

**REQUEST FOR QUOTATION (RfQ)**

1. Bihar Swasthya Suraksha Samiti (BSSS) is the nodal Agency for implementation of Ayushman Bharat Pradhan Mantri Jan Arogya Yojana in the State of Bihar. It is a registered Society under the Department of Health GoB. BSSS intends to select an agency to undertake background verification of contractual employees recruited by BSSS for various positions at state and district level.
2. To participate in the process, the agency is required to download the RfQ from [biswass.bihar.gov.in](http://biswass.bihar.gov.in)
3. The applicant agency shall seal the Quotation in an envelope marking  

**"QUOTATION FOR SELECTION OF EMPLOYEE VERIFICATION AGENCY FOR BIHAR SWASTHYA SURAKSHA SAMITI, BIHAR"**

**TO BE OPENED BY PROCUREMENT COMMITTEE ONLY**

**"Submitted by Name, Address and Contact Phone No. of the Applicant".**
4. The envelope shall be addressed to: The Administrative Officer, Bihar Swasthya Suraksha Samiti, Secretariat Extension Building, Block-3 Second floor, Old Secretariat Patna Bihar 800015, Bihar.
5. Last date & time for submission of Quotation is **18/04/2022 till 05:00 PM**, at Bihar Swasthya Suraksha Samiti, Secretariat Extension Building, Block-3 Second floor, Old Secretariat Patna Bihar 800015.
6. If the envelope is not sealed and marked as instructed above, the quotation may be deemed to non-responsive and would be liable for rejection. BSSS assumes no responsibility for the misplacement or premature opening of such Quotations submitted.
7. **Every pages of the Quotation and related qualification documents required as per the RfQ must be signed and stamped by the applicant agency.**
8. **Fee** will be inclusive of the Human Resource, Office set-up, hardware/ software, operation and all other aspects required for the delivery of services as per the terms of the RfQ. It will also include all applicable taxes and duties, **excluding Goods & Services Tax (GST)**. GST if applicable, will be paid by BSSS or the authorities decided by BSSS, as per the prevailing rates/ rules.

Item	Cost per unit (in Rs.)	
	In numbers	In words
<i>Employee Background Verification fee for each employee profile</i>		

9. Interested agencies may obtain further information about this RfQ from the office of Bihar Swasthya Suraksha Samiti (BSSS). No quotation will be accepted after closing date and time in any circumstances.
10. For further enquiry and information, please contact to the Procurement manager, BSSS Mobile number 9264471413 during office hours 10:00 AM to 6:00PM—**shall be binding upon interested agencies.**
11. BSSS reserves the right to accept or reject any or all quotations or change the terms and condition of RfQ or cancel the RfQ without assigning any reasons at any stage and time.

*30/3/2022*

*30/3/22*  
 Administrative Officer,  
 Bihar Swasthya Suraksha Samiti (BSSS)

SECTION –II

ELIGIBILITY CRITERIA

1. The Eligibility criteria and Supporting Documents to be submitted by the applicant agency are as follows: -

S.No	Eligibility criteria for applicant agency	Mandatory Documents
1.1	The applicant agency must be a registered entity under Companies Act 1956/ 2013, or Limited Liability Partnership Act 2008, or Indian Partnership Act 1932 or Proprietorship Firm	Self-attested copy of certificate of registration/ partnership deed issued by Registrar of Companies/ authorised government entity
1.2	The applicant agency must have experience of providing employee/ candidate background verification services during the last 3years, as on last date of quotation submission (At least two assignments during the past 3 years).	'Experience certificate issued by client' OR 'Invoices accompanied with Contract/ Work Order/ MoU'
1.3	Positive net worth since last three years	Certificate form Auditor stating the entity has a positive net worth since last three years as per "Annexure – A"
1.4	The applicant agency must provide self-attested scanned copies for: i. PAN Card ii. GST Registration Certificate (if applicable)	Self-attested copies of 1) PAN Card 2) GST Registration Certificate (if applicable)
1.5	The applicant agency must not be: (i) Blacklisted/ banned/ convicted by any court of law for any criminal or civil offences/ declared ineligible by any entity of any State Government or Govt. of India or any local Self-Government body or public sector undertaking in India for participation in future RfP/RfQ for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reason, as on the date of submission of the quotation (ii) The applicant agency shall declare all ongoing litigations, it is involved in with any Government Agency/ State/ central department/ PSU	Affidavit sworn before Public Notary/ Executive Magistrate as per "Annexure - B"

2. The quotations of only eligible applicant agency (matching eligibility criteria) will be considered and the applicant agency with the lowest rate shall be selected for the assignment laid down in this RfQ.
3. In case L1 fails to provide services within prescribed timeframe, the authority shall be at freedom to procure the same from L2, L3..... (in this order) responsive applicant agencies at L1 rate.

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## TERMS OF REFERENCE (TOR)

## 1. INTRODUCTION

at State and District level as follows:

POSITIONS		COUNT
<b>STATE LEVEL</b>		
<b>Director (04)</b>	Director Administration	01
	Director IT and MIS	01
	Director Operations	01
	Director Healthcare	01
<b>Manager (16)</b>	Finance Manager	01
	Legal Advisor	01
	Procurement Manager	01
	HR Manager	01
	Quality Assurance Manager	01
	Grievance Manager	01
	CB & IEC Manager	01
	IT Manager	01
	M&E Manager	01
	BIS Manager	01
	Database Administrator	02
	Software Developer	04
<b>Medical Officer (20)</b>	General Medical Officer	20
<b>Officer (06)</b>	Account Officer	02
	Internal Auditor	03
	System Analyst	01
<b>Executive (19)</b>	Executive (State)	12

721  
20/3/2022

30/3/22

	Accountant	02
	Steno	05
<b>DISTRICT LEVEL</b>		
<b>District Program Coordinator (38)</b>	District Program Coordinator	38
<b>District IT Manager (38)</b>	District IT Manager	38
<b>Executive (38)</b>	Executive (District)	38

The agency shall be performing Background verification of actual number of employees presently working for BSSS.

## 2. Scope of Work

The agency needs to do a detailed Background verification of all contractual employees presently working at BSSS on following parameters:

1. Aadhar Card
2. PAN
3. Prior Employment Verification of last two employments
4. Degree verification (10<sup>th</sup> and Highest Qualification as per ToR)

2.1. The applicant agency will be required to fix any vulnerability in the Employee Background verification within 1 year of the completion of assignment at no additional cost. These vulnerabilities can be detected by the BSSS or can be a finding of any internal or external audit conducted by the BSSS or its auditors on a periodic basis.

## 3. Retention Money:

An amount equivalent to 5% of the contract value shall be retained at the end of the contract against accuracy check of the background verification exercise carried out by the firm and the same will be released after the completion of 6 months from the date of background verification check only after it is ascertained that no adverse reports are received.

## 4. Use of contract documents and information:

4.1. The Selected Agency shall not, without the BSSS's prior written consent, disclose the contract or any provision thereof or any information furnished by or on behalf of the BSSS in connection therewith, to any person other than the person(s) employed by the Selected Agency in the performance of the contract emanating from this RfQ. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for the purposes of such performance for this contract.

4.2. Further, the Selected Agency shall not, without the BSSS's prior written consent, make use of any document or information mentioned in sub-clause 1.1 above (Section III) except for the sole purpose of performing this contract.

4.3. Except the contract issued to the Selected Agency, each and every other document mentioned in sub-clause 1.1 above (Section III) shall remain the property of the BSSS and, if advised by the BSSS, all copies of all such documents shall be returned to BSSS on completion of the Selected Agency's performance and obligations under this contract.

**5. Duration of contract:** The contract will be awarded for a period of 12months.

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**6. Reporting:** The agency shall furnish a comprehensive analysis report along with the invoice after the completion of assignment.

**7. Penalty:** The penalties would be imposed for each occurrence as per the details mentioned in the sub-identified Key Performance Indicators (KPIs) & Penalties listed below:

S.No	Deliverable	Benchmark	Penalty (as % of invoice)
1.	Timely completion of Background Verification and submission of concerned reports to BSSS	Within 90 days of receipt of employee profiles from BSSS	1% of the cost per employee as quoted in the contract/per 7 days' of the delay.
2.	Authenticity of background verification reports	100% Compliance Verified based on audits conducted by BSSS	5% of the cost per employee as per contract.

The selected agency shall submit the invoice taking into consideration any applicable penalties

#### 8. Modification to Contract

The contract when executed by the parties shall constitute the entire contract between the parties in connection with the jobs / services and shall be binding upon the parties. Modification, if any, to the contract shall be in writing and with the consent of the parties.

#### 9. Termination for Insolvency

If the agency becomes bankrupt or otherwise insolvent, it will inform the BSSS within 30 days, with written notice to terminate the contract. The BSSS reserves the right to terminate, without any compensation, whatsoever, to the agency, and the BSSS may forfeit the performance security.

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**Annexure: A – Financial Capacity of the Applicant Agency – Certified by the Statutory Auditor**

*[On letterhead of the Statutory Auditor]*

**To:**

**The Administrative Officer,  
Bihar Swasthya Suraksha Samiti (BSSS),  
2<sup>nd</sup> floor, Extension Building (Annex-C)  
Old Secretariat, Patna-15**

We hereby certify that on the basis of revenue conciliation statements and audited Profit and Loss Statements of the financial years ended in March 2018, March 2019 and March 2020 of <insert name of the company> having its registered office at <insert registered address of the company> **has a positive net worth since last 3 years.**

**Authorized**

**Signature Name**

**Address of**

**Auditor Seal of  
the Auditor**

**UDIN**

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30/3/2022

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30/3/22

Annexure:B – Declaration by Applicant Agency

Format for Affidavit certifying that Entity/Promoter(s)/ Director(s)/Members of Entity are not blacklisted

(On a Stamp Paper of INR 100/-)

**Affidavit**

I, M/s \_\_\_\_\_ <enter names and addresses of the registered office> \_\_\_\_\_ hereby certify and confirm that we or any of our promoter(s)/ director(s) are not blacklisted/barred/convicted by any court of law for any criminal or civil offences/declared ineligible by Bihar Swasthya Suraksha Samiti (BSSS) or any other entity of GoB or any entity of state government or Govt. of India, or any local self-government body or public undertaking in India for participating in future RfP/RfQ for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reasons, as on date of submission of quotation.

And that we are hereby, declaring all ongoing litigations where our promoter(s)/director(s) are involved in with any government agency/state/central department/PSU, and as mentioned below:

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

We understand that our quotation for the captioned assignment would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Selection Process or thereafter during the contract period and the amounts paid till date shall stand forfeited without further intimation.

Dated this..... Day of....., 2021.


Name of the agency.....

Signature of the Authorized Person:.....

Name of the Authorized Person:.....

Designation of the Authorized Person:.....

  
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30/3/22  
7 | Page