05/10/2026, 16:00 Hrs If the due date happens to be a holiday, the bids will be opened on the next working day.
9	Opening of Financial Bids	To be notified later.
10	Availability of Bid Document	May be downloaded from the Websites www.eproc2.bihar.gov.in or www.bstbpc.bihar.gov.in from the date specified in Section I, IFB point 4.
11	Address for Communication	The Managing Director, Bihar State Text Book Publishing Corporation Ltd, Pathya Pustak Bhawan, Budh Marg, Patna-800001

The Managing Director of the Corporation reserves the right to amend or withdraw any of the terms and conditions in the bid document, or to cancel/reject all tenders received, without prior notice or assigning any reason thereof.

Handwritten signature and date:
10/09/26

Managing Director
Bihar State Text Book Publishing Corporation Ltd.

INSTRUCTION TO BIDDERS**A) E-Tendering Process Related General Instructions;
Submission of Proposals through electronic mode only**

1. The bidder shall prepare and submit its offer in accordance with the instructions provided in this section.
2. The bidder shall submit its bid/tender through the e-Procurement platform at www.eproc2.bihar.gov.in.
3. The bidder must possess a valid Class III Digital Signature Certificate (DSC) with signing and encryption capabilities, as well as a user ID for the e-Procurement website, prior to participating in the e-tendering process. Bidders who already hold a DSC may use the same; alternatively, they may obtain a DSC from any authorized agency. For obtaining a user ID, bidders are required to register themselves on the e-Procurement website (www.eproc2.bihar.gov.in) and submit their bids online through the platform. Offline bids shall not be entertained by the Tender Inviting Authority for tenders published on the e-Procurement platform.
4. Bidders shall submit their eligibility and qualification details, technical bid, financial bid, etc., in the prescribed online formats available on the e-Procurement website at the respective stages only. Scanned copies of all relevant certificates and documents in support of eligibility criteria, technical bids, and other related requirements must be uploaded on the e-Procurement website. Each bidder shall digitally/manually sign the supporting statements, documents, and certificates uploaded, thereby taking responsibility for their correctness and authenticity. All required documents for the specific tender must be attached after uploading during bid submission, as per the tender notice and bid document. **It shall be the sole responsibility of the bidder to ensure that all required documents have been uploaded and that the uploaded documents, when downloaded, are legible and readable; failing which, the bid will be rejected. Therefore, bidders are advised to properly scan and upload all documents.**
5. All required documents shall be attached at the designated places as specified in the e-forms.
6. The Tender Processing Fee (TPF) and Tender Document Fee shall be paid only through e-payment modes (i.e., NEFT/RTGS, Credit/Debit Card, or Net Banking).
7. **SUBMISSION OF HARD COPY**
 - (i) The Earnest Money Deposit (EMD) shall be paid through e-payment modes (i.e. NEFT/RTGS, Credit/Debit Card or net banking) or in the form of a Demand Draft (DD) or Bank Guarantee (BG) and the original hard copy of the DD/BG must be submitted. The Micro and Small Enterprises (MSEs) along with all industries situated and operated in Bihar seeking exemption for EMD as well as claiming exemption from payment of the tender document fee under Bihar Purchase Preference (Amendment) Policy, 2024 will have to submit (upload) valid "Udyam Registration Certificate" along with updated Annexure page print. Documents required to be submitted in hard copy shall be delivered to the office of the Managing Director, Bihar State Text Book Publishing Corporation, Budh Marg, Patna – 800001, on or before the date and time specified in Section I, IFB Point 8. Non-compliance with this requirement may result in summary rejection of the tender.
8. **All copies of Affidavit(s)** specifically mentioned in RFP must be uploaded **at the time of submission of technical bid**. BSTBPCL reserve the right to demand hard copy of the said at any time as and when required.
9. All documents mentioned in paragraphs 7 must also be mandatorily uploaded in online mode, failing which the bid shall be liable for rejection. Bids, along with the necessary online payments, must be submitted through the e-Procurement portal (www.eproc2.bihar.gov.in) before the date and time specified in the NIT/RFP. The Department/Tendering Authority shall not be responsible for any delay or non-submission of tenders or non-reconciliation of online payments, caused due to non-availability of internet connection, network congestion, holidays, or any other reason.
10. The tender shall be opened online through the e-Procurement portal at the venue: Conference Hall, Bihar State Text Book Publishing Corporation Ltd., Pathya Pustak Bhawan, Budh Marg, Patna-800001. Bidders or their authorized representatives who wish to witness the bid opening may remain present during the opening of the bids.

11. Any corrigendum, date extension, change, or amendment notice shall be published on the e-Procurement website and the BSTBPCL website. For support related to the e-tendering process, bidders may contact the following address: e-Procurement Help Desk, Mjunction Services Limited, RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. Shastri Nagar, Patna-800014, Bihar. Email: eproc2support@bihar.gov.in, Toll-Free Number: 1800-572-6571. Bidders may also visit the "Vendor Info" link at www.eproc2.bihar.gov.in.

B) SPECIAL ATTENTION FOR BIDDERS

1. The Contract will be awarded from the date of issuance of work order. As this manpower supply is of essential nature of work hence the bidders who can or have the capability to meet the deliverables as stipulated in this bid document on later sections only need to apply.
2. This Invitation for Bid is open to all bidders. Any Bidder found involved in any fraudulent practice or declared blacklisted or debarred by any organization in India shall be pointed out and its bid will be rejected without any further communication.
3. The bidder shall bear all costs associated with the preparation and submission of its bid and the Bihar State Text Book Publishing Corporation Ltd. shall in no case be responsible or liable for these costs, irrespective of the conduct or outcome of the bidding process.
4. Bids complete in all respects - both Technical Bid (available on e-Proc Portal) and Financial Bid (available on e-Proc Portal) along with all supporting documents/annexures as per Bid document must be submitted online on the e-Proc portal by the date and time specified in Section-I of this tender document. The TECHNICAL BID of all the Bidders will be opened online. The **FINANCIAL BID** of those Bidders whose **TECHNICAL BID** does not fulfill the criteria / eligibility / requirements of Bid Documents shall not be opened. The date for opening the Financial Bids of technically qualified bidders shall be notified later; however, this date may be subject to change under unavoidable circumstances.
5. The bid document must be digitally signed by a person who is fully and duly authorized to sign, as declared in the bid. Bidders are required to submit proof of such authorization in the form of a Board Resolution or an Authorization Letter (as per Annexure, vide Section VII/Power of Attorney, before a Public Notary, as applicable) in the Technical Bid documents.
6. The bid should be unconditional and inconsistent with the terms and conditions of the prescribed bid document for the purpose. Conditional tender will not be accepted.
7. Bidder, who authorizes more than one person on its behalf for Bid Processing, shall result in rejection of the bid.

INTRODUCTION

1. Eligible Bidders

- 1.1 This Invitation for Bids is open to all bidders fulfilling the eligibility criteria as mentioned in Section IV of the Bid Document.
- 1.2 Government-owned enterprises may participate, if they are legally and financially autonomous bodies.

2. Cost of Bid

The bidder shall bear all costs associated with the preparation and submission of its bid and Bihar State Text Book Publishing Corporation Ltd. shall in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

3. Contents of the Tender Document

- 3.1 The details of the bid procedures and contract terms are prescribed in the Bid documents. The Bid documents include:
- a. Invitation for Bids (IFB)/E-procurement Notice; **Section-I**
 - b. Instruction to Bidders (ITB); **Section –II**
 - c. Introduction, **Section –III**
 - d. Eligibility and Technical Qualification Criteria; **Section –IV**
 - e. General Conditions of Contract (GCC); **Section –V;**
 - f. Special Conditions of Contract (SCC); **Section –VI**
 - g. Scope of the Contract; **Section –VII**
 - h. Technical Bid Information – **Form "A"; Section-VIII**
 - i. Bid Form; **Section-IX**
 - j. Performance Security Form, **Section- X**
 - k. Contract Agreement form; **Section- XI**
 - l. Financial Bid - **Form "B"; Section – XII**
 - m. Format for statutory Auditor's Certificate for financial Capability; **Annexure – "A" to Sec. IV**
 - n. Affidavit sworn before Public Notary / Executive Magistrate regarding GST, **Annexure – "B" to Sec. IV**
 - o. Authority Letter, **Annexure – "C" to Sec. IV**
 - p. Declaration by bidders for non-blacklisting; **Annexure – "D" to Sec. IV**
- 3.2 **The Bidder is required to examine all instructions, forms, terms & conditions and specifications in the Bid documents. Failure to furnish any information required as per Bid documents or uploading of a Bid not technically eligible in any respect will be at the Bidder's risk and may result in rejection of his Bid.**
- 3.3 **Language of Bid:**
The Bidder would prepare the Bid in English language. Besides, all the correspondence and documents pertaining to their bid process to be exchanged between the Bidder and the BSTBPC Ltd. would also be in English/Hindi language. Supporting documents and printed literature furnished by the Bidder may be in another language but the same also needs to be translated in English except Hindi.
4. **Registration of Bidders on web portal and uploading of bid:**
- 4.1 The Bidder, who intends to participate in the e-tender called by Bihar State Text book Publishing Corporation Ltd. (BSTBPC Ltd.) has to register itself on the e-Procurement portal <https://www.eproc2.bihar.gov.in>.
 - 4.2 **PARTICIPATING IN THE BID IN THE E-PROCUREMENT PORTAL:** The Bidder intending to participate in the bid is required to register in the Portal with information about the firm. This is a onetime activity for registering in Portal. During registration, the firm/Bidder has to attach a Digital Signature Certificate (DSC) to his / her unique user ID. The DSC used must be a Class III digital certificate issued by a registered Certifying Authority, Government of India.

- 4.3 In case of Partnership Firm, majority of the partners have to authorize a specific individual through authority letter signed by majority of the partners of the firm.
- 4.4 In case of private limited company, public limited company, the Managing Director or any other person having designated authority to authorize a specific individual, has to authorize a specific individual through a Board Resolution.
- 4.5 This authorized user shall be required to obtain a digital certificate.
- 4.6 The digital certificate issued to the authorized user of a partnership firm / private limited company/public limited company and used for online bidding will be considered as equivalent to a no-objection certificate / power of attorney to that user.
- 4.7 To log on to the portal the Bidder is required to type his/her username and password. The system checks the unique ID, password and DSC combination and authenticates the login process for use of portal.
- 4.8 The tender documents uploaded by the Tender Inviting Officer in the website <https://www.eproc2.bihar.gov.in>. Only a small notification will be published in the newspaper along with mention of the specific website for details. The publication of the tender will be for specific period of time till the last date of submission of bids as mentioned in the 'Invitation for Bid' after which the same will be removed from the list of Active tenders. Any Bidder can view or download the bid documents from the web site.
- 4.9 Cost of bidding document (non-refundable) is **Rs. 11,800/-** (Rupees. Eleven Thousand Eight hundred only) and BELTRON tender processing fee (as mentioned on portal) will be paid digitally through online mode.
- 4.10 Required bid security (EMD) in the digital form/BG issued by Nationalised Schedule Bank scan copy to be uploaded with the technical bid.
- 4.11 Bids cannot be submitted after due date and time. The Bidder should ensure correctness of the bid prior to uploading and take print out of the system generated acknowledgement of submission to confirm successful uploading of bid. The bids cannot be opened before the due date and time of opening.
- 4.12 Each process in the e-procurement is time stamped and the system can detect the time of log in of each user including the Bidder.
- 4.13 The Bidder should ensure clarity/legibility of the document uploaded by him to the portal.
- 4.14 The Bidder should check the system generated confirmation acknowledgement on the status of the submission.
- 4.15 The Bidder should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network.
- 4.16 For all purpose, the server time displayed in the e-Procurement portal shall be the time to be followed by all the users.
- 4.17 Bid can be submitted during the ONLINE BID SUBMISSION stage only using the digital certificate that is used to encrypt the data during the ONLINE BID PREPARATION.
- 4.18 The Tender Inviting Officer is not responsible for any failure, malfunction or breakdown of the electronic system used during the e-procurement process.
- 4.19 **SIGNING OF BID:** The online bidder shall digitally sign all statements, documents, and certificates uploaded by them, thereby accepting responsibility for their correctness and authenticity in accordance with the provisions of the IT Act, 2000. If any information furnished by the bidder is found to be false, fabricated, or bogus, their EMD/Bid Security shall be forfeited, their registration on the portal shall be blocked, and the bidder shall be liable to be blacklisted.
- 4.20 **SECURITY OF BID SUBMISSION:** All bid documents uploaded by the bidder to the portal shall be encrypted.

4.21 RESUBMISSION AND WITHDRAWAL OF BIDS:

- i) Resubmission of bid by the Bidders for any number of times before the final date and time of submission is allowed.
- ii) Resubmission of a bid shall require uploading all documents, including the price bid, afresh.
- iii) If the Bidder fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted.
- iv) If the Bidder wants to withdraw its bid, it will only do so before the closing date. Once the bid is withdrawn, Bidder cannot participate in the tender.

5. Clarification of Tender Document

- 5.1 Pre-bid Meeting: Prospective bidders or their duly authorized representatives are invited to attend a pre-bid meeting in the Conference Hall of Bihar State Text Book Publishing Corporation Limited, Budh Marg, Patna-800001, on the date and time specified in Section I, IFB Point 5. If this date falls on a holiday or is declared a holiday, the pre-bid meeting will be held at the same time and venue on the next working day.
- 5.2 Bidders requiring any further clarification on the Bid Document may seek clarification during the pre-bid meeting in writing, or may send their queries by email to textbookmd@gmail.com no later than the date and time specified in Section I, IFB Point 5.
- 5.3 Any modification in the Bid Documents listed under Sub-clause 3.1, if deemed necessary, shall be made by BSTBPC Ltd. through the issuance of a Corrigendum, Addendum, or Clarification pursuant to Clause 6.

6. Amendment to Bid Documents

- 6.1 Prior to the deadline for submission of bids, BSTBPC Ltd. may, for any reason—whether on its own initiative or in response to a clarification requested by a prospective bidder—modify the Bid Documents by means of an amendment. Bidders are hereby informed that any changes, amendments, or corrigenda to the Bid Documents may be issued up to two days prior to the last date for submission of bids.
- 6.2 All amendments will be uploaded on the websites <https://eproc2.bihar.gov.in/EPSV2Web/> and <https://www.bstbpc.bihar.gov.in>. Such amendments shall be binding on all bidders.
- 6.3 In order to allow prospective bidders reasonable time to take any amendment into account when preparing their bids, BSTBPC Ltd., at its discretion, may extend the deadline for submission of bids.

7 Standard procedure for uploading bid:-

First download the Tender form Technical bid sheet & Financial Bid Sheet. Read all Terms & conditions carefully. Fill up Tender form & collect all required documents.

7.1 For Technical Bid Form 'A'

Scan all documents as per Technical tender information **Section-VIII** separately. Scan & Upload all documents mentioned in Form "A" with same page in one PDF.

7.2 For Financial Bid Form 'B'

The Bidders follow the guidelines given in ITB to fill up the Financial Bid. The Bidder shall indicate on the appropriate price schedule attached to this bid document (**Section-XII**) the unit price of each manpower supply under the contract.

- 7.3 The service charge (%) should be quoted in figures as well as in words [e.g. 4.05 % (Four point Zero Five percent)].
- 7.4 If the rates are quoted more than two decimal places by the bidder, the rates upto two decimal places shall only be taken into consideration for finalization of the Financial Bid.
- 7.5 The rate quoted by the Bidder shall be fixed for the entire period of contract and no price variation is allowed on any account.

ELIGIBILITY AND TECHNICAL QUALIFICATION CRITERIA

- 1) This invitation is open to all bidder who fulfill the eligibility and qualification criteria specified herein. **(Consortiums or joint ventures of bidders are strictly disallowed).**
- 2) The eligibility criteria and the supporting documents to be submitted by bidders in the technical bid are as follows:-

S. No	Eligibility criteria for Bidders	Mandatory Documents to be uploaded
B1	Earnest Money Deposit (Refundable) for Rs. 4,00,000/- (Rupees Four Lakh only) to be submitted in the form of Demand Draft or Bank Guarantee. Micro or Small-scale units seeking exemption from EMD must submit a valid Udyam Registration Certificate along with the updated Annexure page print.	An EMD (Refundable): Rs.4,00,000/- Rupees Four Lakh only) paid through e-payment modes (i.e. NEFT/RTGS, Credit/Debit Card or net banking) in form of Demand Draft/BG issued by a Scheduled/ Nationalized Bank in favour of Bihar State Text Book Publishing Corporation Ltd., Payable at Patna have to be submitted. The Micro and Small Enterprises (MSEs) along with all industries situated and operated in Bihar seeking exemption for EMD under Bihar Purchase Preference Policy, 2024 will have to submit valid "Udyam Registration Certificate" along with updated Annexure page print.
B2	The bidder must be an established entity registered under the Companies Act, 1956/2013, the Partnership Act, 1932, the Indian Societies Registration Act, 1860, the Indian Trusts Act, 1882, the Limited Liability Partnership Act, 2008, or as a proprietorship firm.	For Companies: A copy of the Certificate of Incorporation issued by the Ministry of Corporate Affairs (MCA) under the Companies Act, 1956/2013, along with copies of the Memorandum of Association (MoA) and Articles of Association (AoA). For Partnership Firms: A copy of the Registration Certificate issued under the Partnership Act, 1932, along with the Partnership Deed. For Limited Liability Partnership (LLP) Firms: A copy of the Certificate of Incorporation issued by the Registrar of Firms under the Limited Liability Partnership Act, 2008. For Societies/Trusts: A copy of the Memorandum of Association under the Societies Registration Act, 1860, or the Indian Trusts Act, 1882. For Proprietorship Firms: Proof of proprietorship of a agency, such as an MSME Certificate or Firm Registration Certificate/License.
B3	The bidder must have a minimum average annual turnover of Rs. 4.0 Crores during the last three financial years (FY 2022-23 to FY 2024-25) in relation to manpower supply. [Note:- However, as per Clause 13 (b) of Bihar Purchase Preference (Amendment) Policy, 2024, The criteria of annual turnover of the firm shall be relaxed by 50 % for the Enterprises of State as defined in clause 3(16) provided they meet the technical specifications of the goods or services to be supplied.]	(a) Audited Balance Sheet and Profit & Loss Account (in case of a company, Partnership Firms, Limited Liability Partnership (LLP) Firms and proprietorship firm) for last three financial years FY 2022-23, 2023-24 or 2024-25. OR Income and Expenditure Account Statement (in case the bidder is registered under the Societies Registration Act, 1860, or the Indian Trusts Act, 1882) for last three financial years 2022-23, 2023-24 or 2024-25. AND (b) A turnover certificate issued by a Chartered Accountant or Company Secretary, clearly mentioning Membership Number, UDIN Number, and Date, certifying that the turnover pertains exclusively to manpower supply. (Refer to Annexure – 'A')

B4	The bidder should have experience in supplying various categories of manpower along with security services to Government (Central or State), Semi-Government, Public Sector Units (PSUs), Banks, Private Institutions, or Corporate Sectors. The bidder must have executed either integrated manpower services with security services or individual manpower and security services of a total value not less than Rs. 2.00 Crores in any one financial year during the last three financial years (FY 2022-23 to FY 2024-25).	Copies of work order and completion certificates/Tax invoice/CA certified Ledger to be uploaded. Note: The work order(s) must have been issued in the name of participating bidders. The work order(s) of JV/Consortium shall not be accepted.
B5	The bidder must possess a valid (i) PAN Card, (ii) TAN, and (iii) Income Tax Returns for the three assessment years (AY 2023-24, AY 2024-25, and AY 2025-26).	Self-attested copies of 1) PAN 2) TAN 3) Income Tax Return (ITR) Acknowledgment copy for three Assessment Years (AY 2023-24, AY 2024-25, and AY 2025-26)
B6	The bidder must have GST Registration Certificate (FORM GST REG-06) showing the principal place of business and all the additional place(s) of business (If any).	i. GST Registration Certificate (Form GST REG 06) indicating the principal place of business. ii. GSTR-3B return filed for the month of June, 2026 or for the 1 st Quarter of FY 2026-27, as applicable, along with Annual GST Returns (GSTR-9) for the preceding three financial years, i.e., FY 2022-23, FY 2023-24, and FY 2024-25, wherever filing of annual return is applicable as per the provisions of the GST Act. iii. An affidavit sworn before a Public Notary or Executive Magistrate, (Refer to Annexure – 'B').
B7	(1) The bidder must possess a valid Contract Labour License, issued under the Contract Labour (Regulation and Abolition) Act, 1970, by the appropriate department not less than 500 manpower. (2) Bidder shall be a Registered Company/ Firm in the field of Manpower supply services & housekeeping services from labour department of Bihar establishment Registration. (2) The bidder must have valid EPF and ESI registrations and must file returns for a minimum of 500 employees per month.	i. Self-attested copies of Labour License, EPF Registration and ESI Registration Certificate is required to be submitted. ii. Self-attested copies of Certificate is required to be submitted. iii. The bidder must submit the latest ECR and paid challans of EPF and ESIC for the last three months, ending with April 2026.
B8	The bidder must possess a valid PSARA (Private Security Agencies Regulation Act, 2005) license issued for at least one state in India.	The bidder must submit a self-attested copy of the valid PSARA License.
B9	The bidder must possess a valid Pest Control License issued by the competent authority from GoB.	"The bidder must submit a self-attested copy of a valid Pest Control License.
B10	The bidder must possess ISO 9001 or higher certifications related to security and manpower services, valid as of the last date of bid submission.	The bidder must submit a self-attested copy of a valid ISO certification, valid as of the last date of bid submission.
B11	The bidder must submit a Letter of Authorization authorizing the signatory to sign the bid.	The bidder must duly fill in the authorization form as Annexure – 'C' and upload it. (This requirement is not mandatory in the case of a proprietorship firm where the owner signs the bid personally.)
B12	In the case of different types of organizations, a Character Certificate of the Proprietor, all	The bidder must submit a Character Certificate of the Proprietor, all Partners and all Directors issued by the

	Partners, and all Directors, issued by the Police Department, must be submitted.	Police Department.
B13	The bidder must not be blacklisted, debarred or banned, as on the date of submission/upload of the online bidding document. The bidder must not have been convicted by any court of law for criminal or civil offences, nor declared ineligible by any entity of any State Government, the Government of India, any local self-government body, or any public sector undertaking in India for participation in future bids due to unsatisfactory performance, corrupt or fraudulent practices, or any other unethical business conduct, as on the date of submission/upload of the online bidding document. The bidder shall also declare all ongoing litigations, if any, involving them with any Government agency, State or Central department, or Public Sector Undertaking (PSU).	An affidavit sworn before a Public Notary or Executive Magistrate shall be submitted. (Refer to Annexure – 'D')
B14	The Bidder shall furnish a Solvency Certificate issued by a Scheduled Bank in support of his financial capability and credit worthiness.	Solvency certificate (Issued after publication of this bid) from any Scheduled Bank in support of his financial capability and credit worthiness.

{Note: All certifications as mentioned in the Eligibility Criteria must have been issued prior to publication of bid i.e. .../.../2026.}

General Conditions of Contract (GCC)

1. The agency will supply and deliver the manpower service including security Guard for the office of "Bihar State Text Book Publishing Corporation Ltd.", (BSTBPC), Pathya Pustak Bhawan, Budh Marg, Patna and situated Godowns in Patna Headquarters and at any other place in Patna.
2. The duration of contract shall be 03 (three) years from date of signing of contract. The contract may further be extended for a maximum period of two (2) additional year, one year extension at a time subject to satisfactory performance and approval of the competent authority.
3. In case the contract is further extended for one year beyond the original contract period, the rates/prices for Sl. Nos. 1 to 5 mentioned in Section VII of the RFP shall be increased by 5% (five percent) over the rates applicable during the immediately preceding year. No further increase in rates shall be allowed for any subsequent extension. The above increase shall not apply to any other item or rate mentioned in the contract. All other terms and conditions of the original contract shall remain unchanged unless mutually agreed upon in writing by both parties.
4. This is a firm price contract wherein the rates quoted by the bidder shall remain uniform for the entire duration of contract and no price escalation would be admissible on any account. In case of revision in minimum wages by Govt. of Bihar, the differential amount shall only be payable to the agency. This differential amount shall be payable to the agency post completion of initial 18 months of contract. No other kind of price escalation shall be applicable.
5. Notwithstanding anything contained elsewhere in the Tender Document, the Financial Bid shall be restricted solely to the Service Charge (%) to be quoted by the bidder through the online bidding system.
6. The Service Charge shall constitute the contractor's remuneration for execution and management of the services and shall be deemed to include all overheads, establishment expenses, supervision charges, administrative costs, transportation, office expenses, cleaning material cost, profit, contingencies, and all incidental obligations of the contractor.
7. The Corporation shall separately reimburse the actual expenditure towards Salary, Minimum Wages, EPF, ESIC, and all other statutory payments, together with GST, strictly in accordance with the applicable labour laws, statutory notifications, and the terms of the Contract. The manpower agency merely disburses those wages on behalf of the principal.
8. All duties, taxes, levies and other expenses w.r.t any material/services required for supply of the security services should be included in the quoted price and no additional payment would be payable by BSTBPCL.
9. Each bidder shall submit only one quotation in the format supplied with this document. Bidder submitting more than one quotation for the same package will not be entertained and summarily rejected. All the columns and requisite information's must be filled in the supplied Format.
10. **Performance Security:**
 - a) 5% of total bid/contract value will have to be deposited as performance security in /form of Bank Guarantee/ Demand Draft in favour of Bihar State Text Book Publishing Corporation Ltd., payable at Patna by the lowest evaluated responsive bidder before the award of work. If performance security furnished through Bank Guarantee, it shall remain valid for a period, which is six months beyond the date of expiry of the contract. The same will be refunded only after the expiry of the Contract period as specified in the bid document/agreement.
 - b) The performance security deposit shall be forfeited in case any terms and conditions of the contract/ agreement etc. infringed or the bidder fails to comply the terms and condition mentioned in the bid document.
11. **Bid Security Deposit:**
 - 11.1. Each Bidder will have to submit Bid Security Rs. 4,00,000/- (Rupees four lakhs only) in the digital form viz; RTGS/NEFT/DD/BG in favour of Bihar State Text Book Publishing Corporation Ltd., payable at Patna. (Attached with Technical Bid)
 - 11.2 The Bid Security Deposit shall be forfeited-
 - a) In case a bidder withdraws its bids after opening of Technical (part – I) and before the validity period of the Bid.

- b) If bidder fails to deposit performance security within specified period as per intimation/ request from BSTBPCL.
- c) If the bidder fails to execute the agreement within specified time as intimated/ requested.

12. RIGHT OF REJECTION OF TENDER

- i. BSTBPCL reserves the right to accept or reject any bid or to cancel the Bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform or afford reasons to the affected bidder or bidders regarding the same.
- ii. Any Tender without EMD and Tender document fee will be treated as non-responsive and shall be rejected at the outset itself.
- iii. BSTBPCL reserves the right to split the scope & quantity to more than one agency among the Bidders
- iv. BSTBPCL reserves the right to disqualify any bidder if such bidder quotes any abnormally high or low rates in the bid document/price bid and prohibit such Bidder from future participation in any bid with BSTBPCL.

13. Validity of Quotation:

Bids shall remain valid for a period not less than 180 days after the bid submission date specified for submission and may be liable for extension beyond same on the wish of Managing Director, BSTBPCL, Patna.

14. Evaluation & Comparison of Bids:

The Purchaser (BSTBPCL) will evaluate the bid on LCS (Low-Cost Selection) basis and only technically responsive bids would be opened in financial bid
Bidders to note that-

- a) All pages of bid documents are properly signed & Confirm to acceptance of terms, conditions, specifications of services and qualifications/eligibility and qualifications conditions etc of the bid.
- b) All scheduled annexure are attached and confirms to its 100% authenticity w.r.t bid document
- c) Upon opening the Bids, BSTBPC will examine the Bids to determine whether they are complete, whether any computational errors or any alterations have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the Bids are generally in order.
- d) Upon evaluation of the propriety of the bid documents as submitted, the bids shall be evaluated to ascertain whether it meets the eligibility criteria as specified in the tender document.
- e) The technical bids shall be evaluated based on the available documents uploaded by the Bidder. In the course of its evaluation, BSTBPC shall be entitled to ask for clarifications from the Bidders in respect of the bids submitted by them. Any clarification submitted by a bidder that is not in response to a request by BSTBPC shall not be considered.
- f) The request for clarification and the response shall be in writing. If a bidder does not provide clarifications of its bid by the date and time set by the corporation, their bid may be rejected.
- g) Financial bid will be opened for the qualified technical bidders.
- h) BSTBPCL may seek for price breakup of quoted rate during evaluation of financial bid to get justification towards compliance of minimum wages act and statutory obligations.

15. Clarification of Bids

During evaluation of Bids, the BSTBPC Ltd. may, at its discretion, ask the Bidder for a clarification of its Bid. The request for clarification and the response thereto shall be in writing and no change in substance of the Bid shall be sought, offered or permitted. In case a bidder missed to upload any document(s) as mentioned/required in eligibility criteria, no fresh documents in any form shall be entertained after opening of bid and during technical clarification.

16. Award of Contract:

- 15.1 The purchaser (BSTBPCL) will assign the work to the bidder whose over all bid is fully responsive, and who has offered the lowest evaluated quoted price.
- 15.2 Notwithstanding the above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- 15.3 The bidder whose bid is accepted will be notified of the award of contract by the purchaser. The terms of the accepted offer shall be incorporated in the supply order.

15.4 BSTBPCL reserves the right to award full or partial of the contract to one agency as per its discretion

15.5 In the event of a tie between two or more technically qualified bidders quoting the same lowest financial bid (L-1), the successful bidder shall be selected through a draw of lots.

17. BSTBPC right to vary Quantities at the Time of Award

The BSTBPC Ltd. reserves the right to increase or decrease the quantity of deployment/ services up to twenty (20) percent of the originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions. The deployment of manpower/ services shall be strictly as per the direction of Officer in charge nominated by BSTBPCL. The decision of the Managing Director, BSTBPC shall be final and conclusive in this regard.

18. Signing of Contract

- 18.1. The successful Bidder, on receipt of award shall execute an agreement within 07 (Seven) days from the day of award of contract in the prescribed form (Section-XI) and deposit Performance Security, amounting to 5% of the Contract value.
- 18.2. If the bidder fails to execute the agreement and fails to furnish Security amount as mentioned in Clause-17.1 above, not only the bid security shall be forfeited, but the bidder shall also be debarred from participation in future bids and action for blacklisting may also be initiated.
- 18.3. The agreement shall be executed by the successful bidder at Patna on non- judicial stamp paper of Rs. 1000/- and the successful bidder shall bear all legal expenses of execution of the agreement.

19. Corrupt or Fraudulent Practices

- 19.1. The BSTBPC Ltd. requires that the Bidders observe the highest standard of ethics during the execution of such contracts. In pursuance of this policy, the BSTBPC Ltd.:
- 19.2. Defines, for the purposes of this provision, the terms set forth as follows:
 - a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - b. "Fraudulent practice" means misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the BSTBPC Ltd., and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish Bid prices at artificial non-competitive levels and to deprive the BSTBPC Ltd. of the benefits of free and fair competition;
 - c. Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
 - d. Will declare a firm ineligible, either indefinitely or for a stated period of time, for being awarded Govt. contract, if it at any time determines that the Bidder(s)/Firm(s) has engaged in corrupt or fraudulent practices in competing for, or in executing, the contract.
 - e. Further, all bidding documents and all contracts financed in whole or in part by the Government will have a clause permitting it to inspect the Bidders', suppliers' and contractors' accounts and records relating to the bid submission and contract performance of the Bidders, suppliers and contractors, and to have these accounts and records audited by the auditors appointed by the C.A.G.

20. Force Majeure

- 20.1. Notwithstanding the provisions of GCC Clauses 15.2, the bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 20.2. For purposes of this Clause, "Force Majeure" means an event beyond the control of the bidder and not involving the bidder's fault or negligence and not foreseeable.

- 20.3. Such events may include, but are not limited to, the acts of the BSTBPC Ltd. either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes or any act of God. If a Force Majeure situation arises, the agency shall promptly notify the BSTBPC in writing of such conditions and the cause thereof. Unless otherwise directed by the BSTBPC Ltd in writing, the agency shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

21. Payment:

- 21.1. The payment will be made at the end of every month based on the actual shift manned/operated by the personnel supplied by the Agency in line with the price schedule and based on the documentary proof jointly signed by the representative of BSTBPCL and the Agency/his representative/personnel authorized by him. No other claim on whatever account shall be entertained by BSTBPCL.
- 21.2. The agency shall attach following documents with the Monthly running bill.
- i. **Copy of EPF deposit Monthly Challan of previous month**
 - ii. **Copy of ESI deposit Monthly Challan of previous month**
 - iii. **Copy of Wages disbursement sheet ensuring minimum wages act.**
 - iv. **Copy of labour license (With 1st RA Bill only)**

22. Penalty:

- 22.1. In case any of Agency's personnel(S) deployed under the contract is (are) absent, a penalty equal to double the wages of number of guards/supervisors/other listed manpowers absent on that particular day shall be levied by BSTBPCL and the same shall be deducted from the Agency's bills.
- 22.2. The Agency shall disburse the salary to its deployed staff on a monthly basis **by 10th calendar day of next month. In the event that the agency fails to make wages payment by the aforesaid day or latest within 20th calendar day of month, a penal action may be initiated as deemed fit unless a valid reason is proven to stand for.**

23. DISPUTE RESOLUTION:

- 23.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Agreement or the interpretation thereof.
- 23.2. Dispute Settlement
- Disputes shall be settled by arbitration in accordance with the following provisions:
- i. Any dispute, which is not resolved amicably, shall be finally decided by reference to arbitration under the Bihar Public Works Contract Disputes Arbitration Tribunal Act, 2008 by the Arbitration Tribunal Situated at Patna.
 - ii. The arbitration proceedings shall be conducted in accordance with procedure and provisions of the Bihar Public Works Contract Disputes Arbitration Tribunal Act, 2008.
 - iii. The arbitration proceedings shall be held at Patna only.
 - iv. The Parties agree that the decision or award resulting from arbitration shall be final and binding upon the Parties and shall be enforceable in accordance with the provisions of the BPWCDAT Act, 2008 subject to the rights of the aggrieved parties to secure relief from any other forum.
 - v. **JURISDICTION OF COURT**
The courts at Patna shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties

Special Conditions of Contract (SCC)

1. The Manpower Agency shall be responsible for presenting and facilitating the appearance of the shortlisted candidates before the authorized officials of BSTBPCL for the Preliminary Screening of the candidate shall be subject to the final selection and confirmation/approval of the authorized officials of BSTBPCL. Upon receipt of such confirmation/approval, the Manpower Agency shall, without any undue delay, deploy the selected candidates at the designated office/workplace as directed by BSTBPCL. No candidate shall be deployed without the prior approval/confirmation of BSTBPCL.
2. The security personnel to be provided shall be the employees of the Agency and the list of staff going to be deployed shall be made available to BSTBPCL within 15 days from the date of Letter of Award. The list of CV's must be submitted post award of contract and the deployment will be strictly as per the approval by BSTBPCL with or without modification. BSTBPCL may approve personnel other than those for whom CVs have been submitted.
3. The antecedents of security staff to be deployed shall be got verified by the Agency from local police authority and an undertaking in this regard to be submitted to BSTBPCL before deployment of the staff at BSTBPCL.
4. The Security Personnel of the company should be on the master roll/permanent employee of the company and should receive pay slip at the end of each month. The successful bidder of this tender must have to pay the employee's salary through bank transfer into their accounts.
5. All statutory liabilities will have to be timely paid by the Agency for example ESI, PF, Workmen's Compensation Act, Bonus, taxes etc. the calculation of ESI and EPF for the personnel deployed shall be governed by the EPF Act and ESI Act respectively. At time of monthly payments BSTBPCL may demand proof of deposition of statutory liabilities.)
6. The Agency will maintain a register on which day to day deployment of personnel will be entered. This will be countersigned by the authorized official/representative of BSTBPCL. While raising the bill, the deployment particulars per day of the personnel engaged shift wise during each month should be shown. The Agency has to give an undertaking (as per format), regarding payment of wages as per rules and laws in force, before receiving the 2nd payment onwards.
7. All liabilities arising out of accident or death or injuries of the personnel employed while on duty shall be borne by the Agency.
8. Agency and its staff shall take proper and reasonable precautions to preserve from loss, destruction, waste or misuse, the areas of responsibility given to them by BSTBPCL and shall not knowingly lend or access to any person or company any of the effects of BSTBPCL under its control.
9. Under the terms of their employment agreement with the Agency, the security staffs shall not do any professional or other work for reward or otherwise either directly or indirectly, except for and on behalf of the Agency.
10. That in the event of any loss occasioned to the BSTBPCL, as a result of any lapse on the part of the Agency which will be established after an enquiry conducted by BSTBPCL, the said loss can be claimed from the Agency up to the value of the loss.
11. The decision of the Managing Director, BSTBPCL in this regard will be final and binding on the agency.
12. BSTBPCL shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly Agency reserves the right to change the staff with prior intimation and approval from BSTBPCL.
13. The Agency shall be responsible to maintain all property and equipment of BSTBPCL entrusted to it.

14. The Agency will not be held responsible for the damages/sabotage caused to the property of the BSTBPCL due to the riots/mobs attack or any other event of force majeure.
15. The Agency will deploy supervisors as per the need given by the Corporation unless and otherwise specifically mentioned herein. The supervisors shall be required to work as per the instructions of BSTBPCL.
16. The personnel engaged by the Agency shall be dressed in neat and clean uniform (including proper name badges), must be mannered and disciplined, failing which invites a penalty of Rs. 500/- on each occasion with intimation to the Agency and habitual offenders in this regard shall have to be removed as per instructions of BSTBPCL. The penalty on this account shall be deducted from the Agency's bills.
17. The personnel engaged have to be extremely courteous with very pleasant mannerism in dealing with the Staff/Visitors/Attendants in the office and should project an image of utmost discipline.
18. The eight hours shift generally will be from 0600 hrs. to 1400 hrs., 1400 hrs to 2200 hrs. and 2200 hrs. to 0600 hrs. But the timings of the shift are changeable and shall be fixed by BSTBPCL from time to time depending upon the requirements. Prolong duty hours (more than 8 hrs. at a stretch) shall not be allowed. No payment shall be made by BSTBPCL for double duty, if any.
19. The personnel will have to report to BSTBPCL's office at least 15 minutes in advance of the commencement of the shift for collecting necessary documents/instructions, and to complete all other required formalities to ensure un-interrupted services.
20. The Agency shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Labour Act, Minimum Wages Act, Contract Labour (Regulation and abolition) Act, EPF, ESI, BONUS and various other Acts as applicable from time to time with regard to the personnel engaged by the Agency for BSTBPCL. For the violations the responsibility will be of agency only. BSTBPCL at time of monthly payments may ask for the documentary proofs for the compliance of minimum wages or other laws or acts.
21. Any damage or loss caused by security personnel or their negligence in whatever form would be recovered from the Agency.
22. Penalty:- In case any of Agency's personnel(S) deployed under the contract is (are) absent, a penalty equal to double the wages of number of guards/supervisors absent on that particular day shall be levied by BSTBPCL and the same shall be deducted from the Agency's bills.
23. The Agency shall ensure that its personnel shall not at any time, without the consent of BSTBPCL in writing, divulge or make known any trust, accounts matter or transaction undertaken or handled by BSTBPCL and shall not disclose any information about the affairs of BSTBPCL to anyone. This clause does not apply to the information, which becomes public knowledge.
24. The Agency shall have its own Establishment/Setup/Mechanism, etc. at its own cost to ensure correct and satisfactory performance of its liabilities and responsibilities under the contract.
25. If any money shall, as the result of any instructions from the Labour authorities or claim or application made under any of the Labour laws, or Regulations, be directed to be paid by the BSTBPCL, such money shall be deemed to be payable by the Agency to BSTBPCL within seven days. BSTBPCL shall be entitled to recover the amount from the Agency by deduction from money due to the Agency or from the Performance Security.
26. The Agency shall not engage any such sub-Agency or sublet or transfers the contract to any other person in any manner.
27. The contracting agency shall not deploy any person below the age of 18 years and above the age of 55 years. The supervisor as well as security guards shall preferably be Ex-service man or properly trained in security

related work including firefighting from recognized training institute. They must have been trained to operate various fire control equipment's. The agency should provide necessary undertaking and proof in this regards.

28. The Agency shall deploy at least 33% manpower from the category of Ex-Servicemen and not above the age of 55 years. The Agency shall provide proof of Ex-Servicemen and BSTBPCL may get it verified on its own.
29. The Agency shall bear all the expenses incurred on the following items i.e. Provision of torches and cells, lathis, Umbrella (rainy season) and other implements to security staff, stationary for writing duty charts and registers at security check points and records keeping as per requirements.
30. BSTBPCL shall not be responsible for providing residential accommodation to any of the employee of the Agency.
31. BSTBPCL shall not be under any obligation for providing employment to any of the worker of the Agency after the expiry of the contract. BSTBPCL does not recognize any employee-employer relationship with any of the workers of the Agency.
32. The Agency shall disburse the salary to its deployed staff on a monthly basis.
33. The Agency should have round the clock control room service in Patna along with quick response teams to deal with emergent situations.
34. The agency has to follow General Administrative Department, Govt. of Bihar Notification No.- 13876 dated 03.11.2017 in strict sense regarding reservation policy in the service of outsourcing staffs /employees.
35. The service charge to be quoted by agency for availing manpower through outsourcing would be a minimum of 3.85 per cent (3 per cent profit and 0.85 per cent as transaction fee) and a maximum of 7 per cent (including transaction fee) in line with resolution vide office memo M-4-06/2023/2988 dated 23.03.2023 issued by Finance Department, Govt of Bihar. The financial bid of the tenderer quoting a rate lower than the above prescribed minimum service charge limit and higher than the above prescribed maximum service charge limit will not be considered. Any figure beyond 2 decimal places in the rate of service charge quoted in rupees will be ignored.
36. It will be mandatory for the agency to pay the minimum wages determined by the Labour Resources Department to the manpower and the statutory liabilities applicable to it and this will not be made the basis of the tender.
37. The outsourcing agency will be required to provide evidence of monthly remuneration payment to the employees/manpower (in Aadhaar linked account) along with the next month's bill, otherwise payment of the bill amount will not be expected. Along with this, quarterly report along with evidence of depositing the amount of statutory deductions/dues (such as Employee Provident Fund and Employee State Insurance contribution) will also be required to be provided by the outsourcing agency to the department/authority receiving the service.

SCOPE OF THE CONTRACT**1. Category-wise Manpower Requirement and Remuneration**

The bidder shall provide experienced manpower as per the below details to execute day to day work at BSTBPCL:

Sl	Designation	Tentative Head Count	Skilled/ Unskilled	Qualification and Experience	Gross Salary per month Exclusive of all taxes	Shift
01	Programmer –cum- IT Assistant	01	-	B.Tech/MCA minimum 2 years of Experience in the field of IT	35000	General Shift
02	Assistant	04	-	Graduate in any stream or equivalent and DCA or equivalent with minimum 2 Year of Experience	25000	General Shift
03	Tally Operator	03	-	Graduate in B. Com (A/c Hons) and Tally Certificate or equivalent certification with minimum 2 Year of Experience	25000	General Shift
04	Computer Operator	10	-	Intermediate in any stream or equivalent and DCA or equivalent certification with minimum 2 Year of Experience	23000	General Shift
05	Driver	04	High Skilled	4-Wheeler Driving license holder	20000	General Shift
06	Multi-Tasking Staff	10	Skilled	10th or equivalent	As per Minimum Wages notified by Department of Labour Resources and Migrant Workers Welfare Department, GoB, as amended time to time.	General Shift
07	Security Supervisor	01	High Skilled	2 to 5 years of experience working as a security guard or in related military, police, or paramilitary roles.		General Shift
08	Housekeeping supervisor	01	High Skilled	Intermediate in any stream or equivalent and at least 1 year of experience in a supervisory capacity		General Shift
09	Housekeepers (Male & Female)	10	Semi-Skilled			
10	Security Guard (Unarmed)	15 Nos (05 Nos per shift)	Skilled	10th Pass		03 shifts
11	Security Guard (Armed)	01	High Skilled			Night Shift only
Total		60				

The shift timing for security services and other manpower shall be as per below:-

- General Shift: 09:30 AM to 06:00 PM
- 1st Shift: 06:00AM to 2:00 PM
- 2nd Shift: 02:00PM to 10:00 PM
- 3rd Shift: 10:00PM to 06:00 AM

2. Scope of Work and terms of deployment for Security Services:-

- a) The bidder Company/Agency will deploy its Security Personnel on receipt of a written order from BSTBPCL in which required nos. of trained & experienced Guards and supervisors if required and their duty place shall be specified.
- b) The Security Guards deployed by the Company/Agency shall ensure proper safeguard of the working staff under BSTBPCL, assets and properties of BSTBPCL, Pathya Pustak Bhawan, Budh Marg, Patna and situated godown in aforesaid premises. The Supplier/Agency shall be responsible for any loss of Assets and properties in case of theft or any cause of action not mentioned herein.
- c) The bidder Company/Agency shall intimate the name and full address along with recent photograph of the persons deployed in BSTBPCL, Pathya Pustak Bhawan, Budh Marg office premises to the Security Officer, BSTBPCL. In case of any deployed security personnel being on leave or absent from the duty, the Supplier shall deploy its substitute with his full identification and addresses.
- d) The bidder Company/Agency shall be responsible for any compensation or any contingent claim/liability in respect of its security guards.
- e) The bidder Company/Agency shall be the Principal employer of the security personnel deployed and also be responsible for payment of his remuneration/claim or any liability in terms of any contract previously signed or to be signed in future.
- f) The bidder Company/Agency shall be the Principal employer of its staff and shall be liable to comply with the provisions and responsible for all existing and future statutory liabilities in respect of its employees under Minimum Wages Act, Employees Provident Fund & Miscellaneous Provisions Act 1952, Payment of Gratuity act 1972, Workmen Compensation Act or any other Act for the time being in force and as amended from time to time.
- g) The security guard should perform his duty in the neat & clean dress, shoes, belt, cap, torch, battery, lathi etc. and the Company/Agency shall be responsible for providing liveries, Lathi, Torches, etc and any other materials incidental to the performing the daily work on his own cost regularly. In case armed guards are requisition the appropriate and valid license holder should be deployed.
- h) The Security Guards deployed in BSTBPCL premises shall mark their attendance in Biometric device located in Textbook corporation's premises and also a separate register in evidence of their presence on duty.
- i) The bidder Company/Agency shall submit its claim for payment of the Security Charges in consideration of the deployment of the guards on the basis of the actual attendance of the Guards being on duty as per the attendance sheet duly countersigned by the authorized person nominated by the BSTBPCL.
- j) BSTBPCL shall make payment of the considerable money within a reasonable period after receipt of the claim in the office after proper verification of rate and the actual hours/day number of the security personnel by BSTBPCL, Pathya Pustak Bhawan, Budh Marg authorized staff for this purpose.
- k) The Payment of security charges to the Company/agency in terms of this contract shall be subject to deduction of Income tax at Source as required under the provisions of the Income Tax Act, 1961.
- l) Payment of the bill to supplier/agency by BSTBPCL shall be made through A/c Payee Cheque drawn in favour of the supplier/ RTGS/NEFT and in no circumstances and payment shall be made by BSTBPCL directly to the security guards even on request of the company/agency.
- m) BSTBPCL will evaluate the performance of the security guards deployed by the Company/Agency and if so, required direct the Company/Agency to make changes of the persons on receipt of any such request from BSTBPCL.
- n) The supplied security guard will perform his duty in the shift of permissible limit of duration as per minimum wages Act/labour laws (Except in exception condition) on monthly roster basis and before expiry of 8 hrs shift the one guard the next guard will take over charge from first guard on duty, for handing over and taking over the charge between the two/three guard, they should report on the duty at least half an hour before his duty period. The daily handing over and taken over charge between the guards should be maintained in the separate register supplied by company/Agency.

- o) As far as possible the supplier should supply the ex-army man or Para military man as expert security guard of age between 25 to 50 yrs of sound health. This is also expected from the agency that the supplied guard should be of good character & this will be the company/Agency responsibility to obtain the character certificate from nearest police Station and after getting satisfied the supplier has engaged the person as security guard.
- p) The security guard deployed should have better co-ordination from local police/govt. offices.
- q) This is the bidder's Company/Agency responsibility that the supplied guard while performing his duty, should ensure that no visitor should enter in the office premises by taking hazardous material with them.
- r) The bidder Company/Agency should not have the permission to sublet the partially or full work to any other person/agency.
- s) The supplied guard should have well in behavior & having good character.
- t) The supplied guard should behave well & soft with the employees as well as visitors.
- u) In case of dispute arises, any type of accident occurs, on the guards, deployed by the bidder's Company/Agency, the supplier himself will handle the matter as per workman's compensation act /any other act/provisions under law.
- v) Violation on any of the condition of this document will cause immediate termination of the work order.
- w) In case of violation in the agreement made by the Supplier/Agency and if it will found that the work have been taken by the bidder's Supplier/Agency on the false information/false certificate/ any matter pending in any court/evicted by the court, the work order will be cancelled & the security deposits will be forfeited and the legal action may be taken on the Company/Agency.
- x) The quality of service provided by the guard supplied by the bidder's Company/Agency will be evaluated on the basis of the visitors/employees feedback. The dues on the Company/Agency should be recovered under public demand recovery act/any other Act and further appropriate action will be taken by the BSTBPCL. The losses of property due to non-performance of the security guard supplied by the agency/supplier will be the sole responsibility of the Supplier/Agency & the cost of loss will be recorded by the Company/Agency.
- y) The bidders Company/Agency must fulfill/obey the conditions of Bihar Private Security Regulation Act. 2011. by Govt. of Bihar. In case any dispute arises in between bidder's Company/Agency and BSTBPCL, the Managing Director, Bihar State Text Book Publishing Corporation Ltd., will be the Arbitrator and the decision of MD as per Arbitration and Reconciliation Act 1996 will be binding upon Company/Agency and BSTBPCL.
- z) The agency(s) will provide uniformed and trained personnel and use its best endeavor to provide security services to the BSTBPCL for providing safety, monitoring and surveillance. Rates quoted will include all statutory obligations of the contract under Minimum Wages Act, Weekly-off replacement charges and all kinds of taxes, service charges etc. of the agency

3. Scope of Work and terms of deployment for Housekeeping Services:-

- a) Cleaning, sweeping, moping and wiping of floors of all the rooms all area of BSTBPCL office at Budha Marg, staircase, entrance, pathways and in and around office on daily basis. Cleaning activity shall start in the morning at 7.00 AM so as to complete all the dusting/ cleaning/ moping work before 9.00 AM. Continuous moping to be done during office hours (9.30 AM to 6:00 PM).
- b) Thorough cleaning of all toilets throughout day using required chemicals, putting Naphthalene balls, liquid soap and air purifier in all urinals, wash basins and WC area.
- c) Cleaning and dusting of entire furniture, partitions, wooden cabin walls, railings, doors, windows, computers, telephones, curtains, fans, AC units, blinds etc. with dry/wet cloth, feather brush and duster.
- d) Lifting, carrying and disposing the dead birds animals, rats, insects etc. if found in and around the office building. Clearing of any choking's in the drainages, manholes etc.
- e) The agency shall also be responsible for pest control in the office and godown. The agency shall carry out sprays etc. minimum once in a month. The insecticides and pesticides should be sufficient enough to take care of Mosquitoes, Cockroach, Silver fish, crawling insects at library and carpeted rooms, rats etc. The insecticide and pesticide sprayed should be of ISI mark and in case the pest control is ineffective the firm shall have to carry out operation advisability.
- f) The bidder should possess or procure needful infrastructure, gadgets and other material required for smooth housekeeping services. No additional cost towards this will be borne by BSTBPCL

- g) As per the tender terms and conditions, Pest Control Services shall be included in the scope of work of the Housekeeping Agency/Contractor. The agency shall be responsible for carrying out regular and preventive pest control measures in the entire premises, including treatment for insects, rodents, termites, mosquitoes, flies, cockroaches and other pests, as and when required. All pest control activities shall be carried out using approved and safe chemicals, equipment and methods, in compliance with applicable statutory requirements and safety norms. The Contractor shall also maintain proper records of all pest control activities and submit the same to the concerned authority for verification. The cost of providing such pest control services shall be deemed to be included in the quoted rates, as per the tender provisions.
- h) Removal of paper, litter and garbage from all floors in all the Building daily. Cleaning of wash basins, sanitary fittings and toilet floors with dry and wet mops.
- i) Cleaning of doors, window, frames, etc.
- j) Dry and wet dusting of glass showcases with glass cleaner.
- k) Dry and wet mopping of entrance, lobby, reception, corridors on regular intervals.
- l) Cleaning and maintenance of in house plants.
- m) Disposal of garbage to a place duly designated it by Patna Municipal Corporation.
- n) Maintenance of lawns and gardens including flower pots
- o) Watering the plants and flower pots.
- p) Maintenance of decorative garden and lawns.
- q) Maturing of plants and lawns.
- r) Seeding of flowering plants.
- s) Beautification of garden.
- t) Improvement of ambience/greenery in the Campus.
- u) The service provider has to provide daily use consumable items like mug, buckets, naphthalene balls, lifebuoy soaps, room fresheners, napkin paper, toilet paper, odonil, lux soap, Harpic, Finite Colin, Vim powder, Acid, Phenyl, coconut broom, flower broom etc.

3.1 JOBS TO BE CARRIED OUT DAILY

- i. Cleaning of all toilets at least thrice daily (at 8.30 AM, 12.00 Noon & 3.30 PM) with phenyl and chemicals/detergent etc. and maintain the toilets floors dry during office hours. Cleaning of windows and window sills of all toilets are to be done regularly. Wash basins, urinals, WC are to be cleaned with suitable detergent. Flushing systems of all toilets are to be checked at regular interval every day. Naphthalene balls, air purifier and liquid soap are to be provided by the agency regularly to ensure continuous availability of these materials in requisite place/container.
- ii. Cleaning of in and around office, corridors, staircases and other area with phenyl in the morning and with plain water continuously.
- iii. To clean glass panes on doors, windows with soap/cleaning agent.
- iv. Cleaning of chokage in sewer and pumping lines within premises as and when required.
- v. Cleaning/removal of any type of stains etc. from the building premises and staircases.
- vi. Cleaning, sweeping and wiping of floors, furniture and hand-washing area etc. during office hours.
- vii. Room freshener should be of standard Make. Spray of scented Mosquito and cockroach killer on all floors as and when required. Mosquito/cockroach killers shall be of ISI mark.
- viii. Special scented purifiers shall be sprayed at least twice daily in all rooms, cabins, bathrooms, meditation halls, lifts lobby, lifts etc.

3.2 JOBS TO BE CARRIED OUT WEEKLY

- i. Acid cleaning of sanitary ware without damaging their shine, scrubbing and cleaning of floors and walls in toilets/rooms, corridors with soap, detergents, kerosene/petrol or any other chemicals, automatic mopper.
- ii. Scrubbing machine to be used at least once in a week. Cleaning of fabric upholstered chairs with vacuum cleaners and leatherette upholstered chairs with soap solution/ cleaning agent of approved quality.

3.3 SPECIAL CONDITION:

The authority shall ensure water supply which will be available at various points all over the premises and no other items should be supplied by the BSTBPCL. No accommodation for the workers will be provided by the BSTBPCL. Night stay inside the premises is not permissible under any circumstances. The contractor will provide all necessary chemicals, detergent, cleaning materials etc,

machinery, equipment, tools & tackles. For transportation and other housekeeping operations, the agency has to deploy its own manpower, materials, equipment, like automatic scrubbers, sweeping machines, high pressure cleaners, trolleys etc. for carrying out the different housekeeping operations.

4. Scope of Work and terms of deployment for other man powers.

- i. The other man powers as listed at s. no. -05 to 11 in scope of work shall be deployed on all working days. The weekly off and holidays as per Bihar Holiday list shall be applicable.
- ii. The office timing shall be from 9:30 AM to 6:00 PM. However, the deployed manpower will have to work for extra hours depending on the need of the corporation as and when required. For this purpose no additional remuneration shall be paid by BSTBPCL.
- iii. The Programmer, Assistant, Computer operators, Tally operators and Multi-Tasking Staff shall perform as per direction of In-Charge nominated by BSTBPCL.

5. Consumables:

a) Following consumables are required on monthly basis-

- Abrasive Cleaners
- Nonabrasive cleaners
- Drain openers
- Multi surface cleaners
- Hard water mineral removers
- Bathroom/Toilet cleaners
- Disinfectant
- Daily faucets cleaner
- Toilet bowl cleaners
- Cleaning cloths, Mops and brushes

b) The bidder is free to choose any branded product with regard to the consumables. However, the selected agency mandatorily needed to supply minimum consumables including tools & plants of Rs 10000/- (Rupees Ten Thousand only) per month for housekeeping works.

TECHNICAL BID INFORMATION**FORM "A"**

The Bidder has to go through the Eligibility Criteria (**Section-IV**) and other requirements mentioned in the bid documents and it is the Bidder's responsibility to provide all the information mentioned in the Proforma given below and any other information which is compulsory and required to be completed by the Bidder mentioned in any other section of the bid documents duly scanned and uploaded in the sequential manner. All fields are mandatory. **Failing to meet any of the under mentioned criteria will result in disqualification of the bidder for financial round of evaluation**

S.N.	Particulars	Document uploaded online
1	Whether the EMD of Rs. 4,00,000/- attached. Please refer to Clause B1 of Section IV: Eligibility criteria.	
2	Documentary evidence towards legal status, Place and date of Registration and principal place of business of the company or firm or association in line with clause B2 of Section IV: Eligibility Criteria.	
3	Self-attested copy of certificate in support of minimum average annual turnover of Rs. 4.00 (Four Crores) in any three FY during last three financial years from 2022-23 to 2024-25 in manpower supply. Please refer to Clause B3 of Section IV: Eligibility criteria.	
4	Self-Attested copies of certificate showing the experience of supplying various categories of man powers along with Security Services to the Government (Central or State) Sector/ Semi-Government/ Public Sector Unit (PSU)/Banks/Private Institution/Corporate Sectors for either Integrated manpower services along with Security Services or Individual Manpower and Security Services of all total value not less than 2.00 (Two crores) in any one year during the last 03(three) Financial years i.e. FY 2022-23 to 2024-25. Please refer to Clause B4 of Section IV: Eligibility criteria	
5	Self-attested scanned copies for (i) PAN Card, (ii) TAN, and (iii) Income Tax Returns acknowledgment of three assessment years (AY 2023-24, 2024-25 & 2025-26) are to be submitted. Please refer to Clause B5 of Section IV: Eligibility criteria.	
6	Whether the copy of GST Registration Certificate and also the copy of GSTR-3B Return submitted. Please refer to Clause B6 of Section IV: Eligibility criteria.	
7	Self-attested copy towards valid labour License, Shop Establishment Certificate, EPF and ESI registration with return of minimum 500 employees. Please refer to Clause B7 of Section IV: Eligibility criteria.	
8	Self-attested copy of PSARA License. Please refer to Clause B8 of Section IV: Eligibility criteria.	
9	Self-attested copy of valid pest control license. Please refer to Clause B9 of Section IV: Eligibility criteria.	
10	Self-attested copies of valid of ISO:9001 or higher Please refer to Clause B10 of Section IV: Eligibility criteria.	
11	Whether scanned copy of Authorization letter to sign/attend the bidding. Please refer to Clause B11 of Section IV: Eligibility criteria.	

4

S.N.	Particulars	Document uploaded online
12	Whether character certificate as per Clause B12 of Section IV: Eligibility criteria attached or not.	
13	Whether stamped Scanned copy of Affidavit / Declaration by the Bidder sworn before Public Notary/Executive Magistrate after the date of publication of this tender is attached. Please refer to Clause B13 of Section IV: Eligibility criteria.	
14	The Bidder must furnish a solvency certificate from Scheduled bank in support of his credit worthiness. (Refer to Clause B-14 of Section IV: Eligibility criteria).	

Signature of the authorized signatory
Full name & address of the Bidder

BID FORM

Date: 2026.

From

M/s.....

.....

.....

To:

The Managing Director,
Bihar State Text Book Publishing Corporation Ltd.,
Pathya Pustak Bhawan, Budha Marg,
Patna-800 001

Subject: Hiring of Manpower and Security Services at BSTBPCL Office, Budh Marg, Patna, Bihar.

Dear Sir,

I/We _____ am/are submitting herewith my/our bid for Hiring of Manpower and Security Services at BSTBPCL Office, Budh Marg, Patna, Bihar. My/Our rates are quoted in the Price Bid Form which is part of Financial Bid.

1. I/We have carefully read the conditions laid down for the bid and the contract and in case my /ours rates are approved and work is allotted to me/us, I/We hereby agree to abide by all of them. The conditions attached to the Bid form have been signed by me/us in token of their acceptance.
2. I/We hereby also agree to carry out faithfully, all other instructions from you which are not contrary to any of the terms and conditions of the contract, or which do not put me/us to any additional financial burden beyond what is implied by the terms of the contract.
3. I/We hereby solemnly declare that the information given by me/us in this letter and in the enclosures to the tender form is correct, and in case any information given by me/us is found to be incorrect, the Managing Director, Bihar State Text Book Publishing Corporation Ltd, Patna will have the right to forfeit the Bid Security deposited with my/our Bid herewith.

Yours faithfully,

(Signature of Proprietor /Partner / Director with
Rubber Seal of the Firm/Company

PERFORMANCE SECURITY FORM

To,

Managing Director
Bihar State Text Book Publishing Corporation Ltd.,
Pathya Pustak Bhawan,
Budha Marg, Patna-1.

Sir,

WHEREAS (Name of agency)
hereinafter called "the Service Provider" has undertaken, in pursuance of Contract No.....
dated,.....2026 for Hiring of Manpower and Security Services at BSTBPCL, Budh Marg, Patna, Bihar
hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the service provider will furnish
BSTBPCL with a Bank Guarantee by a recognized bank for the sum specified therein as security for
compliance with the service provider's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the service provider a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the service
provider, up to a total of (Amount of the Guarantee in Words
and Figures) and we undertake to pay you, upon your first written demand declaring the service provider to be
in default under the Contract and without cavil or argument, any sum or sums within the limit of
..... (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or
reasons for your demand or the sum specified therein.

This guarantee is valid until theday of.....2026

Signature and Seal of Guarantors

.....

.....

Date.....2026

Address:

.....

CONTRACT /AGREEMENT FORM

THIS AGREEMENT made theday of....., 2026 between Bihar State Text Book Publishing Corporation Limited, Pathya Pustak Bhawan, Budha Marg, Patna-800 001 (hereinafter "the Corporation") of the one part and (Name of Service provider) of (City of Service Provider) (Hereinafter called "the Agency") of the other part.

WHEREAS the Corporation is desirous that certain services viz; Hiring of Manpower and Security Services at BSTBPCL, Budh Marg, Patna, Bihar and has accepted a bid by the agency for the Hiring of various manpower services along with security services at BSTBPCL in the sum of (Contract Price in Words and Figures) (Hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) N.I.T, bid document, Corrigendum, Addendum will be treated as part of the agreement.
 - (b) the Bid Form and the Proforma for Price bid submitted by the Bidder;
 - (c) the Description of works
 - (d) the Terms & Conditions of Contract;
 - (e) the Corporation's Notification of Award.
3. In consideration of the payments to be made by the Corporation to the agency as hereinafter mentioned, the agency hereby covenants with the Corporation to provide the services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Corporation hereby covenants to pay the agency in consideration of the provision of the goods and services and the remedying of defects therein; the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the work and services which shall be supplied / provided by the service provider are as under:

SL. NO.	BRIEF DESCRIPTION OF SERVICES	QUANTITY TO BE SUPPLIED	PER MANPOWER PRICE	TOTAL CONTRACT PRICE	DELIVERY TERMS

TOTAL VALUE:

DELIVERY PERIOD:

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

said (For the Corporation)

in the presence of:.....

Signed, Sealed and Delivered by the

said (For the Service provider)

in the presence of:.....

FORMAT OF FINANCIAL BID

SECTION: XII			
Bihar State Text Book Publishing Corporation Ltd.			
Budh Marg, Patna			
Name of Work:- Hiring of Manpower and Security Services at BSTBPC, Budh Marg, Patna, Bihar			
Form B: Financial Sheet			
NIT REF:- BSTBPC/E-Tender/ Manpower and Security Services/ 835, Dt.. 10 / 09/2026			
Name of the bidder:			
Contact Number			
Address of the Bidder			
S.No	Item	Service charge (%)	
		In Figure	In Words
1	Service Charges per resource (to be mentioned in percentage) on the total monthly gross wages.		

Note: -

- The financial proposal shall constitute the contractor's remuneration for execution and management of the services and shall be deemed to include all overheads, establishment expenses, supervision charges administrative costs, transportation, office expenses, profit, contingencies, and all incidental obligations of the contractor. The BSTBPCL shall not bear any cost other than the total cost mentioned in the financial proposal.
- Evaluation of tender will be based on the lowest service charge quoted by the bidders.
- The Corporation shall separately reimburse the actual expenditure towards Salary, Minimum Wages, EPF, ESIC, and all other statutory payments, together with GST, strictly in accordance with the applicable labour laws, statutory notifications, and the terms of the Contract.
- GST shall be paid extra on the composite invoice value of monthly remuneration + Service charges based on actual invoice submitted by the bidder.
- Bidder should quote the service charge taking into consideration the minimum liability of TDS, administrative charges, cost of uniform of personnel, weekly -off replacement charges etc to ensure that the rate quoted by the bidder is workable.
- We agree to provide the requisite manpowers along with Security Guard in the BSTBPCL office to provide upkeep and security of the premises as per the terms and conditions/scope of works mentioned in the bid document with immediate effect of agreement date/ work order.
- We also agree and abide with the terms and conditions/scope of works stipulated in the bid document.
- My offers/bids are in compliance of Minimum Wages Act and any other Labour laws and all terms and conditions stipulated in the bid.
- The rate shall be applicable for entire duration of contract in line with the terms and conditions laid out in the RFP and as per concern para of the bid document.
35. The service charge to be quoted by agency for availing manpower through outsourcing would be a minimum of 3.85 per cent (3 per cent profit and 0.85 per cent as transaction fee) and a maximum of 7 per cent (including transaction fee) in line with resolution vide office memo M-4-06/2023/2988 dated 23.03.2023 issued by Finance Department, Govt of Bihar. The financial bid of the tenderer quoting a rate lower than the above prescribed minimum service charge limit and higher than the above prescribed maximum service charge limit will not be considered. Any figure beyond 2 decimal places in the rate of service charge quoted in rupees will be ignored.
- All rates are in Indian Rupees.

ANNEXURE – ‘A’**Format for Auditor’s Certificate for Financial Capability of the bidder**

We have verified the Annual Accounts and other relevant records of M/s
 (Name of the bidder) and certify the
 following :-

Sl. No	Particulars	FY 01	FY 02	FY03	Rs. In lakhs
					Average of 3 FY yrs.
1.	Annual Turnover related to manpower supply and security Services.				
2.	Net Worth				

Signature and Seal of Auditor

Name:

Address

Membership No

UDIN No. & Date

Instructions:

For the purpose of this Certification:

1. Bidders shall be required to refer clause-B3 of Eligibility Criteria Section-IV.
2. The financial year would be the same as one normally followed by the bidder for its Annual Report.
3. The bidder shall provide the audited annual financial statements as required for this Tender document. Failure to do so would result in the proposal being considered as non-responsive.
4. A certificate from the Statutory Auditor should be provided as supporting document certifying the Qualification Statement submitted by the Bidder.
5. For the purpose of this Tender document, Net Worth shall mean: Net Worth = Assets – Liabilities.
6. Experience (Financial Capability and Experience) of only the Bidder shall be considered. Experience of associate company/parent company/subsidiary company shall not be considered for qualification purposes.
7. Turnover and net worth of the bidder shall be certified by his statutory auditor who should mention his name, address and membership number and UDIN number. Turnover certificate shall be based on the audited accounts of the bidders, or based on the returns filed with the tax authority.

ANNEXURE – 'B'

AFFIDAVIT

I/We..... proprietor / director/ partner of

M/s.....Address.....

.....do hereby certify that I have filed the latest return of
GSTR 3B/ GSTR Quarterly Return for the month/Quarter of _____ 2026 and also the annual return for the FY
2022-23, 2023-24 and 2024-25.

Further I/We Declare as follows:-

1. That No Amount of tax is due for payment, either of State or Central Government, with relate to service or goods supplied by me/us to the Bihar State Text Book Publishing Corporation at any point of time under the provisions of VAT Act/ Service Tax rules/ GST Act.
2. That If any liability occurs to me/us with respect to the provisions of VAT Act/ Service Tax rules/ GST Act. read with rules made there under, Notifications/ Circulars/ Orders etc. issued by the concerned department from time to time, shall be paid by me/us in accordance with provisions of VAT Act/ Service Tax rules/ GST Act/Rules/ Notifications/ Circulars/ Orders etc.
3. That Subject to Terms & Conditions of tender document, no amount of any indirect tax i.e. arising from VAT Act/ Service Tax rules/ GST Act shall be claimed or raised demand by me/us from the Bihar State Text Book Publishing Corporation relating to work executed to the Corporation by me/us pursuant to any previous tenders/work orders.
4. That Subject to Terms & Conditions of tender document, I/We shall not pursue any claim or raise any demand relating to indirect tax i.e. VAT Act/ Service Tax rules/ GST Act from the Bihar State Text Book Publishing Corporation, before any Authority/ Tribunal/ Court in India in regard to work executed in relation with previous tenders/work orders issued by the Corporation time to time, for which Invoice(s)/ Tax Invoice(s) have been submitted to the Corporation and payment received there from either in full or Part.
5. That I/We have read the contents of this declaration and fully understood the same.

Name & signature of the authorized signatory of the

Firm/Partner of the Firm/ Director/ Proprietor.

With rubber stamp

Place & Date

ANNEXURE – 'C'

AUTHORISATION LETTER

(NOT MANDATORY IN CASE OF PROPRIETORSHIP FIRM)

Certified that I/We..... director/partner of
M/s.....Address.....
..... hereby authorize.
.....to sign the tender documents on my / own behalf. I/We hereby
undertake to take full responsibility in case of any misrepresentation given in my/our technical bid through my/our
authorized signatory and the corresponding action by BSTBPCL shall be acceptable to me/us.

(.....)

Name & signature of the authorized signatory

(Authorised by-Name.....)

Firm/Partner of the Firm/ Director/ Proprietor.

With rubber stamp

Place:.....

Date:.....

4

ANNEXURE – 'D'

Affidavit

DECLARATION BY BIDDER

Format for Affidavit certifying that Entity/Promoter(s) / Director(s)/Partner(s)/Members of Entity are not Blacklisted (To be executed on a Stamp Paper of INR 1000 and sworn before a First Class Magistrate or Notary)

I, M/s....., (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter(s) / director(s)/members/ firm are not blacklisted/debarred/convicted by any court of law for any criminal or civil offences/declared ineligible by BSTBPC Ltd or any other entity of state government or Govt. of India, or any local self-government body or public undertaking in India for participating in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reasons, as on date of submission of online bidding document.

And we hereby declare all ongoing litigations in which our organization, or any of our Promoter(s), Director(s), Partner(s), Proprietor, or Officials of the Trust/Society, are involved with any Government Agency, State/Central Department, or Public Sector Undertaking (PSU), as detailed below:

- 1.
- 2.
- 3.
- 4.

We further confirm that we are aware that, our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the contract period. In such an event, any amounts paid up to that date shall stand forfeited or be recovered without further intimation.

Dated this.....Day of....., 2026

Name of the Bidder/agency:

Signature of the Authorized Person:

Name of the Authorized Person:

Designation of the Authorized Person: