बिहार सरकार

***Prohibition, Excise & Registration Department***

*Vikas Bhawan, Bailey Road, Patna, Bihar*
*Pin-800015, Mobile: 9473400605*
*Website: http://excise.bih.nic.in /*
*e-Mail: excise-bih@nic.in*

**Tender No: Manpower/Excise/2023/02** Dated: 18/07/2023

## e-Tender Notice

Proposal for "Selection of Agency for providing Archivist" to the Prohibition, Excise and Registration Department, Government of Bihar.

For further details bid documents with all timelines are available on the website: https://eproc2.bihar.gov.in. Last date of submission of bid is 18/08/2023 till 04:00 PM.

The important information about the Bid are as under:

1. Any contract that may result from this Government procurement competition will be issued for provisional term of three years.
2. The Prohibition, Excise & Registration Department / Government of Bihar reserves the right to extend the Term for a period of up to one year with a maximum of two years, such extension or extensions on the same terms and conditions, are subjected to the Prohibition, Excise & Registration Department's obligations at law.
3. Proposals must be received not later than time, date and venue mentioned in the Fact Sheet. Proposals that are received late WILL NOT be considered in this procurement process.

| Sl. No | Information | Details |
|---|---|---|
| **1.** | RFP No. and Bid availability | **Manpower/Excise/2023/02, available for download from 18 July 2023, 5:00 PM onwards till 18 August 2023, 4:00 PM** |
| **2.** | Bid validity period | **180 days from the bid submission date.** |
| **3.** | Tender Processing Fee (TPF) (Non-Refundable) | **INR 500 + Taxes (GST @ 18%) /- payable online through e-Procurement.** |
| **4.** | Tender Fee / Cost of BOQ (Non-Refundable) | **INR. 5000/- only (Rupees Five thousand only) payable online through e-Procurement** |
| **5.** | Earnest Money Deposit (EMD) | **INR 1,00,000 only (Rupees one Lakh only) paid through either e-Payment mode (i.e. NEFT / RTGS, Net Banking, Credit / Debit Card) or** |

| Sl. No | Information | Details |
|---|---|---|
| | | **Manual mode (BG).**<br>**In case of Manual Mode, EMD has to be submitted at Prohibition, Excise & Registration Department office before last date & time of tender submission.**<br>**Note: Excise Commissioner Cum I.G. Registration, Account Number – 922020004238912, Branch Name – AXIS Bank Limited Raja Bazar, payable at Patna.**<br><br>**EMD shall be exempted for MSMEs subject to submission of MSME certificate.** |
| **6.** | Pre-Bid Meeting | **26/07/2023 4:00 PM at Prohibition, Excise & Registration Dept., Vikas Bhawan, Bailey Road, Patna, Bihar-800015.**<br>**(Bidder's queries should reach before the pre-bid conference at excise-bih@nic.in i.e. on or before 25/07/2023, 5: 00 PM)** |
| **7.** | Bid Submission Time | **18/08/2023, 4:00 PM** |
| **8.** | Opening of Technical Bids | **18/08/2023, 04:30 PM** |
| **9.** | Opening of Financial Bids | **To be intimated** |
| **10.** | **Contact person for queries** | **Deputy Secretary,**<br>**Prohibition, Excise and Registration Department, Government of Bihar**<br>**E-mail: excise-bih@nic.in** |

4. The document should be purchased and submitted online via e-Proc portal (https://eproc2.bihar.gov.in) only.
5. In the event of the date specified for receipt and opening of bid being declared as a holiday for Prohibition, Excise & Registration Department office the due date for submission of bids and opening of bids will be the following working day at the appointed times.
6. Financial bids of only those bidders who qualify on the basis of evaluation of technical bids will be opened.
7. The bidders are expected to examine all instructions, forms, terms, project requirements and other information mentioned in the RFP documents and Bid Response Checklist. Failure to furnish all information required as mentioned in the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of the proposal and forfeiture of the Bid Security (EMD).
8. Bids along with necessary online payments must be submitted through e-procurement portal https://eproc2.bihar.gov.in before the date and time specified in the NIT.
9. The department doesn't take the responsibility for the delay/non-submission of tender/non-reconciliation of online payment caused due to non-availability of internet connection, network traffic/holidays or any other reasons.

10. All further notifications/Corrigendum/Addendum, if any shall be posted on e-Procurement Portal (www.eproc2.bihar.gov.in ).
11. For registration log in to https://eproc2.bihar.gov.in.
    e -Procurement Help Desk
    Toll Free Number: 1800 572 6571
    Email Id: eproc2support@bihar.gov.in
    Working Hours: 8AM to 7PM (All days in week except few selected state holidays)

Authority Signature

(Deputy Secretary)
Prohibition, Excise and Registration Department
Bihar, Patna